



Dear Parents,

August 2018

Welcome to Kimberly Heights School! Many of you are likely sending your child off to school for the very first time and I'm sure you have mixed feelings about this huge transition. Please be assured that everything at Kimberly Heights School is geared toward young learners. From experienced staff to high quality materials and from our Pre-K to our full day Kindergarten, District 145 has made early learning a priority!

I would like to make you aware of some important information for the start of the new school year. This packet will help answer any questions you may have.

General Information:

Please refer to the **KHS Calendar Dates**, which you will receive monthly along with a Principal letter. This is our way of giving you a brief overview of important dates for each month. Please refer to the Kimberly Heights Student and Parent Handbook for information regarding our school and important procedures. You will be receiving this item at our Move in Night.

Kindergarten Students:

- **Tuesday August 21st Kindergarten Bus Round-up Day:**
This is an opportunity for both you and your child to ride the bus to Kimberly Heights School. We ask that only ONE parent or guardian ride the bus and no siblings. Please be at your bus stops at 10am. We ask that you please be patient and allow for delays on the first few days of school. Routes are changing due to start of school year student additions. ****Attached to this letter you will find your bus route information and classroom assignment.**

Kindergarten students should be at their bus stops at 7:55am starting on Wednesday, Aug. 22nd

On Kindergarten Bus Round-up/Bus Run you will:

- See the route your child will take to school everyday
- Review safety procedures and bus rules
- Drive to Kimberly Heights (you will not come into the school at this time)
- Participate in a mock bus evacuation drill

Tuesday August 21st Kimberly Heights Move in Night:

This is an opportunity for you and your child to come to school to:

- Drop off school supplies
- Meet the classroom teacher and the KHS staff
- Have their school ID picture taken (ID used for safety and as the hot lunch card)
- Receive any important classroom information

Transportation:

The Transportation Department determines bus routes according to home address unless you indicate otherwise. Your child will learn to recognize their bus and route with an animal and color code. We will attach a band to their backpack on the first day of school. **Please keep the band on your child's backpack.** Do not remove the band. In the event that the tag needs to be replaced, please notify the office or your child's teacher.

Please be aware of the district policy regarding afterschool drop off:

1. An adult must be present to meet the bus or student will not be released.
2. If no adult is present, an attempt will be made to contact parent by phone.
3. If parent cannot be contacted student will be brought back to KHS.
4. If there is not enough time to return student to KHS before APMS route, student will be brought to Arbor Park Middle school, greeted at the bus and will have to wait in their school office for parent pick-up.

You may contact the **Transportation Department** at 708-535-4520 with questions.

Lunch:

Kindergarten students will be eating lunch at 11am starting on the first day of school. Our **hot lunch program is optional.** The price of the Hot Lunch is \$3.00 a day. This price includes milk.

Your child will have their picture taken at Move in Night for an ID lunch card that will be created. Each time you add money to your child's account Push Coin Account, the system will recognize the amount based on the student ID card number. Your child will use their ID card whenever he/she want to purchase a lunch. Lunch orders are taken first thing every morning so if your child forgets their home lunch they may use their prepaid lunch card to purchase a lunch that morning.

Included in this packet are the menus for August and September and Information on Push Coin. Menus are sent home the last Friday of every month.

Attendance:

Regular attendance is important. Students need to be in class **ON TIME** each day to make consistent progress throughout the school year. Kindergarten student arrival is 8:15-8:25am. Classes begin promptly at 8:30 am.

Please remember to call the school office at 708-532-6434 if your child will be absent. You may also use the Attendance Line to report an absence at any time.

Safety and Security:

School office hours are 8:00am to 3:00pm.

All visitors must report to the office to sign-in and receive a visitor's pass. We suggest that parents pre-schedule visits with the classroom teacher to avoid conflicts with instructional time. If there is a need to call during the day a message will be taken and given to the classroom teacher for a return call after 1:45pm.

For the children's safety, any parents who must drive or walk their children to and from school need to follow these guidelines:

- Do not arrive before 8:00am
- Ring the bell at Door 1
- Please pull your car into a parking spot
- Do not block the bus lanes
- Please walk your child into the school and wait with them until an adult comes to get your child
- **THE PARKING LANE CLOSEST TO THE BUILDING IS A NO-PARKING LANE!**
- If your child will be picked up every day, he/she will be dismissed at door 1. We ask that parents come into the building and wait for their child to be released to them. Students will be dismissed after bus students @ 1:35-1:40pm. Please refer to the handbook for further clarification.

The office must have written permission if there is a change in dismissal for students. If more than one student is involved, "going to a friend's house after school, etc" notes are required from each child's parent. In addition, parents will also be called for verbal confirmation. Students will be dismissed in the usual manner if verification of the change is not received. If you need to make a permanent change, please call the office and we will give you the necessary form to submit to make the change official.

It is extremely important that the office be informed of any address or phone changes during the school year so that we can reach you in the event of an emergency.

Medication:

We prefer that medication be administered at home, but if medication must be administered during the school day, please comply with the following regulations:

1. A form must be completed, signed by the physician, and by the parent, and returned to our school nurse before the medication can be administered. The form is available from the school nurse's office.
This form must be completed annually.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Birthdays:

We announce student birthdays in the morning during announcements and call students down to receive a birthday pencil and a sticker. **Birthdays that fall on dates outside of the school year (most of June/July and August) are announced in May.** Weekend birthdays are announced on Fridays. Students may bring in treats for the class. Some of our classrooms are nut free so please confirm with your child's classroom teacher or office before purchasing any treats. If you are bringing in birthday treats, the treats will need to be store bought. Unfortunately, home made goods are not allowed. Thank you for understanding! Please review the student handbook for further information.

Kindergarten Holiday Parties:

Kindergarten celebrates 3 classroom parties in their classrooms each year; a Halloween party, a Holiday Party in December, and a Valentines Day party. We are asking that each child pay \$9 by September 21st. This money will cover the cost for your child's participation and activities at each of the parties. Please make sure you place the money in an envelope with your child's name, room number/teacher, and mark it classroom party money. If you are writing a check please make it out to Kimberly Heights School.

Kindergarten Celebration Day Fees:

In April, KHS will collect \$10 from each student to cover the cost of their celebration day T-Shirt. Parents will have the option of purchasing a classroom CD to music for \$10 that will consist of a collection of photos marking memories from the school year.

Personal Items:

Personal items (i.e. games, toys, video games, balls, jewelry etc.) **should not** be brought to school without the teacher's permission. If the student has permission, these items should remain in student book bags while riding the bus. We supply toys, games and sports equipment for our students to use during recess. We are not responsible for lost items.

Safety Concerns:

Our students will be outside either on the equipment, the field or the blacktop everyday, weather permitting. Because of safety concerns, students **should not wear 'flip-flops', cowboy/cowgirl boots or backless shoes. Students will have to miss the outside activity if proper footwear is not worn. We ask that students wear gym shoes to school.**

School Spirit Days:

Every Friday is School Spirit Day. We wear our school colors (blue and yellow) or our school koala t-shirt which can be ordered at our Move in Night. Each month we will have a targeted goal as a whole school. For example, August/September we will be working on walking in a straight line without talking in the hallways. This goal will help us ensure that each child is out of the school building safely in the event of an emergency and can hear given instructions. Once we have met our goal, students will be treated to popcorn and a movie in the gym as a part of our celebration at the end of the month.

Looking forward to a fantastic school year!

Sincerely,

Mrs. Lopez, Principal

Attachments: Classroom/Bus Assignments – White
Technology/Internet Usage Permission Form-Blue
Kindergarten Lunch Menu –Yellow
KHS Important Dates – Green
Superintendent Letter - White
Push Coin Letter – Pink

***Please sign and return the Blue Technology/Internet form on first day of school.**