



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!

Parent involvement is an important part of our preschool program and its success. We will be offering a variety of opportunities for preschool parents to participate in school activities throughout the school year. Please be sure to sign up to assist in your child's classroom. Detailed information will be sent home with your child the first week of school.

General Information:

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

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
- 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 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.**

Session 1 Preschool students should be at their bus stops at 7:55am starting Wednesday August 22nd. Session 2 Preschool Students should be at their bus stops at 10:25am.

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.

First Day:

First day of school will be on Wednesday August 22nd. Please see the enclosed letter for details on which session your child is enrolled in. Preschool students will need a book bag and a change of clothes on the first day of school. The clothing items will be kept at school for future use if needed. No other school supplies are required yet are appreciated and accepted.

Attendance:

Our preschool program is a state funded program and attendance expectations will need to be met in order for your child to be enrolled in the program. It is extremely important that your child attend school unless they are ill. If your child is absent more than the program allows you will be notified and your child may lose their placement.

Students need to be in class **ON TIME and in attendance each day** to make consistent progress throughout the school year. Preschool Session 1 student arrival is 8:15-8:25am. Classes begin promptly at 8:30 am. Preschool Session 2 student arrival is 10:50-11:00am.

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 for session 1 students or before 10:45 for session 2
- 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!**

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, homemade goods are not allowed. Thank you for understanding! Please review the student handbook for further information.

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 every day.**

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 on Tuesday August 21st. 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.

Looking forward to a fantastic school year!

Sincerely,

Mrs. Lopez, Principal

Attachments: Classroom/Bus Assignments – White
 Photo/Video/Movie/Internet Permission Form-Blue
 KHS Important Information – Green
 Superintendent Letter - White

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