



Dear Parents;

August 14, 2017

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. Please take time to read through this packet.

**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 22<sup>nd</sup> 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. 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 and PreK/EC Session 1 students should be at their bus stops at 7:55am starting on Wednesday, August 23<sup>rd</sup>. Preschool Session 2 students should be at their bus stops at 10:25am.*

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 22<sup>nd</sup> 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
- Pay for school hot lunch
- 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, attached with a band to their backpack. **Please keep the band on your child's backpack.** 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 of KHS students:

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. At Kimberly Heights Kindergarten students purchase a punch card for \$30.00 which will buy 10 lunches. The punch card is kept in the child's classroom and is punched when the child takes a hot lunch. Lunches are not sold on a day to day basis. You will not be able to send \$3.00 for one lunch rather you will need to send \$30.00 for the 10 lunches. Your child does not have to use the punch card every day. Please refer to the menu that your child will bring home each month. You can purchase a punch card at any time. We suggest you review the menu with your child and circle the days their hot lunch card will be used and which days a lunch from home will be sent. It is important to remind your child in the mornings or have them review the menu the morning of. This activity will help build ownership, learning how to read a calendar, identification of numbers, and reading words on a menu.

Included is the menu for the month of August and September. Menus are sent home the last Friday of every month. If you only wish to buy milk the cost is \$4.00 for 10 milks. Students will receive a punch card for milk only purchases.

You can send cash or checks made payable to *Kimberly Heights School* in a sealed envelope with your child's name, room number and marked lunch money.

### **Preschool Students:**

First day of school will be on Wednesday August 23<sup>rd</sup>. Please see the enclosed letter for detail 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:**

**Regular attendance is important. Students need to be in class ON TIME each day to make consistent progress throughout curriculum. Student arrival 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
- 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 student's parents. 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.

**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 on Tuesday August 22<sup>nd</sup>. 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. Once we have met our goal, students will be treated to popcorn and a movie in the gym as a part of our whole school celebration.

Please let us know if you have any questions.

Looking forward to a fantastic school year!

Sincerely,

Mrs. Lopez, Principal

Attachments:           KHS Important Dates to Remember –Green  
                                  Technology/Internet Usage Permission Form-Blue  
                                  Kindergarten Lunch Menu –Yellow  
                                  Parent Log in and Classroom Information - White

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