



July 2019

Dear Parents of Kindergarten Students,

## **RE: KINDERGARTEN START-UP PROCEDURES**

We are excited for your child to begin their learning as a student of Promontory Heights Elementary! We hope you enjoy your summer with family and friends and we look forward to meeting you and your child in early September.

Your child is tentatively placed in one of the Kindergarten classes.

In order to make the transition from home to school as comfortable as possible, several activities will be taking place during the first two weeks of September, which are outlined as follows. This format will be different than in previous years due to the large number of incoming Kindergarten students.

**ORIENTATION DAY – Tuesday, September 3 – Please come to the gym at 10:30 a.m.** Students are not required to attend as parents (or someone on their behalf) will listen to a brief presentation by the Kindergarten teachers. At this time, you will pick up an information package that will include specific location and times regarding the week's schedule. You will also receive a school introduction time. Nothing else happens on this day.

**SCHOOL INTRODUCTION - Wednesday, September 4** – Your child will attend a 1 hour session with other students from either 10:00 – 11:00 am, 11:15 – 12:15 pm or 1:00 – 2:00 pm. This school introduction time is set-aside for the Kindergarten teachers to become acquainted with the students.

**INTERVIEWS – Thursday, September 5** – This is an opportunity to meet your child's teacher. Please bring your child with you. You will receive your interview time on Tuesday morning when you pick up your package.

**MINI SESSIONS – Friday, September 6 and Monday, September 9** – Your child will attend a 1½ hour session with half of the class in attendance. This will provide an opportunity for small group orientation and introduction of school routines and expectations. You will be informed of your child's Mini-session times on Tuesday, September 3<sup>rd</sup>. Times will be either 8:25 – 9:55 or 10:25 – 11:55 a.m.

**FULL ATTENDANCE – ALL KINDERGARTEN STUDENTS** – To allow time for transition to full day, there will be several days with different dismissal times.



# Promontory Heights Elementary Community School



**Tuesday, September 10 – 8:20 – 10:45** – All students will go to their assigned teacher/class for a part-day session. Please have your child line up outside in the designated classroom spot. Please send a recess snack. This will be the first day experiencing recess.

**Wednesday, September 11 – 8:20 – 12:00** – All students attend and are to bring a recess snack. This will be the second day experiencing recess and staying until the beginning of the lunch period.

**Thursday, September 12 and Friday, September 13 – 8:20 – 1:00** – All students attend and are to bring a recess snack and a lunch. Students will be experiencing recess and lunch on these days.

**Monday, September 16 – 8:20 – 2:15** - This is the first full day of school. Students will bring a recess snack and a lunch. Dismissal will be at the end of the school day.

**PARKING:** Parking space is extremely limited at our school. We understand that parents will continue to drop off and pick up their children, however, you will be asked not to park in our parking lot. It is our hope that parents walk their children as much as possible, car pool or park on one of the side streets and walk onto the property. **The Kindergarten PICK-UP and DROP-OFF lane is clearly marked. This lane is a moving lane and NOT meant for parking. You may need to loop around while waiting for your child.** Thank you for your understanding.

**SCHOOL SUPPLIES:** Kindergarten school supplies will be provided at the cost of **\$40.00** payable to Promontory Heights Elementary School. We would like to collect this money during your individual interview time.

**EMERGENCY PREPAREDNESS:** Our Parent Advisory Committee is responsible for our school-wide Emergency Preparedness Plan. This plan includes purchasing and putting together an emergency bin and duffel bag for each of our divisions. Each bin and bag will include items that in an emergency will keep our children safe, warm and as comfortable as possible. This is a one-time **\$10.00** fee for Kindergarten students. Please include it with your school supply payment.

**Total payment - \$50.00**

We look forward to working together this coming year!

Sincerely,

The Promontory Elementary Kindergarten Teachers