



Information for Incoming Kindergarten Families

Center Elementary School

2019-2020





Please refer to our Family Handbook and CES Brochure for additional information.



Attendance

- Your child's consistent attendance is important. The earliest grades are when children's attitudes and mindsets about attendance are developed. In addition, consistent attendance allows for continuity of instruction and socialization.
- **If your child has to be absent from school:**
 - **All absences**, notify school by emailing cesattendance@brookfieldps.org on the day of the absence, **AND:**
 - **For absences 1- 9**, send a parent/guardian note to school upon your child's return to school in order to excuse the absence.
 - **For absences 10 and beyond**, send a parent/guardian note including the reason for the absence to school upon your child's return. In order to be excused, the absence must be for one of the reasons listed below. Absences 10 and beyond for any other reason will be documented as "unexcused."
 - **Medical** - must be accompanied by a doctor's office note - (unless the student is dismissed from CES with a fever and may not return until fever-free for 24 hours)
 - Family emergency - death or severe illness
 - Religious observance requiring an absence from school
 - Verified school related educational reason
 - Court appearance - verification required
 - District provided transportation issues
- Our school is required by state law to follow up on any student that is chronically absent.
 - Once a child has had nine absences of any kind you will receive a letter reminding you of the importance of regular attendance and the attendance rules.
 - Continued chronic absences will be reviewed and discussed by a school team. Members of the school team will reach out to parents/guardians to understand why the student is frequently absent and offer support to increase attendance.
 - Continued chronic absences will be discussed between the parents/guardians and the principal at a meeting, again seeking ways to support the student's consistent attendance.
 - Continued habitual absences will be referred to the Department of Children and Families.





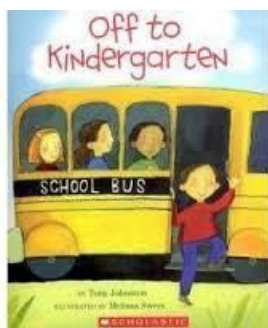
Volunteer Forms

- Anyone interested in volunteering must complete the district forms annually. This includes classroom volunteers, field trip chaperones, and Play Day helpers.
- All forms are accessible on the CES Website
 - Click on "Family"
 - Click on "Volunteer" (<http://www.brookfield.k12.ct.us/district/pages/forms>)
- New volunteers must complete all three forms.
- PLEASE COMPLETE FORMS EARLY!. Forms may take up to 6 weeks to be processed. Volunteers cannot work in the school/with students until their paperwork is processed and they are cleared. Forms cannot be completed on a last minute basis.



Parent Portal

- The Parent Portal is our school's primary means of communicating with parents/guardians regarding information including class placements, student achievement, and essential school/district announcements.
- If you are not connected through this communication service you will be missing important information!
- Please make every effort to keep the data on the up to date. In case of an emergency we need to know how to contact you by phone, cell phone, and address.
- If you are linking your kindergarten student to older Brookfield Public School students who already have accounts you have to fill in information for each student. The page **does not** auto fill.
- Please enter at least one **Emergency Contact**. In case your child is sick or needs to be picked up from school for any reason and we cannot reach you, will call your child's Emergency Contact. Children will not be released to anyone NOT on the Emergency Contact List.
- Please note that office staff cannot give student identification numbers, passwords, etc. over the phone.
- You will need to complete the Annual Information Update in order to access placement information. You will receive an email at the beginning of the summer with specific information.
- **Office staff will have limited availability over the summer to assist, so if you have not already signed into the Parent Portal please do so as soon as possible!**



Bus Information, Arrival and Dismissal

- **Bus Information Sheet:**
 - All students must have a completed Bus Information Sheet on file.
 - Students must be met each day by an authorized person on his/her Bus Information Sheet. If a person listed on your child's Bus Information Sheet is not at the bus stop, your child will be returned to Center School, and you will be contacted to come and pick up your child.
- **Bus Changes:** All bus changes require a written note from a parent or guardian.
 - In the best interest of your child's safety, bus changes at CES will not be honored unless they are permanent.
 - Students will ride their own buses home every day with two exceptions:
 - Routine day care: students may have a routine drop off at a daycare provider
 - Parent/Guardian pick-up: Students may be picked up by a parent/guardian. If the student's regular transportation plan is to be picked up by the parent a note should be sent to have the child ride the bus home if needed
- **Bus Plan for Emergency Dismissal:** Please be sure to have a plan for emergency dismissals. As noted above, your child's bus stop cannot be changed on a one-day basis. Please have a plan for someone to meet your child at home or to pick up your child at school on Emergency Early Dismissal days.
- **Parent drop-off and pick-up:** Drive along the driveway around the back of the building. Please keep your child in a seat belt at all times.
- **Dismissal notes:** Please send notes regarding changes to your child's dismissal plan to school with your child or drop them off in the office by 2 PM.
 - Changes to dismissal plans cannot be made after 2 PM.
 - Emails cannot be honored.



Backpacks, Toys, Digital Devices, Shoes, Clothes

- As you purchase your child's **backpack** for kindergarten remember that it will need to be large enough to carry full size books, winter clothing, and other kindergarten items.
- Students may not bring **toys** to school unless specifically asked to do so by the classroom teacher for a special day.
- **Digital devices** including iPads, tablets, cell phones, watches that function as a phone, and other battery driven devices are not allowed in school. Should these items be brought to school, they will be stored in the teacher's desk and the parent/guardian will be requested to pick them up at their convenience.
- **Sturdy shoes are a must for busy kindergartners!** All CES students are asked to wear sneakers, closed toe or tie/rubber soled shoes to school daily. Sandals, flip-flops, and other open toed shoes are not safe or functional for school.
- **Clothing for kindergarten should be student-friendly.** Children need to be able to dress themselves in all outerwear and toilet themselves in all school wear. Boys need to be able to discreetly use the urinal in pants. All clothing should be **labeled clearly**.



Other Important Information

The First Day

- Children do the best when they separate at the bus stop. If you feel your child has a very high level of anxiety about school please speak with us ahead. However, bringing your child to the school frequently increases separation issues.

Bathrooms

- Please spend time over the summer using public restrooms with your child. Acquaint your child with auto flush toilets and electric hand dryers.
- Boys need to learn to use a urinal and the accompanying etiquette.

Snacks

- Students have snack every day. A healthy snack helps students keep going until they get home.

Lunch

- Students may bring lunch from home or buy lunch at school.
- Parents can pay in advance online by setting up an account for their student. More information can be found on the CES website.

Recess

- Students have recess daily for a minimum of 30 minutes. On many days students have an extra short recess.
- Students will go outside every day that weather permits. In cold weather months, the "feels like" temperature must be above 20 degrees at the time of the recess.

Important Dates

- School Schedules
 - Regular Hours 8:40 am - 3:25 pm
 - Kindergarten Short Days** (through 9/10) 8:40 am - 12:20 pm
 - Early Dismissal for Inclement Weather 8:40 am - 12:00 pm
 - Early Dismissal for:
 - PLC, 11/27, Last Day, Fall/Spring conferences 8:40 am - 12:20 pm
 - 2-hour Delayed Opening 10:40 am - 3:25 pm
 - 3-hour Delayed Opening 11:40 am - 3:25 pm
- Calendar and Dates
 - The district calendar for the 2019-2020 school year is available on the District/ School website
 - Tues., August 27 PTO Play Date at Kids Kingdom 3:00 to 5:00 pm
 - Weds., August 28 - Kindergarten Visitation Day*
 - Thurs., August 29 - First Day of School for Kindergarten
 - Thurs., August 29 - Tues. Sept. 10 - Kindergarten "Short Days"
 - Tues., Sept. 3 - Kindergarten Open House
 - Weds., Sept. 11 - First Full Day of School for Kindergarten

***Kindergarten Visitation Day - Wednesday, August 28, 2019**

- Students and parents/guardians come to school together for a classroom visit, bus tag check, and a short bus ride.
- Visits last for about 45 minutes.
- Each class will be assigned a specific time to come in. Parents/guardians will be notified of the time through a welcome letter on the Parent Portal in mid August.

****Kindergarten "Short Days" - Thursday, August 29-Tuesday, September 10**

- For the first 8 days of the year, Kindergarten students come to school for "short days" from 8:40 AM to 12:20 PM.
- During the afternoons on the "short days," classroom teachers schedule individual appointments for each child/family in their class to come in and meet with the teacher. The appointments last for about 30 minutes and include time for the teacher to give students 1:1 assessments of basic literacy and math skills and then for the teacher to meet with the parents/guardians for a brief listening conference.
- Each child will come in on one of the short day afternoons for this appointment.
- Sign-ups for these appointments will take place after placements are shared in August. Your child's teacher will share more information at that time.