# Welcome to

# Kindergarten

# Answers to Questions You May Have

5909 146<sup>th</sup> Place S.E. Everett, WA 98208

Aleta Smoot, Principal
Anca Wilson, Assistant Principal
Claudia Gray, Office Manager
Mary Fuda, Office Assistant

## **Office Hours**

8:00 - 4:00

# **CONTACT INFORMATION**

Office General Number: 425.385.6500 24 hr. Attendance Line: 425.385.6505

Attendance email address: sfeattendance@everettsd.org

## STUDENT HOURS

**Typical Days:** 9:15 AM – 3:30 PM

**Learning Improvement Fridays (LIF):** 9:15 AM – 2:15 PM Friday afternoons are reserved for teacher collaboration **Early Release Dismissal Schedule:** 9:15 AM – 1:00 PM

This schedule is used during conference week and prior to some vacations.

2020-2021

This booklet has been prepared as if school will occur as usual in the Fall of 2020. Please note some things may change due to COVID-19. Thank you for your understanding!

# **SILVER FIRS' MISSION STATEMENT**

Our mission is to educate with high academic and behavioral expectations. We will nurture and guide students to become life-long learners who are respectful of differences and who can transition from the classroom to the community as successful contributing citizens.

Our Motto at Silver Firs is:

"Together We Grow" with

Politeness
Respect
Independent Managers
Do Our Best
Everyone working cooperatively



# SILVER FIRS P.R.I.D.E.

We encourage an environment where courtesy and kindness exist and where there is respect for individuality. To assist in reaching these goals, we have developed five "Guidelines for Success" that we call "P.R.I.D.E".

# Polite:

At Silver Firs Elementary, being polite is very important. You are expected to use good manners and to be considerate, courteous, honest, and helpful to others.

# Respectful

We expect Silver Firs Elementary to be a safe and supportive place. Respect means caring for yourself and others, our school and play equipment, and the personal property of classmates and staff.

# Independent Manager

All through your life you must decide how you will act. Therefore, try to do what is right whether anyone is watching you or not. This is called "being an independent manager". It is important for you to remember that you are in charge of yourself. You are an independent thinker. You can do what is right!

# **D**o my best

In order to do your best, it is important to be ready to learn. This includes having a positive attitude about school, coming to school on time, always trying, and having your materials and schoolwork ready. When you do a job or an assignment, do your very best. While you are working on something, ask yourself, "Is this the best I can do?" If you give a job your best, you learn more and feel more successful.

# **<u>E</u>**veryone working cooperatively

Cooperation includes being polite, treating people with respect, accepting people's differences and opinions, encouraging others to do their best, working to solve disagreements, and working together for a common goal.

These guidelines are taught at the beginning of the school year and continually reviewed/reinforced throughout the year. They are explained in our P.R.I.D.E. Handbook which will be distributed next Fall. Also included in the booklet are the roles for the staff, administration, students and parents for helping children demonstrate the P.R.I.D.E. "Guidelines for Success." We ask that you review and discuss the information in the handbook with your child. At the end of the booklet you will find a letter to your child. When you receive the booklet in the fall, please sign and have your child sign and return the bottom portion to your child's teacher.

We look forward to you and your child joining our Silver Firs P.R.I.D.E. family!

# THE FIRST SCHOOL DAY

The first day of school for first through twelfth grade is scheduled for Wednesday, September 9th. The first full day of school for all kindergarteners is scheduled for Monday, September 14th.

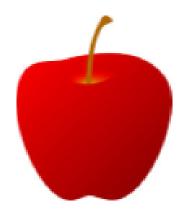
We delay the start of school for kindergarten students in order to hold family conferences. You will be invited to a meeting with your child's teacher on one of those first three school days. This is part of the WaKIDS assessment of kindergarten skills and is a great opportunity for you to share information about your child with their teacher. You will receive a phone call from the school in late August inviting you to your conference.

You are probably more anxious about the start of school than your kindergarten student. For some students, crying at drop off time is a very normal part of starting kindergarten. It usually stops within 5 to 10 minutes once school begins. Your child will take cues from you. Give a warm hug and a confident good-bye. We know how hard this can be, but the good news is IT WILL GET BETTER. We will provide a warm, caring environment for your child to help with the transition. We will call you with updates if your child has a difficult time on those first few days.

Parents are not invited into the classroom on the first day. Please say your goodbyes at the Kindergarten Corral located in front of building A. Experience shows us, students transition much easier this way.

# TYPICAL KINDERGARTEN SCHOOL DAY INCLUDES

- Social- Emotional Skills
- Learning Centers Plan, Do, Reflect
- Literacy Reading & Writing
- Math
- Science



- Experiences in Art, Social Studies, Health, Physical Education and World Languages are integrated throughout the kindergarten curriculum
- A balance of whole-group, small-group and independent activities
- Sedentary components of the day are separated by the more active elements
- Whole group times are limited to 20-30 minutes at a time (much shorter at the beginning of the year)
- A balance of teacher directed and student-initiated activities
- An extended uninterrupted student directed time (Plan-Do-Reflect)
- As the year progresses, kindergarten transitions from looking more like preschool at the beginning of the year to looking more like first grade by the end of the school year

# KINDERGARTEN READINESS

**INDEPENDENT SKILLS** are important for success in school. Each student will enter kindergarten with a different set of skills. Students will increase their level of independence throughout the school year. The following skills will be helpful for the beginning of the school year:

- \* zip and button coat
- \* put on backpack
- \* tie shoes
- \* blow nose
- \* use the bathroom
- \* wash hands
- \* turn taking

- \* waiting patiently
- \* asking for help
- \* cleaning up a work/play area
- \* listening to others and contributing to a conversation
- \* work independently for up to 20 minutes

**PRE-ACADEMIC SKILLS** are also important and will vary among students. You might help your child with these skills for the beginning of the school year.

- \* counting and recognizing numbers to 30
- \* writing their name with a capital first letter and others lower case
- \* saying and recognizing letters and sounds
- \* recognizing and naming colors
- \* identifying shapes

You may choose to check out the Everett Public Schools Early Learning website at <a href="https://www.everettsd.org/earlylearning">www.everettsd.org/earlylearning</a> for additional information about helping you and your child be ready for Kindergarten.

#### **ADDITIONAL SUPPORT:**

If you have concerns about your child's development or readiness for kindergarten, please contact:

- \* Aleta Smoot (Principal)
- \* Anca Wilson (Assistant Principal)
- \* Early Learning Department 425-385-4024 425-385-4068
- \* Special Services 425-385-5250



# Silver Firs Elementary School Supply List Kindergarten 2020-2021

We would appreciate the following supplies for your student. Each student will need a regular sized backpack or book bag. Please **NO ROLLING** backpacks (they are too large for our lockers) and no small toddler/preschool backpacks (they are too small for our folders).

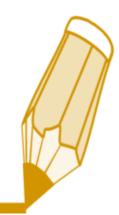
- ✓ Students need a pair of non-marking tennis shoes for PE Class (can be kept at home and worn on PE day)
- ✓ Crayola Crayons 24 packs (3 boxes) Labeled with Student's Name
- ✓ Crayola Washable Markers (Classic 10 Broadline Pack) Markers and Box Labeled with Student's Name
- ✓ Dry Erase Pens (2) & Dry Eraser (1) Labeled with Student's Name
- ✓ Elmer's Glue Sticks (18 glue sticks) Each Labeled with Student's Name
- ✓ Black Flair Pens (2) Labeled with Student's Name
- √ #2 Dixon-Ticonderoga Brand Yellow Sharpened Pencils (1 box) Each Pencil
  Labeled with Student's Name
- ✓ Earbuds or headphones (that correctly fit your child) Labeled with Student's Name
- ✓ Plastic Pencil Boxes (2 boxes) Labeled with Student's Name on the top and on the front
- ✓ Scissors (Fiskars Brand preferred) Labeled with Student's Name

-----Items below do not need to be labeled-----

- ✓ Large box of tissue
- ✓ Baby wet wipes Unscented (3)
- ✓ Anti-Bacterial Wipes Unscented (3)
- √ Hand Sanitizer 1 (10 oz) Bottle
- ✓ Ziploc Bags: gallon & quart sizes (Easy Zipper)

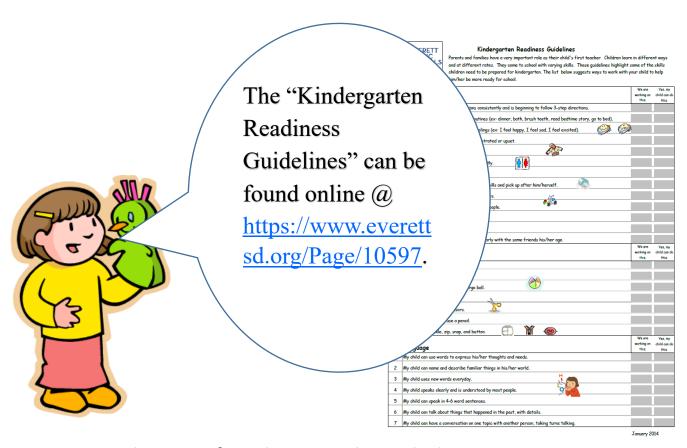
Please label coats, backpacks, lunchboxes and water bottles with your student's name.

Please do not send any items that are not on this list unless requested by your student's teacher.



# Over the summer...

✓ Review the "Kindergarten Readiness Guidelines"



- o choose a few things to do each day
- Repeat the same items until your child can do them easily and feels successful

✓ Make it **fun!** 

# **GENERAL SCHOOL INFORMATION**

(In alphabetical order by topic)

#### **ACCIDENT**

If your child is injured at school, he or she will be given first aid by the school health room assistant or someone who is trained in first aid. Parents will be called immediately if the situation is serious. In the event that the parents cannot be reached, we will call the relative, neighbor or friend listed as the emergency contact. It is extremely important that you notify us immediately of any change in your emergency information or telephone number. Community emergency personnel will be contacted in the event of a life-threatening emergency.

#### ARRIVAL AND DISMISSAL

Parents should not drop students off at school until 9:00 a.m. when supervision is available. All students should be at school before 9:10 a.m. when the bell rings.

Kindergarten students are not allowed to be dropped off at the "KISS and GO LANE" unless a student in the car is in 3<sup>rd</sup> grade or above and can safely escort them to the "Kindergarten Corral." Otherwise, please park in a designated parking spot and escort your Kindergarten student from the parking lot to the "Kindergarten Corral" located in front of building A. **Students may not walk through the parking lot unless** accompanied by an adult. If your kindergarten student rides a bus, he/she will be taught the procedure of walking from the bus parking lot to the Kindergarten corral the first few weeks of school.

At the end of the school day, bus riders will be escorted to the undercover play shed by a member of our student patrol to wait for an adult supervisor to help them board their bus. Children going to a daycare with van service (such as KinderCare or similar daycare) will be assisted to their van by school personnel or daycare provider. Parents or guardians picking up their children at the end of the school day will need to do so at the K corral.

#### **ATTENDANCE**

At Silver Firs Elementary, we are committed to helping your child be successful in school. One of the most important factors in your students' academic success is their regular attendance at school. Research has repeatedly identified chronic absences - defined as missing 10 percent of the school year including both unexcused <u>and</u> excused absences - as an indicator that students are headed off track academically. One national research study reported that frequent absences in grades as early as Kindergarten and first grade negatively impact a student's achievement in later grades. Even a child with good attendance suffers a small loss academically when the school or

classroom has a high absentee rate - because excessive absences within a school and classroom can undermine the quality of instruction for all students as teachers are forced to spend time in review and remediation.

Attendance is a critical component to your child's success at Silver Firs Elementary. We expect all students to attend every day on time. Absences can make it hard for a student to keep up in school because lessons (presentations, discussions, group work, experiments, etc.) taught during the school day are difficult to duplicate. Please schedule appointments outside of the school day.

School hours at Silver Firs are 9:15 a.m. - 3:30 p.m. The first bell rings at 9:10 a.m. Instruction begins promptly at 9:15, at which time your child should be in his/her classroom. If your child is going to be absent from school, email sfeattendance@everettsd.org or call 425.385.6505 to report the absence. Please include student first and last name; student ID number; date(s) absent; reason for the absence; parent/guardian name; and parent/guardian phone number (for verification). Parents may also provide a handwritten note or send a fax. If your student is absent from school and you have NOT contacted the school to excuse the absence, a phone call (automated or from our attendance secretary) will be made to the contact phone numbers on file alerting you that your child is absent (and will be marked unexcused from school until we hear from you).

If your child is going to be gone for an extended period of time (e.g., vacation; planned medical issue, etc.) please complete an "EXTENDED PREARRANGED ABSENCE FORM" that is available by contacting our office. Letters informing parents/guardians of excessive absences and/or tardies will be sent home as required by Washington State Law.

## Tardy

Students who arrive after the second morning bell (9:15) will be marked tardy and must go to the school office first to receive a tardy slip before entering the classroom. Parents are requested to notify the office in the event their child will be late. Students who are chronically late miss many learning opportunities and disrupt the classroom. Please make every effort to get your child to school on time.

Absences will be recorded as follows:

- missing 30 minutes or less of school = "Tardy"
- a tardy becomes a "Partial Day Absence" if the student has missed more than thirty (30) minutes and less than 50% of their school day
- 50% or more absent for the day = "Full Day Absence"

### **BIRTHDAYS**

Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. In consideration of the feelings of children not receiving invitations, we request that no invitations be handed out at school unless each child in the classroom is receiving one.

Due to food allergy concerns, we do not allow food items to be brought as birthday treats. If you would like to celebrate your child's birthday with his/her class, options such as a book for the classroom library or a small item for each child (pencil, pen, eraser, etc.) are suggested.

To help maintain our focus on learning and the safety of our students, we ask that flowers, balloons, cookie bouquets, etc., not be delivered to school. Please save those special surprises for home. If items are delivered to school, they will be kept in the office for the student to pick up at the end of the day.

# GOING HOME PROCEDURES & INFORMATION SPECIFIC TO KINDERGARTENERS End of the Day Routine:

- Teachers will walk those students being picked up by a parent/guardian to the kindergarten corral. Please wait outside the corral along the fence. Your child's teacher will make eye contact with you before dismissing your student from the corral.
- Kindergarten bus riders are escorted to the undercover play shed by a 5<sup>th</sup> grade patrol to wait for an adult supervisor to help them board their bus.
- Kindergarten students attending the on-site YMCA will be escorted to the daycare location.
- Typically, the transportation vans for off-site daycares are delayed as they make their route to pick up students from neighboring schools. Therefore, if your child is attending an off-site daycare, your Kindergarten student will be escorted to the main office to wait for the van's arrival. Once the van arrives, students are supervised as they walk to the van loading zone in front of the gym.

### YOUR ASSISTANCE NEEDED - END OF DAY ROUTINE:

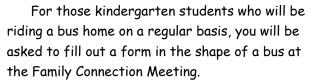


#### PARENT PICK-UP

For those students who will be picked up by a parent or guardian, you will be asked to fill out a form in the shape of a shoe at the Family Connection Meeting. If you fill out a shoe, we will know not to put your child on a bus or a daycare van. The information you need to include will be your child's name, address, phone number, teacher and who will be picking up your child (you, a neighbor, or a home daycare provider).

On the back of the shoe will be a place to let us know when this routine will begin and if there are any expected changes to the schedule. For example, sometimes we have children who go home with a neighborhood daycare M,T,W,TH but on F is picked up by a parent. This schedule change would be indicated on the back of the form.

#### **BUS RIDERS**

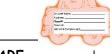


To find out if your child has bus transportation, before school begins in the fall please go the EPS's District website, place your curser on the "parent tab" and look for the tab labeled "School & Route Finder". The webpage will ask you to input your child's grade and your home address. Depending on your address, you will be told whether your child is within walking distance or has a bus available for transportation. If your neighborhood has a bus, you will be told the bus number and the nearest pick-up location.

In addition to looking on the website, in August our District has typically sent out information by U.S. mail alerting you to our bus schedule. Please look for bus information via mail late this summer and bring that information with you to the Family Connection Meeting.

If you fill out a bus form, we will know to put your child on a bus. The information you need to include will be your child's name, address, phone number, teacher, BUS NUMBER AND BUS STOP STREET LOCATION. Please know which bus number your child will be taking home when you first meet your child's teacher. We will have these bus forms printed in different colors to help us place the kindergarten children in the correct bus line.

Often times, we find that parents wish to drive their children the first few days of school and then have their children start riding the bus. If you choose to do this, we ask that you fill out the back of the bus letting us know when you want your child to start riding the bus and if there will be any other changes in your child's going home routine. WE ALSO ASK THAT YOU FILL OUT A SHOE that will be placed over the bus to indicate your child should not get on the bus. Please remove the SHOE form and leave the BUS form on the date you want your child to start riding the bus.



#### DAYCARE

For those students who will be riding a daycare van after school, you will be asked to fill out a form in the shape of a car at the Family Connection Meeting. If you fill out a car, we will know to release your child to the daycare provider listed on the form. The information you need to include will be your child's name, address, phone number, teacher and name of daycare. On the back of the car will be a place for you to let us know when this routine will begin and if there are any changes to the schedule.

As with the bus riders, we know that some parents may wish transport their children themselves the first few days of school and then have their children start going with the daycare. If you choose to do this, we ask that you fill out the back of the car letting us know when you want your child to start going to daycare and if there will be any other changes in your child's going home routine. WE ALSO ASK THAT YOU FILL OUT A SHOE that will be placed over the car to indicate your child should not get on the van. Please remove the SHOE form and leave the CAR form on the date you want your child to start going to daycare.

# **Bus Riding**

A list of District Bus Rules and Regulations are distributed to and discussed with all students at the beginning of the school year. These rules are also available in the school office. The following basic rules help ensure safety for all who ride school buses.

- ✓ The driver is in charge and the students must follow the rules established by the driver.
- ✓ Preschool and kindergarten students returning home will not be allowed to get off the bus without an adult to meet them.
- ✓ Bus riders should arrive at the bus stop approximately five minutes prior to the bus pick-up time. Please avoid arriving too early or too late.
- ✓ While waiting for the bus or walking home after getting off the bus, children are expected to follow Silver Firs' behavioral expectations.
- ✓ Please inform the office by written notice if your child's routine for getting home will be altered for a day such as going home with a friend, riding a different bus, walking, or being picked up. A child without a written request from their parent/guardian for a change will be put on his/her regular bus.
- ✓ If you need to pick up your child who normally rides the bus, please come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that your child needs to go to the office instead of to the bus. Students will be released from the office only. Do not go the bus area supervisors are unable to sign out any students at the bus loading area.
- ✓ Large packages, glass items, or pets are not permitted on the bus. Small items brought to school, such as for Show and Tell, are to be kept in containers and out of sight.
- ✓ If a non-bus riding student wishes to ride a school bus, a note must be sent to school by the morning of the requested day and cleared through the school office. Often buses are loaded to capacity so it may be impossible to accommodate extra riders.
- ✓ Consequences for inappropriate behavior may include a referral to the office, loss of recess or suspension from bus privileges. Incident reports for serious bus infractions will be mailed home and parents will be notified regarding disciplinary action.
- ✓ Failure to comply with the bus rules may result in suspension of riding privileges. Parents will be notified prior to such action.

# **Changes in Transportation**

A clear understanding should exist between parents, school and child when a change in a regular pattern of dismissal is to occur. Students going to a friend's house after school should make arrangements, **before the school day begins**, with their parents

before going to the friend's house (students will not be allowed to use the school phones to arrange play dates). If a non-bus riding student wishes to ride a school bus, a note must be sent to school by the morning of the requested day and cleared through the school office. Often buses are loaded to capacity so it may not be possible to accommodate extra riders.

When a student (at parent request) is to go home with another student or any other place that is out of their ordinary routine at dismissal, he/she must have a note from the parent brought to the office in the morning. Phone calls from parents must be received by 3:00 pm. to assure ample time to get the message to your child. Teachers are directed to send students home via the usual transportation if there is no note from the parent.

## **LUNCH**

Lunch is served at school each day. Students can select the main entrée, yogurt bar or sandwich. Milk or juice is included in each option. All food must be consumed in the cafeteria and is not allowed on the playground. Students will be given approximately 20 minutes to eat lunch before being excused to go outside. Slower eaters will be given additional time to finish eating. Several students have food allergies. A special table is designated for those with peanut or tree nut allergies. Because of the concern for allergies, food should not be shared with anyone during lunch.

Meals can be paid online at **MyPaymentsPlus.com**. For more information on this program go to the district website at <a href="www.everett.k12.wa.us/everett">www.everett.k12.wa.us/everett</a> select Departments, then Food & Nutrition. You may also send in cash or a check made out to Everett Public Schools. Our lunch system is computerized and students will enter their student number in the computer as they go through the line. We will assume that the money in each child's account is for lunch, milk or juice **ONLY**. We will not authorize the purchase of snacks, cookies or ice cream from the account unless you notify our head cook that you want your child to be able to access his/her lunch account for treats. We realize that some of you will want your child to have the option of using the lunch account for treats, and we want to accommodate that, but you must notify us first.

For those students who are eligible, free or reduced-price meals are available. Guidelines are available in the school office and on the Districts' website. Should your income status change during the school year, please do not hesitate to complete an application anytime during the year. EPS's website with information about free and reduced meals and the application can be found at:

https://www.everettsd.org/Page/4830

Parents and guardians are invited to join their child for lunch. Just let the school kitchen know by 9:30 a.m. if an adult is ordering a meal (either by phone 425.385-6507 or a note with your child) that you are coming. Please sign in at the school office before meeting your child in the cafeteria.

#### PARENT INVOLVEMENT

**VOLUNTEERS** are important partners at Silver Firs Elementary School! We have a continuing need for volunteers in classrooms and around school. In order to volunteer for any student-related activity, please complete a current Everett Public Schools' volunteer application. Forms can be completed and submitted on-line, through the Everett Public Schools web site. Volunteer forms take up to three weeks to be processed at the district office. We encourage every parent to complete a volunteer form early in the school year. Approval is valid for three years. Volunteers must sign in at the school office when they arrive and will be given a volunteer badge to wear. If you are interested in volunteering in a classroom or on a field trip, please let your child's teacher know.

<u>PARENT TEACHER ASSOCIATION (PTA)</u> Silver Firs Elementary <u>Parent Teacher</u> <u>Association encourages you to join and participate in its many activities. A membership drive will be held in the fall and membership information is available in the school office throughout the year.</u>

<u>PARENT TEACHER CONFERENCES</u> Silver Firs Elementary School's parent teacher conferences are scheduled twice a year (October and March). Students will be released from school at 1:00 p.m. during these two weeks. You will receive an invitation to meet with your child's teacher. This is an important way in which parents and teachers can get to know each other and work toward your child's success. Conferences provide parents and teachers an opportunity to discuss the child's special needs and interpret his/her progress.

**THE CLASSROOM** Kindergarten teachers believe that parents are a child's first teacher. They welcome your involvement! During the month of September students spend time learning about the routines that will help them function independently in their kindergarten classroom. Once routines are in place, each teacher will set up a volunteer schedule.

# TELEPHONE/MESSAGES

Please do not call the school office to relay messages to your child unless it is an emergency. Because calls into the classroom disrupt student learning, all messages and notes must come to the school office. If it becomes necessary to contact your child, please call by 3:00 p.m. in order to give office staff time to deliver the message before the end of the school day.

Student use of telephones is for emergency use only. If there is a change to your child's schedule, please discuss it with him/her before they are sent to school. Students without a written note will follow their regular dismissal routine.

Forgotten items (lunches, books, etc.) should be brought directly to the school office and they will be delivered to your child at an appropriate time.

At Silver Firs, the general rule for student <u>cell phones is that they are to be turned off</u> <u>during the school day</u> and must be stored in the student's backpack in their locker and should not be taken out while at school. The use of PED's <u>within the classroom setting</u> is at the discretion of classroom teachers.

Students who need to contact their parents/guardians during the school day must obtain permission from a staff member to use the classroom phone or the student phone in the office.

Everett Public Schools shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory, or mental disability or the use of a trained dog guide or service animal by a student with a disability. Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Officer: Randi Seaberg 425-385-4104 rseaberg@everettsd.org

Title IX Officer: Mary O'Brien 425-385-4106 MO'Brien@everettsd.org

ADA Coordinator: Becky Clifford 425-385-5250 rclifford@everettsd.org

504 Coordinator: Becky Ballbach 425-385-4063 rballbach@everettsd.org

Harassment, Intimidation and Bullying (HIB) Compliance Officer: Robert Polk 425-385-4260 rpolk@everettsd.org

Assistant Superintendent Human Resources: Debbie Kovacs 425-385-4100 dkovacs@everettsd.org

Address: 3900 Broadway, Everett, WA 98201