



## **K4-K5 Guidelines**

1. K-3 students must be 3 years old by September 1.
2. K-4 students must be 4 years old by September 1.
3. K-5 students must be 5 years old by September 1.
4. Proper health forms must be turned into the office before September 15.
5. K3 & K4 hours are from 8:00 until 12:00 noon. K5 hours are 8:00 until 2:40. School doors open at 7:15 a.m. each morning for parents who need to drop their children off earlier. K3 & K4 students go to lunch at 10:45 and will be dismissed at 11:55. You may purchase lunch or send a lunch box.
6. Mark your child's name on all personal belongings such as coat, sweater, hat, books, and lunchboxes.
7. If you wish to talk to your child's teacher, please arrange for a private conference by calling the school office.
8. Students bring home their papers in a folder; make sure you check and return folder the next day. K5 papers will be sent home once a week.
9. Please dress your child warmly in cold weather as we do play outside in cold weather.
10. On the first day of school as well as all other days, do not walk your child to class. A teacher or staff member will be outside to make sure your child gets to his class. This is easier for your child and less disruptive to his class.
11. All students must be completely potty trained and able to take care of their own needs. (Teachers are not allowed to go into the bathroom stalls.) Make sure students wear clothes they can manage themselves (buckles, snaps, etc.).
12. Send a Zip-lock bag of extra clothes to keep at school in case of an accident.