

Kimberly Heights Kindergarten General Information

School office hours: 7:30am – 3:30pm

Phone: 708/532-6434

Transportation: 708/535-4520

District web site: www.arbor145.org

Attendance Times:

Full Day Kindergarten: 8:30 a.m. – 1:30 p.m.

School Improvement Days: 8:30 a.m. – 1:30 p.m.
Kindergarten will not be released early on these days

Parent Transportation:

Students who are transported by parents are to arrive between 8:20 a.m. and 8:30 a.m. at the East door #1 by the school office. These students are dismissed from the same door at the end of the day.

Tardies:

If a child arrives after 8:30 a.m. he/she will need to be signed in at the office and state a reason for the tardy.

Absences:

Parents must call in all absences by 9:00 a.m. at 708/532-6434. Please leave a message on the attendance line stating your child's name, teacher and reason for absence.

Parent Notes:

- The student will be parent pick-up instead of riding the bus or going to daycare.
- Someone other than the parent will be picking up the student.
- The student will be leaving early for any reason, i.e., doctor appointment etc.
- The student is going out of town during the regular school session.

Bus Procedures:

Every student is assigned a bus route. Any changes will need to be made by filling out a "Transportation Request" form.

- The request will be for five (5) days per week to the same location.
- A student going to an 'after school care' on a part-time basis (other than 5 days a week) will need to be a parent transport on the days he/she is not attending after school care.
- Discontinue bus service entirely.
- A note from a parent/guardian will be needed for pick-up by someone other than the parent picking up the student.
- Any questions concerning bus routes should be directed to our Transportation Department at 708/535-4520.
- If you think your bus is running late or has missed your stop, please call 708/535-4520.

Lunch:

- Please supply a bag lunch until the Hot Lunch Program begins. Every month you will receive a menu. Please keep track of the number of lunches you have purchased and used on this calendar. **NO MONEY WILL BE TAKEN ON A DAILY BASIS**. You must send \$25.00 in an envelope with the Teacher's name, Room # and Students name on it. Our District Office will then send a card to Kimberly Heights that will be punched by the lunch servers. These cards will be kept by the child's teacher. Every day we will take a lunch count. Lunch counts are called in by 8:50am. If your child is tardy, he/she will not receive a hot lunch that day. Milk tickets are done in the same manner. Milk is \$4.00 for 10 cartons of milk. All hot lunch includes milk, vegetable and fruit.

Birthday Treats:

- The treat should be dropped off in the front office with student and teacher name.
- There is a list of healthy snacks provided in our handouts. Please consider using one of these choices.

Classroom Parties:

Classroom parties will be held for Halloween, Winter Holiday, and Valentine's Day. More information will follow, along with an opportunity to volunteer.

Book Bags:

Student book bags must be carried as a back pack. Students are not permitted to wheel their book bag down the hallway, on or off the bus. This is a safety issue.

Report Cards:

- Report cards will be sent home three times a year. This will be explained more at **Curriculum Night in September**.

Parent Volunteers:

Anyone volunteering as a classroom helper must check in and sign the book in the school office. Volunteers may not go anywhere else in the building except with the teacher they have signed in for.

Emergency Closing Information:

In case it becomes necessary to close the schools due to inclement weather or any other emergency, the information will be posted on the district website. Also, the superintendent or your building principal may contact all students by using the “Alert Now Communication System”. For this reason, it is extremely important to keep your phone and cell numbers up to date.

It is suggested that in case of doubt, parents go to radio and TV stations and listen for the closing of “Arbor Park School District 145 Cook County”.

Letters from Home

In order to ensure that all correspondence sent with your child to school is read by the teacher, office and/or principal, please make sure the following information is included on a full sheet of paper that can easily be found by your student so that he/she may place it in the classroom mail bin.

- Date
- Teacher’s Name
- Child’s Name
- Parent’s Signature