



# Kindergarten Handbook

## 2022-2023

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# Kindergarten Handbook

Macon East Academy  
15396 Vaughn Road  
Cecil, Alabama 36013  
277-6566, ext. 213

Welcome to Macon East Academy

One of life's milestones has been reached and your child is entering school. We appreciate the trust you have in us, and we will love each child as if he/she were our own. We look forward to a very exciting year.

We encourage parent participation and extend an invitation to visit our classrooms often. If you would like to talk with us about your child, please schedule a conference by calling the Lower School office. (277-6566 ext. 211) We will be happy to meet with you before or after school.

Thank you in advance for your support and once again, welcome to Macon East Academy.

Lunch and Snack:

Lunches: Our lunchroom procedures are in place for the benefit of everyone. We will make no exceptions to the lunchroom policies. Your child's lunch and drink must either be brought from home, or you may pre-order food and drink two weeks in advance. There will be no daily orders, as the teachers will not handle money except for the pre - orders. Any other food or drink matters should be handled directly through the lunchroom. A two-week menu and order form will be provided. It should be returned to your child's teacher in a sealed envelope with your child's name on the outside. The only drinks available for kindergarten will be chocolate milk, white milk, and juice for lunch and snacks. Carbonated beverages and glass containers are not allowed. (If your child's lunchable includes a soft drink, it should be removed.) Please do not send anything from home that requires heating or refrigeration, as we do not have the facilities to heat food. If your child likes lunchables and canned Spaghetti-O's, etc., they must eat them at room temperature. For the sake of time, please help us by putting canned foods in a plastic container. Example: Vienna sausage and canned fruits.

Snacks: Students will have an afternoon snack, which must be brought from home. Snack details will vary from teacher to teacher. If you pack your child's snack in their lunchbox, please label the snack and drink for snack. PLEASE MAKE SURE YOUR CHILD HAS A SNACK EACH DAY.

Birthday Parties: Parents are welcome to provide birthday cake or treats for their child's birthday and may bring any other party favors they desire except noisemakers. Birthday arrangements and ideas for birthday snacks are to be made through the teacher. These celebrations are to be limited to the school campus.

### Supplies and Personal Items:

Toys: Show and tell days are scheduled for each class, and children are asked to bring toys ONLY on those days.

Change of clothes: Every child must have a seasonal change of clothes at school. Please send these clothes in a zip lock bag labeled with the child's name. Upon entering K3, K4 and K5, a child is expected to be able to tend to his/her own toileting needs. If your child has frequent accidents, you will be called to take care of his/her needs.

Classroom supplies: Classroom fees are used to purchase classroom supplies (kidnappers, t-shirts, etc.). PARENTS DO NEED TO PROVIDE THE FOLLOWING: Lunchbox, standard sized backpack large enough to carry a letter sized folder. (Backpacks on wheels will not be allowed). Additional supplies may be requested by individual teachers.

Responsibility: Please help your child be responsible for returning his/her kidnapper each Monday. The Department of Human Resources has guidelines that we must follow, and a child will not be allowed to rest without a kidnapper.

Folders: Please check folders and return them daily. It is your responsibility to make sure your child gets the unopened folder to you.

Labeling of Personal Items: Please help us keep up with your child's belongings by putting names on everything. This includes lunchboxes, jackets, sweaters, backpacks, hats, etc.

### Arrival/Dismissal:

Children must be signed in and out daily. The sign in/out sheets will be located on a table just inside the front door of the multi-purpose room. Only adults or siblings listed on the approved sign out list will be allowed to take your child.

We require written authorization to release a child to any person other than the parent, guardian or persons designated on the pre-admission form. (A phone call will not be accepted.) Please make sure everyone who might pick up your child is listed. We will require unfamiliar authorized persons to show a photo ID when releasing your child. If the sign out information changes, it is your responsibility to notify the school and the teacher in writing. All children must be signed out each afternoon on the provided forms.

Please sign your full name, no initials, and record the time. This is in accordance with Department of Human Resources (DHR) regulations. If you have an Order of Protection/Restraining Order that has to do with your child's protection, we must be notified immediately and have a copy of the legal document.

**Arrival:** All students should arrive at school by 7:45 AM. School begins at 8:00 AM. Any student who arrives after 8:00 AM is considered tardy. A student who is tardy must report to the Lower School office with an adult to receive a pass to class. You will be given a visitor's key to enter the kindergarten building where you must sign in. Your child should then bring the key to his/her teacher so as not to interrupt class. If your child comes to school before 7:45 AM, he/she must go to the kindergarten multi-purpose room and remain there until 7:45 AM. An early morning teacher will dismiss your child at the appropriate time to unpack backpacks. Please do not do this for them during early morning arrival. Arrival before 7:45 AM is a quiet time while teachers prepare for the day.

**Departure:** K3, K4, K5 are dismissed at 2:40 PM. Parents or designated persons are to come inside the multi-purpose room; the afternoon teacher will radio for your child once you arrive. If a child is not picked up by a parent, or person authorized on the pick-up list by 3:10 PM the child will be taken to the Lower School office.

**Checkouts:** When checking out your child during the school day, you should first go to the Lower School Office and sign your child out on the sign out sheet. You will be given a visitor's key that will allow you to enter the Kindergarten Building by the side door. Sign your child out on the DHR sheet (full name) by the door. Go to your child's classroom and give the teacher the visitor's key, and then you may take your child.

#### Conferences:

Parent/teacher conferences result in better understanding and guidance for your child and are encouraged. The teacher will schedule conferences as needed, but the parents may take the initiative in arranging a conference through the office. (See the Student/Parent handbook.) Teachers are not allowed to have unscheduled conferences with parents whether in the building or the parking lots and should not be asked to leave their class or be called to the telephone during class time except through the office, in case of an emergency. The kindergarten extension is 213 and voicemail is available.

#### Medications/Illness:

No medication may be administered without the proper form and must be stored and administered in the office. **DO NOT SEND MEDICATION IN YOUR CHILD'S BACKPACK. IT IS YOUR RESPONSIBILITY TO TAKE PRESCRIPTION MEDICATION AND NON-PRESCRIPTION MEDICINE TO THE LOWER SCHOOL OFFICE AND NOTIFY THE TEACHER THAT MEDICATION IS TO BE GIVEN.**

If a child becomes ill or injured at school, the parent will be notified immediately and required to come for or arrange for another designated person to come for the child.

When not to bring your child to school:

- \*Fever of 1 degree above normal or more in 24 hours
- \*Diarrhea: more than 3 loose stools in 24 hours
- \*Vomiting: within the last 24 hours
- \*Undiagnosed rash
- \*Pink eye: you must be out of school for 24 hours and submit a doctor's permit to return to school form.
- \*Head lice: Until child has been properly treated and is nit free.
- \*Chicken pox and other communicable diseases: (Please notify the school so we may alert others who have similar symptoms.)

Holidays:

Holiday parties are held throughout the year in each classroom. Parents will be notified when these events occur.

Field Trips:

K4 and K5 children are transported on field trips by school bus or cars. Parents will be given adequate notice prior to the field trip and a permission slip must be filled out. No siblings will be allowed to participate in school field trips to allow parent chaperones to adequately supervise the children in the class. Parties are planned by teachers and parents for the enjoyment of preschool age children. Food and activities may not be available or appropriate for younger children.

Requirements:

Macon East Academy complies with the policies of the Human Resources Department. A copy of the Minimum Standards of Day Care Centers and Nighttime Centers may be obtained from the State Department of Human Resources, Office of Day Care Licensing, Montgomery, Alabama, or the local county Department of Human Resources.

Please keep this booklet handy so you may refer to it throughout the year.