

First Weeks of School

FIRST THREE SCHOOL DAYS, DISMISSAL AT 2:00PM AT THE FLAGPOLE

Wednesday, August 9: *School begins at 7:40am.*

Kindergartners may be walked to the front door on this day, NOT to their classroom. For dismissal, class by class, students and teachers will meet parents on the sidewalks past the flagpole at 2:00pm. If there are any special arrangements for being picked up these days, please send an email explaining the arrangement.

Thursday, August 10 – Friday, August 11: *Normal arrival carpool and early dismissal at 2:00pm.*

Class by class, students and teachers will meet parents on the sidewalks past the flagpole at 2:00pm again.

Lunch: Be sure to send a lunch box or put lunch money in your child's account for the first week of school.

School will start at 7:40am, even on the first day of school. The tardy bell will ring at 7:50am. The children are to go to either the lunchroom (walkers and Cambridge carpool drop-off) or the community room (Heathermoor carpool drop-off) when arriving to school prior to 7:40am each morning. A teacher will be there by 7:20 to supervise them. When arriving at school between 7:40-7:50am, students may report to their individual classrooms.

Monday, August 14: Kindergartners begin coming for the full day, and will dismiss normally with all other students. All MBE walkers will be dismissed from the front door at 2:45, and carpool will begin at 2:50.

2023-2024 Kindergarten Information

Carpool

1. *Arrival:* Children will be dropped off at a designated drop-off point and proceed to either the community room (Heathermoor) or lunchroom (Cambridge) from 7:20am-7:40am (see carpool information sent home). Students will be dismissed at 7:40am to go to their individual classrooms. MBE's tardy bell rings at 7:50, so an adult MUST sign a student in after 7:50. Please note that the doors automatically lock after the tardy bell, and there is no adult supervision, so no students should be dropped off after 7:50.
2. *Dismissal:* During the time that we are dismissing at 2:00pm (August 9-11), the teachers will walk the children to the sidewalks past the flagpole in front of the school and make sure they have all been picked up. Be sure to sign out with your child's teacher. Please follow regular dismissal procedures beginning Monday, August 14.

Lunch and Snack

3. *Lunch Money:* Each child has an account with the lunchroom. Payment for lunch (and for an optional drink / Friday ice cream) is made by computer. Pre-pay for school meals through the TITAN online payment system ([information can be found on the Mtn. Brook Schools webpage](#)). You will receive a note or email when your child needs more money added to their account.

Kindergartners are not allowed to select all sides for their lunches. They will be served a plate lunch which includes a meat, two side dishes, bread (or something comparable) and a drink. The cost is \$4.00. The cost for milk or water is \$0.75.

Children may:

- a. Buy a lunch plate
- b. Bring a lunch and buy a drink
- c. Bring a complete lunch from home

Kindergartners may not purchase a dessert.

Please do not send anything for lunch that your child cannot open, such as Capri Suns, Gogurt, Pop-Tart containers, etc. Carbonated drinks are not allowed. We ask that you not plan to visit your child for lunch until September.

4. *Snack:* Since we eat lunch relatively early in the day, we will have snack each afternoon. Your child may bring one small thing to eat and one small thing to drink. Please pack it separately from their lunch box and label it "SNACK." On Fridays, your child will have the option to purchase ice cream from the lunchroom during snack. The cost is \$1.00.

Attendance

5. *Absences*: ALWAYS send an email (including doctor's note of explanation, if applicable) to the office at mbeabsences@mtnbrook.k12.al.us. You must submit an excuse even if you have verbally told your child's teacher the reason for the absence. Also, please copy your child's teacher on the email. The absence will be recorded as "unexcused" if an email is not sent. Please do not send excuses with your child; they will be returned for you to upload using the email provided. NOTE: Trips and short vacations are considered unexcused. The district attendance protocol is required to be followed, so please avoid excessive "unexcused" absences. Protocol can be found on the school and district webpages. Please note that if there are excessive absences, regardless of excused or unexcused status, the school/district can request a physician's note. If your child is absent, they will be required to submit an excuse regarding their absence within three days of the absence. Each excuse should be submitted through the school's attendance email listed above and include the following minimum information:
 - a. Date the excuse is submitted
 - b. Name of student
 - c. Reason the student was absent
 - d. Date of the absence
 - e. Signature of the parent or guardian
6. *Tardiness*: Students go to the office when coming in late to pick up a tardy pass. The tardy bell rings at 7:50am, and a student must have a tardy pass from the office to enter class any time after that. An adult MUST sign a student in after 7:50. Teachers are required to send a child back to the office to get one if he/she comes to the room late and does not have a tardy pass.
7. *Checking Out*: Send a note in your child's agenda book or an email to your child's teacher and Mrs. Hollingsworth (hollingsworthg@mtnbrook.k12.al.us) in the office stating when you will be checking him/her out. This saves you time and cuts down on classroom interruptions.
8. *Dismissal transportation changes*: Changes concerning your child's plan for dismissal (carpool, walkers, EDP, etc.) must be communicated by 2:00pm to ensure that your child receives the message.

Daily Communication

9. *Backpacks (no wheels or satchel style please)*: Always send a backpack to carry papers, notes, announcements, and agenda books to and from school. Make sure that it is large enough to hold a binder and a folder. Please check it daily and remove everything from it so that your child's teacher will know it has been checked. Be sure that it is returned daily. Please keep a full weather-appropriate change of clothes in your child's backpack. This is not just for bathroom accidents, but for spills as well.

10. *Agenda Books*: Each child will have an agenda book that will be brought home each day. Please make sure you check inside this the agenda book daily for any notes.

Supplies

11. *Label Everything*: Everything needs to be labeled, especially lunch boxes and outer garments such as sweaters, jackets, hats, and gloves. Also, please label your child's backpack.

Helpful Information

12. *Other Helpful Information*:

- a. Tennis shoes must be worn for physical education class and recess.
- b. Clogs, cowboy boots, and Merrills are strongly discouraged.
- c. Students must have a note from home in order to be excused from PE classes.
- d. Help us by reinforcing: child's complete name, parents' names, address, telephone number, birthday, and tying shoes.
- e. Let your child's teacher know if you think your child needs to be screened for speech or has ever been in speech therapy.

Website

13. *MBE Webpages*: Please use the Kindergarten webpage to see different things that are scheduled.
- <http://www.mtnbrook.k12.al.us/mbe>
 - Classrooms
 - Grade K

Contact Information

14. *Email Addresses*: Please email your child's teacher so your address will be added to our class contacts. Be sure you include all emails that are intended to be on our distribution list.
- Miss Goings: goingss@mtnbrook.k12.al.us
 - Mrs. Mitchell: mitchella@mtnbrook.k12.al.us
 - Mr. Nelson: nelsonm@mtnbrook.k12.al.us
 - Mrs. Pike: pikec@mtnbrook.k12.al.us