

# Welcome to the Kindergarten Academy

Phone: 717-506-0852

[www.mbgd.org](http://www.mbgd.org)

Schools

Kindergarten Academy



1. **Schedule~** 7:55-2:15 (Doors open at 7:45 and close promptly at 7:55)
  - Students arriving after 7:55 must be signed in at the office.
  
2. **Dismissal~** 2:15 begins the dismissal from the classrooms (allow up to 15 minutes)
  - If your child is not following the normal dismissal routine (such as going home with a friend, being picked up by someone different, being picked up early, etc.) please send in a note with the details of the dismissal change or contact the office.
  
3. **Absences~** You must call the office as soon as you know your child is going to be absent. If it's after hours, you can leave a voice message. All absences must be followed up with an excuse slip within 3 days of your child's return to school or the absence is considered unlawful.
  - **Family/Educational Trips:** Any absence due to a family trip must first be approved by the principal. Forms are available online or in the office.
  
4. **School Clothing~** School clothing should be comfortable , easy to use in the bathroom and safe on the playground. Clothing should also be suitable for all school activities including recess and art projects. Clogs, flip flops and sandals are strongly discouraged due to potential injury during recess.  
**Please label clothing, especially coats, sweatshirts, hats and gloves.**
  - Please keep a change of clothing in your child's book bag for accidents and spills.
  
5. **Book Bags~** Each child needs a book bag large enough to hold paintings and other treasures. Book Bags should be checked each night to ensure that you

receive all communication. Students should not bring in toys from home in their book bags unless there is a special event at the school.

**6. Money~** All money should be sent to school in a sealed envelope and clearly marked with your child's name and its purpose.

**7. Breakfast and Lunch~** Students who eat breakfast and/or lunch have their meal accounts debited for the cost. Money must be deposited in your child's meal account. Cash will not be accepted on a daily basis for meal payments.

**Checks should be made payable to MASD.**

- The children are asked each day if they are eating breakfast when they arrive at school. It is important that your child know whether or not he/she is eating breakfast at school.

**8. Snack~** We ask that every parent provide a snack once a month for the class to share. The list of approved snacks will be provided to families by the classroom teacher.

**9. Birthdays~** If you wish to send a special treat in for your child's birthday, let the teacher know a few days in advance. Please do not send drinks. As per the District's wellness policy, snacks may not have sugar as the first ingredient.

- Birthday invitations may be sent home through the school only if the entire class is invited.

**10. Discipline~** We expect all members of the learning community to behave respectfully toward each other. If there are any behaviors that endanger the safety of children or interfere with the learning of others, the principal will work with families to resolve the disruptive behaviors.