



**A Kindergarten
Beginners' Day Guide**

The Cumberland County School System would like to welcome your child. We hope that he/she is looking forward to a year of growth and learning. An exciting experience lies ahead.

This kindergarten guide is provided to promote student achievement and increase parent communication with the school. It is also designed to acquaint you with the schools' programs, services, policies, and procedures.

Cumberland County Schools believes that parents are our partners in the education of our children. Cooperation and communication between the school and home will play a major part in your child's success. We encourage you to become involved in your child's first educational experience.

We are family working together in a caring community to become lifelong learners. We are committed to positive growth, academically and socially, as we strive toward excellence. We are motivated by a positive attitude, effort, and continuous evaluation to acquire knowledge.

We hope this upcoming school year will be enjoyable, positive, and productive for your child.

INTRODUCTION

REGISTRATION REQUIREMENTS

Age Requirements

In order to be enrolled in a public kindergarten program in the state of North Carolina, a child must be 5 years of age **ON** or **BEFORE** August 31 of the year in which he/she is presented for enrollment.

Verification of Address

Each parent must complete a verification of address form at the beginning of the school year or upon enrollment during the year. This form must be on file for each student. If a student has a change of address or phone number during the school year, the teacher and office should be notified. Please be sure to include emergency contacts so that we are always able to contact you if needed. **All students must attend the school in the attendance area in which they live. Exceptions include special assignment and School of Choice applications as approved by the Cumberland County Student Assignment Office.**

Birth Certificate and Immunizations

In accordance with state law, parents enrolling kindergarten students **MUST** present a birth certificate, shot record, and proof of residence to school personnel. Within 30 days of the first day of school, all students entering school for the first time shall have completed or have started the course of immunizations for each of the following:

- 5 doses of **Diphtheria, Tetanus, and Pertussis (DTP/DTaP)**. A booster dose must be given on or after the fourth birthday. Children receiving #4 DTP on or after the fourth birthday are not required to have #5.
- 4 doses of **Polio vaccine**. The fourth dose is required on or after the fourth birthday and before entering school for the first time.
- 2 doses of **MMR** (Measles, Mumps, Rubella). The first dose is required on or after the first birthday and there must be at least 28 day interval needed between doses.
- 3 doses of **Hepatitis B** vaccine are required. The third dose shall not be given prior to 24 weeks of age if born on or after 11/17/01.
- 2 doses of **Varicella**. The first dose is required on or after the first birthday and there must be at least 28 day interval needed between doses. As of 7-1-2015, documentation of disease must include approximate date or age of infection and a healthcare provider signature.
- 1-4 doses of **Haemophilus Influenza (Hib)**. If the first Hib is given on or after 15 months of age, the series is completed. If the fourth dose is given on or after 12 months of age, series is completed. Dosage requirement may vary depending on the vaccine type and the age when received first dose.

NOTE: No Hib is given after 5 years of age.

Four-day rule applies to all required minimum ages.

ENTRANCE REQUIREMENTS/REGISTRATION

Kindergarten Health Assessment (NC G.S. § 130A-440)

North Carolina Law N.C.G.S. § 130 A 440 (a) requires a health assessment for any child entering a NC public school for the first time. The health assessment must be recorded on the *NC Health Assessment Transmittal Form Rev. January 2016*. Failure to submit documentation on proper form within 30 calendar days of enrollment will result in dismissal. The *NC Health Assessment Transmittal Form Rev. January 2016* may be found at <http://healthservices.ccs.k12.nc.us/forms/>.

CCS Confidential School Health Form

Completing the *CCS Confidential School Health Form* gives us valuable information to help manage the health needs of your child while at school.

Student Language Survey Card

A blue Language Survey card must be completed for all students enrolling in school. We do offer English as a Second Language (ESL) for students who qualify.

Administration of Medication

Parents must obtain a current *CCS Physician's School Medication Form* from the school in order for personnel to administer a prescribed medication. A pharmacy-labeled bottle with the correct dose, time, route, student, and medication is required and must match the information provided on the *CCS Physician's School Medication Form*. The use or administration of over-the-counter (OTC) medications (non-prescription medications), i.e., sunscreen, insect repellent, medicated lip balm, etc., are permitted at school if accompanied by a *CCS Over-the-Counter Medication Form*. OTC forms are valid for 5 school days. All medication must be brought in and picked up by a parent or guardian. Refer to Cumberland County School Protocol for Administration of Medications for additional information. All CCS medical forms are available at <http://healthservices.ccs.k12.nc.us/forms/>.

Things Parents Can Do to Help

- Start each day right. Be sure that your child is well rested and well nourished, arrives on time for school, and wears proper clothing for indoor and outdoor activities.
- Find opportunities to begin separating from your child if he/she has never left your side. Your child could join a play group, spend the day alone with a relative, or play at a friend's house for a few hours without parents. This helps reduce the stress some children experience when having to separate from their parents to attend a full-day kindergarten program. Reassure your child that you will return at a specific time, give goodbye hugs and kisses, and then, quickly leave. Often, children's attention can be quickly diverted toward fun activities after the parents leave.
- Share your child's excitement!! Visit the classroom, talk with your child about his/her school day, join the **PTA** or **PTO**, attend school meetings and programs, and attend parent conferences.

Skills to Begin Introducing at Home

Beginning school is a very exciting time for young children. The education of your child requires a partnership between parents and educators. We need your support and assistance to provide your child with the best educational experience. We encourage you to begin NOW by introducing your child to some very basic concepts over the summer:

- Learn parents' real names, other than "Mommy" and "Daddy."
- Learn date of birth.
- Learn address and phone number.
- Play the "Hokey Pokey" game to learn left and right and names of body parts.
- Identify the nine basic colors in objects around the house: red, blue, black, brown, green, orange, purple, yellow, white.
- Talk about shapes: circle, triangle, square, and rectangle.
- Practice counting objects by putting away one at a time during clean-up time.
- Practice cutting out large pictures and gluing them onto paper.
- Play "Simon Says" to work on listening skills and following directions.
- Play "I Spy" with numbers, colors, letters, and words to build basic language.
- Play games to practice sharing and taking turns.
- Discuss the sequence of your daily schedule.
- Read to your child to stimulate his/her thinking skills to predict what will happen next in a story.
- Recognize first and last name – If your child is eager to begin printing his/her name, please be sure to begin the name with a capital letter. The other letters in the name should be small letters. (It is very difficult to break a child's habit of printing his/her name in ALL CAPITAL LETTERS.)
- Learn concepts such as *in, out, under, on, off, front, and back*.
- Draw a picture of himself/herself including head, body, arms, and legs.
- Practice putting puzzles together.
- Practice tying shoe laces.
- Practice zipping, snapping, and buttoning clothing.
- Correctly hold a pencil, crayon, or marker.
- Use good habits (e.g., uses spoon to eat, closes mouth when chewing, covers nose and mouth to sneeze, washes hands after using toilet and before eating).
- Arrange items in groups according to size, shape, or color.
- Use words like *bigger, smaller, or heaviest* to show comparison.
- Correctly count four to ten objects.
- Talk and complete sentences about everyday experiences.
- Follow through when you give him/her one or two directions.
- Recite nursery rhymes.
- Tell or retell stories.
- Try to write, scribble, or draw to communicate ideas.
- Read or pretend to read his/her library books.
- Try to read in everyday situations (e.g., street signs, store signs, cereal boxes, newspapers, magazines, TV advertisements).

GETTING READY FOR KINDERGARTEN

School Meals

Nutritious meals are served in the school cafeteria daily. Free and reduced-price meal applications are available at each school. **All kindergarten students will need to pay full price for meals each day for the first few weeks of school until applications for free or reduced-price meals are processed and approved.** An application must be completed and approved before a student is eligible to receive meals free of charge or at a reduced price.

School meal prices, which are subject to change, are as follows:

Lunch

- Grades K-5 \$2.05 (Full Price)
- Grades 6-12 \$2.15 (Full Price)
- All Grades \$0.40 (Reduced Price)
- Adults A la Carte

Breakfast

- Grades K-5 \$0.30 (Full Price)
- Grades 6-12 \$0.90 (Full Price)
- All Grades \$0.30 (Reduced Price)
- Adults A la Carte

If your child attends a school that is part of the CEP (Community Eligibility Provision) program, then breakfast and lunch will be provided at no charge. Please check with school administration for clarification.

Transportation

Bus transportation is provided for all students who live more than 1.5 miles from their assigned school. During the first few weeks of school, special emphasis will be placed on teaching bus safety to all students. Rules of behavior have been established to ensure your child's safety. The rules must be adhered to in order to retain the privilege of riding a bus. The following list of infractions (from the *Cumberland County Code of Conduct*) may result in suspension of your child's bus riding privileges:

- Bringing articles of injurious or objectionable nature aboard the bus
- Improper boarding/departure procedures
- Failure to remain seated
- Refusing to obey driver
- Rude, discourteous, and annoying conduct
- Other behavior relating to safety, well-being, and respect for others
- Tampering with bus equipment
- Destruction of property
- Hanging out of windows
- Throwing objects in or out of bus
- Littering
- Fighting/pushing/tripping
- Drinking/eating on the bus

Parents are not allowed to board the bus at any time or delay the bus schedule in any way. Concerns should be shared with the administrative staff and not the bus driver.

Visitor Safety Policy

To ensure the safety of our students and staff, visitors are required to sign in at the office and wear a "Visitor" badge. You may be asked to show a picture ID. This is a very important part of the school system's Safe Schools Plan.

Emergency Information

In the event of a serious accident or illness at school, parents will be called. If we are unable to reach you, the emergency numbers will be called. On the **Verification of Address** form, you should have listed two emergency phone numbers for people who would be responsible for your child if you could not be reached. Please be sure those individuals are aware that you have given their numbers as emergency contacts. If at any point during the school year the information should change, notify the school immediately so that records can be updated.

Volunteering

Volunteers are always needed and welcomed in various capacities throughout the school year. There are many opportunities to become involved at your child's school. If you wish to become a volunteer, please register online at cvs.ccs.k12.nc.us. Talk with your child's teacher or the principal and let them know that you are available to help.

Parent/Teacher Conferences

Parents are encouraged to contact their child's teacher before or after school to schedule a conference. Call the school to request an appointment with your child's teacher.

Attendance

All students are expected to be in attendance every day throughout the 180-day school term. Principals may excuse an absence for the following reasons:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunity (**prior approval from the principal is required**)

A written excuse is required from the parent each time a child is absent or tardy. A written note is also required should your child need to be dismissed early. School attendance is important; however, for the welfare of others, please keep your child home if he/she has any of the following:

- Sore Throat
- Nausea
- Diarrhea
- *Chills and Fever
- Skin Rash
- Inflamed Eye

*The child may not return to school until he/she is free of fever for 24 hours without the aid of fever-reducing medication.

Transferring to Another School

Students who move to another school in the system because of promotion to a higher grade will be automatically registered in the assigned school in the attendance area. Students transferring from another school system should take their immunization record, report card, and withdrawal slip from the previous school when enrolling at the new school. Students who relocate within Cumberland County after the first 30 days of enrollment may remain in the school in which they are enrolled until the end of the school year. In such instances, parents must provide transportation.

Report Cards/Progress Reports

Students receive four progress reports each year (one at the midpoint of each 9-week grading period) and four report cards (one at the end of each 9-week grading period). Please feel free to discuss your child's progress with his/her teacher at any point during the school year.

Special Programs Offered by Cumberland County Schools

Elementary Education - 678-2417

The Elementary Education Office can provide information regarding school readiness, curriculum, instruction, and assessment.

Healthful Living - 678-2406

Contact the Health Services Office to obtain specific information regarding health assessment and immunization requirements for school enrollment.

Student Assignment - 678-2616

For specific information regarding which school your child would attend, contact the Student Assignment Office.

Schools of Choice - 678-2616

The Cumberland County School System is committed to providing options for the families of Cumberland County. The Governed Choice initiative provides an opportunity for students to apply to designated schools outside their assigned attendance area.

Governed Choice options include a variety of calendar and theme emphasis schools. Calendar options include the traditional school calendar and year-round calendar choices. Information on choice programs is available by calling the Student Assignment Office or by accessing the web site at www.ccs.k12.nc.us.

English as a Second Language - 484-1176

Resources are available to assist students whose first language is other than English. Contact the ESL Office for more information.

Early Childhood Programs

A variety of services are available to meet the needs of students prior to entering kindergarten.

- **Early Intervention (484-6761)** Services are provided to eligible preschool children. Special education services are provided to qualifying three, four, and five year olds who are not eligible to attend kindergarten.
- **Title One Pre-Kindergarten (483-7370)** Classes are provided through Federal Programs for students who meet admission criteria.

Child Nutrition - 678-2502

For students who qualify, breakfast and lunch are provided daily either at no cost or at reduced prices. Applications for free and reduced-price meals may be obtained at individual schools or through the Child Nutrition Office.

Prime Time - 678-2451

The Prime Time program provides comprehensive before-and after-school care. Contact the Prime Time office for enrollment or additional information.

Child Care Solutions - 860-2277

Child Care Solutions is a childcare resource and referral service designed to offer assistance and develop activities to improve the quality, availability, and affordability of child care in Cumberland County.