

# ASCENSION

## Episcopal Kindergarten: Preschool and MDO



### July 2022 Newsletter

We are one month away from starting our new school year! We cannot wait to welcome all of you! We have missed the sweet voices, hugs, and excitement that fill the classrooms and halls during the school year. The first week of school is an exciting one and we have done everything we can to make sure it is an easy transition for you and your child.

#### **MEET THE TEACHER DAYS**

We want the transition to the new school year to be as stress free for your children as possible. Therefore, students in the MDO, 2K, and 3K rooms are invited to sign up for a time to meet their teacher at the school. This allows for the children (and parents!) to have some one-on-one time with the teacher before school begins. Teachers will be sending out a sign-up genius link on Brightwheel for you to schedule a fifteen minute slot to come to the school to meet the teachers in your child's classroom. These meet-ups will take place the week before school starts.

The 4K and 5K will have a popsicle party on the AEK playground on Friday, August 19 from 11:00-12:00. This will be a fun opportunity for the children to see each other and meet their teachers before school starts.

#### **ORIENTATION DAYS AND FIRST DAY OF SCHOOL**

Monday, August 22 and Tuesday, August 23 are orientation days. Please see the schedule below to know when your child's orientation will take place. During your orientation time, you will walk your child to his/her classroom and drop them off for one hour so that they can see their friends, get to know their teacher, and learn some of the routines. While your children spend time in their new classroom, you are invited to Ware Hall for a parent orientation. There, you will have the chance to sign up for volunteer opportunities, turn in your forms, order t-shirts, and pick up your carpool numbers. At the conclusion of the hour, you will return to your child's classroom to pick them up.

I will hold a quick orientation meeting in the Sunshine Room (directly across from the church office) from 9:10-9:30 to go over various procedures such as carpool, tuition payments, etc. While this meeting is geared towards new AEK families, all are welcome to attend. Feel free to stop by for this brief introduction before proceeding to Ware Hall.

The first FULL day of school for students is Wednesday, August 24. Students who attend only Tuesday and Thursday will have their first full day Thursday, August 25.

**Monday, August 22 (9:00-10:00):**

M/W/F 2K Students

M-F 2K Students

ALL 3K Students

**Tuesday, August 23 (9:00-10:00):**

T/Th 2K Students

ALL 4K Students

ALL 5K Students

MDO students will not attend our orientation days. Parents will have the opportunity to sign up for volunteer opportunities and turn in their forms during their meet the teacher time. We will be excited to welcome our MDO students on Wednesday and Thursday!

**CARPOOL:**

If you are a returning family you will use the same number as last year. New families will be given a number on the first day of school.

Morning carpool for all children is unloaded by faculty/staff each morning between 8:50 am - 9:10 am. Morning carpool for all students, except 2K, takes place in the circular drive under the alcove with the double doors. Parents of children in the MDO room are welcome to walk their children to their classroom, but we encourage carpool drop off as we have found separation from parents goes much more smoothly this way.

Since 2K has moved to a classroom downstairs, we have moved their carpool to the circular drive in front of the church. 2K teachers and staff will be there to unload children and walk them directly to their classroom where another 2K teacher will be waiting for them. You are also welcome to park and walk up to drop off or pick up your child. If you choose to walk your child, we ask that you park in the upper lot and use the sidewalk to walk around to the lower double doors.

Afternoon carpool takes place between 12:50 pm - 1:00 pm. Students will be picked up in the same carpool line used in morning carpool. Faculty/staff will walk children to cars and help them climb in, but cannot buckle children into carseats. Faculty/staff cannot walk between cars to load children on the driver's side. We can, however, let them in through the passenger side for them to crawl across to their seat. Parents must get out of the car to buckle carseats if the child cannot do it themselves. We ask that you pull forward into a parking spot to buckle your child so as not to hold up the line.

Families with multiple children: all children in the same family will be dropped off and picked up in the carpool line assigned to the youngest sibling. For example, if you have a child in our MDO room, 2K, and 4K, all children will be dropped off and picked up in the upper carpool line (outside of Ware Hall). In that instance, teachers will be available to ensure the child in 2K is walked to his/her classroom downstairs.

**If your child is riding home with a friend or being picked up by someone else, we MUST have a note to that effect sent either through Brightwheel or via your child's backpack.**

## **BRIGHTWHEEL**

Everyone should be signed up for our Brightwheel platform by now. Please ensure you have notifications turned on and that you have updated your child's profile. I am also sending this letter via Brightwheel messaging to help our new families get a feel for how it works. In the coming weeks, you may see your child changing classrooms as we finalize class lists. Once all of that is finalized, your child's teacher will reach out to you and welcome you to their classroom.

## **Paying on Brightwheel**

Invoices will be sent home each month for tuition. You can set up for your payments to be auto-drafted from your account, or you can choose to manually pay the invoices each month. There is a small processing fee for paying online: \$0.60 per transaction for bank draft or 2.9% for credit cards. To avoid those fees, you are certainly welcome to send in a check each month through your child's take-home folder. Most parents, however, have enjoyed the convenience of paying online. If you choose to pay by check, the payment will be entered in on Brightwheel and you will receive a receipt for proof of payment via email. All checks should be made out to "AEK."

Invoices for materials fees have gone out and were due July 1. If you have not paid your material's fee, we appreciated you paying that either through the app or by dropping a check off at the church office.

## **Messaging on Brightwheel**

This is a convenient way for you to communicate back and forth with your child's teacher. If you send a message through Brightwheel, it can be seen by your child's teacher, Rebecca, and Kelly. This summer Brightwheel introduced a new feature that allows for you to message administration directly, so be sure to check that out if you need to send a direct message to me or Kelly. You can also email me directly at [aekvestavia@gmail.com](mailto:aekvestavia@gmail.com). You can email Kelly directly at [aekpreschool@gmail.com](mailto:aekpreschool@gmail.com).

Monthly school newsletters will be sent through Brightwheel and important information and newsletters from your child's teacher will be sent via Brightwheel messaging or attached as a photo.

Please note: When your reply to a message, that reply can only be seen by your child's teacher, myself, and Kelly. Even if it is a reply to a mass communication (such as the newsletter), your reply does not go to the entire class or school.

## **FORMS NEEDED:**

Please bring these completed forms on or before orientation day. You are also welcome to drop them by the church office at your convenience during the summer. These forms were sent to you in June, but you can also access them from the school website ([ascensionkindergarten.org](http://ascensionkindergarten.org)). I have also attached them to the email for your convenience.

- \* Student Informational Sheet
- \* Authorization to Transport Form
- \* Information/Photo Release Form
- \* Hospital and Dental Release
- \* Medication Permission Form
- \* Notarized Affidavit for Parent/Guardian
  - \* I am a notary, so feel free to bring this form with you to orientation and I will be happy to notarize the forms there.
- \* Financial Agreement
- \* Certificate of Immunization

#### **FEES DUE:**

Any outstanding balances must be paid on orientation day. All invoices for August tuition will be sent via Brightwheel on July 28 and will be due on August 2.

**ASCENSION T-SHIRTS:** All children in the 3K, 4K, and 5K are required to have an Ascension t-shirt in the Ascension Blue color. If you bought a t-shirt last year and it still fits, you do not need to purchase another. The t-shirts cost \$20.00. There will be a table set up at orientation day for you to order and pay for your shirt. Our students in MDO and 2K are, of course, welcome to purchase a t-shirt to show their AEK pride! We will also be taking orders for adult t-shirts. We will have another t-shirt sale later in the year for long sleeve shirts and pullovers.

#### **AFTER CARE:**

If you would like to sign up for aftercare, please do so by August 1, 2022. I have attached the aftercare sign up sheet and information letter that was sent home in June. It can also be accessed on the school website.

We are excited to have Tippi Toes Dance Company come to AEK on Thursday afternoons during the aftercare hour. Please see the information sheet attached to the email to find out more! A representative from Tippi Toes will also be at orientation day to answer any questions you may have. If you sign your child up for Tippi Toes you do NOT have to also sign up for aftercare on Thursday.

#### **SNACKS AND LUNCH:**

Each class will have a designated snack and lunch time each day. Please send a snack packed separately from your child's lunchbox so that children (and their teachers) can easily distinguish what is meant for snack.

All students will also need to bring a lunch to school each day. Lunches should be packed in easy to open lunch boxes clearly marked with your child's name. Please send ready to eat food in your child's lunchbox. We are not allowed by the health department to heat lunches, so either send food that can be eaten cold or send it in a thermos to keep it warm. You may also use an ice pack to keep food cold. If there is something in your child's lunchbox that needs to be refrigerated, let your child's teacher know with either a note on the lunchbox, or via Brightwheel.

All children will also need a water bottle to use throughout the day. If you choose to send milk with your child's lunch, please let your child's teacher know so that we can put it in the refrigerator. Please do not send juice. Parents of infants and toddlers who need formula or breastmilk can certainly send that with clearly written instructions for the teachers.

**SCHOOLBAGS:** Remember that we will not be supplying AEK bags this year. All children are asked to bring a backpack large enough to hold a 9x11 folder.

**POTTY POLICY REMINDER:** All children who will be entering the **3-year-old classes** in the fall are expected to be potty trained. We do understand that 3-year-olds will occasionally have accidents. Please make sure you send an extra change of clothes for such instances.

Parents of students still wearing diapers (infants through 2K) should bring a small pack of diapers on orientation day or when you meet the teacher. This package will stay in your child's cubby and the teachers will let you know when you need to send more. The school provides wipes for all children, but you are welcome to send your own wipes if you prefer us to use those.

ALL students should have a change of clothes in a clearly labeled plastic bag, which will be kept in your child's cubby at school.

**KINDERGARTEN WEBSITE:** [www.ascensionkindergarten.com](http://www.ascensionkindergarten.com).

**AEK SOCIAL MEDIA:** Be sure to "like" us on Facebook and follow us on Instagram!

AEK Contact Information:

School Website: [www.ascensionkindergarten.com](http://www.ascensionkindergarten.com)  
School Phone: 205-979-8711  
School Email (Rebecca Posey): [aekvestavia@gmail.com](mailto:aekvestavia@gmail.com)  
MDO Email (Kelly Gould): [aekpreschool@gmail.com](mailto:aekpreschool@gmail.com)

Church Office Hours:

Parish Secretary: Karyn Watts  
Mondays-Thursdays 8:30-2:30  
Fridays 8:30-11:30