

Welcome to Cedar Wood Elementary



Cedar Wood Elementary
3414 168th Street SE
Bothell, WA 98012-6012

David Jones, Principal
Criss Bowsher, Office Manager
Rhoda Onken, Office Assistant

Office Hours

8:00 – 4:00

STUDENT HOURS

Typical Day 9:10 AM – 3:30 PM

Friday 9:10 AM – 2:15 PM

Friday afternoons are reserved for
teacher collaboration

Early Dismissal 9:10 AM – 1:00 PM

This schedule is used during
conference week and prior to some
vacations.

CONTACT INFORMATION

Office 425.385.7700

Fax Line 426.385.7702

Attendance Message **425.385.7705**

Health Room 425.385.7706

Kitchen 425.385.7707

Counselor 425.385.7710

[School website](#)

[PTA website](#)

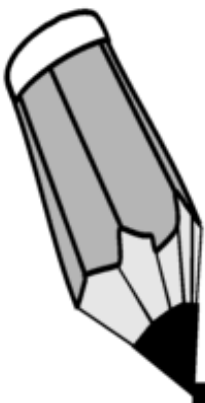
THE FIRST SCHOOL DAY

The first day of kindergarten is Monday, September 11, 2017. However, the **first day of school for grades 1-5** is Wednesday, September 6, 2017.

We use the first three days at the start of school to hold family conferences with our new kindergartner students and their parents. On these three days kindergartners do not attend class. You will be invited to a meeting with your child's teacher on one of those first three school days. This statewide program is called WaKIDS, and the conferences are a powerful opportunity for you to share information and meet your child's teacher one-on-one. You will receive a phone call from Cedar Wood in late August inviting you to your conference.

You are probably more anxious about the start of school than your kindergarten student. Your student will take clues from you. So, spend some family time on weekends and after the school day on our playground and playfield. Refer to Cedar Wood as "your school." On the first day of school give a warm hug and a confident good-bye, even if your child wants to cling to you. We know this separation can be hard but it will quickly get better as you learn to trust us. We will provide a warm, caring environment for your child to help with the transition. We will call you with updates if your child has a difficult time on those first few days. We know this is new to you, but we have done it thousands of times.

Parents are not invited into the classroom on the first day. You will say your goodbyes outside the kindergarten play area. Experience shows us that students transition much easier this way.



A TYPICAL KINDERGARTEN SCHOOL DAY INCLUDES

- Social – Emotional Skills
- Five Learning Centers (Block, Dramatic play, Art, Library, Manipulatives) where children Plan, Do, and Reflect
- Literacy – Reading, Writing, Speaking, Listening
- Mathematics
- Science

Experiences in fine arts, social studies, health, physical education, technology and world languages are integrated throughout the kindergarten curriculum.

LUNCH

Lunch is served at school each day. Students can select the main entrée, salad bar or a sandwich. Milk or juice are included in each option. All food must be consumed in the cafeteria. Students are given approximately 20 minutes to eat lunch before being excused to go outside. Slower eaters are given additional time to finish eating. Every year we work with students who have food allergies. A special area is designated for those with peanut or tree nut allergies. Because of the concern for allergies, students should not share their food with anyone during lunch.

Meals can be paid online at **Mealpayplus.com**. For more information on this program go to the [district website](#), select Departments, then Food & Nutrition. You may also send or bring in cash or a check made out to *Everett Public Schools*. Our lunch pay system is computerized. Students enter their student number in the computer as they go through the line. We will assume that the money in your child's account is for lunch, milk or juice **ONLY**. Your child will not be able to purchase snacks, cookies or ice cream from this account unless you notify our cook that you want your child to be able to access his/her lunch account for treats.

For those students who are eligible, free or reduced price meals are available. Guidelines and application forms are available in the school office. Should your income status change during the school year, please request an application from the office or [online](#). Requests are processed confidentially at the district level.

Parents and guardians are invited to join their child for lunch. Sign in through the Main Office before going to the cafeteria. Don't forget to sign out.

SNACK

Classroom snacks are handled differently in each kindergarten classroom due to the different food allergies that may be present. Your child's teacher will inform you of the classroom snack policy and routine.

PARENT INVOLVEMENT

VOLUNTEERS are important partners at Cedar Wood Elementary School. We have a continuing need for volunteers in classrooms and around school. To volunteer for any school-related activity, complete an [Everett Public Schools' Volunteer Application](#). Forms can be completed and submitted on-line, through the Everett Public Schools web site. Volunteer forms take up to three weeks to be processed at the district office. So, jump on line now and get this taken care of in preparation for next year. Approval is valid for three years. Volunteers must sign in at the school office when they arrive and will be given a volunteer badge to wear. If you are interested in volunteering in a classroom or on a field trip, please let your child's teacher know. The district provides a [Volunteer Handbook](#), which reviews policies and regulations related to volunteering.

PARENT TEACHER ASSOCIATION (PTA) Cedar Wood Elementary Parent Teacher Association encourages you to join in August and participate in its many activities. Membership information is available in the school office throughout the year. PTA is an essential partner in our school's success and an excellent venue for parents to meet other parents with similar-aged children. To learn more, go to the [PTA website](#).

KEEPING IN CONTACT WITH YOUR CHILD'S TEACHER

We know you need to feel OK about having your child spend all day with an adult you have briefly met. For this reason, we have several events scheduled to help you and your child's teacher connect:

- **Meet Your Teacher** (Held the afternoon before school opens)

- **Curriculum Night** Held September 28th from 6:00 – 6:45 for kindergarten. Parents gather to hear from their child's teacher about the academic program, routines, etc.
- **Parent/Teacher Conferences** (Conferences are scheduled twice a year in October and March. Students are released from school early during these two weeks so that you and your child's teacher can meet one-on-one. These conferences are an important way for parents and teachers to share information and to work together toward your child's success.

You can also expect to receive electronic newsletters from your child's teacher, as well as periodic emails.

THE CLASSROOM We all know that you are your child's first teacher. We welcome your involvement! By volunteering in the classroom you will pick up on classroom expectations and routines, and be better informed of the demands of a typical kindergarten day. During the month of September students spend time learning the routines that will help them function independently in their classroom. Once routines are in place, each teacher will set up a volunteer schedule.



KINDERGARTEN READINESS

INDEPENDENT SKILLS are important for success in school. Each student will enter kindergarten with a different set of skills. Students will increase their level of independence throughout the school year. The following skills are helpful as a student begins kindergarten:

- Independently zip or button coat
- Put on backpack
- Tie shoes
- Blow nose
- Use the bathroom
- Wash hands

SOCIAL READINESS AND PRE-ACADEMIC SKILLS are also important and will vary among students. You might help your child with these skills for the beginning of the school year.

- Counting and recognizing numbers at least to 10
- Writing his/her name, starting with a capital first letter, followed by lower case letters
- Recognizing letters, saying their names and saying the sounds they make
- Recognizing and naming these shapes: circle, square, rectangle, triangle, hexagon
- Rhyming
- Taking turns, waiting, problem solving, managing materials



GENERAL SCHOOL INFORMATION

(In alphabetical order by topic)

ACCIDENT

If your child is injured at school he or she will be given first aid by the school health assistant or someone who is trained in first aid. Parents will be called immediately if the situation is serious. If parents are not at home, the person listed for emergency will be contacted. IF THERE IS ANY CHANGE OF EMERGENCY INFORMATION DURING THE SCHOOL YEAR, PLEASE INFORM THE SCHOOL OFFICE.

ARRIVAL AND DISMISSAL

Parents should not drop students off at school until 9:00 a.m. when supervision is available. All students should be at school before 9:10 a.m. when the bell rings.

We recommend students ride their assigned school bus or walk to and from school. If it is not possible for your child to ride the school bus or if you do not receive bus services, there are two options for dropping off and picking up your child at Cedar Wood.

Kiss and Go

- Kindergarten students MAY NOT use the Kiss and Go lane unless they are accompanied by an older sibling who also attends Cedar Wood.
- Drivers may not exit their cars for any reason while in the Kiss and Go lane.

Park and Walk

- Parents of kindergarten students should park in the parking lot, get out of their car, take their child's hand and walk their child across the crosswalk to the Kinder play area.
- **Students may not walk through the parking lot unless accompanied by an adult.**
- Parents and students should cross using the crosswalks only.

Checking out students before the end of the school day: If you must take your child out of school before the 3:30 p.m. dismissal time you must send in a written note and email your child's teacher with the date and specific time requested. Students who are dismissed during the school day must be signed out from the school office by their parent/guardian before leaving the school grounds. The state

attendance law is very specific—so schedule your child’s appointments outside of the school day. A student arriving or leaving more than 10 minutes outside of the scheduled day will be considered as having partial attendance for that day.

ATTENDANCE

Attendance is a critical component to your child’s success at Cedar Wood. Honestly, there is no way to make up what takes place in an active kindergarten classroom. Lessons, units and programs are sequentially planned to build on each other, so missing any part of a day creates a hole in a child’s knowledge. We expect all students to attend every day on time, and the state law requires it.

School hours at Cedar Wood are 9:10 a.m.–3:30 p.m. The first bell rings at 9:10 a.m. Instruction begins promptly at 9:15, at which time your child should be in his/her classroom. If your child is going to be absent from school, call (425)385-7705 to report the day and reason for his/her absence. Student absences must be documented either by written note or phone call. Once your child returns to school following an absence, he/she is expected to participate fully in school activities, including outside recess.

Students missing four or more hours in a day will be marked as absent for the entire day.

Absences can only be excused for:

- Religious observance (up to 2 days a year)
- Illness or doctor’s appointment
- Family emergency (funeral, etc.)

Any other absence will be considered unexcused.

The state of Washington has a Compulsory Attendance Law, Chapter 28A.225RCW which requires parents to have their children in attendance. The law requires us:

1. To inform you in writing or by telephone whenever a child has one unexcused absence during any month.
2. To schedule a conference with you after two unexcused absences within any month.
3. Take steps to reduce or eliminate the absences. This includes referral to Truancy Court.

If an extended absence is being considered, contact the office to request permission.

Tardy

Students who arrive after the second morning bell (9:15) will be marked tardy and must come to the school office to receive a tardy slip to enter the classroom. Parents are requested to notify the office in the event their child will be late. Students who are chronically late miss many learning opportunities and disrupt the classroom. Students who arrive between 10 minutes and one hour after the beginning of school will be marked as having partial attendance. The same is true for students leaving early for 10 minutes early or more.

BIRTHDAYS

Birthday parties outside of school are delightful and help children develop effective social skills. However, not being invited to a party can be a very unhappy experience for the child not receiving an invitation. For this reason we request that no invitations to events outside of school be handed out at school unless each child in the classroom is receiving one. In order to preserve the instructional integrity of the classroom, celebrations in the classroom are limited to 10 minutes. If you would like to provide something special for the class on your child's birthday, discuss your intention with your child's teacher before discussing this with your child. If approved, treats must be store purchased. Since many students have food allergies, please contact your child's teacher prior to bringing food into the classroom. Flowers, balloons and similar items will not be delivered to a classroom.

BUS RIDING

[School Bus Frequently Asked Questions](#) are distributed and discussed with all students at the beginning of the school year. These rules are also available in the school office. The following basic rules help insure safety for all who ride school buses.

- The driver is in charge and the students must follow the rules established by the driver.
- If a student is a bus rider, he/she is to ride the bus to which he/she has been assigned every school day to and from school. **Any student riding a different bus home, getting off at a different bus stop or going home in another method must**

present a signed note describing the change to his/her teacher. Otherwise, the student will be placed on his/her usual bus. A continuing bus pass may be issued for such activities as Scouts, dance lessons, etc.

- Students who ride buses should not arrive at the bus stop more than five minutes prior to the bus pick-up time. While waiting for the bus or walking home after getting off the bus, children are expected to follow Cedar Wood's behavior expectations.
- Consequences for inappropriate behavior may include a referral to the office, loss of recess or suspension from bus privileges.
- ***A note must be sent to school if a student is going to be picked up or walk home rather than ride his/her bus.*** A child without a note will be put on his/her regular bus.
- Kindergarten students are not permitted to get off the bus without an adult to meet them. If a parent needs to pick up a child at school who normally rides the bus, the parent must first come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that the child needs to come to the office to be picked up. Students are released from the office only. Parents should not go to the bus area – supervisors are not authorized to sign out any student at the bus loading area.
- Large packages, glass items, or animals are not permitted on the bus. Small items brought to school, such as for Show and Tell, are to be kept in containers and out of sight. All food must remain in a closed backpack or lunch box and may not be eaten while riding the bus.

CHANGES IN TRANSPORTATION

When a student (at a parent's request) is to go home with another student or any other place that is out of their ordinary routine at dismissal, he/she must have a note from the parent brought to the office in the morning. **Phone calls from parents must be received by 2:45 pm. to assure ample time to get the message to your child's teacher.** Teachers are directed to send students home via the usual transportation if there is no note from the parent. One note at the beginning of the year will suffice for bus riders who remain at school or go elsewhere on a scheduled basis such as Scouts, Camp Fire, etc. Arrangements for after school play dates must be made prior to the school day. Students will not be allowed to use the school phones to

arrange play dates. Children are not permitted to leave the school grounds for any reason unless given special permission by an administrator or designee.

TELEPHONE/MESSAGES

Please do not call the school office to relay messages to your child unless it is a family emergency. Calls into the classroom disrupt student learning. Student use of telephones is for emergencies **only**. If there is a change to your child's schedule, please talk to them **before** they are sent to school and send a note and email to their teacher. Students without a written note will follow their regular dismissal routine. Forgotten items (lunches, books, etc.) should be delivered to the school office. We will take them to your child's teacher at an appropriate time. Students needing to contact their parents/guardians during the school day must be granted permission from a staff member to use the student emergency phone in the office.

Cedar Wood Kindergarten Supply List 2017 - 2018

Individual Requested Items

Labeled with child's name (Big and bold, please)

- 1 backpack
 No thicker than 5 $\frac{1}{2}$ ". That is large enough to carry a binder, books, and lunch. **NO** wheels please.
- Lunch box. Please write first and last name on outside
- 2 boxes of Crayola crayons (24 pack)
- 2 pink erasers
- 12 ***sharpened*** #2 pencils
- 2 bottom-pocket folders, plastic coated
- 16 glue sticks (large last longer)
- 1 set Crayola watercolor paints (8 colors)
- 1 pair Fiskars child-size scissors (name on handle)
- 1 set of Crayola colored pencils
- 1 all white t-shirt with child's first name on front and back

Kindergarten Shared Classroom Items

Please do not label these items.

- 4 boxes unscented baby wipes (not sanitizing wipes, as they are banned by the Health Department.)
- 1 box facial tissue
- 1 set fine tip Crayola washable markers
- 1 set wide tip Crayola washable markers
- 1 box gallon-size Zip-Lock style bags

Please label coats, backpacks, and lunchbox with your child's name. Your child's teacher may request additional supplies that are specific to the classroom.

