



Kindergarten Center General Information

Resource



www.rutherfordschools.org/kcenter/

Supervisor: Megan Caughey (Coy)
School Secretary: Liz Rizzi (Ms. Liz)
Main office: 201-438-7675 ext. 6219

School Nurse: Erica Farrell
Nurse's office: 201-438-7675 ext. 7278

Reporting an Absence: Call main office or kcenterattendance@rutherfordschools.org

School Day: 8:30-8:45 arrival through lobby doors and 2:35 dismissal from respective doors.

Absences/Attendance/Arrival

A child must be present for 4 hours to be marked present for the day. The North Lobby Entrance Doors are open from 8:30-8:45. Students may be walked to the arrival area or let out in the front of the school via the drop off lane. If your child arrives after the doors have closed, they must be signed in at the main office. All absences must be reported to the main office. Please report your child absent by 9:00 am.

- Call the main office to report an absence at 201 438-7675 ext. 6219

OR

- Email kcenterattendance@rutherfordschools.org with your child's information. Upon return, please provide a written note regarding their absence(s) signed by a parent/guardian as well as a note from the physician if applicable.

Daily attendance is a requirement for every grade including Kindergarten. Students who are absent more than 18 days may be retained as noted in the Student Handbook.

Allergies and Medical Information

All medical forms are available online and Nurse Erica can be contacted at 201-438-7675 ext. 7278 or efarrell@rutherfordschools.org. Please be sure Nurse Erica is notified of any changes or updates regarding any medical situations as the year progresses.

Celebrations

Food/candy will not be distributed from home at any time. To celebrate your child on their birthday, students may bring in a party favor, donate an item such as a book or game to the class, and/or have a guest reader. Additionally, party invitations will be distributed at school **only if the whole class or all boys/all girls are invited.** Please contact your child's teacher directly to coordinate.

Dismissal

Students are dismissed from the designated dismissal doors at **2:35**. Parents/guardians must meet their child directly at their class dismissal area to ensure a safe dismissal. Parking in crosswalks and blocking driveways pose safety hazards and is inconsiderate to our neighbors. If your child is being picked up by someone that is not on the authorized dismissal list, please be sure you have contacted the teacher prior to the start of the day.

Mrs. Kratzer and Ms. Sayre

Lobby Doors, Sylvan St.

Ms. Ruglio and Mrs. Bomzer

Center Silver Doors, Sylvan St.

Mrs. Witalis and Mrs. Rim

Playground Doors, HighlandCross

Ms. Cocoz and Mrs. Parkinson

Silver doors behind the school

Drop-off Line

The drop-off line is indicated by orange cones beginning on Highland Cross and continues north on Sylvan Street. Please follow the staff's directives as you pull up. Cars are to pull all the way up to the driveway and pull up directly to the car behind them. Once stopped in the drop-off lane on Sylvan Street, please have your child exit the car **independently**.

Parents/Guardians are not permitted to exit the car when utilizing the drop-off lane. Staff is there to supervise,

however, your child must be able to independently exit the car. This includes unbuckling and opening/closing the door. If your child can not, you must park and walk your child to the front of the building.

Lost Items

To reduce the number of items in our Lost and Found Box, which will be located in the lobby, please label all clothing items (sweaters, sweatshirts, jackets, hats etc.) with your child's last name. From time to time we will have all items outside the school for parents to go through.

Lunch

Parents must provide a drink and lunch for their child daily. Please see the options below:

Lunch from Home: Please provide a lunch meal, snack and drink. The school does not heat lunches or provide drinks. Glass containers are not permitted to be sent to school. Please practice opening containers independently and be sure to send utensils/napkins.

Ordered Lunch: The Kindergarten Center falls under Lincoln School for lunch ordering and you must select Lincoln School as the school when prompted. Specific information regarding the lunch service has been shared. The district will notify families via email as to when the lunch portal is open for each month. Ordering for October begins on September 19. **Lunch orders are not accepted after the closing date of the portal.**

PTA Lunch: The PTA has partnered with local businesses to provide additional lunch options to students. This lunch option will start the week of September 30 and the specifics will be shared directly by the PTA at Back to School Night.

If a child does not have lunch, they will receive an extra lunch or crackers and jelly. We do not call home unless a child finds this out early in the morning.

Playground/School Grounds

Bulldog Care has priority to use the outdoor school grounds beginning at 3:00 daily. Should you allow time for your child to play following dismissal, please be sure to leave school grounds by 3:00. All children must be well supervised by their adult. Children should be in sight of their adult at all times and should refrain from playing on the stairs, ringing the bells to the building, throwing rocks or any other items, standing on top of the climbing "rock" on the playground or being physical with other children. **It is the responsibility of the parents/guardians to maintain the safety of our students.**

