

Spring/Summer 2023

Dear Talbott Springs Elementary School Kindergarten Families,

We are excited that your child will be joining us for kindergarten at Talbott Springs Elementary School! Included in this handbook is information that will answer questions you may have about our kindergarten program. Our contact information is listed at the end of this letter for you to reach out to us with questions. We look forward to partnering with you as your child starts kindergarten!

As a means to transition your child to Kindergarten, we are hosting the following events:

- Road To Kindergarten April 26, 2023 5:30-7:00 PM at TSES
- Parent Information Meeting May 2023 (TBD)
- Parent Orientation August 24, 2023 at 6:00 PM
- Open House August 25, 2023 1:00-2:00 PM

HCPSS Calendar Information: As you plan for the school year ahead, please use this calendar to plan for days that school is in session and days that school is NOT in session. [This link](#) is to the HCPSS Calendar with days off listed. This calendar is available on the [TSES website](#) and the [HCPSS website](#).

Kindergarten Student Day:

Students arrive at the TSES Blacktop at 8:25 AM either as a car rider, a walker or a bus rider. Students enter the school building at 8:30 AM. Following that, students participate in each of these parts of the day: Breakfast (in classroom); Community Time (Social Emotional Learning); Math; Recess; Lunch; Reading; Content (Social Studies, Science, Health; Related Arts (Physical Education, Art, Music, Technology, Library/Media); Read Aloud and Writing; Centers; Pack Up and Circle Time.

School Supplies: The TSES School Supply List will be published through the TSES Friday Newsletter and on the TSES Website once it is available. There will be a QR code for your ease with capturing the list to your device. If your child does not have school supplies, when the school year begins, we can provide the needed items! Please contact your child's teacher or our School Counselor, Mrs. Sansone.

Clothing for School and Outside Recess: Your child is welcome to wear clothing that is comfortable and functional for school. We ask that an extra set of clothing be stored in a plastic bag. These will be stored in your child's classroom. We never know when our Kindergarten students might need a backup set of clothing! That set of clothing will need to be adjusted with the seasons and as your child grows! As long as weather permits (including during the winter), our students will play outside for thirty minutes every day. It is very important that your child be appropriately dressed for outside play or PE time. Closed-toed shoes or sneakers are preferred. A child who is too sick to go outside for recess should be kept home unless he or she has a note from a physician excusing outdoor play

time for medical reasons. On cold days, please make sure that your child wears warm clothes and brings a coat, hat and gloves or mittens. Please label your child's belongings with his/her name.

Family File–Emergency Contact Information: Each year, each family must complete or update the Family File found in [HCPSS Connect](#). This site includes directions for setting/resetting passwords and for completing each section. Please provide at least two phone numbers that can be used in case of an emergency. It is very important to update your Family File and alert your child's teacher if contact information changes. (such as home or work phone numbers, daycare providers). Any person who will be picking your child up from school must be listed on the emergency form.

Home/school communication:

Backpack: We ask that each child bring a backpack to school every day. Your child will have a kindergarten folder, which should be checked and emptied nightly and returned to school the following day. Folders are collected and checked each day at school. The kindergarten folder will contain important school papers, notices, and work samples. Notes to the teacher should be put in your child's folder. The items in your child's folder are great topics to start a conversation about school each day!

Canvas Email: Communication is often done through Canvas email from teachers to parents and from parents to teachers. The e-mail contact information that you have posted in your Family File is the email address that we will use to contact you. Please use the links below for information about HCPSS Connect and Canvas.

- [HCPSS Connect \(Links to an external site.\)Links to an external site.](#)
- [Canvas Orientation Course for Students and Parents](#)
- [Guide on How to Set Notifications in Canvas \(Links to an external site.\)Links to an external site.](#)
- [Self-paced Tutorial on getting started in Canvas \(Links to an external site.\)Links to an external site.](#)
- [Help form for parents \(Links to an external site.\)Links to an external site.](#)

School Messenger/TSES Weekly Newsletter: School information including the weekly Friday Newsletter and emergency information are sent out via HCPSS School Messenger. Your email address as entered in [Family File](#) is the one that will receive HCPSS News/School Messenger information. You can adjust the address or opt into receiving text messages through the HCPSS website. We recommend strongly that you opt into receiving text messages as they are sent out in the event of a school emergency. The school website at tses.hcpss.org contains information as well. You can contact the teachers at the school by calling 410-313-6915. We make every attempt to return calls within 24 hours.

Arrival: TSES instructional hours are 8:40–3:10. Your child should be in line and ready to enter the school when the bell rings at 8:25. Children are preparing for class between 8:30 and 8:40. If your child arrives after 8:40 he/she is considered late and must be signed in by

a parent at the front office. Lateness is marked on your child's report card as "tardy". If your child is sick or is going to be absent please send an e-mail to tsesabsence@hcps.org. When your child returns to school it is required that a note be sent to school explaining the absence. Regular attendance is required and expected for all kindergarten students. Please make every effort to have your child in school on time.

Dismissal:

- The student instructional day ends at 3:10 PM. Dismissal is broken into parts: Car Riders; Bus/Day Care Van Riders, Columbia Association Before/AfterCare students and Walkers/Parent Pick Up from Blacktop.
 - Bus riders and daycare van riders are dismissed from the front of the school building to the vehicles.
 - Columbia Association (CA) Aftercare students are dismissed to the cafeteria to meet with the CA Staff.
 - Walkers are dismissed from the Kindergarten hallway door to parents/siblings. The Kindergarten hallway door is located at the east side of the building and egresses to the blacktop play area.
 - Car Riders are escorted by staff to the 'carpool loop' located at the east side of the school. Drivers are asked to remain in their cars for carpool pick-up. Do not leave your car unattended in the carpool line.
- For a planned early dismissal, please send a note with your child in the morning. Your child should turn the note into his/her teacher. If sending an email, please send it to the teacher including a member of the TSES Office Staff.
- To pick up a child early, please ring the school doorbell to request that your child be dismissed. For security reasons, we will ask to see identification of the person picking up the child if it is not a parent with educational rights. We will call a parent to confirm the dismissal if we do not have prior notification. All children must be signed out by an adult for early dismissal.
- Student dismissal before 12:40 will be marked as a half- day absence.
- Requests for change in bus transportation (either temporary or permanent) must be submitted in writing to the school prior to the date and time of the requested change.
- ALL other dismissal changes must be sent in writing or phoned in to the front office before dismissal has begun.

Please note that NO KINDERGARTEN STUDENT WILL BE ALLOWED TO LEAVE SCHOOL ALONE.

Breakfast: Breakfast is served in the classroom each day and all children have the choice to eat breakfast. Students need to arrive by 8:30 for breakfast. Instruction begins promptly at 8:40 am.

Lunch: Students are provided with thirty minutes to eat lunch. Students may bring lunch from home or purchase lunch in the cafeteria. If your child is bringing lunch from home, please note that we are unable to warm up or refrigerate your child's food. Each student will receive a PIN number that will be used when purchasing or receiving lunch from the school cafeteria. If your child is buying milk at lunch, it may be purchased at a cost of fifty

cents. All money sent into school should be in an envelope with your child's name on it. If your child forgets his/her lunch the school will provide lunch. It is critical that families apply for the Free and Reduced Price Meals Program by completing the application at this [link](#). All information regarding school lunch programs including menus and the Free and Reduced Meal Application can be found at the [HCPSS Food and Nutrition website](#).

Snack: We include time in our schedule for a quick, daily snack. Each child should bring a *small* snack such as some goldfish, pretzels, or crackers, a piece of fruit, or fruit snacks. Please make sure it is labeled with your child's name. We are unable to heat up or refrigerate your child's snack. No drinks are needed.

Birthdays: We love to recognize your child on his or her birthday! Your child will receive a birthday crown from the Kindergarten Team and will be recognized during the morning announcements. The school will provide a small birthday gift! Students may not share food that is brought from home for birthdays, so please do not send in food items to share on your child's birthday. [Howard County Public School System Wellness through Nutrition and Physical Activity Policy \(9090\)](#) does not allow for this option.

Homework: Nightly reading and the practicing of sight word cards are considered homework. Aim for 15-20 minutes of 'together' reading most nights of the week. Our reading program, *Being a Reader* offers electronic copies of the books we will be reading during small groups. After the book is read in group, a barcode will be sent home so your child can re-read the same book at home. Using the app *BookRoom!* by Collaborative Classrooms, you will be able to scan the barcode and access the book on your tablet or smartphone.

To access and download a book in the *BookRoom!* app, follow these steps:

- Download the free app, *BookRoom!* by Collaborative Classroom.
- Once the app is downloaded open it and click on the plus sign in the upper right-hand corner.
- It will ask you to access your camera so it can scan the barcode.
- Then it will ask you to "point your camera to the ISBN code at the back of your book." You will point your camera to the ISBN code on the piece of paper that came home with your child.
- The book will show up on your screen and your child can read it from the device.

Volunteers: We count on parent involvement to make our kindergarten day as productive as possible. We ask for volunteers to help during morning instructional times (9:00-10:00, 11:00-12:00, or 1:00-2:00). Please consider making a commitment to volunteering in your child's class. Volunteers are asked not to bring younger siblings with them to the kindergarten classrooms. Please see information and the required visitor agreement form at this link: <https://www.hcpss.org/parents/volunteer-information/> (English)

Student Support: There are times when a child or family is seeking support from a member of our Student Support Team. This group of school based professionals work together with the rest of the teaching staff to assure that our students are comfortable in their learning environment and that their social and emotional needs are addressed. Please feel free to contact Ms. Thompson, Dr. Lewis or any member of our Student Support Team for assistance. We also work in coordination with and make referrals to Thrive Behavioral Health to provide in school counseling services. Staff contact information is available at this [link](#). HCPSS information about mental health support can be found at this [link](#).

Mrs. Lauren Sansone, School Counselor
Mrs. Lisa Green, Alternative Education Coordinator
Dr. Joel Roth, School Psychologist
Ms. Lindsey Squillario, Registered Nurse
Ms. Gloria Jones, Certified Health Assistant
Ms. Catherine Chapman, Pupil Personnel Worker
Mrs. Arlette Garcia Gill, Hispanic Liaison
Mrs. Autumn Joiner, BSAP (Black Student Achievement Program) Liaison
Ms. Ilse Guerrero, Family Liaison
Ms. Lesly Lemus, HCPSS Liaison to Thrive Behavioral Health

TSES PTA: The Talbott Springs Elementary School PTA, recently recognized as a National PTA School of Excellence, invites you to join as a member of our organization! Please visit the TSES PTA website-linked through the [TSES Website](#) or directly at www.tsespta.org

Thank you in advance for your help and cooperation!

Sincerely,

Mrs. Alexis Dwyer: Kindergarten Teacher alexis_dwyer@hcpss.org
Mrs. Patricia McDonough: Kindergarten Teacher patricia_mcdonaugh@hcpss.org
Mrs. Janelle McIntyre: Kindergarten Teacher Janelle_mcintyre@hcpss.org
Ms. Donna Mizia; Kindergarten Paraeducator Donna_Mizia@hcpss.org
Mrs. Lenore Welsh: Kindergarten Special Educator Lenore_welsh@hcpss.org
Ms. Nancy Thompson: Principal nancy_thompson@hcpss.org
Dr. Derek Lewis: Assistant Principal derek_lewis@hcpss.org
Ms. Lauran Hoffman: Principal's Secretary lauran_hoffman@hcpss.org
Mrs. Katie Adams: Registering Secretary patricia_cristiani@hcpss.org
Mrs. Ivette Mercado: Registering Secretary ivette_mercado@hcpss.org