

Kindergarten 2019-2020

New Parent Checklist

Welcome to the Saratoga Union School District!

- Complete your online registration by **March 29, 2019** if you are registering during the Regular Registration Period, or as soon as possible if you are registering conditionally. Please notify SUSD if your plans change about enrollment.
- On the landing page after submitting your child's online registration, schedule your child's Kindergarten Interview (optional). Interviews are held May 22 or June 11 at Saratoga Elementary School.
- May 1 at 6:00 p.m: Attend the TK/Kindergarten New Parent Meeting at Argonaut School. This meeting is for adults only so please make other arrangements for child care.
- First week of August: school placement notification will be emailed around August 8.
- After August 8: Check your school's website for back-to-school activities and events
- August: Purchase school supplies (see page 3)
- If you would like to become a volunteer at your child's school, download the packet at www.saratogausd.org/volunteer to begin the process. Mobile fingerprinting services may be available at your school's Back-To-School events.
- Mid-August: Correspondence will be mailed or emailed with start of school information. Read and complete any forms as required. Return forms on the first day of school.
- Tuesday, August 13 at 4 p.m.: Classroom lists will be posted at your school site.
- Thursday, August 15 at 8:30 a.m.: First Day of School! Kinders are typically dismissed early on the first day of school. Your teacher will let you know your first day schedule.**
- Attend your school's Back To School Night.
- Read your PTA and SEF donation packet.
- Return your PTA Membership and SEF donation.
- Check your school's website weekly for upcoming events and updates.
- September 16: Extended Days begin.



Have a great school year!
We look forward to teaching your child(ren)!

Questions? Contact the SUSD District Office at (408) 867-3424, x200.
www.saratogausd.org

Commonly Asked Questions

What are the start and dismissal times for Kindergarten and Transitional Kindergarten?

TK and Kindergarten follow the same schedule. For the first four weeks of school Kinders and TKers attend school half-days from 8:30 to 12:10. *Extended Days* begin September 16 when Kinders/TKers attend school from 8:30 to 2:10 Monday, Tuesday, Thursday, and Friday. Every Wednesday is Staff Learning and Collaboration Day (SLCT Day) when Kinders are dismissed at 12:10. Teachers use SLCT days for staff learning, collaboration time, and professional development.

There are also a few Minimum Days each school year. Minimum Days are half-days with Kinder dismissal at 12:10. The calendar listing the SLCT/Minimum Days can be viewed on the district website www.saratogausd.org/calendar.

Is there before or after school child care?

Los Gatos-Saratoga Recreation runs before and after school care via Clubhouse for a nominal fee. There is a Clubhouse on campus at all three elementary schools. Contact LGS Recreation to register your child, (408) 354-8700 or visit www.lgsrecreation.org. Kinders are escorted to/from clubhouse and the classroom by a clubhouse staff member.

What correspondence should I expect prior to school?

Your child's school placement (Argonaut, Foothill, or Saratoga) will be emailed on approximately August 8. Your child's teacher assignment is posted in the school office starting 4pm, August 13. Just before school starts, Back To School information will either be mailed or emailed to you. Please read through the contents carefully and return any required forms to your new school.

What is Back To School Night?

Back To School Night is a parents-only evening where information meetings are held with your child's teacher in the classroom, and with the Principal in your school's multipurpose room. Dates are announced at the start of school via your school website and school eNews. Attendance is strongly encouraged.

Is there a school newsletter? How do I get school news about events and meetings?

Important school/district news is sent weekly via each school's eNews. eNews is sent to the email address you entered during the registration process. If you are NOT receiving eNews, please check your spam box and email filters. If eNews is not there, then contact your school office to check that we have your correct address in our database.

What if my child is sick or cannot attend school (or late due to appointment, etc.)?

Call the attendance line at your school. The line is open 24 hours, 7 days per week, so you may even call in the middle of night if your child is ill! Remember, children need to be *fever-free for 24 hours without the aid of medication* before they can return to school after an illness.

How will I be contacted if my child becomes sick or injured while at school?

During the online registration process, you entered your contact phone numbers as well as your child's doctor, dentist, preferred hospital, and local emergency contacts in case we are unable to reach a parent. If your child is sick or injured, parents are contacted by phone. If your contact or emergency information changes, please update it in your school office as soon as possible!

How will I be notified in case of a school wide emergency or school closure?

In the event of a school-wide emergency, eNews will be sent via mass text, email and voice to the parent/guardian contact numbers and/or email addresses listed when you registered. **If your contact information changes, please let your school office staff know as soon as possible!**

What if my child needs medication while at school?

Medical release forms are required for your student to take any over-the-counter or prescription medicine at school. All medicines are administered in the school office. Medical Release forms are available in your school office and online at saratogausd.org/health, click District Medical Forms.

How can I help in my child's classroom or at the school?

We love our parent volunteers! You may sign up to help with school/classroom activities at your school's start-of-school events and at Back To School Night. For the safety of our students, all volunteers must be authorized. Visit saratogausd.org/volunteer to download the packet and forms. Fingerprinting events may be held at your school once school is underway. Once cleared, you do not need to go through the clearance process again as long as your child is continuously enrolled in SUSD.

Is there a lunch program available?

Hot lunches are available daily in the school cafeteria for a small fee. A free/reduced lunch program is available for families with financial need. Children are welcome to bring a bagged lunch or lunch box as well. Parents may pre-pay in advance for their child's hot lunches online or in your school office. Visit www.saratogausd.org/lunch for more information.

What are SEF and PTA?

SEF and PTA are parent organizations which work hand in hand with the school district to provide a well-rounded and enriched education for our students.

SEF is the Saratoga Education Foundation. Through parent donations, SEF funds Art, Computer, Library, Music, Physical Education and Science programs in K-5, as well as Library/Media, Art in grades 6-8, and grade 6 Science. As difficult as it may be to believe, each and every school year, there is inadequate state funding for California schools (including the Saratoga Union School District) for programs like music, art, computer instruction, library, PE and science programs. SEF is a registered non-profit, volunteer run organization, and was founded in 1982. Visit saratogausd.org/sef.

PTA is the Parent Teacher Association. Each school site has its own PTA organization. PTA helps coordinate school events and volunteerism throughout the year, as well as raise funds for school supplies and materials for their staff, students and classrooms.

In a nutshell, your SEF donation funds programs and teachers in SUSD that benefit all students. Your PTA donation funds materials and events for your school.

What school supplies do you recommend that I purchase?

- Child-friendly backpack large enough to hold papers and a story book.
- Lunch bag if your child plans to bring lunch from home.
- School supplies: Your school PTA and/or school site provide funds for teachers to purchase some of the school supplies needed for the year. However, some additional classroom supplies may be requested by your teacher at the start of school, on their teacher website, or at Back to School Night (varies by school). *Thank you to our generous PTA parent donors!*

When do the school sites open if I have a question over the summer?

The school sites do not open until early August. Teachers do not return until mid-August and will be busy with staff meetings and getting their classrooms ready for your children! The district office is open through most of the summer if you have questions. Please visit our website www.saratogausd.org/contact for office hours.