

# Welcome to Kindergarten at Trout Creek Academy

Visit <https://www-tca.stjohns.k12.fl.us/> for information and updates.

- I. **School Hours** – 8:00 – 2:20 – Monday, Tuesday, Thursday, and Friday
  - i. Wednesday (early release) – 8:00 – 1:20
- II. **Staggered Start** – Students are assigned their first day of school on one day, August 12-15<sup>th</sup>. We will communicate staggered start dates prior to August 9<sup>th</sup>. This is done throughout the county to give teachers a day to get to know students in small group settings. On **Friday, August 16**, all kindergarten students will attend.
- III. **Escorting students to class** – Our kindergarten parents will be walking their student to meet their teacher in the cafeteria at 8:30 on their assigned staggered start day. After the staggered start date, parents/guardians will not be able to walk their students back to class. We will have additional staff available to assist our tiniest Terrapins to their classrooms.
- IV. **AM Drop Off** – Parents are encouraged when dropping off in the morning that students are prepared to exit the vehicle as soon as a staff or Patrol opens the door. The drop-off line moves swiftly and for the safety of students and staff, **please refrain from using your cell phone and remain in your vehicle.**
- V. **PM PPU (Parent Pick-up)** – Be prepared at the beginning of the school year for the time it takes to dismiss students safely in the PPU line. As the year moves forward, the car rider line becomes much more efficient and moves at a quicker pace.
  - i. In addition, please remain in your car during PPU to ensure the safety of all students. We cannot release students to adults walking up.
  - ii. Please have your car rider tag displayed in your front window. If you forget your tag, please have your ID ready. We will need to verify that you are permitted to pick up the student. This ensures the safety of our students and is a district policy we follow closely.
  - iii. Should you need to change your child’s dismissal transportation, please utilize our dismissal change form, you may also email your child’s teacher as a secondary confirmation of the change. Please complete the online dismissal change form **BEFORE 1:15 PM (12:15 PM on Wednesdays)**. The link can be found at <https://forms.office.com/r/hiB82wwyXs>
- VI. **School Access (visiting your student during the day)** – Trout Creek Academy and SJCS D want you to be an active part of your child’s education. It is required that all visitors/volunteers have School Access to be on campus during the school hours. Please make it a priority to visit our School Access link located at <http://www.stjohns.k12.fl.us/volunteer/> to become an active part of the Trout Creek Academy Learning Community. **This includes:**
  - i. Chaperoning on field trips

- ii. Volunteering in the classroom, attending classroom parties, etc.
  - iii. Parent/Teacher conferences
- VII. **Lunch** – Lunch is always new for our Kindergarten friends. Please begin to work with your student over the summer on opening items they bring/buy for lunch. Juice boxes, Lunchables and yogurts are often difficult for students to open independently and can cause frustration during lunch if they are waiting for an adult to assist. Glass containers should not be used to pack lunch items, as they may break if dropped. Lastly, students do not have access to a microwave to heat up their lunch items.
- VIII. **Attendance Policy** - Any student who has been absent from school is to submit one TCA Absentee form the day the student returns to school stating the cause of the absence, completed, and signed/submitted by parent/guardian.
- The TCA Absentee Form is available as a web submission form at <https://forms.office.com/r/GEFp9FXab9>
  - If your student has been out 3 (three) or more days, you will also need to provide a note from a physician.
  - You will receive the automated phone notification that your child is absent.
  - Please see the St. Johns County School’s Student Code of Conduct for the district’s attendance policies and list of excused and unexcused absences.
- If your child is leaving early, please send in a note to your child’s teacher stating the need and reason for the early checkout request. To assist our front office please pick up your child before 1:20 pm on Monday, Tuesday, Thursday and Friday and by 12:20 pm on Wednesdays.
- IX. **Peanut Awareness School** – Trout Creek Academy encourages families to send in peanut-free snacks for celebrations and classroom parties. A Peanut Awareness letter will be sent to all families before school begins with snacks that are safe for all students.
- X. **Health**— Please remember that if children are sent home with illness or are out sick, they must be free of vomiting, diarrhea, or fever without the aid of medication for 24 hours before they can return to school.

