

WELCOME TO

Harvey Milk Civil Rights Academy

Incoming Kindergarten



School Year 2019-2020



Welcome Incoming Kindergarten Families!

I am so excited to welcome you to Harvey Milk Civil Rights Academy and our amazing community! There is so much energy and enthusiasm that comes when you and your children enter through our doors. Of course, our new kindergarteners also come with feelings of exhilaration, anxiety, hesitation, wonder and countless other natural feelings that can accompany transition and change. Many of these same feelings come up with our adults, too! So, I want to assure you that we are all in this together and our team of teachers, staff and parents are here to walk you all the way up to that first day of school to begin their Harvey Milk Civil Rights Academy journey.

I, myself, am the father of 3 school-aged children, with my son in 3rd grade and my daughters moving into 7th and 8th grade next year. Having been an educator for 20 years now, and embarking upon my 14th year as an elementary school Principal, I can say that the start of the school year is the most thrilling time of the year for the whole community. Whether the excitement of the start of school in August is due to finally getting back into a routine, or because of the start of a new chapter, I know that the energy that is present from families, students, and staff on that first week of school could probably power all of San Francisco! Then, before we know it, the end of the school year quickly

creeps up on all of us, not believing how quickly it all went. So, I urge each of us to take in every little moment during this experience and really enjoy the opportunities and adventures that we are assuming, slowing things down and making everlasting memories.

You can find a link below that offers some suggestions on children's books that focus on the topic of going to a new school and being a kindergartener. Stories can be a great way to help children understand topics and ideas that might be otherwise challenging to conceptualize. Additionally, to help with this transition, we will host a variety of events in the summer, including Kindergarten Summer Playdates, a Kindergarten Orientation, Back to School Picnic right before school begins. I look forward to meeting you during many of these events and getting to know your family throughout the coming years. Please feel free to reach out with any questions!

Book Link:

<http://playfullearning.net/2015/08/10-books-for-new-kindergarteners/>

Sincerely,
Ron Machado, Principal

Important Dates

Beginning of School Year 2019 - 2020

- Kindergarten Summer Playdates at 11am, Saturday, June 22 and Saturday, July 20, Douglass Playground, 26th St and Douglass St
- Student classroom assignment will be posted on Friday, August 16 after 4:00pm on the front door.
- Kindergarten information, Saturday, August 17, 11:30am - 12:30pm in the school cafeteria.
- Back-To-School Picnic Saturday, August 17, 1:00 - 3:00pm in the school yard.
- **1st Day of School is Monday, August 19, 9:30am with Morning Circle in the school yard.**
- Back-To-School night, early fall. Back-To-School night gives you a chance to see your child's classroom, meet their teacher and hear about what's ahead during the kindergarten year. Day and time will be posted later.
- First PFC meeting Tuesday, September 10, 6:30pm in the school cafeteria.

HMCRA is a Peanut and Tree Nut Free school!

1st Day of School

It's a full day! Before and after school care are available. You will say goodbye to your kindergartener outside the classroom after morning circle. Kindergarten parents are asked not to volunteer in the classroom until after Back-To-School night, to help children adjust to their new school life.

Immediately following morning circle, all parents are invited to coffee with Principal Machado in the school cafeteria to discuss questions and concerns.

Daily Schedule, Kindergarten

7:30–9:15am	Before-school Program
9:30am	Morning Circle on the yard
10:55am	Morning recess with snack
12:20–1:00pm	Lunch recess and lunch
2:15pm	Afternoon recess, K and 1st grade
2:45pm	Early Release every Monday
3:35pm	School day ends Tuesday-Friday
3:35–6:30pm	After-school Program (2:45 on Mondays)

Kindergarten Teachers

Ms Martinez, room 113

Mr Swick, room 111

Daily Procedures

The schoolyard is accessed from the gate on Collingwood Street. Please park responsibly. Do not double park on 19th Street, Collingwood Street or block our neighbors' driveways.

If My Child is Late to School

If you are running late, please have your child check into the Main Office first. You will sign your child in and then send your child to class.

Read more about our attendance policy on our website harveymilk.com/attendance-policy/

Before- & After-school Program

Administered by The Mission YMCA

- Before-school: 7:30–9:15am
- After-school: 3:35–6:30pm (2:45pm on Mondays)

The program operates during the school year and is closed during all school holidays, professional development, days and breaks.

For more information visit our website:

- Before-school: harveymilk.com/before-school/
- After-school: harveymilk.com/after-school/

Drop Off

- Yard supervision begins at 9:15am. We will meet the children when the bell rings at **9:30am** on the yard for Morning Circle
- Drop off your child on the schoolyard, as classrooms are NOT open at this time
- You are welcome and encouraged to join in Morning Circle
- Rainy days: Drop off in the cafeteria

Pick Up

- School ends at 3:35pm on Tuesday-Fridays, and at **2:45pm on Mondays**. Please be prompt!
- Kindergarteners are dismissed from the classrooms. The play structure remains open to families that are picking up, but **direct supervision is required**.
- If you have older children at HMCRA, please pick up your Kindergartener first
- Rainy days: Pick up in the classroom



Classroom Assignment Policy

Your child will be assigned to a Kindergarten homeroom class (111 or 113). During the first two weeks of school, we will get to know your child and the others in our classes. To create balanced classes, we reserve the right to adjust classroom assignments within the first 2 weeks of school. If your child's assigned room will be changed, you will be notified by Principal Machado and we will work to help ensure your child is supported through the transition. Thank you for your support and understanding.

Important Forms

The following page contains our Getting to know your child form to fill out for your child's teacher.

Additional forms to submit during the first week of school include:

- Emergency Card
- School lunch application
- Year-Round Walking Field Trip Form
- Allergy Letter Receipt Form

Please return as soon as possible.

Daily Snack

The PFC funds a daily snack of fresh, seasonal, local, organic produce. Parent volunteers deliver a basket every Monday to each classroom. In addition, your child's teacher may ask for nut-free snacks to share with the class.

HMCRA is a Peanut and Tree Nut Free school!

Labeling Personal Belongings

With so many young children, things are often misplaced or forgotten. Please mark names and room numbers on ALL coats, sweatshirts, backpacks, lunch boxes.

Please send extra clothes in a plastics bag with your child to school. Accidents happen regularly, or they jump in a puddle on a rainy day.

Reading & Homework

Reading to and with your child daily is the single most important thing you can do to ensure literacy and success in school. We ask that you read with your child for a minimum of 15-20 minutes each day. Most homework at this age will require some guidance, but please encourage independence in your child to do his/her best!

Parental Involvement

Parental Involvement is crucial to success in school.

Basic guidelines for being an involved parent:

- Talk to your child about the importance of school and learning.
- Read to and with your child.
- Limit TV, video games and iPad time.
- Make sure your child gets enough sleep and eats a nutritious breakfast.
- Support the homework process.



Ways Parents Can be Involved

Volunteering in the classroom and on field trips is another important way to support your kindergartener. Your child's teacher will provide information about volunteering. Usually, a set time works best for everyone. Classroom volunteers will not begin until the 3rd week of school to allow us to build a classroom community with the students. Field trip permission slips will be sent home as soon as the dates are set, and you can indicate if you would like to join.

Attend Monthly Parent Faculty Club, PFC Meetings (our "PTA") to learn what's happening at the school and ways to support your child's development. PFC meetings are held the second Tuesday of each month at 6:30-8pm, with free dinner & child care starting at 6:15pm. The PFC promotes open communication between staff and families, volunteers and raises funds for activities, staff, materials, & professional development, including:

- Organize Community Events (Movie night, Carnival)
- Fundraise to close the budget gap of staff/activities
- Manages Budget for spending funds (based on School Site Council recommendation)
- Committees for Room Parents, Garden, School Tours, Social Justice Education, Before/Aftercare, Yearbook and more

Check out the many other ways to support the school by visiting harveymilk.com/volunteering/

Keep in Touch

- Visit our website: harveymilk.com
- Sign up for our weekly HMCRA Newsletter, find the link on our website
- Subscribe to our Google calendar (pfc@harveymilk.com)
- Join your classrooms email groups
- Like us on Facebook www.facebook.com/HMCRA/
- Follow us on Instagram [harveymilksf](https://www.instagram.com/harveymilksf)
- Participate in morning circle
- Come to PFC meetings and/or SSC meetings

Harvey Milk has an open door policy so always feel welcome to talk to your child's teacher, ask Mr. Machado or Ms. Antonae in the office for help. The great support staff are here to help you and your family if you need any support or would just like to check in.



Back-To-School Picnic



Please join the Harvey Milk Civil Rights Academy community of families, children and staff for our annual Back-To-School Picnic.

Back-To-School Picnic takes place Saturday, August 17, 1:00 - 3:00pm in the schoolyard.

Meet your classroom teacher, meet new and old friends and start off the school year with a smile!



Harvey Milk Civil Rights Academy
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Parent Faculty Club contact
pfc@harveymilk.com

SCHOOL DAY START
Monday-Friday at 9:30am

SCHOOL DAY ENDS
Monday at 2:45pm
Tuesday-Friday at 3:35pm