

Alamo Elementary School New Kindergarten Parent FAQs

Important dates

- First Summer K Play Date: **Sunday, June 23, 2019**, 10:00 am – 12 noon, Fulton Playground (855 27th Avenue between Fulton and Cabrillo Streets)
- Second Summer K Play Date: **Sunday, July 21, 2019**, 10:00 am – 12 noon, Rochambeau Playground (238 25th Avenue between California and Lake Streets)
- Third Summer K Play Date: **August TBD**,
- First Day of School: **Monday, August 19, 2019**, 8:40 am – Meet on the school yard and look for your child's classroom number. Each teacher will hold up a sign with their respective classroom number. At 9:00 am there will be a Welcome Meeting/Mixer for all New Alamo Parents so please plan on staying for an additional 45 minutes after drop-off.

What do I need to do before school starts?

- Turn in all paperwork to the Alamo School Office

Required Documents

1. **Birth Certificate**, if new to SFUSD or even if child attended an SFUSD Pre-K or EES.
 2. **Parent I.D.**
 3. **SFUSD School Health Form** (to be completed by your child's Health Provider not more than 6 months before school starts) including the Entrance Physical Exam **AND** any additional forms due to medical conditions (i.e. asthma, allergies, physical accommodations, etc.)
 4. **Student Emergency / Medical Information Card** – given out on the first day of school
- Join Alamo's Google group to stay up to date on school activities, events and volunteer opportunities; (information on how to join can be found on pages 3 and 4).
 - Come to any or all Summer Play Dates. It's a great way for you and your child to meet other incoming families as well as current Alamo families and to ask questions before school starts.

When will I know what classroom my child is in?

There are four Kindergarten classes at Alamo. You will receive a letter from the school typically the week before school starts letting you know to which class your child has been assigned. The classroom number to which your child is assigned is found on the address label of the letter in the upper right hand corner.

What should I pack in my child's backpack?

The K teachers provide all of the necessary school supplies for their students. Just make sure your child has a backpack without wheels and which is large enough to carry a folder, a lunchbox and a water bottle. Morning recess is "snack recess" and your child has the option to have a healthy snack during this time. *Alamo is not a nut free school.* Teachers will typically send home allergy forms during the first week of school, so they are aware of who is allergic to what. It must be indicated on the Emergency Card as well. Your child can opt to bring their lunch or buy lunch from the school district. (See additional FAQs for more information about the school lunch program.) Please also have your child bring a water bottle to school every day.

Please **label all items your child brings to school** especially water bottles, lunch boxes, *special stuffies*, folders, jackets, fleeces, vests, hats and any other clothing that may be taken off during the day. You will be amazed by how much unlabeled clothing ends up in the lost and found and is never claimed.

How does morning drop off work?

Mornings at Alamo start out on the playground. The bell rings at 8:40 am. Everyone lines up by classroom to listen to any announcements from Principal Fong and to do the Pledge of Allegiance. Parents can walk their child onto the playground and help them get lined up with their class.

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Yard supervision by an Alamo staff member begins at 8:20 am. If you are dropping off your child between 8:20 and 8:40 am be sure you see a staff member in the yard. Otherwise, please wait with your child until the classes line-up at 8:40 am.

Alamo also has a “Stop, Drop and Go” program. “Stop, Drop and Go” is for parents who drive to school and cannot go into the schoolyard with their children. There are two “Stop, Drop and Go” white zones; one on each side of the school (23rd Avenue entrance and 22nd Avenue back gate). There are parents and/or teachers who help assist you in getting your child out of the car and into school. There is no need for you to even get out of the car. The teachers walk students up to their classrooms.

Is there a before school program available?

Yes, Alamo has a Morning Watch Program from 7:30-8:20 am, which is supervised by a former Alamo staff member. Children play in the schoolyard most days or in the library on cold/rainy days. Parents can sign-up for this program in the School Office at the beginning of the year.

What should I do if my child will be late for school?

If you are a minute or two late, you can take your child directly to the classroom. After 8:45 am, please walk your child to the School Office, pick up a Tardy Pass, and hand the Tardy Pass to your child’s teacher upon arriving in the classroom. It is very important that we know which children are present and when they arrive (if late).

What if my child is sick or cannot attend school?

Please call the School Office at 415-750-8456 by 9:15 am. Let the office know your child’s name plus classroom number and the reason why your child will not be at school. You must call the office every day that your child is absent.

How do I enter the school other than at pickup and drop off?

After standard pickup and drop off times, all of the school gates and doors to the outside are locked except for the main entrance on 23rd Avenue. Please go to the School Office and sign in as a visitor or a volunteer and sign-out when you leave.

What if I need to pick my child up before the school day ends?

If you need to pick up your child early, for example for a doctor or dentist appointment, go to the School Office, where you will be asked to sign out your child and give the reason for the early pickup.

What happens at lunchtime?

Lunch for the Kindergartners starts at 11:15 am and ends at 12:00 noon. The teacher walks the students to recess in the yard for 20 minutes where they are supervised by adult lunch monitors. At 11:35 am the children use hand sanitizer and the lunch monitors take them into the cafeteria to eat their packed lunches or school lunches with their class. At 11:59 am, the Kindergarten teachers pick up their classes and take the children back to the classroom.

You will receive information about the school lunch program from SFUSD (how to pay, qualifying for reduced cost or free lunch, etc.), but here is the basic program:

<http://www.sfusd.edu/en/nutrition/schoolmeals/mealpricesandpayment.html>.

School lunches need not be preordered, so if your child forgets to bring a packed lunch, school lunch will be provided, and payment is billed automatically through the system. School menus are posted every month through a link in the Gator Weekly to the SFUSD web-site. ***All families are required to complete the school lunch form at the beginning of the school year, even if you child will not participate.***

Are the Kindergarteners on the school yard at the same time as ‘Big Kids?’

During the morning recess from 10:00-10:20 am, the kindergarteners share the yard with 1st and 2nd graders. At their lunch recess from 11:15 to 11:35 am and their afternoon recess from 1:15 to 1:25 pm, it is just Kindergarten and 1st grade together.

How does afternoon pick up work?

The school day ends at 2:40 pm. Your child’s teacher will take the class to the auditorium. Please wait for the teacher to dismiss your child into your care.

Pickup can be hectic and stressful for a child if the parent is late so it is very important to allow the time you need for parking etc. to get to school on time.

If your child is enrolled in an onsite after school enrichment class or afterschool program, your child’s teacher will make sure your child is dismissed to the person in charge of that program.

Before the start of the school year, you will provide the School Office with a list of people on the Student Emergency Card who are permitted to pick up your child. The list is shared with your child’s teacher.

There is no “Stop, Drop, and Go” program in the afternoon; however, parents do double park to get students. Please be respectful of our neighbor’s driveways & don’t linger double-parked to chat.

What are the different types of after school programs offered?

1. Alamo offers 3 onsite after school programs
 - RDASC – Richmond District After School Collaborative
 - Chinese School at Alamo
 - Russian School
2. Additional Onsite After School Enrichment Classes – 1 hour classes either 1 or 2 days a week. These are generally available to Kindergarteners in the SPRING.
 - Academic Chess
 - Ceramics with Deborah Hoch
 - Hip Hop Hooray with Nagata Dance
 - Piano Lessons through Keyboard Educators
 - Spanish Class

There are varieties of additional afterschool programs that bus from Alamo. Reach out on the listserv (see below) for more information.

Where can I get more information about my child’s daily schedule?

Back-to-School Night is held in September. At Back-to-School night, you will meet with your child’s teacher in the classroom and receive more detailed information about your child’s classroom’s daily schedule. In addition to the standard Kindergarten curriculum of reading, writing, and math, the children have numerous enrichment activities, many of them funded by the PTA/Foundation.

Does Alamo have a Parent LISTSERV?

When you come in to register your child, we will collect your email address, which will be added to our special **Incoming Families** listserv. This list will enable you to ask questions, coordinate other playdates aside from the scheduled ones, and receive any announcements. At the start of school, this list will automatically migrate to the greater Alamo Community Listserv.

How do I find out what's happening at the school?

The **Gator Weekly** (available in English & Chinese) is Alamo's official school communication, which is sent electronically to your email inbox every Wednesday at 3 pm. Families who elect to receive hard copies will receive flyers of items included in the Gator Weekly in their child's Wednesday Red Envelope. Occasionally, you will also receive a Wednesday Red Envelope from your teacher with field trip permission slips and various sign-up forms, which require your signature.

We also have a monthly school newsletter in English & Chinese, **Alamo Matters**, which comes out on the first of the month. Families who prefer paper copies will receive their copy through the Wednesday Red Envelopes. The electronic version contains pictures and articles, whereas the paper version is mainly text.

The Google group is our moderated list for last minute reminders and parent-to-parent communication. Typically, you can expect 3-4 emails a week.

We recently added a schoolwide electronic directory. Families can choose to opt in and include their contact information for others to reach them personally. Administrators can also send targeted messages, e.g. Room Parents or all 4th grade families.

Each classroom will also have at least one Room Parent who coordinates classroom events and volunteer opportunities, disseminates information, and serves as the liaison between teacher and parents.

Our Facebook page, **Friends-of-Alamo-Elementary-School-San-Francisco**, and our school website, www.friendsofalamo.org are also excellent sources of information about school-wide events.

Teachers will also post important messages outside of the classroom doors. There are also many bulletin boards outside of the School Office where there is information about PTA/Foundation, afterschool and community events.

How can I get involved?

There are a number of ways for you to be involved at Alamo:

- **Join the Parent Teacher Association (PTA).** PTA meetings are held on the first Tuesday of the month starting at 6:30 p.m. in the School Library.
- **Serve on a PTA committee.** At the first PTA meeting and during the first weeks of school, there will be many signup sheets for all kinds of volunteer opportunities. We can always use a helping hand. Our first school-wide event is the Halloween Carnival and October comes fast once the school year begins.
- **Participate!** Plan on attending Alamo events. In addition to the summer K Play Dates and Halloween Carnival, we have an annual Spell-A-Thon, a Science Fair, a Raffle and an Auction. We always kick off the year with a School-wide Picnic in Golden Gate Park.
- **Become a Room Parent.** Each teacher will provide the specifics for their classroom at the beginning of the year.
- **Offer to help in the classroom.** *We can NEVER have enough volunteer helpers!*
- If you are unable to donate your time, then please consider being extra generous during the many fundraising opportunities throughout the year.

Whom can I contact with other questions?

At the New Parent Orientation Night you can request to be paired with an Alamo family with a rising first grader as a Kindergarten Buddy. The purpose of the Kindergarten Buddy is to answer any questions you might have and help you acclimate more quickly. Read our website to get a feel for the school, get more information and find answers to common questions. Alamo's Google group is your friend and a great way to meet other parents and read archived questions. Our fantastic school secretary, Shellie Wiener, is available from 8:00 am to 4:00 p.m. and is always a great resource if you can't find the answer in any of the places listed above.