



Back to School
2023-2024

Welcome to Pre-K!

2023-2024 Pre-Kindergarten Back-to-School Information



THE
WESTFIELD
SCHOOL

Dear Westfield Parents,

We hope that you are having a wonderful summer! This packet is designed to assist you in planning for the start of school. If you have any questions, please do not hesitate to call the administrative office at 478-987-0547. During the summer, our administration staff is available Monday through Thursday from 9 a.m. until 2 p.m. and on Fridays from 9 a.m. until 12 noon. Westfield's faculty and full staff will return to school on August 2nd.

Our first day of school is Tuesday, August 8th, and we look forward to welcoming your child to Westfield for the 2023-2024 school year. Our first day for Lower School students (grades Pre-K through 5th) is a half day with a 12 noon dismissal for all students. The bus transportation program will operate on the first day of school. The second day of school, Wednesday, August 9th, is a regular school day, beginning at 8 a.m. and ending at 11:30 am for half-day students and 2:50 p.m. for full day students. Our After School program begins operating on Wednesday, August 9th.

Please review this Back to School packet carefully, and submit a recent photo of your child via email to amoore@westfieldschool.org, and complete the online forms at the link below Friday, July 14th.

[PRE K SCHOOL FORMS](#)

Please plan to drop by our

Lower School Open House/Meet & Greet

Drop by anytime Monday, August 7th from 4 until 5:30 pm

for your child to meet his/her new teacher and visit our Spirit Shop. This is a special time for Westfield families, faculty, and staff to join together and pray for our school community and the coming school year.

The beginning of a new school year brings an opportunity for students and teachers to begin anew the adventure of learning. Thank you for entrusting your children to Westfield! It is an honor and a privilege to partner with you in their education of mind and heart.

MARK YOUR CALENDAR NOW!

Sunday, August 6th

SCHOOL WIDE PRAYER WALK – 2 pm

Parents and students are invited to meet in front of the Administration building for prayer and a walk through campus to pray for the coming school year. Sponsored by our Westfield Family Organization (WFO).

Monday, August 7th

LOWER SCHOOL MEET & GREET – 4 until 5:30 pm (drop in)

Students in grades Pre-K through grade 5 and parents may drop by the school to see classrooms and meet teachers.

Tuesday, August 8th

FIRST DAY OF SCHOOL (12 NOON DISMISSAL)

Bus Transportation begins/No After School program until 8/10

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Parents may walk Pre-K and Kindergarten students to their classrooms.

12:00 p.m. – School Dismisses for All Students

Wednesday, August 9th

SECOND DAY OF SCHOOL (FULL DAY) – After School program operates until 6 pm.

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Pre-K – Grade 5 students should be dropped off at turnaround areas.

Staff will be available to help get your child to his/her classroom. Staff will walk bus riders to his/her classroom.

2:50 p.m. – School Dismisses for Pre-K-Grade 5

Half-day Pre-K students dismiss at 11:30 a.m. For 11:30 dismissal, parents should pick up children at the Administration Building.

3:00 p.m. – School Dismisses for Grades 6 – 12 Parents should pick up children in the turnaround area. Staff will be available to help your child get to your vehicle. Staff will walk bus riders to their bus.

Friday, August 18th

NEW FAMILY TAILGATE

All families who are new to Westfield for the 2022-2023 school year are invited to drop by the cafeteria/outside quad area at 6 pm for a tailgate supper before our first home varsity football game. Event hosted by our Westfield Family Organization (WFO).

Monday, August 21

OPEN HOUSE for Pre-K – Grade 1– 5:30 pm, Recital Hall

All parents of students in Pre-K through Grade 1 are encouraged to attend our Open House. Parents should meet in the Recital Hall of the Arts & Sciences building.

Tuesday, August 22

OPEN HOUSE for Grades 2 – 5 – 5:30 pm, Recital Hall

All parents of students in grades 2 - 5 are encouraged to attend our Open House. Parents should meet in the Recital Hall of the Arts & Sciences building at 5:30 p.m.

Welcome to Pre-K!

You will be amazed at all that your child will learn this year! By the end of the year your child should be able to:

- Identify and write the letters of the alphabet
- Identify, write, and count numbers 1-20
- Identify shapes and colors
- Hold and use a pencil, crayons, and scissors correctly
- Color inside the lines and be creative
- Follow classroom rules with self-control of voice and body
- Complete activities within a given amount of time by following directions
- Interact and work with the class as a group, in partnership, and on their own
- Transition from activities, classes, and locations on campus
- Academically improve through enrichment classes such as music, P.E., library, technology, and Spanish.

We want every child to have a great experience Pre-K. Below are some ways you can help your child get ready for school and have a wonderful Pre-K year.

- Familiarize your child with their belongings. Have them practice packing and unpacking their backpack.
- Show your child how to open their snacks and drinks. Allow them to practice doing this on their own.
- Have your child practice rolling up and securing their nap mat with Velcro straps.
- Continue to work on toileting skills and fastening of clothes (snaps, buttons, zippers, etc.) Children should be completely independent in the bathroom. While we understand that accidents do occur, your child must be fully potty-trained before starting Pre-K. Your child should be able to wipe and change soiled clothes independently if an accident occurs.
- Take time to read and talk about books with your child.
- Talk to your child about shapes, colors, numbers and letters. Point out and familiarize them with the letters in their name from books, menus, cartoons, and games. Can your child go further and write their name?
- Have fun making art creations with scissors and glue sticks.

Dear Pre-K Parents,

We are so happy to have the opportunity to teach our favorite age group! Pre-K is always exciting, and we know it will be a great year! We cannot wait to meet both you and your child on the first day of school. Below, please find information that we hope will help you this summer while getting your child ready for the first day.

We order School Supplies and a Nap Mat:

We have ordered the school supplies that are needed for your child's use at school. Supplies include a nap mat, crayons, scissors, glue, pencils, watercolor paints, pencil boxes/art tubs, Weekly Readers, a handwriting and phonics workbook, Clorox wipes, Kleenex, and paper towels. We order these supplies so that the children will all have the same items. The nap mat we order includes a pillow, blanket, and Velcro straps. **Please do not purchase a nap mat from outside of Westfield as we want all students to have the same nap mat. Please do not send any personal items (toys, stuffed animals, lovies/blankies, nap mats, etc.) to school. Your account will be billed a total of \$75 for the nap mat and supplies listed above.**

What you will need to provide:

- **Backpack:** Please provide a **large** backpack labeled with your child's name. We send home folders and artwork in these backpacks, so small ones do not work. **NO ROLLING BACKPACKS PLEASE.**
- **Over the Ear Headphones for Technology:** Please provide a pair of inexpensive over the ear headphones in a Ziploc style bag with your child's name and homeroom teacher clearly labeled.
- **Snack bag:** All Pre-K children need a snack each day. Please make sure your child's snack is in a snack bag that is labeled with your child's name and will fit in your child's backpack. Children need one snack item and a re-usable water bottle/thermos for each day. No fruit cups, bottled water, juices, or candy please.
- **Lunch Box (Full-day Pre-K Children):** Full-day Pre-K children may order lunch from the school lunchroom or bring a lunch from home. If your child brings lunch from home, please provide this in a separate lunch box labeled with your child's name. **Please do not pack snack and lunch together so that your child can put his/her snack bags and lunch boxes in separate locations.** Please do not send any items that need to be heated. Cafeteria Meal Plan information will be sent out over the summer.
- **Art shirt:** Please provide a large t-shirt that will cover your child's clothing to prevent them from getting paint on their clothes. Place this in a Ziplock bag and label with your child's name.
- **Extra set of clothing for emergencies:** Please provide a change of clothes for your child to include socks, underwear, shorts, and shirt. Place these clothing items in a Ziploc bag and label with your child's name. Please label all items of clothing with your child's name.

Questions: Should you have any questions over the summer, please contact our Administrative Office at 478-987-0547. The office is staffed Monday-Thursday from 9 am until 2 pm. and Fridays from 9 am until 12 noon.

We are eager to meet you at our Meet & Greet on August 7th! We do not take our responsibility to you or to your children lightly, and we will do our very best to make this first school experience a happy and meaningful one for your child. We look forward to seeing you on the first day of school and getting to know you and your precious children!

Sincerely,

The Westfield Pre-K

Mrs. Rashelle Benton, Mrs. Suzanne Johnson, and Mrs. Kollyn Lawson

Bookbags:

We prefer large size book bags (not the small) so that your child's folder, lunch box, snack bag, and nap mat can fit. Clips on the front are great!



Over the Ear Headphones for Technology Enrichment:

Each student in Pre-K must provide his or her own pair of over the ear headphones for the technology enrichment class. Please place the headphones in a Ziploc style bag, and clearly label the bag with the student's name, grade, and homeroom teacher. All headphones will be stored in the computer lab and only used by the student providing the headphones.

Any over the ear style that your child finds comfortable will do, but please do not send expensive brands.



The Westfield School Potty Training Policy

Children enrolled in Pre-K and Kindergarten must be potty-trained before attending school. We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently.

Potty-trained Pre-K and Kindergarten Children should:

- **No longer wear diapers (disposable or cloth) or pull-ups.**
- **Be able to tell the teacher when they need to go to the bathroom.**
- **Be able to tell the teacher if an accident has occurred.**
- **Be able to attend to their own personal hygiene** (wiping, flushing, pulling up and fastening underwear and pants/shorts/dresses, and washing hands).

Pre-Kindergarten Check List

IT IS VERY IMPORTANT THAT WE HAVE THESE ITEMS
NO LATER THAN JULY 14TH

- Recent photo of your child emailed to amoores@westfieldschool.org
- Pre-K Information submitted using the following link:

[Pre-K Forms](#)

IF YOU HAVE NOT DONE SO ALREADY, IT IS VERY IMPORTANT THAT
WE HAVE THESE DOCUMENTS

BEFORE SCHOOL STARTS ON AUGUST 8TH

Send to The Westfield School, Attn: Admissions Office, P.O. Box 2300 Perry, GA
31069

- Copy of your child's Birth Certificate
- Preschool Immunization Form 3231 (*Please make sure your child has had his/her chicken pox vaccination. All students entering Pre-K must have a Varicella (chicken pox) Vaccine.*)
- GA Form 3300 Eye/Ear/Dental Screening
- Copy of your child's social security card

BRING THESE ITEMS ON THE FIRST FULL DAY OF SCHOOL—AUGUST 9TH

Label each item with your child's name

- Art Shirt
- Change of Clothing
- Large backpack
- Snack and water bottle (all Pre-K students)
- Lunch box if not ordering a school lunch (Full day Pre-K students)
- Pair of **inexpensive** over the ear headphones for technology enrichment class. Headphones should be placed in a Ziploc style bag clearly labeled with student's name, grade, and homeroom teacher. (see last page of this packet)

VERY IMPORTANT:

- Please do not allow your child to bring personal items (toys, stuffed animals, blankets, etc.) to school.

First Day of School (Half Day): Tuesday, August 8th

Our first day for Lower School students (grades Pre-K through 5th. All students will be dismissed at 12 noon on the first day. We want to help families ease back into the school year and give our young students an opportunity to shake some of those first day jitters!

Parents may walk their children into the Kindergarten building and classrooms on the first day of school.

At the 12 noon dismissal, the Kindergarten teachers will bring the students to the turnaround car line. **Parents should wait in the turnaround car line for teachers to walk students to their cars.**

Please note that our bus transportation will run on Tuesday, August 8th. Kindergarten teachers will meet the students coming off the bus in the morning and will walk the students to the bus at the 12 noon dismissal.

Please note that the After School Program will not begin until the following day – Wednesday, August 9th.

Second Day of School (Full Day): Wednesday, August 9th

7:45 a.m. Arrival Time for Students Begins

Please do not bring your child to school prior to 7:45 a.m. Students may report to classrooms any time between 7:45 a.m. and 8:00 a.m. Parents should wait in their cars in the turnaround car line for teachers/staff to walk students to their classrooms. Teachers/staff will assist with unbuckling car seats, but please work with your child to learn how to do this independently.

8:00 a.m. School Begins

Parents should stay in their car in the turnaround line for teachers/staff to help your child get to their classroom. Please note that the school bell will ring and class will begin promptly at 8:00 a.m. today. Students may arrive as early as 7:45 a.m., but no earlier.

2:50 p.m. School Dismisses

Parents should stay in their car in the turnaround line for teachers to walk students to their cars. Students attending our After School Program will be guided to that classroom. Students riding bus transportation will be walked to the buses.

6:00 p.m. After School Program Dismisses

All students should be picked-up from ASP by 6:00 p.m. A parent/guardian should come into Pre-K/Kindergarten building to sign-out students for the day. ASP is located in the Pre-K/Kindergarten building.

Ensure students only enter and exit on the curb side of your vehicle (adjust car seats and boosters as needed).



KEY CALENDAR DATES

2023-2024

Faculty Pre-Planning	August 2, 3, 4, & 7
First Day of School	August 8, Noon Dismissal
Labor Day Holiday	September 4
Homecoming	September 29
Fall Holiday for Students & Faculty	October 6, 9, & 10
Classes Resume	October 11
Veterans Day Student Holiday	November 10
Thanksgiving Holidays	November 20-24
Classes Resume	November 27
Last Day of School, First Semester	December 15, Noon Dismissal
Faculty Professional Development Day	December 15, Afternoon
Christmas Holidays	December 18 - January 2
Faculty Professional Development Day	January 2
Classes Resume	January 3
Martin Luther King, Jr. Holiday	January 15
Winter Holiday for Students & Faculty	February 16, 19, & 20
Classes Resume	February 21
Grandparents' Day	March 1, Noon Dismissal
Junior-Senior Prom	March 23
Spring Break	April 1-5
Classes Resume	April 8
Field Day/Booster Club Golf Tournament	April 25, Noon Dismissal
Baccalaureate	May 16
Graduation	May 17
Last Day of School	May 23, Noon Dismissal
Faculty Post-Planning/Professional Development	May 24

Lower School Dress Code for 2023-2024

BOYS' DRESS CODE

- ✓ Collared or crew neck shirts (appliques are accepted)
- ✓ Shirts must be tucked in
- ✓ Pants and jeans without holes or frays, neat, clean and hemmed
- ✓ Belt must be worn with shorts or pants that have belt loops
- ✓ Shorts no shorter than 3 inches above knee
- ✓ Shoes or boots with enclosed toes and heels
- ✓ Sandals and Crocs must be worn with a heel strap

BOYS' HAIR

- ✓ Hair should not be below the bottom of the ear, not below the eyebrow nor extend below the top of the collar.

GIRLS' DRESS CODE

- ✓ Collared or crew neck shirts – no V-neck shirts
- ✓ Short or long sleeved (not sleeveless) shirts and dresses (appliques are accepted)
- ✓ Shirts/tops or dresses with other necklines or shoulder baring or back baring designs must have a crew neck or collared shirt worn under the shirt or dress
- ✓ Shirts may be worn untucked if designed to be worn untucked and if it is of sufficient length to cover midriff and waist at all times
- ✓ Pants and jeans without holes or frays, neat, clean and hemmed
- ✓ Dresses, skirts, skorts, and shorts must be appropriate length
- ✓ Leggings may only be worn with a dress
- ✓ Shoes or boots with enclosed toes and heels
- ✓ Sandals and Crocs must be worn with a heel strap

ITEMS NOT ALLOWED FOR BOYS OR GIRLS

- ✗ T-shirts
- ✗ Pictures, emblems, or lettering on clothes
- ✗ Logos larger than a 2-inch square
- ✗ Sleeveless shirts and undershirts as a shirt
- ✗ Shirts with writing
- ✗ Athletic shirts, shorts, pants, or sweat pants
- ✗ Camouflage clothing

- ✗ Sweatshirts and hoodies that are not Westfield
- ✗ **Fad haircuts or hair colors**
- ✗ Shoes with wheels
- ✗ Boots worn with shorts
- ✗ Flip Flops
- ✗ Slides shoes
- ✗ **Cold shoulder shirts**

FRIDAY SPIRIT DAYS Students may wear Westfield jerseys, team/cheer t-shirts, cheer uniforms, and Westfield t-shirts on Fridays only.

OUTER WEAR FOR BOYS AND GIRLS

- ✓ Sweatshirts and hoodies (Westfield only) may be worn over a collared shirt (or over a Westfield t-shirt on Friday spirit days). No other sweatshirts/hoodies may be worn.
- ✓ Solid color pullovers and vests (such as Patagonia, Columbia, Vineyard Vines, etc.) over a collared shirt may be worn. Jackets and coats without any wording may be worn.
- ✗ Camouflage items are not allowed.

We will provide a Westfield crewneck sweatshirt at no cost to every student in grades Pre-K through 12th. Each sweatshirt will have the Westfield W embroidered on the left chest area. The sweatshirts will be given to students during the first week of school in August. . If you have not already done so, please click on the online order form below ASAP so that you may choose your child's size and choose a color (hunter green or grey).

[CLICK HERE TO ORDER WESTFIELD SWEATSHIRT](#)

UNIFORM WEAR

Uniform clothing is not required for Lower School students (Pre-K - 5th Grade). However, students in Lower School may purchase and wear to school any of the items on the approved lists for The Westfield School through Lands' End and our online Spirit Shop (Graphic Guys).

- Lands' End uniform clothing may be ordered online at <http://www.landsend.com>. Use the "School" tab and search "The Westfield School."
- Our online Spirit Shop offers required dress uniform clothing through Graphic Guys at <https://westfieldschool.itemorder.com/sale>

Dress Code Examples



No pictures, emblem, or lettering on clothing



No pictures, emblem, or lettering on clothing



No pictures, emblem, or lettering on clothing



No camouflauge



No sleeveless shirts or dresses



No athletic shorts



No camouflauge or athletic style shorts



No athletic style pants

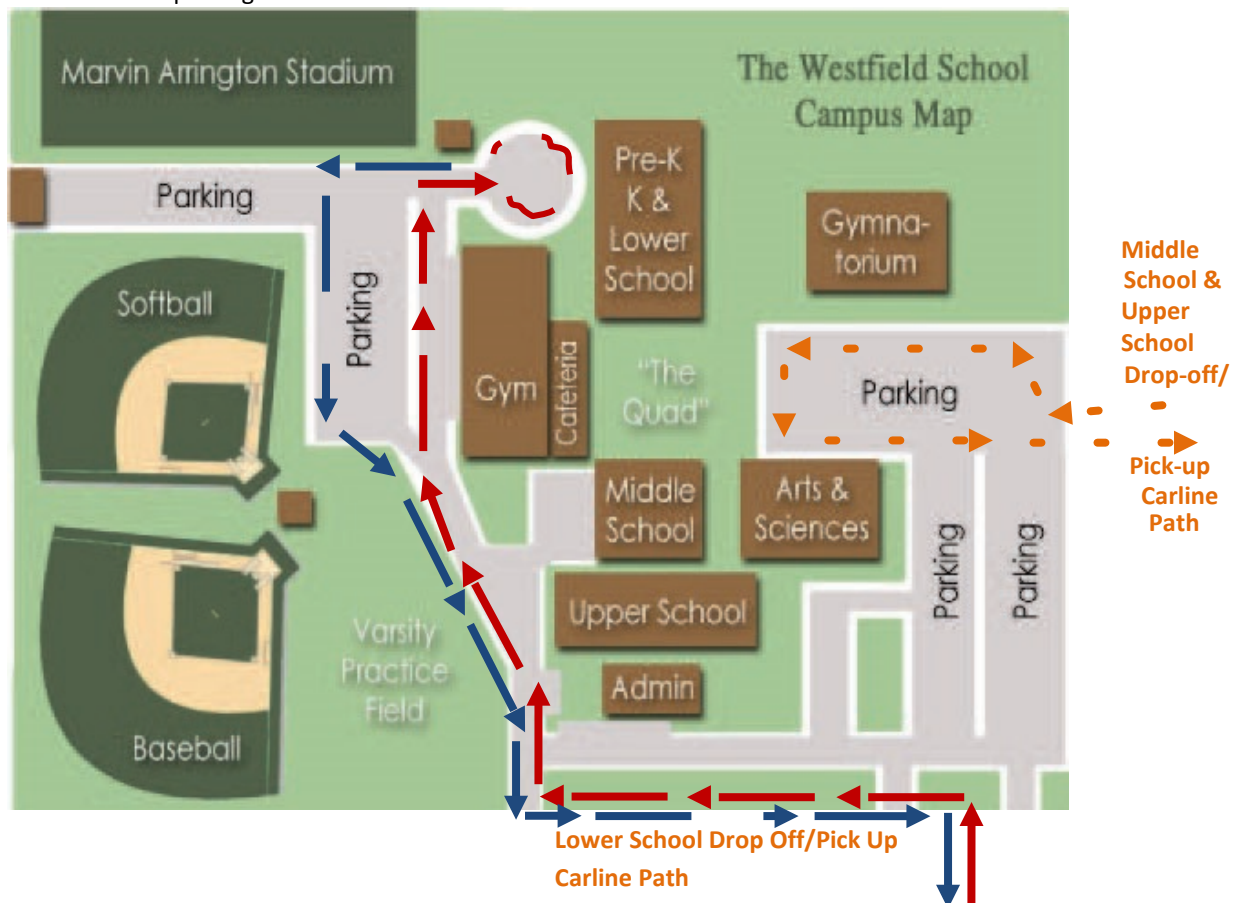
Driving Safely on Campus

The safety and security of our students, faculty, staff and guests are very important to all of us!
When driving on campus, please follow these guidelines to help traffic move as safely and efficiently as possible:

- ✓ Do not use cell phones when driving on campus.
- ✓ Drive slowly and watch for children at all times.
- ✓ Do not drop-off students in a parking lot and allow them to walk across carline traffic unescorted.
- ✓ The Turnaround, Carline and Drop-off Areas = NO PARKING ZONES

Lower School Families – Turnaround at Back of Campus Near Football Field:

- ✓ The drop-off area for Lower School students, known as the “Lower School Turnaround,” is located at the back of our campus near the football field. **During morning drop-off and afternoon pick-up, Lower School families should use the middle gate on Hwy 41 to enter campus and exit campus, driving directly in front of the Admin Building.** The south campus gate is closed daily from 7:30 – 8:15 a.m. and 2:15 - 3:15 p.m.
- ✓ Do not pick-up/drop-off students before you reach the yellow painted curb in the Turnaround, and always pull up to the car in front of you without leaving gaps in the carline.
- ✓ When there are no cars in front of you, drive all the way to the far end of the yellow painted curb before stopping to pick-up/drop-off children.
- ✓ Ensure students only enter and exit on the curb side of your vehicle (*adjust car seats and boosters as needed*).
- ✓ Parents who have students in Lower School and Middle School or Upper School should use the Middle/Upper School turnaround (see below). Lower School students will be escorted to/from that side of campus by a faculty member. ✓ Lower School students who ride to school with an Upper School student driver should be dropped off through the Lower School Turnaround. Lower School students may not exit cars in the Upper School or softball/baseball field parking lots.
- ✓ For the safety of your student and others, please do not drop off students in the softball/baseball field parking lot or the middle of the Arts & Sciences parking lot. Students should never cross carline traffic without an adult escort.



Services & Opportunities for Students & Families

Bus Transportation

Information regarding our bus transportation service including fees, route information, and registration to ride the bus, is [available on the school website](#).

After School Program

The After School Program (ASP) is available on school days from 2:50 p.m. until 6 p.m. beginning Wednesday, August 9th for students in full-day Pre-K through 5th grade. Monthly, weekly, and daily drop-in rates are available. In order for a student to attend the ASP, he or she must be registered for the program prior to using the service. This includes those who use our ASP only on an occasional, drop-in basis. [Information on the program and rates, including a registration form, is available on our school website, westfieldschool.org](#). The After School Program (ASP) will be available beginning August 9th.

Cafeteria Service

Our cafeteria services are managed by FLIK, a national food service company that serves our students meals and snacks daily. Information regarding our dining services, meal plans and pricing, as well as registration for the meal plan, are available [on the school website at westfieldschool.org](#).

Learning Center

The mission of the Westfield Learning Center is to support classroom instruction by developing and implementing quality academic support tailored to each student's unique learning needs while preparing him or her for future academic success. These services are offered for students in Kindergarten through 12th Grade in support of and parallel to regular classroom tutorials. Current students may be referred to The Learning Center by division directors, teachers or the guidance office. New students may enroll by recommendation of the Admissions Office. Parents may refer a student by contacting the Learning Center director. For more information or for a copy of The Learning Center's fees, please contact the school at 478987-0547 or visit the Academics section of our website.

WFO and Booster Club

The Westfield School has a proud tradition of volunteer service, and we encourage every family to find ways to lend your time and talents and to be involved in our school community. We have two primary groups of volunteers: the Westfield Family Organization (WFO) and the Westfield Booster Club. The WFO is comprised of parents from Pre-K through 12th grade, and this group coordinates everything from Room Parent Volunteers to Faculty & Staff Appreciation Events to the Spirit Shop. The Booster Club is also made up of parents from every grade level, and they are the campus advocate for athletes and athletic events. These groups meet year round, and you can join at any time. [If you are interested in volunteering, please complete and submit a volunteer form by visiting the "Volunteer Opportunities" tab of our website](#). Thank you to each and every parent who participates in these organizations—your contributions help make our school a success!

Ways to Give and Support Westfield

Our primary fundraiser is The Annual Fund. Watch for full details as this event kicks-off this fall! We also encourage you to take part in programs like Publix Partners, Kroger Community Rewards, Box Tops for Education, Office Depot 5%, and Amazon to support Westfield throughout your weekly routine. [Click here for more information on these programs](#). For information on our Annual Fund, as well as opportunities for Planned Giving, Corporate Matching Gifts, and the Georgia Goal Tax Credit, [visit the "Alumni & Giving" section of our website](#) or contact our Director of Development and Alumni at (478) 987-0547 ext.224.