



Welcome to  
**Kindergarten!**

**2015 - 2016**

**ENFIELD ELEMENTARY**

*1118 Church Road, Oreland, PA 19075, 215-233-6080*

Provided by:

ENFIELD • ERDENHEIM  
HOME & SCHOOL PARTNERSHIP

[www.eehsp.org](http://www.eehsp.org)

[www.facebook.com/groups/EEHSP](http://www.facebook.com/groups/EEHSP)<http://www.facebook.com/groups/EEHS>

## **CONTACT INFORMATION**

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### **Enfield Principal:**

Dr. Tina Mitchell [Tina\\_Mitchell@sdst.org](mailto:Tina_Mitchell@sdst.org) 215-233-6080

### **Enfield Office Administrator:**

Janice Smith [Janice\\_Smith@sdst.org](mailto:Janice_Smith@sdst.org) 215-233-6080

### **Enfield Guidance Counselor:**

Karen Alston [karen\\_alston@sdst.org](mailto:karen_alston@sdst.org) 215-233-6080

### **Nurse:**

Cathy Murphy [Cathy\\_Murphy@sdst.org](mailto:Cathy_Murphy@sdst.org) 215-233-6080 ext. 4029  
Contact her for information, questions or individual medical concerns.

### **Olweus Bullying Prevention Program:**

Dr. Janet Sachs (215) 233-6000 Ext. 1020

### **EEHSP Web Site:** [www.eehsp.org](http://www.eehsp.org)

This is a great resource for information about school activities, events and notes from the EEHSP meetings. Please sign up for eBlasts, which are different from district and school eblasts, and which will allow EEHSP to email information about its programs directly to you.

### **EEHSP Facebook:** [www.facebook.com/groups/EEHSP](http://www.facebook.com/groups/EEHSP)

Whether you like or loathe Facebook, our group is an invaluable resource. When we communicate with our families, we send an eblast, post that content on our website and also post it in the Facebook group. It is also an amazing resource for quick answers to questions parents might have.

### **District Web Site:** [www.sdst.org](http://www.sdst.org)

The district website should be your first stop for information about Enfield and the District. Please make sure your information is correct in the Home Access system – the district uses that information to send eblasts.

**EEHSP Presidents** – Naim Moore and Freddy Murray ([Presidents@eehsp.org](mailto:Presidents@eehsp.org))

**EEHSP Volunteer Coordinator** – Lisa Levine Kempner ([Volunteers@eehsp.org](mailto:Volunteers@eehsp.org))

## **WELCOME TO ENFIELD ELEMENTARY**

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The Enfield-Erdenheim Home & School Partnership (EEHSP) welcomes you and your child to the Springfield Township School District and to Kindergarten! We are providing this guide as a “how-to” reference for your first year within the Springfield Township School District. It contains information about events, activities, and general procedures, as well as some tips and tricks to help you have a successful first year.

## **WHO WE ARE**

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The Enfield-Erdenheim Home & School Partnership (“EEHSP”) is a non-profit organization serving Enfield Elementary (K-1) and Erdenheim Elementary (2-5). It provides resources and enrichment activities for parents, staff, and students in grades K-5. EEHSP strives to make each child’s potential a reality through the provision of opportunities to learn, communicate and grow. The EEHSP empowers its members to share ideas, experiences, problems and solutions, and to cooperate in an informed manner in the education of the K-5 students of Springfield Township.

The EEHSP is an essential partner to Springfield Township’s elementary schools, supplementing planned curricula with various programs that enrich and broaden our students’ experiences. A few of our programs are:

- Teacher Funds for classroom “Extras”
- Mini-Grant Funding for Special Programs
- Grade Level Family Nights
- Family Fun Nights
- Color Day Events
- Scholastic Book Fairs
- 3<sup>rd</sup> Grade Publishing Center
- 5<sup>th</sup> Grade Reading Olympics
- K-5 Talent Shows
- Artist in Residence
- Author/Illustrator Assemblies
- Carnival

## **IMPORTANT INFORMATION TO GET YOU STARTED**

In September, parents should go to the school district web site for Enfield and read/print the Enfield Student/Parent Handbook, which gives essential information on school policies and procedures.

## MARK YOUR CALENDARS

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The first few months of school are very busy for students, staff and parents. The following are a couple of preplanned school and EEHSP events/programs. Specific dates will be announced on the District website (check Enfield's calendar specifically). Definitely check that in late August. You can also view the 2014-15 School District of Springfield Township Approved Calendar. This is available in a printable format on the district home page [www.sdst.org](http://www.sdst.org) – scroll down and click on “Calendar” under “Quick Links” on the left. You can also sync it with your calendar on your smart phone. You can always check the EEHSP website as well for up to date information ([www.eehsp.org](http://www.eehsp.org)).

### August:

- o Bus Depot Open House – August 22<sup>nd</sup>, 8:30 – 11:30 a.m. This event is open to all kindergarteners and their parents/guardians. The Depot is located on Montgomery Avenue next to Cisco Park. Children are able to ride a school bus with their parents/guardians to get comfortable with the bus and the route that it will take to school. Parents can travel ahead to Enfield and be there to meet their children coming off the bus.

### September:

- o Sept. 8<sup>th</sup> - First day of school: Note: Sept. 8<sup>th</sup> -11<sup>th</sup> will be early dismissal days, at 12:00 p.m. Parent/Guardians are allowed to walk your child to their classroom on the first day of school to help them get comfortable, but the school asks that you be considerate of the teacher and the school by not lingering on school grounds.
- o Sept. 17<sup>th</sup> -- Picture Day (class photo will be of students standing together so if you are absent you will NOT be included in this photo).
- o Sept. 3<sup>rd</sup>, 9<sup>th</sup>, & 10<sup>th</sup> - Meet and greet: meet with your teacher by appointment only in your child's classroom, and drop off your school supplies.
- o Sept. 17<sup>th</sup> -- EEHSP First Meeting and Open House. Come learn more about EEHSP and what we do, and sign up to volunteer with us. Our meetings typically take place in the evening at 6:30pm at either Enfield or Erdenheim school libraries.

### October:

- o Oct. 14<sup>th</sup> -- Curriculum Night and RTII Workshop. (meet with your child's teacher and learn about what their year will look like; this is also a great opportunity to volunteer as a head room parent or sign up for EEHSP committees – people from the EEHSP will be there to give you more information or answer questions).

## GETTING AROUND

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All visitors are admitted through the front red doors. All visitors must go to the office to the immediate right and sign in. The first time you do so, you will have to provide your driver's license or other form of picture ID. This will be entered into the Raptor system, and used to print your photo id on a sticker for each subsequent visit. The RAPTOR security system is a quick scanning device that instantly screens out any registered sex offenders. This is for the safety of everyone in the building, most especially, your children. From the front office, kindergarten classrooms are down the hall to the left, and first grade classrooms are down the hall to the right. Other areas of interest are:

Art Room: From front office, go left down hallway toward kindergarten classrooms. Art room is at end of this hall.

Library: Head toward the Art Room, but make a right turn before entering the classroom. Library is at end of this second hall.

Gym: Head toward the Art Room, but make a right turn and take stairs to the bottom. Exit through doors and make right turn to enter Gym.

Cafeteria: Take stairs to bottom and make left turn, away from gym. Cafeteria is at top of this hallway.

Music Room: Head toward the cafeteria, and make left turn away from Cafeteria entrance, down the hall. Music room is on right side of this hallway, just past the entrance where children exit for recess.

Technology: The technology room is just before the library, on the left hand side.

## HEALTH AND SAFETY

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Health: Health services are offered to students who become ill or injured during the school day. Standing orders for treatment, written by a physician, are implemented by the certified school nurse or the registered nurse assistant with advance parental coordination. If a case appears to require immediate medical attention, parents are notified as quickly as possible. Call the school nurse, Cathy Murphy [Cathy\\_Murphy@sdst.org](mailto:Cathy_Murphy@sdst.org) 215-233-6080 ext. 4029, to coordinate any medications that need to be administered on a temporary basis. In addition the school nurse may check your child's hearing and vision during the school year.

Safety: The school is dedicated to ensuring that the school environment is a safe and healthy one for your children. Please bring any concerns to your teacher's attention immediately. In addition, the elementary schools participate in **Olweus Bullying Prevention Program (OBPP)**, a K-8 program designed to systematically prevent and reduce bullying. It also results in improved school climate, social relationships, and attitudes toward school. The district will strive to develop partnerships with community members and carry the anti-bullying message community-wide. Beginning in Kindergarten, the classrooms carry signage related to Olweus, and emphasize tolerance and respect for others. Familiarize yourself with the policies on harassment and bullying (#248 and #249, are available on the [sdst.org](http://sdst.org) website, School Board

tab's "School Board Policies" link), which describe rights and responsibilities for parents, students, and school administrators responsible for the safety of your children.

## **CLASSROOM OPERATIONS**

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Each classroom is unique, and each teacher has different tools in their bag of tricks for learning. Some things, however, will be the same across the board. Most teachers will:

- o **Use Back Pack Mail:** Each child will be given a **TAKE HOME FOLDER** that will be sent home in backpacks daily. Check this **every day** for homework, school district or EEHSP info and more. Items and communications can be returned to the school in this folder, too. In addition the school sends a weekly email letting you know what happened in the classroom that week and any important school information.
- o **Have a Head Room Parent:** This EEHSP volunteer will be your "go to" person with questions about classroom events, and will keep you informed of grade-level activities like Around the World (Zoo on Wheels) or help organize teacher gifts. You can also contact your Kindergarten Grade Level Representative with any questions.
- o **Have Classroom Rules:** Again, these may vary by teacher, but these will be communicated to you by your child's teacher and will serve as the guide to set your child's expectations in the classroom.
- o **Have a Snack:** At some point in the morning or afternoon, your child will have a snack, so pack an extra one in his or her packed lunch, or remember to throw one into their backpack everyday if they are purchasing lunch that day.
- o **Report Cards:** Report cards are currently available through Home Access Center. Please access Home Access Center at: <http://sdst.schoolwires.net/enfield>. Under Quick Links, you will see Home Access Center. You will need login and password information to access the site. If you do not have this information, please call our front office (215) 233-6080 and Mrs. Smith, our school secretary, will be able to assist you. There will be two conferences during the year, each of which will provide opportunities for more meaningful interaction with your child's teacher about his or her progress.
- o **Love Your Kids:** We are very fortunate to have some truly wonderful teachers in Springfield Township. If you are able to get into the classroom to visit, you will see for yourself. Also, if you have an area of educational interest you can share with your child's class, and it lines up with the curriculum, do not hesitate to reach out to your child's teacher to offer to come in and present. Most teachers are very receptive to this. Your child will think you are a rock star, which is a nice bonus.

## **ARRIVAL AND DISMISSAL PROCEDURES**

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Students arrive and are dismissed from school via car line, walking or by bus. At the beginning of the year you will be asked to place a laminated apple on your child's backpack with their name, teacher's name, grade and which method of getting to and from school (walker, carline, or bus number) they will be utilizing so that we can be sure they are entering and exiting the school appropriately and safely. During the first weeks of school, staff and volunteers will guide your kindergartner to their class, and to the bus lines, until they are ready to get there on their own.

**Start Time:** 8:55 AM (10:55 AM for Delayed Openings)

**Late Arrivals:** Students arriving late must sign in at the office.

**Dismissal time:** 3:25 PM (12:00 on half days.)

**Car Line:** Drop off & pick up entrance is located at the gym at door (#11C) and is accessed via the driveway off Church Rd. that goes around to the back of the building. Students are supervised by teachers during both times. At pick up, display a piece of paper in the windshield with your child's name written in large legible letters. Enfield staff will escort your student to your car. Please pull to the side if your child needs assistance with their seat belt. You may begin to line up in the driveway at 8:35am for drop off and 3:10pm for pick up.

**Walkers:** Enter the school from the main front entrance and are dismissed at the side door (#23D) that faces Paper Mill Rd.

**Bus Riders:** Students are dismissed from their main classrooms and travel to their "bus" rooms, where they wait together for their bus to be called. This allows the children to meet other students, as well as teachers, and is designed to provide enhanced accountability for the bus riders, and to ensure children meet their buses in a timely fashion. You can call Wayne Johnston, the Director of Transportation, with any questions you might have: 215-233-6095.

**Any changes** to your child's dismissal procedures must be communicated to your child's teacher, preferably in writing, at the beginning of that day.

**Inclement Weather:** You will receive an automated phone call from the school district letting you know if there will be a cancellation, late arrival or early dismissal due to inclement weather.

## **KID VIEW**

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This is a before and after school program that is run in our building by a third party provider. If you are interested, you can contact them at [www.kidviewinc.com](http://www.kidviewinc.com). They also have child care available for days when school is closed.



## LUNCH AND RECESS PROCEDURES

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**Purchasing Lunch** - Students may purchase complete lunches, beverages or healthy snacks in the Cafeteria through **Nutri-Serve**, the District’s food services provider. Each student is issued an account with an individual ID #. Money can be deposited into this account to allow students to use their ID # to make lunch purchases. When the balance gets low, parents will be notified to deposit more money. Payment may be sent in daily, however the easiest and preferred method is to pre-pay. Payments should be sent in a clearly marked envelope in your child’s folder that travels back and forth in their backpack (we call this “Backpack Mail”). Cash or checks are acceptable; please make checks payable to - **SDST Food Services**.

Credit card payments are accepted on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com) for an additional processing fee per deposit. On-line myschoolbucks.com accounts must be set up by parents and can be used to monitor purchases and add money as necessary, or on a regularized basis. A note: to qualify as a “meal” the tray needs to have certain categories of food on it. If not, the items are rung up ala carte, which is sometimes more expensive. Parents can contact the cafeteria manager and place restrictions on their child’s account (eg “meals only”) that will prevent the child from ordering 42 granola bars a week in addition to the lunches they are ordering. Parents are welcome to eat lunch with their child. If you wish to purchase lunch in the cafeteria during your visit, please provide advance notification to the front Office and cafeteria manager, Ms. Gajdos. When you arrive, make sure to sign in at the front desk before heading to the Cafeteria.

**Packing Lunch** - Students can also pack lunches from home. Our Green Committee urges parents to consider the use of reusable lunch boxes and internal containers to the largest extent possible, and reduce our waste footprint. Please label everything with your child’s name.

**RECESS:** Unless it is raining, snowing, or if there is weather advisory, your child will be outside for recess. Make sure to dress your child appropriately for the weather. Whenever possible, label garments with your child’s name. Teachers may ask that parents send in a healthy snack and/or refillable water bottle.

### Lunch/Recess Times

The boys and girls of Enfield are scheduled for a thirty minute recess period followed by a thirty minute lunch period. The schedule is as follows:

Grade Level Teams	Recess Time	Lunch Time
Kindergarten – Team A	11:00 am - 11:30 am	11:30 am - 12:00 pm
Kindergarten – Team B	11:30 am - 12:00 pm	11:00 am - 11:30 pm
First Grade – Team A	11:50 am - 12:20 pm	12:20 pm - 12:50 pm
First Grade – Team B	12:25 pm - 12:55 pm	12:55 pm - 1:25 pm





## VOLUNTEERING

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There are many ways to get involved in your child's school and the EEHSP is always looking for volunteers. Some opportunities involve year round participation and some are just a few hours here and there so there is something to fit everyone's schedule. If you are going to volunteer for a role that might involve the possibility of you being alone with children, such as attending a class field trip, you will need to get a clearance before participating. You can find this form on the school district website. Most volunteer opportunities do not require this step. Some volunteer opportunities are organized through the "sign up genius" which is an online resource for volunteering. You will be notified via an EEHSP eBlast about these opportunities. Below are some of the ways to get involved.

- o Head Room Parent: This is the point person for the teacher in coordinating classroom parties (The teachers typically host a few parties a year – they include Halloween, Winter Holiday, Valentine's Day, St. Patrick's Day, and End of Year), and serving as an EEHSP liaison. These individuals also work with the Kindergarten Grade Level Reps to plan the annual Family Fun Night Event. Being the head room parent does NOT mean you are responsible for "doing" everything – but it does mean you are in charge of organizing it, emailing the class, and helping ensure everyone communicates well.
- o Room Parent Volunteer: Maybe you don't have the time to be the Head Room Parent but still want to help out – being a volunteer allows you to assist the Head Room Parent with classroom parties.
- o Kindergarten Grade Level Rep: There are two people who share this responsibility. They are actively involved with the EEHSP, help the head room parents with any questions they have and serve as a Liaison with the Executive Board and all the head room parents. They are also responsible for planning the Family Fun Night Event with a committee made up of head room parents.
- o Lunch/Recess Volunteer: You can sign up to assist during your child's lunch and recess period. You will be assisting children with their lunches and watching them on the playground. Look for the SignUpGenius by eblast or on in the FB group.
- o Mystery Readers: You can contact your child's teacher and offer to come in and read a story to the class. Many teachers suggest you do it on their birthday.

In addition there are numerous committees through the EEHSP that are responsible for major events (such as the Carnival, or Book Fair), fund raising, communications, and lots of other creative things that happen throughout the year. Below is a list of our current committees.

## EEHSP COMMITTEES

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(See [www.eehsp.org](http://www.eehsp.org) for more info)

**Artist in Residence** – research, hire, and coordinate with an artist who will come into the school and work with students during Art class.

**Author/Illustrator Visit** –work with the librarian to coordinate a selected author’s visit & book sales

**Book Fair** – volunteer for book sales and help children & parents shop

**Box Tops for Education** – organize box top submissions; plan contests and advertise

**Carnival, sub-committees** – rides, prizes, games, raffles, food, crafts & more

**Color Day** – help with relays, teams, organization, set up & prep

**Community Service** – plan, coordinate drives/events, and donation deliveries

**Dad’s Committee** – facilitate, among other things, Breakfast Events

**Directory** – process info for EEHSP Directory of student/family information

**Spirit Fest** – fun family/community day that also raises money for EEHSP programs.

**Family Fun** – this committee plans fun events for our families like movie night or skating.

**Fundraising** – plan fundraising activities, process donations/orders, flyers

**Garden** – work to improve plantings, coordinate planting educational gardens

**Green** – work to support a mission of reducing, reusing, and recycling at our schools.

**Literacy** – coordinate events to support reading at Enfield and Erdenheim

**Market Day** – once a month sale, packing orders, organizing flyers

**MLK Day** – one day event celebrating service, arrange donations, activities for kids etc.

**Mini-Grants** – review requests for funds for special supplemental educational programming

**Playground** – order recess equipment, black top games planning

**Publishing Center** – 3<sup>rd</sup> grade only, creating books, editing, working with students

**Spirit Wear** – advertising, organizing and ordering of Springfield attire and goods

**Talent Show**- help with rehearsal, backstage, music, auditions

**Teacher Appreciation** – plan a luncheon for teachers during teacher appreciation week (typically late May)

## EEHSP FREQUENTLY ASKED QUESTIONS

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Q: I want to get involved but don't know anyone. Who should I contact?

A: *Feel free to contact any of the Executive Board members through their email addresses published on the [eehsp.org](http://eehsp.org) website, reach out on our Facebook group ([www.facebook.com/groups/EEHSP](https://www.facebook.com/groups/EEHSP)), or get in touch with our Volunteer Coordinator at [volunteers@eehsp.org](mailto:volunteers@eehsp.org).*

Q: Meetings are never convenient for me and it's impossible for me to get a sitter.

A: *While attending EEHSP meetings is a valuable opportunity for parents to get involved, plan activities, make decisions, meet other parents and know the details of what is going on at school, it is not by any means the only way (nor is it the only way to "be involved"). If you cannot make a meeting, please stay informed about what we are up to by reading the minutes that are posted on the [eehsp.org](http://eehsp.org) website and Facebook pages shortly after the meeting. We do alternate the day of the week the meeting is held, but are unable to hold daytime meetings as many of our board members work outside of the home during the day. But if you want to attend a meeting, please do not worry about bringing your child to the meeting. We meet in the library, and you can always set them up with books or coloring to keep them occupied.*

Q: I never know when meetings are until it's too late to make plans.

A: *Meetings are held once a month, alternating between Enfield & Erdenheim on the 3<sup>rd</sup> Thursday of a month. Meetings begin at 6:30 and run only about 1 hour after that. We really do try to keep the meetings brief, and to be respectful of everyone's time.*

Q: I want to volunteer but I always see the same faces at every event and I'm worried I won't fit in.

A: *We are fortunate in Springfield Township to have a tight-knit community made up of amazingly generous people who tirelessly work to better our children's school life. Please remember that, and reach out to become one of them. We want everyone to experience the awesomeness that comes from walking into the school and having your child proudly point out that "their parent" helped make something, do something, participate in something. That is truly a priceless experience, and one to which you each are entitled. We sincerely hope you'll take advantage of it.*