

Students can bring their own backpack to school each day! Please remember to write their name in it and we will attach their assigned carpool number the first day of school. We do have a limited supply of KMCA backpacks available. Please let us know if you would prefer a school issued backpack and we will provide one at Tea with Teacher.



Find us on  **Like**
Facebook

- **Did you know *Kennesaw Methodist Children's Academy* has a private Facebook page open to our KMCA parents?**
 - *Find our private page on Facebook: KMCA Parents, and request to join the group.
- **Why join our page?**
 - It's the best way to get reminders about School Spirit Days, Early Release Days, and special events such as Happy Harvest Day and the Christmas Pageant!
 - We often post reminders and upcoming school events on our page to keep our families up to date.
- **Did you know we also have a Facebook page open to the public? *Please find and "like" <https://facebook.com/kennesawmethodistchildrensacademy>**

KMCA Classroom Wish List

If you choose to donate, please bring items on parent night or send donations through carpool to your child's class the first week of school. Thank you!

- Elmers Glue Sticks
 - Copy Paper
 - Zip Lock Baggies - gallon or sandwich size
 - Boxes of Kleenex
 - 5-ounce Paper Cups
 - White Paper Towels
 - Crayola Crayons—Thick or Regular Sized
 - Crayola Colored Pencils
 - Baby Wipes
 - Pre-packaged snacks, Goldfish, pretzel, etc.
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Kennesaw Methodist Children's Academy

Carpool / Dismissal Information Form 2017 - 2018

Child's Name: _____ Teacher: _____

Custodial Parent / Legal Guardian Name: _____

Phone Numbers: Home: _____
Cell: _____ Mom Dad
Cell: _____ Mom Dad
Work: _____ Mom Dad
Work: _____ Mom Dad

Each family is given two copies of their enrolled student's carpool number. If you are daily carpooling (picking up) with a friend or neighbor, please share one of the carpool numbers with them. Parents or others picking up your child should have your child's carpool number with them at carpool time except in an emergency.

Following school guidelines, we must have written permission for any change in your child's dismissal routine except in an emergency. In an emergency, every effort should be made to call the school office to notify the staff of any changes (note that any person picking up your child other than the custodial parent or legal guardian must show a government issue photo I.D. to office personnel before any child may be released. In the event of an extreme emergency where you cannot send a note or notify the school by phone, the following people listed below will be allowed/called to pick up your child with proper identification.

**Please note that no child will be loaded into a vehicle without an age appropriate car restraint system pursuant to Georgia carseat/seatbelt laws. You may find these guidelines in your parent handbook.*

1. Name: _____ Phone: _____

Relationship to child: _____

2. Name: _____ Phone: _____

Relationship to child: _____

3. Name: _____ Phone: _____

Relationship to child: _____

Custodial Parent or Legal Guardian

Date



Dear Parents,

In the event of an unplanned, early dismissal during the regular school day (due to weather or other emergency) Kennesaw Methodist Children's Academy will contact parents using the phone numbers listed on the student's registration form. If we are unable to reach the parent/guardian, voice messages will be left on each phone number listed. If the student is not picked up at the designated early dismissal time, emergency contact phone numbers listed for the student will be called.



In an effort to provide a secondary notification to parents, we have contracted a professional company to send a mass text message to alert our families of the school's closing or early dismissal. If you would like to be included in any text messages concerning a school closing or early dismissal, please sign and complete the form below and return it to school. Parent phone numbers will be updated, deleted, and /or added as needed each school year.

As always, feel free to drop by or give us a call with any questions. Thank you.

Emergency Mass Text Contact Form

Student Name: _____ Teacher Name: _____

I, as the parent/guardian of the above named child, give permission for the following designated cell phone number(s) to receive a text message from Kennesaw Methodist Children's Academy in the event the school must close for an unplanned early dismissal or school closing due to inclement weather conditions or emergency. I would like the cell phone number(s) below to be notified:

Cell Phone Number 1 _____
Cell Phone belongs to _____
Relationship to student _____

Cell Phone Number 2 _____
Cell Phone belongs to _____
Relationship to student _____



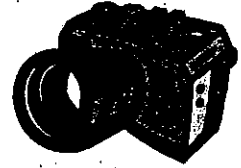
Parent/guardian signature

date

Kennesaw Methodist Children's Academy

Photo Consent Form

The following are examples of times throughout the school year when photos of your child's class or of your child might be taken:



- End-of-the-year Memory DVD parent gift
- Class activities for bulletin board or classroom display
- Class picture (from a distance) of a school activity that might be submitted to a local newspaper to show the school
- Individual child picture for a class project to be sent home to parent or for classroom use only
- Class created book for use within the current classroom year
- Class activity that might be used on a school brochure or the school website for promotional purposes (at no time will a child's partial or full name or any identifying information be attached or submitted to any material used in promotion.)

Please note that KMCA covenants that your child's image will only be used in the manner designated and approved by you the parent or guardian by the school. Please be advised that with the advent of social networking such as facebook, Myspace, etc. third parties may post pictures of your child's image taken at an event where they and their child were also present. These pictures are beyond the control of KMCA and should be addressed with the responsible party by you the parent or guardian.

I grant permission for my child's photo or image to be used by the school in the above stated ways for classroom and school use.

I do not wish my child's photo to be used in the above stated ways.

Child's Name: _____ Teacher: _____

Parent Name: _____ Date: _____

KMCA E-mail Request Form

Dear Parents,

Throughout the school year we have many communications that we share between school and home. For parents paying their yearly tuition through the installment plan, monthly account reviews are sent at the end of each school month to assist you in monitoring your school account. Our teaching staff frequently needs to share specific class information and reminders. Our office staff is always trying to keep all families aware of important dates and events as well as occasionally needing to communicate during weather emergencies and inclement weather occurrences. Our C.A.S.T. parent committee and specific class room representatives also communicate with our families concerning upcoming event, classroom needs and requests as well as updates on school activities.

With all these areas that require attention, we would like to request an e-mail address for each parent / student family so that we may be in communication with you not only during the school day, but also after school hours as needed.

Please complete the e-mail request form below and return to your child's teacher. All information provided is private and will be used only by your child's teacher, the school administrative staff, and the parent C.A.S.T. committee chair and/or your designated class room representative. No information will be released outside of the school. Thank you for assisting us in our communication between school and home.

Sincerely,
KMCA Staff

- A monthly account review for all installment plans will be electronically sent at the end of each month and will include the next installment amount for the following month. All little bunch amounts are also included in the statement for all toddler and two year students, students staying on early release dates till Noah's Neighborhood begins, and any and all late fees where applicable.
- Parents may contact the school at any time at academy@kennesawumc.org
- Teachers will give specific class e-mail information to their class parents on parent night. Teacher e-mail is used for class specific information. If you need to discuss your child's progress or if you have concerns, please set up a teacher/parent conference with your child's teacher.
- All school closings due to weather emergencies or inclement weather will be posted through school/parent e-mail, parent mass text information, and on local television stations. Remember, we follow the Cobb County School System for closings – so watch for Cobb County closings for inclement weather. If we have a school specific emergency that requires our school to close when Cobb County is open, we will contact and post the closing through parent mass text and on the local news stations as possible.

✂

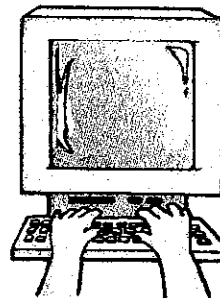
KMCA E-mail Request Form

Child's Name: _____

Child's Teacher: _____

Parent Name: _____

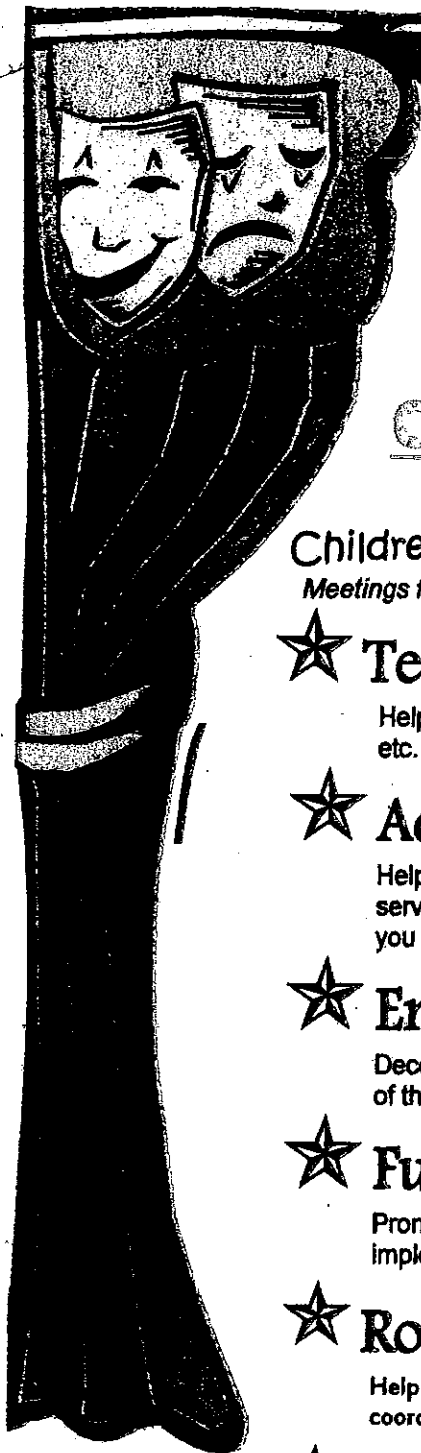
E-mail Address: _____



My e-mail address may be given to my child's teacher, the class room representative (room parent), the C.A.S.T. parent committee chair, and the school office for administrative use concerning school communications, classroom activities, and school events.

parent signature

date



Join the C.A.S.T.!

Children's Academy Support Team!

C.A.S.T. is a group of parents from Kennesaw Methodist Children's Academy that want to assist, support, and be involved with the school. Meetings for C.A.S.T. are held in the mornings during school several times throughout the school year.

★ Teacher and Staff Appreciation:

Help organize and provide treats/goodies, breakfasts, luncheons, Teacher Appreciation Week, etc... to make sure our teachers know they are appreciated!

★ Advertising:

Help promote the school through articles in the local newspapers, local businesses that offer services to young families and children, Distribute fliers at local places you patron, share ideas that you think will help promote the school and help implement those ideas.

★ End of the year events for classes:

Decorating, set-up, reception, etc... that honor our wonderful graduates at the end of the school year.

★ Fundraisers:

Promotion, ideas on what fundraisers you think work best or share new ideas, design and implement school wide events used to financially support the school curriculum and programming.

★ Room Parents:

Help classroom teacher(s) coordinate parties and special events for your child's classroom, help the C.A.S.T. coordinator reach and inform parents about specific school events and school information.

★ Planning:

Help to review the school year and events and help initiate changes or implement new events in planning for the next school year.

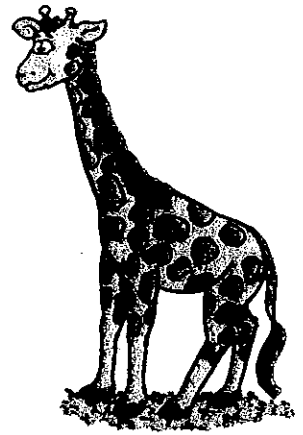
**Please return the bottom portion of this form to your child's teacher.*

I would like to be a part of the C.A.S.T. at Kennesaw Methodist Children's Academy.

Name: _____ Child Name: _____

Child's Teacher: _____ E-mail address: _____

WOULD YOU LIKE TO VOLUNTEER IN YOUR CHILD'S CLASSROOM?



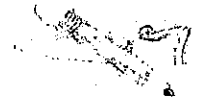
There are many ways parents can help in their child's classroom whether they have a flexible schedule or work full time during the day away from home. Below are some of the areas your child's teachers need your help.

- ❖ **Photo Developing:** We take lots of pictures each school day throughout each month. These pictures are used in special class projects, to make classroom books, and to share with parents. We need parents who are willing to take our film to their favorite photo developer and then return the pictures to their child's teacher. If you would like to help in this area, please see your child's classroom sign-up list and sign-up!
- ❖ **Playdough Maker:** We like to have a fresh batch of playdough each month that coordinates with our monthly color. We have an easy recipe for you and your child to enjoy making the monthly class playdough together and would love to share it with you. Making playdough is easy and a fun, family project!
- ❖ **Mystery Reader:** Our children love to be read to. Reading aloud to children is a crucial step in helping children become independent readers! This becomes even more exciting when our moms and dads secretly show up to read to us! If you are not intimidated by medium and large groups of precious little ones and you love to read, please sign up with your child's teacher to be a mystery reader!
- ❖ **Party volunteer:** We have several parties throughout the school year to celebrate special holidays. We need two moms and/or dads to help out with each party. Party volunteers provide a festive, sweet, fun snack, paper products, a craft approved through the class teacher, and either a fun, age appropriate, festive game or story. Please let your teacher know if this is an area you would like to help in.
- ❖ **Room Parent:** Help your child's teacher and your class families stay organized! Room parents help coordinate special classroom activities, parties, and coordinate classroom support for school wide special events. Room parents help class parents stay informed about classroom or school changes and work with the C.A.S.T. committee chair to make sure all our parents have the opportunity to volunteer and help as a class for special school events and teacher appreciation events.
- ❖ **Cutting Parents:** Frequently throughout the school year our teachers need help cutting out items for special activities, projects, and center areas. If you have a little time to donate to your child's class in the evenings or on the weekends, this is an area we'd love to have your help with!
- ❖ **C.A.S.T:** Children's Academy support Team – come be a part of our parent committee and help us plan and implement special events. Help us plan for new events and changes that will help us grow. Join the C.A.S.T. today!
- ❖ **Other:** Every teacher has special projects and special areas that they may need help in other than the standard areas listed above. Your child's teacher will let you know about activities throughout the year. See you child's teacher for specific information in these areas.

Your child's teacher will have a master sign-up list for any parents who desire to help in the above areas in their child's classroom. Parent night is a great opportunity to ask questions concerning these volunteer areas and sign up to help our school provide the wonderful program that helps our children have an exceptional and successful school year. Thank you for volunteering!

**Please note that when volunteering for areas such as mystery reader or party volunteer, we request that parents make arrangements for younger siblings so that volunteers may focus on their child's class they are volunteering for and to limit disruptions as much as possible. Thank you for your consideration when volunteering.*

Student Questionnaire



Please complete the following questionnaire and return to your child's teacher. This information will enable your child's new teachers to know your child more quickly and help in the transition to a new school year.

Student Full Name: _____

Name called by: _____ Nickname (if any): _____

Child's birthday: _____ Current Age: _____

Name of current neighborhood or complex: _____

Does your child have any siblings? *If yes, please complete the information below.*

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Please list family religious preference/ denomination: _____

Name of current church or worship center: _____

Has your child attended a school program before? *If yes, please complete the information below.*

School Name: _____ Dates attended: _____

School Name: _____ Dates attended: _____

Has your child been away from you before (such as playgroups, athletics, Sunday school, vacation bible school, grandparents, Mother's Morning Out, etc...)?

Does your child have any special learning needs or are they currently receiving any special services?
If yes, please explain.

Does your child have any allergies?
If yes, please explain.

Does your child have any fears or phobias we should be aware of?
If yes, please explain.

Please complete the following concerning your enrolled student:

Favorite Foods:

Favorite Books:

Favorite Toys:

Favorite thing to do after school:

Thank you for completing the student questionnaire. We are looking forward to a wonderful year full of learning, fun, and fellowship!

Kennesaw Methodist Children's Academy

School Calendar

2017 - 2018

August 9	Parent Night Meeting , 7:00 p.m. In the sanctuary *
August 10	+Tea with Teacher, 10:00 a.m. – 10:30 a.m. for all T/Th classes, 3K and 4K classes 10:30 a.m. – 11:00 a.m. for M/W and M/W/F 2 year classes
August 14	First Day of school for KMCA
August 30	Early Release, 11:30 am
September 4	No School, Labor Day Holiday, Cobb County schools closed
September 14	Family Pizza Night, 6:00 – 8:00 pm in the CAC
September 25–29	No School, Fall Break, Cobb County Schools closed
October 12	Early Release
October 16	Happy Harvest Day, 9:30 a.m. -11:30 a.m., parents attend (for all 2 yr., 3K, and 4K)
October 16–20	Early Release Week, 11:30 am all week, Cobb County Fall Conference Week
October 30–Nov.3	KMCA Fall Phone Conferences
November 7	No School, Election Day
November 20–24	No School, Thanksgiving Holidays, Cobb County schools closed
December 7	3K and 4K Christmas Pageant, 11:45 a.m. in the CAC, parents attend
December 11	M/W and M/W/F 2-year "sing-a-long", 11:30 a.m. , parents attend
December 18– Jan.5	No School, Christmas and New Year's Holidays, Cobb County schools closed
January 8	Return to school from Christmas Holidays
January 15	No School, MLK Holiday, Cobb County schools closed
February 1	Registration for all students
February 10	Frozen Family Fun Run, School Fundraiser, Saturday morning, 9:00 a.m. – 10:00 a.m.
February 19–23	No School, Winter Break, Cobb County schools closed
March 2	No School, KMCA closed for staff development
March 12–16	KMCA Spring Conferences
March 14	Early Release, 11:30 a.m.
March 30	No School, Good Friday
April 2–6	No School, Spring Break, Cobb County schools closed
May 10	4K Graduation Ceremony, 6:30 p.m. in the CAC
May 11	No School, KMCA closed for staff event
May 16	Last Day of School – End-of-Year Celebration and Picnic, parents attend at 11:30 a.m.

*Parent night is a very important evening for our parents, teachers, and administration to focus on the year ahead. We request that children stay with a relative, friend, or sitter so we may focus on our limited time together during this important informational meeting. This is the parent opportunity to meet their child's teachers and become familiar with the school.

+Tea with Teacher is a special time set aside for your child to meet their teachers and classmates before the school year begins. This is their opportunity to become comfortable in their new class environment before the first day of school.

This calendar does not represent all special school events, class parties, or special guests. These dates will be sent home in the monthly calendar and parent newsletter each month.

*We follow the Cobb County school system schedule for inclement weather closings. We also follow the Cobb County system schedule closely concerning holiday closings, teacher workday closings, and early release days. If Cobb County school system is closed, our school will be closed as well. We do make certain changes within our own schedule to accommodate the needs of a private, Christian preschool and kindergarten age program.