



*This letter was sent via email on Friday, 8/4/2023, to Sunrise (kindergarten) families.*

Dear Sunrise Families,

We hope you've found some time to relax and spend some solid quality time together this summer and are looking forward to the upcoming school year. We look forward to getting to know each of you as we embark on a great year together in Sunrise. Kindergarten is a truly special time and we are thankful for the opportunity to work with you and your family.

We would like to begin by telling you a bit about ourselves:

Cara is excited to continue her journey in the Sunrise classroom this year. She has been teaching in private and public schools for a combined 17 years. She has a passion for early learning and loves sharing in the wonder and awe that is a part of learning at this age. Cara has three children ages 12, 8, and almost 5, going on 13. In her free time, she finds peace by being in nature. She also enjoys photography, gardening, and all of the moments with friends in between the chaos of raising a family.

Lanae is thrilled to be starting their first full year in Sunrise with Cara this year! They have been teaching in Montessori private school for 4 years and are passionate about giving children the tools to discover their potential and thrive in their independence, while creating the safe space necessary for them to discover who they are. Parent to two cats, two frogs, and a lot of house plants, Lanae finds peace in caretaking and having their hands in dirt, as well as being in nature, playing video games, or reading non-stop. They are the Wellness Coordinator for their roller derby team and love to skate more than most things, enjoy walks with Pokémon Go, and going to shows or on adventures with their partner and friends.

As you become familiar with our school, you will notice that we have names for the different grade level groupings. A Child's Garden is our Preschool, which includes three classes, Crocus, Iris, and Sunflower. Sunflower is the name of our Pre-K and Transitional Kindergarten class, which is next door to us. Sunrise is our Kindergarten; Rainbow is our first and second grades; Horizon is our third and fourth grades, and Galaxy is our fifth and sixth grades.

Here are several things you need to know for the beginning of the school year:

**School Supplies:**

Please bring supplies to Classroom Welcome Night or on the first day of school. All other daily student supplies will be provided by the school.

- Labeled reusable water bottle with your choice of spill-proof cap, no glass
- [Rest mat](#)
- Rest towel/blanket - roughly the same size as the mat
- An extra set of clothing (top, bottom, underwear, and socks in a labeled ziplock bag to be stored in the classroom)

### **Optional Classroom Supplies:**

In addition to the items on the required supply list, if you happen to have any of these items on hand that you can spare for the Sunrise classroom, we would greatly appreciate them. Thank you so much!

- Baby wipes (water-based for sensitive skin)
- Clorox wipes
- Refillable hand sanitizer (we would love to be able to refill the one we have and cut down on plastic)
- Bird seed (feeding and watching the birds will be a weekly activity)
- [Healthy snack](#) to share in case of emergency

### **Personal Possessions at School**

- We ask that children leave all toys at home. Students are allowed to bring in one small stuffed animal for rest time.
- We will send their rest towel and stuffed animal home each Friday to have it washed and then returned to the classroom each Monday.

### **Drop-Off and Pick-Up Procedures:**

- You will be given a name card to display on your car window visor. Please be sure to clearly display this card on the visor in the morning and afternoon; we appreciate your assistance in helping drop-off and pick-up run smoothly and efficiently.
- Drop-off begins at 7:30 a.m. for Extended Care and 8 a.m. for the regular school day and continues until 8:25 a.m. Please plan to arrive during this window of time.
- Please pull around and park in the spaces behind the Sunrise classroom building (Parker Young). Parents/guardians of Sunrise students can walk their child over to the sidewalk near the Parker Young building and take a minute at this transition point for a quick goodbye hug. A staff member will be present to escort your child to class. If you choose to walk your child to the classroom door, that is fine with us.
- If your child arrives late, please bring your child to the office and sign them in. An adult needs to accompany your child to the office. Your child will be escorted by staff to their classroom.
- Dismissal is at 2:45 p.m. at the Sunrise door. We ask that if you arrive a few minutes early, you wait outside as we bring the school day to closure. As we see, through the window, which parents have arrived, we dismiss children a few at a time in order to avoid traffic jams and chaos at the cubbies. If someone other than the parent/guardian is picking up, please make sure the person you send is on your authorized pick-up list in ParentsWeb (FACTS Family Portal). Instruct them to have identification with them; staff will check the ID of anyone unknown to them. (Please note that changes in ParentsWeb may take up to 48 hours to update.)
- If you must pick your child up before school is over, please go to the office to sign your child out. If early pick-up is for a scheduled appointment, please coordinate with your student's teacher in advance so they will have their belongings packed and ready to go at the designated time. If someone other than the parent/guardian is picking up early, please make sure the person you send is on your authorized pick up list in ParentsWeb.
- Please email both teachers if your child will be absent. If an extended absence from school is necessary, communicate with the Division Head at least one week in advance so that

arrangements can be made for work. After contacting the Division Head concerning a protracted absence, parents/guardians of students in K-6th grades should contact teachers for assignments.

**Extended Care** (see [Extended Care page](#) for information)

- Morning care is provided from 7:30-8 a.m.
- Afternoon extended care runs until 6 p.m.

**Snack and Lunch:**

- Your child will need a lunch box containing a snack, a lunch, and a drink. **Soda and candy are not allowed.**
- We cannot refrigerate or heat items. Please use ice packs for cold items and a thermos for warm items.
- Please help your child practice opening containers and choose containers that your child can easily open and close, excluding glass for safety reasons. This helps them to take joy in being independent!
- There is an option to order hot lunch through My Hot Lunchbox; see [Back to School page](#) for more information and directions for ordering.
- Please remember to send a snack and water daily, even when ordering hot lunch.

**Clothing and Shoes:**

- Closed-toed shoes should be worn daily.
- Remember to wear appropriate athletic shoes on PE days.

**Important Upcoming Dates:**

- Aug. 21, 6 p.m. Classroom Welcome Night
- Aug. 23 First Day of School
- Aug. 24, 8:30 a.m. New Parent Orientation
- Sept. 1 Hopes and Dreams Conferences - No school, Extended Care offered
- Sept. 4 Labor Day - No school, Extended Care is closed
- Sept. 12, 6 p.m. Lower School Parent Night; presentation about the Sunrise curriculum

**Sunrise Class List:** For the class list, please see the Welcome Letter email, sent on 8/4/23 from Carolyn Howes, Head of Lower School, [chowes@ngfs.org](mailto:chowes@ngfs.org)

Sincerely,

Cara (she/her), [ckiser@ngfs.org](mailto:ckiser@ngfs.org)

Lanae (they,them), [lmedley@ngfs.org](mailto:lmedley@ngfs.org)