

# Stratford Academy Preschool

## Back to School Information 2020-2021

Welcome to the 2020-2021 school year at Stratford Academy! We are so happy to have you as a part of our Stratford family and are looking forward to making the preschool years a time of joyful learning and growing for all of our “littlest Eagles!”



### **STUDENT & PARENT ORIENTATION**

**Preschool Orientation** will be held on **Friday, August 21<sup>th</sup>**! This is for ALL of our Preschool families, both new and returning, so please plan to attend this event with your preschooler! This year, due to Covid-19 restrictions, we will have a staggered Orientation. Teachers will conduct Orientation with 3-4 families at a time. Each family will have to opportunity to sign up for time to come meet your child's teacher, see the classroom, learn about how the Preschool operates on a daily basis, and meet other families and staff members! This will also be a great time for pictures, as parents will not be permitted to walk their children to class the first day of school. Sign ups for these Orientation appointments will be done via Sign-Up genius. The links for the sign-ups will be sent out with the class rolls by August 17<sup>th</sup>.

Please note: Students do NOT have to wear Stratford uniforms to Orientation. They DO have to wear uniforms beginning on the first day of school! However, if they would like to wear their uniform to Orientation, they are certainly welcome to do so.

### **SIP UNIFORM SALE**

Our **Stratford Interested Parents** group (SIP) will host the **SIP Uniform Sale** from August 18<sup>th</sup> through August 21<sup>st</sup> in the Daws Student Activities Center. (Three times each year—August, November, and February—SIP holds a Uniform Sale where you can purchase gently used uniforms at greatly reduced prices and support SIP at the same time. It's great!) You will receive more information about this via email, including the hours it will be open each day and how to shop or volunteer, from the Office of Communications and from SIP. Please be on the lookout for this info!

### **THE FIRST DAY OF SCHOOL**

The first day of school for all Preschool students is Monday, August 24<sup>th</sup>. School begins each morning at 8:20 a.m. Students can be dropped off in the carpool line at the Preschool as early 8:00

*Updated August 14, 2020*

a.m. Students will NOT be permitted in the building prior to 7:50 a.m. All Preschool students must wear Stratford uniforms beginning the first day of school. Parents will not be permitted to walk students to their classrooms the first day of school due to Covid-19 restrictions.

## **SCHOOL DAY HOURS**

School Hours for Beginners and PreKindergarteners: 8:20 a.m. until 12:00 p.m.

School Hours for Kindergarteners: 8:20 a.m. until 3:00 p.m.

Morning carpool drop-off begins at 8:00 a.m.

All students will have their temperatures taken upon entering the building.

Students who arrive after 8:25 a.m. will have to be walked to the preschool front doors by a parent and will be signed in as tardy by an office staff member. The front doors will be locked at 8:25 a.m.

Afternoon carpool dismissal begins at 3:00 p.m. You will receive a carpool tag which **MUST** be displayed on your front window if you would like to pick your child up in carpool. Due to Covid-19 restrictions, parents will not be permitted in the building to pick up their children at the end of the day. If you have to pick up your child early or for an appointment, you will have to call the Preschool Office, and we will bring them to you at the front door. Students may not be signed out between 2:45 and 3:00 p.m.

Kindergarten carpool ends at 3:10 p.m. All remaining students will be taking to ASAP at 3:10 p.m.

## **ASAP (AFTER SCHOOL ACTIVITIES PROGRAM)**

ASAP (the After School Activities Program) will be available for Preschoolers this school year beginning Monday, August 24<sup>th</sup>. Beginners, PreKindergarten, and Kindergarten may participate in ASAP. There are **THREE** forms that must be completed and returned to your child's teacher before they can stay for ASAP. We will make these available at Orientation. They are also available to download from the website. If your child will be staying at ASAP beginning the first day of school, **PLEASE** have all three forms completed and turned in to your child's teacher on Monday, August 24<sup>th</sup>. Students may not stay until we have these forms completed.

## **CLASS LISTS AND TEACHER ASSIGNMENTS**

Class lists with teacher assignments will be made available to you via email and the Stratford website ([www.stratford.org](http://www.stratford.org)) by August 17<sup>th</sup>. Thank you in advance for your patience with this process.

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## **SUPPLIES**

Supplies for all Preschool students are ordered by the school. A supply fee will be billed to each student's account in two installments in the fall. All Preschool students will use the Stratford open-top tote bags again this year. Returning Preschool students may use their totes from last year. New students will be issued a tote bag at Orientation. These will be billed to the student's account. (If your child was in Preschool last year and you need a new tote bag, you may purchase one in the Eagle's Nest or see Dr. Causey or Mrs. Cheri at Preschool Orientation.)

## **SCHOOL UNIFORMS & SHOES**

The uniform code can be found on our website in the Stratford Family Handbook. **Please be sure to read it in its entirety.**

Uniforms: All uniforms must be purchased through Lands' End at [www.landsend.com](http://www.landsend.com). Go to [www.landsend.com](http://www.landsend.com), create an account and then select the School Uniforms page. There, you will select our Preferred School Number, which is **900182916**. You can create a profile for each of your children with their gender and grade level, and then when you log in and select the child for whom you want to shop, only the appropriate clothing choices for that division and gender will appear. In addition, the Under Armour dri-fit collared shirts that are available for purchase in the Eagle's Nest are also acceptable uniform attire.

Outerwear: All outerwear must come from Lands' End.

Footwear: Footwear for Preschoolers and Lower Schoolers must be flat and have a closed toe and heel. Tennis shoes may be any color. Other types of shoes (flats, loafers, etc.) may be worn, but must be closed-toe and closed-heel and should be flat and navy, brown, or black. Students may wear Ugg-style boots, but they should be unadorned and a solid color. When the weather calls for it, students may also wear rain boots. **Any students who attend ASAP must have on tennis shoes. Students in Preschool and Lower School may NOT wear cowboy or western boots.** Any shoes that light up in any way, make any noise, have fringe, or have wheels in the heels are strictly prohibited. If shoes are determined to be a distraction to the learning environment, the students will be asked not to wear those shoes again.

## **REQUIRED DOCUMENTATION (IMMUNIZATIONS, HEALTH FORMS, ETC.)**

- ALL Preschool students must have on file in the Registrar's Office a *Georgia Department of Public Health **Certificate of Immunization (Form 3231)***. This can be obtained from your child's pediatrician or at the Macon/Bibb County Health Department. You may bring this form with you on the first day of school, have it faxed to us at 478-477-0299, email it as a pdf to [marilyn.walker@stratford.org](mailto:marilyn.walker@stratford.org) or [kelly.causey@stratford.org](mailto:kelly.causey@stratford.org), or mail it to Stratford Academy to the attention of Kelly Causey, Head of Preschool, or Marilyn Walker, Registrar. **Without this form on the first day of school, students will not be allowed to remain at school.** (If you filed this form with us during 2018-2019, a new form is not required **unless additional immunizations were required. You can check with your pediatrician's office if you are unsure.**)
- ALL Preschool students must also have on file in the Registrar's Office a copy of their Birth Certificate and Social Security Card. Please bring, fax, email, or mail a copy of these forms to the attention of Kelly Causey, Head of Preschool, or Marilyn Walker, Registrar, as soon as possible. We would like to have all of these forms for all Preschool students no later than Labor Day.
- In addition, Kindergarten students must also have on file in the Registrar's Office a *Georgia Department of Public Health **Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300)***. (Once Form 3300 is submitted to the school it does not have to be updated). Please help us by getting these required documents in to the Registrar's Office as soon as possible! We would like to have these forms on file for all Kindergarteners by Labor Day. Thank you!

## **IMPORTANT LOWER SCHOOL DATES 2020-2021**

### **Fall Semester 2020**

08/18 – 08/21 – SIP Uniform Sale  
 08/21 – Preschool Orientation  
 08/24 – First Day of Preschool/First Day of ASAP  
 08/31 – Eagle Night  
 09/03 – Stratford Interested Parents (SIP) Meeting @ 8:30 a.m.  
 09/07 – Labor Day Holiday—No School  
 09/09 & 09/10 – School Picture Days  
 10/02 & 10/03 – Homecoming/Alumni Weekend  
 10/01 – SIP Meeting @ 8:30 a.m.  
 10/12 – Columbus Day Holiday—No School  
 10/13 – Holiday—No School  
 10/20-10/24 – Celebrating ART  
 10/30 – Preschool Halloween Parade – 8:30 a.m.  
 11/02 – No School—GISA Conference  
 11/05 – SIP Meeting @ 8:30 a.m.  
 11/03-11/06—Book Fair  
 11/06 – Preschool—End of 1<sup>st</sup> Reporting Period  
 11/11 – Preschool Parent Conference Day (No School for PS Students)  
 11/10-11/11 – SIP Uniform Sale  
 11/20 – Preschool Thanksgiving PowWow 10:00 a.m. – Noon dismissal for all Preschool students  
 11/23-11/27 – Thanksgiving Holidays—No School  
 12/17 – Last Day for Preschool before Winter Holidays – Noon dismissal for All Preschool  
 12/18 – LS Winter Program/Last day for LS, MS, & US before Winter Holidays (noon dismissal) (No ASAP)  
 12/21-01/04 – Winter Holidays—No School

### **Spring Semester 2021**

01/04 – Faculty In-Service (No School for Students)  
 01/05 – Classes Resume for All Divisions  
 01/07 – SIP Meeting @ 8:30 a.m.  
 01/18 – Martin Luther King, Jr. Holiday—No School  
 02/08 & 02/09 – SIP Daddies' & Special Friends' Breakfast  
 02/15 – Presidents' Day—No School  
 02/16 – Faculty In-Service (No School for Students)  
 02/19 – Preschool—End of 2<sup>nd</sup> Reporting Period  
 02/24 – Preschool Parent Conference Day (No School for PS Students)  
 03/04 – SIP Meeting @ 8:30 a.m.  
 03/09 & 03/10 – SIP Uniform Sale  
 03/12 – Booster Club Golf Tournament & Raffle Party  
 03/19 – Grandparents' & Special Friends' Day  
 03/22-03/26 – Spring Holidays—No School  
 04/12-04/16 – Book Fair  
 05/14 – SIP PS & LS Field Day – Noon Dismissal (No ASAP)  
 05/21 – Noon Dismissal for PS, LS, & MS  
 05/27 – Last Day of School for Preschool – Noon dismissal for All Preschool  
 05/28 – Lower School—End of 3<sup>rd</sup> Reporting Period  
 05/28 – Last Day of School for LS—Noon Dismissal

*(dates are correct as of August 2020, but are subject to change)*

**We are excited about another wonderful year of learning, playing, growing, and FUN! Questions? Call Dr. Kelly Causey, Head of Preschool, at 477-8073 ext. 207 or email [kelly.causey@stratford.org](mailto:kelly.causey@stratford.org)! See you SOON!**



*Updated August 14, 2020*