



PAPER MILL ELEMENTARY SCHOOL

148 Paper Mill Road

Westfield, MA 01085

Office: (413) 572-6519

Fax: (413) 572-0687

Ms. Melanie Chasse, *Principal*

Ms. Laura Creanza, *Assistant Principal*

Spring 2020

Dear Parents and Families:

What an exciting time in your child's life as she/he prepares to enter Kindergarten. You and your family have anticipated this experience for some time now. The staff and I want to make this experience a positive one for your child(ren). Please read the following carefully, as it contains many details for the months ahead.

Kindergarten and new students are enrolled through our online central registration process. This information can be found on the Westfield Public Schools website under "Parent" then "Preregistration." If you do not have internet access, you may visit the WPS Central Office, 1st floor, at 94 North Elm Street to register your child.

Kindergarten Screening: June 9, 2020 by appointment

Our secretary, Mrs. Williams, will call parents once online registration has been completed to make the appointment. During screening our kindergarten teachers and other staff members will work with your student(s) so that we can get to know them. The screening appointment lasts about 15 minutes.

Summer Play Date: August 24, 2020 at 9:00 - 9:30 or 10:00 - 10:30

We invite our families to come to the playground to meet each other, meet teachers, and play together. We recognize that this is a short play date but we are accommodating many family's schedules. During the play date the teachers will observe students and be able to chat with the

parents. Please note, since this is an outside event that will be cancelled if it rains. Please choose one of the times that is most convenient for your family.

Small Group Work: September 1st

Last Names A-M 9:30-11:00 AM

Last Names N-Z 12:30-2:00 PM

During this time teachers take small groups of students. This will allow teachers to extend their knowledge of the children to make the best placements for all students. In order to have appropriate group sizes, please come only to your assigned time. Parents and/or families **must stay in the building** during this time. The school administrators will offer a question and answer session for parents in the library. This will help new parents get to know the ins and outs of how we will work together and how to find support as needed.

Orientation: September 4th

10:00-11:15 AM or 1:00-2:15 PM

On September 3rd, the school will call to let you know what time to attend the orientation. At orientation you will meet with your student's kindergarten teacher and explore her/his classroom together. Your child will have a short ride on the bus and play outside. We will also practice lunchroom procedures by sharing a snack in our cafeteria. Kindergarten teachers will speak to parents about classroom procedures while the students are on the bus ride.

Please follow the schedule as it is planned so that teachers and other staff members have ample time to meet and greet each child personally. Each event the child and family attends will allow the teachers to get to know your child as a student and place her/him in a classroom of her/his peers where she/he can thrive and succeed as a student. It also allows the students to become more comfortable in the school setting.

Transportation for all of these visits is the responsibility of the family. Bus transportation will begin on the first full day of school for Kindergarten students which is September 8, 2020.

You will receive a separate letter with bus information. Please park in the lower playground parking lot when school is in session.

We all look forward to meeting your child and working with you and your family.

Sincerely,

A handwritten signature in cursive script that reads "Ms. Melanie Chasse".

Ms. Melanie Chasse

<http://pm.schoolsofwestfield.org>

Positive Behavior and Intervention and Supports (PBIS):

Educators at Paper Mill recognize when our students follow the rules. Social, emotional, and academic learning is based on practice and positive support. Paper Mill's school rules are meant to be consistent between home and school:

The Panther Promise is to:

Be Kind, Be Respectful, Be Safe and Be Responsible!

Breakfast and Lunch:

At Paper Mill, we offer breakfast and lunch through the school nutrition program.

Students are also provided with two well-balanced meal options each day where they are able to select from a variety of food options. We encourage families to take advantage of these programs which promote healthy eating habits and nutritional meals.

Paper Mill Elementary School

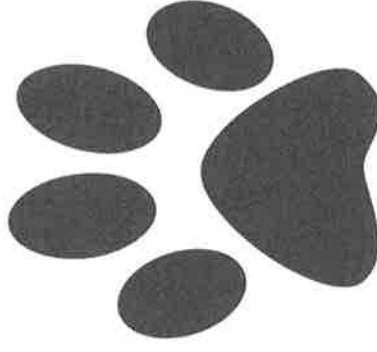
148 Papermill Road

Westfield, MA 01085

Phone: 413-572-6519

Principal:	Ms. Melanie Chasse
Asst. Principal:	Ms. Laura Creanza
Nurse:	Mrs. Burke
Teacher:	Mrs. Reynolds
Teacher:	Mrs. Colbert
Teacher:	Mrs. Pion
Teacher:	Ms. Lehman
Secretary:	Mrs. Williams
Adjustment	
Counselor:	Mrs. Stacy

Paper Mill Elementary



Register your child for kindergarten at:
www.schoolsofwestfield.org
Go to Parents
Pre-Registration
2020-2021 Online Pre-Registration



What Your Child Should Know:

Independence and self-reliance skills:

- State your name and address
- Take off and put on own clothing
 - Check buttons and zippers
 - Put on shoes; work towards tying
 - Layer clothing for appropriate climate
- Recognize own clothing - Please label everything that could get misplaced.
- Use a Kleenex/tissue
- Utilize independent bathroom skills
- Handle objects respectfully and return them properly
- Follow instructions given by an adult
- Stay with a group of children and another adult without the primary caregiver
- Take turns and wait for turn
- Know where he/she goes after school (home on bus, YMCA, B&G Club, etc.)
- Rely on being picked up on time by a designated adult at school or at bus stop

Academic skills to be working on at home:

- Hold a book correctly
- Identify letters
- Say letter sounds
- Write letters
- Identify numbers
- Write numbers
- Count
- Identify shapes
- Identify colors

How to Help Your Child Prepare for School:

- Talk to your child about school. Discuss happy experiences that are waiting for him or her. Share your own positive memories from elementary school about a best friend, a favorite teacher, or fun activity.
- Listen to your child. Discuss concerns that he/she expresses. Be encouraging and reassuring.
- Establish good routines for sleeping (consistent bedtime), play, and at home learning.
- Establish a communication link with the teacher so you are always informed about progress, activities, and concerns.
- Join our PTO so you can be a part of your child's educational experience.

School Communication:

It is district policy to inform your child's school in the morning of any changes to your child's daily routine. A note must be sent in or a phone call must be made before 9:30 a.m. for any of the following reasons:

- Absence or tardy
 - Dismissal
 - Change of afternoon bussing
- We will call to check in on absent students as the time allows.

Important Dates:

Kindergarten Screening:

June 9, 2020: At *Kindergarten Screening*, your child will meet with a teacher and participate in a series of activities that assess both their academic skills and physical abilities. This information will be used for placement and instructional purposes. Please call us at 413-572-6519 to schedule a time on 6/9/2020.

Kindergarten Playdate:

August 24, 2020 9 AM to 9:30 or 10 AM to 10:30
Our *Kindergarten Playdate* allows students and parents to meet kindergarten teachers and other members of our staff. Students will also have the opportunity to play with classmates to alleviate any apprehensions of beginning their educational journey.

Kindergarten Orientation:

September 4, 2020: In a relaxed, informal environment, students and parents are introduced to the kindergarten classroom. Our kindergarteners will take a bus ride and have a snack in the cafeteria. Parents are supported in filling out required district and school paperwork and they have a Q & A session with the Principal and Assistant Principal.

