

**KIDS OF THE KINGDOM  
EPISCOPAL SCHOOL  
SEPTEMBER 2017**



**HEAD OF SCHOOL CORNER**

Welcome back to school! We are looking forward to another great year at KOKES! Good communication between the staff and parents is very important. We will post important information on our **website (kokepiscopal.org)**. With your permission, we will post pictures of your child on Facebook. You may like us at **Facebook.com/kokepiscopal**. We will also send all notices home in your child's **Communication Folder** each day. The **Parent Newsletter** should go home in your child's folder the last week of every month (for the following month). If you do not receive one, please pick one up in the Welcome Center. **Check your child's folder DAILY**, remove papers and notices and return the folder to your child's class **EACH DAY**. Parents of infants, 1 and 2-year classes will receive a **daily report**. Children in the 3-4-year PK classes will receive a **Class Monthly Newsletter and Weekly Parent Communication Form** in their child's folder. You may also communicate with the teacher on this form.

Let me emphasize that my door is always open. If you have talked with the teacher about a problem and you are still not happy, please give me a call or come and talk to me.

Our first Fund-raiser for this year will be the sale of the **Butter Braids Pastry** beginning on **September 11th**. More information will be sent home later in your child's folder.

Our prayer as a Staff this year is to be a reflection of God's love to every member of our KOKES family and to others in our community. "God has poured out his love into our hearts by the Holy Spirit, whom he has given us. Romans 5:5."



Serving His Children,  
**Gail Anderson**

**FORMS**

Have you turned in all of your KOKES Forms?

**New Students**

- Blue Registration and Authorization Form
- White Health Statement.
- Green Discipline and Guidance Form

**Returning Students**

- Updated Shot Record (If your shot record needs to be updated you will receive a message when you clock in your child in the Welcome Center.)
- Come to the Welcome Center to make any changes in your authorizations, personal information or medical changes for your child (including new allergies).

It is very important that you read the **Parent Handbook** so that you will be aware of all of our policies. **All forms are due by September 1st.**

**SCHOOL YEAR CALENDAR**

There is a calendar for the whole school year printed on the back cover of the Parent Handbook. Please keep this posted so that you will not be surprised by any school closings and so that you can plan ahead.

**IMPORTANT DATE:**  
**LABOR DAY HOLIDAY**  
**ALL PROGRAMS CLOSED**  
**SEPTEMBER 4th**

**SUBSTITUTE TEACHERS NEEDED**

If you would be interested in subbing in our various classes, please call the Welcome Center. (210-688-9171) If you need to bring your child for additional hours which they are not already registered, there would be no charge during the hours that you sub. You must fill out an application and complete the required paperwork. Once you have been approved, you will attend an orientation meeting with the Head of School.

## MANUSCRIPT WRITING

You should have received a copy of the manuscript alphabet from your child's teacher. We teach the children to write their name with a capital letter at the beginning and then the lowercase letters for the rest of their name. It is helpful if parents follow this same guideline.

## CHAPEL

Our first Chapels of the school year will be on September 7-8 at 9:30 a.m. Our chapel theme for September is **Jesus is Our Special Friend**. Each child has the opportunity to open the worship box at the beginning of chapel sometime during the school year. Inside the box is something that has to do with the story or theme for the day. If your child says that they have not had a turn, please ask them to be patient – everyone will have a turn! I look forward to getting to know our 3-4-year olds during chapel time. Chapel will be held in the Holy Spirit Chapel. Parents are welcome to attend!

## PART-TIME DROP-OFF / PICK-UP

There will be a **drive-thru drop off/pick up in the morning and afternoon** for the part-time 3-4-year PK classes. At this time, the teachers will accept your child (in the morning) or bring your child to the car (in the afternoon). It would be helpful if car seats could be positioned on the right side of the car. We prefer that parents do not get out of their car when in the drive-thru. In case of bad weather, you may still drive thru, and the teacher will assist your child with an umbrella in getting he/she to and from the classroom. **(See Parent Handbook page 18 for complete instructions!)**

## OUCH REPORTS

The administration is required to sign all Ouch Reports and give you a phone call to inform you of the details of the accident. Teachers will also send a copy of the report home in your child's folder.

## MEDICATION POLICY

Please be sure to read the medication policy in your Parent Handbook on page 17.

**All medication should be signed in at the Welcome Center. Please note that we**



**cannot administer non-prescription drugs without a physician's signature.** The times to administer medications are 11:00 & 3:00. You may pick up these forms in the Welcome Center.

## FOOD SERVICE

Please read the **Nutrition / Health / Safety section in the Parent Handbook on page 15 to find out more information about our food service.** Monthly menus will be distributed to all classes. Part-time children have a choice as to whether they would like to participate in the Food Service Program. Please let the teacher know if your child will participate M-Th. (This is an all or nothing decision.) All part-time children will be served the Pizza lunch on Friday. **No outside food is allowed in the full-time classes unless you have a doctor's note or special dietary needs that have been approved by the administration.** Ms. Sylvia Rodriguez is our fabulous Food Service Director!

## DRESS CODE REMINDER

**Please read the dress code on page 14 in the Parent Handbook!** We do not allow the following shoes: flip-flops, crocks, boots, backless shoes and dress shoes with heels.

**Children should wear tennis shoes on Motor Skills day. (Thursday for the Full-time 2-4-year classes and the part-time 3's). (Wednesday for the part-time 4's).** Also note that if girls wear dresses they should have shorts on underneath. Thank you for your cooperation in this important matter.

## LET'S FIND OUT

We have purchased a classroom subscription for each PK 4-year class to a Scholastic Magazine called Let's Find Out. It is an important resource that we will be using in our classes to help children develop early reading and thinking skills. It provides colorfully illustrated science and social studies articles that invite children to predict, compare, interpret and investigate.

## 2-4 YEAR FULL-TIME PARENTS

Just a reminder: **We stop serving breakfast at 7:50.** This gives the teacher time to clean off the tables and get the children lined up and on the playground by 8:00. This is also our teachers' planning time for the day. If you arrive late, you are welcome to eat breakfast with your child outside at the picnic table. Check in the Welcome Center to see if we have leftovers.

**OUR E-MAIL ADDRESS IS:  
KOKES@sentbythespirit.org  
Phone: (210) 688-9171**

## HOME READING LOG

One of the ways that we encourage parents to read to their children is through the Home Reading Log. You may receive these from your child's teacher. Write down the books that you read to your child and turn it in to the teacher when it is complete. The teacher will send home a small reward and a new reading log. Happy Reading!

## BABY ANNOUNCEMENTS

If you have a baby during the school year, please call the Welcome Center so that we can put an announcement in the newsletter. We get very excited when God brings a new child into our KOKES family!

## DANCE CLASS

Children's Dance Lessons are now being offered at KOKES on Mondays at 9:10. If you are interested in enrolling your child, you may call Sandra Lanctot at 210-459-1164. We are also looking for a volunteer to help her with the class. (No experience needed.)

## FIRE DRILLS

We will have our first fire drill in **September, but we are not allowed to announce the exact day.** We will introduce the alarm sound and procedure to the children and then have our first practice!

We will perform one drill per month and try to alternate the days and times so that everyone will have the opportunity to prepare.

## MEET OUR STAFF

I am very thankful for the wonderful team which the Lord has led to KOKES this year. Please pray for our teachers. As you know they have a very challenging job and play an important role in the development of your children.

(\*indicates a new teacher)

### INFANTS (3A)

Ashley Moreno (Lead Teacher)

Priscilla Castellano

Francine Steely (Sub)

\*Evie Aguilar

### YOUNGER ONES (3B)

Melinda Tamez (Lead Teacher)

\*Elisa Martinez

Carrie Ann Nonhof

### OLDER ONES (3C)

Bre Priode (Lead Teacher)

Victoria Lopez

### TWO'S (5B)

\*Bibiana Artalejo (Lead Teacher)

### TWO'S (5C)

Taleena Jacobsen (Lead Teacher)

Suzie Westall

### 3-YEAR PK (5A) FT Class:

Stella Morris (Lead Teacher)

\*Brianna Lozano

### 3-YEAR PK (6B) FT Class:

\*Catrina Cason (Lead Teacher)

### 3-YEAR PK (6A) Part-time Class:

Judy DeSha (Lead Teacher)

Jennifer Donahoe

### 4-YEAR PK (6A) Part-time Class:

Jennifer Donahoe (Lead Teacher)

Judy DeSha

### 4-YEAR PK (6C) Full-time Class:

\*Jenny Towne (Lead Teacher)

Natalie Rosas

### MUSIC & MOTOR SKILLS

Jennifer Powell

### ADMINISTRATION

Gail Anderson (Head of School)

Donna Russell (Administrative Assistant)

Diana Pfiester (Staff Development / Office Assistant)

Sylvia Rodriguez (Food Service Director)



**Congratulations also to the following staff who have faithfully served KOK/KOKES for many years:**

Gail Anderson and Donna Russell (28 years)  
Judy DeSha (24 years)  
Ashley Moreno (23 years)  
Diana Pfiester (15 years)

Donna Carmichael retired this year after 17 years of service. However, she will be here filling in when we need her in the office or kitchen. We wish her God's blessings in this new chapter of her life!

**WELCOME CENTER COFFEE**

**Fresh Hinee Coffee and hot tea are available in the Welcome Center each day. Please help yourself!**

**JUST A REMINDER**

**Please clock in your child on the computer as soon as you arrive!**

**HELP NEEDED**

Volunteers are needed in the following areas:

**Social Events:** Help with refreshments, decorations and planning of various programs and social events throughout the school year.

**Fund-raisers:** Help organize and plan several fund-raisers like the Book Fair, Cookie Dough fund-raisers and our Trike-a-Thon fund-raiser for St Jude's in the spring.

**Maintenance:** We need help when things break! If you are good with tools please sign up to help in this area!

**Classroom Helpers:** Help the teacher with various clerical duties and assist in special



projects in which the teacher needs additional supervision.

**School Pictures:** Help bring children to the photographer from the classroom on picture day.

**Rockers and Readers:** Help rock the babies and read to the children in the other classes.

Please indicate your desire to help on the form in the next column and return it in your child's folder.

**PLEASE RETURN THIS PAGE TO SCHOOL IN YOUR CHILD'S FOLDER!**

<b>HELP NEEDED</b>	
Name:	_____
Phone:	_____
Child's Class:	_____
_____	Social Events
_____	Fund-raisers
_____	Maintenance
_____	Classroom Helper
_____	School Pictures
_____	Rockers and Readers
_____	I will need child-care while volunteering for:
Child's Name:	_____
(age)	_____

**WE ALSO NEED SUGGESTIONS FOR SPECIAL SPEAKERS WHO WOULD BE WILLING TO COME TO OUR SCHOOL!**

<b>SPEAKER SURVEY</b>	
Submitted by:	_____
Phone:	_____
Please list below any special speakers you think might like to come to our school. This can include people from our community or parents of children who would like to share something about their occupation, hobby or family culture.	
Name	_____
Phone	_____
Subject	_____
Name	_____
Phone	_____
Subject	_____