

**CAHABA ELEMENTARY
SCHOOL**

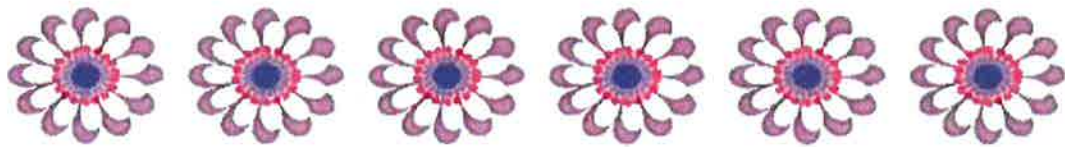
301 PARKWAY DRIVE
TRUSSVILLE, ALABAMA
35173

205-228-3400



2019-2020

KINDERGARTEN
**REGISTRATION
INSTRUCTION PACKET**



Welcome to Kindergarten at Cahaba.....

where an exciting year awaits! Cahaba Kindergarten is designed to promote and enhance your child's growth and development. This very important year promises to be one filled with discovery and joy as your child works and plays in an environment that is warm, safe and challenging.

Our structure and daily activities are carefully planned to encourage independence, self-confidence and group cooperation through large group, small group and one-on-one participation in a variety of hands-on interactive experiences.

I encourage you to get involved through school events and our Parent Teacher Organization. Before school starts, you will have opportunities to meet our teachers, ask questions and tour our school. We will be partners with you to meet all of your child's emotional, social and academic needs.

I am looking forward to a successful year, new friends and fantastic relationships with families!



Sincerely,

Joy Tyner, Principal

Get ahead of the Pack!

Join us to meet our teachers,
play some games, make a craft and draw a picture!



ALL

Upcoming Kindergarten students are invited!



Parents will have the opportunity to learn important information about kindergarten too!

When: Tuesday, May 7, 2019

Where: Cahaba Elementary School

3 Sessions: 9:30, 1:30 and 5:30 (pick ONE to attend)

Join us on Facebook at Cahaba Elementary School or search for us
@CahabaElementary.

Also, watch our website for updates!



Step 1: Residency & Custody

- a. Families of an enrolling student **must be living full time** within the **corporate limits of Trussville**.
- b. Residency documentation:

| Residency Documents Needed for Student Registration | Contact Student Services Department 205-228-3782 | Alabama Power Bill | 2nd Utility Bill (gas, water or sewer) | Home Deed | Full Lease |
|--|--|--------------------|--|-----------|------------|
| Trussville Homeowner/Resident/ Established Home | | ✓ | ✓ | | |
| Trussville Homeowner/Resident/Newly Constructed Home with no Previous Owners | | ✓ | ✓ | ✓ | |
| Trussville Renter/Resident | | ✓ | ✓ | | ✓ |
| Trussville Second Party Resident /Parent living with another Trussville Resident | ✓ | | | | |

- c. The student enrolling must be living in Trussville with their primary legal and physical custodian. Please note: one or more of the items below may be required during the enrollment process to provide additional information regarding the parent's marital status and/or custody of the student applying to enroll with Trussville City Schools:
 - i. Marriage certificate
 - ii. Birth certificate
 - iii. If applicable, court documents regarding custody of minor children (divorce papers, Family Court docs. etc.).
 - iv. If applicable, parents of the student that have never been married may need to complete additional paperwork.

- d. **Document uploads /online registration: Please note:** All documents listed above should be **uploaded electronically (step 2-in this packet)**; if you are unable to upload these documents they may be brought to the Student Services Department@ Trussville City Board of Education, 113 North Chalkville Rd; M-TH 9-3. Please call the number listed below for any questions or concerns.

Student Services Department 205-228-3782

Sample Submissions of Acceptable Bill Proofs

If bills are submitted incorrectly, the approval of your child's registration may be delayed.

The image shows a sample Gulf Power bill with five numbered callouts:

- 1. Customer name visible:** Points to the customer name "REBECCA G POWER" in the top left section.
- 2. Service address visible:** Points to the service address "4375 ENERGY PL" in the top left section.
- 3. No disconnect notice without receipt of payment proof:** Points to the "Billing summary" section, which includes "Previous bill amount", "Payment received on 05/19/11", and "Current electric service".
- 4. Payment stubs alone do not suffice:** Points to the "Payment options" section, which lists "Online", "By mail", and "Local office" options.
- 5. Online payment customers should print this bill from your online accounts and submit:** Points to the "Usage information" section, which includes a bar chart showing "Total used 1000 kWh" and "Next scheduled read date On or after June 28, 2011".

At the bottom of the bill, there is a red-bordered box containing the following information:

- Account number: 12345-12345
- Current amount delinquent after: Jun 17, 2011
- Total due: \$ 126.53
- Mail to: PO BOX 620680, BRANINGHAM AL 35203-0680
- REBECCA G POWER, 4375 ENERGY PL, PENSACOLA FL 32501

Please do not submit the payment stub of a bill without the top portion of the bill.



Step 2: Online Registration- Opens May 1, 2019

- a. Online application forms collect student demographic information, parental and emergency contact information, health information, permissions and allow you to make monetary contributions electronically.
- b. Please go to trussvillecityschools.com; Click on the **Registration Icon** (middle of the webpage).
- c. Select **New Kindergarten/ 1st Grade Student Registration 2019-2020** located under ONLINE REGISTRATION on the left side of the page.
- d. **Create** an account if you are a **new family to TCS**.
- e. **Login** if you're **already** a **family member of TCS**.
- f. **Saving your online registration:** During the completion of the online registration; please **save** your information before exiting the program unless you are submitting the application with all requirements.
- g. Complete all application forms & **upload residency documents**.
- h. **Submit Registration**.
- i. Parents will receive a text and/or email notification when the submitted registration has been **reviewed and approved**. Once approved, parents may proceed with STEP 3 (listed below).

No internet or computer/ unable to upload documents:

Assistance is available at the Student Services Department@ the TCS Board of Education, 113 North Chalkville Rd; M-TH 9-3. Please call 228-3782 if you have any questions or concerns.



Step 3: School Enrollment (Steps 1 & 2 must be completed)

**** No incomplete packets will accepted for school enrollment**

Listed below are the **highlighted** dates for Kindergarten/1ST Grade New Student enrollment at your student's elementary school. Students that move into the district after July will be allowed to enroll in August (M-F).

TUESDAY & THURSDAYS

9AM-2PM

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Enrollment Documents for Packet

Please call the **school registrar** for any **enrollment** questions:

Cahaba Elementary

Nancy Estell

228-3415

1. The following documents should be brought to the elementary school for **enrollment when approved**.
(all parents should receive a text or email indicating approval):
 - a) Birth Certificate
 - b) Social Security Card *(used for state enrollment identification; only-voluntary)*
 - c) Parent or Court Appointed Legal Custodian Government issued photo ID *(must be present with ID)*
 - d) Alabama State Imprint Immunization Form or Alabama State Exemption Form

Please note: The original immunization form can be provided if a child is not 5 years at the time of enrollment, and an updated form can be turned in after the child turns 5. In the state of Alabama, a student **cannot attend school** without a current state immunization form on file.





Step 4: Contributions

Please call the **school bookkeeper** for any questions regarding **contributions**:

| | | |
|-------------------|--------------|----------|
| Cahaba Elementary | Barbara Seal | 228-3411 |
|-------------------|--------------|----------|

School supply packets *are* being sold at the elementary schools for \$30 this year. If you would prefer to purchase your child's supplies, please contact the Cahaba School Office @ 228-3400.

Debit/Credit Card

Please go to: www.trussvillecityschools.com

Select: The online payment option under the "Quick Links" section of the main webpage (bottom/left).

Select: Online Payment link at the top of the online payment page.

Select: School

Select: Items to purchase.

Please note: Google Chrome is not compatible with payment software. The program will ask for a 6-digit student identification number- enter any six numbers to proceed.

Checks

Please complete the school cost sheet below and bring with your check on any of the **highlighted** Kindergarten/1st Grade New Student registration days listed in **Step 3**.

Cahaba Elementary School Contributions 2019-2020

STUDENT'S NAME: _____

Grade: _____

Donation (Classroom) \$40.00 _____

Funds are divided between teachers to purchase items needed for classroom instruction.

School Supplies..... \$30.00 _____

All supplies your child will need for the year will be purchased by the school (markers, crayons, glue, paper, etc.). Parents who do not choose this option may obtain a copy of the supply list on the school website. **Does NOT include the Agenda Book.**

Software/Instructional Supplemental Materials Donation.... \$25.00 _____

Licensing costs for web-based programs, subscriptions for instructional materials and/or technology.

Agenda Book..... \$10.00 _____

This serves as the main communication tool between home and school.

Reusable Insulated Grocery Tote..... \$10.00 _____

Imprinted with the CES logo.

TCS Foundation Donation..... \$20.00 _____

Donations received at registration will be used for teacher grants.

Student Athletic Pass..... \$20.00 _____

The card will be personalized and will allow the card holder entry to ALL HTMS and HTHS regular season home games.

CASH _____ or CHECK # _____ * TOTAL PAID _____

*CURRENT PHONE NUMBER AND DRIVER LICENSE NUMBER MUST BE ON CHECKS. WE CANNOT ACCEPT POST DATED CHECKS. ALL RETURNED CHECKS ARE SUBJECT TO A \$30.00 INSUFFICIENT CHECK CHARGE FROM AN OUTSIDE COLLECTION SOURCE.

Friday Freeze and PTO Membership funds will be collected by PTO.

Field Trip T-shirts will be sold after school starts.

The above contributions are strictly voluntary. If you have any questions or concerns with these contributions, please contact:

Barbara Seal at 228-3411

Board Approved

MAR 18 2019

Dr. Pattie Neill



