



**PAINE ELEMENTARY
SCHOOL**

7600 Gadsden Highway
TRUSSVILLE, ALABAMA
35173

205-228-3200

2019-2020

KINDERGARTEN
**REGISTRATION
INSTRUCTION PACKET**

PAINÉ ELEMENTARY SCHOOL
HOME OF THE HUSKIES

Educators, staff, parents, and the community will work together to help students move forward on a positive path toward college and career readiness.



PRINCIPAL
Mrs. Lisa Lothspeich, Ed. D.

ASSISTANT PRINCIPALS
Mrs. Donna Brumlow, Ed. S.
Ms. Catherine Finkley, M. S. Ed.

Welcome to Kindergarten at Paine Elementary

We are so excited about the upcoming school year, and want to welcome you to Paine Elementary! Kindergarten at Paine Elementary is designed to promote and enhance each child's growth and development. We offer a learning experience filled with discovery and joy as each child works and plays in an environment that is safe, warm, and challenging.

Our teachers and staff work extremely hard to ensure that our school is one of the best around, and we are proud of our success! Our Kindergarten structure and daily lessons provide opportunities for students to work with peers in collaborative learning activities. We also encourage the development of independence and self-confidence through other independent activities, providing each student with the necessary support to reach these goals. We offer our Kindergarten students engaging, hands-on, interactive experiences.

We encourage you to become involved in school events planned for the upcoming year, and join our Parent Teacher Organization (PTO). Before school begins, you will have an opportunity to visit with your child's teacher, ask questions, and tour our school. If at any time you have questions during the summer, please contact the school office or feel free to drop by the school.

We look forward to celebrating the joy of learning with your child!

Sincerely,

A handwritten signature in blue ink that reads "Lisa Lothspeich". The signature is written in a cursive style.

Dr. Lisa Lothspeich

Principal, Paine Elementary



Mini Champ Camp

Paine Elementary

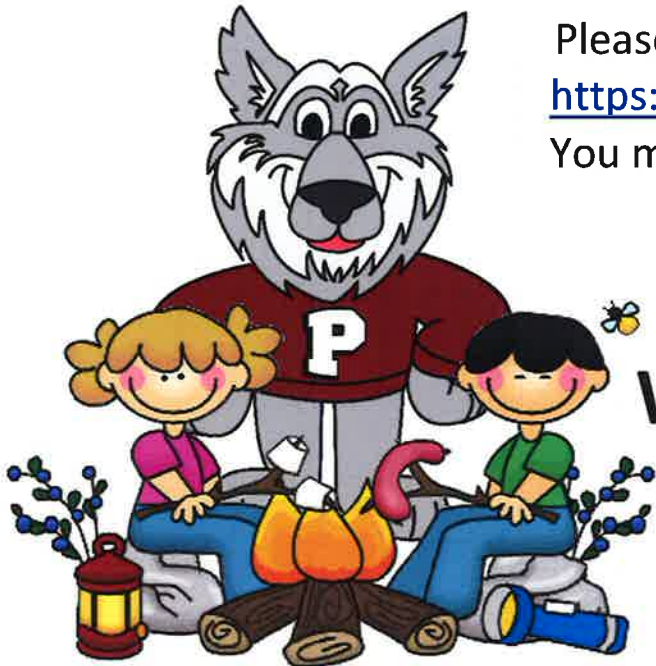
What: A great opportunity for your child who will be in kindergarten at Paine Elementary for the 2019-2020 school year to meet some of the teachers, complete a skill screener given by kindergarten teachers, and make some special memories. We would LOVE for every upcoming kindergartner to be a part of this event!

When: May 14th and 15th

Please use the following link to register your child for this fun event:

<https://www.signupgenius.com/go/30e0d4ca9ad22a5fc1-mini>

You may call the school office at 228-3200 with any questions.



We can't wait to meet you!!!





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 Gulf Power bill for Rebecca G Power, account number 12345-12345, dated June 17, 2011. The bill includes a billing summary with a total due of \$126.53, contact information for Gulf Power, and usage information. A payment stub is attached to the bottom of the bill, which is highlighted with a red box and a blue arrow pointing to a warning box.

1. Customer name visible

2. Service address visible

3. No disconnect notice without receipt of payment proof.

4. Payment stubs alone do not suffice.

5. **Online payment customers** should print this bill from your online accounts and submit

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:

Paine Elementary

Debby Meacham

228-3215

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**:

Paine Elementary

Lori Phillips

228-3211

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 Paine School Office @ 228-3200.

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**.



PAINE ELEMENTARY SCHOOL Registration Contributions 2019-2020

Student's Name _____

Donation (Classroom).....\$40.00 _____

Non-instructional Supplies such as paper towels and Kleenex will be purchased by the school from a portion of your donation. The remaining 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, such as markers, crayons, glue, paper, etc. Parents who do not choose this option may obtain a copy of the supply list on the school web site.

T-Shirts Short-Sleeved.....\$10.00 _____

Please circle correct size.....Youth Size: YS, YM, YL.....Adult Size: AS, AM, AL, AXL, 2XL, 3XL
When paying online, please choose the size of the T-Shirt you wish to purchase.

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

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

Agenda Book.....\$10.00 _____

The Agenda Book serves as the main communication tool between home and school.

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

Donations received at registration will be used for teacher grants at Paine Elementary.

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 INSUFFICIENT CHECK CHARGE FROM AN OUTSIDE COLLECTION SOURCE.**

*The above contributions are strictly voluntary. If you have any questions
or concerns with these contributions please
contact Lori L. Phillips, Office Coordinator, at 228-3211.*

Friday Freeze and PTO Membership funds will be collected by the PTO after the opening of school.

Board Approved

MAR 18 2019

Dr. Pattie Neill

APPROVED
BY: *[Signature]*

