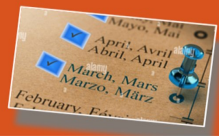




# Planning



## Getting Ready For Kindergarten!

Thank you for planning and organizing a **Kindergarten Enrollment Support** (during an already scheduled school event) during the month of April and **Getting Ready for Kindergarten Orientation Event** during the month of May.

Following are resources and funding information to assist you with planning :

### PowerPoint

A [PowerPoint](#) providing overview information about kindergarten is available for you to present to your families. Feel free to customize the content as relevant to your school: school name, team details, programs offered at your school (e.g. Dual Language, Lighthouse, etc). You might want to include a slide about your school's PTA, PSTA, and Natural Leaders specially if you are involving these teams during your

**Kindergarten Orientation Event.**

### Everett Ready

**Everett Ready** flyers and registration forms are available in the folder. Please display the flyers to promote **Everett Ready** and to ensure that families are registering their students (including Preschool & TK students) / confirming their registration preferably before end of school year. As you know, the Transportation Department will schedule bus routes for eligible students fully enrolled two weeks prior to program dates. Students enrolled after this period are welcome/will be registered to attend **Everett Ready** but must self-transport.

- o Registration [Forms](#) (various languages)
- o Flyers English & Spanish: [full page](#) for display at your school and half page to customize information to your school and circulate to families/day care providers in your neighborhood

### ECEAP Sites

For ECEAP students, ECEAP can pay for interpreters in languages spoken by our students / families if they fall outside the approved matrix. This applies for all schools. Requests for interpreters should clearly include 'ECEAP student' on the form to ensure that they are appropriately channeled for payment.

Please refer to the Approved Languages Matrix provided.

### Funding

Kindergarten teachers can participate in this event to engage with families during the event's time. In addition, schools can request para support to assist with various tasks: meeting room set-up, greeting / guiding families and interpreters, supervision, translation, etc.

If a teacher is not returning to your school or will be teaching another grade next year, it is not recommended to attend the orientation.

Food purchases cannot be approved at this time **unless you have** remaining LAP High Poverty funds. A Food Approval Request is required with the event agenda. The Request must be signed **prior** to the event date / food purchase. If you do not have LAP High Poverty funds, a possible resource for cookies, popcorn, or other snacks is your PTA, Natural Leaders or family donations.

Submit your [Food Approval Request](#) with the agenda to:

Megan Rude, Categorical Programs - Administrative Assistant - [mrude@everettsd.org](mailto:mrude@everettsd.org).

#### o Non-Title I Schools

Compensation for participating K teachers, para's, and interpreters (could be bilingual school staff or Natural Leaders volunteers) comes from your school budget. Contractually, teachers are provided "up to 6 hours of compensation" to plan and attend this event. However, we are providing the materials and power point for schools so required planning should be a minimum amount of time. If the administrators are leading the presentation for families, it might just be attendance that is compensated. Also, it is not required that all K teachers attend. If a teacher is retiring, going on leave or moving schools or grade levels, it is not necessary for them to participate in this event. Time and participation are determined by the administrator.



MARCH

APRIL

MAY

Kindergarten! ... here I come!



# Getting Ready For Kindergarten!

## ◦ Title I Schools

Title I can pay for the following:

- **Up to 3 hours** per participating kindergarten teacher for planning and presenting at the event.
- Up to a total of six hours of para time to assist with planning, set-up, supervision, etc.
- Interpreters (RISNW) as needed for families and entering kindergartners for the approved languages per below matrix including up to 2 hours travel time.
- You may ask bilingual staff at your school to assist with translation. Title I will cover up to 2 hours. Travel time would not apply in this case.

The same guidance described for non-Title schools above, is relevant for Title schools. The funding source is just varied. Staff must submit their hours on **Timecard Online** detailing their relevant activities (example: K Orientation set up, meet & greet or K Orientation - planning and presenting). Requests must be submitted within the month of service (avoid delaying to June/July) and **outsourced to Categorical Programs**.

## Sign In Sheets

[Sign in sheets](#) are part of the resource packet. Sign in is required for you to be able to account for people present in your building and to have a count of families who attended the event.

## K Orientation Kits for each K Family

The kit includes: 1 book **Kindergarten, Here I Come!**, 1 two-sided bookmark with reading & math tips, [Kindergarten Readiness Guidelines](#), [Summer Bucket List](#). Kindly encourage families to read the book with their kindergartners using the tips suggested on the bookmark and engage in fun activities with them to build kindergarten readiness skills.

The Kits will be mailed to the Office Managers after spring break for distribution at the event. Feel free to include any other resources such as your school's kindergarten supply list, schedules, recent newsletter, etc.

## Reminder

A list of students rolling-up from ECEAP, DPK, & Transitional Kindergarten will be sent to office managers after spring break. Please include these families in any communication about kindergarten and **K Orientation** at your school.

## Activity Ideas

- Tour the school and kindergarten classrooms
- Introduce key staff
- Visit the playground with information regarding guidelines and safety
- Facilitate an activity or game for families to meet and connect
- Include time for questions

## Invitation Flyer

Feel free to use the proposed invitation form, available [here](#), adding your school name, event date & time, and school logo or create your own.

## Getting Ready for Kindergarten Resource Folder

This is the [link](#) to access the folder

# Approved Languages for Group Interpreters & Written Languages

(based on September 2024 Language Matrix)

| Language<br>School | Chinese<br>Mandarin | Hindi | Marshallese | Russian | Spanish | Tamil | Telugu | Ukrainian | Vietnamese |
|--------------------|---------------------|-------|-------------|---------|---------|-------|--------|-----------|------------|
| Cedar Wood         | ✓                   | ✓     |             |         | ✓       | ✓     | ✓      |           |            |
| Emerson            |                     |       |             |         | ✓       |       |        |           |            |
| Forest View        | ✓                   | ✓     |             |         |         |       | ✓      |           |            |
| Garfield           |                     |       |             |         | ✓       |       |        |           |            |
| Hawthorne          |                     |       | ✓           |         | ✓       |       |        |           |            |
| Jackson            |                     |       |             |         | ✓       |       |        |           |            |
| Jefferson          |                     |       |             |         | ✓       |       |        |           | ✓          |
| Lowell             |                     |       |             |         | ✓       |       |        | ✓         |            |
| Madison            |                     |       |             |         | ✓       |       |        |           |            |
| Mill Creek         | ✓                   |       |             |         | ✓       |       |        |           |            |
| Monroe             |                     |       |             |         | ✓       |       |        |           |            |
| Penny Creek        |                     |       |             | ✓       | ✓       |       |        | ✓         |            |
| Silver Firs        |                     |       |             |         |         |       |        |           |            |
| Silver Lake        |                     |       |             | ✓       | ✓       |       |        | ✓         |            |
| Tambark Creek      |                     | ✓     |             | ✓       | ✓       | ✓     | ✓      |           |            |
| View Ridge         |                     |       |             |         | ✓       |       |        |           |            |
| Whittier           |                     |       |             |         |         |       |        |           |            |
| Woodside           |                     |       |             |         | ✓       |       |        |           |            |
| Port Gardner       |                     |       |             |         | ✓       |       |        |           |            |