



## **KINDERGARTEN KICKOFF**

**“A fear free, tear free, first day of school!”**

This packet contains ideas to help PTAs develop a program for a kindergarten orientation at their local school. The idea is to provide the children and families with a preview of what their kindergartner will be doing throughout each day they are at school. A good catch phrase to use when marketing this program is it provides a “fear free-tear free” first day of school.

The program involves a meal for the entire family of each kindergartner, so that attendance at the event is made simpler by not having to worry about dinner after a long day at work by parents. The entire family is invited to avoid the need for babysitters. The sample in this packet uses a pizza dinner.

Tours of the school are provided by administration and PTA volunteers. School staff that will be a part of the kindergartner’s day are positioned at each of their locations around the school, including kitchen workers, playground assistants, teacher aids, nurse, librarian, computer lab, etc.

Each child receives a t-shirt indicating they are new to the school. The kids all wear their t-shirts on the first day of school. The shirts indicate “Class of XXXX”; in the case of a K-8 school with 8<sup>th</sup> grade graduation, that year can be used. Otherwise, the high school graduation date could be used.

On the first day of school (or for the first week of school), the same volunteers who helped at Kindergarten Kickoff night are placed at bus drop off areas so the kids see a familiar face to help them find their way. The volunteers are wearing the same t-shirt as the kids so they are easily recognizable. These adult t-shirts are ordered without dates so they can be passed along to new volunteers each year.

Provided with this program template is a sample invitation containing all the information you will need to order dinner for the families and order t-shirts. The information provided by this invitation is kept on a simple spreadsheet.

There is also a sample agenda for the actual Kindergarten Kickoff event. Lastly, there is a report template showing how information was kept about every detail of the event to pass along to future committees.

Please use this information as a guide to formulate your individualized kindergarten orientation for your school!

# You're Invited!

## ABC PTA 2011 Kindergarten Kickoff!

WHEN: Monday, August 14, 2011

WHERE: ABC School Multipurpose Room

TIME: 6:30 – 9:00 p.m.

Come and join us for a great evening of fun and let your child enjoy an orientation into their first days at ABC School.

You and your child will enjoy a pizza dinner including beverages. You will take tours of the school and be shown the important aspects of what your child needs to know on the first day of school.

Every kindergarten child will receive a 2011 ABC Kindergarten Class t-shirt.

Please fill out the reservation slip below so that we may prepare for the correct number of people. We hope to have 100% attendance so that our kindergarteners will have a “fear free / tear free” experience on their first day of school.

It is very important that you cut off and return the slip from below to the ABC office no later than July 28, 2006.

(keep for your reference)

(return to office)

Parents'/Guardians' Name(s) \_\_\_\_\_

Kindergartener's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Number Attending \_\_\_\_\_

Kindergartener's T-shirt size (Youth) (Please circle one) S (6-8) M (10-12) L (14-16)

Return to: ABC School  
Kindergarten Kickoff  
123 West Mill Street  
Anywhere, IL 61111

Questions: Contact Chairman  
(555) 555-5555  
email



## ABC School PTA Kindergarten Kickoff Agenda

August 12, 2011 6:30 p.m.

Welcome to PTA Kindergarten Kickoff! We are so glad you accepted our invitation to introduce you and your kindergartner to ABC School! We hope to inform you and your child about his/her daily routine and the people who will be a part of that routine. We also hope to provide your child with a “fear free/tear free” first day of school!

To begin our evening, please make your way to the Multipurpose Room to enjoy a pizza party with your family and the other families of kindergartners at ABC. At around 7:30, members of the MCS Administration and our PTA President have a few brief announcements and introductions. After that, we will begin tours of the school. See tour details below.

For the orientation tour, all kindergarten students will be asked to line up according to their class assignments for the year. The sun visor you received when you entered tonight is color-coded based on your child’s class assignment. Each teacher will be accompanying their students during the orientation tour. Students will be in the front of each tour group, lined up and walking the hallways in the same manner as they will be during school, while parents who join the tour may follow behind. A PTA representative or member of our school administration will be guiding each tour group as listed below. A PTA representative will also be following up the rear for assistance to anyone at the back of the group.

*In an attempt to reduce the size of tour groups and the noise level on the tours, parents who have had children attend MCS previously and are familiar with our school are invited to stay in the Multipurpose Room along with siblings to socialize and visit with other parents from your child’s classroom. Students will return to the Multipurpose Room as soon as the tours are completed. (Of course, if your child is uncomfortable going on the tour without you, please do join them.)*

Our goal is to provide you and your child with a fun introduction to ABC in preparation for their important first day of school! Please note that along with administration and staff, PTA volunteers, many in attendance this evening, will be at the bus unload area the first days of school to assist kindergartners when they arrive and depart.

Upon return to the Multipurpose Room after the tours, please remember to pick up your child’s ABC Kindergarten Class 2011 T-shirt. T-shirt pickup lines for each class will be available at this time. This shirt is for the children to wear on the first day of school so everyone will know who our kindergartners are and make them feel especially welcome. Every child has a T-shirt ordered, so please be patient with our volunteers as we will get to everyone as quickly and efficiently as possible.

Following are the tour areas and the order in which each group will visit...

Tour Group 1 – Ms. Smith’s Class (Blue Visor)

Toni Hopkins, PTA President/Name of Volunteer

Nurse’s office

Music Room

Art Room

Computer Lab/Library/Gymnasium

Bus load and unload area to blacktop

Playground to Kindergarten entrance

Kindergarten room (Note primary restrooms)

Back to Multipurpose Room

Tour Group 2 – Ms. Jones’ Class (Orange Visor)

Mr. Green, Principal/Name of Volunteer

Bus load and unload area to blacktop

Playground to Kindergarten entrance

Kindergarten room (Note primary restrooms)

Nurse’s office

Music Room

Art Room

Computer Lab/Library/Gymnasium

Back to Multipurpose Room

Tour Group 3 – Ms. Henry’s Class (Green Visor)

Vicki Perry, Board of Education/Name of Volunteer

Playground to Kindergarten entrance

Kindergarten room (Note primary restrooms)

Nurse Jan’s office

Music Room

Art Room

Computer Lab/Library/Gymnasium

Bus load and unload area to blacktop

Back to Multipurpose Room

Tour Group 4–Ms. Johnson’s Class (Yellow Visor)

Mr. Lee, Superintendent/Name of Volunteer

Kindergarten room (Note primary restrooms)

Nurse Jan’s office

Music Room

Art Room

Computer Lab/Library/Gymnasium

Bus load and unload area to blacktop

Playground to Kindergarten entrance

Back to Multipurpose Room

We hope you all have an enjoyable evening and that your child’s first days at school are wonderful!

# ABC School PTA Kindergarten Kickoff 2010 Report

(Copies of receipts attached)

## Bredeaux's Pizza

Ordered 60 large pizzas at \$7.00 each  
30 cheese, 20 pepperoni, 10 ground beef  
Delivered

## Bakery Cookies 555-1234

Ordered 40 dozen at \$4.50 dozen  
10 doz. each chocolate chunk; M&M chip; peanut butter; sugar cookies

## Local Supermarket

Ordered 18 cases soda  
5 Coke, 5 Diet Coke, 1 Caffeine Free Diet Coke, 2 Caffeine Free Coke at \$5.55 case  
2 7-Up, 1 orange, 1 root beer, 1 Dr. Pepper at \$5.00 case

## Class T-Shirts

Ordered from Screen Printing Shop 555--0987  
e-mail screenprinters@email FAX 555-7890  
8683 D Road Gave 5% discount for school and 10% discount for C.O.D.  
Anywhere, IL 62298  
Adult shirts no Youth shirts  
3 XL, 2 M, 5L, 1YL 94 S, 15 M, 1 L \$583.62 for 121 shirts  
(For adult volunteers)

## Sun Visors in Color Code for Classes

Party Shop  
112 (28 times 4) 45 cents each  
orange, yellow, blue, green

## Wholesale Supplier 234-2225

Bought school color table covers and napkins

## Club Store

Bought plates and bottled water

## Volunteers

Name, Chairman, Phone Number  
Name  
Name  
Name  
Name  
Name  
Name

In attendance for introduction  
and to assist during tours

Superintendent and Principal  
Lunch workers  
Playground supervisors  
Nurse  
Computer Lab staff  
Library staff  
Kindergarten Teachers/Spec.Ed Teachers/Aides