



**CAHABA ELEMENTARY  
SCHOOL**

**KINDERGARTEN  
NEW STUDENT  
REGISTRATION PACKET**

**2018-2019**



## 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*

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: Thursday, May 10, 2018

Where: Cahaba Elementary School

3 Sessions will be offered

Join us on Facebook at Cahaba Elementary School or search for us  
@CahabaElementary. Also, watch our website for updates!



# Kindergarten New Student Registration



## Step 1: Residency & Custody

Please gather the following documents:

- a. *Current* tax card, Warranty deed or Full signed lease
- b. *Current* Alabama power bill (**example provided on the next page of this packet**)
- c. *Current* 2<sup>nd</sup> utility bill such as gas, water, cable or sewer (**example provided on the next page of this packet**)

If all or some of the documents are in *one custodial parent* or *step-parent's name*, a marriage certificate will also be required.

- d. **Court Documents-** Trussville City Schools requires a copy of the most current court order for your child, if applicable. If parents have never been married, additional paperwork may be needed.

**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@ 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**

# Kindergarten New Student Registration

## SECOND PARTY RESIDENTS

If you are the physical custodial parent or court ordered legal and physical custodian and your domicile is with another Trussville resident; you must call the Student Services Department to make an appointment to prove residency. Appointments will begin June 11, 2018.

Additional residency proofs are required at the appointment for Second Party residents.

**Student Services Department**

**205-228-3782**

# Kindergarten New Student Registration

## 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 several red annotations and arrows pointing to specific areas. The annotations are numbered 1 through 5, corresponding to the list on the right. A red box at the bottom of the bill is also highlighted.

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.



# Kindergarten New Student Registration



## **Step 2: Online Registration- Opens May 1, 2018**

Online application forms collect student demographic information, parental and emergency contact information, health information, permissions and allow you to make monetary contributions electronically.

Please go to **[trussvillecityschools.com](http://trussvillecityschools.com)**

Select New Student Registration located under the “Links” section Create an account (new family to TCS) or Login (current TCS family) to SchoolMint and complete application forms & **upload residency documents** (See Step 1)

Submit

If you are **unable to upload** the required documents from Step 1 (residency/court documents) into the online registration electronically, please bring them to the Student Services Department@ the TCS Board of Education, 113 North Chalkville Rd; M-TH 9-3.

### **No internet or computer:**

Assistance is available at the Student Services Department@ the TCS Board of Education, 113 North Chalkville Rd; M-TH 9-3.

# Kindergarten New Student Registration

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 New Student enrollment at your student's elementary school.

### TUESDAY & THURSDAYS 9AM-2PM

May 2018

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

June 2018

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

July 2018

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

August 2018

	S	M	T	W	T	F	S
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

# Kindergarten New Student Registration



**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 or alternate documents proving age and custody
- 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 Blue Immunization Form, Alabama State Exemption Form or Alabama Immunization Imprint 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.

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

Cahaba

Nancy Estell

228-3415

# Kindergarten New Student Registration



## Step 4: Contributions

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](http://www.trussvillecityschools.com)-

Select Online payment under the "Links" section.

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.

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

Cahaba

Barbara Seal

228-3411

# Kindergarten New Student Registration

## Checks

Please complete the school cost sheet below and bring with your check on any of the **highlighted** Kindergarten New Student registration days listed below at the elementary school:

May 2018

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

June 2018

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

July 2018

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

August 2018

	S	M	T	W	T	F	S
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

Cahaba Elementary School  
Contributions 2018-2019

Board Approved



MAR 19 2018

STUDENT'S NAME: \_\_\_\_\_

*Dr. Pattie Neill*

**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 (markers, crayons, glue, paper, etc.). Parents who do not choose this option may obtain a copy of the supply list on the school website.

**Software/Instructional Supplemental Materials Donation.... \$20.00 \_\_\_\_\_**

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

**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 \_\_\_\_\_**

**Student Athletic Pass..... \$20.00 \_\_\_\_\_**

For the first time we are offering ALL TCS students the opportunity to purchase a Student Athletic Pass. The card will be personalized and will allow the card holder entry to ALL HTMS and HTHS regular season home games for all sports.

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

