

BACK TO SCHOOL

Welcome to Pre-K! 2025 – 2026 School Information

Dear Pre-K families,

We hope that you are having a wonderful summer! This packet is designed to assist you in planning for the start of school. If you have any questions, please do not hesitate to call the administrative office at 478-987-0547. During the summer, our administration staff is available Monday through Thursday from 9 a.m. until 2 p.m. and on Fridays from 9 a.m. until 12 noon. Westfield's faculty and full staff will return to school on August 1.

Our first day of school is Wednesday, August 6th, and we look forward to welcoming your child to Westfield for the 2025-2026 school year. Our school day begins at 8 a.m., ending at 11:30 am for half-day students and 2:50 p.m. for full day students. Our Bus Transportation program and After School program begin operating on Wednesday, August 6th.

Please review this Back to School packet carefully, and submit a recent photo of your child via email to amoores@westfieldschool.org, and complete the online forms at the link below Friday, July 11th.

[PRE K SCHOOL FORMS](#)

Please plan to drop by our

Lower School Meet & Greet

Drop by anytime Monday, August 4th from 4 until 5:30 pm

MARK YOUR CALENDAR NOW!

Sunday, August 3

SCHOOL WIDE PRAYER WALK – 2 pm

Parents and students are invited to meet in front of the Administration building for prayer and a walk through campus to pray for the coming school year.

Monday, August 4

LOWER SCHOOL MEET & GREET – 4 until 5:30 pm (drop in)

Parents and students in grades Pre-K through grade 5 may drop by the school to see classrooms and meet teachers.

Wednesday, August 6

FIRST DAY OF SCHOOL

Bus Transportation and After School available

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Parents may walk students to their classrooms.

2:50 pm – School Dismisses for All Students Pre K – Grade 5

Half-day Pre-K students dismiss at 11:30 a.m. For 11:30 dismissal, parents should pick up students at the Administration Building.

3:00 p.m. – School Dismisses for Grades 6 – 12 Parents should pick up students in the Middle School turnaround area. Staff will be available to help students get to their vehicle. Staff will walk bus riders to their bus.

Monday, August 11

PARENT OPEN HOUSE for Pre-K – Grade 1– 5:30 pm

All parents of students in Pre-K and Kindergarten are encouraged to attend our Open House. This is a parent informational meeting. Students are not required to attend.

Tuesday, August 12

PARENT OPEN HOUSE for Grades 2 – 5 – 5:30 pm

All parents of students in grades 2 - 5 are encouraged to attend our Open House. This is a parent informational meeting. Students are not required to attend.

Friday, August 22

NEW FAMILY TAILGATE – 6 pm – Westfield Gymnatorium

All families who are new to Westfield for the 2025- 2026 school year are invited to drop by the gymnatorium at 6 pm for a tailgate supper before our first home varsity football game. Event hosted by our Westfield Family Organization (WFO).

Welcome to Pre-K!

You will be amazed at all that your child will learn this year! By the end of the year your child should be able to:

- Identify and write the letters of the alphabet
- Identify, write, and count numbers 1-20
- Identify shapes and colors
- Hold and use a pencil, crayons, and scissors correctly
- Color inside the lines and be creative
- Follow classroom rules with self-control of voice and body
- Complete activities within a given amount of time by following directions
- Interact and work with the class as a group, in partnership, and on their own
- Transition from activities, classes, and locations on campus
- Academically improve through enrichment classes such as music, P.E., library, technology, and Spanish.

We want every child to have a great experience Pre-K. Below are some ways you can help your child get ready for school and have a wonderful Pre-K year.

- Familiarize your child with their belongings. Have them practice packing and unpacking their backpack.
- Show your child how to open their snacks and drinks. Allow them to practice doing this on their own.
- Have your child practice rolling up and securing their nap mat with Velcro straps.
- Continue to work on toileting skills and fastening of clothes (snaps, buttons, zippers, etc.) Children should be completely independent in the bathroom. While we understand that accidents do occur, your child must be fully potty-trained before starting Pre-K. Your child should be able to wipe and change soiled clothes independently if an accident occurs.
- Take time to read and talk about books with your child.
- Talk to your child about shapes, colors, numbers and letters. Point out and familiarize them with the letters in their name from books, menus, cartoons, and games. Can your child go further and write their name?
- Have fun making art creations with scissors and glue sticks.

Dear Pre-K Parents,

We are so happy to have the opportunity to teach our favorite age group! Pre-K is always exciting, and we know it will be a great year! We cannot wait to meet both you and your child. Below, please find information that we hope will help you this summer while getting your child ready for the first day.

We order School Supplies and a Nap Mat:

We have ordered the school supplies that are needed for your child's use at school. Supplies include a nap mat, crayons, scissors, glue, pencils, watercolor paints, pencil boxes/art tubs, Weekly Readers, a handwriting and phonics workbook, Clorox wipes, Kleenex, and paper towels. We order these supplies so that the children will all have the same items. The nap mat we order includes a pillow, blanket, and Velcro straps. **Please do not purchase a nap mat from outside of Westfield as we want all students to have the same nap mat. Please do not send any personal items (toys, stuffed animals, lovies/blankies, nap mats, etc.) to school. Your account will be billed a total of \$100 for the nap mat and supplies listed above.**

What you will need to provide:

- **Backpack:** Please provide a large backpack labeled with your child's name. We send home folders and artwork in these backpacks, so small ones do not work. **NO ROLLING BACKPACKS PLEASE.**
- **Over the Ear Headphones for Technology:** Please provide a pair of inexpensive over the ear headphones in a Ziploc style bag with your child's name and homeroom teacher clearly labeled.
- **Snack bag:** All Pre-K children need a snack each day. Please make sure your child's snack is in a snack bag that is labeled with your child's name and will fit in your child's backpack. Children need one snack item and a re-usable water bottle/thermos for each day. No fruit cups, bottled water, juices, or candy please.
- **Lunch Box (Full-day Pre-K Children):** Full-day Pre-K children may order lunch from the school lunchroom or bring a lunch from home. If your child brings lunch from home, please provide this in a separate lunch box labeled with your child's name. **Please do not pack snack and lunch together so that your child can put his/her snack bags and lunch boxes in separate locations.** Please do not send any items that need to be heated. Cafeteria Meal Plan information will be sent out over the summer.
- **Art shirt:** Please provide a large t-shirt that will cover your child's clothing to prevent them from getting paint on their clothes. Place this in a Ziploc bag and label with your child's name.
- **Extra set of clothing for emergencies:** Please provide a change of clothes for your child to include socks, underwear, shorts, and shirt. Place these clothing items in a Ziploc bag and label with your child's name. Please label all items of clothing with your child's name.

Questions: Should you have any questions over the summer, please contact our Administrative Office at 478-987-0547. The office is staffed Monday-Thursday from 9 am until 2 pm. and Fridays from 9 am until 12 noon.

We are eager to meet you at our Meet & Greet on August 4th! We do not take our responsibility to you or to your children lightly, and we will do our very best to make this first school experience a happy and meaningful one for your child. We look forward to seeing you on the first day of school and getting to know you and your precious children!

Sincerely,

The Westfield Pre-K Teachers

Mrs. Rashelle Benton, Mrs. Suzanne Johnson, and Mrs. Christina Gilbert

Bookbags:

We prefer large size book bags (not the small) so that your child's folder, lunch box, snack bag, and nap mat can fit. Clips on the front are great!



Over the Ear Headphones for Technology Enrichment:

Each student in Pre-K must provide his or her own pair of over the ear headphones for the technology enrichment class. Please place the headphones in a Ziploc style bag, and clearly label the bag with the student's name, grade, and homeroom teacher. All headphones will be stored in the computer lab and only used by the student providing the headphones.

Any over the ear style that your child finds comfortable will do, but please do not send expensive brands.



The Westfield School Potty Training Policy

Children enrolled in Pre-K and Kindergarten must be potty-trained before attending school. We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently.

Potty-trained Pre-K and Kindergarten Children should:

- **No longer wear diapers (disposable or cloth) or pull-ups.**
- **Be able to tell the teacher when they need to go to the bathroom.**
- **Be able to tell the teacher if an accident has occurred.**
- **Be able to attend to their own personal hygiene** (wiping, flushing, pulling up and fastening underwear and pants/shorts/dresses, and washing hands).

Pre-Kindergarten Check List

**IT IS VERY IMPORTANT THAT WE HAVE THESE ITEMS
NO LATER THAN JULY 11TH**

- Recent photo of your child emailed to amoore@westfieldschool.org
- Pre-K Information submitted using the following link:

Pre-K Forms

**IF YOU HAVE NOT DONE SO ALREADY, IT IS VERY IMPORTANT THAT
WE HAVE THESE DOCUMENTS**

BEFORE SCHOOL STARTS ON AUGUST 6th

**Send to: The Westfield School, Attn: Admissions Office, P.O. Box 2300
Perry, GA 31069 or email asloan@westfieldschool.org**

- Copy of your child's Birth Certificate
- Preschool Immunization Form 3231 (*Please make sure your child has had his/her chicken pox vaccination. All students entering Pre-K must have a Varicella (chicken pox) Vaccine.*)
- GA Form 3300 Eye/Ear/Dental Screening
- Copy of your child's social security card

BRING THESE ITEMS ON THE FIRST DAY OF SCHOOL—AUGUST 6TH

Label each item with your child's name

- Art Shirt
- Change of Clothing
- Large backpack
- Snack and water bottle (all Pre-K students)
- Lunch box if not ordering a school lunch (Full day Pre-K students)
- Pair of **inexpensive** over the ear headphones for technology enrichment class.
Headphones should be placed in a Ziploc style bag clearly labeled with student's name, grade, and homeroom teacher. (see last page of this packet)

VERY IMPORTANT:

- Please do not allow your child to bring personal items (toys, stuffed animals, blankets, etc.) to school.

First Day of School: Wednesday, August 6th

We want to help families ease back into the school year and give our young students an opportunity to shake some of those first day jitters!

Parents may walk their children into the Pre-K/Kindergarten building and classrooms on the first day of school.

Pre-K students (half day program) dismissing at 11:30 am will be picked up by parents from the Administration building at the front of campus.

At the 2:50 pm dismissal, the teachers will bring the students to the turnaround car line. **Parents should wait in the turnaround car line for teachers to walk students to their cars.**

Please note that our bus transportation will run on Wednesday, August 6th. Teachers will meet the students coming off the bus in the morning and will walk the students to the bus at the 2:50 pm dismissal.

Pre-K students enrolled in the After School program should be picked up by 6 pm from the PreK/Kindergarten building.

7:45 a.m. Arrival Time for Students Begins

Please do not bring your child to school prior to 7:45 a.m. Students may report to classrooms any time between 7:45 a.m. and 8:00 a.m. Parents should wait in their cars in the turnaround car line for teachers/staff to walk students to their classrooms. Teachers/staff will assist with unbuckling car seats, but please work with your child to learn how to do this independently.

8:00 a.m. School Begins

Parents should stay in their car in the turnaround line for teachers/staff to help your child get to their classroom. Please note that the school bell will ring and class will begin promptly at 8:00 a.m. today. Students may arrive as early as 7:45 a.m., but no earlier.

2:50 p.m. School Dismisses

Parents should stay in their car in the turnaround line for teachers to walk students to their cars. Students attending our After School Program will be guided to that classroom. Students riding bus transportation will be walked to the buses.

6:00 p.m. After School Program Dismisses

All students should be picked-up from ASP by 6:00 p.m. A parent/guardian should come into Pre-K/Kindergarten building to sign-out students for the day. ASP is located in the Pre-K/Kindergarten building.

Ensure students only enter and exit on the curb side of your vehicle (adjust car seats and boosters as needed).

STUDENT CHECK IN/CHECK OUT AND VISITING CAMPUS

Morning Arrival for Lower and Middle School Students (Grades Pre-K - 8)

AFTER 8 AM

Park in the Lower School turnaround and walk with your child to sign in with Mrs. Rikki Cottle, School Nurse, located in Middle School building. Students will be checked in for attendance and escorted to his/her classroom.

AFTER 8:30 AM

- Bring your child to the Administration Building office and sign your child in.
- Parents must sign child in for safety reasons.
- Student will be checked in for attendance and escorted to his/her classroom.

Checking In Lower and Middle School Students (Grades Pre-K – 8)

Bring your child to the Administration Building.

- Student will be checked in for attendance and escorted to his/her classroom.

Checking Out Lower and Middle School Students (Grades Pre-K - 8) during the school day

2:10 pm is last check out time

CALL THE SCHOOL OFFICE AT 478-987-0547 IN ADVANCE so that we may have your child checked out and ready for you to pick up from the Administration building. We understand that the need to check out your child may occur on short notice, but we ask that you contact us as early as possible on the day that your child will be checking out so that we can have your child ready for you to pick up.

- **PLEASE DO NOT TEXT THE TEACHER. A PHONE CALL TO THE SCHOOL OFFICE MUST BE MADE.**
- **WHEN YOU CALL THE SCHOOL OFFICE (478-987-0547), WE WILL MAKE ALL ARRANGEMENTS TO HAVE YOUR CHILD READY TO BE PICKED UP FROM THE ADMINISTRATION BUILDING.**
- **THE LATEST CHECKOUT TIME IS 2:10 PM.**

Delivering Items to Lower, Middle, and Upper School Students

All items (book bags, athletic uniforms, nap mats, etc.) should be dropped off at the Administration Building office. Items will be delivered to Lower School students.

Items for Middle and Upper School students will be delivered to the Middle and Upper School offices for students to pick up. Parents should notify student that item has been delivered to the school and to go to office to pick up the item.

Procedures for visiting campus during the hours of 8:30 a.m. until 2:20 p.m.

- All visitors (including parents) must park in front of and enter the Administration building to check in.
- Visitors will be escorted to areas on campus (i.e. if a parent is having lunch with their child, a staff member from Administration will walk him/her to the cafeteria). Driving on campus is limited during these hours.

The security gates are open during times of morning drop-off and afternoon pickup and for after-school and weekend events. The gates are closed during the hours of 8:30 a.m. until 2:20 p.m. Monday through Friday. The gates will be open for certain special events on our campus so that parents and visitors will be able to drive and park on campus.



KEY CALENDAR DATES

2025-2026

New Faculty/Staff Orientation	July 31
Faculty Pre-Planning	August 1, 4, & 5
First Day of School	Aug 6, full day
Labor Day Holiday	September 1
Homecoming	September 19
Fall Holiday for Students & Faculty	October 3, 6, & 7
Classes Resume	October 8
Veterans Day Student Holiday	November 11
Thanksgiving Holidays	November 24-28
Classes Resume	December 1
Last Day of School, First Semester	December 18, Noon Dismissal
Faculty Professional Development Day	December 18, Afternoon
Christmas Holidays	December 19 - January 5
Faculty Professional Development Day	January 5
Classes Resume	January 6
Martin Luther King, Jr. Holiday	January 19
Winter Holiday for Students & Faculty	February 13, 16, & 17
Classes Resume	February 18
Grandparents' Day	March 6, Noon Dismissal, Grades PK-5 & 12
	Grades 6 - 11, Virtual Learning Day
Junior-Senior Prom	March 21
Spring Break	March 30 - April 3
Classes Resume	April 6
Field Day/Booster Club Golf Tournament	April 23
Spring Holiday	April 24
Baccalaureate	May 14
Graduation	May 15
Last Day of School	May 21, Noon Dismissal
Faculty Post-Planning/Professional Development	May 22

Lower School Dress Code for 2025-2026

BOYS' DRESS CODE

- ✓ Collared or crew neck shirts (appliques are accepted)
- ✓ Shirts must be tucked in
- ✓ Pants and jeans without holes or frays, neat, clean and hemmed
- ✓ Belt must be worn with shorts or pants that have belt loops
- ✓ Shorts no shorter than 3 inches above knee
- ✓ Shoes or boots with enclosed toes and heels
- ✓ Sandals and Crocs must be worn with a heel strap

BOYS' HAIR

- ✓ Hair should not be below the bottom of the ear, not below the eyebrow nor extend below the top of the collar.

GIRLS' DRESS CODE

- ✓ Collared or crew neck shirts – no V-neck shirts
- ✓ Short or long sleeved (not sleeveless) shirts and dresses (appliques are accepted)
- ✓ Shirts/tops or dresses with other necklines or shoulder baring or back baring designs must have a crew neck or collared shirt worn under the shirt or dress
- ✓ Shirts may be worn untucked if designed to be worn untucked and if it is of sufficient length to cover midriff and waist at all times
- ✓ Pants and jeans without holes or frays, neat, clean and hemmed
- ✓ Dresses, skirts, skorts, and shorts must be appropriate length
- ✓ Leggings may only be worn with a dress
- ✓ Shoes or boots with enclosed toes and heels
- ✓ Sandals and Crocs must be worn with a heel strap

ITEMS NOT ALLOWED FOR BOYS OR GIRLS

- ✗ T-shirts
- ✗ Pictures, emblems, or lettering on clothes
- ✗ Logos larger than a 2-inch square
- ✗ Sleeveless shirts and undershirts as a shirt
- ✗ Shirts with writing
- ✗ Athletic shirts, shorts, pants, or sweat pants
- ✗ Camouflage clothing

- ✗ Sweatshirts and hoodies that are not Westfield
- ✗ **Fad haircuts or hair colors**
- ✗ Shoes with wheels
- ✗ Boots worn with shorts
- ✗ Flip Flops
- ✗ Slide shoes
- ✗ **Cold shoulder shirts**

FRIDAY SPIRIT DAYS Students may wear Westfield jerseys, team/cheer t-shirts, cheer uniforms, and Westfield t-shirts on Fridays only.

OUTER WEAR FOR BOYS AND GIRLS

- ✓ Sweatshirts and hoodies (Westfield only) may be worn over a collared shirt (or over a Westfield t-shirt on Friday spirit days). No other sweatshirts/hoodies may be worn.
- ✓ Solid color pullovers and vests (such as Patagonia, Columbia, Vineyard Vines, etc.) over a collared shirt may be worn. Jackets and coats without any wording may be worn.
- ✗ Camouflage items are not allowed.

Uniform clothing is not required for Lower School students (Pre-K - 5th Grade). However, students in Lower School may purchase and wear to school any of the items on the approved lists for The Westfield School through Lands' End and our online Spirit Shop (Graphic Guys).

- Lands' End uniform clothing may be ordered online at <http://www.landsend.com>. Use the "School" tab and search "The Westfield School."
- Our online Spirit Shop offers required dress uniform clothing through Graphic Guys at [Westfield Spirit Shop](#)

UNIFORM WEAR

Dress Code Examples



No pictures,
emblem, or
lettering on
clothing



No pictures,
emblem, or
lettering on
clothing



No pictures,
emblem, or
lettering on
clothing



No camouflauge



No sleeveless shirts or dresses



No athletic shorts



No camouflauge or athletic style shorts



No athletic style pants

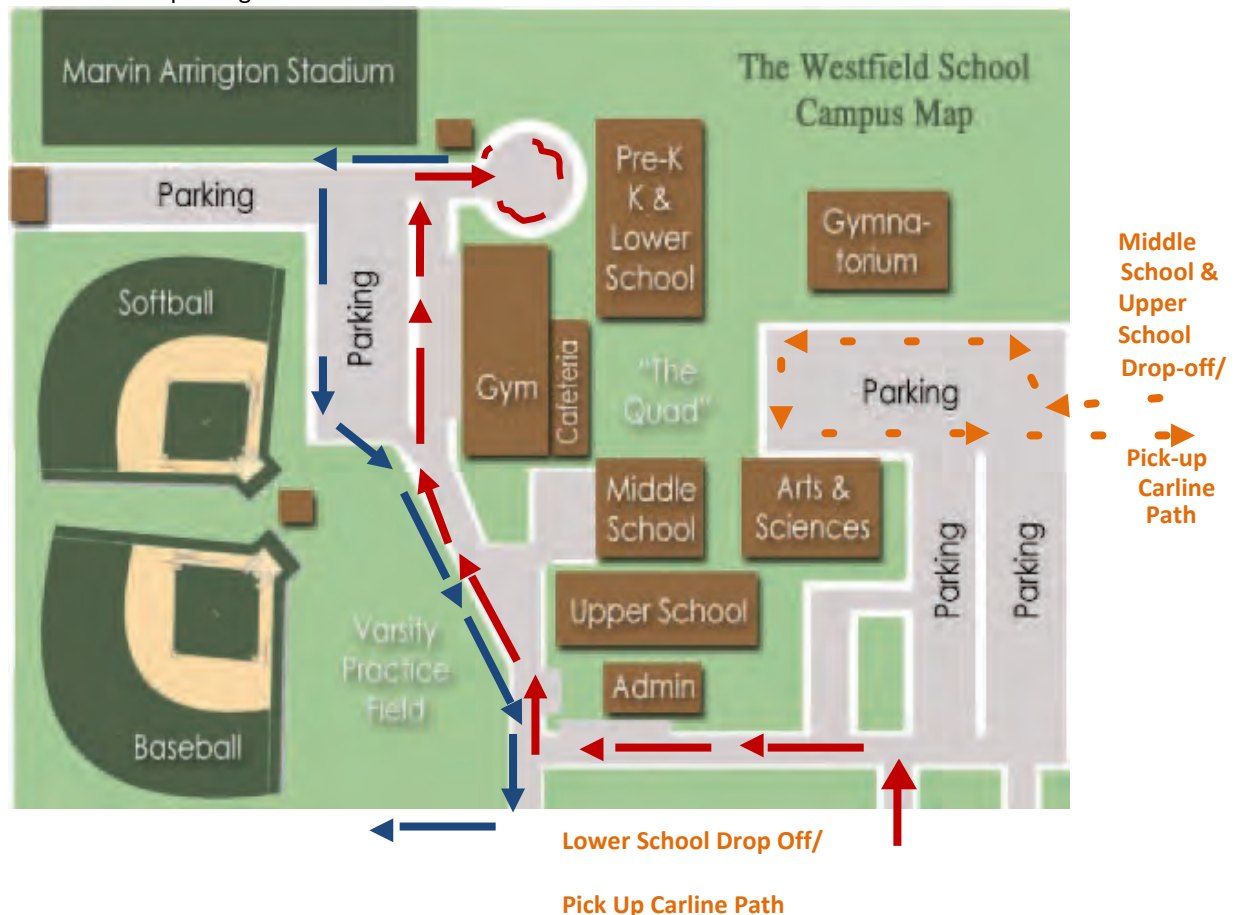
Driving Safely on Campus

The safety and security of our students, faculty, staff and guests are very important to all of us!
When driving on campus, please follow these guidelines to help traffic move as safely and efficiently as possible:

- ✓ Do not use cell phones when driving on campus.
- ✓ Drive slowly and watch for children at all times.
- ✓ Do not drop-off students in a parking lot and allow them to walk across carline traffic unescorted.
- ✓ The Turnaround, Carline and Drop-off Areas = NO PARKING ZONES

Lower School Families – Turnaround at Back of Campus Near Football Field:

- ✓ The drop-off area for Lower School students, known as the “Lower School Turnaround,” is located at the back of our campus near the football field. **During morning drop-off and afternoon pick-up, Lower School families should use the middle gate on Hwy 41 to enter campus and exit campus, driving directly in front of the Admin Building.** The south campus gate is closed daily from 7:30 – 8:15 a.m. and 2:15 - 3:15 p.m.
- ✓ Do not pick-up/drop-off students before you reach the yellow painted curb in the Turnaround, and always pull up to the car in front of you without leaving gaps in the carline.
- ✓ When there are no cars in front of you, drive all the way to the far end of the yellow painted curb before stopping to pick-up/drop-off children.
- ✓ Ensure students only enter and exit on the curb side of your vehicle (*adjust car seats and boosters as needed*).
- ✓ Parents who have students in Lower School and Middle School or Upper School should use the Middle/Upper School turnaround (see below). Lower School students will be escorted to/from that side of campus by a faculty member. ✓ Lower School students who ride to school with an Upper School student driver should be dropped off through the Lower School Turnaround. Lower School students may not exit cars in the Upper School or softball/baseball field parking lots.
- ✓ For the safety of your student and others, please do not drop off students in the softball/baseball field parking lot or the middle of the Arts & Sciences parking lot. Students should never cross carline traffic without an adult escort.



Services & Opportunities for Students & Families

Bus Transportation

Information regarding our bus transportation service including fees and route information is [available on the school website](#). Online registration for the service will begin after July 1, 2025.

After School Program

The After School Program (ASP) is available on school days from 2:50 p.m. until 6 p.m. beginning Wednesday, August 6th for students in full-day Pre-K through 5th grade. Monthly, weekly, and daily drop-in rates are available. In order for a student to attend the ASP, he or she must be registered for the program prior to using the service. This includes those who use our ASP only on an occasional, drop-in basis. [Information on the program and rates is available on our school website, westfieldschool.org](#). The After School Program (ASP) will be available beginning August 6th. Online registration for the program will begin after July 1, 2025.

Cafeteria Service

Our cafeteria services are managed by FLIK, a national food service company that serves our students meals and snacks daily. Information regarding our dining services, meal plans, and pricing is available [on the school website at westfieldschool.org](#). Online registration for the meal plan will begin after July 1, 2025.

WFO and Booster Club

The Westfield School has a proud tradition of volunteer service, and we encourage every family to find ways to lend your time and talents and to be involved in our school community. We have two primary groups of volunteers: the Westfield Family Organization (WFO) and the Westfield Booster Club. The WFO is comprised of parents from Pre-K through 12th grade, and this group coordinates everything from Room Parent Volunteers to Faculty & Staff Appreciation Events to the Spirit Shop. The Booster Club is also made up of parents from every grade level, and they are the campus advocate for athletes and athletic events. These groups meet year round, and you can join at any time. [**If you are interested in volunteering, please complete and submit a volunteer form by visiting the “Volunteer Opportunities” tab of our website.**](#) Thank you to each and every parent who participates in these organizations—your contributions help make our school a success!

Ways to Give and Support Westfield

Our primary fundraiser is The Annual Fund. Watch for full details as this event kicks-off this fall! We also encourage you to take part in programs like Publix Partners, Kroger Community Rewards, Box Tops for Education, Office Depot 5%, and Amazon to support Westfield throughout your weekly routine. [Click here for more information on these programs](#). For information on our Annual Fund, as well as opportunities for Planned Giving, Corporate Matching Gifts, and the Georgia Goal Tax Credit, [visit the “Giving” section of our website](#) or contact our Director of Development and Alumni at (478) 987-0547 ext.224.