

Athens First United Methodist Church Weekday Preschool
327 North Lumpkin Street
Athens, Georgia 30601
706-543-2427
fax-706-546-4797

www.athensfirstumc.org/weekdaypreschool

Dear Parents,

Welcome to Athens First United Methodist Church Weekday Preschool. As Jesus welcomed the little children into his arms, we welcome your children to our Preschool Ministry. We truly believe children are a blessing from God, and we thank you for sharing your little blessings with us. It is our purpose to provide a program in a warm, loving, Christ-centered environment, which promotes spiritual, social, emotional, intellectual and physical growth.

This is an exciting time for our preschool! I eagerly and enthusiastically look forward to the school year ahead. Our qualified, loving, and dedicated teaching staff joins me in this enthusiasm and, as a team, we are committed to making your child's preschool experience an adventure in learning and exploring God's world.

With Blessings,

Katie Ryan, Weekday Preschool Interim Director
katieryan@athensfirstumc.org

Athens First United Methodist Church Weekday Preschool
327 North Lumpkin Street
Athens, Georgia 30601
706-543-2427
www.athensfirstumc.org/weekdaypreschool

PARENT HANDBOOK

MISSION

PHILOSOPHY

OBJECTIVES

AFUMC PRESCHOOL OPERATIONS

- Preschool Board
- Preschool Parent Organization
- Admission Policies/Preschool Fees
- Supply Fee
- Registration Procedures
- School Hours
- Emergency Closings/Inclement Weather
- Curriculum
- Chapel
- Music
- Playground
- Art
- Story Time
- Spanish
- Happy Feet
- Lunch Bunch
- Children with Special Needs

DISCIPLINE

- Procedures
- Biting

HEALTH & SAFETY

- Health Records/Immunizations
- Illness
- Allergies
- Medications
- Head Lice
- Adults Authorized to Pick Up Your Child
- Child Abuse
- Fire Prevention/Drills

GENERAL INFORMATION

- Preparing for the First Day
- Cell Phone Use
- Parent Resources

COMMUNICATIONS

- Parent-Teacher Conferences
- Newsletters

MISCELLANEOUS

- Clothing
- Snacks
- Class Parties
- Birthday Parties
- School Pictures

Mission

Our mission at Athens First United Methodist Church Weekday Preschool is to provide a spiritually nurturing environment where children are able to explore and learn about God's world while developing spiritually, socially, emotionally, cognitively, and physically.

Philosophy

Athens First United Methodist Church and the Weekday Preschool believe that every child is a child of God and should have every opportunity to develop spiritually, socially, emotionally, cognitively, and physically to their highest potential in a loving environment. Our emphasis on the spiritual nurture of children and staff makes the program at Athens First United Methodist Church Weekday Preschool a special one. With a structured day and trained caregivers that follow the accreditation requirements for the National Association for the Education of Young Children and North Georgia United Methodist Preschool Association, every opportunity will be provided for a child to feel secure as they discover the world around them.

Objectives

- To provide a spiritual foundation for children.
- To encourage the development of children spiritually, socially, emotionally, physically and intellectually.
- To help children know themselves as unique individuals.
- To help children develop trusting and responsible relationships with other children and adults.
- To provide developmentally appropriate curriculum designed to meet the individual needs of every child.
- To provide time for social interaction with other children.
- To provide activities designed to develop large and small motor skills.
- To provide opportunities for children to develop basic learning skills for pre-reading, pre-writing, math and science integrated in the day's activities.
- To provide opportunities for children to succeed at the tasks suitable to their developmental level.

We are a "School of Excellence" accredited by The United Methodist Preschool Association of the North Georgia Conference. We are not a

licensed program and we are not required to be. We have an Exemption letter from Bright from the Start.

AFUMC PRESCHOOL OPERATIONS

AFUMC Preschool Board

The AFUMC Weekday Preschool Board advises the Weekday Preschool. The functions of the Board are to develop policy for the preschool; to assist in the selection of personnel; to develop a workable budget; and to give advice and counsel to the Weekday Preschool Director and staff where needed.

Admission Policies/Preschool Fees

Children will be enrolled in AFUMC Weekday Preschool based on space availability. The child enrolled must turn the appropriate age by September 1st to be enrolled in the current year.

AFUMC Weekday Preschool admits students of any religion, race, color and national or ethnic origin.

A non-refundable registration fee of \$150 is required to secure your child's placement in the preschool program. **Children entering the 3 year old classes must be potty trained. There will be a 1 month tuition fee if you cancel registration after June 1.**

The monthly tuition for the Weekday Preschool is as follows.

Bridges – Completed Pre-K	M-F	\$295
4-year-old/5 day	M-F	\$295
3-year-old/5 day	M-F	\$295
3-year-old/3 day	MWF	\$226
2-year-old/3 day	MWF	\$226
2-year-old/5 day	M-F	\$295

Tuition

If your payment is received after the 5th day of the month, a \$20 late fee will be added. If a check is returned to us, a \$30 processing fee will be charged. Checks should be made payable to AFUMC Weekday Preschool. Please indicate on check child's name, class, and monthly tuition (i.e. Sarah, 3 d/ 3s, Sept).

Nine tuition payments are due, starting in June before the current school year begins. (September, October, November, December, January, February, March, and April.) You may pay the year's tuition at once or in nine installments.

If you must withdraw your child from the Weekday Preschool, please give the Weekday Preschool Director written notice. After the school year begins, one month's written notice is required before a child may be withdrawn. Without written notice, the parent is responsible for the next month's tuition fee. No refunds or discounts will be made for short or long absences due to vacation, illness, or family schedules.

If the school is required to close due to a government mandated shut down, the school will provide academic opportunities in our distance learning plan, and through Zoom, text messages, emails, etc. Tuition will be due in full. Please refer to the paragraph above for withdraw policy.

Supply Fee

There is a supply fee of \$100 per student due September 1, 2021. This money helps the preschool buy health care items, cleaning supplies, paper, glue, crayons, scissors and other art supplies.

Registration

All new and returning children will pay a registration fee. Space will be saved for returning children and their siblings after parents have completed a registration form and paid the registration fee. Registration forms can be turned in at any time because we will conduct a lottery for our enrollment process. Each form will have a random number assigned to it when it is turned in. Siblings will get the same number; this does not guarantee that both siblings will get in. The lottery will be done at the end of each enrollment date. If you do not receive your first or second choice you will be put on a waiting list. We will inform you of your child's placement by email.

School Hours

Morning carpool starts at 8:40 and ends at 9:00. Please make every effort to drop your child off at the proper time. Afternoon carpool begins at 12:00 and ends at 12:20. Prior to 8:40 and after 12:20 our teachers are preparing for their day or wrapping up from the day's activities. The preschool does not have the staff coverage for early drop-off in the morning or late pick-up in the afternoon. If you are going to be late picking up your child, please notify us as soon as possible, or **you will be assessed a late fee of ten dollars for every fifteen minutes you are late.**

School Calendar

AFUMC Weekday Preschool is in session 35 weeks. Clarke County Spring Break is observed.

Emergency Closings/Inclement Weather

Rarely does any preschool have to close due to illness or contagious health reasons of the children or staff; however, we reserve the right to close the Weekday Preschool if too many children have become ill.

Our preschool will follow our local Governor and their advice, as well as the direction of our Bishop and church leadership, as to closure due to a pandemic or other well-being precautions.

Should there be any structural damage or condition to our building that would make it unsafe or unsuitable to occupy the building, we reserve the right to close the Weekday Preschool.

In the event of inclement weather, the Weekday Preschool will follow the same closings as Clarke County Schools. If Clarke County Schools have called for a one-hour delay, the Weekday Preschool will still begin on time, two hour delay we will close. If the preschool feels it is in the best of families and teachers to close the preschool, we will send an email to you and make every effort to update our website.

Curriculum

A well-rounded, developmentally appropriate curriculum is used at AFUMC Weekday Preschool. A Christian environment provides the setting for our early childhood curriculum which offers opportunities for each child to grow in the awareness of the love of God. Our preschool follows the Georgia Early Learning Standards, (<http://dec.al.ga.gov/childcareservices/georgiaearlylearningstandards.aspx>), Handwriting Without Tears, A Child's Book of Character Building, and our Christian curriculum Bright Beginnings.

Each day is structured to allow a balanced of busy active play and quiet activities.

Curriculum Goals

- *Spiritual:* To help children be aware that they are a child of God and therefore worthy of love, acceptance, and support.
- *Social:* To help children feel comfortable in a school setting, trust their new environment, make friends, and feel like they are part of a group.
- *Emotional:* To help children experience self-confidence, develop independence and self control, and have a positive attitude toward life.
- *Cognitive:* To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.
- *Physical:* To help children increase their large and small motor skills and feel confident about what their bodies can do.

Curriculum for All Children

The Weekday Preschool children will benefit from weekly Chapel and daily from Bright Beginnings by Gospel Light and Handwriting Without Tears. The "Younger" children will benefit daily from Little Blessings by Gospel Light.

2's through Bridges

A warm, accepting, and safe environment continues to be offered to promote healthy, Christian attitudes toward social interaction, language development, and physical skills. Classes will be structured around developmentally appropriate practices and activities.

Children will be encouraged to explore through learning centers. Learning centers include Bible, math, language arts, science and nature, social studies,

art, block, drama, housekeeping, sand and water, library, music, manipulatives, and a quiet place.

- Curriculum for 2's

Children will be challenged as they move from one developmental stage to the next. Children will be encouraged to develop problem-solving and conflict-resolution skills. The ratio for this classroom is 1:6, with a maximum of 12 children.

- Curriculum for 3's

Children will continue to develop problem-solving and conflict-resolution skills while becoming more independent. The ratio for this classroom is 1:6, with a maximum of 12 children.

- Curriculum for Pre-Kindergarten

Children in pre-kindergarten will prepare for Kindergarten. The class curriculum is focused to give the children the self-confidence necessary to make the transition into kindergarten. Children will work on reading skills and number concepts while continuing to build upon problem-solving and conflict-resolution skills while becoming more independent. Children will also be given assessments throughout the year to check for kindergarten readiness. The ratio for this classroom is 1:6, with a maximum of 12 children.

- Curriculum for Bridges

- Faith Development-- Keeping Jesus and Godly character as the highest priority, the students will hear daily stories illustrating each week's key character trait. They will learn about the character traits through short example stories of these in the Bible and at home, school, and play. In addition to the school Bible verses, Bridges students will be challenged to memorize more verses and learn more in depth Bible stories and songs important to their developing faith.
- Reading Readiness—letter names, sounds, syllables, rhymes and sentence work at an accelerated pace. Blending and segmenting syllables and compound words. An engaging program called Animated Literacy will be used—multi sensory approach using gestures, songs, stories and characters to teach letters and their sounds. We will emphasize learning sight words to build confidence and fluency in emergent readers. Small groups will meet each child where they are and challenge every learner.
- Handwriting -- We will use a program called Kick Start Kindergarten from Learning without Tears (the parent company of Handwriting without Tears). We will teach letter formation and handwriting in a

hands-on, engaging way for children. 6 units to study fun categories of letters such as “Magic C” letters and “Diver letters.” Beginning with uppercase and moving on through lowercase, numbers, words and sentence structure will be taught.

- Math -- Our math curriculum will come from Get Set for School Math by Learning without Tears. We will explore numbers and counting more in depth focusing on operations: simple story problems and fact families for addition and subtraction. We will cover the very basics in geometry and algebra with shapes, places and positions, patterns, measurement and time, and graphing and calendars.
- Vocabulary -- Wordly Wise stories and illustrated picture cards will be utilized to enhance children’s learning of new vocabulary. We will learn 10 words per week that are all in one story. We will learn what they mean and do daily activities to help bring meaning to new words.
- Thematic Units and Special Activities -- We will cover topics of social study such as holidays and special occasions, community helper roles and functions. We will cover all the Georgia Early Learning state standards for science and art as it relates to our topics of social studies. You can expect several art projects per month. We will have a music and movement class, your child will continue to have lessons that are enriched with computer learning and skills, and Spanish.

Chapel

Chapel is a special time for special people. Jesus said *“Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.”* (Matthew 19:14 NRSV) All people are loved by God, and it is important to talk with them about God on their level and within their own experiences.

Chapel time is a time to help the children come to know they are people whom God loves and that they are part of God’s kingdom. The clergy of the church, the Weekday Preschool Director, parents and church volunteers will lead Chapel time.

If you have any questions or suggestions about Chapel time, please feel free to contact Reverend Betsy Butler at betsy@athensfirstumc.org.

Music-Joyful Noise

Weekday Preschool children attend music with their class once a week. The music classes build on a child's natural love of music, encouraging children to explore their musical abilities and include music in their development and growth. In music, children sing, dance, play instruments, and move to a variety of styles of music. The children are exposed to simple music concepts such as fast/slow, high/low, loud/soft, rhythm, and musical instruments. Music is used to reinforce what children are learning in their classrooms with songs about Nursery Rhymes, Bible stories, body parts, counting, letters, seasons, holidays, and more. We also learn songs for Chapel time and for performances at Christmas and the end of the year.

Playground/Gym

All children will have the opportunity to play on the playground daily with their class. In the event of inclement weather, children will play in the gym. Only one class will be on the playground or in the gym at a time to keep safe distancing.

Happy Feet

Weekday Preschool children 2 and older attend "Happy Feet" once a week with their class. Happy Feet is a musical-movement program that helps your child improve balance and targets motor skills, hand-eye and foot-eye coordination, and body space/awareness. The program enhances sensory functioning and the development of a positive self-image.

We are an allergy aware school – We ask our families not to send in peanut products. Please know that we share space with other programs that may use peanut products.

Lunch Bunch

Lunch Bunch is an extended-day option offered to children 2 and older who are potty trained. Lunch Bunch will begin August 24 and is an additional \$6 a day. Lunch Bunch operates 12-1:00 PM, and pick up is no later than 1:00 PM. **A \$1 per minute late fee will be assessed for every minute your child is not picked up after 1:00 PM.** A calendar will be sent home before each month for you to sign your child up. If your child is absent on his/her Lunch Bunch date, you will receive credit toward the next month. Ms. Libby is in charge of Lunch

Bunch, please contact her with any questions at libby@athensfirstumc.org. **No peanut products please!**

Children with Special Needs

AFUMC Weekday Preschool accepts all children into our program. However, we realize children have different needs. Therefore, if at any point it becomes apparent that our program cannot provide the optimum educational experience for a child; the child's teacher, Preschool Director and parents of the child will meet to discuss options that will be in the best interest of the child.

DISCIPLINE

One of the primary goals of AFUMC Weekday Preschool is to help young children learn to live and grow in their relationships with others. Skills such as sharing, taking turns and cooperation provide an important foundation for a successful educational future. *Discipline* is derived from the word *disciple* meaning to teach.

We do not think of discipline as punishment but rather as teaching self-control and the expressing of feelings in socially acceptable ways. Discipline is a necessary and positive part of our program.

Discipline will focus on the positive behaviors that are expected. Simple and clear rules will be established in each classroom. Review of the rules will occur daily. Children will be treated in a positive manner with gentle reminders of the rules. Discipline measures are directed toward teaching children appropriate behavior and self-control, based upon what is reasonable for their age and developmental level. Redirection, logical consequences and time-out may be utilized as a consequence for misconduct. Corporal punishment will not be used under any circumstances.

We are committed to assisting the children in their emotional, social and cognitive development. There may be times, however, when a child's behavior can affect the atmosphere of the classroom. Behaviors that can be disruptive to a classroom may include aggression, defiance, disobedience or disrespect. If these behaviors occur, teachers will assist the child by:

- Helping the child use appropriate words to resolve conflict.

- Praising and/or rewarding kind behavior.
- Providing natural consequences for undesirable behavior.
- Working with the parents to provide consistency both at home and at school.

Should a child's behavior become severe enough to interfere with the overall atmosphere of the classroom, the following steps will be taken:

1. A conference with the parents, teacher and the Weekday Preschool Director will be called to discuss the behavior. The parents and teacher will work together to come up with recommendations to resolve the issue, while keeping foremost the best interests of the child and the Weekday Preschool.
2. Parents may be required to pick up their child from school if an undesirable behavior becomes harmful to their child or others or if the problem is detrimental to the atmosphere of the classroom. These behaviors may include, but are not limited to, hurting or endangering themselves or other children, aggression, defiance, disobedience, and/or disrespect. When the child returns to school, they will be welcomed with open arms and love, knowing all is forgiven and forgotten.
3. Continuation in the Weekday Preschool program shall be determined by periodic reviews and parent conferences with the Weekday Preschool Director and the teaching staff. The best interests of the child and the preschool program shall be the final determining factors in continued enrollment.

Biting Policy

Biting causes more upset feelings than any other behavior in preschool programs. Because it seems so primitive, we tend to react differently to biting than to hitting, grabbing or other aggressive acts. Biting is upsetting and potentially dangerous. In children under three years of age, biting is considered to be developmentally typical behavior. The following policy on biting has been developed for the benefit of the biter and the safety of the other children in the Weekday Preschool program.

Teachers respond to biting as follows:

- When a child bites another child, the teacher will offer large doses of TLC, ice and antiseptic to the injured child. They will give the injured child the words to use should this happen again. The teacher will encourage the child to say, "Ouch, don't bite!" in a loud voice.

- Next, the teacher will take the biter aside and get down to their eye level and tell the child in a stern voice that biting hurts and that they may not hurt their friends.
- The teacher will try to determine whether the bite was out of frustration, territorialism, inquisitiveness or provocation. The teacher will then try to give the child the words to use in a future situation. "I know that Billy was too close to you and it bothered you. Next time say, 'Billy, please move'."
- The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed. The teacher will record the biting incident on the appropriate form.

However old the child is, biting is a very upsetting incident for the biter, the injured child, and the families of both children. While we know the causes of biting and that it is normal in young children, we take the situation very seriously.

Actions that may be taken to stop a child from biting:

- Notify the parents and provide information on biting.
- Schedule a conference with the parents, teacher and Weekday Preschool Director and discuss developmentally appropriate techniques to stop the behavior.

Repeated biting by children three and older may reflect a child's inability to function in a group setting. It may be necessary to remove persistent biters from the program for the benefit of the biter and the safety of the other children in the program. Periodic reviews and parent conferences with the Weekday Preschool Director and teaching staff will help determine whether continued enrollment is in the best interest of the child and the program.

HEALTH & SAFETY

Teachers and students will have their temperatures taken when they enter the building each day.

Health Records/Immunizations

Clarke County Health Department requires that we have on file a complete record of immunizations on or before the first day of school (Form 3231). The required state form is available at your local pediatrician's office and health

department. Failure to comply with this policy will result in your child's dismissal from the preschool until such form is present. **All forms must be received by May 31 to ensure your child's placement in a class.** The fax number for AFUMC Weekday Preschool is 706-546-4797.

Illness

If your child becomes ill during the day, we will call you. If you are unavailable, we will call one of your emergency numbers. **Please keep all phone numbers (cell, home and office) current.**

Please let us know within 24 hours if your child contracts a CONTAGIOUS or COMMUNICABLE disease (such as covid-19, flu, chicken pox, strep, pink eye, lice, pin worms, viral infections, mumps, measles, scarlet fever or fifth's disease) and we will notify other parents as necessary.

The preschool makes every effort to protect the health and safety of the children. For the child's own protection and that of others in the school, your child should be kept at home when you see signs of colds or other illnesses.

Any child who has any of the following symptoms should not attend school:

Severe cold	Red or sore eyes
Persistent cough	Green discharge from nose or eyes
*Fever	
Sore throat	*Nausea or vomiting
Swollen glands	
*Diarrhea	
Earache	
*Rashes	

*Your child must be system free without the aid/use of medicine for 24 hours before returning to school. If a child had a fever, we will check their temperature for the following 14 days.

Allergies

All allergies need to be reported to your child's teacher and an Allergy and Asthma Plan needs to be completed. **No peanut products for snack or Lunch Bunch.**

Medications

Staff of the Weekday Preschool will not administer any medications to children during the school day except medication for emergency allergic or asthmatic use.

Head Lice Policy

If you determine that your child has head lice (live lice or nits), you must notify your child's teacher and the Weekday Preschool Director *immediately*. If the discovery of lice is made during school hours, you will be contacted to pick up your child. Medicated shampoos and combing tools for treating lice can be obtained from your pharmacy.

The infected child may not return to school:

- Until the child has been treated and all live lice and nits (eggs) have been removed from the hair OR the child has a note from his/her physician stating that the child does not have head lice infestation and that no nits are visible;
- For a minimum of 5 days; and
- Until the child's teacher or the Weekday Preschool Director inspects the child, at a time arranged with the parent, and finds the child to be free of live lice and nits.

Adults Authorized To Pick Up Your Child

If you need to pick your child up early you must go to the Washington Street Entrance doors. Inform the greeter and they will bring your child out to you. If there is a change in your child's schedule, such as going home with another child or adult, please let us know. **Put the message in writing and be sure the note is given to your child's teacher. Your child will not be released to anyone without their parent's permission.** The person picking up your child must present a photo ID at carpool. If an emergency situation arises during the day, please call the school office at 706-543-2427. The Weekday Preschool Director will determine if permission will be given over the phone for your child to ride home with someone from your Authorized Adults list. Please make sure the person picking up your child has a photo ID. There will be no exceptions to this policy. The preschool will follow custody rulings made by the court.

Child Abuse

AFUMC Weekday Preschool is required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children's Services. Teachers also have Safe Sanctuary policies that will be followed.

Fire Prevention/Drills

Evacuation routes are posted in each classroom. Procedures are followed by the Weekday Preschool in the event of fire, tornado, and other emergency situations. Drills will be held during the school year.

GENERAL INFORMATION

Preparing for the First Day

The first day of school is one that we hope will be a positive experience for you and your child. To help your child start his/her preschool year off on a positive note, please make every effort to:

- Plan your schedule so your child will be well rested, unhurried, well fed and relaxed for the first morning and every morning.
- Expect that your child will go to school happily and will have a good time. Use encouraging and uplifting words with your child about his/her first day. Your child will sense your own insecurity or anxiousness quickly.
- Talk about preschool in a positive way and name specific activities that your child will enjoy during the day. *“You will have so much fun making art with your friends” or “I can’t wait to hear about your day and see what you have made” or “Your teacher (use name) will be so excited to see you today”.*

Be assured that your child’s teachers will comfort and calm your child’s fears and/or anxieties if they are upset during drop off. Many times, it is more difficult for the parents to leave a child who is struggling with going to school than it is for the child.

If your child feels the adjustment to preschool is difficult, we encourage you to talk with your child’s teacher. They may have some helpful hints or suggestions on how to make the transition to preschool easier.

You are welcome to call the Weekday Preschool office and check on your child.

If your child is inconsolable, the Weekday Preschool office will contact you. A full morning of crying can hinder the adjustment process and sometimes a fresh start the next time your child has school makes an enormous difference.

Cell Phone Use

Cell phone use during morning and afternoon carpool is prohibited. Our goal is to make the safest environment for the children of the Weekday Preschool; therefore, we will not allow cell phone use while in the carpool line.

Parent Resources

Parenting books and videotapes are available to borrow. A variety of topics are offered. We will be happy to help families in finding information on the area desired.

COMMUNICATIONS

Parent-Teacher Conferences

Our teachers welcome the opportunity to confer with you concerning your child's progress or any special problems about which you may be concerned. All classes in our program will have parent-teacher conferences, either by telephone or in person.

Please make prior arrangements to meet with your child's teacher to discuss specific issues pertaining to your child. A note addressed to the teacher requesting an opportunity to speak privately may be placed in your child's book bag. The morning drop-off and afternoon pick-up is not an opportunity to have such personal discussions without prior arrangements.

Parents are encouraged to openly communicate with the teachers and the Weekday Preschool Director at all times.

Newsletters

The Weekday Preschool office publishes a monthly newsletter from September through May. This will give you a note from the Weekday Preschool Director, upcoming events, important dates, and some prompt tips. In addition, your child's teacher will send home a monthly calendar at the beginning of each month, highlighting the activities and events going on within the classroom during that month. Please make every effort to read both carefully and post in a place you may refer to it daily. Teachers of nine through twenty-four-month olds will send home a "daily sheet" to communicate with you about your child's day.

MISCELLANEOUS

Clothing

We recommend that children wear play clothes that are practical, comfortable, and washable. Tennis shoes that tie or have Velcro closures are best. Jellies, cowboy boots, sandals or patent leather shoes are not recommended and can be dangerous on the playground. Please be aware that we paint and glue often and spills occur.

As the weather gets colder, please dress your child in layers since we go outside everyday, weather permitting. Rain boots and umbrellas are not necessary, but a rain jacket is usually a good idea.

Each child should provide a complete seasonal change of clothing for the teacher to keep in case of an “accident”. Please put the change of clothes in a zip-lock bag and label with your child’s name.

Please remember to clearly mark your children’s clothing (i.e., jackets, coats, sweaters, mittens, etc.) with his/her name.

Heating and Cooling Equipment

This equipment is in a room that is away from the children and is locked.

Snacks

No peanut products for snack or during Lunch Bunch please. Children will eat snacks each day in their classroom with their classmates and teachers. This is a wonderful time for your child to learn independence, table manners, and conversation skills. If you need to send in your own snack due to allergies, please meet with the Director before the school year starts. Water will be served daily in a reusable cup provided by the parents.

Class Parties

At this time, we will not host parties for families to attend. We want to keep the amount of people in a room at a time low to allow for space between persons.

Birthday Parties

No family parties in the classroom currently. Please do not distribute invitations to birthday parties held off school property in the children’s book bags. This only leads to hurt feelings and lost invitations. The teacher will acknowledge each child on their birthday with a special crown or sign. If you child has a summer birthday, please speak with their teacher to set a date to celebrate during the year.

School Pictures

Your child will have the opportunity to have his/her picture taken in the Fall and Spring by Don Griner of Treasured Memories. There is no obligation for parents to purchase pictures. More information regarding time, dates, packages, etc. will be sent home in your child’s book bag in the Fall and Spring.

Weekday Preschool Carpool

All families must participate in carpool. No parents or other care givers will be allowed in the building.

The carpool for drop off and pick up is located at the Hancock Avenue entrance. Carpool begins promptly at 8:45 a.m. and 12:00 p.m. **Enter from Washington St.** through the back of the parking lot up to the Hancock Ave. overhang. Please do not enter from Hancock Ave., this will hold up others that have been waiting in line from Washington St. Please remember that children need to be loaded and unloaded quickly to avoid backup on Washington Street. **Weekday Preschool staff will not be able to buckle your child into his/her car seat.** You will need to put your car in “park” and buckle your child in his/her seat. When exiting the parking lot onto Hancock Avenue, **you will need to take a right out of the lot** to ensure a smooth flow of traffic. Also, please remember that this is not the time for “mini-conferences”. If you need to talk to a teacher, please contact them to set up a conference.

