



Pre-K Tidbits



Address and phone numbers: Please fill out the three emergency cards and return to school immediately. If you do not want your number given out for parties or play dates, please inform the school or mark the card.

Appropriate dress: Please be sure your child is dressed in the school's uniform. Remember that your child will be sitting on the classroom floor, painting and doing gluing projects. Paints and glue that we use are washable and should be cared for as soon as possible. Pre-K follows all other uniform rules as stated in the handbook, ie. No dangling earrings, sandals, dyed hair, nail polish, etc.

Backpacks: We ask that all children have a regular sized backpack (something that will hold an 8 $\frac{1}{2}$ x 11 folder) so that notices, invitations and other special projects get home safely. (The cute small ones do not fit our projects in them.) Remember to label your child's backpack and no wheels please.

Change of clothing: Please provide socks and underwear, to be kept in the closet at school. We are sensitive to children who have accidents and one of the teachers will assist the child to get them cleaned up and back into the class. We have extra pants, skirts and tops to wear.

Forms: Please fill out and return the personal history form immediately along with medical forms and emergency cards (you will receive at orientation).

Guests: If you know of anyone with an interesting profession who would like to visit our preschool friends and talk about what they do, please let us know.

Illness: If your child is ill, please do not send him/her to school. Contact the office and leave a message that includes your child's name. School is the last place a sick child would like to be. Remember, children need to be free of fever for 24 hours (without medication) before returning to school. Students also need medical permission to return to school after contracting contagious diseases. (EX: Pink-eye, strep, etc.)

Invitations: Invitations can only be handed out at school if you are planning to have the whole class attend the party. We understand there are times when not everyone can be invited, and those invitations should be mailed to the child's home.

Snacks: Snacks are provided by the school. Please do not send your child with an individual snack. If you would like to send a snack for the class, please feel free to do so. Children love to share and pass out snacks to their friends from home. We do celebrate birthdays and holidays.

Lunch: Students need to bring a lunch from home. Please include spoons/forks. We do not have a refrigerator available to keep items cool; however, we have a microwave so we can reheat items for lunch.

Notes: Any note about holidays or special events will be distributed to the children. You will find information in your child's red folder. We also communicate via email. Please send any notes/money/permission forms to us in your child's red folder which goes home daily. Please send us a note if your child is going to afterschool, someone different is picking your child up, or your child is being dismissed early.

Pick Up and Drop Off Times: Students may be dropped off no earlier than 8:00 AM. A teacher will be on duty near the playground for outside morning prayer and at the main doors on Pine Street during inclement weather for indoor morning prayer. Please feel free to join us for morning prayer. Cars may park along Pine Street, however, not in front of the school. Morning prayer begins at 8:15. If you arrive after that time you will be asked to wait outside the main office so as not to distract/interrupt the prayers that already began. If your child arrives after 8:15 they will be considered tardy.

Pick-up for students without siblings in the school is at 2:30 PM at the Pre-K door on Pine Street. Parents may park on Pine Street. Pick-up for students with siblings will be in the pick-up line for 2:40 dismissal. The teacher and the associate will help the children with their coats. After school program students will be brought to the cafeteria by the teacher or associate. The After School Program is available until 5:30 for students. Parents will need to park their cars and come to the main door to pick up your children.

If your child is having a difficult time, we ask that you give them a kiss and hug at the door, tell your child you are leaving and then please leave. Remaining after the initial good-bye, especially if your child is feeling anxious, only makes our job more difficult and their transition more difficult. Most times children stop crying within 2 minutes.

Pictures: Please bring 2 pictures of your child and one of your family. Please do not send photos that cannot be replaced as we will use them in projects.

Show & Tell: Each week a different child brings home the "sharing bag". A schedule will go home. A child should return the "sharing bag" the following Friday along with 1 item from home to show and talk to their friends about. They should also bring 1 small item for each of their friends such as a rock, fruit snacks, a picture, an apple, etc.

Tuition: Tuition is collected through FACTS Management Company. Payments are due the 15th of the month.

Volunteers: There will be occasions when we will need "Room Moms and Dads" or chaperones for field trips. Please send a note in with your name and availability to the teachers. All volunteers **MUST** be CORI checked and participate in the safe training program.

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