

Classroom III

Beginning Of the Year Newsletter

Dear Parents,

Welcome to the all day classroom! We are looking forward to an exciting year of working with you and your child. Please keep this letter as it contains information about our daily schedule, lunches, snacks, birthdays, and medications.

SCHEDULE

7:45 – 8:15 Before School Program

8:15 - 8:30 Arrival

8:15 – 11:15 Work choice time

11:15 – 11:30 Large group lesson

11:30 Playtime

11:45 – 12:00 Bathroom time / music & movement

12:00 – 12:30 Lunch

12:30 Rest period is provided for **1st** and **2nd year children**

12:30 – 1:30 **3rd year students** go to special classes (art, music, Spanish, P.E. & library)*

2:00 **2nd year students** return from nap*

2:30 **1st year students** return from nap*

2:45 Story time followed by an afternoon snack on our patio

3:00 Dismissal and afterschool care begins

*** After specials/nap, the children will receive a small group lesson.

Children will go outside to play, except on inclement days. Children should be dressed appropriately for outside play.

BEFORE SCHOOL PROGRAM

Children who arrive between 7:45 and 8:15 should be escorted by a parent to **Haley Hall**. There will be hangers and places for their lunchboxes in Haley Hall. Please give any written messages to the Before School Teacher to relay to the teachers.

LUNCH

The tables will be set with plates, utensils, and napkins. Please send a well-balanced lunch that requires *neither heat nor refrigeration*. Thermoses and ice packs work well. Throughout the school year, we discuss the food groups and the importance of balanced nutrition. Therefore, we recommend that you allow your child to participate in the packing of his/her lunch at home. This will help your child to better understand the importance of nutrition. No beverage should be sent. A choice of milk or water will be provided.

All lunches **MUST** be packed in a **small**, soft-sided lunch box. **Your child needs to be able to open and close all food containers.** Our class will discuss the importance of conservation, recycling, and preserving the earth. As a result, we recommend using reusable containers such as easy-to-open Tupperware.

One parent or special guest is welcome to join us for lunch at 12:00 on your child's snack day.

SNACK

Each child will be responsible for providing a snack for 25 children over the course of the year on a rotating basis. A year-long snack list will be sent home during the orientation period, and it will assign your snack day for each month. Please send enough snacks for each child to have snack twice a day. Specific snack suggestions and information will be included with the snack calendar. *Please note that allergies are present in our classroom, so please send snack in original containers. If you make a homemade snack, please provide a list of ingredients.

ARRIVAL & DISMISSAL

Upon arrival at school, we ask that parents help us make the child's initial separation from Mom or Dad as smooth as possible. We ask that all children arriving between 8:15 and 8:30 be dropped off in the circular drive at the front of the school and enter school by themselves. At 8:15, a staff member will greet your child and assist them into the building if needed. **IF you must walk your child to the door, we ask that you say your good-bye's at the front door and encourage your child to enter his/her classroom independently.** An adult will always be at the classroom door to greet the children upon their arrival. **PLEASE** have your child here **before 8:30** each day. **Important** lessons

begin at this time. When children are late they may begin to feel disconnected from their classroom.

We end each day with a closing community message and a story. We encourage parents to pick up their child from the playground beginning at 3:00. At 4:00, children in the After School Program move to Haley Hall. On rainy days they will spend the entire two hours in Haley Hall. The After School Program ends promptly at 5:00. Please remember to tell the person holding the clipboard that you are leaving with your child. Be sure to send a note if you are planning to pick up your child early. For security reasons we ask that you **always** use the front entrance of the school.

CONTACTING THE TEACHERS

Feel free to contact Mrs. Latimer with any questions or concerns at providenceclassroomthree@gmail.com or call her cell at 859-321-8456.

Ginny Schwering and Gaby Hernandez are the teachers in the nap room and our After School Program. If you need to contact them please send a note with your child or you may call the office at 859-255-7330 and leave a message with Joellen Kuhn. They will return your call as soon as possible.

ABSENTEEISM

If your child will be absent due to illness or vacation we would appreciate a note or a phone call. If your child has a communicable disease such as chicken pox or pink eye, please let the school know as soon as possible. **Your child may not return to school until they are symptom free (vomiting, diarrhea, head lice, fever, etc.) for 24 hours.**

ADMINISTRATION OF MEDICATIONS

According to Kentucky State law, we must follow specific guidelines when administering any and all medications to your child, including creams. **The law reads as follows:** “No medication shall be given to a child except as prescribed by a duly licensed physician and/or on written DAILY request of the parent or guardian. The center shall keep a written record of the administration of each medication, including time, date and amount. Medication will be stored in a separate place out of the reach of children. Prescriptions must be in the original bottle and properly labeled. At no time will medication be given to a child if the expiration date on the bottle has passed.”

Kentucky State law also demands the following concerning illness: **“Any child showing any signs of communicable illness may not be admitted.** If a child becomes ill during the day he/she shall be placed in a supervised area isolated from the rest of the children. In a situation where a child becomes ill, the parent or authorized person shall be contacted immediately and arrangements will be made to remove the child from the center.”

LABELING AND CLOTHING

To insure the return of your child's belongings please LABEL EVERYTHING - coats, jackets, sweaters, hats, and lunch boxes as well as each mitten or glove.

Even on cold weather days we go outside to play, so please send appropriate attire. This should include hats and mittens.

TOYS AND JEWELRY

No toys will be allowed in the classroom. If a child brings a toy to school, it will be kept in a special box outside of the classroom until after school hours. Although jewelry, watches, and light-up shoes can be fun to wear, they are not invited into the classroom. They can be distracting to your child as well as other children in the classroom.

RULES FOR OBSERVATION

Parents are invited to make appointments for classroom observation starting October 1st. The observation time is available beginning at 9:00. The parent will be invited into our observation room to quietly watch the children work. Please call Joellen in the school office to set up a time.

CLASSROOM GROUND RULES

1. Walking feet/quiet voices
2. Gentle hands
3. Respect for ourselves, others and our environment
4. We put away our work.
5. We raise our hands and take turns talking.

PLAYGROUND GROUND RULES

1. Mulch stays on the ground.
2. We walk around the swings.
3. We go up the ladder and down the slide.
4. Your feet stay inside the playground walls.
5. Walk to the water fountain.

BIRTHDAYS

Birthdays are recognized in the classroom with a special celebration and ceremony. Before your child's birthday, we will send a special birthday sheet for you to fill out and return. You may also send in your child's favorite story book to share during story time. Due to food allergies, we ask that you do not send in a birthday treat or snack. We will provide a special snack that is safe for all of the children to enjoy.

Thank you for taking the time to read this important information!

Classroom III Teachers,

Gretchen Latimer, Heather Campbell, JoAnn Huntzinger, & Viviana Hernandez