

PRESCHOOL PROCEDURES

STARTING THE DAY: The beginning of the day (7:45) in Preschool is an important time for both children and parents. We call this our welcome time. Each child has his/her own special way. A teacher will greet your child and be available to help you with this transition. Please let the teacher know if there are any specific or special things we can do to assist your good-byes.

Feel free to stay with your child until you feel comfortable leaving. You are always welcome to stay. In order to stay in the classroom you must have your fingerprints and TB test on file in the office. When you decide you are ready to leave, always let your child know even if they seem absorbed. Be assured if your child cries or is unhappy, a teacher will stay connected with him/her until they are settled.

It is essential that you accompany your child into the classroom and sign them in using your full name and the time. Your child has a cubby to keep his/her things (extra clothes, art work, snuggles, etc.). A bulletin board offers postings of school community events and resources. Please check this daily.

END OF THE DAY: Preschool ends at 12:00 for half day students, 2:30 for full day students and 5:30 for extended day students. Make sure you sign your child out using your full name and the time.

SNACK AND LUNCH: We serve a healthy snack at around 9:00. Parents can also bring a healthy snack and receive parent points. Children may also get something out of their lunch if they prefer. Lunch is at 11:30 and we always remind the children to eat their healthy food first. Please try to use reusable packaging to help our school be green. To ensure the safety of our students with severe allergies, please do not include food made with peanuts, peanut butter and tree nuts.

ILLNESS : According to California state law:
Staff members will screen for the following:

- Watery, inflamed or crusty eyes or eye lids
- Glazed eyes
- Deep mucus cough
- Continuous green nasal discharge
- Skin rash
- Flushed, pallor or clamminess of the skin
- All Contagious disease or virus

Please keep your child home if he or she:

- Has had a fever within the last 24 hours
- Has diarrhea
- Is being treated with an antibiotic, but has not been treated for 24 or more hours
- Has vomited within the last 24 hours

Should your child become ill during the day or show any of the above symptoms, we will call you right away. For the comfort of your child, please try to pick up your child as soon as you can.

MEDICATION If a child has a health problem (diabetes, allergies, asthma, etc), it's very important that this information is given to the school secretary and the preschool director each year. School personnel cannot administer any type of medication to a student without a "**Request for Administration of Medication**" on file for the current year. Please give all medications to the teacher for the safety of all the children. The teacher will keep them in a locked cabinet.

CLOTHING: Remember to label all of your child's clothing. Please make sure your child has an extra set of clothes in a labeled zip-lock bag in their cubby. Make sure their clothes are comfortable and appropriate for our changing climate. Always have a jacket, sweater, or sweatshirt available for your child, as you can never predict the weather. Clothing should be easy to manage for toilet purposes. Please no belts.

Shoes need to be safe for running, sand-play, and climbing. We suggest sturdy tennis shoes with either Velcro straps or slip-ons. Please **NO** flip-flops, sandals, boots or high tops. This is for the safety of your child and others at play.

RESTING: There is a rest time for the children who stay all day. They will need a **child size sleeping bag**, labeled with their name. The sleeping bags will be sent home every Friday to be laundered. Stuffed animals can be brought to rest time if it helps your child's transition.

FIELD TRIPS: We will be going on a few field trips this year. In order to drive we necessary paperwork on file. We also have in-house field trips. For example: fire truck, policeman, dentist, doctor, nurse etc. If you would like to share your exciting job with us, please let your teacher know.

BIRTHDAYS: Preschool loves to have parties. Please feel free to bring a birthday treat. We will indulge after our lunch at 11:30.

PARTIES: Preschool has luncheons in lieu of parties. We love to celebrate all holidays. Sign up sheets are set out about a week before the party for parents to sign up. Parents are also invited to have lunch with us.