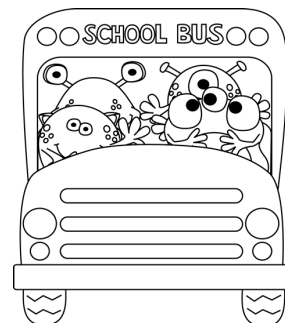


Arrival

The doors to the Preschool Building open when the morning bell rings at 7:50 am. If your child is brought to school before this time, he/she must be taken to the cafeteria in the main building where there is a teacher on duty. Preschoolers who are taken to the cafeteria will be escorted over to the Preschool building when breakfast time is over. If your child arrives in the classroom after 8:15 a.m., please sign your child in on the sign-in sheet located on the blue wall.



Transportation

A note to me or a call to the office (256-2268) must verify any change in your child's transportation routine. This includes if they are to be picked up by someone other than who has already been specified to do so.

Pick - Up

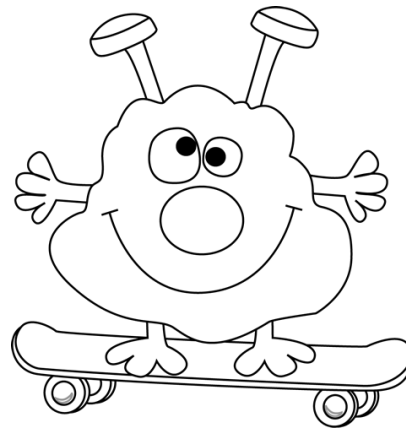
Preschool students may be picked up any time between 3:00 and 3:30. If your child needs to be picked up before 3:00, please sign him/her out on the sign-out sheets by the doors.

All preschool students must be picked up by 3:30. Our pick-up time is five minutes before the elementary pick-up time. When you pick up your child after school, it is important to be prompt. If children remain at school after the buses have loaded, they will be escorted to the office to wait for their ride. If you are running late, please call the office and notify Ms. Mary Ann that you are on your way.



Recess

All students are expected to have outside recess when weather permits. Rain, snow, and extremely cold/hot temperatures are the only conditions that keep us from going outside. It is important to consider the weather conditions when you dress your child for school. A sick child may stay inside from recess if a note is sent from home. After two days of inside recess, a doctor's note will be required.



Rest Time

Preschoolers will have a rest time each day. Each student will need a rest mat for rest time. Please write your child's name on the mat with a permanent marker. A small blanket may be brought if your child would like it. If you would like to take the blanket home to wash, you may ask to take it at any time. Please do not send pillows or stuffed animals. They tend to be a distraction at rest time. Students do not have to sleep at rest time, but they are expected to stay quiet on their mats.

Medication

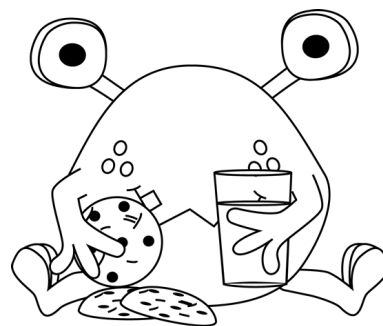
Only the school nurse and office personnel are allowed to administer medication to your child. Please leave any medication that your child may need in the office.

Folders

Your child's folder will be sent home each night. Please check the folder each night, and return the folder to school each day. Important notes and information will be sent home in the folders. Inside the folder there will be a zipper pocket. Please place all notes from home, money, or other important items in the pocket. This helps cut down on lost or missed information.

Breakfast, Lunch, and Snacks

If you would like your child to eat breakfast in the school cafeteria, he/she will need to be taken to the cafeteria when you drop him/her off for school in the mornings. The preschoolers who eat breakfast will be escorted over to the preschool builder after breakfast is over.



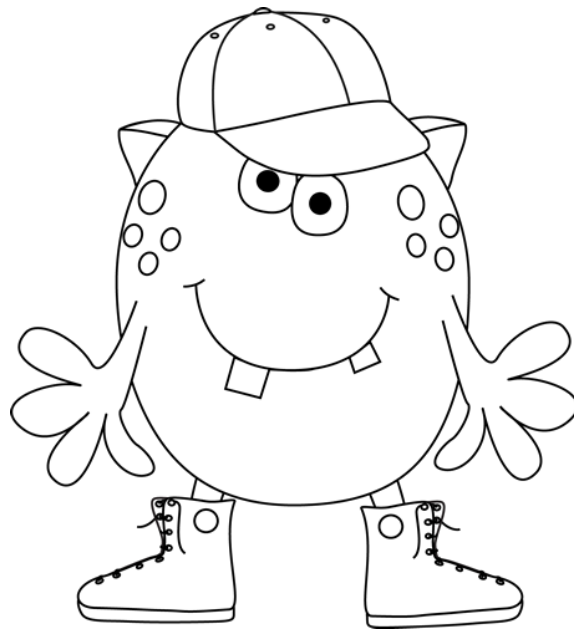
Your child may eat a school lunch or bring a lunch from home. If your child needs to purchase a milk to go with a lunch brought from home, please send thirty cents. You will receive a bill each month for breakfasts and lunches. You may pay the bill at that time. Please refer to the student handbook for more information regarding our lunch bill policy.

Preschoolers are offered cinnamon toast and a carton of milk each morning in our classroom. We will also have an afternoon snack. There is no charge for morning or afternoon snack.

If you would ever like to provide a special snack for the class (birthdays or other celebrations), please just let me know.

Preschool Policy

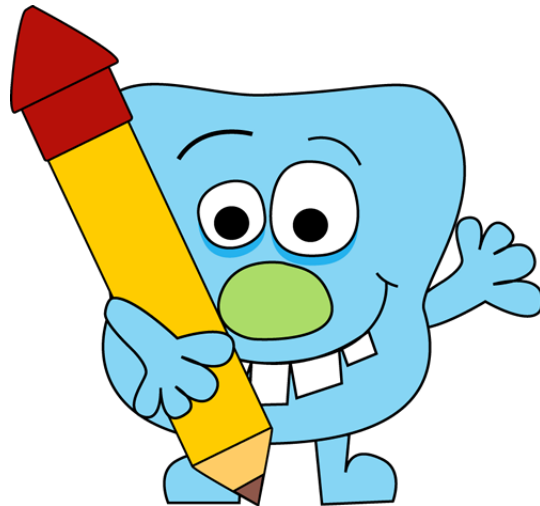
All Preschool students are required to be potty-trained prior to the first day of school. In the event that a student has an accident, the parents will be notified and the incident documented. If after the first month of school the student continues to have accidents on a regular basis, the student must be taken out of preschool until the problem is resolved. If a student requires wearing a pull-up at any time while at school, they are **not** considered to be potty-trained and the policy will then be enforced.



Change of Clothes

Please send in a complete change of clothes with your child on the first day of school. The clothes should be labeled with your child's name and will be kept here at school in case he/she has an accident.

Please Sign and Return



I have read Mrs. Montgomery's Preschool handbook, classroom rules, and expectations.

Child's Name: _____

Parent Signature: _____

Date: _____