Pre-K Orientation

August 1, 2019

1. Teachers- Kim Shirley and Amy Hoggle
2. First Day of school staggered start. (see handout for which day your child will start pre-k)

* 1st half will come on Wednesday Aug 7
* Last half will come on Thursday Aug 8
* Everyone will come together starting Aug 9
* Please drop them off at the back in the car line. Mrs. Jackson and safety patrol will be there to get them out of the car and walk them to the cafeteria.
* Please send a large backpack
* Please send a cloth napmat with pillow and blanket
* Please send a drink and a snack for snack time.
* Please send a picture of your family for us to have for the year.

1. Arrival

* You may drop your kids off between 7:30-7:45 if you want them to eat breakfast. After 7:45 they will sit with the rest of the class until it’s time to leave the cafeteria.
* Mrs. Jackson will be outside for the first few weeks to get the pre-k out of the cars and help them inside. Ms. Shirley and Mrs. Hoggle will be waiting on them by the cafeteria door.
* If you need your child to be at school earlier than 7:30 you will need to enroll them in the Extended Day program. Morning Extended Day is anytime between 6:30-7:30am. You will need to park in the back, walk your child through the courtyard to the cafeteria door, knock and then sign them in. This service cost $2.00/day or $10/week.
* As part of their arrival routine they must turn in their folder, make their lunch choice for the day, sign their name in on a piece of paper,(We will help them) and sit down with an ipad to play with a friend until time to go to class.

1. Backpack

* Should be large enough to put a lunchbox, napmat, change of clothes, and folder
* Please write your child’s name on the shoulder strap of the backpack with a silver sharpie. If you don’t have a silver sharpie, we will do it for you.
* Please pack a change of clothes for your child. Place the clothes in a gallon size ziplock. Make sure to include shirt, pants, underwear and socks.

1. PE and Recess

* We go to PE each day.
* We have a separate time of the day that we go to the playground for free play.
* Students must wear closed toe shoes all day.
* We do not have time to change shoes for activities
* We prefer Velcro shoes if possible

1. Lunch

* Children are allowed to make their lunch choice during arrival routine. The lunchroom gives two choices each day or they can bring their lunch from home.
* We encourage them to try new things and eat a balanced meal.
* We do not encourage them to get a dessert because it cost up to $2 extra and they don’t have time to eat it.
* If your child brings lunch make sure their name is on the lunchbox.

1. Nap

* Napmats will go home on Fridays. Please make sure to wash them each weekend and return them on Monday.
* Nap is 1 hour.

1. Dismissal

* We will dismiss at 2:00 in the front circular drive. You will park in the drive and walk up to the door to pick up your child.
* Pre-k is not allowed to ride the bus so they will need to be picked up at the front door by the office or go to Extended day.
* Please make sure you have a name plate for your car. Bring that to the front door so we can have your child ready for you. If someone different will be picking your child up they will need the name plate and please make sure they know to come to the front of the school by the office, not the back where the K-5th graders will be picked up.
* We can not let your child go with anyone unless they are on the checkout list or you send a note with the person’s full name. In that case we will check their driver’s license.
* The special needs class dismisses in the same place at 2:30 and there is a bus that needs to come through.

If you are not there by 2:15 your child will go to extended day and you will be required to pay the fee.

* Afternoon Extended day is anytime between 2:30-5:45pm and cost $8/day.

1. Take Home Folders

* We will be using Mead Five Star Stay Put Folder with prongs, 2 pockets and a clear pocket for index cards.
* Please send the folder in their backpack each day.
* Inside the prongs we will put in a calendar and a reading log each month.
* The front pocket will be for us to send your child’s work and notes that you can keep.
* The clear index card pocket is for any money you send to school. Please include an envelope or note with your child’s name and what the money is for.
* The back pocket is for notes that need to be filled out, returned or signed.

1. Odds and Ends

* $40 Tuition is due by the 1st of each month.
* Please inform us immediately if your child has a food allergy.
* Please do not send sugary foods or drinks in your child’s lunch
* Write your child’s name in all jackets or sweaters
* If your child wears skirts or dresses they must have shorts underneath. No tank tops, spaghetti straps or strapless tops. Shorts should be long enough to reach the end of the fingers when arms are straight.

If you have any questions after reading through this please ask. We want you to feel safe and secure in asking us if you don’t understand something. Welcome to the Westwood Pre-K School Family!