

July 1, 2013

Preschool Parents,

Welcome to Holy Family Preschool! Thank you for choosing our program and selecting our staff to serve you and your child. Upon welcoming you to our school we want you to feel informed and comfortable with our daily routine. We use several tools in order to communicate in writing with our families:

1. Monthly Event Calendar is written on the dry erase board located in the Lobby.
2. Monthly Newsletter – The Little Reporter (found on our Website www.holyfamilyca.org) use the Preschool link on the right side.
3. Preschool Calendar is located on our website.
4. Daily Report – Posted on the Parent Board in each classroom.
5. Messages from the teacher or administrative staff will be clipped to your sign in/out sheet.
6. You can also rely on any one of our staff members to assist you with a question or concern.

The following information will assist you in getting familiar with our daily/monthly routine!

- **Morning Drop Off** – The authorized person dropping off students at our Center must first sign the TIME IN and a FULL SIGNATURE in the Log located at the front desk. The authorized person will accompany the student to their classroom where the student can drop off lunch, coat, etc. They will then proceed together to the drop off site (either outside or inside location) and meet the attendance teacher. The teacher will sign the child in on the appropriate classroom transition sheet. Students need to stay with the teacher as parents leave for the day.
- **Pick Up Procedure** – An authorized person must pick up the child from our Center. The teacher will sign them out on the transition sheet using the actual pick up time. The authorized person must sign them out in the LOG located at the front desk. They must use full signature and actual time. Child must stay with you as you sign out.
- **Fun Lunch Friday's** – The first day of each month is Fun Lunch Friday. The Grade School does not provide a Hot Lunch Program so the preschool offers a hot lunch at a \$4.00 dollar charge per child. It usually consists of pizza, fruit, dessert and a drink. Sign up forms will be available in the Lobby on the Wednesday before the event.
- **Hot Lunch Program** – The Hot Lunch Program is available for purchase through the Grade School Website at www.holyfamilyca.org . A staff member will pick up your child's lunch order from the Grade School kitchen and deliver it to them at the Preschool.
- **School Spirit Day** – The students are invited to wear their preschool T-shirt or sweatshirt every Friday. We present the class that has a 100% participation with an award for showing their outstanding school spirit. Mrs. Cindy passes out stickers to all students that wear their school T-shirts!

- **Ms. Amy's Gymnastics** – Ms. Amy is a certified Aerobic Instructor with Fit Kids 4 Life. She provides an outstanding gross motor program three to four times per month. The students should wear appropriate tumbling clothing and tennis shoes.
- **Chapel Time** – Preschool and Pre-K students will attend Chapel at Holy Family Church once a month at 11:00am. They will review the month's lessons, songs, finger plays, prayers and Bible stories. This is a great opportunity for the children to visit the Church and learning all about the things they can do in Church.
- **Lunch Boxes** – Please provide a daily lunch for your child. It should be in a lunch box, labeled with your child's name on the outside cover. Please include a drink (no Soda), small ice pack and silverware if needed. We discourage cup of noodles for safety reasons. We can warm leftover items in the microwave but discourage any type of prepared meals that need extended cooking time.
- **Clothing** – All clothing that will be taken off during the day needs to be labeled with your child's name. This will assist the staff in returning any misplaced items to the appropriate cubby (Lost and Found Box is near the copy machine).
- **Happy Sack or Buddy Bear or Share Day** – The classroom teacher will send a note home explaining how the program works. Great opportunity for individual growth!
- **Toys from Home** – Please do not bring in toys from home. They tend to get lost, broken or become a social battle with peers. The only exception to this would be, Sharing Time, Happy Sack or Buddy Bear.
- **No Squirt/plastic Guns or Gum** – For obvious safety and hygiene reasons.
- **Tennis Shoes and Sandals** – Your child will be climbing, running, jumping, crawling and exploring throughout the day. We want them to be comfortable and safe. Tennis shoes are recommended for safety but if your child would like to wear sandals they must have a strap across the heel.
- **Orange Cones** – Please do not drive beyond the orange cones located in the front of our building. Exceptions would include a health condition or unloading of materials. This is for the safety of all students, families and staff.
- **Identification** – Please have a driver's license available should a staff member need to identify you as an authorized pick up person.
- **An entrance code** will be assigned to each family to gain access to our building through the Keyless Entry System and Front Gate at the time of registration. Please do not share the code with others or give the code to your child. Guests should use the doorbell to enter the building.

Please do not hesitate in asking our staff to assist you with any questions or concerns. We look forward to serving you throughout the school year.

Sincerely,
 Lucy A. Eberhardt
 Director