

Important Dates and Information for Little Friends Preschool

YOUR CHILD'S TEACHER:

The week of August 16th your child will be receiving a post card from their teacher welcoming them to her class. You and your child will be able to meet his/her teacher and classmates during our "Meet Your Teacher Day" on Friday, August 27th. Please see the next paragraph for times. Please understand that a lot of prayer, consideration, collaboration and thought have gone into each class list. Please notify us as soon as possible if your address has changed since you registered.

MEET YOUR TEACHER:

Friday, August 27th you and your child are invited to visit the campus and meet their teacher. The purpose of this visit is to allow your child a brief time to get acquainted with his/her teacher, classroom and school grounds with the comfort of a parent joining them. This visit should help to ensure a smooth transition on the first day of school.

The schedule for Meet Your Teacher is:

9:00am – 10:00am

*For the 2 year old classes, the MWF classes will come 9:00-9:30am, the T/TH classes will come 9:30-10:00am and the M-F classes will come any time between 9:00-10:00am.

Only the student and two adults from each family will be allowed to attend. We will be taking the temperature of the adults and children at the gate off the Bastanchury parking lot upon arrival. If Covid-19 guidelines are the same for California preschools, masks will be required for all adults since you will be going inside the building.

BEGINNING OF SCHOOL DATES:

School begins for M-F and MWF Preschool classes on **Monday, August 30th**. School begins for T/TH Preschool classes on **Tuesday, August 31st**. Preschool classes are in session from 9:00am until 1:00pm.

Note: See **Extended Care Program** regarding before and after school care.

BACK-TO-SCHOOL NIGHT: PARENTS ONLY

Back-To-School Night will be held on **Tuesday, August 31st**.

More detailed information will be emailed out closer to the date of Back to School Night.

SNACK:

Children will need to bring their own morning and afternoon snack in a small baggie marked clearly with their name. Please be sure to include an ice pack if necessary, as refrigeration is not available.

LUNCH:

Children will need to bring their own lunch. Please provide a healthy lunch for your child. Please remember to include an ice/cold pack to ensure cold food stays cold, as refrigeration is not available. If sending food items that need to stay warm, please send those items in a thermos, as microwave ovens are not available. Please be sure to label your child's lunch box.

WATER BOTTLES:

Please send your child with a filled water bottle that is labeled with their name. We will refill the bottle with filtered water as needed during their time at school. These will stay with your child throughout the day.

BACKPACKS:

Please only send plastic or vinyl backpacks. No cloth or canvas backpacks are allowed at this time.

SCHOOL PICTURES:

Mark your calendar for school pictures on **Wednesday, September 29th** and **Thursday, September 30th**.

DRESS FOR PRESCHOOL:

Children who attend preschool need to wear play clothes and feel free to play and learn without the fear of getting dirty. Shoes must be safe. Tennis shoes, rubber sole shoes and sandals with straps are acceptable. **Croc-style shoes and flip-flops are not acceptable due to the woodchips on the playground that can poke through the sole.** We prefer that children wear socks with their shoes. Jewelry - especially necklaces and dangly earrings are unsafe on the playground and could be lost.

DAILY SIGN-IN PROCEDURES:

For the safety of the children the **state of California requires all students to be signed in and signed out each day (including the time brought and the time picked up)** by an authorized adult (18 years or older). Failure to sign in and/or out with the correct time will result in the following:

- 1st Offense: **Parents will be reminded of their daily obligation to sign in and out and to indicate the time.**
- 2nd Offense: **Parents will be informed of their obligation to sign in and out and be assessed a \$10.00 charge in addition to any extended care charges.**

There is a five-minute grace period before and after our instructional program time.

***NOTE:** Extended care closes at 6:00pm. Anyone arriving after 6:00pm to pick up his or her child will be charged at the rate of \$1.00 per minute. The use of the extended care program may be suspended if a pattern is established of noncompliance with late pick up.

***NEW PROCEEDURE FOR SIGNING IN and OUT:**

Signing in and out will take place at your child's classroom door. Until further notice, family members dropping off and picking will not be allowed inside the buildings at drop off and pick up times. The gate off the Bastanchury parking lot will be open for drop off time between 8:50am – 9:05am and for pick up time between 12:50pm – 1:05pm. If the gate is closed, you will need to call the number posted on the gate.

EXTRA CLOTHING:

All children in our program need to bring a complete change of clothing that will remain here at school. Please mark each article of clothing with your child's name in a labeled zip lock baggie.

POTTY TRAINING:

Because potty training is a developmental process, Little Friends offers classes for two-year-old students who have not yet reached this developmental milestone. Students that are enrolled in the 2 year-old potty training classes must wear pull-ups. Potty training is a joint effort so families must also be willing to work with the child at home. All children who are not enrolled in this class must be **completely** potty trained. Please be respectful of your child's developmental growth. Hurrying a child through this important task can create unnecessary stress.

Please Note: "Completely Potty Trained" for our school purposes means that, first of all, your child can articulate their need to use the bathroom. They need to be independent in their ability to use the toilet themselves. However, we will be glad to snap, button and/or buckle their clothing. We also know that accidents are going to happen at

this young age. Please call the school office by August 4th, if you think that your child may not be potty trained according to these guidelines.

FROM THE FINANCE OFFICE:

All tuition payments are made through “FACTS Management”. Tuition may be paid in full or by an installment plan with payments charged each month from July through June. (Tuition will NOT be collected in February 2022 due to collecting the re-enrollment fee for the following school year). If you have questions about the tuition information, please contact our Finance Office at 714-777-3074.

EXTENDED CARE PROGRAM:

Our Extended Care Program will begin on Monday, August 30th. The hours of the program will be 7:00am to 9:00am and 1:00pm to 6:00pm. You are welcome to use Extended Care as needed on a regular basis or occasional basis at the rate of \$5.75 per hour or any part of an hour. Extended Care fees are added to your FACTS account the beginning of each month for the past month’s hours used. If your child stays for any part of the Extended Care Program in the afternoon, you will need to provide him/her with an **afternoon snack**. Please send items that you know your child will eat. If you need to contact our Extended Care Program after office hours (4:00pm) please call (714)528-8402 and wait for the prompt to push #2.

*Children who are not picked up by 1:10pm will be taken to the “Rester’s Room” to wait. Please call the phone number posted on the gate and a staff member will bring your child to you.

FOR CHILDREN WHO REST:

All preschool children staying after 1:00pm will rest from approximately 1:00pm to 2:15pm daily. For our 2-year-old friends, the resting time will be 12:30pm to 2:15pm daily. The school provides your child with his/her own resting mat, sheet and a light blanket. The mats, sheets and blankets are cleaned and sanitized weekly. Some children do fall asleep during this hour. For those who remain awake, soft music is played. Pacifiers are not permitted.

HEALTH CONSIDERATIONS:

The physical health and safety of each student is a high priority at Little Friends Preschool. Please take the initiative to keep your child at home when he/she is fatigued or ill for his/her sake and for the sake of the other children. If your child should become ill while at school, you will be called to pick them up. **Please make arrangements to pick your child up within 15 minutes.** Children who do not feel well become apprehensive if they have to wait too long.

MEDICATIONS:

While at school, if your child needs to be given medicine, including Sunscreen and Chap Stick, the office staff must administer the medication. Please give the medicine **to the office staff** in the original prescription container. A **Parent Medication Request Form** must be completed for any medication to be administered while a child is at school.

KEEPING YOU INFORMED:

To keep you informed regarding the activities and events at school, we will only be communicating via Seesaw and email throughout the year. Additional Seesaw information will be given to you at Meet Your Teacher Day. Classroom teachers will post weekly classroom newsletters and monthly calendars on Seesaw. Each Monday you will receive an email from the office outlining the events planned and special announcements for the week.

BIRTHDAY CELEBRATIONS:

Birthday celebrations are important to our “little friends”. Each teacher provides many opportunities throughout the day for the birthday child to feel honored and special. The portion of the morning set aside for birthday treats will be snack time, approximately 20 minutes in length. If you wish to bring a special snack, notify your child’s teacher. **We ask that you keep it simple.** Treats need to be store bought and individually wrapped by the manufacturer.

We ask that you DO NOT bring goodie bags. Your child's teacher will send you pictures of the celebration on Seesaw during the time that no visitors are allowed on campus.

FOR THE CHILD THAT IS NEW TO OUR PROGRAM:

Preschool may be a new experience for your child. We are dedicated to make this important transition for both you and your child a pleasant experience. Good feelings are contagious! If you are enthusiastic about any upcoming change, your child will look forward to it, also. A good nights sleep and a nutritious breakfast are important. Use the drive to school to talk or sing. Casually discuss what you will do together after you are reunited. Be sure you are comfortable saying goodbye to your child and have allowed yourself enough time for this process. Always say goodbye with a kiss, hug, smile and a wave. Be firm, but friendly about leaving. Prolonging the goodbye can make it harder for yourself and your child. Reassure your child that you will return to pick them up (after lunch, after resting time, etc.). Please be assured that the teachers and staff at Little Friends are most helpful in making this important transition. The Kissing Hand by Audrey Penn is a book you could read with your child in preparation for the beginning of school. If your "goodbye" is tearful or difficult please feel free to call the school office at 714-528-8402. The office staff is happy to check on your child and let you know how they are progressing.

Before school begins, you will be receiving an email from our office with the latest State Guidelines for COVID-19 regulations for preschools.

Hopefully this letter clarifies important issues for you as you plan for the beginning of school. Our staff is looking forward to Meet Your Teacher Day on August 27th with love and enthusiasm!

Please call or email the school office immediately if your plans have changed and your child will not be attending Little Friends in the fall.

PHONE ~ (714) 528-8402 EMAIL ~ littlefriendsoffice@friendschristian.org

