



## Pre-Kindergarten Parent Newsletter

Welcome to the pre-k program at Leaps & Bounds Learning Center. In order for this school year to be a great success, I thought it might be helpful for you to have the following information regarding:

- 1. Breakfast:** We provide breakfast daily for the children. Our breakfast is served from **7:45 to 8:45 am**. You **MUST** have your child here by the cut off time in order to be served breakfast. We schedule these times based on the school children we transport and our starting time for circle time. We like to allow the children enough time to transition from one activity to the next assist in a smooth start to our day. **\*\*PLEASE NOTE:** If you send your child something for breakfast, they **MUST** still eat within our scheduled breakfast times.

- 2. Our Schedule-**

9:10 Attendance and Pledge  
9:15 Circle Time (calendar, weather, homework check, sight words...)  
9:30 Quick Movement or Stretch Song  
9:35 Main Lesson  
10:00 Transition Movement or Music  
10:10 Center Time/Follow-up Activity  
10:45 Mini Lesson  
11:00 Literature Time  
11:15 Transitional Activity/Learning Game  
11:30 Outside Play  
11:50 Inside and Wash Hands  
12:00 Lunch  
12:30 Clean up Lunch  
12:35 Set up Cots  
12:45 Story Time  
12:50 Nap Time

- 3. You will need to send a note for:**

- a. Permission to release your child to anyone other than mom or dad.
- b. Changes in address or phone numbers
- c. Any changes or special circumstances in your child's life that may affect their behavior in school.

- d. Anytime that your child comes to school without homework or show-n-tell I will need a written explanation.
4. Please **do not allow** your child to bring gum, candy, toys, toy weapons or money to school. (Toys are **ONLY** expectable as part of Show & Tell.)
5. **Lunches:** we will be having scheduled hot lunch days for the pre-K class. Our hot lunch days will be Tuesdays and Thursdays, and the lunches **MUST** take less than one minute to warm up. All hot lunches need to be prepared at home and *ONLY* require warming up. (No Easy Mac, whole cans of Chef Boyardee, etc.) Also, please take the time to cut foods like hot dogs, grapes, etc. A reminder of center rule of NO popcorn or peanuts due to high choking hazard. Please NO soda or candy in lunches. We will be learning about healthy eating habits throughout the year so please be sure to have at least one healthy snack each day.
6. **Birthdays-**
  - a. Please notify of any birthday celebrations you would like to have in our class at least 24 hours prior to intended day. This will allow me to make any needed changes to our class schedule.
  - b. Party Invitations~ please give invitations in a plastic baggie labeled with your child's name. It would be best to place them on my desk, and I will put them in children's Take Home Folder.

7. **Health Concerns-**

If your child has a severe cold or symptoms of illness, *please* keep your child at home. This will help prevent sickness from spreading. If your child has strep throat or a communicable disease such as chicken pox, ring worm, pink eye, etc., you need to contact the teacher or director. For vomiting and loose bowels, we ask that children not return until they have not had either symptom for a 24 hour period. *Any* prescription or non-prescription medication that needs to be given must be accompanied by a medication order form that was completed by a doctor. Please put the medication in a zip-loc bag labeled with your child's name and hand it to a teacher. Also, children are not allowed to take cough drops in the classroom.

**\*\*\*PLEASE REFER TO PAPERS SENT HOME REGARDING OUR EXTRA PRECAUTIONS DURING THE FLU SEASON.**

8. **Two parent/teacher conferences** to review your child's progress will be held during the year. If you have any concerns about your child's progress, the instructions or procedures please speak with as soon as possible. Throughout the year I will communicate any concerns about your child through notes or phone calls. If you would prefer to be emailed, please send your email address with a note that this is your preference.
9. Your child will have a **Daily Take Home Folder** that is to be taken home **each** day. This folder is to be checked for any handouts, projects, notes, etc. and

returned the next day. Each day that the folder is taken home and emptied (if needed) your child will receive a sticker on the front of their folder. Please be sure to remove all papers each day since this will show your child that you care. No sticker will be given if the folder is not empty or not here during learning time. Also, in this folder will be your child's behavior calendar to inform you what color your child's name was on that day. If it is on red or yellow, there will be an explanation in the folder too.

10. Remember to make sure your child gets adequate rest. It is **important** to have a set bedtime at a reasonable hour (No later than 9pm) to ensure that your child get the proper amount of sleep. Also, please be sure to always make sure your child is aware of any changes in his/her routine and knows who will be picking them up each day. Young children become anxious when their routines are changed unexpectedly so consistency is important.

### 11. Homework:

Pre-K will be having homework 3 nights a week unless we have a day off from school, holiday or special event. Expect assignments on Monday, Tuesday, and Thursday. The homework is to be *completed by the child* with some assistance and guidance of parent or adult. Homework **MUST** be completed with a **pencil** unless directions state otherwise. I will be able to tell if you are doing your child's homework for them or giving them the answers. Remember the goal is for them to learn and reinforce skills. If they have difficulty, talk them through the problem solving process to complete the homework rather than solving the problem for them.

**Homework Folders** will be sent home each Monday with the assignments for that week. Homework is to be completed and returned on Friday. This will allow you to do your child's homework at a time that works with your family's schedule. The homework will change from week to week depending on what unit we are studying or what areas need to be strengthened. Homework helps reinforce learning and will keep parents informed and involved. I would strongly recommend keeping a school box of supplies at home in order to complete homework assignments.

I can not possibly express the importance of working with your child at home on a daily basis. This helps reinforce the skills and concepts they are learning at school. Also, this will help prepare your child for kindergarten. *Please* do your best to participate in this process, you will see benefits.

I know first hand how busy it can be for working parents. If you ever need any suggestions of ways to work with your child that are easy for a busy parent, please do not hesitate to ask me.

12. **Show-N-Tell:** *Every Friday is show-n-tell day.* Every year I have difficulty getting parents to participate in show-n-tell. Please send in your child's show-n-tell! I can not express the importance of this to your child. Children who do not have show-n-tell are EXTREMELY disappointed when they watch all of their friends show their fun toys, and they have nothing. This is considered part of the Thursday night homework assignment. Our show-n-tell must always begin with the letter of the week unless stated otherwise on the calendar. For example: Letter of the week is Aa so show-n-tell **MUST** begin with the letter Aa such as apple or ape.

If you have any questions, please do not hesitate to contact me. You can call me any day before 9am and after 11:45am, or you can put a note in your child's folder. You also have the option of emailing me at [leapsbounds@comcast.net](mailto:leapsbounds@comcast.net). I am looking forward to an exciting and worthwhile year with your children. Your children's pre-kindergarten experience will hopefully be the beginning of a wonderful school experience.

Sincerely,

Mrs. Shannon