

The A- Z's of Preschool



Walter Newberry Math & Science Academy
Tuition-Based Preschool
2016-2017

Welcome to Newberry's Preschool!

Preschool is a wonderful time for both children and parents.

The preschool program at Newberry is a hands-on experiential program. Your child's day will consist of a variety of activities. Most of these activities are designed around classroom centers. These centers are monitored by the teacher and aides at all times. Centers focus on art, reading, science, math, writing, dramatic play, computers, listening and music/movement. In addition to center time, large and small group instruction is also provided each day.

This packet of information is intended to help answer your questions. We hope it is a useful guide for the upcoming school year. We are very excited to have your family join the Newberry family and we look forward to a year filled with lots of fun, learning, and laughter!

Miss Amanda

Miss Vicky

Miss Viki

Absences: Students are required to submit an email the day of an absence from school at newberryoffice@cps.edu. Please CC aeradcliff@cps.edu AND vcmarquez2@cps.edu. **All absences must be excused with a note or an email.**

Arrival: Arrival in our classroom begins at 7:30am. Instruction starts each day at **8:30am**. You are expected to arrive by **8:20am** each day. As you arrive at school, students are responsible for:

- Signing in at the reception desk (**parents**)
- Dropping off lunch boxes at the lunch cart, water bottles in the drink tray and snack bags in the snack tray
- Completing the daily lunch chart
- Dropping off backpack in the coat room
- Dropping off Borrow-a-Book Bag
- Completing their daily sign in at the sign in table

Allow your child to do these activities independently. They may need some guidance the first few weeks, but over time they will be able to complete this morning routine on their own. This process should be completed efficiently and in a timely manner. Please do not linger in the classroom as this can create parting anxiety in your child and disrupt the classroom setting. Additionally, siblings should wait by the classroom door to ease the transition from the family to school environment.

Bathroom: Students are **required** to be potty trained to be in our classroom. (See attached document. Please sign and return.) We have a unisex bathroom in the room and students are allowed to use it as often as they like. **Teachers are allowed to supervise only. Please review toileting form in your packet.** Accidents do happen, however, and we require a change of clothes to stay in your child's classroom at all times. This should include underwear, socks, tops and bottoms. Please make sure the clothes are weather appropriate and placed in the large labeled ziploc bag provided. **Please label your child's clothing or we will do it on the clothing labels.**

Birthdays: On the first Monday of each month, we will celebrate as a class all of the birthdays for that month. In June we will celebrate all of the summer birthdays, so no one is left out. Teachers will provide a birthday treat. Please **do not** send your own birthday celebration treats as the snack will be provided by the teachers.

We will provide a classroom contact list with emails, phone numbers, and home addresses for those students who would like to invite their classmates to their

birthday parties. You can download this form from the classroom website. **We request that you do not exchange invitations within the classroom.**

Breakfast: A school breakfast is available at 7:30am. Breakfast ends in the classroom at 7:45am. If you would like your child to have a school breakfast, please be sure to arrive at school before 7:45am. Otherwise, make sure your child has had breakfast before arriving to school.

Class Web page:

The Shutterfly class web page will keep you up to date on class events, field trips, projects, etc. You will be able to download a class contact list for play dates and parties. The weekly newsletter provides you with information on units of study and what we are working on each week. This is a great resource to look at photo albums to get an inside view of what we are doing at school. You will be invited to be a member the first week of school.

Contact Information: If you have any questions or concerns, please do not hesitate to contact your teachers.

Miss Amanda: aeradcliff@cps.edu

Ms. Vicky: vcmarquez2@cps.edu

Ms. Viki: vterzijevea-@cps.edu

If you need to reach us during the day, please contact the main office at 773.534.8000 between 7:30am and 2:30pm. After 2:30pm, you may call the classroom number at 773.534.8073. **Please be advised not to call the classroom directly during regular school hours.**

Dress Code: Make sure your child is dressed appropriately for the weather. We play outside for recess everyday. **Please do not wear flip flops, crocs, or open-toe sandals to school.** Gym shoes are the safest option for the day in preschool. We do a lot of running! For the girls: No halter tops or spaghetti strap tops/dresses. If your child cannot tie shoelaces they should **always** wear Velcro shoes!

Entrance and Exit:

For morning drop offs: You can access the classroom through door # 4 between the hours of 7:30-8:30am. Please ring the buzzer, wait to be buzzed in and walk your child to the classroom. As the school year and your child progresses, we encourage drop-offs at the classroom door to ensure your student's independence with the

morning routine. We will inform you when we think your child has reached this point. **Parents should not enter the building before 7:30am unless they have an appointment.** If you are early, please kindly wait in the playground until preschool is open for the day at 7:30am as the teachers need time to prepare the classroom.

For early dismissal: Parents must enter through the school's main entrance and wait in the office. Students will be brought to the office. Additionally, early dismissal should take place before 1:15pm due to our nap time. We request that you only pick up your child during nap time if it is an emergency.

If you pick up between 2:15 and 2:30pm, you will have to enter through the front office and sign them out for early dismissal where your child will be brought to you.

For regular dismissal (between 2:30-5:30pm): Dismissal in our classroom begins at 2:30pm. As you pick up your child, students are responsible for:

- Making sure to take all of his/her belongings
- Checking their mailbox
- Parents: Please sign out your child for the day.

Again, please make sure this process is completed efficiently as it can disrupt the dynamics of the classroom. Parents can enter the building through the back doors adjacent to our classroom (Door # 4) using the buzzer and camera screen provided. **Please be sure that you are standing in front of the camera. As a safety precaution, we will not admit anyone that is not visible on the camera.**

Field Trips: We go on several field trips throughout the year. Information will be sent home as dates are determined. Volunteers are welcome. There is always room on the bus however there are certain field trips where we only need a certain number of volunteers and first priority will be given to parents that have not chaperoned a field trip. Sorry, but no siblings are allowed. Whenever we go on field trips, please provide a sack lunch in a **disposable bag**. Your child should also bring his/her own disposable drink. School lunches and milks are not available on field trip days.

Independence: Learning to be independent is a big part of preschool. To assist us in this skill for your child (after you have signed in/out your child) please let us supervise them with their morning and afternoon responsibilities.

Library: Newberry has a great school library on the second floor. We will be visiting the library regularly throughout the year. We love books!

Lunch: Your child may bring a home lunch or select a school lunch. We recommend bringing a home lunch as preschoolers are picky eaters. If you do decide to have a school lunch it is free of charge.

White milk can be purchased for sack lunches. The cost is 35 cents and must be pre-paid to the lunchroom. The monthly menu for lunch and breakfast will be posted in the classroom and is available at www.cps.edu.

Candy, sugary snacks or sugary drinks are **not** encouraged for lunch or snacks. We recommend and encourage all students to drink water when they are thirsty throughout the day. Please make sure your lunchbox is large enough to hold a thermos if you send one. Your child's lunchbox and water bottle should be clearly labeled with his/her name. Your child's lunch cannot be reheated at school.

Healthy Snacks:

Each Friday, the class celebrates with a healthy snack. This will begin the second week of school. Each child gets to participate by sharing a healthy snack of their choice with their friends. A reminder will go home each week as we rotate through the class. A list of good healthy options will come home with your reminder each week. If your child has any food allergies, we will send a note home with the weekly snack reminder as well.

Naptime: Naptime begins at 1:15pm and ends at 2:15pm. Students are required to rest on their cots, regardless of whether they sleep or not. Students that do not sleep can read a book after 30 minutes of quiet rest time. Your child will be provided with a cot blanket. Blankets will be sent home every Friday. Blankets **MUST** be washed and returned on Monday. Your child's blanket will fit in the bag provided.

Naptime Buddies

3 Year Old First Year Preschoolers ONLY:

- Allowed to bring a small soft toy to help ease them into the transition of napping at school. This soft toy **must** stay at school Monday-Friday. We ask that the toy/stuffed animal be small enough to fit in the nap time bag that's sent home every Friday. The toy **MUST** be machine washable. No additional items are needed/required at nap time.

4 Year Old First Year Preschoolers:

- We understand at the beginning of the year your child may want a nap time buddy. If needed, we will accommodate those students through September only.

Returning Second Year Preschoolers:

- No additional items are needed/required at nap time.

Parent Handbook: The Tuition-Based Preschool Parent Handbook can be downloaded from the CPS website when it becomes available in September.

Recess: We have recess every day to play with our friends and practice our gross motor skills. Our class has recess on the playground separately from the rest of the school. Please dress your child appropriately and apply sunscreen when needed.

Schedule: A copy of this year's schedule will be provided during the first week of school and will be posted in the classroom. Instruction starts promptly at 8:30am each day.

Snacks: We have snack time after nap. Please provide a snack daily. We advocate healthy eating in preschool! Just like at lunch time, we encourage no sugary treats, drinks or candies. Afternoon snacks must be kept separate from home lunches in a labeled snack bag. Please place the snack bag in the snack tray in the morning.

Specials: We have a variety of special classes throughout the week. These include: gym, art, drama, music and media/library.

Take Home Projects:

We do lots of take home activities and projects that enrich learning and scaffold on objectives and goals in the Blueprint Curriculum. These activities are meant to be fun and are an important part of a child's development. Students make presentations and share their experiences with the class. We value these activities and appreciate your involvement in making them successful.

Supply List:

1 regular-sized backpack (**not mini**)

1 change of **labeled** clothes (socks, underwear, top, bottoms, shoes) to be left in the classroom. We will send them home each season to accommodate the weather. Bag will be provided.

Velcro gym shoes

If coming to school in rain boots or snow boots, please remember to have a change of shoes at school.

Tardies: If you arrive to school after 8:30am, please enter school through the main office and get a tardy slip. A teacher will come to the office to collect your child. Your child will be supervised in the office until a teacher comes to get them. Please be aware that tardies and extended drop off times are **very** disruptive to the beginning of our day.

Toys/Jewelry: Please do not send toys to school as they get lost, broken and cause problems between friends. We have plenty of toys to play with in our classroom! We will look after any toys brought to school and send them home at the end of the day.

Wish List: (in order of importance)

Lysol spray

Baby wipes (Kirkland brand from Costco is preferred)

Hand sanitizer or Antibacterial **hand** wipes

Paper towels

Ziploc bags (1 & 2 gallon sizes, snack size)

HP Color Ink 95

HP Black Ink 98

HP Color Ink 97

HP Black Ink 96