

Important Information for Preschool Parents **(Addendum to Lower School Handbook)**

Morning Arrival

****All preschool classes are located on the first floor of the Lower School. Please use the room numbers below to locate your child's classroom during the Playdate and Open House visits.****

The Honeysuckle Room, Mrs. Walling	Room 125
The Willow Room, Mrs. Polley-Thitu	Room 124
The Dogwood Room, Mrs. Wombles	Room 116
The Redbud Room, Mrs. Antle	Room 117
The Cherry Blossom Room, Mrs. Smith	Room 123
The Magnolia Room, Mrs. Bailey	Room 122

You should arrive at Sayre between 7:30 and 8:00 am. We will have a staff member stationed at the front door near the Lower School parking lot (Pleasant Stone entrance), taking attendance as children arrive. If you are walking your child into the building, please stop at the door so that their arrival can be recorded. Then, you can accompany your child to his/her classroom. If you are dropping your child off in the car line, we will meet him/her at your car, check them in, and will escort him/her to the classroom. Classroom teachers will take attendance again at 8:05 am.

- Parents of Honeysuckle and Willow students **must** park and walk their child into the classroom. It is not developmentally appropriate for us to take children this young out of their parent's vehicles.
- Preschool families should drop off at the Lower School entrance off of Pleasant Stone. We will have a staff member directing traffic and car line helpers to escort preschool children to their classrooms.
Preschool students should not be dropped off in the front circle.
- For safety reasons, all parents who have children in Preschool with a Lower School sibling will use the parking lot of the LS (off of Pleasant Stone) for drop-off and pick-u.
- If you are the first car in line, please pull all the way up in order to allow us to load/unload 3 cars at a time.

Transitioning Into the Classroom

The morning transition is an important part of both parents' and children's day. It has the power to set the emotional tone for the rest of the day, particularly for parents. While children generally recover quickly after a farewell, parents may worry. It is important to us that you manage daily transitions in ways that work for you and your child. Some families prefer to utilize the car line for a quick goodbye, while others prefer a classroom drop-off. We understand that each family will need to do this in a way that makes sense to you. The time from 7:30-8:00 a.m. has been set aside in our preschool classrooms for transitioning and quiet play. We have found that a key transition element is having a routine. Plan for how you would like your transition to work in the morning. If you need support from your child's teacher, we are happy to assist.

We encourage you to come early if you want to spend time in the classroom. Parents are asked to head out by 8:00 a.m. so that we are ready to start our day as a classroom community at 8:05 a.m. If your child has a transitional object (blanket, stuffed animal) that helps them, it is okay for him/her to use that at drop-off. Teachers will support children in putting those items away as they settle into the day.

Dismissal

****Our afternoon dismissal takes place at 3:00 p.m. on Monday, Wednesday, Thursday, and Friday. We dismiss at 2:05 p.m. each Tuesday.****

If you are picking up in the car line, you must put your child's name sign in the front window. This will allow us to load as efficiently as possible.

- You may also park and walk to pick up your child. If you do this, check your child out with the staff member who is with your child's class.
- Due to the need to care for many children, should you want to discuss a significant issue with your child's teacher, please call or email to schedule a time for her to give you her undivided attention.
- For children enrolled until afternoon dismissal, please pull into the car line and wait for a staff member to bring your child to you in your car. Please have your car name tag visible in your window so that we can efficiently match children with their car. Should you wish to pick your child up on foot, please park in a designated parking space and walk to the portico area of the Lower School and let the preschool staff member stationed with the clipboard know that you are there.

Noon Dismissal:

- Teachers and children will gather outside the front door at 11:55 a.m. for a noon dismissal. If you wish to pick your child up by car, please pull into the carline and wait for a staff member to bring your child to you.

Extended Day:

- For children who are enrolled to attend Extended Day, your child will be picked up by Extended Day staff just before Lower School dismissal and escorted to their Extended Day Classroom. When you arrive for pick up between 3:10 and 5:45 pm, please park and walk into the Extended Day classroom to sign your child out and pick him or her up.
- Any children enrolled in the Preschool program until 3 p.m. who are not picked up by 3:15 p.m. on M, W, Th, F, or 2:20 pm on Tuesdays will be transitioned to the Extended Day Program and billed the appropriate "Drop-In" fee based upon the rate of \$16 per hour.

Extended Day (3:00 p.m. until 5:45 p.m., 2:05 pm until 5:45 pm on Tuesdays)

In order to utilize the Extended Day Program, parents must have completed an enrollment form for each child. One of these forms will be included in this mailing. We strongly encourage **all** parents to complete and return the enrollment form to ensure that they are able to use the Extended Day program should the need arise.

Sunscreen Policy

It is our expectation that all parents will sunscreen their child in the morning before dropping off as they see necessary. We maintain a supply of *Coppertone Water Babies, SPF 50* in our classrooms that we can apply to children later in the day if necessary and **with parental permission** (this question is on the paperwork you have been asked to fill out regarding your child). You can also choose to supply your own sunscreen if you complete the yellow "Sunscreen Permission Form." This form is available in the school office.

Snack

There will be a time for snack each morning in our preschool classrooms. We will provide 1% milk at each snack time, but the parent's responsible for providing the snack. Kentucky Child Care licensing statute requires that we notify parents that a snack must include two (2) of the following:

Milk (which we provide daily)
Protein
Bread
Fruit
Vegetable
Or 100% juice

Please be sure to send in a protein, bread, fruit, or vegetable to accompany the milk or two of these choices if your child is not going to drink milk. We appreciate your cooperation in this, as we must comply with licensing standards.

Please be aware of Sayre School's school-wide nut-free policy. The following is copied from the Lower School Parent Handbook:

*Sayre Lower School is a **NUT-FREE** environment. This means that any food you send in with your child for a snack must be nut free. Please read the ingredients of all items and keep them at home if you see any nuts (peanuts and/or tree nuts) in the ingredients OR if it says that it was processed on equipment that also processes peanuts or tree nuts. Even if the snack is only for your child, it must be screened by you before being sent to school. If a child were to have a snack containing nuts in our classrooms, it could contaminate the desk surfaces or other surfaces touched by a child's hands. Please help us keep all of our children safe by respecting our rule that no foods containing nuts or processed on the same equipment as nuts enter our building.*

***IMPORTANT:** Due to continual changes in manufacturer packaging, please read the ingredient label of all snacks, including those on the list on our website, to ensure that it does not contain any of the following: peanuts /tree nuts, peanut/tree nut butter, peanut oil, peanut/nut flour, peanut/nut meal, or any variety of the statements, "Contains peanuts," "May contain traces of peanuts and/or tree nuts," or "Manufactured in a facility or on equipment that also processes peanuts (and/or other nuts)."*

Allergy Information Form

If your child has food allergies or other anaphylactic allergies, please be sure to complete the green allergy information form that has been included in this mailing.

Birthday Treat Policy

Birthdays are very meaningful to children, and they are eager to share their special day with their friends. Because of the range of classroom allergies, parents who wish to celebrate their child's birthdays at school provide nut-free, dairy-free popsicles for the class. **Popsicles will be the ONLY treat allowed to be brought to school for birthday celebrations.** Freezer space will be available to keep items frozen until served.

Birthday invitations: Invitations may be distributed at school **ONLY** when all students in a class are invited or when all members of one sex are included.

Toilet Training

At Sayre School, we respect that each child develops at an individual pace. During the early childhood years, we are equipped and willing to meet your child's toileting needs. As your child grows, we will support and adapt to help them become self-sufficient with toileting needs. To further develop independent toileting, it is important that we work as a team to encourage self-help skills at home and at school. These skills include but are not limited to: hand washing, independently maneuvering clothing, wiping and changing clothes if necessary.

Mid-Day Rest

It is a requirement that all students are offered a nap in the middle of the day. By law, the rest period must extend to 2 hours. At Sayre, all students in the preschool program begin napping between 12:00-12:15. Children who no longer nap are required to rest for 45 minutes and then will be offered a quiet activity to be engaged in while on their cot.

Preschool Toy Policy

We understand that many preschool-aged children would like to bring in special toys. Children can bring these items from home for special events or during the morning transition from home to school. Consistent use of special items/toys can be challenging for students and the classroom. We do not want something special to be misplaced or broken. Items that are allowed include transitional “lovies” with them to be used as needed (blankets, stuffed animals, etc.). We are asking that all other toys brought to school be used only for a brief period of time in order to help a child transition. After sharing or a short period of exploration, these toys will be placed back in backpacks for safekeeping for the rest of the day. We encourage parents to keep toys at home unless they see something as particularly important to their child on a given day. Thank you in advance for your understanding of this preschool policy.

Water bottles

Students are permitted to bring refillable water bottles from home to school each day. Water bottles should close securely, be labeled, and contain only water. Water bottles will be sent home daily to be washed and brought back to school. If you choose not to use a water bottle, water is available to students throughout the day.