

From the Desk of

Emerald Glen and Shannon Teachers



The first day of Preschool!

We all want you to have a great first day, week, year of preschool! WE are very excited to get to know each of the students and their family. Here is some first day of school basics about our program. We hope this information will make your first day here more enjoyable.

Staff:

All preschool staff is required to wear our green "City of Dublin" tee shirts making staff very easy to identify. Rest assured that individuals wearing this uniform are highly experienced, skilled and qualified to tend to your child's specific needs and to help progress their education in a developmentally appropriate manner.

Cubbies:

Each student has been assigned a spot to hold their belongings in our cubbie racks. It is a small space so we ask that you only send only a small lunch box/sack and appropriate outdoor clothing when needed. There is no space for individual backpacks or spare clothing. The morning and afternoon students share cubbies. Your child's name and others can be found on one of the cubbies. Our staff will help you locate your child's specific cubbie. Please have your child put their snack bag, coat, etc. in their cubbie each day and take home all belongings each day. Make sure to label all belongings such as lunch containers, sweaters, jackets. Etc. Please do not bring in any toys, etc unless instructed to do so by your teacher.

Snack:

Provide a small (nut free) snack for your child for snack time. Snack time is only allotted 15 minutes and does not allow for more than a drink and one or two items that your child can enjoy. Remember to check the labels of granola/cereal bars before packing it in your child's lunch box. You'd be surprised by how many things contain nuts or nut products.

First Day Jitters:

All of our staff has extensive experience in handling the first day of school jitters. Please do your best to keep goodbyes cheerful, positive, and reassuring at drop off. Say good-bye once and then leave the Classroom. If you believe in us, your child will too! We will make every effort to work with you to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the preschool experience. For those children entering our school mid-year, we suggest you visit the school with your child before leaving him/her for the day.

Sign-in/Sign-Out:

Once the classroom doors open, sign your child in and then have them wash their hands and use before entering the Classroom daily. This will help us promote healthy habits and help prevent the spread of germs. Parents are not allowed in the student bathrooms. If you need to use the bathroom with your child, please use the adult bathrooms located in the lobby area of each preschool.

The will open the Classroom door when we are ready to begin class daily and also when they are ready to dismiss the children. Please sign your child in before the door opens at the onset of class. At pick up time, please wait for the staff to open at the door to dismiss your child from circle time. This helps assure us that each child is safely released to your care.

Parent Participation:

Meet your teacher days do not count towards parent participation however this day is the perfect opportunity for the two of you to stay together and experience the classroom culture, activities, staff and fellow students.

There will not be any parent volunteer sign-ups for the first week of school. We would like the children to have the opportunity to become comfortable with their teachers and classroom on his/her own. We welcome you to sign up on the sign-up sheets for the weeks thereafter. We can't do our jobs to the best of our ability without the help of all your wonderful volunteers!! Check the parent calendar next week for more opportunities to participate.

Please limit the number of times you sign up on the parent participation calendar to only the minimum number of days you are required to work. You are welcome to work more but are not required to log additional days on the parent sign up calendars.

Reminder:

As a reminder, we encourage you to provide a family picture to add to our classroom Family Tree. We use these often when discussing each student's family and their unique differences. This is also a wonderful tool to use when students are feeling sad.

Parent Calendars:

Our parent calendar will help remind you of our weekly lessons, special events and fieldtrips. Please refer to it often as it will keep you on pace with your child's activities. Plan ahead...save the date for those special such as our back to school night, winter holiday program and graduation/promotions. All these events are noted on the calendar and on our web site under preschool special events!

Jr Kindergarten Parent Calendar: Our Jr K calendar is separate from our 3's and 4's calendar as we teach a kindergarten level curriculum to preschool students. Because of our elevated Jr K curriculum, this class progresses at a much faster pace than the rest of the classes. Therefore, Jr K has its own preschool calendar.

Communication:

Your child's cubbie is our best form of communication. We will use it often to keep you informed of our classroom activities and events, your child's daily projects and many other valuable communication materials. Please take the time to read each note or flyer daily. If we put something in your child's cubbie...it is important for you to read! We promise to keep flyers, etc. to an absolute minimum.

We also use email as an additional source of communication to our student families. Each teacher will email specific information pertaining to your child's class activities, etc. weekly. The staff will also check their email several times each week. This is a great tool for you to communicate privately with your teacher. Our preschool email is dublinpreschools.com. Your teacher will provide you with their email contact information.

In addition to email, we post upcoming event flyers on the parent board in each classroom. Please view the board daily for any new information posted.

Emergencies:

If you need to get ahold of your teacher during class hours, please call (925) 556-4500. Our office staff is highly trained and happy to help you with any need.

One on One Teacher Time:

Your teacher's main focus during class time is the students. Please limit your drop off and pick up interactions with the teachers to a few minutes with the teacher. After class you are welcome to stay until all the students are dismissed if you would like to have a short chat with your teacher. Our teachers are available to spend the time necessary to answer your questions or concerns. Keep in mind that they are on a tight schedule. Remember you may email your teacher or leave them a note if you'd like to set up ample private individual time to talk if you have any questions or concerns about your child.

Leader / Backpack:

Once each class gets settled, teachers may choose a student to be the helper or leader of the day. With this responsibility comes a take-home backpack including books and a journal. We encourage you to read with your child and have them draw a picture or relay their experiences with the backpack or as helper of the day in the journal provided. **Please return the backpack on the next school day so the next leader student may have a turn taking it home.**

We all look forward to a fun filled exciting learning year with your student. If you have any further questions that you wish to discuss, please feel free to ask your teacher or contact our director at (925) 556-4500!

City of Dublin Preschool Staff