Dear Preschool Parents,

I am looking forward to meeting you on ZOOM Thursday night and introducing myself to you.

We will be discussing the following topics . . .

**Paperwork** . . . all enrollment paperwork must be completed and returned to the office prior to Preschool class starting on Tuesday, September 1st, including Child Information Record, a copy of Immunizations, and the last 3 pages of the Parent Handbook signed and dated. You will also need to return the Health Appraisal medical form signed and dated by your physician within 30 days. All lines on the paperwork must be completely filled in. A Licensing Notebook is available for you to review that includes all licensing visits with comments. If your child is staying after school for SACC (School Age Child Care), no other paperwork is required. We will ask you to turn in a calendar with your schedule for the month. SACC is open 6:30 - 8:00 am and 3:00 - 6:00 pm, plus additional hours for early dismissals.

**Arrival** . . . beginning at 7:45 am, Parents will ring the doorbell into the preschool room located in the main building (Room #15). Masks are required by parents and students. A staff member will greet you at the door. Please allow time to complete the COVID-19 Monitoring Form required by Licensing (LARA) and the State of Michigan. Parents will date and sign in the time you arrive, and complete the yes/no questions about your child’s health. A staff member will take your child’s temperature, take your child to the restroom to wash their hands, and then proceed to the classroom. Parents will not enter the building.

**Preschool Schedule** . . . I attached a copy of our daily schedule with my original ZOOM email, and I will give you a copy in your information folder on Tuesday. We will begin the day with a morning greeting and activities (story, song, calendar, weather, pledge, prayer, and group game).The morning will be busy with art activities, literacy and math centers, snack, outdoor play, and plenty of bathroom and hand washing breaks. Children will wear masks most of the day . . . except while eating, resting on cots, and outside play.

**Lunch** will begin at 11:45 am. At this time, no hot lunch program is available, so please pack a lunch daily, with a drink. Lunch boxes and Water bottles must be clearly labeled.

**Rest time** . . . is required by Licensing for full day preschool students. (usually 12:30 - 1:30) We read a bible story and listen to soft music as the children lay on their cots. Your child will have their own cot labeled with their name - they are not shared. Please send a blanket in a reusable bag with handles to hang on the hook in the closet. It will stay in school all week. I will send it home on Fridays to be washed.

**Afternoon Activities . . .** will include more educational activities focusing on letter/number/shape and color recognition. We will work on journals throughout the year, and sensory and science activities (measuring, sorting, magnets, scales, play dough, etc.) will be included.

**Clean Up** . . . beginning at 2:45 we clean up for one last story, song, and group game.

**Dismissal** . . . one child at a time as parents arrive. Please maintain a physical distance from other parents, wear a mask, and refrain from gathering at the door. You will need to sign out your child in the attendance binder.

**Backpacks . . .** children will need a backpack large enough for an extra set of clothes (complete with underwear and socks) and to carry projects and communication from school. Please also pack a couple extra masks in case they get dirty. Please **LABEL** your child’s name on everything!

**Supplies . . .** each child will keep their crayons, markers, glue, etc. in a bin labeled with their name. There will be no community supplies to share.

**Photos . . .** a big part of my communication this year will be photos of your children having fun in the classroom as they learn, so please be sure to sign and return the photo release form that will be in your paperwork from the office on the first day of school. Some photos will be posted on my website as well, with your permission.

**Hand washing** . . . soap and running water is the best way to wash your hands, and I have several times built into the schedule, plus before and after all meals, but I am sure it will be more often. Hand sanitizer is available in the classroom as well. We will review handwashing procedures with the children, as well as physical distancing and other ways to stay healthy.

**Sick Children** . . . we are taking every precaution to keep your child safe and healthy. Please help us monitor symptoms, and **keep your child home** if they have a fever over 100.3 degrees, cough, sore throat, or unusual rash. Sick children will be removed immediately from the classroom and parents will be called to pick up. Please have a plan in place if your child gets sick in school.

**Curriculum** . . . I will send home a copy of the Preschool Curriculum in your folders on the first day. You will see our teaching objectives are a mixture of academic and play based activities. We focus on readiness skills such as following directions, learning colors & shapes, and alphabet and number recognition. We focus on social skills including developing independence, self-control and appropriate behavior, and a positive self-esteem. We encourage the children to share, express their creativity, and develop relationships with children and adults. We will also focus on developing gross motor skills like jumping, running, hopping, and fine motor skills like writing, tracing, and cutting.

As you can see, we have a very busy year ahead of us! I am looking forward to happy children and laughter in the classroom, It will be a joy to have your child in my class!

**My schedule** . . .

I will be teaching the Full Day Preschool class 8:00 - 3:00 on Monday, Wednesday, and Friday.

I will teach in the Afternoon 11:00 - 3:00 on Tuesdays and Thursdays.

Miss Laureen will teach the Morning session 8:00 - 11:00 on Tuesdays and Thursdays.

(I will forward her calendar and newsletter to you)

I am also the Program Director for the School Age Child Care (SACC) program in the afternoon.

If you ever have any questions or concerns, please do not hesitate to contact me.

Looking forward to a great year!

Rachelle Reinhard

Email: [rreinhard@stgermaine.org](mailto:rreinhard@stgermaine.org)

Phone: 586-771-0890

(direct line into the classroom)