

Parent Orientation Notes

First Day of School

There will be tears: They will be OK!!!

A Classes enter through the main entrance, B Classes enter through the Workroom Entrance.

Morning A Class goes from 9:00am-11:45am

Morning B Class goes from 9:15am-12:00pm

PM A Class goes from 12:15pm-3:00pm

PM B Class goes from 12:30pm-3:00pm

For drop off: I will have the door locked until 3-5 minutes before class starts. At that time I will flip over the *Class Is in Session Sign* and open the door. That will let you know that class is in session. At that point, parents can sign their children in on the clipboard and send them in the school. Parents do not need to walk their children in, all goodbyes can be said at the door.

*** Do not follow your child in to the classroom. It makes all of our lives more difficult. This is a very strict policy. I have been doing this for over 21 years. Your child will be ok.

At the conclusion of class: REMAIN OUTSIDE. I will flip over the CLASS DISMISSED sign and open the door when parents are free to enter to pick up their children. At that time, I will meet parents at the door and children will be dismissed one at a time. Children will remain seated on their "star" until their name is called.

If you are feeling nervous about your child feeling separation anxiety, or if your child is crying and you are worried about whether or not they are ok, I will be happy to send you a text once they have calmed down so that you know they are fine. Just let me know if this is a concern.

Field Trips

Field Trips are ALWAYS class for the day. Parents will drive their children, and will meet at the field trip location at the designated time.

Costume Payments pay for 1 child and 1 adult for field trips. Children 2 and under are free. If you would like an additional parent or sibling over the age of 2 to come, let me know so you can purchase the tickets from me for a discounted rate. All arrangements for additional guests must be made IN WRITING 2 weeks prior to the field trip.

Prior to the day of the field trip, I will send home notes, I will email, and I will put a reminder on the parent board. There will be a parent board by both entrances.

If you have passes to Thanksgiving Point, please let me know IN WRITING by October 1, and I will pro-rate your costume payment.

Every child must be accompanied by an adult. If you cannot make it, I am fine if another parent or adult brings your child – they must understand that they are responsible for them.

School Shirts

Every child will be getting a new school shirt for this school year.

School shirts are worn to all events with the exception of the Christmas Performances and the Halloween Performance. If I do not specify that school shirts are to be worn, just wear them anyway because that is what they are for.

Backpacks:

Every child must bring a backpack each day. I would REALLY appreciate them bringing a full-size backpack. Please no toy backpacks – their projects get crumpled and then we have sad preschoolers.

Tuition

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Due on the first of the month.

Invoices are generated on the 15th of the month and will go home in backpacks a few days later. If your name is not on the Volunteer Calendar by the 15th, there will be a non-volunteer fee line item on your invoice.

Late notices will go home if I haven't received your payment by the second preschool day of the week.

If your account is over 10 days late, my accounting department will contact you to bring your account current.

To pay tuition at the school: If you are paying by check or cash, you can put your payment **in an envelope** located next to the black drop box by the front entrance. Please put your child's name on the envelope and put the payment in the drop box.

There will be a drop box just inside both doors this year.

After Hours Drop Box

If you need to make a payment after hours, or drop something off for me, I now have an after-hours drop box. The drop box is located next door at The Packaging Store and is Box #214.

Homework

Homework can be turned in whenever it is completed. When your child turns in their homework, they will get a small candy treat. If you are opposed to this, please let me know so that I can give your child goldfish or fruit snacks instead.

Star of the Week

If your child's name wasn't on the Star of the Week Assignment Sheet, don't worry! I will be updating it this week.

The week before your child is the Star of the Week, I will send home a Star of the Week Homework assignment and a note telling you everything you need to know.

"Ditching Miss Sam on Snack"

Last year, on more occasions that I care to discuss, I had parents do what I have come to refer to as "Ditching Miss Sam on Snack". PLEASE be awesome and remember snack when it is your turn. Parents only have 2-3 times during the school year that you will be responsible for snack. Preschoolers get REALLY excited when they get a turn to bring snack for the class, and they get really sad if it is forgotten.

Please remember that there are 12 students in the class. That means snack/drink should feed 12 children.

If there is left-over snack, I will use it for the days where there is no snack assignment.

No candy – I don't consider candy an appropriate snack. If you send candy, I will not serve it as snack, but will be happy to send it home in backpacks with the kiddos.

I have a NO PEANUT policy as well.

Also, I am deathly allergic to tomatoes, meaning my heart slows down to the point of almost stopping when I am exposed to tomatoes, including air-born tomato allergens. For this reason, please do not send ANY tomatoes, tomato products, Doritos, or barbecue chips. If Doritos or barbecue chips are sent, they will not be opened, but will be returned home with your student.

Sickness

Please be conscious and courteous if your child is sick and do not send them to school. We want to keep everyone healthy and well. If you are concerned about your child missing school work, if you email me, I will be happy to save the projects we do and send them home when your child returns to school.

Birthdays

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When it is your child's birthday, you are welcome to bring a small treat for the class. I like to have the class sing to them at snack time and I think it is fun to have them blow out a birthday candle. If you would like to send a small treat for the class, please send something that I can poke a candle into such as mini cupcakes, small snack cakes, soft cookies, donuts, etc.

Projects

Every year I have at least one sweet kid who comes to me with a very sad face and tells me "My mom throws my projects away right after she looks at them." Preschoolers take great pride in their work. When your child brings home their project, please hang it up on the refrigerator or the wall for a day, or put it in a book, etc. so your child will know that you value their work. Doing this will establish a bond of trust so that as your child gets older and they write stories, or do complicated math problems, etc., they will know that they can come to you - and you will share their enthusiasm on a job well done.

Important Dates such as School Events that do not fall on your Preschool day

If a **field trip** or other **whole school event** falls on a day that is different from your child's normal preschool day, you are still invited. For all events, I will send notifications home, which will include details about what classes are included in the events. Both parents can come to any event (if it is a paid event such as the aquarium, please pay for the second parent separately). I always say "a parent" so that parents will know that at least one parent or adult needs to accompany their child.

Pick up your children ON TIME

This is a really important policy that cannot be stressed enough. Please be courteous and pick up your child on time. I understand that there is an occasional emergency, and I will be understanding and give an exception the first time, but parents that arrive over 7 minutes late more than twice will be billed the late pick-up fee of \$10.00, which will appear on your next invoice. If you are late picking up your child more than 3 times, you will receive a warning. Parents that are late picking-up their child 4 times will be subject to termination of contract. No exceptions.

New Front Door Safety Feature

I am SUPER EXCITED to announce that we have a new safety lock on our front door. The door will lock from the outside so that intruders cannot get in. There is a motion sensor and safety button that automatically unlocks the door in case of emergency. Due to this, if you are intending to use the lock box for tuition, please do so during pick-up or drop-off when the front door is open.

Contact

Miss Sam can be reached by email: shining_stars_academy@hotmail.com.

If it is an emergency, sickness, or if you have a question about the well-being or progress of your child, I can be reached by phone or text. I will be unavailable by phone on the days of Field Trips, Performances, and Events.