

Dear Parents:

**Welcome to School Year 2002-2003 at the Robinson Elementary School
Preschool Program!!**

This notebook is an integral part of our preschool program. It contains important information for you, as parents, regarding policies and procedures, protocols, and descriptions about your child's program.

DAILY "REPORT CARDS" will be sent home each day in the notebook to let you know about their day. Each child also completes their own "What I did today" papers to teach them sequencing and recall of events. They love to share this information!!

SPECIAL NOTES will be included in the notebook, as needed, in the pocket folder, particularly those notes which require a signature and are to be returned to school.

THE PRESCHOOL HOURS are Monday through Thursday, 12:00 noon to 2:30 pm. If you are bringing your child to school, school begins at 12:00. Children should line up near the coat racks at the blue line. Prior to that time, I may be unloading the bus for students who are transported to the school. Fridays are reserved for testing new preschoolers and home visits.

ENTRANCE AND EXIT for preschool is part of the behavior management implementation. The children line up near the coat racks at the blue line and enter the classroom as a group in order to facilitate our classroom sequence. This is also the time we begin to teach your child about responsibility and self-care. They are responsible for taking off and hanging up their own coats, backpacks, etc. Please encourage your child to complete these tasks independently.

SNACK TIME is an integral part of our preschool program. The snacks are devised to support the curriculum and are provided by special funding. However, if your child has not had time to eat lunch prior to school, please feel free to send a lunch and we will make sure time is allowed for them to eat when they arrive at school.

CONTACT NUMBERS: Please feel free to contact me anytime you have questions or concerns, at 420-7112 (dsn) or 0711-819-7112 (commercial). The direct number to the preschool is 420-6365 (dsn) or 0711-819-6365 (commercial).

BUS TRANSPORTATION: In the event your child will not be attending school on any particular day, please notify the transportation office, by 10:00am that day. The phone numbers are 0711-680-8493 or 071-307-2214. If you have any concerns about the bus transportation, please contact me at the school.

GUIDELINES FOR ABSENCES: Please call the school when your child will be out for the day, at 420-7112 (dsn) or 0711-819-7112 (commercial).

SUPPLIES: A list of supplies follow. Please send a backpack with your child each day.