July 2022

Dear Harvey Browne Preschool Families,

I hope your family has had an opportunity to enjoy some joy filled moments of summer! We are so excited about welcoming your children to school on August 22nd . Included in this letter you will find important information for the start of our school year. Please be on the lookout for the teacher welcome letter to be mailed early-August. Your teachers’ welcome letter will also have a school supply list AND the EMERGENCY FORM, which must be filled out and returned to school before your child can attend.

# Orientation

Our parent orientation video will be available on our Harvey Browne Preschool YouTube Channel on August 19th. The video will outline normal procedures for the preschool as well as any changes. I ask that even our “most seasoned” Harvey Browne Preschool parents plan on watching! I will email you a link the morning of August 19th, it will be helpful to have the Harvey Browne Preschool Handbook available for reference. You will receive your handbook and important paperwork when you attend your assigned Meet and Greet day with your child.

# Carpool

You will be given 3 carpool cards. If you need more, please let us know and we will send them home the first week of school. We use carpool cards for entrance into the building as well as for child pickup. **We will not send children home with a person who does not have a HBPS carpool card unless we receive a note asking us to do so or they are listed on your emergency form. If you lose a card, please let us know immediately so we can cancel that number and assign you a new number with new cards. This is a safety measure.**

If you want us to place a child in the front seat during carpool, you will need to give us written permission to do so. As advocates for children, we will take every measure possible to ensure the safety of the children in our care.

# Emergency Forms

Your teacher will include an emergency form in their Welcome Letter. This form MUST be filled out and signed, front and back, for your child to attend on the first day of school. Please return to the preschool on your Meet and Greet Day or mail it to the preschool if you are not able to attend the Meet and Greet.

# Medical Forms

We require a Preventative Health Care Exam Form and updated immunization form for any student attending Harvey Browne Preschool for the first time. Your pediatrician has the school physical forms that we require. It is the same form that would be used if your child were entering public schools. We require an up-to-date immunization certificate for all enrolled children. Children who attend Harvey Browne Preschool must be immunized. You may turn these forms in to your teachers during the Meet and Greet or Parent Meeting. Please turn these forms in as soon as possible to your teachers. This is a licensing requirement, and we must have them on file within 2 weeks of the first day of school for your child to continue attending.

All Kindergarten children need an updated immunization form and Preventative Health Care Exam Form from the last six months. Kindergarten children do not need an eye exam to attend our Kindergarten program.

If your child has a food allergy, you will need to have an Allergy Action Plan filled out by your pediatrician that we keep on file at the preschool. Please get this form from your pediatrician and submit to your child’s teacher by the first day of school. We also have this form available on the homepage of our website [www.harveybrownepreschool.org](http://www.harveybrownepreschool.org/) .

**Parent Meeting Wednesday, August 17th 6:30 pm**

This year we are hosting a Parent Meeting on Wednesday, August 17th at 6:30 pm. Due to space limitations in classrooms, we ask that only 1 representative from each family attend. This meeting will allow you to meet your child’s teachers, receive important paperwork including classroom packets, handbook, and carpool cards, and hear classroom information directly from your teachers. Please plan on an hour of time for this meeting which will take place in your child’s classroom.

# Meet and Greet

We are excited to welcome your child to our Meet and Greet! This is an opportunity to share in your child’s excitement of a new school year! Your child will meet their teachers, visit their classroom, bring their school supplies, find their cubby, and explore their room. Due to space limitations, the playground and gym will be closed during the Meet and Greets. Your teachers will be mailing their welcome letters and supply lists in early August. The welcome letter will include the date and timeframe for your child’s Meet and Greet. All Meet and Greets will take place the morning of either Thursday, August 18th or Friday, August 19th. **We are limiting visitors to 2 adults per child due to classroom space. Please bring all medical forms and EMERGENCY FORM to the Meet and Greet.**

# Great Minds

Great Minds is our afterschool program that meets from 12-3 Monday-Friday and begins the 2nd week of school. Please read the Great Minds letter for more information and return the registration as soon as possible to get your desired days.

# Early Birds

Early Birds is a drop-in childcare service available in the morning from 8:00 am until the children are delivered to their classrooms at 8:40. Sign-ups are not required for Early Birds and there is a $5.00 daily fee. Early Birds can be used any day your child attends preschool and begins the 1st day of school. You will buzz in the side office door and walk your child to their Early Birds classroom- just follow the brown line and signs in the hallway to Early Birds!

**Successful Transition back to school!**

1. Our focus for the first few weeks is helping your child through the adjustment of being at school! It is a wonderfully exciting time for children, and we want to share in that excitement by purely focusing on their social & emotional needs during this transition back to school. For this reason, you will receive an email or letter update from your teachers for the first few weeks of school that will tell you about their days. You will not receive any developmental assessments from the teachers during the first few weeks. Be assured that if there is difficulty adjusting that is more than typical, we will be in contact with you.
2. We take an extremely conservative stance on illness. If your child has symptoms of illness (fever, congestion, coughing, atypical runny nose, fatigue, nausea, diarrhea, sore throat, earache) please keep them home. Children must be 24 hours fever free before attending school. If a child displays symptoms of illness and/or fever at school, they must be picked up within an hour.
3. Have your child wear clothing that encourages their independence. Elastic waists and loose-fitting clothing are easier to manage for pottying. Please label outer clothing.
4. **For safety reasons, children must wear tennis shoes with rubber soles that either Velcro or tie so they will be able to run, climb, and play.** Remember, we want them to be able to play!!
5. Encourage breakfast. We will have a snack time at school, a light breakfast will hold them over.
6. Every child needs a backpack (large enough to send home projects and artwork). Please no rolling backpacks.
7. CARPOOL. We ask that all families use morning carpool. If you are dropping off a younger child in PDO, you may also drop off your preschool age child at the PDO drop off with Mrs. Hughes. If you live close enough to walk your child to school, you may drop your child off at the side door with Mrs. Hughes during our morning carpool. Due to supervision during carpool, afternoon pickup at 12:00 is carpool only. Our morning and afternoon carpool have been meticulously planned and we ask for you to abide by our carpool rules for the safety of all children and staff at Harvey Browne Preschool. We will go over carpool IN DETAIL during our Orientation video. **The parking lot is a NO CELL PHONE ZONE during carpool.**
8. Role Play! What an exciting journey your child is about to embark on! Talk about and play school at home with your child. Read! Some back-to-school favorites include: The Kissing Hand by Audrey Penn, Maisy Goes to Preschool by Lucy Cousins, Pete the Cat: Rocking in my School Shoes by Eric Litwin, My Preschool by Anne Rockwell, and Mouse’s First Day of School by Lauren Thompson.

Again, enjoy the rest of your summer knowing that we are greatly anticipating the arrival of your children to Harvey Browne Preschool.

Sincerely,

Amy Squires, Director

Harvey Browne Preschool