July 2019

Dear Parents,

As the summer sun keeps shining, we’re busy preparing for another wonderful, joy filled school year at Harvey Browne Preschool! We are so very excited to welcome your children with new experiences, new friends, and a great school year! Included in this letter you will find important information as you prepare for the start of school. Please be on the lookout for the teacher welcome letter and supply list which will be mailed on August 1st.

Mark your calendar for our parent orientation on Thursday, August 22, beginning promptly at 9:30 a.m. in Emory Hall (large gym). We will try to cover all subjects by 11:00am. **It is very important that you attend our parent orientation even if you have had children at Harvey Browne before. Also, please make childcare arrangements for your child(ren).** This meeting is informational for adults and quite boring for children. Immediately following the parent orientation, you will go to your child’s classroom and the teachers will provide you with information regarding their class. It is a great time to meet the teachers and other parents in the school.

**If you have a child attending the 2 ½ year old classes, we will have an additional parent meeting prior to our orientation in Eline Hall from 9:00-9:25 on Thursday, August 22.**

CARPOOL SIGN-UP

**Please mail the enclosed carpool form back by August 1.** **Even if you drive your child individually, you will need to mail in a carpool form and get a carpool number**. If you would like a list of children by zip code to help you know other families who may live in your neighborhood, please send an email to harveybrownepreschool@gmail.com and we will email you that list. If you are forming a carpool with others please have one representative of the carpool mail in only one form for your carpool and indicate who the representative is. You may have as many carpool cards as you need. Please be sure and indicate the number of carpool cards that you need. Carpool cards may be picked up in classrooms. If you are carpooling with others, please arrange to pick up your cards from your representative before August 26. We will not send children home with a person who does not have an HBPS carpool card unless we receive a note asking us to do so or they are listed on your emergency form.

As you are forming your carpool, please remember that for safety we will only place children in the back seat during afternoon carpool and children 40 pounds or under must be in a car seat. It is recommended that children remain in car seats until they are much older.

If you want us to place children in the front seat, you will need to pick up a waiver in the school office, sign it, have it notarized and return it to school. As advocates for children, we at Harvey Browne Preschool want to take every measure possible to ensure the safety of the children who attend school here.

MEDICAL FORMS

We require a medical check-up and 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 filled out 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. All Kindergarten children need an immunization form and physical form from the last six months**. Please bring the signed original of these statements to the parent meeting on Thursday to give to your child’s teacher**.

FIRST DAY OF SCHOOL!

**Friday, August 23 is the first day of school for all students**. On this day, the parents and children attend school together to give children some time to adjust with the security of a parent close by. Children will be able to meet their teacher and other classmates on this fun first day! **Because this** **is the first day of school**, **siblings including infants may not attend.** This will enable you to give your full attention to your child which will be very important on this first day. If you have 2 children attending, please make arrangements so that each child will be able to attend their class with an adult but without the other sibling.

Please check the schedule below carefully to determine your child’s first day time. If your child is enrolled in an enrichment class you may stop by any time after 9:45 a.m. to meet the Turtle (Monday) or Fish (Tuesday) enrichment teachers.

**First Day Schedule**

|  |  |  |
| --- | --- | --- |
| **Class** | **Arrival to classroom** | **Playground time** |
| Kindergarten  | 11:00 | 11:45-12:00 |
| 4day 4s  | 9:00 | 9:30 – 9:45 |
| 5 day 4s  | 9:45 | 10:15 -10:30 |
| 2 day 2s | 10:00 | 10:30 – 10:45 |
| 2 day 3s | 10:15 | 10:45 – 11:00 |
| 3 day 3s | 10:45 | 11:15 – 11:30 |
| 3 day 4s | 11:00 | 11:30 – 11:45 |

As you can see from the schedule, the playground will be utilized all morning. For safety reasons, it will be very important that you remain on the playground only during your scheduled time.

Our faculty will return to school on August 19, however I will be in and out all summer. If you have any questions, the Preschool’s number is 895-2577. If I’m out of the office, I will return your call as soon as possible. The first day of school for children without parents is Monday, August 26 (August 27 for T-TH). Classes will be in session from 8:50 - 12:00.

**Great Minds is our afterschool program. It is taught each afternoon from 12:00 - 3:00 and begins the second week of school on Tuesday, September 3.** Registration for the Great Minds program is included in this letter.

**Early Birds will begin on August 26.** Early Birds is a drop in childcare service available every morning beginning at 8:00 am until children are delivered to their classrooms at 8:50.No sign-ups are required for Early Birds and there is a $5.00 daily fee.

As you and your children prepare for the new school year we’ve found these to be helpful tips:

**1)** Encourage your child to manage his/her own clothing. Remember, elastic waists and loose fitting clothing are easier to manage. Please label outer clothing.

**2)** 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.**

**3)** Keeping your child on a regular bedtime schedule is good!

**4)** Breakfast!! Even if your child is too excited to eat a full meal, toast, juice, or even dry cereal will give him/her energy to last until snack time at school. Snack is served mid-morning.

**5)** Every child needs a backpack (large enough to send home projects and art work). We’ve found rolling bags do not work well and are too hard to manage. A “regular backpack” works great.

**6)** Security Items: If your child has a particular “security item”, please feel free to send it to school with him/her. Please have your child’s name on it for we would hate to lose it. **7)** UTILIZE CARPOOL! Dropping your child off through carpool makes separation less stressful and is much safer than walking them into the school. Usually tears are short term. If however, your child cries for an unusual amount of time, rest assured that we will call you. Our main goal is the comfort and security of your child.

**8)** Role play! Talk about and play school with your child. Role playing is a great way to ease anxieties about any new situation, especially starting school.

**9)** 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. It’s going to be a great year!

Sincerely,

Amy Squires

Director

PLEASE FILL OUT THIS FORM AND MAIL IT BY AUGUST 1. IT IS VERY IMPORTANT THAT WE HAVE THESE FORMS MAILED BY AUGUST 1. EVEN IF YOU DRIVE YOUR CHILD INDIVIDUALLY YOU WILL NEED TO SEND IN THIS FORM AND GET A SINGLE CARPOOL NUMBER. IF YOU ARE IN A MULTIPLE CARPOOL, PLEASE HAVE ONE REPRESENTATIVE FROM YOUR CARPOOL MAIL IN THIS FORM AND PICK UP THE NUMBERS FOR EACH PERSON IN THE CARPOOL AND DISTRIBUTE THEM. YOUR CARPOOL NUMBERS WILL BE AVAILABLE FROM THE CLASSROOM TEACHERS ON THE PARENT ORIENTATION DAY.

PLEASE CIRCLE ONE:

 SINGLE CARPOOL MULTIPLE CARPOOL

 (one child only) (more than one child, even if same family)

PLEASE CIRCLE THE DAYS OF THE WEEK THAT YOUR CHILD ATTENDS HARVEY BROWNE PRESCHOOL:

 MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

PLEASE PRINT

CHILD’S/CHILDREN’S NAME CLASS (i.e. 2 DAY 3’S plus enrichment)

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HOW MANY CARDS DO YOU NEED? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF CARPOOL REPRESENTATIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT IS IMPORTANT THAT ALL CARPOOL FORMS BE MAILED IN BY AUGUST 1st. THANKS**!

**Mail to:**

**Harvey Browne Preschool**

**311 Browns Lane**

# Louisville, KY 40207