July 2020

Dear Harvey Browne Preschool Families,

This has been a summer like no other! I hope you have had an opportunity to enjoy some joy filled moments of summer with your families. We are so excited about welcoming your children to school on August 24th. As we are busy preparing and planning for our start, we know that you have many questions. 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 and supply list to be mailed in mid-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. You will need to return the Emergency Form to us before the start of school by either mailing it to the preschool or participating in the Meet and Greet.

**Orientation**

This year, our parent orientation meeting will be available on our HarveyBrownePreschool YouTube Channel on August 21st. The video will outline normal procedures for the preschool as well as our changes to carpool and the most up to date changes to our procedures. I ask that even our “most seasoned” Harvey Browne Preschool parents plan on watching! I will email you a link the morning of August 21st .

If you have a child attending the 2.5 year old classes, we will have an additional parent information video regarding Potty Training and ways we can support each other between home and school. This will also be available on our YouTube Channel the morning of the 21st.

**Carpool**

You will be given 3 carpool cards this year. If you need more, please let us know and we will get them to you 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, you will need to request 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 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 our Meet and Greet Day or mail it to the preschool if you are not able to attend the Meet and Greet.

Harvey Browne Preschool

311 Browns Lane

Louisville, KY 40207

**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 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. All Kindergarten children need an immunization form and physical 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.

**Meet your teachers Meet and Greet**

We are going to tweak our Meet and Greet plan. Each class will be given a timeframe for “Paperwork Pickup and Emergency Form Drop Off”. This drive thru visit will be an opportunity to practice carpool AND have your child visit for a moment with their teachers! We will make you aware of that schedule and give you detailed information closer to the beginning of school. It will take place on Wednesday, August 19 and Thursday, August 20. At this time, you will drop your child’s emergency form and receive your carpool cards and classroom packets. Your teachers will schedule Zoom Parent Meetings for you to attend for questions and information about their classrooms. They will make you aware of the times for their Zoom class meeting.

**Great Minds/Afternoon Enrichment**

Great Minds is our afterschool program that meets from 12-3 Monday-Friday and usually begins the 2nd week of school. **Registration for Great Minds is included in this letter as an attachment. However, we will not offer Great Minds until the state permanently lifts the regulation of mixing children and we are comfortable with the procedures set in place.** We will register for Great Minds now so that we are ready to go once the regulation is permanently lifted and we feel we can offer it in the safest way possible. Please read the Great Minds letter if you are interested.

**Lit4Fun** is our Literacy enrichment class for 4-year olds that meets on Wednesday afternoons. Please see the Lit4Fun registration for more information. We will be able to offer Lit4Fun this fall if we have enough registrants.

**LAB** is our Literacy enrichment class for Kindergarten Kangaroos that meets on Wednesday afternoons. Please see the LAB registration for more information. We will be able to offer LAB this fall if we have enough registrants.

**STEM** is our Science enrichment class for 4-year olds that will meet on select Monday afternoons once a month. We will let you know when the dates are for this class closer to the start of the school year and you may register then. We will be able to offer STEM this fall if we have enough registrants.

**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 8:50. Sign-ups are not required for Early Birds and there is a $5.00 daily fee. **At this time, we will not offer Early Birds until the state permanently lifts the regulation of mixing children and we are comfortable with the procedures set in place. You will be notified as soon as we are able to offer this service.**

**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 during the first few weeks. We want to focus on playing together, adjusting to our new routine, learning procedures, and making friends! Be assured that if there is difficulty adjusting that is more than typical, we will be in contact with you.
2. All adults in the building will be wearing masks. Please engage your children in conversations about mask wearing. It is important that we normalize mask wearing for them. We will email a social story later in the summer to help with this concept.
3. Children 5 and under will not wear masks. The current regulation (as of 7/16/20) is that children 6 and older will need to wear a mask. Exceptions: Children with developmental disabilities, with documentation like an official diagnosis/IEP; Children with a health condition in which masking would be harmful to their health, with documentation from a doctor; When children are actively playing outdoors.
4. Temperatures and health screenings will take place at carpool using a touchless thermometer. Please take your child’s temperature BEFORE you leave the house to assure they do not have a temp. Temperatures must be below 100.4 WITHOUT fever reducing medication, children will not be able to attend if their temp is 100.4 or above. Practice temp taking at home! You can even make it part of your child’s play by having them take temperatures of everyone in the house or stuffed animals.
5. Have your child wear clothing that encourages their independence. Elastic waists and loose-fitting clothing are easier to manage. Please label outer clothing.
6. 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!!
7. Encourage breakfast. We will have a snack time at school, a light breakfast will hold them over.
8. Every child needs a backpack (large enough to send home projects and artwork). Please no rolling backpacks.
9. Security Items. Under normal circumstances we feel it is fine for a child to bring a special item to help with the transition, this year we are going to ask for security items to stay at home or in the car. We want to limit items brought to the classroom.
10. CARPOOL. Carpool is a must this year. At this time, parents will not be able to walk their child to the classroom or pick their child up from their classroom. If you must pick your child up early, a staff member will meet you at the side office door with your child. KY regulations are greatly discouraging visitors within the building and we are working diligently to reopen as safely as possible. 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 closer to the beginning of our school year. The parking lot is a NO CELL PHONE ZONE during carpool.
11. Role Play! What an exciting journey your child is about to embark on! New experiences, new friends, learning, and playing! Talk about and play school at home with your child. Role playing is a great way to ease anxieties about any new situation.
12. 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