

July 2021

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 23rd. 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 20th. 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 20<sup>th</sup>, 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 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 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.

All Kindergarten children need an 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 our website [www.harveybrownepreschool.org](http://www.harveybrownepreschool.org) under FORMS.

### **Meet and Greet**

We are excited to welcome you and your children into the building for Meet and Greet! This is an opportunity to meet your child's teachers, visit their classroom, receive important paperwork, and see just what a wonderful place Harvey Browne Preschool is! 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 19<sup>th</sup> or Friday, August 20<sup>th</sup>. During our Meet and Greets you will drop your child's emergency form and receive your carpool cards and classroom packets. **At this time, we ask that all parents wear masks in the building, even if they have been vaccinated. We are limiting visitors to 2 parents per child due to classroom space.**

### **Great Minds**

Great Minds is our afterschool program that meets from 12-3 Monday-Friday and begins the 2<sup>nd</sup> 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 8:50. 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 1<sup>st</sup> 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 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) Children 3 and older can wear masks with signed parent permission. You will receive a permission form to sign and return if you want your child to wear a mask while attending preschool.
- 3) 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.
- 4) Have your child wear clothing that encourages their independence. Elastic waists and loose-fitting clothing are easier to manage. Please label outer clothing.
- 5) **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!!
- 6) Encourage breakfast. We will have a snack time at school, a light breakfast will hold them over.
- 7) Every child needs a backpack (large enough to send home projects and artwork). Please no rolling backpacks.
- 8) 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. Parents may walk into the building for afternoon carpool. You must have your carpool card to enter the building and pick up your child. 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.**
- 9) 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.
- 10) 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

