ITEMS YOUR CHILD WILL NEED AT SCHOOL

Each child will need the following items: backpack, extra set of clothing (to be kept in backpack at all times), water bottle, coat/jacket during inclement weather. If needed, please also provide extra “Pull-ups” & wipes. Label all personal items with a permanent marker.

Preschool is MESSY! Please dress your child in clothing/footwear that is comfortable and appropriate for daily preschool activities. Your child will be experiencing many activities throughout the day and we would like them to focus on enjoying these activities rather than being worried about their clothing. Children will be using our outdoor playground for as long as weather permits. Your child may get wet, dirty, covered in markers or paint, etc. That’s part of the FUN at school!

CLASS TIMES

Preschool arrival time begins promptly at 9:00 a.m. for morning classes and 12:30 pm for the afternoon classes. To aid your child in transitioning to school, please be on time. This helps in their success with our Daily Routine. Classroom teachers will open their door to indicate arrival/class time has begun. Please wait for this “signal” to enter the classroom.

Students may be picked up between 11:15 – 11:30 a.m. or 2:45 – 3:00 p.m. ECEC Staff have a very limited amount of time between classes. Please be prompt! Classroom teachers will inform your child that it’s “time to go!” This cue for excusal will let him/her know that they are excused from the current activity to gather their belongings and exit the classroom. Please DO NOT send your child back into the classroom once they’ve been excused. Activities provided at the end of the day are common and your child will have the opportunity to participate in them another day.

Preschool Coordinator/Teacher will begin calling persons listed on the Emergency Contact sheet at 11:30/3:00. A fee of $10.00 will be assessed for each 15 minutes that a parent is late picking up a child after 11:30 a.m. in the morning or 3:00 p.m. in the afternoon.

SIGN IN/OUT

Each child must be brought to the classroom door and signed in by a parent or designated adult. Sign-in/out sheets are located near each classroom door. Children must be signed out as well and will NOT be released without written permission. It is helpful to let the teachers know if there is a change in the pick up routine. Only those listed as Parent/Guardian OR Emergency Contacts listed in Aspire will be allowed to sign children out. ID will be requested if there is any question. Preschool Coordinator/Teacher may call parent if there is a
concern regarding pick-up. PLEASE be sure you have provided 3-5 emergency contacts (in addition to parent/guardian) in your child’s Aspire profile. These contacts are our lifeline to you in the event of an emergency!

PARKING

ECEC parking is located in the lot south west of the center (directly across from the baseball fields). To ensure the safety of your child, please park in this lot and cross the street using one of the crosswalks. This is for everyone’s safety. Parking behind the center is reserved for staff members and those with handicap access plates or hang-tags and parents with special permits. Absolutely NO parking or stopping is allowed in front of the building. Those needing special permits may request them from the EEC Preschool Coordinator.

**Any vehicle parked illegally will be issued a warning for the first offense. If a second infraction occurs the vehicle will be towed at the owner’s expense.

FOOD/SNACKS

Please DO NOT bring food from home to our school. We provide safe snacks each day. If your child has a specific allergy, please notify the Preschool Coordinator and Teachers. A general list of provided snacks is available upon request.

ECEC is a NUT-FREE CENTER!

We have several children at our center who have life threatening allergies to nut products. This includes peanuts, tree nuts and oils derived from them. Any contact or ingestion of these products can cause a fatal reaction. As you might imagine this is a very concerning issue for us. We would like to remind you that the EEC is a “NUT FREE FACILITY.” We respectfully ask you to leave all food from home AT HOME! This includes siblings of all ages snacking while you drop off or pick up your preschooler. I realize that this policy might seem harsh, but think of this...If your child's life was threatened by the unseen transfer of nut oil from a sibling to the front door to your child's hand to his mouth, thus causing a severe or fatal reaction, wouldn’t you be relieved to know that other families in the center are helping to keep your child safe?

ECEC FOYER/WAITING AREA

In addition to mindfulness regarding food in our foyer/waiting area, we ask that you model and practice appropriate indoor etiquette while waiting for class to begin. Books are available for quiet reading, and you may sit in any of the chairs provided. Please escort your child to the restrooms. Large white boards and markers located near classrooms are provided for that specific classroom's students, ONLY, for name writing practice. These are NOT for drawing or erasing. Preschool-aged children may use the marker to write their name upon arrival while waiting for their classroom door to open. Parents must supervise their children at ALL times while in the foyer/waiting area- this includes siblings of all ages. The environments at the EEC are arranged to be utilized for children aged 3-5. Infants and toddlers must stay with Big People while visiting the EEC. If your child/children struggle with “wait times” it is highly encouraged that you arrive to class right as the door opens.
9:00 for AM sessions, and 12:30 for PM. You are also invited to take your child to our outdoor playground to expel any "extra" energy! Reminder- stay with your child at all times.

Please pass this information on to anyone picking up your child. Thank You!