



EARLY CHILDHOOD EDUCATION CENTER

A Program of Murray City School District

CLASS TIMES

Preschool arrival time begins promptly at 9:00 am for morning classes and 12:30 pm for the afternoon classes. To aid your child in transitioning to school, please be on time. Classroom teachers will open their door to indicate arrival/class time has begun. Wait for this “signal” to enter the classroom. Students may be picked up between 11:15-11:30 am for morning classes, and 2:45-3:00 pm for afternoon classes. **PLEASE BE PROMPT!** *A fee of \$10.00 will be assessed for each 10 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

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 to add 3-5 Emergency Contacts in your child’s ASPIRE profile.

PARKING

ECEC Parking is located in the lot located southwest 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 hangtags and parents with special permits. Absolutely **NO** parking or stopping is allowed in front of the building. Those needing special permits may speak to the ECEC 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.**

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!** Dress your child in clothing/footwear that is comfortable and appropriate for preschool activities. These activities include: playdough, finger painting, water/sensory play, etc. Your child may get wet/dirty, or covered in markers/paint. That's part of the **FUN** at preschool!

FOOD/SNACKS

Please **DO NOT** bring any 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. We respectfully ask that you leave all food from home, AT HOME! This includes siblings of all ages snacking while you drop off or pick up your preschooler.

FOYER/WAITING AREA

While using the foyer/waiting areas, please model and practice appropriate indoor etiquette as you wait 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. They are **NOT** for drawing on or erasing. Parents must supervise their children at **ALL** times while in the foyer/waiting area- this includes siblings of all ages. The environments at the ECEC are arranged to be utilized for children age 3-5. Infants and toddlers must stay with Big People while visiting the ECEC (this includes inside classrooms as well as the foyer/waiting area).

If your child struggles 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 before class begins. Reminder- stay with your child at all times.

**PLEASE PASS ALL OF THIS INFORMATION ON TO ANYONE
DROPPING OFF/PICKING UP YOUR CHILD. THANK YOU!**