



## Teens 'n' Tots Preschool

Lapeer County Education & Technology Center  
690 N. Lake Pleasant Rd.  
Attica, MI 48412  
(810) 664-1124 Ext. 4164

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### Preschool Families:

Welcome to Teens 'n' Tots Preschool! We are glad to have you and your child in our Preschool, and we trust the experience will be beneficial to all of us. In order to help you with our program, we are making the following information sheets available to you. If you have any questions, please contact us. We hope you and your child will enjoy being here as much as we will enjoy having you.

Our program is play-based. We believe and research shows that children learn best by exploring their world, manipulating materials, and learning by doing. For that reason, we provide an environment where they can safely explore and grow intellectually, emotionally, physically, and socially.

This Center is a lab school. High school student teachers will be working with the children, along with Mrs. Webb, to develop the skills necessary to successfully have a career in education. They will also do observations of the children from our Observation Booth. Our goal is to have a quality preschool program that children, staff, and parents can be proud of. You and your children make this possible. Thank you.

We are looking forward to a great year! If you have any questions, please contact Mrs. Webb. You may talk to her before or after Preschool, call 664-1124 Ext.4164, or email her at [jwebb@lapeerisd.org](mailto:jwebb@lapeerisd.org) . Classroom information is also provided on our website, <http://teensntotspreschool.weebly.com> .

Sincerely,

Teens 'n' Tots Preschool Staff



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## Preschool Information: 2016 – 2017

**AM Session: 8 – 10 AM**

**PM Session: 11 – 2 PM**

### **Important Dates:**

Important dates to put on your calendar:

|                    |  |
|--------------------|--|
| September 14       | <b>Preschool Starts</b>                                |
| September 22       | School Picture Day                                     |
| September 29       | Red Day**  |
| October 6          | Fire Safety Visit (Parents Encouraged to Attend)       |
| October 13         | Field Trip to Past Tense Cider Mill (\$8 cash)         |
| October 20         | Orange Day**   |
| October 31         | Dress-Up Parade  |
| November 17        | Brown Day**  |
| Nov. 23 – 27       | Thanksgiving Break <b>(No school)</b>                  |
| December 8         | Green Day**  |
| December 9         | Parent-Teacher Conferences                             |
| December 19        | Holiday Celebration                                    |
| Dec. 20 – Jan. 3   | Winter Break <b>(No school)</b>                        |
| January 4          | <b>Back to school</b>                                  |
| January 5          | Black and White Day**                                  |
| January 12         | Backwards Day  |
| January 16         | PD Day <b>(No school)</b>                              |
| January 19         | Indoor Field Day                                       |
| January 26         | Pirate Day   |
| February 2         | Hat Day  |
| February 9         | Library Field Trip                                     |
| February 14        | Valentine's Day Party                                  |
| February 16        | Indoor Field Day                                       |
| February 20        | President's Day <b>(No school)</b>                     |
| February 23        | Pink and Purple Day**                                  |
| March 2            | Dr. Seuss Day  |
| March 9            | Pajama Day   |
| March 16           | Indoor Field Day                                       |
| March 23           | Blue Day**   |
| March 30           | Sports Day   |
| March 31 – April 9 | Spring Break <b>(No school)</b>                        |
| <b>April (TBA)</b> | Hearing and Vision Screening                           |
| <b>April (TBA)</b> | MME Testing <b>(No school)</b>                         |
| <b>April (TBA)</b> | Kindergarten Visit <b>(PM ONLY)</b>                    |
| April 13           | Yellow Day**   |
| April 17           | Easter Monday <b>(No school)</b>                       |
| April 27           | Field Trip to Seven Ponds Nature Center (\$3 cash)     |
| April 28           | Parent-Teacher Conferences                             |
| May 4              | Trike-A-Thon   |
| May 11             | Field Trip to Attica Fire Department (Parents Invited) |
| May 18             | Preschool Graduation                                   |



We will remind you of these dates and inform you of other special days as they come up. Occasionally we will take a “field trip” to the Animal Center here at the school if they have baby animals, to the house built by Construction Trades, or to the Culinary Arts class to see their gingerbread houses.

\*\*We schedule different days throughout the month that highlight the color of the month. Students are encouraged to wear the color or bring something from home that is that color. For instance, September’s color is red. On September 29, students are encouraged to wear red or bring something from home that is red. On this day, we will be collecting small trinkets that the students bring in on a poster to hang in the classroom.

## General Information:

### Release of Children

Children will be released only to parents or individuals indicated on the **Child Information Sheet**.

We also have a SECURITY CARD system. At the Open House, you will receive a green card for each person authorized to pick up your child. Please sign this and fill in the authorized person’s name. The pickup person will need to show this card along with their driver’s license before the child will be released. We will make a photocopy of the license to place in your child’s file. This is for the safety of your child.

You may also need to stop at the front desk to let them know you are a Preschool parent. An adult **must** escort the children to and from our classroom door and back to the car. This is a public building and is used by many people. We do not want the children to be unattended at any time.

### Parent Badges

At the Open House, you will also receive 2 parent badges, to be returned at the end of the year, for individuals who help with pick-up or drop-off on a regular basis. If there is an individual that helps with pick-up or drop-off less frequently, that individual would need to sign in at the receptionist desk at the front to receive a visitor badge. A badge must be visible at all times while in the school building. This is also for the safety of your child.

### School Closing

Occasionally due to circumstances beyond our control (inclement weather or mechanical failures), the Preschool may be closed. The Center closings will be broadcast on local radio and TV stations. You may also find school closings on <http://www.abc12.com/closings>. Look for **Lapeer County Education and Technology Center**.

Anyone with text messaging service on their mobile phone can opt into the Lapeer Ed Tech text alert system. You will receive a text message any time the center is closed because of severe weather.

Here’s how:

- Open a new message in your texting application
- In the “To” box, enter this number: **81010**
- In the “Message” area, enter **@123edtech**
- Send the message
- You will receive a response text message welcoming you to the system

The process is complete. If you want to be removed from the text list, text **@Leave** to leave all classes with EdTech Center.



## Tuition Payment

Tuition is due at the beginning of each month. Prompt payment of tuition is important and will help us with record keeping. There will be a locked box on the cubby below the newsletter. If you are paying with cash, please put the money in an envelope with your child's name on it and insert the envelope in the slot in the top of the box. Checks may be dropped in without an envelope. We will put your receipt on the top shelf of your child's cubby the following preschool week.

The monthly payment is \$25 for the AM class and \$50 for the PM class. Your registration fee covered **September 2016 and May 2017**. **The first payment will be due at the beginning of October. If paying by check, please make it out to Lapeer County Intermediate School District or LCISD.** If paying with cash, please have the correct amount as we have no way to make change. Thank you.

## Daily Routine:

Upon arrival, put any coats, backpacks, etc. in their cubby. Pin their nametag on their clothing, either in the front or back. (The numbers on the nametag are your child's age in years and months. The other number (1-6) is their small group table.) Parents will sign their child in on the attendance sheet by initialing in the proper place and noting the time. Parents must remain with their child until they are allowed into the Preschool.

### AM Preschool Description:

Mrs. Webb will greet the children at the door. After the child comes in, they will find their name and move it. They will then find their small group table in the preschool and work on writing their name, reciting their full name, phone number, address, and birthdate, and finishing an activity with their teacher until all the children arrive.

When all or most of the children have arrived, Mrs. Webb will ring the bell and the children will come over to our carpet area. Here we spend a short time talking about letters, numbers, colors, shapes, and available activities for the day. One assigned child shares their "show and tell." We recite the "Pledge of Allegiance," sing songs, check the weather and sometimes have a Mystery Reader. Each day a different child will be Mrs. Webb's "helper." They help with reviewing letters and numbers, and ring the bell for clean-up time. Everyone gets a turn throughout the year.

Mrs. Webb dismisses the children to our choice time where they choose their own activities to pursue. A five-minute warning is given to warn the children that it's almost clean-up time. When the bell is rung, we expect all the children to help clean up the area that they are working in.

Children then come to our carpet area. During this time, we sing songs, do finger plays, and read stories. Children are dismissed a few at a time to the hall where our student teachers help them get on coats, etc., and lead them to our outdoor play area.

When Mrs. Webb rings the bell at the end of outdoor time, the children line up and are released to their parent or whoever is picking them up. If we do not go outside because of weather conditions, Mrs. Webb will have the child come to the doorway and will direct them to their parent when it is dismissal time.

Upon dismissal, remove your child's nametag and hang it back on the hook in their cubby. Please check the cubby shelf for artwork or letters home. Initial and note the time on the attendance sheet.

### PM Preschool Description:

Mrs. Webb will greet the children at the door. After the child comes in, they will find their name and move it. They will then go to the carpet area for songs, finger plays, and to read a book.



When all or most of the children have arrived, Mrs. Webb will start carpet time. Here we spend a short time talking about letters, numbers, colors and shapes. One assigned child shares their "show and tell." We recite the "Pledge of Allegiance," sing songs, check the weather and sometimes have a Mystery Reader. Each day a different child will be Mrs. Webb's "helper." They help with reviewing letters and numbers, and ring the bell for clean-up time. Everyone gets a turn throughout the year.

Mrs. Webb dismisses the children to their small group table in the preschool. At their small group table, they write their name, recite their full name, phone number, address, and birthdate, and finish an activity with their teacher.

Mrs. Webb will ring the bell and the children will come over to our carpet area. During this time, we will count our preschool days and have a teacher reader.

Mrs. Webb dismisses the children to our choice time where they choose their own activities to pursue. A five-minute warning is given to warn the children that it's almost clean-up time. When the bell is rung, we expect all the children to help clean up the area they are working in.

The students will return to their small group table when done cleaning up to start their centers. In center time, the students will work on short activities at 3 different small group tables each day. Each center should take about 15 minutes to complete. When centers are done, the children are dismissed by tables to the hall where our student teachers help them get on coats, etc., and lead them to our outdoor play area.

When Mrs. Webb rings the bell at the end of the outdoor time, the children line up and are released to their parent or whoever is picking them up. If we do not go outside because of weather conditions, Mrs. Webb will have the child come to the doorway and will direct them to their parent when it is dismissal time.

Upon dismissal, remove your child's nametag and hang it back on the hook in their cubby. Please check the cubby shelf for artwork or letters home. Initial and note the time on the attendance sheet.

## Attendance:

It is very important that you be prompt when you pick up your child. Time is needed after the Preschool children leave to clean up and re-set up the room before the high school students leave. This will also give us time to discuss events of the day.

In the event that your child will be absent, please notify us. We would like to know if your child is ill and when we could expect them back in Preschool. Please do not send your child to Preschool if he/she is ill. See the Illness Policy.

It is important for us to maintain a full class of preschoolers throughout the school year. If your child is absent for more than three weeks, we will assume you wish them to be dropped from the class unless we hear from you.

The attendance roster is located on the parent bulletin boards in the hallway. It is very important that whoever escorts the child to the classroom initial the roster and indicate the time when dropping them off and then again when the child is picked up. **Please do not initial both boxes when you drop the child off.** This will throw off our count and can become a safety issue. Thank you.

## Birthdays:

We celebrate the children's birthdays at Teens 'n' Tots by making a birthday crown for the child and singing "Happy Birthday" while they sit in our special star chair. They are welcome to bring a birthday



treat to share. Please let Mrs. Webb know if you would like to do this. Usually “finger foods” like cupcakes, brownies, or cookies work best.

For children with summer birthdays, we celebrate their “half” birthdays so they have the opportunity to have a “special day” in Preschool and bring a treat if they’d like. (For example, a July 15 birthday would be celebrated on January 15.) Let us know if your child would like to bring a treat for his/her “half” birthday. We will list birthdays on our monthly snack calendar.

## **Book Orders:**

Each month we place a book order with Scholastic Books. We put the book orders on your child’s cubby shelf, and the orders are due on a following Wednesday. We will have a box with a slot on top near the newsletter for you to put your order form in and check payable to Scholastic Books (no cash please). Books are generally delivered in about 2 weeks. They have some great books for very reasonable prices. We also get bonus points to purchase books for our library. Our classroom code is: LKC6K.

## **CARE Team:**

The CARE Team is a behavior intervention that is set up for when an individual’s behavior is an immediate danger to themselves or others. A CARE Team call is not a lockdown even though it does involve all of the programs gathering in their locked rooms. A CARE Team call can be for anyone in our building. It is not solely for our Special Education Wing. We’ve even set it up for a preschooler before!

You don’t need to worry about your own safety or the safety of your children when a CARE Team call has been made. CARE Team calls just help eliminate any extra students or staff in the hallway or potentially in the particular situation. Precautions have been put together so that we all know what to do when we hear a call. If you have any questions, please ask!

## **Children With Special Needs Policy:**

Children with special needs will be accepted into our program and given the opportunity to participate in the program to the fullest extent possible under the guidelines of the Americans with Disabilities Act (ADA).

All families and students will be treated with dignity and with respect for their individual needs and/or differences.

Teens ‘n’ Tots Preschool staff will ensure that confidentiality about special needs is maintained for all students and staff in the program.

## **Clothing Suggestions:**

An extra set of clothes is needed by each child to keep in their cubby in case they get wet or soiled. Please use a gallon-sized Ziploc bag and label the bag and each item inside with the child’s name. A shirt, pair of pants, socks, and a pair of underwear should fit in the bag. It is also recommended that you label other clothing the children wear to the Preschool as well, especially coats, jackets, hats and mittens.

**We get messy!** It’s best to dress your child in clothing that you don’t care if it gets paint, glue, dirt, or other messy materials on it.



Outside clothing: We try to go out daily if it is not raining or too cold (above 20°). Please dress your child accordingly.

Shoes: We have lots of opportunities for climbing, jumping, running, etc. Good traction shoes such as sneakers are probably best.

## Communication:

We know that sending a letter or monthly newsletter home is not the best or most convenient form of communication for everyone. We will continue to send letters home, but we are willing to contact you in a different way as well. Please let us know if an email, phone call, or text is a better way to contact you. If you came to the “Meet the Teacher” night on Sept. 7, you have already given us this information.

### Remind

Mrs. Webb uses a communication tool called *Remind*. It can send messages through text, email, and the *Remind* app. Invitations will be sent after school has started. General announcements will be made in the *Teens 'n' Tots Preschool* group. Specific class announcements will be made in the appropriate preschool group. If you are interested in signing up before then, follow these instructions:

#### Teens 'n' Tots Preschool

To receive messages via text, text **@teensn to 81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @teensn'.

Trouble using 81010? Try texting **@teensn to (810) 487-4705** instead.

Or to receive messages via email, send an email to **teensn@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.

#### AM Preschool ONLY

To receive messages via text, text **@ampres99 to 81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @ampres99'.

Trouble using 81010? Try texting **@ampres99 to (810) 487-4705** instead.

Or to receive messages via email, send an email to **ampres99@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.

#### PM Preschool ONLY

To receive messages via text, text **@pmpres99 to 81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @pmpres99'.

Trouble using 81010? Try texting **@pmpres99 to (810) 487-4705** instead.

Or to receive messages via email, send an email to **pmpres99@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.

## Cultural Competence Plan:

The goal of Teens 'n' Tots Preschool is to completely engage all children and families enrolled in our preschool by reciprocating relationships with families and embracing the cultural variety within our program. We will strive to make the most of each child's potential, strengthening, and building upon the skills they bring when they enter our program. When young children are in a group setting outside of home, they experience this new world depending on the social and cultural contexts to which they are familiar. The following are ways in which we strive to be culturally competent.





Staff will work to ensure that the program creates a welcoming learning community that continually seeks knowledge and is reflective of all cultures within their program.

Teens 'n' Tots Preschool provides for learning about cultures within the classroom by:

- Having families and students share about their cultures using artifacts, music, videos, media, stories or other appropriate information
- Classroom field trips
- Special community visitors
- Books, music, instruments, pretend play materials, etc.

Families are informed of activities in the greater Lapeer area to enhance their understanding of the diversity in the area.

High school student teachers who participate in Teens 'n' Tots Preschool are provided with lectures and resources on working with diverse children and their families.

Teens 'n' Tots Preschool welcomes input from families, through informal communication and through annual surveys to enhance our program in the area of cultural and linguistic diversity.

The curriculum includes traditional holidays celebrated by the majority of students as well as unique holidays only celebrated by a minority of students.

Staff members attend conferences and stay current on research related to supporting dual language learners in their classrooms.

## Field Trips:

We do go on a few field trips during the school year. We will let you know in advance when they are planned. Occasionally there is a small fee. You signed a permission slip on the **Child Information Sheet** that is good for the year. We ride a school bus which is a great treat for the children!

Each field trip is a training and learning experience for our high school students. For this reason, we do not have a need for parent volunteers to go along on field trips. With that said, parents are welcome to meet us at our field trip destination. There will be no bus transportation to and from the destination for parents.

## Illness Policy:

All medical information and all immunizations should be up-to-date.

Please do not send a sick child to preschool. Call the preschool (810.664.1124, Ext. 4164) if your child is ill and will not be attending.

Any communicable diseases should be reported immediately so other parents can be informed. **DO NOT** underestimate a communicable disease.

If your child has a fever ( $100.1^{\circ}$  by mouth or  $101.1^{\circ}$  by rectum) or upset stomach, please keep him/her home for at least 24 hours.

Thick, running noses will not be allowed at preschool. Preschool children need to be able to use tissues.

Do not send any medicine, including cough drops to school.

You will be contacted by a note home if your child has been exposed to a communicable disease.



## Health Guidelines:

**Fever** – The child should be fever-free without medication for 24 hours before returning to preschool. Fever is defined as an elevation of 1.5° above the normal temperature of 98.6° or 99.6° by rectum.

**Vomiting and Diarrhea** – A child should be kept at home if he/she vomits within 12 hours before preschool. A child should stay home if there is more than one instance of a loose stool. If it persists, call a doctor.

**Contagious Illness** – For chicken pox, rubella, measles, whooping cough, mumps, diphtheria, and strep infection, children should be home until fully recovered. In the case of chicken pox, three days after the newest blisters start drying, your child may return. The preschool **MUST** be notified if your child has chicken pox.

**Contagious Conditions** – For colds, tonsillitis, and flu, the child should remain home until well and/or the fever is completely gone for 24 hours. For scabies, head lice, conjunctivitis, ringworm, impetigo, and pinworms, children will need a doctor's release slip to be allowed back in preschool.

**Thick, Running Noses Are Not Permitted** – Preschool children need to be able to use tissues.

**Undiagnosed Rash** – A doctor should check any rash.

**Abdominal Pain** – A doctor should check persistent or intermittent pain. The child should remain home until the doctor gives permission to come back to preschool.

**Difficulty Breathing or Lethargy** – Keep home and check with your doctor.

## Observation Booth:

We have an observation booth with a one-way mirror where you may observe your child in the preschool. Parents are always welcome to sit in there during preschool, but please remember that there are students working in the classroom or booth doing schoolwork. We would appreciate a quiet atmosphere. Also, please make sure that conversations reflect the positive environment that we are creating both for your children and the high school teachers. Thank you!

## Parent-Teacher Conferences:

Twice a year, we offer parent-teacher conferences. Our parent-teacher conferences are a very relaxed experience. We just want to provide the opportunity for communication outside of the normal school experience. We will review our screenings and observations while obtaining any concerns or helpful information from you. Children can attend and play in the preschool while we talk.

## Siblings:

We love to have siblings on special days, but our licensing only covers children 3 yrs. – 5 yrs. 11 mo. So, on regular preschool days, siblings will not be able to participate in preschool activities. This includes outdoor play and walking in the school hallway.

## Snacks:

In order to limit the time spent away from children, snack is only available at scheduled times. Children who choose not to eat will need to wait until leaving the program to have another snack. Snack time is during open exploration time which is approximately 8:45 – 9:15 am and 12:15 – 12:40 pm.



Sometimes a child requires a special diet due to allergies, food sensitivities, or other circumstances. Please make sure all dietary needs are specified on our application and "Child Information Record" so that we can be prepared to meet your child's needs.

If your child would like to bring in a snack for the class, please sign up on our snack calendar. We will provide a snack for days when no one signs up or if the snack is forgotten. This is totally voluntary--you do not have to sign up to bring a snack. We will also provide water and juice so you do not need to bring in a beverage.

Please consider healthier snack options. We always suggest fruits, vegetables, and grains that are fresh in-season produce. If you would like suggestions, please see Mrs. Webb or Mrs. Josef. Near your child's birthday or half-birthday, he/she may bring in a special birthday treat for snack.

## **Student Teachers:**

In addition to providing care and education for your child, we are also training our high school students. Most of them have a strong interest in working with children as a career. Mrs. Josef instructs in the classroom while Mrs. Webb works with the students in the Preschool. The students will be working with your children under the supervision of Mrs. Webb and Mrs. Josef. They spend a couple days in the Preschool and the other time in the classroom or observation booth where they observe the children. While we ask that you think of the high school students as "teachers," please direct any questions, concerns, etc. to Mrs. Webb or Mrs. Josef. They know much more about the program and the children and will be able to give you complete, accurate information.

## **Toys from Home:**

When children bring in toys from home, we expect that these toys will either be shared with other children or kept safely in the child's cubby. Please realize, however, that teachers cannot assume responsibility for keeping track of toys and other materials brought from home. School policy does not allow toy guns or weapons to be brought on school grounds.

## **Transitions:**

It is sometimes difficult for children to transition from home to school and from school to home. This is normal and may disappear and then reappear. Attached in this packet is a handout with some suggestions for making this transition easier. As always, we will call you if your child remains upset or is experiencing problems at school.

Please let us know if there are any situations going on in your child's life (such as a death or divorce) that may cause your child emotional distress so we can help them.



## **Discipline Policy:**

The basis for the Teens 'n' Tots discipline policy is R 400.5107 of the Michigan State Regulations governing Child Care Centers, effective June, 2008. One requirement of this rule is to furnish staff and parents with a written copy of the Preschool's discipline policy. For this purpose, Rule 400.5107 is written below.

### **R 400.5107 Discipline**

#### Rule 107

1. The staff shall use positive methods of discipline that encourages self-control, self-direction, self-esteem, and cooperation.
2. The following means of punishment shall be prohibited:
  - a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - b. Restricting a child's movement by binding or tying him or her.
  - c. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
  - d. Depriving a child of meals, snacks, rest, or necessary toilet use.
  - e. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.
4. A policy shall be developed and implemented regarding the discipline of children. It shall be:
  - a. In written form.
  - b. Age appropriate.
  - c. Provided to staff and parents.

It is also the Center's policy to comply with all state laws in regard to child abuse and neglect.

If you have any questions regarding this policy, please contact Mrs. Webb or Mrs. Josef.



## How to Help Your Child Adapt to a New Group Setting:

It is not unusual for a child to have separation problems when entering a new situation. Even a child who is familiar with the setting sometimes has fears when they have been away from it for a time. Some suggestions to make it an easier transition are:

Create a "goodbye" ritual.

Practice a dry run.

Meet the teacher and visit the Center with the child – this is one of our reasons for the open house.

Read books on separation.

Help them become engaged in an activity. Once they get involved, you may be tempted to just sneak off but don't. Let them know that you are leaving.

Turn your child over to Mrs. Webb or one of our experienced student teachers. Usually after a few minutes after the parent is out of sight, they settle down. If they don't settle down after a period of time, we will let you know. You are also welcome to go into the observation booth and observe for a while. Your comfort level is important to us as well.

Be aware of your body language and the message you are sending to your child when leaving. If you can be matter-of-fact and assured, that will go a long way to reassuring them that they are safe.

Please don't linger in the preschool entrance once you have said your goodbyes. Each additional stranger can be intimidating to other children who are not feeling entirely secure.

If your child has an ongoing anxiety, have a family friend or loved one drop them off.

Don't be surprised if your child, who has gone into preschool with no problems at all, suddenly doesn't want to come or is afraid to come in. Often this occurs because the child is coming down with an illness, they didn't get enough sleep, or they're upset about something that is occurring in their life. Please be patient with them.

Talk about their day with them after school.