
VILLAGE GREEN PRESCHOOL PATTER & CHATTER

▶ September 2023 <</p>

VILLAGE GREEN PRESCHOOL

6 Meetinghouse Hill Road

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❖PRESCHOOL DIRECTOR: Karen Ormsbee

MWF Teaching Team:

Jillian McAlevey: Lead Teacher & Assistant Director

Lori Schoolcraft: Co-TeacherKaiya Correia: Co-Teacher

TuTh Teaching Team:

Caitlyn Candiello: Lead Teacher
Amanda Stevens: Co-Teacher
Lori Schoolcraft: Co-Teacher

Hello Preschool Parents & Friends—Welcome to VGP 2023-24

As we prepare to begin another wonderful year of preschool together, please take a few moments to review this special 20th edition of our "VGP Patter & Chatter" ... it addresses some frequently asked questions and classroom changes. Please keep a copy handy for reference during the fun-filled & ever-busy months ahead!

QUESTIONS * COMMENTS * CONCERNS

- ★ <u>PLEASE ASK!</u>: Please don't hesitate to bring questions, comments or concerns to the attention of the director or teachers throughout the year: in person or by phone & e-mail address listed above. ▶ A "Home-School Connection" is very important to us at VGP and we encourage on-going communication to help ensure the most successful early-education experience for our little learners!
- ★ WHEN IS A GOOD TIME?: Quick issues can always be addressed at Greeting Time or Dismissal, but please understand that our primary focus during school hours is the preschoolers. Therefore, we request that any lengthy or involved conversations be reserved for outside of class time when the children are not present. The Teachers are always willing to make themselves available for parents who wish a private one-on-one conference (in person or by phone) when class is not in session.
- ★ <u>DIRECTOR'S HOURS</u>: Karen Ormsbee can usually be found in the preschool office during all preschool sessions, generally 8AM to 4 or 5 PM. It is always best to set up a meeting to be certain of availability outside of regular hours.

★ CLASS HOURS:

Morning session Early Drop-off* Lunch Bunch** 8:00-9:00 AM Drop-off 9:00 AM 11:30-12:30 Pick-up 11:30 AM (\$55 or \$80/mo.) (\$55 or \$80/mo.) Afternoon session Late Pick-up* (no fee for full day) Drop-off 12:30 PM 3:00-4:00 Pick-up 3:00 PM (\$55 or \$80/mo.)

*Early Drop-off and Late Pick-up requires a commitment from Sept.-Dec. and/or Jan.-May. Parents are asked to drop off and pick up at a consistent time each day.

- **Lunch Bunch (11:30-12:30) is included for students attending all day (meals are not provided) but is optional depending on space available for others. Students enrolled all day and families with siblings attending an AM + PM class the same day are given priority.
- * PARENT-TEACHER CONFERENCES: VGP Parent-Teacher Conferences are scheduled twice a year, in November & May (see School Calendar for potential dates.) These brief meetings are held so we can discuss your child's adjustment & progress up to that point. Conferences are held during our regular VGP class hours all parents will be assigned a 10-minute conference time that will be posted the week prior to conferences. We ask that you adhere to this strict time frame so conferences can run on schedule, however additional conference time can be scheduled at any time if desired.

After entering the foyer, please sign your child in on the sheet at the top of the white board and read any notices posted there (take a photo to share/read later!) Then have your child place their belongings onto their hook (backpack on bottom hook and sweater/coat on top hook) – removing papers to return to school, and lunch box (if using.) Lunch boxes should be placed on the shelf above their hook.

The preschool door opens at 9:00* for the morning session and 12:30 for the afternoon session. The Greeting Time before our 1st Circle is a very important time of the day. It is when the teachers get to welcome the children; however, if you are running behind for any reason and will be late for arrival, no problem! Please advise us of any late arrivals or absentees by calling the preschool (978-422-8256) and leaving a message before class begins. You can also call or text Mrs. Ormsbee at 508-667-4394. We generally close the door at 9:15 and 12:45. IMPORTANT: DO NOT KNOCK ON THE PRESCHOOL DOOR! For everyone's safety, the teachers are instructed never to answer the door – ever. If you happen to arrive after drop off time and find that the preschool door is closed, please bring your child to Mrs. Ormsbee in the preschool office and she will escort your child to the classroom. Please take the time to put their belongings on their hook prior to bringing them to the preschool office.

- * For children being dropped off early (8:00 AM), please follow the same procedure for children arriving at the usual class time (9:00 AM.)
- ★ TRANSITIONAL SIGNAL: We begin & end each day with an auditory transitional signal the ring-a-ling of our "Bear Bells" -- Parental understanding & cooperation is key to its success:
 - ▶ Beginning of Class Bells: Parents should not linger in the classroom after dropping off their child.* We ring our special "bear bells" (a Star of the Week job!) at approximately 9:10AM & 12:40PM to signal it is time to gather for circle. It is imperative that any parents or siblings still in the classroom when the bells ring, please promptly exit the classroom. This helps all children prepare for their independent transition to Circle Time. It can be very difficult for some children to say "good-bye" once the transition to Circle is underway & even harder for the other children whose own parents have already departed in a timely fashion! So, IF YOU'RE STILL IN THE CLASSROOM WHEN WE RING THE BELLS, PLEASE DEPART QUICKLY! The Lead Teacher will commence Circle Time with songs & activities to engage the children while the other teachers tend to any children who may need some extra comforting.
 - *an exception is made when staying to celebrate a birthday/half-birthday at preschool.
 - ▶ End of Class Bells: On days when we dismiss from the playground, we will ring the bells just before 11:30 AM & 3:00 PM* to indicate the end of our school day. All children begin to be dismissed at this time (parents should inform the Director and Lead Teacher when a child will be dismissed before the regular dismissal time.) All children will be asked to stop their play & line up along the fence near the gate for their turn to depart. In turn, parents need to proceed toward the gate for dismissal this helps to foster a happy & prompt dismissal for all and eliminates the awkward negotiations of "One more turn!" or "Not yet!" For safety reasons, please approach the gate

instead of waiting on the driveway – teachers keep their eyes on the children to make certain that they arrive safely back to a parent/caregiver. <u>Please allow some leeway with the teachers at the beginning of the year as we adjust to new faces and family connections.</u>

*For children being picked up late (4:00 PM), please follow the same procedure for children being picked up at the usual class time (3:00 PM.)

* DISMISSAL & SPECIAL PICK-UP ARRANGEMENTS: We usually dismiss from the playground, but it is sometimes necessary to dismiss from inside due to inclement weather or time constraints. For all dismissals, first sign your child out, collect your child's belongings from the coat hook and cubby, then proceed outside to the playground or wait in the foyer for the class door to be opened. For outside dismissal, please see "End of Class Bells" above. For inside dismissal, please proceed to the classroom door where your child will be dismissed with one or two others. Please allow some leeway with the teachers at the beginning of the year as we adjust to new faces and family connections. Please move toward the door to make it easier for your child to find you. To avoid hallway congestion, everyone is encouraged to depart quickly.

If someone other than a parent or regular caregiver will be picking up your child at dismissal, YOU MUST notify us in writing and verbally communicate this to the Director and Lead Teacher! As a safety measure, we may request a photo ID before dismissing your child to anyone that we do not recognize (including parents) — do not consider this an inconvenience, but rather an extra layer of protection for your child. So, be sure that anyone who picks up your child brings their photo ID with them. The Lead Teacher generally dismisses, but a different teacher may be at the gate/door instead and not recognize someone who regularly picks up your child. They may be asked to present identification – at any time - and anyone new to the Lead Teacher will be asked to present ID.

- * <u>EARLY DISMISSAL</u>: Should you ever need to pick up your child before our scheduled dismissal, do not hesitate to do so! At the playground, simply let the Lead Teacher know and she will retrieve your child. If we are still in the classroom, go directly to the preschool office and Karen will escort you to the classroom. Whenever possible, please notify the Director and Lead Teacher of your plans in advance.
- * CLASSROOM DOORS ARE LOCKED AT ALL TIMES: The preschool entrance door in the foyer must remain locked at all times for safety reasons. If it is closed, it is locked! Should you arrive while class is in session, go directly to the Director's office & you will be escorted to the preschool room. As stated under "Greeting & Dismissal" above, the teachers will not open the door for anyone. Parents are not allowed to linger in the building.
- * IT IS IMPORTANT TO BE ON TIME AT THE END OF CLASS: Children often become anxious when they are the last one waiting and parents are asked to please be considerate of our teachers' very tight prep schedule by arriving on time for dismissal. Following each class session, the teachers must return to the classroom to tidy up from the previous class & then prepare for the next session with little margin for spare time!

In case of an emergency, however, do not hesitate to call the school and advise us of your unforeseen delay — no child will ever be left unattended or uninformed!

Snack Time is always a favorite time of day in preschool! It is a wonderful opportunity to foster independence (children pour drinks, serve themselves, and clean up) & practice good manners. A teacher always sits with children at snack time and engages them in conversation. Snack will be served "family style," which means that each child will bring snack for the entire class (quantity 24 so there are a few extras) a few times during the year (one of them will be their birthday or half-birthday snack.) Each family will receive a snack schedule and a reminder from the snack teacher prior to their assigned snack day. There is no need to bring a drink as we provide fresh water at snack daily.

- * HOW MUCH?: Snack should be just enough to provide fuel to get our friends through the end of class and it should be a healthy choice. Because the children will serve themselves, it is preferred that a large bag of pretzels be brought rather than individual packages. Any leftovers will be placed on top of the cubbies for retrieval at the end of the day.
- * WHAT DO WE BRING?: Think healthy (except nuts!*) We strongly encourage healthy food choices such as cutup fruits (grapes cut in ½ lengthwise), yogurt (frozen yogurt tubes work great!), vegetable sticks, small muffins,

cheese sticks, whole grain crackers/cereals, granola/fruit bars. If the children will need a utensil to eat their snack (applesauce cup for example), please provide spoons in addition to the snack. **If your child has an intolerance** (gluten, food dye, dairy, etc.) you are asked to bring an individual snack for your child each day in case they are unable to eat the provided snack. For children with food intolerances, it is good practice to keep a few snacks in their backpack/tote bag. The daily snack will be posted on the cork board in the foyer.

- * <u>NEVER-NEVER</u>: *Nuts & nut products are NEVER permitted in the classroom because of the potential for serious allergic reactions. THIS INCLUDES peanuts, nuts of any kind, and nut butters. Remember to **check ALL ingredient labels** to be sure they do not contain nuts it is surprising to find that some multi grain cereals contain nut meals! Even if your child is not allergic, the allergen can be spread by contact and be just as dangerous for an allergic individual. Please consider the health of all our children when selecting snacks.
- ★ <u>CHOKING HAZARDS</u>: Although snacking is eaten under teacher supervision, choking is always a concern. Please pre-cut grapes in half LENGTHWISE, carrots into STICKS not rounds, and NO popcorn.
- * **SPILLS & OOPS:** Accidental "spills" are <u>never</u> a problem at VGP the children learn to take care of any mess all by themselves if possible & their spare set of clothes are just a backpack away!
- * <u>PAPER GOODS AVAILABLE AT VGP</u>: We keep a supply of NAPKINS & DRINKING CUPS <u>only</u> at preschool. Any needed spoons or forks must be provided from home.
- ★ <u>BIRTHDAY SNACKS</u>: Cupcakes are not needed for a happy celebration! Be creative & daring as you think of healthier alternatives sliced strawberries, pudding, fruit kabobs, zucchini muffins, etc. If you choose to send something home for your child's birthday please provide one for each child including the birthday friend and the packaging needs to clearly show who it is from, too! As with all snack days, you will receive a notice prior to the assigned snack day.
- * PRESCHOOL COOKING DAYS: About once a month, we don our imaginary chef hats to prepare our own snack with teacher guidance. Some favorites: fresh pizza, granola, muffins! The food to be prepared will be listed on the class calendar. Teachers try to plan recipes based on food sensitivities/allergies, but please speak with the Lead Teacher if you have any concerns. We are happy to share recipes, too!
- * NO, THANK YOU!: Children are encouraged to join us for snack and a water break, but it is each child's choice to visit the Snack Table or not! They are always encouraged to at least have a drink of water water is always available throughout the day. Some parents are surprised to find that their child is 'starving' at pickup time only to find that they always refuse snack. Please discuss snack time with your child so they know the expectation we ask them twice and if they decline, they will not have snack that day.

*********************************** LUNCH BUNCH & REST TIME

"Lunch Bunch" covers the hour between our morning and afternoon sessions (11:30AM - 12:30PM.) Priority is given to students who attend all day or to siblings in a morning and an afternoon class. If space allows, Lunch Bunch is available to other children on a first-come first-serve basis. Lunch Bunch is a great time to chat, enter discussions in a smaller group setting and allows for 'down time' before the afternoon class begins.

Please prepare your child by explaining that they will be practicing some quiet time after they finish eating. Rest/nap mats with sheets will be available – parents need to bring a lightweight blanket and/or snuggly. Each child will have a cubby in the rest space downstairs to keep their sheet, blanket and snuggly. We will periodically send home their items to be washed and returned at the next class. They will be encouraged to participate in some mindfulness with a teacher but will be allowed to play quietly until the afternoon session begins. We may not hold Lunch Bunch on the days of our Holiday Programs (December 14 & 15) and our Recognition Day Programs (May 23 & 25) but we will confirm these dates as they approach.

* <u>Procedure</u>: For children attending lunch bunch mid-day, please bring your child to the main classroom door at 11:30AM. If the coat hook your child uses still holds belongings from the AM Class, you may bring jackets and backpacks directly into the classroom and put them near the door - we will hang them up later. If there is an inside dismissal for the morning class, we ask that you go around

to the door off the back hallway to alleviate congestion in the foyer (go down the hallway to the left of the main entrance door.)

⇒For children attending school all day, please have your child place their lunch on the shelf above their hook.

- ★ The following guidelines will make the Lunch Bunch transition go smoothly:
 - Name needs to be CLEARLY visible on the front or top <u>outside</u> of the lunch box/bag and on drink bottles (Mabel's Labels work great! <u>www.villagegreenps.mabelslabels.com</u>)
 - Choose healthy foods from a variety of food groups (we talk about fruits, vegetables, proteins and treats every day)
 - We cannot reheat food, and ice packs should be used to keep items cold (for all-day friends)
 - Include any utensils needed to eat their food (spoon, fork)
 - Water is always available, but you are welcome to provide a drink (please label their bottle.)
 - We encourage children to rinse out their fruit cups, yogurt bottles, etc. to be recycled.
 - Please observe our nut-free policy, which means no nuts or nut butters are allowed.

CUBBIES & HOOKS & BACKPACKS, TOO!

Every child at Village Green is assigned a Mail Cubby and a Coat Hook at the beginning of the year. Since all 4 preschool classes share these spaces, we use a color-coding system for the children's names: TuTh AM is RED // TuTh PM is BLUE // WF is GREEN // MWF is YELLOW

- * <u>CUBBIES</u>: A cubby is each child's special place to keep the day's artwork & other projects, and to place removed articles of clothing (barrettes, sweaters, etc.) Cubbies are also used to communicate important information via notices or notes from teachers. At Dismissal Time, the rolling cart of cubbies will be moved into the foyer so that parents may retrieve all articles from the day. Art that is wet &/or messy will be left to dry in the classroom & can be found in the cubby at the next class, but you're welcome to also take it home or leave art that has been placed into the cubby when wet!
- ★ <u>COAT HOOKS</u>: Coat hooks are located in the foyer, and for safety reasons, they may <u>NOT</u> be accessed by preschoolers during the day. Children only access them under teacher supervision when it is time to get ready for the playground. Our Coat Hook Guideline is as easy as 1 2 3:
 - #1. SMALL BOTTOM HOOK: for Backpack or Tote Bag
 - #2. LARGE TOP HOOK: Jacket goes on top hook <u>for easy removal by small hands!</u>
 (During winter months: Hats & Mittens should get tucked into a coat sleeve!)
 - #3. BELOW HOOKS: Boots & winter gear bag (when needed) should be placed on floor directly below coat
- * BACKPACKS: It is ABSOLUTELY ESSENTIAL that each child bring a backpack or tote bag containing a complete set of spare clothing every day-- including underwear, socks, shirt & pants or dress. Extra shoes are helpful but not required. We recommend storing items in a zippered plastic bag to help keep them fresh. Teachers must frequently access extra clothing: toileting accidents, excessive wetness/messiness at art & the sensory table, "oops!" spills at snack, etc. Please remember to replace the clothing as seasons & sizes change during the year!
- ▶ <u>VERY IMPORTANT NOTE</u>: Teachers DO NOT open backpacks unless there is a need to access spare clothing, so DO NOT place important teacher notes & paperwork OR <u>outdoor gear</u> that you wish your child to wear for outdoor play inside the backpack/tote bag!
- * BRRR! COLD-WEATHER GEAR: As you know, it gets quite blustery in Sterling for many months of the school year, but weather permitting; we try to get out to the playground each day to exercise our large motor muscles and big voices! Every day when you enter the building, please take a peek at our VGP Weather Watcher traffic light to see whether or not we intend to go outside to the playground:

GREEN LIGHT = Yes! // RED LIGHT = Not Today! // YELLOW LIGHT = Maybe?

* PRACTICE, PRACTICE: We strongly recommend practicing independent dressing at home! It not only helps to foster a strong sense of "I Can Do It!" in the children, but also ensures additional time spent outside on the playground instead of inside the classroom waiting for assistance! With 20 preschool children, +40 mittens, +40 boots, +20 hats, +20 snow pants, +20 coats, and other misc. gear inside 1 classroom with 3 teachers, it is SO VERY IMPORTANT that we have a consistent policy in place otherwise tears & frustration are maximized, and beloved playground time is thereby minimized!

VGP SUGGESTION TO PARENTS OF ALL PRESCHOOLERS:

© Practice independent "Outer Gear" dressing at home as much as possible! ©

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We cannot stress enough the importance of labeling ALL removable items that come to preschool with your child (don't forget Mabel's Labels: www.villagegreenps.mabelslabels.com!) Not only does uncertainty over ownership complicate the flow of our classroom routine, but unmarked items can be more difficult to retrieve once lost. Our Lost & Found bin in the office frequently overflows with abandoned treasures ... which then become monthly donations to a local charity if unclaimed. The best policy: label all items that can be removed & lost during the school day!

PLEASE PUT LABELS WITH YOUR CHILD'S NAME ON ALL OF THE FOLLOWING ITEMS:

- ▶ Backpacks & Tote Bags
- >> >> Coats & Jackets
- >> >> Headbands & Jewelry

- **▶** All Shoes & Boots
- >> >> Hats, Mittens, Scarves
- "Show & Tell" / "Letter Finder"

- >> Sweaters & Vests
- >> >> Lunch Boxes & Drink Bottles
- ★ <u>IS IT MINE?</u>: Preschoolers do not always recall what item belongs to them, even if they selected it lovingly from the store, shelf or toy box that morning. Pink mittens, black snow pants, and Velcro-strapped boots, etc. all manage to look alike during the playground dressing process!
- * HOW TO LABEL?: There are many different options to choose from, but the most common include permanent marker, iron-on patches, pen on masking tape...or our popular VGP fundraiser, "Mabel's Labels"! First name, last name, both names, or just initials are all fine as long as we have some method to help identify the rightful little owner quickly before complications have a chance to set in!

<u>Special Note</u>: Please continue labeling as the seasons & sizes change throughout the year or you purchase new clothing! Don't forget to label those little **shoes and sweaters/sweatshirts** at any time of the year as they are often removed in the Dress-up area & throughout the course of the day,

WHAT TO WEAR TO PRESCHOOL?

PRESCHOOLERS SHOULD WEAR CLOTHING THAT IS COMFORTABLE, <u>WASHABLE</u>, AND SAFE SO THAT THEY CAN LEARN, WORK & PLAY FREELY AND ATTEMPT INDEPENDENT TOILETING SKILLS!

- ★ <u>DRIP-DROP-SPLAT!</u>: We try to provide a variety of interesting art, sensory & tactile experiences that may be messy and while we encourage the use of smocks, clothes can & do provide an unexpected "canvas" of sorts! Our tempera paints are mixed with dish detergent, and we use "washable" markers & inkpads, so most stains can hopefully be removed or lessened after treating at home (try Lestoil or OxiClean)! <u>Expensive special-occasion clothing is strongly discouraged at preschool, unless noted on calendar (no messy materials will be used that day)</u>
- ★ <u>CAN I WEAR THIS TODAY?</u>: Using gentle guidance, we encourage parents to support their preschoolers' independence in choosing what to wear & how to wear it to school. Patterns do not need to match and favorite shirts may be worn again & again (and again!) but please leave pis & costumes at home. It's the beaming smile and sense of "I can do it!" that counts! → <u>Belts, leotards, and "onesies" can make independent toileting frustrating.</u>

★ FOOTWEAR CHOICES: Closed-toe shoes with non-slip soles and secured ankles are key for a busy classroom filled with 40 happy little feet that love to move! Bare/stocking feet are unsafe as are clogs, Crocs or flip-flops.

2023-2024 PRESCHOOL FOCUS AREAS

This year, we have decided to create weekly focus areas, rather than using themes for weeks at a time. The possibilities are endless, but we try to mix creative new ideas with old favorites. Your feedback is always appreciated! As indicated below, the focus areas incorporate seasons, holidays and areas of interest. Calendars outlining the theme's schedule & plans are typically emailed home at the end of each month. Here's a Sneak Preview for 2023-24:

★ SEPTEMBER:

Friendships Emotions/Kindness Fall/Apples

★ OCTOBER:

Pets **Dinosaurs** Fire Safety/Community Helpers Fall/Pumpkins/Halloween

★ NOVEMBER:

Woodland Animals Manners Thanksgiving/Turkeys **★ DECEMBER:**

Arctic Animals Families/Home **Holidays**

★ JANUARY:

New Year's Nutrition Space Snow/Ice

★ FEBRUARY:

Dr. Seuss/Groundhog Day Dental Valentine's Day

★ MARCH:

Zoo Animals Transportation St. Patrick's Weather

★ APRIL:

Easter/Spring Fruits/Vegetables **Butterflies** Recycling

★ MAY:

Farm Animals Flowers/Seeds Ocean Animals Ice Cream/Summer *****

PARENT VOLUNTEERS: OUR "HELPING HANDS"

Our VGP classroom is always bursting with lots of discovery, imagination, creativity & socialization...and we welcome parents, grandparents, nannies, and other special adult friends to join in the fun! There are many ways to share your "Helping Hands" at VGP all year long:

- * CLASSROOM HELPERS: Extra hands are aways welcome at preschool! A typical day includes a special VGP welcome, facilitating hands-on activities with the children, assisting teachers with dish washing & tidying our classroom, and sharing lots of smiles! Monthly "Helping Hands" sign-up sheets are posted on the white board in the foyer during the week before each new month. Unfortunately, we cannot allow siblings during class time, but they are welcome at greeting, dismissal and family programs.
- * BEHIND THE SCENES: For parents who are unable to join us in the classroom but still wish to be an integral part of our day, take-home projects are often available and greatly appreciated! Our daily plans involve much preparation 'behind the scenes' when children are not present, including: tracing, cutting, gluing, and more – especially for Special Programs, including our March fundraiser and art show. Please speak to one of the teachers if you can help out at home.

© SHOW & TELL, Dress-Up Days and Color of the Day ©

© Show & Tell takes place several times during the year in small group time at VGP and are included on the calendar! Every child will have the opportunity to share something special and the other children will be encouraged to listen politely & ask questions or provide a comment. Although parental guidance is still needed, it is important that the children select a treasure that they want to chat about with their peers. Based on parent input, we have reduced the number of Show & Tell days - check your school calendar. Some months will have a recommended "theme" (such as "something that fits in an egg" or "my favorite book"), which will be indicated on the current VGP Class Calendars, while others will be your choice. PLEASE label all Show & Tell items!

- * **SUGGESTIONS:** Anything found in nature; photos of loved ones; vacation brochures; kitchen or workbench tools or gadgets; artwork made at home; seasonal items; sports equipment, etc. Anything expensive, fragile or irreplaceable is not recommended in a preschool setting. Consider sending a photo of the item instead.
- * <u>"I FORGOT!"</u>: Not a problem children who do not bring in an item for Show & Tell will be encouraged to select something from the classroom or chat about something special, with our guidance. A "visual" is not required!
- ★ <u>SAFEKEEPING</u>: Upon arrival, Show & Tell items will be placed in a basket and used only during Show & Tell. Parents can retrieve them from the same baskets at the end of class. At Dismissal, the baskets will be found on top of or beside the Cubby unit in the foyer. Don't forget to check, please!
- ★ WHEN IS "SHOW & TELL"?: Please check your VGP School Calendar/schedule and the monthly class calendar. White board notices are usually posted prior to the theme as a reminder as well. If school is cancelled Show & Tell will not be rescheduled.
- *The following guidelines are very important for a successful preschool Show & Tell:
 - 1. **NAME LABEL:** Children's <u>names must be clearly marked</u> on the item, using marker or tape, if possible! We always have tape available on the whiteboard and at the door on these days. —
 - 2. **ONE SMALL ITEM ONLY:** ONE ITEM per child, due to limited attention spans, and space and time restrictions. Even if it is part of a larger collection or set, please! For example: select just ONE trading card, not the entire collection... or just ONE princess doll but not her dresses & friends.
 - 3. **GUNS & WEAPONS:** Any toys that denote aggression or violence of any kind (fighting, force, and/or empowerment) are not permitted at VGP...EVER. Please leave these at home!
- © <u>Dress-Up Days</u> at Village Green provide a fun opportunity to participate in wearing something that begins with the letter of the week. Exceptions are pajama day in December and wear a VGP shirt in January. This home-school connection provides the opportunity to work with your child to wear the chosen item that begins with the letter, or not! It is ALWAYS your child's choice. In addition, these choices should come from your child's existing wardrobe we do not want parents rushing out to find something the night before.
- ★ "I FORGOT!": It is NEVER a problem dress-up days should always be your child's choice and they are usually fine if they did not wear the specified item.
- © Color of the Day at VGP can be really fun with so many different shades of one color! Every month, we introduce a special color right from the beautiful rainbow spectrum & then some! It will be noted on the Class and School Calendars; a whiteboard notice reminder posted and indicated by the paint color provided at the easel on these days. Children are encouraged to wear a bit of the Color of the Day to school; however, this & all dress-up days are OPTIONAL. Try searching for items of that color on the way to & from VGP! Color of the Day is usually on a Thursday and Friday, and we tend to align the colors with the season or nearest holiday.
- * "I FORGOT!": It is NEVER a problem participating in color of the day should always be your child's choice

○ LETTER FINDERS ○

A new letter is introduced in random order each week. On Mondays and Tuesdays, this special letter is noted on parent calendars. We discuss how to write the letter, practice the sound/s that it makes, and find words that begin with that letter. We use the letter in easel, art and writing center projects. Typically, on Thursdays and Fridays - we ask the children to bring in something that begins with the letter of the week. As with Show & Tell items, please do not bring anything too big or anything depicting aggression or violence of any kind.

★ <u>"I FORGOT!"</u>: Not a problem... children who do not bring in a Letter Finder item can still participate by observing, listening, and asking questions about what others brought.

- * WHEN IS LETTER FINDERS?: On Thursdays and Fridays will be noted on parent calendars. They will be discussed at greeting or in small groups at and will not be rescheduled in the case of school cancellation.
- ★ <u>SAFEKEEPING</u>: Letter Finders items will be placed in a basket and can be retrieved from cubbies or baskets on/beside the Cubby unit in the foyer. Don't forget to check, please!
- *TOYS FROM HOME: With the exception of Show & Tell, Letter Finder days and items to be shared for our Science Table, we ask that ALL toys, stuffed animals & other special treasures from home be left in your car or in backpacks. This policy helps to prevent tears & frustration over misplacement & loss as well as the desire for 20 others to "have a turn". We try to be very careful in the selection & variety of our preschool toys based on safety, durability & developmental appropriateness as well as monitoring their use and availability to all children we must ask that only these VGP toys be enjoyed in the classroom.

SPECIAL DAYS IN THE CLASSROOM

- © **LETTER OF THE WEEK:** All 26 alphabet letters are highlighted throughout the school year, but not in ABC order! We introduce them in both their upper- & lower-case forms and sing a song about the sound each letter makes. The easel activity on a "Letter Day" will begin with the focus letter, as noted on the Class Calendar (<u>Aa</u> = painting with <u>apples</u>). As noted above, all classes can participate in our home-school activity of "Letter Finders" and facilitated activities on letter sounds, words & writing.
- © HOLIDAYS & CELEBRATIONS: There are several preschool programs that parents & families are invited to attend during class time, including: Halloween Parade, December Holiday Program, Field Day and Recognition Day. The times, dates & details for all programs will be noted in the Class Calendars & Newsletter. We also visit Clearview Farm in September and Davis Farmland in April parents/caregivers are encouraged to attend these field trips, but it is not mandatory (all dates can be found on the school calendar.)
- ★ VGP Family Night on Friday, October 6th, Spooky Walk on October 23rd and the March Fundraiser & Art Show on March 9th are events not to be missed: look for more information in Newsletters regarding these VGP social highlights! ★
- © PRESCHOOL BIRTHDAYS: Birthdays are special, and we make the birthday child feel special, too! Every child will be assigned a day to celebrate, and a snack list indicating birthday celebrations will be sent out to each class. The date will be on or close to the child's actual birthday; for summer birthdays, it will be planned at approximately the "half-way" mark or (half-birthday!) For children attending more than one session, your child will celebrate in the class/es closest to their birthday (for example if your child attends all day on MWF and their birthday is on a Tuesday, they will celebrate on Monday or on Wednesday, per the schedule and depending on other birthdays, cooking and holidays) but not both. Birthday children will make a birthday crown, sit at a special snack spot, are serenaded by the class, and is an overall "I feel special!" kind of day! You can expect a reminder from the snack teacher as the special day approaches. If you plan to have a birthday party for your child, you do not need to invite the entire class. However, only invitations for everyone can be put into cubbies. The same for notes, favors, and the like.
- © **STAR OF THE WEEK:** Every preschool friend will have the special honor of being our "Star of the Week" during the year! Star names are chosen randomly from our Star Box on the last day of class each week. This fun activity provides an opportunity for all of us to know your child better, while increasing self-esteem & self-confidence as the "Star" shines brightly! Our "Star" will bring home the VGP star-studded bag, which contains:
 - 1. A "Star of the Week" notice with detailed instructions!
 - 2. Our beloved "stuffed" friend to snuggle with over the weekend (they are washed/sanitized between use) MWF Classes: "Twinkle" // TuTh Classes: "Buddy Bear"
 - 3. Construction paper to decorate for our "Star of the Week" Bulletin Board!
- **Special Note:** On their <u>final day</u> as "Star of the Week", the preschool friends in our AFTERNOON CLASSES will have the opportunity to bring home our pets MWF Class: "Popcorn" the Hamster and TuTh PM Class: "Shelly" and "Sheldon" the Hermit Crabs. We will post a sign-up sheet to take the pets home during vacations or when the current Star can't. We provide food & supplies, and you provide water & love! Taking care of our preschool pet/s for the weekend is a very fun & exciting adventure for most families; however, if you do not wish to participate for whatever reason, simply speak to Karen or the Lead Teacher so that other arrangements can be made. PLEASE REINFORCE PROPER HANDWASHING AFTER THE HANDLING OF ANY ANIMAL! <u>VGP friends in the AM classes are encouraged to sign up as alternate hosts!</u>

© <u>KEEPSAKE PHOTOS:</u> Mounted photos highlighting each child's turn at his/her birthday celebration and as Star of the Week will be shared with families. Likewise, parents are always welcome to bring a camera to preschool to capture special moments of their children during celebrations or throughout the course of the year!

'QUARTERLY' TUITION PAYMENTS

© <u>PAYMENT DUE DATES</u>: You are welcome to pay tuition monthly, but our 'quarterly' (actually three payments only) schedule is set up to provide a slight discount, facilitate the payment of tuition and to purchase needed supplies in advance. If you feel you need to make special arrangements, please speak to Karen. Look for additional tuition reminders in our monthly newsletter when the November and February payments are due. Prompt payment of tuition is greatly appreciated. Preschool Board policy states that tuition and fees are not refunded.

<u>May 1</u> for September, October and November <u>November 1</u> for December, January and February <u>February 1</u> for March, April and May

