

---

# Caregivers Information Sheet

---

Please pass a copy of this information to all caregivers (babysitters, nannies, relatives, or friends) who transport your child to and from the preschool. This will help assure your child's safety and help our preschool run smoothly.

1. **PARKING LOT SAFETY** : Please walk with your children at your side to and from the preschool. Never leave your car running, even if you are just making a quick drop off or pick up
2. **PRESCHOOL HOURS** : Please try your best to be punctual! ***The preschool opens at 9:15am, and ends at 12:15am for the 3's class and 1:15pm for the 4's class.*** Late children may be disappointed to miss outside play time and the ECE may miss the opportunity to greet them as they arrive. ***We also ask that you do not drop children off earlier than 9:15am.*** The ECE and the participating parent helpers will not come outside the preschool until 9:15
3. **INSUFFICIENT PARENT HELP** : An emergency situation may arise where we cannot find the required parents to participate in the classroom. Caregivers will be required to wait at the preschool with the child until enough parents have agreed to remain to assist in the classroom, or the preschool will have to close for the day
4. **MAILBOXES** : Please check the family mailboxes and main bulletin board every day to see if there are any messages.

**Thank you for your cooperation, and commitment in keeping our school a positive place!**

## **PRINTING A CHILD'S NAME**

Children gradually learn to recognize and write their own names and other words as they see them used on their cubbies, artwork, clothing and lunches, dictated stories, and birthday cards. Print is all around in a good program.

We prefer showing children both upper and lower-case letters from the beginning because both are in books and in other natural print settings. When only the upper-case letters are shown first, handwriting in isolation from other aspects of writing and children are taught incorrect notions (about capitalization) that they must later unlearn.

What may be gained in more perfect initial handwriting (upper-case letters contain more straight lines and may be easier for children to form) is lost in terms of concepts about function and writing conventions. (Schickendanz, York, Stewart, and White 1983, p.194)

Children are becoming aware of the elements in their names long before they can print each letter, so it is important that even as infants their names be printed with conventional upper and lower-case letters. This question exemplifies the importance of our teaching for children's lives.

## **GROUP TIME**

Especially at the beginning of the year there are some children that have problems sitting and participating in group time. As time goes by those children will become more active participants, eager to sing songs, listen to stories and partake in finger plays and movement.

As a parent helper, your presence in group time or circle time is important. In addition to finding out what songs and stories your child hears and learns at the preschool, your presence also helps the ECE by dealing with disruptive children in a gentle manner.

This allows the ECE not to be constantly interrupting the songs and stories in order to deal with disruptive children.

*Here are some ideas:*

- Tap the child's shoulder or gently whisper his or her name.
- Sit by them or quietly ask them to come and sit by you or on your lap.

Modeling is important. Everyone has a mat to sit on; participating in songs and finger plays, not to talk to someone beside you; watch the ECE for ideas. The ECE will provide further ideas if needed. By helping all the children to focus on what is happening, to participate (if they'd like) or just to sit quietly and watch, will then make group time an enjoyable experience for all who are involved. Your help is needed and appreciated. THANKS!