

# Ms. Melissa's Class Handbook

2017 / 2018

Reach for the STARS



Cooperative Preschool

Thanks to our artists - Phoebe, Quinn, Robbie and Sofia;

## Dear 2's Families,

Welcome to the Northpoint Co-op. We have an exciting year ahead, and I am looking forward to teaming up with you in your child's learning experience this year. I am sure you will make good friends and have fond memories of your time together. Here are some tips and reminders about the operations of the classroom.

**Arrival:** Parking is available in the lower parking lot. For all children's safety, do not drive into the gravel area to drop off or park. Children are to be accompanied by an adult into the school. Please make a hand-washing stop in the hall bathroom prior to entering the classroom to further prevent the spreading of germs. Please make every effort to be on time for class. If you are not a working parent, please wait in the hall until the class door is open. Remember to watch your child in the hallways and remind them of walking feet. When your child comes into class, allow them to find their name tag on the attendance chart. This will help with name recognition and self help skills. We also have a sign in/out sheet located on the table at the front door. Please sign in/out each day.

**Cubbies:** Your child will have his or her own cubby outside of the classroom. These are for children's coats, backpacks and artwork. Please leave all toys at home or in your car. Purses may be stored in the backroom. Please remember to pick up artwork regularly so cubbies don't get too full. Remember that each piece of artwork is precious to your child, so I encourage you to at least take them home to talk about before tossing.

**Working Schedule:** It is extremely important for working parents to be in class on your assigned days. You are responsible for finding a substitute if you are unable to make it. Working parents should arrive 10 minutes early. Please make every effort to be on time and call if you are running late. The classroom number is **253-952-9285. Our ratio for classes is 1 adult for every 3 children to hold class.**

**Siblings:** There are a lot of siblings or siblings-to-be in our classes. As much as we love them, it is our policy that unless siblings are under 6 months old and in a front pack, they are not allowed in the classroom during class time. This is mainly for their own safety and the fact that they are not covered under the insurance plan. They are welcome to come during drop off or pick up.

**Table Toys:** All centers are closed until after the opening circle time except for table activities. Your child may come in and play with play dough, puzzles, manipulative, or go to the book area. After our opening circle time all centers will be open.

**Circle Time:** It is best to have all working parents join us when possible. Please position yourself around the group and keep a watchful eye to prevent disruptions. 2's will often take several months to learn to sit quietly during circle time. Remember to participate

yourself. The children are much more likely to participate if you are too. I hope to make this a fun time and encourage all children to join me on the rug, but if a child doesn't wish to join us they are not forced. They have the choice to go to the book area and look at a book quietly. They may return to the circle at any time. All other toys/areas are off limits at this time.

**Discovery Time:** Your child can choose from art projects, sensory and science tables, writing center, book area, kitchen area, blocks and more. I allow the children to make their own choices within a safe environment. Please remember to dress your child in clothing that allows them the freedom to explore and to get messy. Make sure your child has appropriate clothing to go outside in any weather. Art parents should encourage each child to participate in the daily art project. Remember to focus on the process not the product.

**Clean up:** The signal for this time is the clean-up bell and magic clean-up lotion. Take time to include the children in clean-up and teach them where the toys belong. Everything has its own space. This time provides a great opportunity for sorting and learning appreciation for a tidy classroom. Everyone participates in clean up. The children will also help wipe the tables with sponges and water.

**Hand washing:** I will separate the children in to two groups to line up at the doors for hand washing. After each child washes their hands please have them line up inside the bathroom against the wall to wait for everyone to finish. This is a great time for a song.

**Snack:** This is a very special time for adults and children. Please sit down at the tables with the group. Waiting for everyone to be seated may be difficult at first, but they will get used to it. Parents are encouraged to ask questions and involve children in discussion while they wait. When everyone is ready, we will say our snack "thank you". We encourage a family style service and use please and thank you. Allow the children to fill their own cups of water, even if this means they will spill. Children should throw away their own snack when finished and then they may join me for a story/music.

**Playground time:** This is a time to run, climb and burn off energy. This time gives children a chance to exercise muscles, develop coordination, and cooperate with each other. Raindrops are bound to fall, but we will still try to go outside everyday. Our preschool policy is that if a child is riding a tricycle or in a wagon they must have a helmet on. If we are downstairs children may take their shoes off while on the jungle gym, but I prefer we keep them on as it takes so long to put every child's shoes back on.

**Dismissal:** We will end the day calmly and happily at circle with music. After our goodbye song, children will have name tags removed and may be dismissed by the TA to their parents. If you arrive during music time to pick up your child, you are welcome to join your child on the circle, or wait where they cannot see you. If you are waiting within sight or are

chatting with other parents, this will be very distracting for your child. I will always write the activities for the day on the grease board at the door. This can help you to ask questions and discuss the day with your child.

**Fire/Earthquake Drills:** We will be practicing fire drills monthly and earthquake drills twice a year. The procedures and evacuation plan are posted in the room by the front door. The drills will be very calm and casual, and children and parents will be notified ahead of time.

Fire drill- Teacher will flash overhead lights/or set off small alarm

Parents and children will line up at the front door quietly

Head count is taken

Adult leads children out front door and across parking lot.

Earthquake drill- Teacher will call out “earthquake drill”

Adults and children will crawl under tables, cover and hold

Remain under tables until notified

**Special Day/Birthday:** Every child will have a special day, determined ahead by parent and teacher. Each child will receive a crown to decorate on the day of his/her special day and they will be given a special book to keep. Please make sure you sign up to be snack parent on this day, so you can bring a special snack to share. In addition, your child is invited to bring a special book to share with the class during circle time.

**Field trips:** We will have occasional field trips. You will be notified ahead of time, but make sure you check your folder for additional reminders. Some field trips do allow for siblings, but you may need to pay extra for them. Please discuss this with me before the field trip. See Calendar list for approx dates-

**Portfolios:** Throughout the year I will collect children’s artwork, and photos to compile into a keepsake memory book. Please help collect precious memories by sharing pictures taken in class. Please give these photos to the “portfolio” person in your class.

**Discipline:** My goal is to help children make appropriate choices and to keep things positive. The main rules of the classroom involve safety: no one may leave the room without an adult, and hurting yourself or others is not acceptable. I prefer going to the child/children if there is a problem rather than yelling across the room, and the use of “no” is limited to extreme issues. 2 year olds have a very difficult time sharing. We are working towards cooperative play, but this is a hard skill to master. Therefore, in the 2s classroom we take turns and a child that has the toy can continue to play with it until they are finished and then the next child can play with it.

What to do about health issues: Your child will not enjoy the preschool experience if they are not well and the possibility of making others ill is great. Please keep your child home if her or she: Has had a fever in the past 24 hours

Has had a cold for less than 4 days

Has had vomiting and or diarrhea in the past 24 hours

Is fussy, cranky and acting like they do not feel well, even if no fever

Has a dry hacking cough

Is overtired

If I feel that a child is not feeling well, I will ask you to take him or her home. I appreciate your cooperation on this, as it is becoming quite a challenge to fight some of the virulent and contagious illnesses that used to be so mild. Please also keep in mind that a sick adult is also to make arrangements to stay at home and find a sub if you're working in the class.