

Dear Parents of Our Two Year Old Extended Care Children:

We are glad that you have chosen St. Johns for your child's preschool years. Our extended care children have a happy and worthwhile time with us. As we look to the love of God our Father each day, we will give your children the love and care you would give them yourself if you were home. Of course, an institution, however small and congenial, is different from home. Each child must make his or her own adjustment, but our excellent staff will help to ease the transition.

You and your child will be greeted each morning by Mrs. Jill Willis who also teaches the Older Two's class. Mrs. Erin Greene and Ms. Catherine Cunningham will provide an enriching experience for your precious little one in the afternoons. They look forward to building relationships with you and communicating daily.

Please be aware of the following: We open at 7:30 a.m. Please DO NOT drop your child off BEFORE 7:30. Please provide a good breakfast for your child BEFORE arriving at school. Parents will provide lunch including a drink and 2 snacks each day. We serve water for the morning and afternoon snacks. Please put a ready to eat lunch in a labeled lunch box. The morning and afternoon snacks should be in separate labeled zip loc bags. When you arrive please place lunches and snack bags in the designated containers.

In the morning, please bring your child into the building as quickly as possible since parking is limited. You will park on Lexington and enter through the red door. (The code is on an additional sheet.) Please sign your child in on the sheet provided. We want you to feel welcome here and encourage you to get your child settled before you depart. We have found that once you say "Good-by", it is better to leave quickly without looking back. Linger and responding to crying by coming back for one more hug and kiss just prolongs the agony and makes separation harder for you and your child. It is good to establish a morning farewell routine by putting away the lunchbox and snack bags, choosing a toy together, and then saying a brief good by. It is best to leave all personal toys, blankets, pacifiers or sippy cups/bottles at home. We are sensitive to a child's need for a comfort item in new surroundings, but we would like all items to remain at home after a two week adjustment period. It is very upsetting to try and take away a possession after you arrive at school, so please make your child's transition a happier one by leaving things at home.

The children are very tired after an active morning; therefore, rest time is routine procedure after lunch. We expect each child to lie down quietly each afternoon.

Each child should bring a backpack or tote bag with a travel size pillow, nap-size blanket, small nap cuddly, and a change of clothes. This change of clothes is in addition to the one that will remain in the 2 year old classrooms. All of these items must be small enough to fit into the backpack. The backpack should be brought in every Monday morning and will be sent home on Friday. This will enable you to wash everything and change the clothing depending on the weather. PLEASE LABEL EVERYTHING. We will provide a sheet and mat for each child.

Please do not send your child with a fever, upset stomach, diarrhea, green runny nose, or chronic cough. If in the opinion of teachers or administrators your child should be cared for at home, you will be called and you should pick up your child within the hour. Your child may not return to school until he/she has been fever and symptom free for 24 hours. If your child goes home at 10:30 on Monday, she/he may not return to school until Wednesday morning at the earliest.

If your child needs medication, you must sign a card provided by DCF and available from extended care personnel. We can give Tylenol or other "over the counter" medications to your child only if you have signed a form giving us permission to do so.

Late afternoon is a "tired time." The children need home, family, and dinner. Please be prompt. We close at 6:00 p.m. There is a charge for any late pick-up. The late fee is \$10 per child between 6 and 6:05. After 6:05, the charge is \$1.00 per minute. The same late charges apply to 4:00 pick up as well. You will be billed for the amount you owe.

At the end of the day the children will be on the playground or in the red door room. Sign out, please. Read the announcements placed on the bulletin board and remove all items and papers from your child's cubby.

***Children must remain with their parents in the building or on the playground after pickup. For safety reasons siblings are not allowed to go down the hall or into the classrooms or to play on the playground. They must be with their parents at all times as belongings are gathered. Once a child has gone outside the fence, he/she is not allowed back inside without a parent.

Birthday party invitations may not be given out at school. Please do not take a group of children from extended care to a party. This results in hurt feelings. When a child is picked up to attend a party, the child may NOT come back to extended care that day. No birthday presents may be brought to school. Young children are sensitive to being excluded. Please be considerate.

We will be delighted to assist you in the toilet training process when you and your child are ready. Just let us know. No "pull-ups" are allowed here. Once we begin the process, we will count on you to be consistent with the training at home.

Extended Care is only to be used as an extension of the preschool day. If your child is not in attendance during the morning preschool hours, he/she may not come for Extended Care only.

While we have an open door policy here and value our parents, we ask that you be aware how difficult it is when you "visit" your child at school. Your departure leads to an upset child left in our care.

If you must call the office after hours, please use the 389-8191 number. We have a cell phone (327-0346) that is only answered when our phones are out of order.

The afternoon teachers are focused on caring for your children, so please do not view this as a "conference time". Conferences should be scheduled in advance so teachers can give you their full attention and speak privately. Brief conversations are always welcome.

Here at St. Johns we share your concerns, your anxieties, and the need to feel confident that your child is being loved and well cared for. You will find that we are flexible, caring, and concerned about you as well as your child. We look forward to sharing your joy, as together we nurture your child through a wonderful year.