



Hayward Area Recreation and Park District

Dear Pre-K Learn and Play Parent/Guardian,

I would like to take this opportunity to welcome you to the Pre-K Learn and Play preschool program. Here are some helpful guidelines for a successful preschool experience.

As you enter the classroom you will notice the following:

Sign In

When dropping off your child, please sign the class sign in sheets located on the table next to the entrance door. When picking up your child, make sure that you sign him/her out.

Snack

There is a parent snack sign-up sheet located next to the sign in sheets, sheets, please sign up to bring either a protein and carbohydrate or a fruit or veggie for the entire class (The healthy snack guidelines are included in the Parent Manual). Each child does not need to provide their own snack daily. If your child has an allergy or dietary restriction, please supply me with a list of items that he/she cannot eat.

Volunteer Days

A parent/guardian is required to volunteer three times per session. Please sign up on the Parent Volunteer sheet. This is a great opportunity for you to spend quality time with your child and his/her friends.

Class Schedule (Pre-K Learn and Play)

Morning Class	Activity	Afternoon Class
9:00 am-9:45 am	Freeplay	12:30 pm-1:15 pm
9:45 am-10:00 am	Clean Up	1:15 pm-1:30 pm
10:00 am-10:10 am	Singing and Story Time	1:30 pm-1:40 pm
10:10 am-10:30 am	Project Time	1:40 pm-2:00 pm
10:30 am-10:50 am	Outside Play	2:00 pm-2:20 pm
10:50 am-11:00 am	Potty Break	2:20 pm-2:30 pm
11:00 am-11:10 am	Snack	2:30 pm-2:40 pm
11:10 am-11:20 am	Quiet Reading Time	2:40 pm-2:50 pm
11:20 am-11:30 am	Sharing Time	2:50 pm-3:00 pm
11:30 am-11:50 am	Imaginative Play and Skill Building Play	3:00 pm-3:20 pm
11:50 am-12:00 pm	Music Time and Work Passed Out	3:20 pm-3:30 pm

* Above is an estimated time frame for the class activities. This is subject to change for flexibility or being able to take advantage of an emergent curriculum when ideas come to the forefront.

Additional Information:

Sharing

Your child's sharing day will be assigned during the first week of pre-k. Half the class will share on one day and the other half on the other day of the week. Please have your child bring something for sharing on their day only to allow for the other half of the class to share on their day; please no weapons.

(Additional Information on the Back)



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Kleenex and Wipes

In order to help with costs, I am asking that each child bring in a box of Kleenex, container of baby wipes, and a box of Large Elmer's Glue sticks. The baby wipes will be used for hands while the Kleenex will be used for runny noses. The glue sticks will assist your child with art projects.

Changing Information

If for some reason your phone number, address, emergency contact or other information should change, please fill out a new emergency form and turn it into me.

Illness

If you feel your child is not well enough to participate in the day's activities, please keep them at home. (Illness Policy is in the Parent Manual) If your child comes down with something contagious, please call the supervisor at 510-881-6723.

Clothing

Please send your child in comfortable, washable clothing. Pre-K Learn and Play includes many hands on activities using different materials. We will get dirty--and easily managed clothing encourages independence and helps prevent toilet accidents. We will also be playing outside --close-toed shoes are much easier to play in. We play outside even on cold days, so please send a jacket or sweater. Also, please label all clothing with your child's name, as it makes it easy to identify when it gets left behind.

When Picking Up Your Child

Please be prompt. If you are not there when class ends your child will worry and it may cause them to not want to come to class in the future.

Recycling Projects

Throughout the year we will do a variety of art and craft projects with recycled goods. Feel Free to bring extra paper, glue sticks or anything appropriate for arts and craft projects.

I understand that this is a lot of information, so if you have any questions, don't hesitate to ask. I am aware of the importance of the Pre-K Learn and Play program and the impact that it has on children. I am looking forward to working with your child and allowing him/her the opportunity to enjoy learning in a fun and educational environment. If you have any immediate questions, please contact my supervisor, Nicole Espinoza Roa at 510-881-6723 or through email at roan@haywardrec.org.

Sincerely Yours,
Karen Crane
Pre-K Learn and Play Instructor