



Hayward Area Recreation and Park District

Dear Fairview Hills Preschool Parent/Guardian,

I would like to take this opportunity to welcome you to the Fairview Hills Preschool program. Here are some helpful guidelines for a successful preschool experience. As you enter the classroom you will notice the following:

Cubbies

The cubbies are located in the facility as you walk through the door. Each cubby has the child's name and is used for his/her class projects. Backpacks can be placed in the bottom of the cubbies and jackets can be placed on the hooks to the right of the cubbies. Always check your child's cubby for information and most importantly your child's work.

Bulletin Board/Wall

The Bulletin Board on the door has important parent information, including messages from me, curriculum, snack, upcoming parties, and special events. The Wall by the Cubbies also has important parent information, please check it daily.

Sign In

When dropping off your child, please **come in** and sign the class sign in sheets located on the wall next to the cubbies. When picking up your child, make sure that you **come in** and sign him/her out.

Snack

Each child will be supplying their own snack daily. Please send them with healthy options (information is available in the Parent Manual.) If your child has a food allergy, please supply me with a list of items that he/she can't have so I can inform other parents.

Class Schedule

Morning Class	Activity	Afternoon Class
8:30 am-9:00 am	Circle Time (Roll Call, Announcements, Calendar, Counting, Theme)	12:00 pm-12:30 pm
9:00 am-9:45 am	Work Table (Arts & Crafts, Writing, Worksheets, Sensory Activities, Dramatic Play, Creative Art, Cooking, Play dough)	12:30 pm-1:15 pm
9:45 am-10:00 am	Restroom Break & Clean Up	1:15 pm-1:30 pm
10:00 am-10:35 am	Games (Music and Movement)	1:30 pm-2:05 pm
10:35 am-11:00 am	Snack	2:05 pm-2:30 pm
11:00 am-11:20 am	Outdoor Play (Tricycles, Games, Structure Play)	2:30 pm-2:50 pm
11:20 am-11:30 am	Closing Circle Time (Sharing, Games, Finger plays, Story Time)	2:50 pm-3:00 pm

* Above is an estimated time frame for the class activities. This is subject to change.

Registration

Registration is done on a monthly basis. Monthly Tuition is \$240 per month per child and is due the 20th of the previous month. So registration for October is due by September 20th. Participants currently enrolled in a month will have registration priority for the following sessions if they register by the 20th of the previous month. After the 20th of the previous month, there will be a \$10 late fee assessed to the registration fee. Continuous registration and participation is required to maintain priority.

(Additional Information on the Back)



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Additional Information:

Parking

Please do not park in front of the school. You may park on each side of the building or on the street. Please let anyone who is picking or dropping off your child know.

Kleenex

In order to help with costs, I am asking that each child bring in a box of Kleenex. The Kleenex will be used for runny noses.

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 school at 510-581-5604 and the Recreation Supervisor at 510-881-6723.

Clothing

Please send your child in comfortable, washable clothing. Fairview Hills Preschool program 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 try to 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. If you could collect the following and bring it in a bag to class that would be great: recycled paper empty toilet paper tubes and paper towel tubes.

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 Fairview Hills Preschool 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,
Mary Feria
Fairview Hills Instructor