



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:

Bulletin Board

The Bulletin Board has important parent information, including messages from me, upcoming parties, and special events.

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 volunteer/snack sheet located next to the sign in sheets, please sign up to bring snack 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). If your child has an allergy, please supply the teacher with a list of items that he/she cannot eat.

Volunteer Days

A parent/guardian is required to volunteer two to three times per session. Please sign up on the Parent Volunteer/snack sheet located on the table next to the entrance. This is a great opportunity for you to spend quality time with your child and his/her friends. It is on your volunteer day that you will provide the snack

Class Schedule (Pre-K Learn and Play)		Class Schedule (Pre-K Toddler and Me)	
Morning Class	Activity	Morning Class	Activity
9:00 am-10:00 am	Free Play and Art	12:30 pm-1:00 pm	Free Play and Art
10:00 am-10:10 am	Clean Up	1:00 pm-1:10 pm	Clean Up
10:10 am-10:25 am	Circle Time	1:10 pm-1:20 pm	Finger play/Story time
10:25 am-10:40 am	Snack	1:20 pm-1:35 pm	Snack
10:40 am-11:20 am	Outside Play	1:35 pm-1:55 pm	Outside Play
11:20 am-11:35 am	Learning Numbers/Letters/Sharing	1:55 pm-2:00 pm	Music
11:35 am-12:00 pm	Music	2:00 pm <i>sharp</i>	Dismissal
12:00 pm <i>sharp</i>	Dismissal		

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

Sharing

Your child's sharing day will either be on the Wednesday or Thursday depending on which class your child is registered in. Please have your child bring something for sharing in a large Ziploc bag with their name on it. Please no weapons.

(Additional Information on the Back)



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Additional Items

In order to help with costs, I am asking that each child bring in a box of Kleenex, container of baby wipes, and Large Elmers Glue sticks (4). The wipes will be used for the children's hands and the Kleenex will be used for runny noses. While 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.

Extra Clothes

It is helpful to have a change of clothes at Pre-K Learn and Play. Bathroom accidents can happen anytime (even to older children), juice sometime spills, and water can escape from the water table. Please bring a bag daily or leave one with us. Make sure the bag is well labeled with your child's name.

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: empty toilet paper & paper towel tubes, paper bags, newspapers, empty baby food jars with lids and boxes from water bottles or soda.

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,
Sue McGarry
Pre-K Learn and Play Instructor