



# Hayward Area Recreation and Park District

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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:

## Parent Information

Parent Information can be found printed on the student cubbies next to the sign in which will have 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 student cubbies next to the entrance door. When picking up your child, make sure that you sign him/her out.

## Snack

There is a parent snack/volunteer sign-up sheet located next to the sign in 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 two to three times per session. Please sign up on the Parent Snack/Volunteer sheet located on the student cubbies 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. There will be some days that extra volunteers are helpful, if there are days that you can stay, please let me know.

## Class Schedule (Pre-K Learn and Play)

Morning Class	Activity	Afternoon Class
9:00 am-9:45 am	Free Play	12:30 pm-1:15 pm
9:45 am-10:00 am	Clean Up and Potty Break	1:15 pm-1:30 pm
10:00 am-10:30 am	Circle Time and Story Time	1:30 pm-2:00 pm
10:30 am-10:50 am	Snack Time	2:00 pm-2:20 pm
10:50 am-11:00 am	Clean Up and Potty Break	2:20 pm-2:30 pm
11:00 am-11:30 am	Outside Play Time & Craft	2:30 pm-3:00 pm
11:30 am-12:00 pm	Music Time	3:00 pm-3:30 pm
12:00 pm <i>sharp</i>	Dismissal	3:30 pm <i>sharp</i>

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

*(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 and container of baby wipes. The wipes will be used for the children's hands before snack and 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 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. Please refrain from putting children in overalls or belts, as this limits their independence. 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 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, used cd's, empty baby food jars with lids and boxes from water bottles or soda. Please check me for additional recycled items that may be used for class 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](mailto:roan@haywardrec.org).

Sincerely Yours,  
Barbara Haysom  
*Pre-K Learn and Play Instructor*