

Wayne Country Day School

Early Years Parents Handbook

Welcome to the Early Years Parents Handbook! This comprehensive and alphabetized guide is designed to provide you with essential information, policies and practical tips to navigate the exciting and crucial early years of your child's life.

The Early Years consists of 3K, 4K and PreK. In addition to your child's teacher, both 3K and 4K classes have a teacher's assistant.

Absences

If your child is sick and/or will not be attending school, please let your teacher know.

Arrival

Morning drop off - If your child comes to Before Care, they may enter the 3K glass door beginning at 7:00.

All Early Years classes start at 8:00 and end at 2:45 Monday thru Friday. If your child arrives before 7:45, they will be sent to Before Care which is located in our Early Years 3K classroom.

All Early Years students will be dropped off at the Lower School Division entrance beginning at 7:45. Early Years teachers will be in the hallway to greet their students. The students will sit under their hooks until 8:00. Please remain in your car so the drop-off line can keep moving. Teachers will be available to assist your child out of the car and into the building.

After 8:00 **ALL** doors are locked. If you arrive after 8:00, you will need to park your car, enter through the office, sign in, and walk your child to the classroom. Please make the effort to have your child arrive on time for school. The day begins at 8:00. Your child will be missing valuable instructional time and interrupting the focus of the class.

Assessments

The Early Years utilizes the **DIAL4** screening program - Development Indicators for the Assessment of Learning. It is an individually administered developmental screening test in the areas of Motor, Concepts, and Language.

Birthdays

Birthdays are a very special day for every child! Talk with your child's teacher at least one week in advance if you wish to send in a healthy classroom snack or you may bring lunch for the class.

Clothing

Please keep in mind that your child is attending an Early Years Program. Our curriculum consists of teaching through play-based activities, therefore we paint, play with nature and anything that will engage our creative minds. It will get messy! Please send your child in play clothes, or anything you don't mind getting dirty. As accidents happen, please send a change of clothes appropriate for the seasons to keep in your child's cubby. Also, children should be dressed in clothing that he/she can manage in the bathroom.

Tennis shoes are required for physical education and are the best shoes for the playground. We strongly encourage your child to wear tennis shoes. Your child's teacher is very busy and does not have the time to change your child's shoes for PE. Children are NOT allowed to play on the gym floor without tennis shoes/rubber-soled shoes.

Children spend time outdoors each day (weather permitting) and should have appropriate outdoor wear; warm outer clothing in the winter and light clothing in hot weather. If your child needs sunscreen, please apply before school. We are not allowed to apply sunscreen at school.

There is running on the playground, so we recommend that you do not send your child to school in sandals.

Please make sure clothing is properly fitted. Girls should wear shorts under their dresses. Hats are not allowed in the classroom. Also, please no jewelry that is special or prone to get in the way during instruction and physical education.

Your child will need a large backpack to hold extra clothes, lunch, snacks, and a folder. Small backpacks are cute, but do not provide enough room for their things.

Conferences

Parent teacher progress conferences will be scheduled in the fall and spring. Additional conferences can be scheduled any time convenient for the parent and teacher.

Communication

The Early Years teachers use ClassDojo to communicate with parents. This is an app that serves as a link between home and school, providing a communication platform to allow sharing of messages and media between teachers and parents. Families are able to connect with teachers and communicate privately. We will send newsletters, announcements, reminders, etc., to this account. Your child's teacher will assist you in signing up for the app.

Discipline

In the Early Years, we work to eliminate any potential problems before they happen. Our staff expresses appropriate respect and affection for the children and models positive social interaction and expression of feelings. Should there be a disciplinary problem, we use several techniques that help children to internalize rules and become self-directed in their behavior. These include offering choices, problem solving, natural and logical consequences, ignoring, redirecting, and a "cooling off" time in an area of the child's choice. We will work together with parents to keep the lines of communication open.

Dismissal

All Early Years students will be dismissed between 2:30-2:45 at the Lower School Division entrance. Cars should begin lining up at 2:30. Please quickly secure your child in a car seat and move forward. If you need more than a few minutes, please park in a parking space. After 2:45, your child will go to After Care. Lower School dismissal will begin at 2:50. If you have children in both Early Years and Lower School, please get the younger child and circle around to wait for the Lower School line to form OR park and wait for your Lower School child to dismiss. If you are sending someone to pick-up your child other than your spouse, or there are circumstances pertaining to who is allowed to pick-up, please communicate with your child's teacher. This is for your child's safety.

If you plan to get your child before the end of the day, please communicate with your child's teacher before the day begins. When you arrive, you will need to park your car and enter by way of the office and sign-out your child.

After Care pick up time is 5:30. **Please note, anytime after 5:30 will result in a late charge per minute per child.**

Field Trips

We believe a child learns from experiences on educational field trips. Typically, we go to the pumpkin patch in October and to the strawberry field in May. Your teacher will notify you of exact dates and times closer to their arrival. All field trips will be parent involved and we ask parents to drive. Safety is our top concern on all trips.

We do understand that some working parents may not be able to attend. If that is the case, a friend or family member can take your child with written permission given to your child's teacher.

Fire Drills

To keep the children safe, we will practice fire drills monthly.

Friday Folders

Your child will need a folder to send home class work completed during the week, announcements, special information, etc. The folder will go home with your child on Fridays. We ask that you read the information and take it out of the folder and keep it

unless your teacher has asked you to return something. Please return the folder in your child's backpack on Mondays.

Forms

At the beginning of the year, your child's teacher will provide you with forms that must be completed. These include emergency contact listings with working phone numbers, photo release, medical information, etc.

Illness

Do not send your child to school for 24 hours after he has had a fever over 100, rash, vomiting, diarrhea, severe cough, and mucous drainage that is not clear. If your child has a communicable disease, please inform your teacher so parents of exposed children can be alerted.

If your child has been prescribed medication to be taken during the school day, it is required that you have signed a copy of our authorization form allowing the teacher to give said medication.

Please inform your teacher of any allergies, medical issues, etc. Also, if your child has an inhaler, please give it to your teacher. Do **NOT** leave it or any medicine in your child's backpack. Children are curious and we don't want any accidental sharing of medication.

Immunizations

All immunizations must be up-to-date and a copy for your child to attend school.

Injury

Should your child become injured at school, your child will be taken into the EY director's room and assisted accordingly. The child may need a Band-Aid, ice applied, observation, and/or a call to the parent or for emergency assistance. If we are unable to reach you by phone, we will call from the emergency information sheet that is on file for your child. Please keep the information updated. All injuries and/or accidents will be documented and signed by the teacher and director. You will always be told of the incident and offered a copy.

Lice

If your child develops a case of lice, please do not send them to school! Lice spreads very quickly! Treat your child with the appropriate lice shampoo. They may return when there are no nits (lice eggs) on the hair shaft.

If head lice are discovered on one child, the entire EY classes will be checked. Children with head lice will be sent home immediately, and a notification letter sent home to the classmates.

Lunches

We eat lunch in our classrooms. Please send a healthy lunch with your child. NO soda, gatorade, or candy are allowed. We are teaching the children about healthy, nutritious foods, healthy eating habits, and you can help! We prefer and recommend that you send water for both snack and lunch in a water bottle with a straw. Do not send plastic water bottles that your child has to unscrew.

Also, we ask that you do not send microwavable lunches that require several minutes or more to cook. We have lots of children to feed!

Please have all foods cut/peeled and in an appropriate container for heating. Please remember to send utensils and napkins. Also, make your child aware of what is for snack and lunch, you may want to label. If your child is staying for After Care, please pack a snack for them. You may want to keep an extra snack in their backpack should you unexpectedly need to send them to After Care.

Music Programs

There will be two musical performances by the Early Years children. One being in the fall and the other in the spring. Our music teacher will lead the performances.

Naptime

We take naps everyday after lunch. We recommend that you purchase an “Easy Roll-Up Nap Mat” with velcro fastening straps. Please **NO** zippers! We would like to avoid children getting hair, fingers or clothing caught in a zipper. Also, our cubbies are very small and there is no room for bigger sleeping bags.

Your child is allowed **ONE** stuffed animal, etc., to sleep with. It is recommended that you send something that your child does not mind leaving at school for the year in their cubby. Sending their favorite night time item is not a good idea due to the possibility of forgetting and leaving it at school.

Your teacher will provide a bag for the mat to be taken home every Friday, washed and returned to school on Monday with your child.

Parents

You are your child's first and most important teacher. We will frequently share ideas that you can do with your child at home. If you need any additional support, please let us know. Please make sure your child gets plenty of rest every night and eats a good breakfast every morning, this gives your child the best chance for a great day!

Parent Participation

We are honored to work with parents to create a great environment for your child's school experience! By working together we can design a program that will respond to the needs of your child. If you would like to visit and share things with your child's class or volunteer should your teacher need assistance, please communicate with the teacher. We encourage you to participate in the many activities we have throughout the school year!

Pictures

The teacher will frequently take pictures of the children at work and play to display. You are asked to sign the permission slip about these photos. Also, in the fall, we will have individual photos taken and in the spring, a class photo will be taken. You are not required to purchase the pictures. We only offer this a service to help our families.

Potty Training Requirements

All children attending the Early Years program must be **fully** potty trained before they can attend. We understand that accidents do happen but "fully potty trained" means they are able to tell someone when they need to use the bathroom, able to pull down their pants and underwear and get them back up without assistance, and be able to wipe themselves after using the toilet. Pull ups are not allowed.

We certainly will ask your child and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparations as well as any transitions away from the classroom.

If your child has a #2 accident at school, you will need to come quickly and take your child home. They may return the next day. We are not a licensed daycare and due to health department regulations, your child may not be changed at school in our bathrooms. If your child has consistent accidents at school, they will be asked to stay at home until they are able to use the bathroom independently.

The job of the teacher and assistant is not to be dealing with potty issues on a consistent basis. When they are having to assist a child with potty matters, it is taking away from instructional time for all students.

Parties

In addition to birthdays, we like to celebrate holidays in the Early Years! Please sign up on the party form and return to your child's teacher. We are asking that you choose a first, second, and third choice and return to your teacher.

Security

Your child's safety is our top priority. Every exterior door and your child's classroom door are locked at all times. Any visitors, including parents, to our campus must enter through the front office door equipped with a buzzer and sign in to get in the building.

Specials

In addition to classroom instruction, group activities, and individual instruction, your child's day will include Physical Education every day, Spanish 2-3 times a week, Library once a week, and Music (including Kindermusik) twice a week. Your child's teacher will provide you with additional information about the class.

Snacks

We have a morning snack in the classroom. Again, please pack nutritious and healthy snacks.

Toys

We ask that your child **NOT** bring toys from home to school. They may get broken or lost.

Themes

We have many themes that we use throughout the school year as part of our curriculum. In order to enhance these themes, (for example, community helpers, firefighters, healthy bodies, etc.), we like to invite special visitors to come and talk to the children about their job or profession. If you as a parent would like to be a visitor or know of someone, please talk to your child's teacher. This should be fun for everyone involved!

Updates

Please keep all phone numbers, addresses and medical information updated.

Yearly Events

Your Child's teacher will let you know in advance the date for these events.

Halloween Parade and Carnival

Grandparent's Day

Thanksgiving Feast

100th Day of School

St. Patrick's Day

In addition, your child's class may have other special days to celebrate!

Last but not least, as a parent and teacher, we are partners in playing a crucial role in your child's early years. By understanding their development, creating a nurturing environment, and providing stimulating experiences, a strong foundation is being laid for their future success.

Remember, every child is unique, so embrace their individuality and celebrate their milestones!

This Early Years Parents Handbook is here to support and guide you through this journey. Enjoy the adventure of parenting and cherish these precious years with your little one!

Revised 7/30/2024

