

July 2011

Dear Parents,

I hope this finds your family happy and enjoying the relaxing days of summer. We are busy getting ready for a new school year filled with wonderful learning experiences for your children and we are looking forward to seeing you all soon!

There will be a parents' meeting Thursday, August 25, beginning promptly at 9:30 a.m. in Emory Hall, located in the gym. Starting at 9:00 a.m., there will be a meeting for parents of children attending the 2 and ½ year classes in Eline Hall. There will be tables set up for extended day questions, carpool questions (you will pick up your carpool number in the classroom) and a table to purchase t-shirts and sweatshirts. Please mark your calendar now and plan to attend. We will try to cover all subjects by 11:00 a.m. **It is very important that you attend this meeting even if you have had children at Harvey Browne before. Also, please make childcare arrangements for your child(ren).** This meeting is informational for adults and it is too much to ask of children to sit and listen and not be distracting to others. Following the general informational meeting in the gym, you will go to your child's classroom and the teachers will provide you with information regarding their class. Your child's class assignment and supply list will be mailed on August 19.

CARPOOL SIGN-UP

Enclosed is a directory of registered children (class lists will not be finalized until August 19). We have included the zip codes, telephone numbers and the days they will attend to aid you in forming carpools. Please form carpools and **mail the form back by August 1.** This form is attached to the back of the directory. **Even if you drive your child individually, you will need to mail in a carpool form and get a carpool number.** If you are forming a carpool with others please have one representative of the carpool mail in only one form for your carpool and indicate who the representative is. You may have as many carpool cards as you need. Please be sure and indicate the number of carpool cards that you need. Carpool cards may be picked up in classrooms. If you are carpooling with others, please arrange to pick up your cards from your representative before August 29. **We will not send children home with a person who does not have an HBPS carpool card unless we receive a note asking us to do so or they are listed on your emergency form.**

As you are forming your carpool, please remember that for the safety of all the children we will only place children in the back seat during afternoon carpool and children 40 pounds or under must be in a car seat. It is recommended that children remain in car seats until they are much older. A study conducted by the National Highway Traffic Safety Administration concluded children are safer riding in the back seat and organizations such as the American Academy of Pediatrics, the National Safety Council, and the American Federation of Teachers along with many others are advocating that children ride in the back seat in a car seat. If you want us to either place children in the front seat or place them in a car without a car seat during afternoon carpool, you will need to pick up a waiver in the school office, sign it, have it notarized and return it to school. As advocates for children, we at Harvey Browne Preschool want to take every measure possible to ensure the safety of the children here.

We require a medical check-up and immunization form for any student attending Harvey Browne Preschool for the first time. The doctor has the school physical forms that we require at their office. It is the same form that would be filled out if your child were entering public schools. We require an up to date immunization certificate for all enrolled children. All Kindergarten children need an immunization form and physical form from the last six months. **Please bring the original of these statements to the parent meeting on Thursday to give to your child's teacher.**

Friday, August 26 is the first day of school. On this day, the parents and children attend school together to give children some time to adjust with the security of a parent close by. This gives children a chance to meet teachers and classmates. **Because this is the first day of school, siblings including infants may not attend.** This will enable you to give your full attention to your child which will be very important on this first day. If you have 2 children attending, please make arrangements so that each child will be able to attend their class with an adult but without the other sibling. It is very important for all the children in the class, that this be a true representation of their first day. For the sake of your child and their classmates, it is imperative that you honor this. Please look at the schedule below carefully to determine when your child's scheduled time is. It is very important that you attend at your scheduled time.

Class	Arrival to classroom	Playground time
Kindergarten	10:45	11:45
5 day 4s – last names beginning with A-L	9:00	9:30 – 9:45
5 day 4s – last names M-Z	9:45	10:15 -10:30
2 day 2s	10:00	10:30 – 10:45
2 day 3s	10:15	10:45 – 11:00
3 day 3s	10:45	11:15 – 11:30
3 day 4s	11:00	11:30 – 11:45

As you can see from the schedule, the playground will be utilized all morning. For safety reasons, it will be very important that you remain on the playground only during

your scheduled time. The faculty and I are looking forward to seeing you and your children on Friday.

Our faculty will return to school on August 22. If you have any questions, the Preschool's number is 895-2577. The first day of school for children without parents is August 29 (August 30 for T-TH). Classes will be in session from 8:50 - 12:00. Extended day is held each afternoon from 12:00 - 3:00 and **begins the second week of school on Tuesday, September 6.** Early Birds will begin on August 29. No sign-up is required for Early Birds.

Here are some tips for getting your child ready for preschool: 1) Label all outer clothing; 2) Encourage your child to manage his/her own clothing; 3) Remember when dressing children for school, elastic waists and loose fitting clothing are the easiest for children to manage. Children find large buttons easier than zippers and have trouble with clothes that are too snug or heavy; 4) for safety reasons, **children must wear tennis shoes with rubber soles that either Velcro or tie so they will be able to run climb and play. Sandals, cowboy boots, flip flops, dress shoes etc. make participating in play activities difficult and unsafe.**

Welcome to Harvey Browne Preschool for another terrific year. We are looking forward to seeing each of you in just a few weeks.

Sincerely,

Barbara Bailey
Director

On the reverse side of this page are some tips for the first day of school.

I would also like to offer some tips for the first day of school:

1. Try to keep your child on a regular bedtime schedule. Plenty of rest is important for a big day at school and every day.
2. Breakfast!! Even if your child is too excited to eat a full meal, toast, juice, or even dry cereal will give him/her energy to last until snack time at school. Snack is served mid-morning. Times vary according to teacher's schedule.
3. Every child needs a school bag. ** This should be sent every school day. A back pack that the children can place on their back and keep their hands free works very well. (Please do not purchase one that pulls – we need their hands free, they don't fit in the cubbies and they do not go well up and down the steps.)
4. Security Items: If your child has a particular "security item", please feel free to send it to school with him/her. We ask that you have your child's name in it, for we would hate to lose it.
5. Dropping your child off at the carpool (beginning August 29) makes separation less stressful and is much safer than walking them into the school. If your child cries when he/she is brought to school in the morning, please know that tears are usually short term! Once children get involved in play, they soon forget the sorrow of departure! If, however, your child should not be adjusting well to the program, or cries for an unusual amount of time, be confident that we will call you. Our main goal is the comfort and security of your child.

**If this is your child's first time attending Harvey Browne, they will also need a 2 inch binder for their portfolio. Please bring that to the parent meeting on Thursday.

PLEASE FILL OUT THIS FORM AND MAIL IT BY AUGUST 1. IT IS VERY IMPORTANT THAT WE HAVE THESE FORMS MAILED BY AUGUST 1. EVEN IF YOU DRIVE YOUR CHILD INDIVIDUALLY YOU WILL NEED TO SEND IN THIS FORM AND GET A SINGLE CARPOOL NUMBER. IF YOU ARE IN A MULTIPLE CARPOOL, PLEASE HAVE ONE REPRESENTATIVE FROM YOUR CARPOOL MAIL IN THIS FORM AND PICK UP THE NUMBERS FOR EACH PERSON IN THE CARPOOL AND DISTRIBUTE THEM. YOUR CARPOOL NUMBERS WILL BE AVAILABLE FROM THE CLASSROOM TEACHERS ON THE PARENT ORIENTATION DAY.

PLEASE CIRCLE ONE:

SINGLE CARPOOL

MULTIPLE CARPOOL

PLEASE CIRCLE THE DAYS OF THE WEEK THAT YOUR CHILD ATTENDS HARVEY BROWNE PRESCHOOL:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

PLEASE PRINT

CHILD'S/CHILDREN'S NAME

CLASS (FOR EXAMPLE 2 DAY 3'S)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

HOW MANY CARDS DO YOU NEED? _____

NAME OF CARPOOL REPRESENTATIVE _____

**IT IS IMPERATIVE THAT ALL CARPOOL FORMS BE
MAILED IN BY AUGUST 1st. THANKS!**

Mail to:
Harvey Browne Preschool
311 Browns Lane
Louisville, KY 40207

