

# Emmanuel Methodist Preschool News

August/September 2020



## Dates to Remember

**August 26-28, 2020**  
Meet the Teachers

**August 31, 2020**  
First day of school for all 3 and 5-day classes

**September 1, 2020**  
First day of school for 2-day 3's class

**September 1, 2020**  
Monthly tuition due

**September 7, 2020**  
School Closed in Observance of Labor Day

**September 24 & 25, 2020**  
Ages and Stages Questionnaire distributed

**September 28, 2020**  
In-Service Day/training



Welcome to a new year at Emmanuel Methodist Preschool! Thank you all for your help and support this summer and by participating in all the Zoom meetings and helping us prepare for the upcoming school year. We are going to have an awesome year!!



## Required Forms and Materials

Please check to ensure that we have the following:

- Four 3x3 pictures for your child's cubby, name tag and other things throughout the year.
- "All About Me" form
- Health Inventory Forms (for New Students) or updated Immunization record (for returning students)
- Medications with signed authorization forms. Medications must be brought to the Office.
- Emergency Cards – Due Tuesday/Wednesday, September 3<sup>rd</sup> and 4<sup>th</sup>.
- Health Inventory and/or updated immunization records



## Monthly Tuition and Extended Care Payments

If you are paying monthly, your next payment will be due on September 1, 2020. All tuition payments are due on the 1<sup>st</sup> of each month and payable by check or money order. Please use the black after-hours mailbox just outside the preschool entrance. **Please note:** There will be a **\$20.00 late fee** assessed on all tuition payments received on or after the 5th of each month. **All Before, Extended and After Care payments are due on the 1<sup>st</sup> of each month. There is no grace period for Extended Care Programs.**



## Email Communication

Communication between home and school builds a strong foundation for your child's learning experience and is very important for a successful school year. This year we have added Shutterfly as a form of communication. We (preschool office and lead teachers) will communicate through Shutterfly, Zoom and e-mails to keep you informed and up-to-date. We ask that parents check their email frequently especially at the beginning of each month. After September, the preschool newsletter and "Early Years" will be sent via email.

Please check with Ms. Katie to confirm that she has the correct email address for which you would like all email correspondence sent if you have not received any email from the preschool office or your child's teacher. Email notifications will go to the parent not grandparent or babysitter unless permission is given to us by the child's parent(s) to do so. The email address provided on your child's registration form is what we have on file and in the system.



## Proper Foot Wear

For SAFETY reasons, we ask that you do not allow your child to wear sandals, Crocs, flip-flops, or opened toed shoes (even with socks) as they tend to cause preventable injuries to those cute little toes, in addition to falls on the playground, and slips in the classroom.

## Lunch



All extended and full day classes are required to bring a lunch. Please ensure that your child's name is written on their lunchbox and all items are ready to eat. No Sippy/juice cups allowed. Milk and/or water will be provided for your child to drink by the preschool. **When packing lunch please keep in mind that Emmanuel Preschool is a NUT-Free school.**



## Discipline Policy

Children are encouraged to work together in the classroom and on the playground. In the event that there is a problem, we...

- Intervene and help/guide the child/children to work out a solution.
- Redirect the child/children to another activity.
- Ask the child/children to take some "time-out" in the classroom.
- Remove the child/children from the classroom.
- Notify the parents so that together we can help the child through behavior modifications.



## Arrival Schedule

The drop-off schedule is as follows:

### Classroom Entrances

Ms. Tracy & Ms. Kathia – 8:50am

### Rear Entrance (near playground)

Ms. Karen L. – 8:55am

Ms. Ambar/Ms. Christy – 9:00am

### Front Entrance

Ms. Karen S. – 8:50am

Ms. Stephanie – 8:55am

Ms. Tai – 9:00am

Ms. Kate – 9:10am

## Before and After



## Program

### Before, Extended Day and After Care

Before, Extended and After Care will begin on August 31, 2020 for all other students. Before care and aftercare will enter and exit through Room 11's outside door. Doors will open for before care at 7:00am and aftercare ends promptly at 5:00pm. **A late fee of \$10.00 will be assessed at 5:05pm and \$1.00 per minute thereafter for late pickup.**



### Emmanuel Preschool is Peanut Sensitive

We strive to be peanut-free but, unfortunately, we cannot guarantee instances that are out of our control. Teachers will double check lunches and snacks that are sent in. Parents, you can help us by checking labels for possible traces or cross contamination of peanuts, tree nuts, etc. before sending food into school.



### Regular Illness Policy

We know that it is not practical or realistic to expect parents to keep children home every time they have a runny nose, but there are times, when children should stay at home. Children suffering from fever, vomiting, diarrhea should be symptom free for 48 hours without any further occurrences or the use of medication, before returning to school.



### Ages and Stages

Ages and Stages questionnaires are the best developmental and social-emotional screening for children from one month to 5 ½ years. ASQ helps to...

- Identify strengths and trouble spots.
- Educate parents about developmental milestones.
- Incorporate parents' expert knowledge about their children.

These forms will be sent home **beginning Monday, September 24, 2020** to be completed and must be **returned no later than Tuesday, October 5, 2020.**



### Response and Guidelines

- ✓ Face masks worn at all times by both students and adults.
- ✓ Health check completed every morning by 8:30am.
- ✓ Temperature checks must be directly observed by staff.
- ✓ Students with temperature of 100.4°F or higher and/or exhibiting two (2) or more symptoms must remain at home. Students may return if they are fever and symptom free without the use of medication for 48 hours.
- ✓ Symptoms Include but are not limited to:
  - Cough
  - Shortness of breath
  - Fever
  - Chills
  - Shivering
  - Muscle pain
  - Sore throat
  - Headache
  - Loss of sense of taste or smell
  - Nausea, vomiting or diarrhea
- ✓ No volunteers or other guests.
- ✓ Students must either self-quarantine for 14 days or get tested for COVID-19, if they have traveled outside of the U.S., the state of Maryland, or any hot zones within the state (e.g. Baltimore City, Montgomery County, etc.); have attended social gathers with more than 10 people; or come in contact with someone that has tested positive or suspected of having COVID-19. This does not include parents that work in DC, Virginia, etc.