

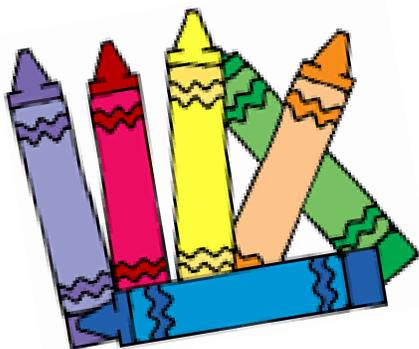
Welcome to Pre-K!

We want to be the first to welcome you to Pre-Kindergarten at Herod! Our first day is quickly approaching, and in this letter you will find some important back-to-school information. Our early childhood program is a child-centered experience where learning and fun go together. We are devoted to providing a safe and loving environment we know your child deserves. We follow the Texas Pre-K Guidelines and use the Frogstreet Pre-K Program as our curriculum resources.

We strongly believe that parents, teachers and students are partners in creating a successful learning environment. Therefore, there are some things you can do to help us get your child started on a great school experience. You will find all the information in the pages that follow.

We are so excited to meet you and can't wait for a fantastic school year!

Ms. Rosenfield,
Mrs. Hypolite,
and Ms. Flanagan



Morning Drop-Off: Students should go directly to the library when they arrive at school. Do not arrive before 7:00am. School starts at **7:30 am**. At this time, we will be served breakfast in the classroom. This will be a structured breakfast. In order for your child to receive breakfast, they must be on campus by 7:30 am. Please do not take your child to the classroom. Students who arrive after 7:30am are marked Tardy. Please note, official A.D.A. attendance is taken at 9am.

Afternoon Dismissal: School ends at **2:50pm**. There are many ways for children to go home.

- You may pick up your child by driving through the carpool lane or parking and walking up to the Library (Parent Walk Up).
- Your child may ride a Day Care bus if you have arranged for this.
- We also offer Extended Day which will be starting on the first day of school and Enrichment programs that start on the second week of school.

If there are EVER any changes to how your child normally goes home, it is imperative that we have **written notice** immediately. The easiest ways to notify your child's teacher of dismissal changes are **e-mail, Class Tag, and written notes in the daily orange communication folder.** If a family member or friend is coming to pick up your child, the teacher must be notified or children will not be released to them. Please instruct them to bring a picture ID, as it may be required.

Leaving School Early: Our instructional time is very important. However, we understand that sometimes you may need to pick your child up early from school. It is helpful if you let your child's teacher know ahead of time so they can do their best to ensure your child is ready to go when you arrive. When picking your child up early, come in to the front office and sign them out. Students **must be signed out** before they can go home before regular dismissal time.

Dress: Follow the Herod uniform policy. In addition, Pre-K students need to dress for comfort, safety, and the ability to independently handle restroom needs. Pants should be pull-up, not belted. No leotards with snaps or overalls. Shoes should be closed toe, sturdy and appropriate for outdoor activities, and should be worn with socks or tights. Please use zip, velcro, or slip-on style shoes - no lace up shoes. Please always send your child to school with a sweater or light jacket.

In Case of Emergency: Include a full change of clothes in the backpack for emergencies - shirt, pants, underwear, and socks. Please label all items with child's name and place in a zip-lock bag, also write child's name on baggie. These clothes will remain in the backpack ALL YEAR in case of emergency.

Backpacks: All students will need a backpack. Backpacks should be large enough to hold a jacket/sweater, letter size folder and lunchbox. No rolling backpacks are allowed.

Nap Mat: All students must have a regular sized nap mat (no extra thick or extra-long mats). Storage space is limited. Only plastic covered mats are allowed for health reasons - no pillows, blankets, sleeping bags, sheets or towels. Students may use their jackets during this time if they are cold.

The photo below is a photo of the preferred nap mat. Nap Mats that do not fit in our cubby storage space will be sent home.



Labels: Please put your child's name on the outside of the backpack, snack sack, lunchbox, nap mat and clothes. *Please do not label any school supplies.*

Name Tags: Students will receive a name tag for the first week of school. Please have your child wear this name tag on the first day. We will keep the name tags at school thereafter.

Lunch: Pre-K lunch time is 10:10 - 10:40am. Students may bring their own lunch in a lunch box or go through the lunch line.

If you send your child with a lunch kit, please label the lunch kit. Send an afternoon snack **separate** from the lunch kit. More information on snacks can be found below.

Parents may visit their children at lunch. You must sign in at the front desk, then will proceed to the cafeteria. Children will leave the cafeteria with their teacher when their lunchtime ends at 10:40am. We must clear the cafeteria promptly because other grade levels will be entering for their designated lunch time.

Snacks: We will have a snack break in the afternoon. Parents must send a snack for their child every day. Unfortunately, we are unable to provide snacks.

- Snacks should be in a **brown bag or zip-lock bag**, labeled with your child's name. If your child is also bringing their own lunch, **please place lunch separate from snack and label accordingly.**
- Lunch can be placed in a lunch kit, but please place snack in baggie separate from the lunch kit. Space is very limited.
- For health reasons, students will **not** be able to share snacks.
- Due to excessive spilling of juice in the classroom, **no juices** during snack time. Please pack a small water bottle to drink at snack time.
- Do not send multiple snacks. Students will only be allowed to have **one** snack at snack time.

- If your child attends Extended Day, he/she can bring a second snack in a separate baggie, labeled **Extended Day Snack**. This snack will remain inside the child's backpack. Please make your child aware of this.
- State law requires that snacks be healthy. Examples of healthy snacks are attached to this packet. **If your child is allergic to any food items, please inform us immediately.**

What is a Healthy Snack?



HISD food service guidelines require students to eat only healthy nutritious foods at school. The policy applies to Pre-K snack time foods brought from home. Here are some examples of foods that are good snacks and foods that are not healthy. Please remember **snack time is just a short break to fill in between lunch and dismissal, not a long, full meal.** It is not a second lunch. Please pack only one item for your student. It is preferred that you send something that is not messy to eat in the classroom. Students can also eat breakfast at school for free every morning.

Good Snack Choices:

Bottled water
 One piece of fruit: apple, banana, pear, orange, plum
 Baby carrots and ranch dip
 Bag of grapes
 Cut up melon in a small container
 Yogurt
 Small cup of nuts
 Crackers and cheese
 Crackers and peanut butter
 Granola or yogurt bars

Unhealthy Snacks (not allowed):

Cookies
 Cupcakes
 Honey Buns and doughnuts
 Cakes, including snack cakes
 Brownies
 Candy
 Chips
 Fruit punch, sodas and other sugary drinks

Birthdays: Children LOVE to celebrate their birthdays at school, and we do too! However, to preserve the instructional time, there are some school-wide policies we must make you aware of. Parents are not allowed on campus to celebrate birthdays. You may send a small **individual** treat (cookies, **mini** cupcakes, mini muffins, rice krispy treats) that is **store-bought (not homemade)** for the entire class. We will pass these treats out and celebrate at snack time 😊

Working Phone Numbers: It is critical that teachers have at least **two working emergency phone numbers** for each student. If you move or change numbers, please let us know **immediately**. We must be able to reach a responsible adult quickly in the event of illness or accident.

Class Tag: All Pre-K Teachers will be using Class Tag as a way to communicate weekly with families. This is an app you can download on your smart phone or a website you can access on a computer. We will be sending out invites to join Class Tag via e-mail. Please ensure that you give us an e-mail address that you check frequently.

Daily Orange Folder: In addition to sending out electronic messages via Class Tag, an **Orange Folder** will be sent home daily. It is crucial that you check this folder each afternoon/evening! Inside you will find notes about child's day, updates and reminders about upcoming events in Pre-K and at Herod, flyers, campus communication, and forms that may need your signature.

Field Trips: All Pre-K classes will go on several field trips throughout the year. Every student will be required to wear their class field trip shirt. An order form will go home for the shirt at the beginning of the school year. It is imperative that you keep up with this shirt throughout the entire year.

Parent Volunteers: We love parent volunteers! The first step to being a volunteer at Herod is to get VIPS approved. This is a district policy. If you have an older child and have registered with VIPS before, you must renew your registration each school year. Please ask the front desk if you need help registering. Once you are VIPS approved, you can help out at school! We love help in the classroom with preparing materials for activities, as well as chaperoning field trips and special events. If you are interested, you can contact your child's teacher with more ways to get involved in your child's classroom.

Thank you for your cooperation and support. We value our student's families and truly believe that Parents are our partners in the learning process! If you have any questions prior to the first day of school, the best way to reach your child's teacher is by e-mail.

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