



# Preschool II/VPK Parent Packet

2023-2024

# Meet the Teacher

Welcome to Preschool II/VPK. I am Heather Davis (Miss Heather), and I am so excited to spend this new year with you and your little ones.

## CONTACT INFORMATION:

Email: [hdavis1@uwf.edu](mailto:hdavis1@uwf.edu)

Phone: 850-474-2195

## Class Wish List:

- Empty oatmeal/grits containers
- Empty cans
- Crayons
- Crayola markers
- Dry erase markers
- Glue sticks
- Glue bottles

# Need to Know

Drop off – The cut off time to drop off your child is 8:30 a.m. Please let us know ahead if you are not going to be in attendance by email, phone, or verbal communication. VPK hours are from 8:30 -12:00. Drop off will begin at 8:15 unless your child is signed up for wrap-around care.

Arrival – Upon arrival, you will walk your child down the hallway to the classroom. Drop-off will be at the classroom door. Parents are not allowed inside the classroom. It is important to establish a routine with your child. Once in the classroom, your child will follow the morning procedures. They will wash their hands, move their picture from home to school, pick a daily job, and then choose a center to play in.

Labeling – In order to ensure proper placement of things brought to school, we ask that you label everything belonging to your child.

Shoes – Please send your child to school with closed-toe, closed-heel shoes. You can also keep an extra pair at school inside their cubby. Remember: No Crocs. No Flip Flops. No Slippers. No Heels.

Snack – Snack is served daily at 9:00 and 3:00. Please inform us if your child has specific allergies or diet. Please provide individual packaged snacks for your child. These snacks will be stored in an individual container inside a cabinet.

Personal Toys – Toys from home are not allowed. We are not responsible for any damaged, lost, or misplaced toys brought to school. Backpacks are also not allowed.

Extra Clothes – Provide two sets of extra clothes and underwear that will fit in their cubby.

Lunch Time – Please provide a nutritional lunch for your child in a lunch box. You may provide water, juice, or milk with your child's lunch. Juice boxes or a thermos is acceptable. Please place an ice pack inside the lunch box.

Not Allowed: Soda, Coffee, or Tea; Frozen Meals; Instant Easy Macs or Oatmeal (must be prepared at home); Candy

Keep cutting your child's food into small pieces, especially things like grapes and pieces of hot dog that could completely block their airway if inhaled.

These should be cut into small, lengthwise portions before coming to school. Your child is a very competent eater now, but you should still be on the lookout for pieces of food that they could choke on.

# Need to Know

Naptime – Your child will need a small pillow and blanket. Naptime mats are located inside the closet. Children will keep their shoes on during this time. The lights are turned off and sleep music is playing. The children do not have to sleep but they must be quiet and be respectful of others.

Picture – Please bring a picture of your family to place in our home living area.

Birthdays – We will be able to accommodate food-related celebrations as long as it is store bought and individual (ex. cupcakes).

Medication – The Lead Teacher is responsible for administering medication to children. A legal guardian must fill out a medication form. The medication slips are located on the medicine cabinet.

- A classroom staff member may administer medication in the Lead Teacher's absence.
- The administrator of the medicine must wash their hands immediately after.
- If a form is not filled out or completed incorrectly, then the staff cannot administer that medication to that child.
- Another staff member must witness the medication being given to the child with the correct dosage and initial as a witness on the form.
- The teacher and witness must also sign and witness the medication log located on the medicine cabinet door.
- Medication will be stored in the locked cabinet in the classroom. If medication must be stored in a refrigerator, it is to be placed inside a locked box. The locked box is then placed inside the center's kitchen refrigerator.

# Need to Know

Illness— If your child is contagious or is running a temperature of 100 or above, your child must remain at home in order to help prevent the spread of illness. If your child is at school and develops a fever, you will be called for pick up. Children sent home from school may not return to school until all symptoms have been absent for 24 hours/has been on antibiotics for 24 hours/has a doctor's note allowing the return of the child. The Lead Teacher and/or the front office personnel will call the parent on the phone if their child has a fever or is showing symptoms of sickness.

Classroom Communication— Inside the classroom, there is a parent communication binder. This is where I keep a hard copy of any forms of communication. (Ex. e-mails, phone calls, verbal or written notes). Written communication notes are used between teacher and parent. This will be taped to the child's lunch box when needed. (Ex. A bathroom accident, needs an extra change of clothes, etc.)

Social and Emotional Development— We want to encourage language development and social interaction with each child. We strive to teach the children independence and how to manage social problems. We encourage the students to either use their words or express their feelings to one another. Sometimes, we have to give them the words to help them. We strive to teach the children independence and how to manage social problems.

Behavior Support - We use the Conscious Discipline program as a guide to effective strategies. The "Safe Place" is where a child can be alone to help them regulate their emotions. We provide a safe, comfortable space for a child to regain composure. The child decides when to go in and when to re-join the group.

# Pre-Kindergarten Learning Goals

- I can hold a pencil.
- I can use scissors.
- I can rhyme.
- I can write my name.
- I know my colors.
- I know my shapes.
- I can sort.
- I can make patterns.
- I know all my letters.
- I know all my letter sounds.
- I can write 1-10.
- I can verbally count 1-20.
- I can count to 100.
- I can identify numbers 1-20.
- I can associate the numeral to the quantity.
- I can draw a picture.
- I can listen to a story and talk about it.
- I can identify the beginning sound of a word.
- I know my birthday.
- I know my address.
- I know my phone number.

# Class Schedule

7:30-8:00 Center opens/All preschool classes meet in Mrs. Wendy's room (PSIII)

8:00-8:30 Morning procedures/Centers

8:45-9:00 Circle time/large group meeting

9:00-9:15 Snack

9:15-9:30 Storytime

9:30-10:00 Small Group

10:30-11:00 Child Directed Center Time

11:00-11:15 Clean-up procedures

11:15-11:45 Outside Time

11:45-12:00 Music and Movement

12:00 VPK Only Dismissed

12:00-12:30 Lunch

12:30-2:30 Nap/Quiet Time

2:30-3:00 Afternoon Snack/Reading Time

3:00-4:00 Outside Activities

4:00-5:00 Limited Centers

5:00-5:30 Closing Activities

5:30 Center Closes

# Academic Calendar

## Academic Calendar-2023/2024

### High-Level Dates

See detailed semester calendars below for additional dates and information.

	Fall 2023	Spring 2024	Summer 2024
<b>Semester Dates</b>	<b>08/21 - 12/09</b>	<b>01/08 - 05/04</b>	<b>05/13 - 08/09</b>
Part of Term 1	08/21 - 12/09	01/08 - 05/04	05/13 - 08/09
Part of Term 2	08/21 - 10/14	01/08 - 03/02	05/13 - 6/25
Part of Term 3	10/16 - 12/09	03/04 - 05/04	06/27 - 08/09
Part of Term 4	N/A	N/A	06/17 - 08/09
Part of term 10	N/A	N/A	05/13 - 07/07
Part of Term 90	N/A	N/A	06/24 - 08/09
Part of Term 91	08/21 - 11/12	01/08 - 04/07	N/A
Part of Term 92	09/18 - 12/09	02/05 - 05/04	N/A
Part of Term 93	N/A	N/A	N/A
Part of Term 94	N/A	N/A	N/A
Part of Term 95	N/A	N/A	N/A
Part of Term 96	N/A	N/A	05/13 - 06/28
Final Exams	12/04 - 12/09	04/29 - 05/04	Scheduled by Instructor
<b>Observed Holidays</b>	<b>Labor Day: 09/04 Veteran's Day: 11/10 Thanksgiving: 11/23-11/24</b>	<b>MLK Holiday: 01/15 Spring Break: 03/25-03/31</b>	<b>Memorial Day: 05/27 Juneteenth: 06/19 Independence Day: 07/04</b>