

**Welcome to Ms. Stacy's  
Pre -Kindergarten Class!**



**YMCA of Greater Westfield  
Pre-Kindergarten  
2016-2017**

## **Introductions**

### **Lead Teacher: Ms. Stacy**

I want to extend to you and your child my warmest welcome into our classroom. I joined the YMCA Preschool Program in August 2014, after volunteering in my son's classroom for a year. I have almost 10 years of experience as an Educator. I graduated with a Bachelor's degree in Psychology with a minor in Early Childhood Education from Bay Path College, and while in school I worked as a Preschool and Toddler teacher. Upon graduation, I worked as a Developmental Specialist/Behavioral Specialist in an Early Intervention program, serving children with developmental delays. While working in Early Intervention, I returned back to school and did a year in Communication Disorders coursework at UMASS.

I have five children, two who attended the YMCA preschool program in the past. In the summer we love hiking, camping, and going up to Maine.

My philosophy for learning is that each child is unique, and each child learns in a different way. One of my jobs as a teacher is to help your child discover his or her individuality, and work alongside them to maximize their potential. I believe in hands-on experiences, learning creatively and learning through play. I am really looking forward to a fun-filled and educational year!

### **Teacher Assistants: Ms. Rosie and Ms. Shelly**

## **Beginning School**

Beginning school is a very exciting and emotional experience for both you and your child. Because children need to get used to the school environment and bond with their teacher, aide and classmates, I am asking parents to encourage your child to sign in (trace/write name) independently. Ms. Rosie and I will be there welcoming them and helping them to get involved with our morning activities. Although your child may get upset the first few days, we will be here to comfort them and they usually calm down within a few minutes of your departure. It is best that you drop your child off at the inside door in cold weather or at the gate if we are outside. This gets them ready for the transition into kindergarten.

And remember, your child will mirror your behavior, so try your best to smile and show them how excited and confident you are that they are going to love coming to school!! It's going to be a great year!



### **Morning Sign In**

School begins at 9:00.

Doors do not get unlocked until 8:55, if you need before school care please talk with Michelle.

Every morning when you arrive at school, please do the following:

- Have your child use the restroom and wash their hands prior to entering the classroom.
- Take backpacks, jackets, etc. and hang them on your child's hook in their cubbies. Take lunches and folders out of backpacks.
- Sign your child in.

### **Parent Pick Up**

**School ends at 3:00, if your child is not picked up on time we will have to call the child's emergency contact numbers.**

At the end of each day, my number one priority is the safety of your children, and pick up time tends to be very busy. If for some reason, someone other than yourself is picking up your child. Please notify the teacher. If it is somebody that is not on your release form, please write a note giving us permission to release your child to that person.

### **Outside Pick Up**

On Monday, Tuesdays, Wednesday and Thursdays, weather permitting; your child will be outside at the playground. Please **DO NOT enter the fenced in playground area**. Your child will remain inside the fenced area until you have signed them out. Once signed out, your child will be released to you.

### **Classroom Pick Up**

On Fridays, the children will be released from our classroom. If the classroom door is closed, please wait outside in the hallway until we have opened the door. Once

again pick up time tends to be very busy the children will remain in the classroom while you sign them out and will then be called up individually to leave.

### **Daily Schedule**

Our schedule each day will vary slightly due to our specials. I will post the schedule for you to see outside of our classroom. Each day will consist of morning meetings, physical activity, snack, circle time, small group activities, math and or science, letter of the week, number of the week, reading, writing, free choice play centers and end of day routines. Lunch is at 11:30 and will be provided by the parent. Please send lunches in ice packs and thermoses, although we have a refrigerator it is used to keep the snacks for the week in and lunches will not fit. Also **no peanut or peanut products are allowed due to allergies.**

### **Specials**

We will be attending specials this year as part of our regular program. On Tuesday's at 10:15 we will have Gym class. On Thursdays we will have Music at 9:45 and, on Friday's, we will have Swimming from 1:00 to 2:00. During swim time **only 2 parents** are allowed in the pool area at a time. I have sign-up sheets available.

### **Letter Bag**

Once we have settled into our new routine, we will give special attention to a letter of the week. Each child can bring in something from home that begins with the letter of the week. This is an opportunity for your child to share with the rest of the group. If you forget on Monday, don't worry...we will be sharing the letter bag each morning during circle time.

### **Student Assessments**

In addition to daily observations, I will be conducting formal student assessments three times this year. During that time, I will gather information in academic, physical, social and emotional development. These assessments will be shared with you during conferences. These assessments are done on what we see at school and does not necessarily show the child's true potential.

### **Health**

It is our goal to keep everyone in our class (and our school) as healthy as possible. Please do not bring your child into school if they are not feeling well. It is also school policy that you keep your child home until they have been **fever free with no medications for 24 hours**. We will also be doing our part cleaning the classroom and toys to limit any spreading of germs.

## **Birthdays**

We love celebrating each of the children's birthdays and making a big deal of them!

Our school has adopted a new policy that we *may not* give the children sugary snacks (each of our school-provided snacks will contain at least one fruit or vegetable as well as whole grains and water to drink). This means no cakes, cookies or other sugary, Trans fat foods or fruit juices, even as "treats". If you would like to provide a special snack to celebrate your child's birthday, please keep these policies in mind, as we will have to send home any foods that do not follow those guidelines. Think of bringing in your child's favorite fruit or vegetable or whole-grain snack instead!

Please let me know in advance if you plan to bring a snack so that we can plan accordingly.

## **Shoes**

We will have at least 30 minutes of physical activity each day. Every day we try and get the children out to the playground (weather permitting) or do gross motor activities indoors. For this reason, have your child wear appropriate foot wear, please **NO open toed or unsafe shoes!** If they have open toe shoes they will not be able to play on the playground that day for their safety.



## **Clothes**

We **WILL** get messy!! There will be messy art projects, outdoor play and the occasional "accident". Please send your child into school in clothes that they can get dirty as well as a second set of clothes in a labeled Ziploc baggie to be kept in their backpacks. We will also be walking to the main building for specials. Please provide boots and or umbrellas so your child does not get wet.

## **Rest time**

We will have rest time every day except Fridays because of swim. Rest time is from 12:30-1:15. You may provide a small blanket that will fit in your child's cubby. Our cubbies are small so please limit what you bring.

**I look forward to getting to know you and your child this school year, if you have any questions as the year goes by please feel free to contact me.**

[Slevans95@comcast.net](mailto:Slevans95@comcast.net)

**Thank You,**

**Ms. Stacy**

**Classroom phone number: 413-313-7461**