



EARLY LEARNING CENTER

Pre - K Fours Classroom Guidelines

We are so honored to have your little one in our class this year! Below is a list of guidelines we ask that you follow to help keep our room orderly and safe. Many of these guidelines are required by the state. We appreciate you working with us to provide the best experience for our class.

Backpack: Please make sure your child's bag is large enough to fit all belongings, including their lunch box and a full-size folder for communication. Their name must be clearly visible on the outside of the backpack.

Folder: It is very important that you check your child's folder daily. This is our main source of communication. You will receive daily reports, crafts, schoolwork, and important letters from the office.

Labeling: Please label everything. This includes (but is not limited to) diapers/pull-ups, lunch boxes, lunch containers, and snack items. Per state licensing, every item brought to school must have your child's name. If an item is not labeled, we will write their name on it with a permanent marker.

Clothes: Please place a complete change of clothes, including socks, in a large Ziploc bag. Label each clothing item as well as the bag. Remember to replace clothes if they are used and when seasons change. If clothing needs washing, it will be placed in a disposable bag and tied to the outside of your child's backpack.

Shoes: Please send your child in comfortable shoes each day. Shoes must remain on at all times, including during nap. Per our handbook policy, no open-toe shoes may be worn as this helps protect feet from injury. Please avoid rain boots, cowboy boots, slip-on shoes without backs, or dress-up shoes.

Lunch: We are happy to warm items for up to 30 seconds. We do not cook microwavable meals such as Easy Mac or frozen meals. Please do not send glass containers. All food must be cut into bite-size pieces. We cannot serve hot dogs, meat sticks, grapes, apples, or other foods that are not cut due to choking hazards.

Popcorn cannot be served in our classroom per state guidelines. Please send labeled plasticware if needed. Sippy cups must be spill-proof. Our class does not allow juice pouches, juice boxes, or drinks with removable straws. Please label each lunch item so teachers can ensure everything is returned home.

Snack Bag: Please pack a labeled healthy snack and place it in your child's backpack outside of their lunch box. Snack bags will be returned home daily. If your child attends extended care, please send a second labeled snack in the same bag.

NUT FREE ZONE: Our facility is completely **nut free**. Please do not send any nut products. This includes (but is not limited to) peanut butter, almond butter, almond milk, Nutella, cookies or snack bars with nuts, and granola that may contain nuts. If nut items are sent, we will not be able to serve them. Please label any "nut-free" spreads as such.

Nap Mat: Please send a roll-up nap mat with an attached pillow. Nap mats will be sent home weekly to be washed. Children ages four and five shall be offered the opportunity to participate in a daily rest period.

Toys From Home: Please leave all toys at home or in the car. While children may want to bring them to school, they are often lost or broken and can cause conflict with other children.

Birthday Celebrations: We love celebrating birthdays! Please notify us at least 2 days in advance. You may send an age-appropriate, nut-free snack. No balloons are allowed in the classroom. For the safety of all children, homemade treats cannot be served due to food allergies. All treats must be store-bought and in their original, unopened packaging (i.e., donut holes or mini cupcakes).

Incidents/Injuries at School & Home: Any accident or injury that occurs at school will be documented with an incident report placed in your child's folder, and we will notify you (usually via text). Please sign the report and return it in your child's folder. Per state law, we must also document any injuries a child arrives with (such as scratches, scrapes, bug bites, bruises, rashes, or other marks). If this occurs, please send a short note explaining what happened.

Parent/Teacher Communication: We are excited to get to know you and your families. Please feel free to ask questions or reach out with any concerns. Drop-off and pick-up are great for quick updates, but if you need additional time to talk, we are happy to schedule a meeting. You may reach us via phone, text, or email. We will respond before school, after school, or during nap/lunch time, but not during instructional time. If something needs immediate attention during the school day, please contact the ELC office.

Late Arrival

To ensure children receive the full benefit of our educational program, all students should arrive no later than 10:00 a.m. each day unless prior arrangements have been made with the school office.

We understand that unforeseen circumstances, emergencies, medical appointments, and occasional delays may arise. We ask that families communicate with the school as soon as possible so we can best support your child's transition into the classroom.

The morning hours are a vital part of our school day and include Bible lessons, teacher-directed learning activities, center time, small group instruction, music and movement, outdoor play, and other enrichment experiences.

This guideline is not intended to create additional stress for families but rather to support a consistent learning environment for all children. We appreciate your partnership in helping us provide a structured, engaging, and successful learning experience for every child.