

Olmsted Center for Sight

Early Education Program

836-7556



Dear Parents/Guardians,

September 2009

Welcome back to a new school year! Welcome to any new students/parents to Room 103! Whether your child is returning or new to Room 103, I'm thrilled to work with your child and help them progress toward meeting their goals! I want your child to have a fun and successful year in preschool. The following will help us keep the lines of communication open between home and school. However, feel free to call me at school anytime if there are situations that arise which need to be discussed. The best times to reach me are from 8:00am - 8:45am and 2:00pm - 3:30pm.

Communication Notebooks

Please send in a black marble notebook (it holds up better than a spiral notebook) with your child's name on the front cover. We will use this as a tool to communicate from home to school **any concerns or important information** about your child. The notebook will not be used as daily journal; time during our daily schedule does not free us up to write daily. However, if there is anything to report it will be noted in your child's notebook.

*Refer to the weekly calendar that will go home with your child for information on what we are doing in the classroom on a daily basis.

Weekly Calendar

Each week I will send home a calendar which will give you a daily outline of our classroom routine, activities, themes, skills, special events, and other important reminders or information that will be happening in our classroom and school.

Book Orders

Your child will have the opportunity to order books for your home library each month. The book orders are from Scholastic Books and will be sent home with a due date attached. Please place

your order forms and check (made out to Scholastic Book Clubs) in an envelope labeled with your child's name. Orders are usually received in 2-3 weeks.

Snack Time

We will have a small snack and drink each morning. If you can donate snacks or drink at anytime during the school year it would be greatly appreciated! I will send home requests for snacks throughout the year as needed. Thank You.

Preschool Supplies

- Large Backpack
- Lunchbox (will need a lunch and drink daily)
- Blanket for naptime to be kept in school
- Communication notebook (1 subject marble composition notebook)
- Red Take Home Folder labeled with child's name
- Supply of pull-ups/diapers
- 1 Container of wet wipes
- 1 Container of Clorox wipes
- An extra change of clothes (shirt, pants, & socks)
- If you haven't already done so, a 4x6 family photo for the Family Tree in our classroom, these allow the children to learn about each other and nice to have for the children to look at when they are feeling home sick!

****Please label all belongings with child's name****

Thank you for your cooperation. Again, please feel free to contact me if you have any questions. I am excited to be your child's teacher and look forward to a wonderful year!

Sincerely,



Ms. Mary Jo Hallett, MS, Ed.
Classroom Teacher