

Olmsted Center for Sight  
Early Education Program  
836-7556



Dear Parents/Guardians,

September 2010

Welcome back to a new school year! I would like to also "Welcome" any new students and parents to Room 103! Whether your child is returning or new to our room, I'm thrilled to have the opportunity to work with your child and help them progress toward meeting their IEP goals! I want your child to have a fun, 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 - 3:15 pm.

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 \*(refer to weekly calendar). We will be starting this year with a full a class load so time during our daily schedule will be tight and does not free us up to write daily. If your child has a personal aide he or she will write in your child's notebook on a regular basis. However, as always if there is anything out of the ordinary to report it will be noted in your child's notebook or we will contact you by phone.

\*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.

### Monthly News Letter

There will be a monthly news letter that will go home with your child at the beginning of each month. The news letter will contain information related to our classroom, health information, home activities and community events for families.

### Book Orders

Your child will have the opportunity to order books to help build 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. The book prices are at a reduced rate and make excellent gifts!

### 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 for supporting your child's classroom!

### Preschool Supplies **\*\*Please label all belongings with child's name\*\***

- Large Backpack
- Lunchbox (will need a lunch and drink daily)
- Blanket for quiet time (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 (to be refilled upon request)
- 1 Container of Clorox wipes
- An extra change of clothes ( shirt, pants, & socks to coordinate with season)
- If you haven't already done so, a 4x6 family photo for your child's cubby, 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!

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. (Special Education Teacher)

Ms. Emily (Teacher Assistant)

