



## The Early PreK Program at Holland Hall

2020-2021

Dear Families,

Welcome to Early PreK — we are looking forward to this new school year! We will provide specific schedules, curriculum details, and individual classroom information during our first conference.

### BEGINNING OF THE YEAR SCHEDULE

Tuesday	August 25	8:00 – 12:00 noon	Open House
Wednesday	August 26	9:00 – 11:45 a.m.	First Day of School
Thursday	August 27		Wear Uniform Send Snack Only
Friday	August 28	9:00 a.m – 2:45 p.m.	Begin Full Day Wear Dutch Dress Send Snack and Lunch
Monday	September 7		Labor Day – No Class

### OPEN HOUSE

Families are invited to visit their classroom on Tuesday, August 25 between 8:00 a.m. and 12:00 p.m. (please see detailed schedule below). It is not required for children to wear uniforms on this day. Your child will meet his/her teachers and see the classroom. Hopefully, this introduction to the classroom will help prepare your child for the first day of school. This also provides an opportunity to fill out classroom forms and to sign up for the first conference.

Time	Last Name Begins With:
8:00-9:00	A-F
9:00-10:00	G-K
10:00-11:00	L-Q
11:00-12:00	R-Z

### ARRIVAL AND DISMISSAL

Please use the east small circle drive for both arrival and dismissal. Early PreK children will be the **only** students to use this location for arrival. If you have older children in the Primary School, you will need to drop them off at the entrance near the flagpole. Each Early PreK child will be assisted from his/her car beginning at 8:55 a.m. Before your child may exit the vehicle, a temperature check will be conducted from the back seat passenger side window. The gate will be closed at 9:15 a.m. Therefore, late arrivals will need to enter through the main doors of the Primary School in order to facilitate check-in and temperature check. The gate will reopen at 2:40 p.m. for dismissal at 2:45 p.m. **PLEASE REMAIN IN YOUR CAR** and a teacher will escort your child to the car. We are required to put children in the cars from the inside lane (closest to the sidewalk). **Please forward this information to anyone**

**who is picking up your child during the school year.** A map and complete dismissal instructions will be provided during the Open House.

## **SNACK AND LUNCH**

### **Snack**

The children need to bring a healthy snack each day. Please pack it separately from the lunch box by placing the snack in the front zippered pocket of the backpack. Due to allergies, we encourage nut-free products.

### **Lunch**

Children also need to bring lunches and drinks. Since we eat in our classroom, please do not send soda or liquids that stain, such as purple grape juice. Beginning the week of **September 7**, the children may bring something to be warmed in the microwave. Please limit these items to things that require a heating time of one minute or less. Some microwave suggestions are hot dogs, soup (in a bowl or microwave safe container), and leftovers. We will have the microwave available every day. We would also appreciate you packing the utensils your child will need, as well as napkins. Please put your child's name on his/her lunch box, containers, lids, and any item you want returned. It is necessary for us to restrict the packaged Lunchables to the meat, cheese, and cracker variety for convenience. **Please do not send the ones that require assembling such as Pizza, Burrito, Taco, etc. because they are difficult for Early PreK children to prepare independently. In addition, please do not send yogurt tubes.** They can be very challenging for children to manipulate independently. If your child prefers peeled and/or sliced fruit, please prepare it at home. In compliance with our visitor policy, you will not be able to dine with us at lunch as a guest this year.

## **WATER BOTTLE**

Send a labeled water bottle filled with water only with your child **each** school day. Students will use water bottles throughout the school day instead of using the school drinking fountains.

## **UNIFORMS**

The current uniform requirements have been recently updated and you may note a few changes if you have older children. Please refer to the Holland Hall website or click [here](#) for uniform requirements including shoe guidelines. **Label** all clothing articles brought to school, especially mittens, hats, sweaters, and coats. This is the only way we can be sure they get home with the owner. It is important for each child to have an extra set of uniform clothes to be kept at school in case of bathroom accidents, spills, or mud puddles! Please put these in a Ziploc bag with your child's name on it (and don't forget socks and underwear). **Please do not send an umbrella to school.**

## **BACKPACKS**

In order to help the children (and teachers) keep belongings together, we would like all children to have a **regular** size backpack that will hold a lunch box, water bottle, winter clothes, and papers. Please take your child shopping with you and make sure the backpack they select has a zipper opening they can easily manipulate (buckles, drawstrings, and other types of openings will probably be too difficult). **We prefer backpacks not be on wheels.** Please label your child's backpack clearly with their first and last name. We request that your child always leave personal toys at home. If your child needs to take medication, please **do not** transport it in their backpack. You will need to contact the Primary School Nurse, Kathleen Alabbasi, to make arrangements for delivering all medications to school.

## **REST**

Each day, we have a 30 minute quiet time to allow the children to relax before our afternoon activities. They are not required to sleep. Holland Hall will provide each child with his/her own yoga mat to be used during quiet time. Each mat will be sanitized after every use. **We ask the children to leave stuffed animals, toys, blankets, and pillows at home.**

## **SPECIALS TEACHERS**

The children will attend “specials” classes each week. The purpose of these classes is to provide activities by specialized teachers. Please note days and times on the classroom daily schedule.

Spanish: Yolanda Hankins

Religious Education: Kristin Lees

Library: Matt Christian

Yoga: Deena VanDeLinder

### **EXTENDED DAY PROGRAM (EDP)**

The Extended Day Program is available beginning at 7:00 a.m. for before school care and until 6:00 p.m. for after school care. This program is offered daily at an additional cost beginning August 25. For more information, contact Debbie Almohandis at [dalmohandis@hollandhall.org](mailto:dalmohandis@hollandhall.org).

### **FIELD TRIPS**

Due to COVID-19, the number of field trips this year may be limited or cancelled altogether. Please stand by and wait for further information as it is determined.

### **CONFERENCES**

The afternoons of August 25, 26, and 27 are available to schedule a virtual conference. This thirty minute virtual meeting allows you to share information about your child and for me to share specifics about our program.

### **Visiting**

In compliance with our visitor policy, you will not be able to visit Early PreK at any time this year, other than Open House on August 25. Your teacher is always available to you by phone, text, email as well as a virtual conference. All teacher contact information will be provided to you during Open House.

### **BIRTHDAYS**

Each child’s birthday will be celebrated with his/her class. For children born in June, July, and August, their half birthday will be celebrated in either January, February, or March. You will be contacted by your classroom teacher several weeks prior to your child’s birthday to plan a small celebration. You will be asked to provide a snack as the birthday treat. All party food will need to be individually wrapped, prepackaged items. In compliance with our visitor policy, you will not be able to attend the party in person. However, you may enjoy the birthday party fun via livestream or Google Meet. More details will be provided on this option closer to the celebration date.

### **HOLIDAYS**

We have ecumenical celebrations at school. The classroom teacher and the grade coordinator will organize these special events and request volunteers as needed. We utilize *SignUpGenius* website for our classroom events. Look for information regarding *SignUpGenius* from our grade coordinator. If you sign up to bring party treats, all party food will need to be individually wrapped, prepackaged items. In compliance with our visitor policy, you will not be able to attend holiday parties. However, many pictures from all parties will be placed on our PowerSchool Learning page.

### **POWERSCHOOL LEARNING**

Holland Hall uses an online learning management system called PowerSchool Learning. PowerSchool Learning serves as our class “website” and includes newsletters, class lists, schedules, upcoming events, and pictures of activities in the classroom. The page is password protected and only members of our class can access the page. We do not send home paper notes, so it is essential you visit this page regularly for all classroom information. Log in credentials will be provided during our first conference. PowerSchool Learning is very user-friendly, however please feel free to reach out anytime with questions.

### **LIBRARY**

The Early PreK area has a library for student use during the school year. We are very excited to have the opportunity for our young children to learn the responsibility of checking out books and the joy of taking them home for reading!

#### **TOILET TRAINING POLICY**

Children enrolled in Early PreK **must** be toilet trained as outlined in your signed contract. **If your child is still wearing pull-ups or having frequent accidents, we will need to make arrangements with the Primary School Head, Mrs. Jones, for a later entry date.**

We are looking forward to a wonderful year! See you at the Open House on Tuesday, August 25, between 8:00 a.m. and 12:00 p.m.

**Mrs. Shelly Bagwell**  
[sbagwell@hollandhall.org](mailto:sbagwell@hollandhall.org)

**Mrs. Christy Leach**  
[cleach@hollandhall.org](mailto:cleach@hollandhall.org)