

St. Luke's Day School
Threes Department — Part Day
General Information

We recommend that you review your 2023-2024 Family Handbook carefully. Here are some highlights that need your special attention as your child begins the new school year.

Arrival/Dismissal: Drop off is between 9 and 9:15 a.m. We start promptly and do not want your child to miss out on greeting rituals or instructions for the day. You can help us ensure the best possible beginning to your child's day by arriving on time. Pick-up time is between **2:15 and 2:30 p.m.** Monday through Friday. Children become concerned if they are left waiting after the others have been picked up. If you are late, your child will be waiting for you in the Activity Center Lobby accompanied by his teachers. Please be sure to sign out your child in the late binder.

Secure Access Key Tags: St. Luke's UMC maintains a secure access system at entrances to the children's wings of campus. The Activity Center entrance (main entrance for SLDS) will be unlocked during peak drop off and pickup times, for example 9-9:30 a.m. and 2:15-2:30 p.m. All other entrances to the school will remain locked throughout the day. Please keep a key tag with you! **When the Activity Center entrance is locked, parents and caregivers will show their key tag to the security guard and/or Welcome Desk attendant to gain access to the secure area.** Every family starts with three key tags, which will be given at the start of school; extras are available at the Welcome Desk in the Activity Center lobby. Thank you for your support as we work to keep our children safe!

Signing In/Out: Teachers will sign your child in and out daily, as parents are dropping off at the classroom.

School Bag: Each child will receive a St. Luke's school bag with a luggage tag ID. Include a small light blanket for quiet time as our rooms may get cold. Lunch boxes may be carried separately. All items are to be labeled with your child's name. Please send your child with their SLDS school bag on the first day their class meets. We recommend leaving your child's school bag at school all week to be taken home on the last day their class meets. *Backpacks, totes, and rolling luggage bags are not allowed due to space limitations.*

Snacks/Lunches: We ask that you send a healthy, nutritious morning snack and lunch daily. We recommend use of an insulated lunch kit with an ice pack to keep items cold. All lunches and snacks should be prepared and ready to eat with limited adult assistance. Send the snack with your child's name on it. We will provide water and napkins. Remember to provide utensils (see below).

Cup and Utensils: St. Luke's Day School is endeavoring to do our share to teach children environmental responsibility. Every day, please bring and take home eating utensils and a 4- to 8-ounce plastic cup. Label everything, please!

Toys/Stuffed Animals: Please do not bring these items to school. There may be opportunities for your child to bring in special things during the year, such as "Show and Share," and we will notify you of those times.

Discovery Center: Insects and "neat stuff from outside" are always welcome. We will put these items in our Discovery Center for everyone to enjoy.

Clothes: Please send your child in play clothes. Sometimes our projects are messy and we want the children to feel relaxed and enjoy school without worrying about their clothes.

Extra Clothes: Please send a complete change of season-appropriate clothes (shorts/pants, shirt, underclothes, socks, and shoes) in a Ziploc bag, labeled with your child's name.

Please Label Everything: Write your child's name on extra sets of clothes, school bags, lunch boxes, snacks, blankets, pillows, jackets, sweaters, etc. This really helps us keep up with your child's belongings.

Shoes: We recommend that children wear rubber-soled, close-toed shoes (required for participation in motor class). No boots or sandals; they are unsafe on the Outdoor Classroom.

Rest Time: We have a daily rest time. Each child will need an approved plastic fire retardant rest mat, available for purchase from our SLDS online store, which will be stored in the classroom. State licensing requires that all mats be in good condition, free of damage. Please send a small blanket, as our room can be chilly. If needed for rest, your child may bring a small soft animal or other comfort item.

Medications: In the event your child requires medication while at school, please hand the medication to the attendant at the SLDS AC Welcome Desk. Do not deliver medications directly to classrooms. A "Medication Dosage" form can be found on our website. Please complete and sign the form noting specific time of day and dosage amount to be given and place the form in the zip lock bag along with the medication.

Curriculum and Early Academics: St. Luke's Day School's philosophy and goals for curriculum, classroom environments, and promoting academic readiness are outlined in the Family Handbook.

Parental Involvement: Sign-ups, done through REMIND/Sign-up Genius, will be available for you to choose ways to help with class activities, parent reading time, and class parties. If you have a special talent or hobby, please let us know. The children love for the parents to come in for special sharing time. Additionally, the Parent Advisory Council (PAC) has many opportunities to volunteer at our school and will be sending out information this fall.

Parties: The class parties are Halloween, Christmas, Valentine's Day, Easter, and End of Year. Parents may sign up to help with the parties at the first of the year. Our primary aim is to the focus of each party on the children. Parents are encouraged to participate while keeping this goal in mind. Please help us make sure the children do not become overwhelmed or overstimulated by following these classroom party guidelines:

- Work with the teachers to keep party preparations simple,
- Instead of attending all parties, choose two or three to alleviate overcrowding,
- Make alternative arrangements for care of younger or older siblings.

Special Days: In addition to class parties, the three's department will be celebrating special days throughout the year. You will be notified as the semester progresses. These may include Color Day, Costume Day (Halloween), Backwards Day, and Dads Rodeo Breakfast.

Here Trips: These in-house field trips allow the children to explore our community by having representatives come to the school. Examples may include visitors from the fire department, a local dentist, the Nature Discovery Center, and a theater troupe. If you have any suggestions or resources, please contact your child's teacher.

Thank you so much for helping us begin a successful and enriching year with your child!