

**St. Luke's Day School
Transitional Kindergarten
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: Please plan to arrive on time – at 8:30, as the core class day begins at 8:30 a.m. We start promptly and do not want your child to miss greeting rituals or instructions for the day. Pick-up time is between **2:15 and 2:30 p.m.** Monday through Friday. 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 7:30-8:30 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.

Snacks: Each child needs to bring his or her own snack daily, as the school does not provide morning snacks. Be sure to label the snack and make it ready to be eaten independently separate from lunch. We encourage nutritious, low-sugar, ready-to-eat snacks. Water is served with snacks.

Lunches: We encourage healthy, nutritious lunch choices. We have found from experience that juice boxes work well in lunch boxes. They don't turn over as easily as a thermos or Sunny Delight, etc. Please limit sugary treats; if your child has a lot of extra treats or junk food in his or her lunch, it is likely that the healthy food will not be eaten.

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 (with a lid). Label everything, please!

Toys/Stuffed Animals: A single, small stuffed animal is acceptable for quiet time. Please **do not** allow toys to come to school. There will be opportunities for your child to bring in special things during the year as described below. Toys are not appropriate for the classroom or sharing.

Show and Share: Special pets, bugs, and "neat things from outside" are always welcome. Also encouraged are artwork or a story your child has created, or a special book that fits the theme of our unit of study. Please be aware toys do not qualify as show and share items. We will have many opportunities for your child to talk and share a little bit of his or her life with us. This is a time for expression, not necessarily showing. Please see your child's teacher for the Show-n-Share schedule.

Clothes: Please send children in play clothes. Sometimes our projects are messy and we do get dirty from time to time. We want your child to feel relaxed and enjoy school without worrying about getting their clothes dirty. Girls should wear shorts or tights under dresses.

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.

Please Label Everything: Lunch boxes, blankets, jackets, sweaters, etc., **must** have your child's name on them for easy identification and for recovering lost items.

Extra Set of Clothes: Send an extra set of clothes for emergencies (socks, underwear, shirt, shorts—all labeled with your child's name). We will keep that set of clothes at school. As seasons change and children grow, please remember to send appropriate clothes for your child.

Backpack: TK children may carry a backpack of their choosing to school. When selecting a backpack, please keep in mind that we have limited space for daily storage. 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 check your child's backpack and communication folder every day for information, art work, notes, etc.*

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.

Quiet Time: We have quiet time following lunch Monday through Friday. Each child needs a mat, which may be purchased on the SLDS online store. State licensing requires that all mats be in good condition, free of damage. All mats are kept in the classroom. Children rest but are not required to nap.

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.

Parties/Events: TK has several class parties: Halloween, Christmas, Valentine's, Easter, and End-of-School Field Day. Parents may sign up at the first of the year to help with the parties. Our primary aim is to keep 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.

Other special events include the Thanksgiving Feast, Nativity Play, Kite Flying with Dad, and TK Celebration; parents are encouraged to attend.

Parent Involvement: There are many opportunities for parents to help in our classrooms. We have holiday parties, guest reading, or occupation sharing. Signups, available through REMIND/Sign-up Genius, are provided for each opportunity. If you have a special talent, hobby, story, family tradition, or interest you would like to share with the class please let us know. We encourage your involvement! Additionally, the Parent Advisory Council (PAC) has many opportunities for parent participation and will be sending out information this fall. Please volunteer your time!

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