

Parent Checklist

First Day of School

_____ All required **Pre-School forms** turned into the office

_____ **Backpack** (nothing smaller than 12" x 15" with name written on the outside)

_____ **Extra clothes** (pants, shirt, socks, two pairs of underwear) in a labeled zip-lock bag.

_____ Check to make sure your child is wearing **clothes that they can manage** at bathroom time and has on **safe shoes with socks**. (Please **No** belts, overalls, or sandals)

_____ **Snack** sent daily in a labeled bag. Also, please label the bag if your child has a peanut butter snack.

_____ Sweaters, jackets, lunch boxes and backpacks **labeled with child's first and last name**.

_____ A large box of **tissues** to use throughout the year

_____ One water bottle

_____ A **family photo** for your child's cubby

_____ A fitted crib sheet and a small blanket labeled for those staying beyond 12:45 p.m.

_____ Please follow established drop-off and pick-up routine. This consists of dropping your child off at the curb between 8:00 and 8:20 a.m. where staff members are waiting to greet your child. Please let your child walk to class with the teachers' aide as it helps to develop self-reliance and confidence. Please do not walk up to greet your child at departure time. It causes cars to back up and the flow of traffic to stop. Please stay in your cars.

CARDEN CONEJO SCHOOL

Parent and Child Orientation Pre-School, Pre-Kindergarten, and Junior Kindergarten

1. **Emergency clothing:** Each child will need to bring extra clothes (underpants, shirt, socks, pants, or dress) to be left at school. Please bring them in a clear plastic zip-lock bag, with your child's name tape to the bag.
2. **Dress:** Children should be dressed in clothing that is easy for them to manage at bathroom time. Please, no belts or overalls. For safety reasons please have your child wear closed-toe shoes, and socks; no sandals.
3. **Labeling Personal Items:** Please place your child's name on their jackets, sweaters, backpack and lunch pails. (Their name needs to be on the outside of the backpack and lunch pail, so their teacher can easily see it.) Every child must have a backpack (no smaller than 12 in. x 15 in.).
4. **Communication: please pin all notes on the outside of your child's backpack.**
 - a. If you plan to leave your child for afternoon day care ("Play Program"), often or occasionally, let the teacher know by pinning the note on the outside of your child's backpack. Please bring a fitted crib sheet and a small blanket marked with your child's name. (Please no pillows or sleeping bags. We do not have room to store these items.) These will be left at school. There is a one-hour rest period required by the California Department of Social Services regulations.
 - b. School lunches are available through the new lunch program. The lunch menus were redesigned to include increased quantities of vegetables, fruits, whole grains, leaner protein, and less saturated fat. The daily lunches are being prepared by a local catering company called Burgundy Creek (Shirlie and Jenna Bermann). The cost for the student lunch is \$4.00. Parents have a new way to view, order, and pay for lunches using the "School Lunch Choice" online registration service. Attached are step-by-step instructions for setting up your family account on School Lunch Choice and placing your lunch orders. **Please note: you may place orders up until 9:00 pm on the night before the lunch day.**
 - c. If your child will be leaving with another parent we must have notes from both parents stating that permission has been given to release the child. If your child is in a carpool, please send a note to their teacher with the correct information.
 - d. Conference policy: You are welcome to call a conference at any time if you have questions concerning the well-being of your child. To request a conference, call the office and the secretary will make the appointment that will be convenient for you, the teacher and the director. Please do not try to conference with your child's teacher during dismissal or when they are working with the children. For safety reasons, the teacher needs to be observing the children at all times.
 - e. Parents are not allowed to come into the classroom without first checking in to the office. This is a school policy for the safety of your child and the staff members.

5. **Daily snack:** Each day your child should bring a snack in a labeled bag. Please send healthy snacks (fruits and vegetables, crackers, peanut butter, granola bars or raisins). Children are able to function much better in every area when they eat healthy foods. Also, have your child bring bottled water or juice. **If you child stays for lunch, please have the snack and lunch in separate containers.**
6. **Sick Children:** To protect each child, we have a very strict policy concerning children who are ill. If your child has a temperature, runny nose or cough, please keep them at home. This, of course, applies to any other symptom of illness. If your child arrives at school and we consider that he or she is sick, we will call you to come pick the child up. We strive to cut down on contagion as much as possible by encouraging frequent hand-washing and discouraging the sharing of food, drinks, or clothing.
7. **Sunscreen:** If you wish your child to use sunscreen, please apply it before coming to school.
8. **Room Parents:** Each classroom will need Room Parents. These parents help during the year with several parties and events. They also call other parents to help with each activity throughout the year.
9. **Birthdays:** You may provide birthday napkins, a cookie or donut holes for each child in the room. Some rooms have two classes in one room, so check with the child's teacher for the total count. Please bring only what is suggested. Summer birthdays are celebrated at the end of the year.
10. **Discipline:** Children are given a warning if behavior is disruptive or disrespectful. If the behavior continues, the child will be removed from the lesson. If the problem still continues, the child will visit the Primary School Director and the problem will be discussed. The director will call the parents in for a conference to discuss the child's problem. Please refer to page 17 in the Parents' Primer, which outlines the school's discipline policy. The director will be happy to answer any questions or concerns you may have.
11. **Sharing Day will be weekly:** We ask parents to assist us by leaving all toys at home. The teachers will let you know the day. The children may bring something from home to share with the class. The chosen article should relate to the lessons being taught that week or a holiday in the month. Please monitor and guide your child's choice, as we do not want any actions figures/toys. Please put your child's name on the item.
12. **Arrival and Departure:** We are very concerned about small children riding the front seat (with or without air bags). Please keep in mind that your child is much safer riding in the back seat with a car seat.
13. **Tardy:** All children arriving at school after 8:20 a.m. must be brought through the school office where you will sign them in on the attendance sheet. At that time an aide will take your child to their classroom.