



Mrs. O'Connor - Principal

Mrs. Falabella - UPK Director/ Assistant Principal

Ms. Nancy - Orange Room Lead Teacher

Ms. Molly - Green Room Lead Teacher

Ms. Shirley McQueen - DOE Social Worker

Agenda

- **Safety:** Fire drills and lockdowns are conducted several times throughout the year.
- **Schedule:** Please make sure that the children arrive on time to school each day. This will help children become acclimated with the schedule. Children should wear comfortable and appropriate clothes for the current season.
- **Drop off/ Pick Up:** Drop off each morning will be at door 4 between 7:50-8:05. If you arrive after 8:05 you can bring your child to the main entrance on Steele Avenue. Pick up will be at door 4 at 2:20. If there are any changes throughout the day with who will be picking up your child please call the office. Children will be brought to aftercare at 2:30. Please sign your child in and out each day.
- **Creative Curriculum/Teaching Strategies:** The curriculum we use in small and whole group instruction. Teaching Strategies introduces and implements skills that are needed to help children prepare for kindergarten. We will cover 8 units of study. Each unit will last approximately 4-6 weeks long. Information about each unit will be provided throughout the year.
- **Meals:** Children will be served three meals a day including breakfast, lunch, and snack.
- **Allergies:** If you have not already done so, please let us know if your child has any allergies.
- **Rest Time/Bedding:** Children will have 45 minutes of rest time each day. Please send in a clean blanket and sheet each Monday. We will send their belongings home on Fridays. Your child is permitted to rest with a small stuffed animal, please make sure to label the item. The stuffed animal must be soft and small enough to fit in the Ziploc bag with their sheet and blanket. It will be left in school with your child's bedding and sent home on Fridays along with bedding.

- **Change of Clothes:** As you know, Pre-K can be messy fun. We ask that you send in 2 pairs of pants, 2 shirts, 2 pairs of underwear, 2 pairs of socks and sneakers that we can keep in their cubby in case of any accidents. Please make sure your child's name is on every piece of clothing.
- **Toileting:** Please make sure that your child is toileting independently. We are here for any assistance if needed.
- **Birthday Celebrations:** Please see the attached approved snack list.
- **Family Involvement:** We will be sending home family involvements each month relating to our topic. Family involvements are a great way to extend the learning experience at home. We will also be doing family engagements in our classes. We will send out more information when the time comes.
- **Communication/ Email:** Each week we will send out a weekly newsletter via email letting you know what we will be doing in class for the upcoming week. If you have any questions, please feel free to contact us. If there are changes during the school day, please call the office and they will relay the information to us.
- **IEP:** If your child receives services, we ask that you share their IEP with us. We will work with the service providers to help your child meet their goals.
- **Attendance:** If your child is going to be absent, please email your child's teacher and Ms. Christine at c.alfano@olqpsi.com by 8:00. In addition, please send in an absence note for your child if they are out of school. If your child is out for 3 consecutive days, please provide a doctor's note.

✓CF