**New Horizons Child Care Center**

Dear Parents,

Welcome to the adventures of the Pre-K fives! We look forward to forming friendships and partnerships with you, your child, and your family this year. This is a very exciting time for your child as they prepare for kindergarten and continue to build their knowledge.

New Horizon’s Child Care takes pride in our Pre-Kindergarten Readiness program. We partner with curriculum coordinators from all over Forsyth County and strive to prepare our children for daily success and in all of their future educational endeavors. We are very excited to offer your child a fun and challenging year that will be full of educational and interesting activities. Some examples, but not limited to, include cooking experiences, in house field trips, and group projects. Our goal is to prepare your child for kindergarten by providing a fun, safe, nurturing environment full of many stimulating activities. New Horizons is a literacy based learning program. This means we will use themed creative curriculum to enhance our lesson planning every week. We want to encourage children to have a love for books. They provide wonderful exploration! New Horizons uses the NC Foundations for Early Learning and Development (NC FELD) as a guide for child care centers and create a smooth transition to the North Carolina Standards your child will be introduced to in public schools.

This is a great time to inform you of our classroom guidelines, learning centers, curriculum, discipline, and polices. Our main objective as early childhood educators is to make your child’s learning time with us a fun, enriching, encouraging and are experience. The classroom consists of 17 different learning centers, Computers, Earth Science, Writing, Books, Home LIVING, Manipulatives, World Geography, Music, Blocks, Art, Math, Sand, Water Play, Woodworking/Tool bench, Take Apart, Puppets and the Learn and Listen center. We enhance the classroom weekly to reflect our current theme; this helps to promote children’s creativity and reinforces their social and independent skills. We incorporate fine and gross motor skills all day through centers, outside play, and group activities.

A weekly “Calendar of the Week” will be emailed on Fridays for the upcoming week. This is to let you know all of the special events planned for the upcoming week. Daily requests and items of the day are a fun way to incorporate school at home. Talk with your child about what is happening, encourage them to pick out the item requested. (Example: “Please bring it an “Mm” item.” The child could bring in a stuffed monkey, or a magazine). The only restriction is that the item must be able to safely fit into a child’s cubby without sticking out or falling out causing safety issue. Weekly writing from the current week will go home in the cubbies on Fridays.

In an effort to encourage positive behavior we implement ways to praise all day long! Using receptive language to build the confidence of children helps to eliminate aggressive behaviors. To celebrate and show the warm fuzzy feeling we all get when someone lends a helping hand or shows acts of kindness we have a “warm fuzzy bucket”! When a child is “caught being good” we let them put fuzzies into the fuzzy wuzzy bucket.

Every child will have a turn being the “Star of the Week’! Each child will be featured on the Star of the Week wall. We ask that when your child is selected you bring in pictures of your child with their friends, family, and doing things they love. Your child is invited to bring in a favorite book, board game, and a list of their favorite things. Star of the Week has special jobs like line leader, calendar helper, weather watcher, and other perks like first dibs on the swings outside! At the end of the week you are welcomed to send in your child’s favorite snack for the entire class to enjoy!

Every child also has a behavior folder in the top of their cubbies. This is a stop light system that lets you know the tone of their day. Green light means a great day, yellow light means they had some warnings, red light means the same behaviors that earned a yellow light continued. Each day when you pick up your child we ask that you are excited to see how full your child’s party pocket is! When checking their behavior folder we ask for your partnership in addressing the behavior that may have changed the light from green. The Pre K-5 teachers are ready to discuss your child’s day however you feel most comfortable. Please let us know how you prefer to communicate, verbal at pick up, phone call at nap, or a note in the cubby. We encourage positive guidance and redirection. The children should always try to use their words to verbalize their emotions and not to hit or touch others for problem solving. The Tucker the Turtle technique is a wonderful way to teach a child to self-calm and regulate. (Stop, tuck or cross arms, three deep breaths, think, and rejoin the group when ready.) We may ask for your partnership when faced with disruptive or aggressive behaviors. Parent teacher conferences are a helpful way for everyone to communicate about classroom expectations, behaviors, and experiences.

Homework starts in September and runs through the end of April. Homework is not required but we ask that you consider it! It is a wonderful way to connect with your child about what is happening in the classroom and getting a taste of what will be expected in Kindergarten. The homework assignments will be on the bottom half of the calendar of the week that is emailed on Fridays. You do not turn in homework until Friday’s! You have the entire weekend and week to do the assignments at your own pace. Some families like to do one assignment a night; others like to do it all at once.

We document daily the health and routines of each child. We also keep a journal and document the events of the day and make notes on each child as a running record .This is a job requirement and it is for the safety and health of the children.

If you are running late please call the office and notify them. We ask that you have your child here by 8:30 am but no later than 10:00 am. We are a kindergarten preparation class and start our day early. Your child will miss out on important educational activities, if they are late!

Reminder of our polices:

* Always notify both the office and teachers if any information on file has changed. (phone numbers, allergies, pick up information)
* Please sign your child in and out each day initials and the time. This is a state requirement and is a legal document!!
* Please no open toe, crocs, jellies, or slick bottom shoes. This is for their safety and you will be asked to bring a change of shoes.
* Please bring a small blanket ad a fitted crib/cot sheet on Mondays for your child to use all week at nap. This is a sanitation requirement. Your child is welcomed to bring a small soft lovey that will stay all week with their sheet and blanket. Please no pillows or pillow pets, the cots stack and there is not much room between them!
* Please bring two weather appropriate changes of clothing to store in the bottom of your child’s cubby. (shirt, shorts, dress, skirt, underwear, socks) This is a state requirement, accidents of all types still happen in the fives! Milk spills, food drops, art uh-oh’s, water play, bloody noses, and potty accidents.
* Please no book bags; we need the space in the cubbies for art, coats, clothes, and item of the day. You may use a thin tote bag to bring in your sheets on Mondays and we will fold it up and store in the top of your child’s cubby. It is a sanitation requirement that none of the children’s belongings touch!!
* Sunscreen must be handed directly to a teacher, not placed in your child’s cubby. All prescription medicine is to be signed into the office. No over the counter medicines are allowed, however you are welcome to stop by and administer them to you child during the day. The office staff will provide your child with prescription medicines at the requested time.
* Please remember we do not allow outside food in the classrooms, your child must finish their breakfast in the car. This policy is in place to protect children with food allergies within the center. We will provide your child with a morning snack at 8:30 am.
* No homemade food items, you are welcome to bring cookie or mini cupcakes for birthday celebrations but they must be store bought with ingredients listed on the package. All food brought for special events and parties must also be store bought with a printed food label with ingredients listed. Absolutely no nut and peanut products. This is for the safety of ALL children!

Your child is our main focus, but we are here to support you as well. We welcome any questions or concerns you may have during pick up and drop off times. You can also call or come during nap hours 1:40pm-2:40pm to meet with us during nap if you would like. We are looking forward to a busy and cheerful year in Pre K-5!!

Thank you!

Your Pre K- 5 Teachers