

Greetings new parents!

Enclosed is a brief overview of the first day of school and how transitions are handled. Please take a moment and go over this information before your child's first day.

Please note that children may not attend school until all required paperwork has been filled out, immunization records included, tuition and the matriculation fees have been paid in full.

First Day:

Arrival

Be early and give yourself plenty of time to arrive and explore the yard and classroom setting with your child. Try to arrive between 8-8:30am for the morning program or from 1:00-1:30pm for the afternoon program. We do not suggest coming later than 8:30am or 1:30pm when transitioning your child for the first few weeks (and even thereafter). It's a great time for the children to socialize with their peers and "ease" into their day with you by their side, gaining confidence and trust.

Spend some time exploring the yard and in the classroom

You should plan on staying with your child for about 30-45 minutes and create a drop off routine. This is something you will do each day as you prepare to leave. Some routines include three kisses, visiting the finches, swing time and pushing you out the gate. Circle time begins promptly at 9am or 1:30pm and we request that all parents say goodbye and leave at this time.

Be sure to say good-bye.

Please "hand off" your child to one of our teachers or staff members. Some separation is normal and you may see your child cry. Reassure him or her that you love them and that **"Mommy and Daddies always come back!"**. Be sure to say goodbye. You may think it's better to leave while your child is not looking, however it is important to build trust by letting your child know you are leaving and that you will return later. Most children take about 30 minutes to settle into the day.

Be Flexible

Your child may be excited or may be overwhelmed at first and may not like school immediately. However with time this transition will get easier for both you and your child. Your child may cry or cling to you when you say goodbye each morning but with support from you and their teacher this can change rapidly. Be prepared for your own feelings - it can be a very emotional time for you as well. It is important not only to remain positive but to also demonstrate trust during this transition.

Beware the delayed reaction.

Any time between six weeks and three months, a child may suddenly realize that Mom/Dad is not here. S/He may articulate it quite clearly: "I want my mommy/daddy!" Interestingly, s/he may have handled separation quite smoothly and is beginning to process their school transition. This is normal – we ask that you remain positive and use the same tactics as when they first began school.

Packed Lunches:

Morning Program lunch is from 11-12noon and Afternoon Program lunch is at 1pm. Children tend to eat healthier if they have a say in preparing a meal and are able to be self-sufficient when eating.

- Please clearly label your child's lunch box.
- Keep lunches simple with food they enjoy eating
- Use easy to open containers
- Your child's lunch will be stored in a refrigerator
- Food can be warmed up a microwave
- Pack utensils and napkins
- Place special notes telling your child how loved they are

Know that sometimes at school the children will not eat a lot due to socialization and excitement. It takes a while to make that adjustment. We encourage healthy eating habits and etiquette at lunch time. Also, we do not "share" lunches due to a precautionary measure towards food allergies.

Backpack or School Bag:

The following items are required on the first day:

- Full change of clothing (pants, shirt and multiple pairs of underwear) placed in a zip lock bag clearly labeled with the child's name. This allows us to put soiled clothing back into the bag to take home.
- Please note that children should not be in diapers or pull ups. All enrolled preschool students are expected to be "potty learned". The changes of clothes are for common accidents that occur as they negotiate the timing on when they have to use the restroom. We are happy to help the children change their clothing when necessary.
- Picture of him or her and a picture of the family
- Please no pacifiers or baby bottles (with nipple top) at school or large items such as your king size duvet cover
- Please label everything with your child's first AND last name
- Nappers' are required to bring a separate bag with a blanket & pillow which will be stored in our studio. Please take this home at the end of each week to wash. Sheets are provided by Camelot. Sheet fee applies.
- Sunscreen clearly labeled with child's name – placed in sun screen bin

Earthquake Pack:

At Camelot we have an Earthquake Kit that is stored in case of an emergency. We store food and fresh water along with an earthquake back pack for each child. There is an annual fee required to replenish these goods each year.

For the earthquake kit please include the following

IN A ZIP LOCK BAG and bring the first day of school: (NO BACKPACKS PLEASE)

- 1) a pair of closed toed shoes

- 2) a change of clothes including a sweatshirt
- 3) a family photo
- 4) a comfort item (stuffed animal, blanket, etc.)
- 5) clearly mark your child's first and last name on the outside of the zip lock bag.

Who do I go to?

Our door is always open to any questions you may have. Below is an outline of people you can talk to about the different portions of our program.

Director

Renae Plant is the schools owner/Director and handles any questions related to the program. She manages all parent & staff relations and plans overall events and programming that go on in the school. She can be reached by email at renae@camelotkids.org

Assistant Director/Office Manager

Assistant Director/Office Manager and handles daily logistics, sign in/out procedures, parent questions. Roxanna@camelotkids.org

Site Director

Site Director is responsible for making sure Camelot Kids is DSS compliant. If you have any questions or concerns regarding the safety of our site please let her know immediately. Also responsible for staff schedules & supervision. Also the point person for any concerns regarding your child's development at Camelot. gohar@camelotkids.org

Program Director

Our Program Director supports teachers throughout the day. Also plans program activities and implements training, supervision and parent inquiries. gaby@camelotkids.org

Accounts Manager/HR

Handles all tuition & administrative questions. angee@camelotkids.org

Lead Teachers/Co-teachers

These are the first people that you would go to if you have behavioral issues and curriculum questions that pertain to your child's classroom.