

## **Welcome Parents,**

I am excited to start a new school year with all of you. The following information is about the 2023/2024 school year. Please, call me with any additional questions that may arise at 929-9325 ext.149.

### Observation

Observing your child in the classroom is something we have always encouraged. We do ask for a six week adjustment period for our classroom community to acclimate. If you would like to schedule an observation, please contact Renee Hintz to set this up. You are also welcome to observe through the one way window in the hallway after the first six weeks. I will be sure to communicate with you about your child's progress on a consistent basis. We will have parent/teacher conferences two times in the school year.

### Lunch

The school lunch program is wonderful. You can go to the Traverse Children's House website and select your choices on <https://childrenshouse.boonli.com/login>. If you pack your child a lunch, please know that we supply cloth napkins, plates and silverware. Our refrigerator is very small, so we ask that you include a cold pack in their lunchbox if they have perishable food items.

### Personal Belongings

Please, label all of your child's personal belongings. This allows them to keep track of their things. If your child has something from home they would like to share with their classmates, they can display it on our museum tray. Please, limit items to the following categories: something from nature, handmade items or an item from another culture. Please, encourage your child to keep toys at home.

### Classroom Supplies

Please have your child bring these items:

- At least one extra set of clothing for wet clothes (if you send shorts, please include long pants)
- Indoor shoes labeled clearly with their name. These shoes should be suitable for running in the gym.
- A labeled child sized mug
- A rainsuit

### Birthday Celebration

It is a tradition at our school to have a lovely birthday celebration for your child with their parents. We ask the parents to write a few words about each year of their child's life. For Example: (year 0-1) "Bobby was born in Traverse City, Michigan. It was a beautiful fall day. In

his first year, Bobby learned how to crawl and take his first steps. He also loved going for walks in the woods in his backpack.” We will sit together as a group and talk about our part in the universe, your child will take their trips around the sun (a candle) for each year and you will read your words. We will conclude by singing happy birthday. You are welcome to bring some photos. These will be displayed during the morning work time. We also ask the parents to come with a snack to share. This can be a low or no sugar snack. Please, refrain from bringing cookies, cupcakes and other sugary snacks. If you are looking for some birthday snack ideas, I would be happy to give you some suggestions. Summer birthdays will be celebrated on the child’s half birthday. I will contact you around the time of your child’s birthday or half birthday to prepare you for the celebration at school.

### Medication/Illness

If your child becomes ill at school, I will call you to come pick them up. They will rest in the adjacent room behind the front desk until you come. For specifics about our illness policy, please refer to your parent handbook.

### Non-Parent Pickup

If someone other than you will be picking up your child, their name must be included on your Children’s House online account or we must have a signed note from a parent or a guardian. We will ask for the ID of anyone we do not recognize. We appreciate your patience with this safety precaution.

### Tardiness

If you arrive after 8:45am with your child, please walk them to the front desk and the desk volunteer will call down to our classroom. Marisa or Emily will walk down to the front desk and meet your child there.

### Absent

If your child will be absent, please let me know as soon as possible by email or phone call. This allows us to plan accordingly, especially for the lunch count. If you are picking up your child early from school, notify the school or me and please walk down to our classroom and pick them up.

### Teacher Availability

During the school year day (8:20am-3:30pm) the front desk will forward your calls to my voicemail box. I will be checking my messages daily and will return your call within 24 hours. I am available Thursdays from 1:00-2:30 or 3:40-4:00 daily for phone calls or to meet with you in person. I also welcome emails: [alison@traversechidrenshouse.org](mailto:alison@traversechidrenshouse.org) Emails on the weekend will be returned on Monday. If it is urgent, please send a note or call the front desk and they will get a message to me. Keeping open lines of communication between us is important to your child’s school experience.

### Schedule

8:20-8:40 car line

8:40-10:45 work period

10:45-11:00- group time, lunch set-up

11:15-11:40 lunch

11:40-12:00 clean up from lunch, get ready to go outside

12:00-12:30 outside

12:30-12:45 preparing for nap, kindergartners are cleaning up lunch

12:45-1:05 reading time for the awake children

1:10-2:15 nap

1:30-2:05 PE for the kindergartners

1:05-2:45 work period

2:50-3:10- end of the day jobs

3:10- excused to the coat room

3:20-3:40 car line

Thank you for reviewing all of this information. I am looking forward to a great year!

Alison Breithaupt