



PARENT HANDBOOK

2017-2018

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WEE Center Phone: (703) 978-0640

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Office Hours:

Monday & Friday

9:00 am – 2:00 pm

Tuesday – Thursday

9:00 am – 3:00 pm

*** As of May 1, 2017, this handbook is accurate. The WEE Center reserves the right to make any changes necessary, especially to ensure the safety of the children and staff.**

The Weekday Early Education Center is regulated through the Virginia Department of Social Services, as a Religiously Exempt program, as such it is exempt from state licensure and the qualifications of personnel employed.

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WEE Center Contact Information

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Kelly	Amanda	Chairperson	mandyjo21@aol.com
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What is the WEE Center?

The Parkwood Weekday Early Education (WEE) Center is a ministry of Parkwood Baptist Church. It began as a Mother's Day Out program in 1971 and grew quickly into a preschool serving up to 130 families. The Church provides spiritual, financial, and physical support of the WEE Center programs. The WEE Center operates under standards of the Virginia Department of Social Services and is inspected regularly by the Fairfax County Health Department and the Office of the Fire Marshall.

Our Mission

As a Christian preschool, the WEE Center strives to meet the individual needs of each child in an environment where children are loved, lives are enriched and God is glorified. Together, our mission is to help children develop a love for God, for learning, and for working with others.

Our Curriculum

We use the WEE Learn Curriculum, published by LifeWay Christian Resources, and teacher planned activities to focus on the following areas:

- **Cognitive, Social, Physical, and Communication Skills**
- **Personal Development including Respect for Others, Faith in God, Self-Esteem, and Moral Character**
- **Independence and Self-Control**

Our Program

The WEE Center staff provides a wide variety of developmentally appropriate activities for children entrusted in our care. The children's natural curiosity is stimulated by teacher-directed and child-initiated activities. The program includes both individual and group experiences that are appropriate for the child's developmental level, encompasses a variety of learning styles, and encourages creative exploration and play. Through hands-on activities and play, we encourage a relationship with Christ and a love for learning. Each child is encouraged to learn at his or her own pace through a program of daily activities that include:

- | | | |
|---------------------------|-------------------|------------------------------|
| • Learning centers | • Movement | • Science |
| • Creative art | • Literacy | • Outdoor exploration |
| • Music | • Math | • Classroom discovery |

In addition to a regular daily schedule filled with activities, special events help round out our program. These include:

- **Weekly chapel time**
- **Weekly Spanish lessons**
- **Science lessons with a science teacher**
- **Quarterly gardening projects in the school garden**
- **In-house field trips to broaden the children's horizons including community helpers, animals from local nature centers, storytellers and other special programs**
- **An extended After-School Program from 2 – 3 p.m. for 3 to 4 year olds**

What is the WEE Center? continued

Our Staff

All staff members have a personal relationship with Christ. They are loving individuals who, by example, help the children build healthy, positive attitudes toward God, self, and others.

Each classroom is staffed with a lead and an assistant teacher. The children to teacher ratios meet or exceed those required by the Virginia Department of Social Services (VDSS). Each lead teacher has a college degree or a minimum of five (5) years in early childhood education.

All staff members receive extensive annual training in child development and education and are routinely trained and certified in First Aid and Pediatric CPR. At least one staff member who is trained in Medication Administration is on site at all times.

Our Classes

Age	Class	Days	Staff
15 months - 20 months	Lambs	Wednesday & Friday	
21 months - 26 months	Bears	Tuesday & Thursday	
2 ¼ - 3 years	Butterflies	Tuesday & Thursday	
2 ½ - 3 ½ years	Frogs	Wednesday & Friday	
3 - 4 years	Dolphins	Tuesday - Thursday	
3 - 4 years	Flamingos	Tuesday - Friday	
4 - 5 years	Giraffes	Tues - Thurs or Tues-- Fri	
4 - 5 years	Zebras	Tues – Thurs or Tues - Fri	
2 - 3 years	Doves	Monday	
3 - 5 years	Monkeys	Monday	
All students	Music	Tuesday - Friday	
All students	Movement	Monday	
All students	Spanish	Weekly	
All students	Science	Quarterly	

After-School Program

The WEE Center offers After-School Classes from 2:00 – 3:00 p.m., Tuesday through Thursday, for potty-trained children 3 years of age and older. Class topics will rotate throughout the year, giving the children a chance to try new activities and to work on skills that will serve them throughout a lifetime of learning. Topics cover math skills, creative movement and expression, art, literacy and language and science exploration.

You may register your child for 1, 2 or 3 days each 6-week session. After enrolling your child you may also have your child “Drop in” a class if space is available. PLEASE NOTE: We cannot guarantee drop-in availability. Contact the office directly to request a spot.

Train-up a child in the way he should go; and when he is old he will not depart from it. Proverbs 22:6

What is the WEE Center? *continued*

School Procedures & Hours

Arrivals & Departures

The school day begins at 10:00 a.m. and ends at 2:00 p.m. Please be prompt when dropping-off and picking-up your children. The WEE Center entrance is locked at 10:10 a.m. and reopened at 1:50 p.m.

Dismissal

Students are released only to parents, family members, caregivers or other adults listed on the Emergency Contact form. Anyone else picking-up your child must be authorized in writing. A valid photo ID will be required of anyone that the staff members do not know or recognize.

Kiss & Ride

Kiss & Ride begins on Monday, September 19th and lasts from 9:55 - 10:10 a.m. Parents are **strongly** encouraged to use the Kiss & Ride line at the WEE Center entrance in the lower parking lot. Parent volunteers and teachers assist your children out of the car and to their classroom(s). Kiss & Ride helps your children transition into the classroom and is a wonderful way to promote independence in your child's school experience.

You may walk your children directly to their classroom, by parking in the upper parking lot and walking on the sidewalk to the WEE Center Entrance in the lower parking lot. **DO NOT** park in the lower parking lot, the Kiss & Ride area or walk your child across the traffic to get into the building in the morning.

Late Arrivals & Absences

If you bring your child to school after 10:10 a.m. or arrive before 1:50 p.m., you must enter through the main entrance by the church office. Stop by the WEE Center office to let us know that you are in the building. Please call to report an absence and/or any illness that might be contagious.

Late Pick-Up

The school day ends at 2:00 p.m. and the After-School program ends at 3:00 p.m. Parents who pick-up children late from school or late from the After-School Classes will be charged \$25 fee. An **additional** \$25 fee will be charged for each 15 minutes thereafter. Please call the office at 703.978.0640 if there is an emergency that will prevent you from picking up your child on-time.

Holidays, Emergency & Weather-Related Closing

The WEE Center follows the Fairfax County Public School (FCPS) calendar regarding school closings for FCPS teacher workdays, and emergency closings. If FCPS closes early, the WEE Center closes at 12 noon. If FCPS opens one hour late, the WEE Center opens at 11:00. If FCPS opens two hours late, the WEE Center opens at 12:00 noon. The Center is closed at Christmas, Thursday, December 14 – Monday, January 1. The WEE Center school year ends on Thursday, May 24.

Forms, Tuition & Fees

Enrollment Requirements

1. Completed **2017-2018 Registration Form**.
2. **Paid** \$100 non-refundable **Registration Fee**.
3. **Proof of Child's Identity** (Copy of Birth Certificate, Passport, or Military ID).
4. Completed **Virginia School Entrance Health Form** (new form completed after June 1, 2017).
5. Completed **Information Form** (must include physician contact and Emergency Contacts).
6. Paid **Tuition Deposit** by June 1, 2017, or immediately upon registration. The deposit will be applied to your May 2018 tuition.
7. Paid non-refundable **Annual Activity/Supply Fee** September 1, 2017. This fee covers daily snacks, in-house field trips, art supplies and the canvas school tote bag.

Monthly Tuition & Fees

Tuition is calculated based on the number of school weeks from September through May. This total cost is then divided into nine equal payments. September's tuition is due by September 1st, 2017. Tuition for October through April is due on the first class day of each month. Tuition payments received after the 10th of the month will result in a \$15 late fee. **All returned checks are subject to a fee of \$25.**

Tuition

Two-Day Class:	\$250	Four-Day Class:	\$375
Three-Day Class:	\$310	Five -Day Class:	\$415

Activity/ Supply Fee

Two-Day Class - \$135; Three-Day Class - \$150; Four-day Class - \$165; Five-Day Class - \$180

Late Pick-Up Fees

The school day ends at 2:00 p.m. and the After-School Program ends at 3:00 p.m. Parents who pick-up children late from school or late from the After-School Classes will be assessed a fee of \$25. An **additional** \$25 fee will be charged for each 15 minutes thereafter. Please call the office at 703.978.0640 if there is an emergency that will prevent you from picking up your child on time.

Refunds & Withdrawals

A 30-day written notice is required for withdrawal from the program. Families that withdraw after July 15th will forfeit their tuition deposit to cover September tuition.

After-School Classes – Enrollment Requirements

1. Complete 2017-2018 Enrollment Form including \$25 Enrollment Fee.
2. Register your child for one, two or three classes in a full six-week session.

1-class/session: \$50	2-classes/session: \$95	3-classes/session: \$135
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3. After your child is enrolled, you may choose the drop-in option when space is available. As a drop-in student, the fee is \$10 per class, in addition to the one-time \$25 enrollment fee. Please contact the office to verify space is available. **PLEASE NOTE: We cannot guarantee drop-in availability. Do not wait until the end of the day to request drop-in.**

Keeping Your Child Healthy and Safe

The safety of our students is a top priority for the WEE Center. The staff does everything possible to keep the students safe and protected. Here are some systems in place to keep your child safe:

- All staff members are required to have regular criminal background checks, annual physicals, and routine TB tests to ensure that they are healthy and suitable for work with young children.
- Teachers and staff maintain First Aid and CPR certifications.
- The WEE Center has an Emergency Preparedness Plan in place.
- Fire drills and emergency drills are conducted regularly to ensure that students and teachers know what to do if an emergency situation arises.
- Two staff members are assigned to each class at all times.
- Accidents or unusual events are documented with an Incident Report that is signed by the Director and shared with the parents.
- Incident Reports are routinely reviewed by staff and the Director to identify potential safety hazards.
- First-Aid bags travel with the class throughout the building and grounds.
- Equipment, toys, and games used by the students are cleaned and maintained daily to ensure that children are not exposed to unnecessary risks. Consumer recall lists are reviewed regularly to remove any recalled products.
- Staff members and children wash their hands frequently to reduce the spread of illness and infections.
- Outside entrances to the building are locked during the school day.
- Students are dismissed only to parents or other adults authorized on the Emergency Contact form.

Medical Policies

Daily Health Screenings

Virginia Law requires that each child receive a daily health screening by a WEE Center staff member. Each morning as staff members greet the children, each child is observed for signs of illness. If a child has signs of any condition that might adversely affect the classroom or the child's ability to participate in the activities planned, the child will not be accepted into the classroom.

Preventive Measures

In the event that a teacher or parent reports signs of lice, ringworm, pink eye, or any condition that is likely to spread quickly in the classroom, the staff will check all of the children for signs of infection or illness. The classrooms are disinfected at the beginning and end of each day. Whenever there is a concern about a communicable disease or parasite, parents will receive a health alert notifying them of which illness is present at the school and what symptoms to watch for at home.

Keeping Your Child Healthy and Safe continued

Virginia Health Department Exclusions from Child Care

Please **do not** send your child to school if they have **any** of the following symptoms:

- Fever of 100 degrees or higher within the past 24 hours
- Vomiting within the past 24 hours
- Diarrhea or frequent, runny, watery stools within the past 24 hours
- Uncontrolled coughing, wheezing, continuous crying or difficulty breathing
- Eye discharge or Pink Eye (conjunctivitis)—thick mucus or draining pus, until drainage has stopped
- Runny nose or congestion that would make it difficult to participate in the class activities
- Unusual behavior or exhaustion that would make it difficult to participate in the class activities
- Blood in stool not explained by dietary change or medication, or hard stool
- Body rash with fever
- Sore throat with fever or swollen glands, or mouth sores with drooling
- Head lice or scabies left untreated
- Severe coughing with child getting red or blue in face, or a barking or high-pitched whooping sound
- Persistent abdominal pain for more than 2 hours or intermittent pain with other symptoms
- Tuberculosis, until cleared by health official
- Impetigo, until 24 hours after treatment
- Chickenpox, until sores are dried and crusted
- Mumps, until 10 days after onset of gland swelling
- Measles, until 5 days after onset of rash
- Rubella, until 5 days after onset of rash
- Ringworm

Food & Food Allergy Policies

Lunch

Send in a healthy, age-appropriate lunch and a drink daily for your child. Lunch boxes, containers and cups should be labeled with your child's name. We do not refrigerate lunches, so please use an ice pack in the lunchbox if needed. Due to allergies, we are a nut free program so peanuts or tree nuts in any form are not permitted. Parents are encouraged to send water for their children to drink at lunch.

Snack

The WEE Center provides a light snack for the children each day. Snacks are fresh fruit, vegetables, cheese, pretzels, or crackers, unless your child has specific dietary restrictions. Water is always served with snack and children are encouraged to drink it throughout the day. Children who are properly hydrated are better able to problem-solve and have improved motor skill development.

Food Allergies

Food allergies are common among preschool children. Allergies, medical conditions, and special needs must be reported to the teachers and listed on the health and information forms.

The WEE Center is a **NUT-FREE** school. Please **DO NOT** send in food that contains any nut ingredients. Teachers will notify parents if any other foods are restricted from their child's classroom.

Keeping Your Child Healthy and Safe continued

Medication Administration & Equipment

Several WEE Center staff members are certified in Medication Administration Training (MAT) by the Board of Nursing and the Virginia Department of Social Services. If your child needs to have an inhaler, Epi-pen, daily medicine, or other medical equipment at school, the child's doctor (an M.D.) and parents must complete a written form detailing the proper dosage and administration of all medicines or equipment. Please see your child's teacher or the WEE Center office to receive the necessary form. Parents must pick up any medication at the end of the school year or it will be discarded. A new consent form is required each school year.

We do not apply diaper cream, lotion, sunscreen, or insect repellent.

Security

All visitors must enter the school through the upstairs entrance by the Church Office and check-in with the WEE Center office. Students are released only to parents or other adults authorized on the Information form. If someone new will be picking-up your child, it must be authorized in writing. This applies to anyone not listed as an Emergency Contact, including play dates with other WEE Center families. A valid photo ID will be required of any party that the staff members do not know or recognize.

The WEE Center Entrance is only unlocked during arrival and dismissal times. **If you bring your child to school after 10:10 am or arrive before 1:50 pm, you must enter through the church office entrance, sign in and receive a visitor's badge.**

Child Welfare

The Parkwood WEE Center staff work to ensure the safety and welfare of your children; this includes reporting *any* suspicion of child abuse or neglect. All staff members must pass Child Abuse, Neglect and Prevention training.

All students enrolled in the WEE Center **MUST** be transported to and from school in a car seat. The WEE Center is required by law to report anyone who does not do this.

Section 63.2-1509A of the Code of Virginia REQUIRES all teachers or other persons employed in a public or private school, kindergarten, or nursery school, when acting in their professional roles, to immediately report suspicions of child abuse or neglect (including proper car seat safety and use) that may have occurred both within and outside of the school setting. School employees reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the Code.

DO NOT leave children unattended in the car or on school property at any time.

Car Seats

Virginia's Child Passenger Law requires that:

1. All children under the age of 8 years, under 80 pounds, and up to 4' 9" tall must be in a proper child safety seat or booster seat in the back seat of the car.
2. Children ages 8 – 12 must be in the back seat and use a proper fitting seatbelt.
3. Children **CANNOT** ride unrestrained in the rear cargo area of a vehicle.

Keeping Your Child Healthy and Safe *continued*

Kiss & Ride Safety

Please follow these steps when using Kiss & Ride.

1. Place your child in the right side, back seat.
2. Drive slowly in the lane to an orange cone or until you are told to stop.
3. Keep your child buckled in their car seat.
4. Put the car in park.
5. Remain in your car while the staff unload your child
6. Drive slowly out of the unloading lane.

If you do not use Kiss & Ride:

1. Park in the upper parking lot only.
2. Walk with your child on the sidewalk to the WEE Center entrance.

Licensing

Annually the WEE Center meets the Commonwealth of Virginia, Department of Social Services' requirements as a Religiously Exempt Child Day Center. The WEE Center is inspected twice each school year by the Fairfax County Health Department and the Fairfax County Fire Department. Each year, staff members must be certified by a practicing physician to be free from any known disability that could prevent or impact their ability to care for young children. In addition, they must submit a tuberculin test every two years. All staff members are certified in Pediatric First Aid and CPR, and are required to attend at least 12-16 hours of training in early childhood development each school year.

Confidentiality and Privacy

Confidentiality

The WEE Center is committed to protecting the rights and privacy of all children, families, and teachers in our program. No records or information about families or teachers will be released without written consent *unless* withholding the information endangers a child. Staff members will discuss information about students only with the family or with other staff members as needed. Names, addresses, and personal information are not commercially sold or distributed in the community.

Student Directory

Our Student Directory contains the student's name, parent's names, primary phone number, primary email and address. This directory is for personal use only so that you may connect with other families. The information may not be used for any business purposes.

Photographs & Videos

During the year, photographs and videos of the children will be taken for educational and informational purposes (class projects, bulletin boards, family events, and newsletter).

It is important that all of us protect our children's privacy. Do not take pictures of other children while you are at the school without permission. **Any pictures or videos you take during school events that include other WEE Center children may not be posted to social media sites.**

Parent/Teacher Partnership

For your child to have optimum school success, it is important for the teachers and parents to work together.

Communication

Effective communication with families strengthens the quality of our program, as well as the relationships between the staff and families. Communication tools include, but are not limited to:

- An in-room picture-schedule that is easy for the children and parents to see and understand
- Daily notes regarding classroom activities
- Weekly emails from teachers
- Monthly classroom newsletters
- Monthly WEE Notes from the Center Director
- Photo albums kept up-to-date and sent home with children on a rotating basis
- Incident reports signed by parents, teachers and Director completed on all injuries or serious occurrences while the child is in our care
- Phone calls to parents regarding any special concerns or accomplishments
- Fall and Winter Conference time with your child's teacher regarding child's goals, needs, and progress (may be scheduled more frequently, if needed)
- Communication Bulletin Board in the Crossroads where parents can find information and updates every day
- E-mails, both personal and through Constant Contact
- WEE Center Web site
- Facebook Page

Classroom Observations

We welcome parents to visit, volunteer or observe your child's classroom at any time. You may also have your child observed by a professional from outside of our program. If you wish to make arrangements for an observation, please talk with your child's teacher and the Director to schedule the visit. Anyone visiting the school must check-in with the office and wear a visitor's badge. Visitors are asked not to disrupt the daily routine of the classroom.

Keeping Staff Informed

It is important for teachers and staff to have the information needed to provide adequate care and education for your child. Parents are asked to complete an emergency and information form at the beginning of each school year. We ask parents to up-date these documents as appropriate. Please keep staff informed of any changes in your child's life that may affect their progress at school.

Special Concerns

Please discuss any special needs with your child's teacher and/or the Director. If your child has an Individualized Education Plan (IEP) or Medical Treatment Plan, please provide the teacher with a copy so that we may provide the best learning environment possible for your child.

Parent/Teacher Partnership continued

Dress for Success

When you are in preschool, learning can get messy. Please send your child in clothes that allow active play and can get dirty without any concerns. On special days, such as Picture Day, the teachers will gladly help your child change into “messy” clothing when the event is over.

Please send your child in closed-toe shoes that allow active play such as sneakers or tennis shoes. **For your child’s safety and comfort, avoid sandals, flip-flops, and Crocs on the playground.**

Ready for the Weather

We go outside every day if at all possible. Be sure to send in weather-appropriate clothing such as sweaters, coats, hats, and gloves. Teachers will let you know if snow boots and pants are needed. **If you would like your child to have sunscreen or mosquito repellent, please apply prior to bringing your child to school.**

What to Send Daily

Your child will need the school-provided bag and folder, a lunch, and a plastic zipper bag with a complete change of seasonally appropriate clothing and diapers, if needed.

Label Everything

Everything your child brings to school **should be labeled** with his or her name. All jackets, show-and-tell items, lunch boxes, extra clothing, cups, and diapers (if appropriate) should all be individually labeled.

WEE Bags

Please have your child use the WEE Center provided bag. Put their lunch, change of clothing, classroom folder, and diapers in this bag every day. Check the bag daily for important information from your child’s teachers and the WEE Center.

WEE Mail

The gray WEE Center Mailboxes (located next to the faculty room window in the children’s wing and outside the WEE Center office) are for tuition payments, notes to staff, and any other information for the WEE Center office. Please use this mailbox for your convenience. It is checked at least twice a day.

Birthdays

Birthdays are a great time to celebrate. If you would like to bring in a special snack for your child’s class, please arrange this with your child’s teacher in advance. If you plan to invite friends to a party outside of the Center, please use the directory for addresses of classmates. Invitations may be distributed at school if the **entire class** is invited. **We do not allow gift bags, balloons, etc., here at school.**

Celebrating the Holidays

The WEE Center curriculum includes using holidays to teach children about the world. Learning about each holiday helps children develop an understanding of God, families, social skills, and traditions. When learning about Christmas & Easter we will focus on the birth and the resurrection of Jesus.

Parent/Teacher Partnership *continued*

Discipline

Discipline is a teaching tool. The goals of classroom discipline are:

1. To foster a safe, pleasant and successful learning environment for all students;
2. To help students develop self-regulating and appropriate school behaviors;
3. To help students treat others with respect and kindness;
4. To help students understand classroom and social rules.

Good classroom discipline begins with clear and consistent routines, boundaries and expectations. Gentle guidance is given to help children make wise choices and accept responsibility for mistakes. If needed, a student may be removed from the group so the student can calmly regain appropriate control.

Inappropriate behavior is dealt with immediately. Teachers individualize responses to the children's behavior, keeping in mind the needs of each child and the specific situation. They identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the child's way of signaling that he/she needs help in dealing with a certain task or situation.

No physical discipline or shaming is ever used with the children. Staff members treat children with respect and dignity at all times. Parents are notified of any serious or repeated discipline issues involving their child.

If inappropriate behavior continues to be a problem in the classroom, the child will come to the Director's office for a short period of time. The Director will help the child think through the circumstances leading up to this step. In rare instances, a child may be sent home for the day, if needed. **Students who are physically hurtful or aggressive towards other children or adults will be sent home.**

If a student displays repeated inappropriate behavior and shows little progress toward changing that behavior, the teachers will call upon the Director and the child's parents to work cooperatively in developing strategies that will meet the child's needs.

If the safety and progress of any of the children or staff in the program cannot be maintained due to an individual student after all reasonable efforts have been made, the student will be withdrawn from the program.

Parent/Teacher Partnership continued

Volunteering

Volunteers are vital to the quality of our program. The volunteer hours you donate to our school improves the overall educational environment for your child and all the children in the program. Being actively involved with your child's education helps them get more out of their preschool experience.

There are many ways to volunteer with our program. Some activities are in the classroom and some are things that you can do from home. Read the WEE Notes newsletters and talk with your child's teacher to find out where your help is needed. Even if you can't give a great deal of time, there are many smaller jobs that only require a few hours of time.

Volunteer opportunities change yearly. Here is a *sample* of possible volunteer opportunities:

Accounting	Claire's Gourmet	Recycling – Escrip
Advertising	Classroom Help	Spirit Night
Book Fair	Garden Angel	Science Teacher
Book Orders	Giant Bonus Bucks	Snack Preparation
Box Tops	Kiss & Ride	Substitute Teacher
Chapel	Office Support	Teacher Appreciation
	Picture Day	

Some volunteer positions are integral to our curriculum or the safety of our students. These positions receive tuition credit throughout the year. In July we publish the tuition credit opportunities for everyone to consider.

Fundraisers

Fundraisers keep the quality of our program high and the tuition low. Classroom equipment, such as tables, carpets, books, games, puzzles, gross motor equipment and even playground equipment are all purchased with fundraiser monies. Fundraisers also pay for teacher training and new curriculum supplies. Here are a few of the fundraisers we have had in the past and may have this year:

Basket Raffle	Trash for Cash (recycling cell phones, printer cartridges)
Claire's Gourmet Food & Desserts	Box Tops for Education
Family Spirit Night	Book Fair

Parent/Teacher Partnership continued

Ten Ways to a Great School Day

1. **Get a good night's sleep.** All children do better when they are well-rested. Preschool children need 10 - 14 hours of rest every 24 hours.
2. **Establish a morning routine.** Getting little ones going is easier if they know what to expect. A solid routine can cut your morning stress and preparation time.
3. **Eat a good breakfast.** Good nutrition helps young minds and bodies grow.
4. **Remember to send the essentials.** Your child needs at least a lunch and a change of clothes every day. Check with your child's teacher to find out what else is needed. Packing school bags the night before leaves you less stressed in the morning.
5. **Arrive on-time.** Coming in early can cause restlessness at the beginning of the school day. Arriving late reduces transition time with classmates.
6. **Visit the bathroom before coming to school.** A potty break starts the day great!
7. **Say a quick goodbye.** Don't try to sneak off or hang around. A kiss, a hug, and a promise to return is the best way to say goodbye. Sometimes the children will cry when Mommy is leaving, but a solid goodbye helps settle them into their day.
8. **Support the classroom teachers.** Your child knows that they can trust a teacher that Mom believes in. Get involved with the class and the school. You will be teaching your little one that going to school is important.
9. **Pick up on-time.** Waiting with the staff after everyone else has gone home can trigger sad feelings. If you can't avoid being late, please call the office.
10. **Network with other parents.** Sharing information, carpooling, and planning play dates will make the school days better for you and your child.