

Peabody Public Schools
Integrated Preschool at the McCarthy School

September 6, 2018

Welcome to Our Preschool Families,

We are excited to start our new year of school with you and your children. In order to keep our school running efficiently for all of our students I would like to share with you some very important information.

Arrival and Dismissal Procedures:

- **Bus transportation:** all children eligible for the bus will be escorted on and off to the bus by preschool staff.
- **AM Arrivals by car:** Each morning you will enter the McCarthy School parking lot at the top of the hill and drive down hugging the lane next to the building. Preschool staff will greet your child and remove him/her from the car. Under direct supervision the children will be brought into their classrooms. Preschool staff will be available from 8:40AM to 8:55AM and after that time you will need to bring your child into school via the main front door. Please follow these steps if you are dropping off your child in the AM.
 - Have your child seated directly behind the driver's seat
 - Unbuckle your child's car seat when you see a staff member coming to your car
 - Remain in your car and the staff member will take your child out
 - Please do not let you child out of the car before a staff member is available
 - We cannot take snacks or supplies with us at arrival time
 - Please wait in line to exit the parking lot via the coned off lane
 - ***Please make sure all of your child's personal belongings including snack/lunch bag are in their backpacks prior to leaving the car.
- **PM Arrivals by car:** Each afternoon please enter the schoolyard and park directly in the fire lane in front of the school. Staff will be present at 11:55 to 12:05 to remove your child from the car. Please have your child ready to get out the car on the right side. When leaving the school yard please follow the rules (no passing) the school bus which may be unloading some children.
- **Pick-Up at both 11:15 and 2:30:** The following teachers will dismiss their students at the second side door on the left hand side of the building: Peg Soper, Elexa Finn, Susan Taylor, and Amy Bozak. The following teachers will dismiss their students at the second side door on the right hand side of the building: Maria Coleman, Dotty Apostolides, Margaret Coppens, and Donna Casaletto
- **School Hours:** AM Classrooms: 8:45 to 11:15AM PM Classrooms: 12 to 2:30 and Full Day Classrooms: Monday through Thursday 8:45 to 2:30 and Fridays 8:45 to 11:15AM.

- We ask that you are prompt with both drop off and pick up time. I do realize that many of you may have other children at different schools and that the AM drop off can be a bit hectic. If you cannot get your child here on time please bring him/her to the main office and a preschool staff member will be available to take your child to the classroom from 8:55 to 9:10AM. After that time Lynne the school secretary, will call a staff member down to the office while you wait with your child. Whether your child is dismissed at 11:15 or 2:30 it is essential that you be prompt with your pick-up schedule. Abiding by the schedule helps us to maintain the highest educational standards for all preschoolers. Tardiness can jeopardize your child's standing in the preschool.
- **Parking:** There are several designated parking spaces on the school's property. Please do not park in front of the school, bus lane or fire lanes, as you will be ticketed. You may park in the back of the schoolyard only between 2:20 and 2:35PM.
- **Tuition Payments:** Some of the preschool families pay tuition. It is imperative that this payment is made on the following schedule, Sept 1, December 1, and March 1. Checks or money order only and they must be payable to: Peabody Public Schools (please add your child's name on the memo). I do not send out payment notices so please mark this information on your personal calendars. Late payments jeopardize your child's standing in the preschool.
- **Illnesses:** Please refer to the Guidelines for Keeping Your Child Home from Preschool memo. Preschoolers are learning to share, one thing they share very well are germs and because of that, I ask that your child must be fever, vomit, and diarrhea free for 24 hours straight before returning to school. If your child is taking a prescription medication he/she must be on that medicine for 24 hours prior to returning to school.
- **Allergies:** Due to the large number of children with allergies we are a nut free program and children cannot share their food with their friends. No foods processed in a factory where nuts are used can be brought into the school. Nutella, nuts, and peanut butter cannot be eaten in our school. To ensure the health and safety of our children we ask that snacks and lunches be brought into school in their original packet or with a copy of the ingredients. Please refer to the snack/lunch memo for further clarification
- **Consent Forms:** Included in your packet is a form for permission to have your child's photograph used in the classroom, area newspapers, and for a video for the end of the year slideshow, and permission to have your child's personal information shared with other classmates. Please complete this form and return it to the preschool by September 17, 2018.

Once again, on behalf of the preschool staff I welcome all preschoolers and their families to the Integrated Preschool Program. We look forward to watching your child grow and develop throughout this school year. If you have any questions please feel free to contact me at 978-536-5631 or fayk@peabody.k12.ma.us

Take care,

Kristin Hutton-Fay, Ed.D
Preschool Director