**Head Start Important Information**

***Welcome Parents to Creek View Head Start***

**First Day of School: Tuesday, September 5th**

**ARRIVAL:** Bus Riders will be greeted in the cafeteria upon arrival and be walked to the classrooms by the Assistant. Parents of car riders will walk their student to their class each morning no earlier than 7:20. Jodi (our facilitator) will also be available to greet and escort your child to the classroom between 7:20 and 7:45. We must know the children arrive safely in our classroom. If you arrive after the tardy bell at 7:50 you **must sign in through the office.**

**PARKING:** When dropping students off in the morning please do not park behind parked cars. If you need to park for any reason **all cars must be in a parking space**. Parking illegally will not be permitted.

**PICK UP**: Head Start dismisses at **2:50**. We will walk the students out to the front at 2:50. You may pull to the front of the line between 2:50 and 3:00. Head Start students are dismissed earlier in order to avoid additional traffic and crowding after school. This helps to keep our students more safe. Please do not pick your child up any later than 3:00 pm. Thank you.

**Meals**

Students will receive a free breakfast, lunch and snack daily. Breakfast will be at **7:45am** in the cafeteria. We will be finished eating by 8:10am. **Your child must be at school during this time in order to eat breakfast.** Lunch will be served in the cafeteria also. PLEASE DO NOT SEND A SACK LUNCH, EXTRA SNACKS OR TREATS TO SCHOOL WITH YOUR CHILD UNLESS IT HAS BEEN CLEARED BY THE TEACHER; THEY WILL NOT BE ALLOWED TO EAT THEM AT SCHOOL.

**Volunteers**

Parents are encouraged to volunteer in the classroom. Come help make a difference in the lives of children. Parents must sign in at the office before coming to the classroom to volunteer. Visitors will not be admitted to the room without a visitors pass from the office.

**Nap Times**

Children will take naps at school. Blankets and mats are provided for your child.

**Friday Folders**

All important letters and children’s artwork will be sent home once a week in a special folder on Friday. Please take the time to remove the papers and send the empty folder back signed. We appreciate you returning the red Friday folder each week. A backpack is strongly encouraged to insure the important link of communication through the use of the Friday folder. Please let us know if your child needs a backpack. We will be happy to provide one!

**Question of the Week**

Each week you will receive a question of the week to be completed with your child. This is an important time for you to participate in his/ her life and learning process. Thank you for returning these forms to school in the red Friday folder.

**“Read to Me Books”**

We will start sending the “Read to Me” books home next week. Your child will bring one book home at a time in a special clear folder. After you and your child have read and enjoyed the book, your child will complete the “read to me page” and return the book in the folder so we can send another book home.

**Birthdays**

We will celebrate each child’s birthday at school. You are welcome to send a box of cake mix the week of your child’s birthday, we will help your child prepare their own cake. It is a real treat for the children to bake a birthday cake!! As mentioned earlier, you are always welcome to take part in your child’s classroom and come celebrate birthdays with us. Children whose birthdays are during the summer will have their party during the last part of the school year.

**Toys**

Please help your child keep all personal toys at home. Toys from home are not permitted at school and will be taken up and returned when parents come to school.

**Early Pick-Ups/ Late Drop-Offs**

If you need to pick-up your child before 2:50, you must go to the office first and sign them out. If you bring your child to school after 7:50, please check in at the office first. Also it is very important that your child has regular attendance and is on time. If your child is going to be absent, please call the Creek View office at 694-5890.

**Clothing**

Everyday we will be involved in fun and exciting activities that can sometimes get messy. We use paint, markers, glue and many other things that may get on US!! We also get dirty outside with mud and water. For this reason we ask that you send your child in clothes that are appropriate and allow easy movement. Also, remember that your children will be going to the restrooms themselves and may have trouble with clothing that is hard to unfasten and fasten. We will of course be here to help though some children like to be quite independent. Also, on our playground we have bark mulch that tends to get into sandals and flip-flops. If possible your child needs to come to school in close-toed shoes. This helps us to run and play our best!!

**Required Supplies:**

It is helpful for each of the children to have a backpack in which to carry their work and important notes home. If possible, please send your child to school with a backpack. No other supplies are needed. All paper, pencils, glue and other materials will be provided in your child’s classroom.

**Extra Change of Clothes**

Please send an extra change of clothes to keep in your child’s backpack in case of an accident or extra messiness. PLEASE LABEL THE CLOTHES & COATS WITH THEIR NAME in permanent maker.

**Telephone Numbers**

Creek View 694-5890

Head Start Office 764-5423

If you have any questions, please feel free to call or send a note!

Thank you,

Mrs. Hamilton, Mrs. Mwarabu, Mrs. Pace, Mrs. Fannin, Ms. Easterling

Please sign and return the form below to verify that you have received and reviewed this Head Start information handout. We look forward to a great year of learning together!

Cut on dotted line and sign below.

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I have read and understand the Head Start Information Letter.

Parent’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_