

# Welcome to Runnels Preschool



Dear Parents,

August 14th, the first day of preschool, is almost here! Our staff is hard at work planning exciting things for the new school year. Please read this letter carefully, and visit the school's website for important forms, policies, and procedures so we can work together to get the school year off to a great start for you and your child.

During the first two weeks, we concentrate on getting to know each other and our surroundings. If your preschooler has a sibling who rides the bus, you may drop your child off between 7:35 a.m. and 7:45 a.m. **DO NOT DROP OFF CHILDREN EARLIER, AS THERE WILL BE NO ONE TO WATCH THEM!** All preschoolers are welcome to arrive beginning at 8:00 a.m. We have friendly faces at entrance gates to receive the children from 8:00 to 8:30 a.m. Our driveway gate closes at 8:30 a.m. If you arrive after 8:30, please park in the front area near Jefferson Highway and escort your child to the appropriate building (back building for two's and front building for all others) through our front carpool gate. The school day begins at 8:30 a.m. Our morning activities are informative for your child, reinforce class rules, and help promote a positive, welcoming class environment – a pleasant way to start each day!

We work on learning independent skills. You can help by choosing clothes your child can manage on his/her own while using the bathroom. Tennis shoes are the safest shoes for school. Please avoid crocs, flip flops, dressy shoes, and cowboy boots to reduce accidents and injuries. Your child needs a complete spare change of clothing at school. Also, discourage your child from bringing toys or treasured items from home. These items can get lost or broken. Your child will have opportunities to share "show & tell" items during the school year.

Please pack a nutritious lunch that does not require heating. To keep food cold we recommend a lunch bag ice pack. If you want to send a hot item, please pack it in a thermos. If you are not ordering milk, we recommend 100 % juice or water for lunch. Please do not send any type of nuts, peanut butter, or foods containing peanut oil as an ingredient. Some students are highly allergic. To reduce the trash we generate, please send 1 cloth napkin and eating utensils your child is familiar with each day. All lunch items should be labeled with your child's name.

Please see the following checklist for supply and nap items needed by your student. If your child needs a "lovey" or pacifier for nap time, please send this item to school labeled with your child's name.

We would love to meet your child before the first day of school. We encourage you to drop by on Friday, August 11th at your child's age division Meet and Greet time. Please take this opportunity to bring your child's checklist items to school. It helps us keep track of your child's belongings if every item is clearly labeled with your child's name. If your child comes home in his/her extra clothes, please send a replacement set the next day.

We believe ongoing communication is essential to help your child thrive, email or call us at directly at 225-927-5803 with any questions or concerns. It's going to be a great year! See you soon!

Janice Leger and Karen Runnels  
[j.leger@runnels.org](mailto:j.leger@runnels.org) [k.runnels2@runnels.org](mailto:k.runnels2@runnels.org)

## PRESCHOOL MEET AND GREET

2's Meet and Greet		8:30 a.m. to 9:45 a.m.
3's Meet and Greet		10:00 a.m. to 11:30 a.m.
Pre-K Meet and Greet		11:45 a.m. to 1:45 p.m.

*If you have a child in more than one age division,  
please feel free to select the Meet and Greet time that works best for you.*

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### **CHECKLISTS. Label all items with your child's name:**

#### **All Students**

- change of clothes  
(including clothing, underwear, socks, & shoes **all labeled with child's name**)
- lunch box, 2 cloth napkins, eating utensils, and ice pack to keep food cool
- 1 box facial tissues
- 1 pack baby wipes
- Child size backpack  
(Please select one that will accommodate a pocket folder and a lunch box.)

#### **All Two and Three-Year-Old Students** (No pillow is needed.)

- 2 standard crib sheets
- 1 small, lightweight blanket
- "Lovey" or pacifier that remains at school if needed for nap.
- pack of diapers or pull-ups with easy open sides only (if appropriate)
- one reusable bag to transport nap belongings between home and school

#### **Napping Pre-K Students** (No pillow is needed)

- 1 KinderMat (1" x 19" x 45" only\*) Available at Walmart
- 2 king size pillowcases to cover mat
- 1 small, lightweight blanket

#### **Please be sure to fill out the following online forms. Go to [runnels.org/formspolicies](http://runnels.org/formspolicies):**

- Over-the-Counter Meds Physician's Orders
- Physician's Orders/Asthma Action Plan (If Applicable)
- Student Information
- Mosquito Repellent Form
- All items are labeled with child's name!

\* Space limitations dictate size.

***Please clearly label all coats and sweaters during cool months  
with your child's name too!***



## FIRST DAY PLAN for Preschool Parents only

To ease traffic congestion and parking problems, we are planning a staggered drop-off plan for the first day of school only.

We realize that on the "first day", more than on any other days, parents of little ones will want to hold their hands and walk with them to their classrooms. After this first day, we will ask you to remain in your cars and allow the teachers to greet your children and help them out of the car. On this "first day", if you wish to park and bring your child in, please arrive at the designated times (for this first day of school only).

Pre K .... 8:00 - 8:30 a.m.

Three's .... 8:30 - 9:00 a.m.

Two's ... 9:00 - 9:30 a.m.

Teachers will be on duty at arrival stations to greet the children and to help them out of the cars and to their classrooms.

If you wish to park and walk your child to class after the first day, you should arrive after 8:30 a.m., and park in the parking area in front of the school. After the first day, teachers will be on duty at the arrival stations to greet students from 8:00 until 8:30 a.m.

We are looking forward to seeing all of you on the opening day, August 14<sup>th</sup>. We encourage you to drop by on Friday, August 11<sup>th</sup> at one of our scheduled "Meet and Greet" times just to say "Hello" and help your little one become familiar with the classrooms and our campus. The preschool teachers will be at school, setting up their classrooms and preparing for the opening of school.

Sincerely,

Janice Leger and Karen Runnels

### Runnels Preschool Student Information

To help us make your child's first day smooth and pleasant, please assist our Preschool Staff by completing the following information.

Please circle or provide the requested information and return this form before the first day of school.

**Child's Name:** \_\_\_\_\_ **Age:** Two      Three      Pre-K

My Child will be **wearing:** Diapers      Pull-Ups(easy-open sides, please)      Underwear

My Child is: Potty Training or Fully Potty Trained Explanation \_\_\_\_\_

My child is in underwear, but will need a pull-up or diaper at nap time. \_\_\_\_\_ Yes \_\_\_\_\_ No

**Departure Time:** Early Departure (before Noon)

Afternoon (2:30 to 3:00)

Afternoon Carpool (3:00 p.m.)

Aftercare until \_\_\_\_\_ (time)

Name/Relationship of person **picking up** child: \_\_\_\_\_

All of our **two and three-year-old students nap** in the afternoon. Does your child use a pacifier/lovey or other item or have sleep issues at nap time?

\_\_\_\_\_  
\_\_\_\_\_

My **Pre-K Student** will be in the Nap/ Non Nap group.

Special Information/Concerns regarding my child I want Preschool Staff to know: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Allergy or Medical Concerns:** \_\_\_\_\_

Best **Email** Contact: \_\_\_\_\_

## Mosquito Repellent Form

Dear Parents,

To help us prevent mosquito bites while on our playground, we would like to protect your children using mosquito repellent. The spray we use is:

**Off! Active Insect Repellent**

**Active Ingredient: Deet 15%**

Please indicate your preference regarding mosquito repellent on the form below. If you have any questions or concerns, please feel free to contact our Preschool Nurse at 9275803 or pnurse@runnels.org.

Sincerely,

The Preschool Staff

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## Mosquito Repellent Form

Please indicate below your wishes for mosquito bite prevention.

Child's Name : \_\_\_\_\_

Child's Class:    Two                      Three                      Pre-K

\_\_\_\_\_ Please spray my child before he/she goes onto the playground and as needed throughout the day.

\_\_\_\_\_ I will spray my child before he/she arrives at school.

\_\_\_\_\_ I choose not to use mosquito spray on my child.

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Parent's Signature

Date

# **Runnels Preschool Celebration Policy**

## **Health and Nutrition Policy**

We strive to provide a safe environment for all students on our campus. In recent years, we have seen a dramatic increase in the number of students with food allergies; nut allergies in particular. Due to the number and severity of allergies, we have instituted a “No Nut” policy. Please do not send any type of nut, peanut butter or any food containing peanut oil as an ingredient to school.

We have found that many packages of candy and other items have warnings about being processed in factories that also process nuts. So please read the labels carefully. We know the desire to provide a special candy or sweet treat at holiday celebrations, but please resist the temptation so that we can keep our campus safe for every child.

Research in the area of young children's nutrition shows us that the best snacks are rich in nutrients, carbohydrates, and protein, and include foods rich in vitamins A and C. Providing snacks that vary in color, texture, and consistencies offer young children well-rounded, nutritional choices. Creating the proper snack environment is a great way to encourage young children to make healthy, nutritional choices. Our snack time is friendly, and relaxed – a very special time of the day; and therefore, an excellent opportunity to develop positive attitudes toward “good” foods.

At Runnels snacks are served mid-morning and mid-afternoon. Growing children have high energy requirements and small stomachs. Snacks help stabilize energy levels until the next meal. All Runnels families can help us serve nutritious snacks by respecting our nutritious snack policy in birthday celebrations and in holiday party foods.

## **Birthday Celebrations**

In light of the increased number of nut allergies, we recommend individually packaged servings of graham crackers, goldfish, crackers, (all nut free please) or fruit cups. If your child's birthday is in a warm month, you may select ice cream cups or make a selection from the list below. Please resist the temptation to bring cake or cupcakes piled high with gooey frosting (though we do love these things!) A neater and less sugary option would be muffins with a dab of cream cheese frosting. And even the simplest snacks are special if served on a fancy birthday napkin!

In choosing birthday snacks, we encourage you to share the decision of what to make or buy, as well as the preparation or shopping, with your child so that he might feel he is sharing part of himself, his family, and his home with all his friends. We think this will encourage the children to try new foods and enjoy nutritious foods by involving them in the decision process. We hope you feel the same way.

## **Holiday Celebrations**

To help us keep our campus safe for all, we desire to offer Nutritious Snacks on all holiday party days. Please help us teach our young children how to make healthy food and beverages choices that help a child grow. If you want to put together a treat bag, please select treats that comply with our healthy nutrition policy.

Sometimes our teachers like to plan a special cooking activity on holiday party days. Please speak with your child's lead teacher or coordinator to determine if they would like to plan a special cooking

activity. If no cooking activity is planned, please select snack items from the following list as the lead teacher or coordinator recommends.

**A few helpful things to know:**

1. We serve water with snack. If you want to send a beverage, please send 100% juice with no preservatives, artificial flavorings, or color added in individual packages for the number of children in your child's class. (Two's- 22 children; Three's 28 children; Pre-K- 40 children)
2. Please send Birthday or Holiday snacks ready to serve. We have a refrigerator and freezer for storage, if needed. We have napkins and cups on hand. Please send anything else that will be needed to serve your snack.
3. Please feel free to join us if your snack is for a birthday celebration.

**Suggestions**

Fresh fruit  
frozen juice sticks  
Fresh vegetables with ranch dip  
Lean strips/chunks of cold cuts  
Raisins or dried fruit  
Meatballs  
celery with cream or pimento cheese  
Cornbread  
Mini muffins  
Cheese cubes  
Oatmeal cookies  
yogurt  
bread sticks  
frozen fruit

Pizza  
Apple wedges  
string cheese  
crackers with cheese  
Fruit & cheese kabobs  
applesauce or cinnamon applesauce  
Cheese toast  
banana or blueberry bread ( no nuts please)  
mini bagels  
hummus with pita chips  
biscuits  
soft pretzels  
whole wheat toast cut in shapes  
Frozen Fruit Bars