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**Ms. Pittman and Mrs. Byrnside**

**Room 32**

**Ms. Johnson and Mrs. Diamond**

**Room 24**

**We’d like to welcome you to our Pre-K class! This will be a very exciting year for you and your child, and we can’t wait to work with you to bring out the most optimal results academically, personally, and socially!**

**The beginning of school will mostly be devoted to developing classroom routines, rituals, expectations, and procedures. PLEASE prepare your little ones by reminding them that they will not be able to navigate the classroom or use the materials until these procedures have been learned and practiced. Encourage them to listen to their teachers and follow directions!**

**Here’s to a great year in Pre-K!!**

**First Day of School Arrival**

**Parents will be able to enter the school to walk their little ones to the classroom, on the FIRST day only, and personally deliver them to their teachers, but will not be able to enter the classroom. We understand that this is not ideal, however, certain protocol must be maintained in order to provide the safest, healthiest environment for your child, your family, and our staff. Please be sure to take your “First Day of School pictures” before arriving that morning.**

**After the first day, parents will not enter the building during arrival. There will be multiple teachers at every check point to ensure that every child makes it directly to their classroom and is accounted for. The provided name tags make this process more efficient.**

**Pick-up**

**If you choose to pick your child up from school, you must remain in your car in the car-rider line at the front of the building. The employees outside will put your child in your car. To expedite the process, please place the Car Rider sign with your child’s name in your windshield/passenger window. Under no circumstances may you exit your car while in the car-rider line; if you must enter the school, you need to park in the side parking lot (beside the cafeteria).**

**Medications/Allergies**

**The school nurse will administer all medications. Please let me know if your child is to be given any medicine during school hours. Do not send medicine to school in your child’s book bag. It must be checked in by a parent to the school clinic.**

**Please be sure to let us know about any allergies and/or health concerns that we may need to be aware of. Medical documentation outlining any allergies or necessary dietary accommodations should be provided.**

**Transportation Changes**

**If there is ever a time that your child needs to go home a different way than they are assigned, a written note MUST be sent in detailing the change. Include your child’s name, how they need to be sent home, and the dates the changes are taking place.**

**Communication**

**I am looking forward to communicating with every parent regularly throughout the school year. Each student will receive a folder that will contain a daily behavior report, homework (optional), teacher notes, student work, and other important information. PLEASE CHECK THE FOLDER EACH DAY! This will be our primary means of daily communication. Their folder will also be the best way to send notes, transportation changes, money, etc.**

**Another communication tool we will utilize is ClassDojo. We use this app often to communicate classroom updates and reminders to parents.**

**Please join your child’s class by using one of the following methods...**

* **To set up a parent account on your own, you download the app or go to classdojo.com and create an account. Once account has been created, you can send a request to join your child’s class.**
* **To set up a parent account with assistance, you can download the app or go to classdojo.com and use the invitation code provided on the parent invite letter (this will be sent home the first week of school).**

**If you need to contact your child’s teacher for an appointment, concerns, or any other reason, please call the school at 706-592-3723, email your child’s teacher, or send a message on Dojo.**

Ms. Pittman Ms. Johnson

pittmha@richmond.k12.ga.us [johnsfe1@richmond.k12.ga.us](file:///E%3A%5C2021-2022%5COpen%20House%5Cjohnsfe1%40richmond.k12.ga.us)

Mrs. Byrnside Mrs. Diamond

byrnsmi@richmond.k12.ga.us diamosa@richmond.k12.ga.us

Goals

We want each child to leave Pre-K with:

* the ability to respect and work cooperatively with others
* the ability to listen to and follow directions
* the ability to resolve conflicts peacefully
* a positive self-image and a love of learning

Class Rules

* Listening Ears
* Looking Eyes
* Helpful Hands
* Quiet Mouths
* Walking Feet
* Clean Hands and Healthy Habits

Behavior Management

Every child will experience challenging moments. During these times, they may need to visit our Cool Down Center. Other strategies will also be implemented to promote positive behavior such as positive reinforcement, rewards, and leadership positions.

It is important you are given a daily report regarding your child’s performance and behavior. Therefore, each student will receive a Happy ☺ , Straight , or Sad ☹ face, based on their day, along with a brief description.

At times, a more detailed note or phone call may be necessary.

“Great Choice” coupons will be given to students who go above and beyond expectations throughout each week. Every Friday, students who have earned coupons may use them to purchase items from the treasure chest.

**“Mistakes are proof that you are trying.”-Unknown**