Dear Families:

We welcome you to the Golden Community Center Preschool program and look forward to a great 2017-18 school year! We have three wonderful preschool classrooms: The Yellow Room Monkeys, The Green Room Dragons, and The Red Room Starfish. We are excited about the beginning of the school year and feel confident the children will be familiar with the classroom and routines in no time. You will find out your child’s room assignment at the Open House (see calendar).

If you have a shy preschooler, check out some tips on separation anxiety: [http://preschoolers.about.com/od/learningeducation/ht/How-To-Manage-Preschool-Separation-Anxiety.htm](http://preschoolers.about.com/od/learningeducation/ht/How-To-Manage-Preschool-Separation-Anxiety.htm). This site gives great tips for now and also dealing with after our vacation times.

Since your child will also be having lunch at school, try to choose lunch boxes and containers he/she can learn to open independently.

Our teaching staff has many fun and exciting activities planned to help prepare your child for a lifelong love of learning. We plan to have a very special and eventful year for your child and family. Before our school year begins, we know that you may have a few questions regarding our program. You will find many of the answers to your general questions in the **Golden Community Preschool Parent’s Manual** at [https://rec.cityofgolden.net](https://rec.cityofgolden.net) under 'preschool program'. There will also be more information at the Parent Meeting (see calendar); however, for more specific, site-related questions, please see the information below:

**Preschool Teaching Staff**
There are two highly qualified teachers for each classroom. It is our goal to offer a program with well-educated, nurturing and resourceful staff. We have respect for and recognize your child’s individual needs. We will encourage and guide your child’s creativity and curiosity. Preschool staff are qualified as Early Childhood Teachers and/or Directors based on the state licensing regulations.

**Preschool Hours**
Our preschool program hours are 8:30 AM - 12:45 PM, Monday through Friday, with drop-off between 8:30 - 8:45 AM and pick-up from 12:30 - 12:45 PM. Full Day preschool is from 8:30 – 3:30 PM. Please do not drop your child off any earlier than 8:30 AM, as the teaching staff will be preparing the room and activities for the day.

We will open the doors at 8:30 AM to greet you and your child. It is important to arrive on time. When picking up your child, we will release children one at a time and hand them off to the authorized pick up person and/or parent only. You may need an ID for the first week or so of school, just until the teachers get
familiar with the child’s guardians. Doors will be locked during school hours for the safety of children and staff.

**Volunteers and Parent Participation**
We encourage parent participation at all times, and offer an open door policy. We will begin our volunteer sign up in October, so the children can get familiar with teachers and routine. Volunteers will sign in and read/sign the volunteer guidelines form (once per school year), and teachers will direct volunteers based on their needs for the day. Volunteers are welcome to stay all morning or just an hour, whatever fits with your schedule. We will be sure to ask what you are comfortable doing: such as engaging in activities with the kids, preparing future activities, or doing a small group/large group activity with the students.

It is always a pleasure and a great learning experience for teachers and students to have volunteers show their skills and knowledge, and provide another form of modeling play and communication. Parent involvement is highly recommended.

**Contact Information**
It is very important that we have up-to-date information on your child’s emergency packet including accurate names, phone numbers, and addresses. **Please remember:** If there are any changes to your contact information or anybody that might help pick up your child, notify us immediately so that the changes can be made the emergency packet. In addition, it is always helpful to know if there are any changes in your routine at home or in your child’s life that may affect them such as a move, job changes, divorce, deaths in the family, etc., so that we can support your child as needed.

**Donations**
We have a one-time $75.00 material fee, which helps us with consumable items that preschoolers tend to go through a lot such as paints, markers, paper, etc. The classrooms will have a wish list of items available at the open house for parents to review. Donating materials/supplies is optional.

Each classroom will have a snacktivity through Signupgenius.com, which you will see through your email. If you have any questions about Signupgenius, please ask your teachers. Signing up for snack is very appreciated, as it helps our program. Our snacktivity program is having a snack with a purpose, an educational snack (i.e. snack colors, snack shapes, snacks that grow on a vine, in a tree, underground). It is also optional. Should you choose to sign up, we ask that snacks be free of peanuts and tree nuts, and must be prewashed and sliced at the grocery store. We do not have a commercial sink and therefore cannot wash fruits and vegetables on-site. In addition, the health department will also not allow parents to prepare fruits and vegetables at home.

**Preschool Information Board/Communication**
Each classroom will have a parent information bulletin board for all current events and lesson plans for the week located outside the classroom door. We
will post any pertinent information for the class on this board including the daily schedule, weekly lesson plans, upcoming events, and monthly newsletters.

We will also have two parent/teacher conferences each year, one in the fall and another in spring. Please see your 2017-2018 calendar for the dates. We encourage parents to attend both parent/teacher conferences as we feel this is an important communication tool for your child’s growth and development.

Teachers are open to communication daily, so please do not hesitate to set up a time before or after class to meet with a teacher needed. We would like to address any concerns immediately so do not hesitate to speak with your teacher and/or the director.

**First day of school needs (All labeled with child’s name please):**
Water Bottle with name on it
Change of clothes in a gallon zip lock bag (2 pair of underwear, appropriate weather pants, socks, and shirt)
1/2” binder with your child’s name
Family photo and authorized person(s) photo

**Meeting and Understanding the Program**
We will be hosting a mandatory **Parent Meeting on September 20th at 6 PM** to discuss program policies, as well as curriculum and assessments. Our curriculum is play-based, and the assessments are on a continuum throughout the year. We focus on areas of development in **Social & Emotional, Physical Health & Safety, Creative Arts, Mathematics, Science, Language & Literacy, and Approaches to Learning**. This meeting will explain in detail about what a play-based curriculum means and its importance in our program.

We will also have an **Open House on Thursday, August 31st** where families can come to see their classrooms and meet their teachers. We will send out more information as to the times you are to come meet the teachers.

We are so excited for this school year and to meet all the families! Please bring any questions or concerns to the parent meeting on September 20th. If you would like to contact us, please do not hesitate to call Julie, the Preschool Director, at 303-384-8196.

See you all soon!
Golden Community Center Preschool Staff