

First Day of School! The first day of school can be frightening and exciting all at the same time! We will try to help you as much as possible to navigate through L&L school system.

Best time to come: We welcome you at any time after 7:30am and urge you to stay until 9:05am. Most parents who participate in transitional days come to school at around 8:15am.

Walking through the door for the first time: Please bring your own bag to store extra clothes, glasses, hats, etc. Typically, the bag should include two pairs of underwear, a t-shirt, sweater, shorts/pants. Please check the bag daily for any school work that we send home and to restock any used clothes.

On an average day, when you walk into our school

1. Please sign in
2. Put L&L bag in your child's designated cubby
3. Take your child to the bathroom to wash hands
4. Come back to the classroom and let the teacher know that you are leaving

At the end of the day

1. Please take all of your child's belonging home, including the backpack
2. Sign your child out and let one of the staff know that you are leaving.
3. Have a wonderful evening and we will see you soon!!!

Transitional period

Transitional period is one of the most difficult moments for both a parent and a child who is being introduced to a new environment. Our goal is to help your child feel comfortable. From our past experience, we suggest that you arrive at approximately 8:15am. Help your child meet the teacher and explore the class. By 8:40am, please locate either a teacher or an assistant and let them know that you are leaving. This will give your child another 20 minutes to play until we start preparing for circle time. At that point, we will try to engage him/her in a new activity. Simply come up to your child, tell them that you are leaving and will be back shortly. We always tell our students that "mommy and daddy will come back". Tears are completely normal. Typically they cry not because they dislike the school, but because they want their parents to always be with them. Our rule is to always call you if we cannot control crying after 15 minutes.

The scenario described is simply as suggestion and something that we have seen work best. You may modify this to your liking, but we ask that you clearly let the teacher know of your preferred transition plan. This way the teacher will be next to your child when you chose to leave. Please note that we typically have hard time guiding your child to a different

activity while you are around because they tend to only listen to you. Please help us by asking your child to follow the teacher's directions.

Patience, understanding and trust are crucial components to having a successful transition. Please let us know how we can make you feel more comfortable during the transition. We will try our best to communicate to you about your child's day. Please feel free to call our school to check up on your child. However, we appreciate your understanding that returning your call may not be immediate. The teacher will call at his/her earliest convenience. If we are concerned that your child is not transitioning comfortably we will always contact you immediately. Our school appreciates your understanding that we want a teacher to focus being with the children rather than on the phone. If you would like an overview of the day, please feel free to email your teacher directly for more information.

Thank you very much and we are greatly looking forward to the day when your child walks in happy to our school, kisses you a good bye, and gladly joins their friends for an adventurous day!!!

Additional Miscellaneous

Items:

1. Please order a Tot Cot at www.urbaninfant.com or call 1-888-733-6962 (Discount code: **SLEEPER0517**).

We cannot allow separate blankets due to a choking hazard; Tot Cot includes a blanket and a pillow.



2. Clothing - Please don't dress your child in anything expensive. We deal with lots of paints and messy materials and don't want to ruin nice clothes. Please don't dress your child in anything that would be difficult for us to change him/her (aka belts or overalls). Since we will be spending lots of time outside, feel free to also leave a hat for outside (labeled). Always apply sunblock in the morning and we will reapply it once we are outside. If you prefer to use your own sunblock, please bring a bottle to store at school.

3. Cubbies - Please bring extra change of clothes such as pants, shorts, socks, t-shirts, and long sleeve shirts. Ideally we would like to have an option to dress your child in warmer or colder clothing depending on the unpredictable Chicago weather. Also, (if needed) please bring your own supply of diapers (wipes are provided by school). If he/she is using pull ups, please make sure they are the kind that open on the side (with Velcro).

4. Nap-time - We will help him/her fall asleep on a daily basis. If he/she wakes up early you can always include a one-gallon sized bag with activities. This can be a book, activities workbook, paper, crayons, etc (no stickers or markers please). You are more than welcome to include his/her favorite toy (soft toys only with no sounds) for nap-time. No blankets are allowed at school. **Please order the Tot-Cot (item #1 above) if you would like a blanket and a pillow.**

5. Shoes - Flip flops and shoes with laces are not allowed (for safety reasons). The shoes should fit securely on the foot and be of appropriate size.

6. Drop-off – Typically parents begin to drop off most children between 8:00am and 8:30 a.m. Circle time starts promptly at 9:05am – please do NOT drop off your child between 9:05am and 9:30am. This will distract other children from paying attention to their teacher and a crying chain reaction can quickly occur. Your cooperation is much appreciated.

***Please note that during summer months we take an after-noon walk which starts at 3:40pm and ends at 4:20pm. If you need to pick up your child during this time, please let us know in the morning at drop off.

Please email your Director with any additional questions or call us at any time!

Sincerely,

L&L Academy