

# Early Learning Academy

## September Newsletter

### Message from Mrs. Hao

Hello! Hello! Welcome back to another exciting school year!

It feels wonderful to have everyone together again after Get Ready Days! Our wonderful staff worked so hard. They refurbished their classrooms, and they purchased new toys and supplies.

We warmly welcome all new and returning students to Early Learning Academy. We will try our best to make this year, as we always do, a productive and fun year for your children.

For new families at Early Learning Academy, this is your monthly newsletter where we share information, events, activities, special reminders, staff highlights, parenting information, community news, monthly snack menus, and calendars. As a parent, your homework is to read these carefully, mark your calendars at home, and have your children ready for the many exciting activities and events.

Early Learning Academy has a staff of dedicated, nurturing teachers who are committed to the well being of each and every student.

### HAPPY BIRTHDAY

Happy Birthday to you, happy birthday dear **Carlos Mayorga & Mrs. Susan Hao**, happy birthday to you!



### I am pleased to introduce the 2008 – 2009 Early Learning Academy's Fully Qualified Staff:

Susan Hao – **Director**  
(ELA staff since 1985)

Aike Wong – **Chicks**  
(ELA staff since 1995)  
**Preschool Head Teacher**

Menchy Marpuri – **Pandas**  
(ELA staff since 2007)

Zoila Martinez - **Caterpillars**  
(ELA staff since 2001)  
**Pre-K Head Teacher**

Gloria Cascio – **Teacher Aide**  
(ELA staff since 1985)

### SEPTEMBER CALENDAR

- |                |  |
|----------------|--|
| <b>Sept 1</b>  | Labor Day<br><b>School Closed</b>                              |
| <b>Sept 10</b> | Mrs. Susan Hao's<br>Birthday Party<br>(Lunch will be PROVIDED) |



# Spread the News



## Share the Joy

Parents are encouraged to help out by spreading the news to prospective parents about what a great program Early Learning Academy has. Please know that we really appreciate your support and recruitment efforts!

### **Parents, you are our best advisers.**

Please pass flyers on to a friend or neighbor with preschool children. You will be assisting them with their search and keeping enrollment strong at Early Learning Academy.

We are currently offering \$100 off the first month's tuition for **new students**.



# PARENT'S CORNER

Since this is the first newsletter for the school year, I want to review some general information:

## Sign – in Sheets

Please sign your child in and out each day. It is required that you sign your whole name (first and last) and the time on the sheet. The only people allowed to pick up your child are the ones listed on the office sign-out authorization. If you send someone to pick up your child and this person is unfamiliar to the staff, he/she should expect to have identification checked. **Please do not let your child write or sign on the sign-in sheet.**

## Sick Policy

According to state law, children who are ill or who have contagious diseases may not be cared for by Early Learning Academy. **Your child needs to stay home until symptoms have been gone for 24 hours.**

## Medication

We will be glad to administer **medicine prescribed by the Doctor only (medication must come with a prescription label or a note from the Doctor)** if your child needs to continue medication after recovering from an illness. Please fill out a medication form and check it in with a Teacher.

## Show and Tell

Show and Tell is every **Tuesday** only. Please **hand** your child's show and tell to the teacher on duty; do not just leave it in your child's cubby. **Please do not let your child bring toys or anything from home to school on any other days. We will not be responsible for lost things or toys.**

## Snacks

The children are provided with a morning and afternoon snack each day. Snacks are well balanced and nutritious. You will receive a copy of our menu every month.

## Parent's Mailbox

The Parent Mailbox is an important means of communication. This is where you will find information such as snack menus, newsletters, accident reports, and other written communication. Please check your mailbox daily.

## Nap Time

Please bring **two** small blankets in a **king size pillow case**, labeled with your child's name every Monday and take home to wash at the end of the week.

## Extra Clothes

Please send an extra set of clothes for your child even if your child is beyond having "accidents," as he or she may spill paint or fall in a puddle. We will provide the container (shoebox).

## Message Board

Each class has a message board in their room. Please write all messages and also verbally give instructions to the teacher on duty. Messages like, early pick-up from school, reminders for medication, etc.

# PARENT'S CORNER

## Lunches

Children bring their own lunches to school. Please limit the number of "heat-ups" you send for lunch. If you send something that needs to be heated, it should be something that will take a minute or two only.

We can only warm up food, **we cannot cook food**; please do not send frozen, canned or uncooked packaged food. Please peel or cut fruit for your child. Early Learning Academy encourages parents to send well-balanced and nutritious lunches. Please do not send candy, gum or soda. **We discourage Lunchables and Snackables**, as these types of lunches represent excessive non-recyclable packaging and are not healthy as a constant diet.

If you are concerned about your child's lunch being spoiled, an **ice pack in an insulated lunchbox works great**. We unfortunately do not have enough room in our refrigerator to store children's lunches, since we need the space to store the children's snacks.

**Please send an extra snack if your child will remain at school after 5:00PM.**

## Accident Report

If your child falls or gets bumped in any way, we fill out an Accident Report explaining what happened. If your child's name is highlighted on the sign-out sheets when you arrive, it means there is an accident report in your parent mailbox. Often a report will be made even if there is no indication of a scratch or bruise. We feel it is important to keep you up-to-date on everything that happens during the day.

## Late Pick-Up

### FULL DAY PROGRAM

The Late Pick-Up charge is \$20 **per child** from 6:01-6:05, plus an additional \$1 for each minute from 6:06 or later.

### HALF DAY PROGRAM

There is a Late Pick-Up charge of \$10 **per child** for 1-10 minutes (or each fraction thereof) of extra time before/after the 8:00- 12:00 morning program or the 12:00 – 6:00 afternoon program.

## PLEASE LABEL EVERYTHING

We cannot stress enough how important it is to **LABEL** all your child's belongings. Please label **everything** your child wear & bring to school. Blankets, jackets, shoes, clothes, lunch boxes, juice cups, food containers (including lids), shoes, show & tell items, etc. Even sandwich bags, juice, chips, and everything in your child's lunchbox should be labeled.

We often have children with identical shoe style and size, identical food containers, identical lunches (sandwich, pizza, etc.), jackets, etc.....

**So please, label EVERYTHING!!!!**

# PARENT'S CORNER

## Parent Participation

Parent Participation is not required. We are pleased to offer participation to interested parents in our Parent's Club. The Parent's Club will help organize fundraisers, help on field trips, and hosts our school rallies, such as Spring Carnival, Teacher Appreciation Day, and the School Picnic. We need a President and at least one parent for each class. Please let me know if you are interested!

## Tuition Payment

Tuition payments may be made by cash, check, and money order or by **Direct Debit**. If you are interested in Direct Debit, please let me know!

## EMERGENCY CONTACT

We would like to make sure that your child is always safe. If you cannot pick up your child for any reason, please make sure that the person picking up your child is on the school's emergency form.

We will **not** release your child to anyone other than the people on the list. We will also **not release your child to anyone under 18 years old**. **Please make sure that all the people who will possibly pick up your child are on the list**. It would also help to let us know if someone else is picking up your child, even if they are on the list.

**Please make sure to let them know that they may be asked for their Identification Card.**

IF for some reason, the person picking up your child is not on the list – **please write us a note or fax us a letter instead of just telling us or calling.**

## GREEN ZONE..... 20-minute Loading and Unloading Zone

### TO AVOID GETTING A PARKING TICKET:

Please post a school's parking note on your car and please turn your emergency hazard lights (blinkers) **ON so that the parking enforcement officers know that you are dropping/ picking up your child(ren)**.

The Daly City Police Department has warned us that they will ticket cars parked in the wrong direction. Also, Thursday and Friday are street cleaning days, so please plan a quick drop on those days.

