**Thursday, September 3, 2020**

Dear Pre-Primary families,

Our Pre-Primary Team would like to WELCOME you to our program. We are looking forward to meeting all of our new families and building relationships with each of you. We will be eager to learn about your summer adventures, especially during a pandemic, but also getting to know each of you for the uniqueness you will bring to our classroom. This year will be full of FUN, laughter, learning, discovery and problem solving. We are all excited to share what happens in our daily journeys together, so please never hesitate to reach out to any of us.

Here are some important pieces of information for you all to have:

1. **Safe Arrival**: Pre-Primary does participate in the P-12 safe arrival program. It is critical that we know if your child will be late or absent from the program. This is very important so we can, in particular, track illnesses with COVID-19. Please note that there is not an attendance policy for Pre-Primary.
2. **Late Arrival**: If you arrive after the program start time of **8:50** you are considered late and will need to let the office know that you have arrived and follow all COVID-19 protocols. Parents are not permitted inside schools while under Public Heath guidelines. You will need to call the school and a Pre-Primary Early Childhood Educator will need to meet you outside. If you plan on coming part way through the program day this must be planned and coordinated so you can be met outside. We encourage all families to be on time and ready for the start of the day when all children are arriving for Pre-Primary and staff are already outside.
3. **Email Address**: Please reach out to **MVerboom@hrce.ca** (insert your email address here) or Supervisor Email address NOngo@hrce.ca if you need anything.
4. **Orientation** – Due to COVID-19 there will be no in person orientations this year. The ECE’s of each program will make personal contact with you by phone and/or virtual meeting so you can meet staff and see the environment. September 8th, 2020 will be a full day following Pre Primary hours of operation.
5. **Morning Drop Off**: The Pre-Primary Program will be starting their day at **8:50** a.m.; you will drop your child off at the logs on the Edgewood Ave. side of the schoo**l** where Pre-Primary staff will meet you. Please speak to one of the Pre-Primary staff before dropping your child to ensure we have marked your child in attendance and have them in our care.
6. **Afternoon Pick Up**: The Pre-Primary Program finishes the day at 3:00 p.m. We plan to be outside daily in the morning and the afternoon. Morning drop off and afternoon pick up will be outdoors on school property. Your children’s backpacks, and daily belongings, will be with them outside. Pre-Primary staff will sign out your child daily.
7. **Pick Up Authorization**: It is **VERY** important that we know if you are sending someone different to pick up your child. This person will need photo I.D. for the first pick up before we authorize the release.
8. **Extra Clothing**: Your children will be experiencing lots of messy play, and outside play for a minimum of 2.5 hours a day while in our program. Please ensure you have minimally one full change of clothes. Ensure your child is prepared for outdoor weather at all times. If we do not have enough gear to change a child we will call home/work to ask for clothes to be brought to school or to pick up the child.
9. **Medicine**: If your child needs to have any medication administered during the school day this must be kept in the office with the appropriate forms to be completed at the school site.
10. **Morning & Afternoon Snack**: Snack will be provided twice per day in our Pre-Primary Program; we will serve a fruit and/or vegetable with every snack plus another food group. Please let us know if there are any diet restrictions and/or food allergies. Snacks will be offered in an individual capacity to support the non-spread of COVID-19. Food will not be shared between children.
11. **Lunch:** Please provide a lunch for your child daily. We will have lunch around noon in most programs. Please do not send any food that requires heating. We ask that you preheat this at home and place into a thermos. Unfortunately, we do not have a microwave in the Pre-Primary program environment and microwaves are not permitted for use during the pandemic.
12. **Portfolios:** Each child in the Pre-Primary Program will have an individual portfolio that will follow their development while in our program. This treasure will be yours to take home at the end of the year. The portfolios will be on display all year for the children and yourselves to look at whenever you like.
13. **Storm/PD Days:** The Pre-Primary Program follows the same schedule of PD Days as HRCE. If the school is closed for any reason the Pre-Primary Program is also closed. The next closure day is Friday, September 25, 2020 for Professional Development.

Last, but not least, there are **2** staff in our Pre-Primary Program. To help you with our names, here we go:

* Melanie Verboom – Lead Educator for Pre-Primary Program
* Joan Taylor – Support Educator for Pre-Primary Program

If you need anything, please reach out to any of us about anything.

Looking forward to a FANTASTIC school year! Your Pre-Primary Team ☺