

Welcome to Williams School, Fall 2011. We're excited about the upcoming year and look forward to seeing you at our **open house, Sunday, August 21st, 4 p.m. to 6 p.m..** **School begins, Monday, August 22nd.** Please read this note and the enclosed information carefully.

Special items needed for Mother's Day Out and 2-year-old classes

Needed items for MDO

Children in the MDO program should bring bottles, sippy cups, lunch, snacks, a change of clothes, bibs, disposable diapers, and disposable baby wipes
(all items must be labeled with the child's name)

Needed items for 2-year-old classes:

Diapers, wipes in backpack and supply to leave in room
2 sippy cups (one filled with juice and one empty)
(all items must be labeled with the child's name)

Supply Lists

Your tuition covers most of the supplies we use at Williams School. Over the years, we've been told that children like to buy additional supplies (just like the kids/siblings do that go to "big" school). Because of this interest and the desire to limit how much tuition was increased last year, we are requesting that you bring the following items only at the beginning of the school year. If you have any questions/concerns please talk with us in the office.

2-year-old Supply List

- 1 crayola water color
- 2 glue sticks
- 1 package jumbo crayola crayons (8 count)
- 1 package crayola markers
- 1 large container baby wipes

3-year-old Supply List

- 1 plastic art box 5 x 8 ½ (please label with child's name)
- 1 package crayola crayons (24 count)
- 4 glue sticks
- 1 crayola water color
- 1 pair Fiskar scissors, rounded tip
- 1 folder with pockets (no brads)

4-year-old Supply List

- 1 plastic art box 5 x 8 ½ (please label with child's name)
- 1 package crayola crayons (24 count)
- 4 glue sticks
- 1 crayola water color
- 2 #2 pencils
- 1 pair Fiskar scissors, rounded tip
- 2 folders with pockets (no brads)

Other items to bring to school:

Each preschool class day, your child will need a backpack or tote bag containing an extra set of clothes (appropriate to the season). This set should include socks and underwear. A coat or jacket might be needed for outdoor play on cool days. (We play outside in appropriate weather when the temperature/wind chill is 45 degrees or higher.) **All clothing and shoes must be marked with your child's name.** Your child will also use the backpack to take home projects and notes. If your child stays during the afternoon hours, lunch must be sent from home with the exception of special days, e.g. pizza Wednesday, when buying lunch is an option. Please provide a small blanket(s) or bedroll and special "lovey" if desired for naptime. Items must be in a big Ziploc bag. These bags are available at Target. If your blanket or bedroll is not sent in a re-sealable clear plastic bag, one will be provided to you at the cost of \$4. The additional charge of \$4 will appear on your next tuition statement. The school provides individual cots. Items need to be taken home at the end of each week and laundered. (Don't forget to label all items.)

If a child has a food sensitivity or allergy, parents must alert the school office and provide an alternative food/drink for their child. If the allergy is to a food/drink required by the school to provide, such as milk, **a signed statement from a physician is required to exempt the child from receiving the food/drink.** **Likewise, any special diets require a signed statement from a physician.**

Parents are required to **send a lunch for any child who is enrolled beyond 11:30 a.m.** To avoid confusion, please label lunch kits, thermos, and lids. Due to time constraints, we can only heat foods that require microwave heating of one minute or less per child. No carbonated drinks may be brought to school. The Williams School is not responsible for the lunch's nutritional value or for its meeting the child's daily food needs. Foods that pose choking hazards such as popcorn, whole grapes, etc., **cannot** be sent in lunches. (Grapes are allowed if cut into smaller pieces.)

Unless requested by the teacher, your child may not bring toys or other items from home to school. An exception is made for soft cuddly toys during rest time. Such items will only be allowed during rest time. The staff does not take responsibility for broken or lost items from home. Please do not send items considered irreplaceable by your family. In past years, some children have come to school with coins and other objects in their pockets. Because this poses a serious choking hazard, children cannot bring coins or other small objects to school.

Wednesdays we will offer a **pizza lunch** which consists of a slice of pizza, fruit, and milk for \$2.50 or \$3.50 for two slices of pizza. You can pay by the week or the month, whichever you prefer.

A few additional reminders:

Our traditional year calendar is congruent with the PGISD calendar. Parents should pick up their children promptly at the specified time. If there is a delay due to an emergency, please call the school office immediately (903-838-9517). **There will be a late fee of \$1.00 for each minute after the scheduled pick-up time.**

Please check your child's folder/backpack daily. Important information from the Williams School director, as well as notes, newsletters, artwork or other items from the teacher will be enclosed.

Texas licensing regulations require that **every child must be signed in and out each day by an adult (age 18 or older)**. To ensure their safety, parents must deliver their child directly to a teacher or staff person. Children may not wander in the school unsupervised.

Preschool begins at 8:15 a.m. Please help your child develop good habits of punctuality by arriving on time each morning. Late arrivals disrupt classroom activities and interfere with learning. Children who arrive after 9:00 a.m. should be taken to the classroom by a WS staff member. Children may be picked up at 11:30 a.m. outside the school office. If you need to pick up your child during preschool hours or during naptime, a staff member will collect your child and bring him/her to the office.

NEVER LEAVE A CAR RUNNING AND/OR PARKED IN THE DRIVE-THROUGH. (If your car is left "running", your car may be moved by our staff, and you may pick up your keys in the school office.) Thank you for helping to keep our children safe!