



WELCOME TO A NEW SCHOOL YEAR

The staff at Mandala wants to welcome you to a new school year. The following are some reminders to help the beginning of school run more smoothly for you and for us. If you have any questions feel free to ask us, we are here to make the transition as easy as possible for you and your child.

❑ **Who writes the Newsletter**

I, Marilyn Drino, write the All School Newsletter, including information on school activities, calendar, fundraising, etc. Periodically Board Members write articles for the All School Newsletter. Penny Lawrie is going to write the Preschool News this year. She will inform parents of what is happening in the Preschool classroom. Denise Rivas is going to write the Early Preschool News this year. Anne Kangas writes the Family Services Newsletter.

❑ **Mandala's Website: mandalachildrenshouse.com**

You will find the current newsletters, calendar, handbook and other interesting information on our website.

❑ **Office Hours**

- 8:30 a.m. – 4:00 p.m. Appointments available before or after office hours.

❑ **Staff Schedule – Office phone 251-8633**

You will notice some changes in staffing. We are in the process of redefining jobs which is reflected in the office hours and titles below.

- Jean Buell (Child Care Director/Financial Manager) – Tues. to Fri. 9:00 a.m. to 4:30 p.m.
- Marilyn Drino (Administrative Director) – Mon. Tues. Wed. and Fri. 8:30 a.m. to 4:00 p.m.
- Anne Kangas (Family Services Director/Personnel Manager) – Mon. Tues. Wed. and Fri. 9:00 a.m. to 3:00 p.m.
- Penny Lawrie (Assistant Preschool Director) – Fri 8:30 -12:00
- Mary McDonald (Assistant Program Director) – Tues. and Thurs. 8:30- 3:30
- Suzie Azevedo (Administrative Assistant) – M-F 8:30-1:30

We try to follow the above schedule but at times we do need to switch our days.

❑ **How to Get a Message to a Teacher**

- Call the classroom number: 251-2422
- Teachers may be reached in the classroom from 8:30 a.m. to 8:55 a.m. or leave a message on the classroom answering machine and they will call you back.

◆ **Arrival and Dismissal**

The classrooms are closed until school starts at 9:00 a.m. or 1:00 p.m. The teachers use the time before class to prepare the classroom and to have short meetings. If you come early, you may watch your child on the playground or wait outside the classroom.

Walking Zone: We find that children separate easier if they walk into class so we have set up walking zones. For the EPS the walking zone starts at the gate into the EPS patio. For the Preschool is starts at the little wall in front of the Preschool door.

Late Pick Up Policy: Please, pick your children up promptly after school. This means with in 10 minutes of dismissal time. There is a \$10 late fee when you are 10 minutes late and \$1.00 a minute after the initial 10 minutes.

◆ **Volunteer Hours**

Information on how to fulfill your volunteer hours will be available at the **Ice Cream Social on Saturday, September 19 from 1:00 to 3:00 pm.** We will also make certain every parent receives the information in their file the week of September 21.

◆ **Labels on Clothing**

Please, put your child's name in all jackets and sweaters. We have children with the same jackets, this is the only way to assure they get to the right home. We send a huge bag of left over jackets to the thrift store every year because they are left and have no names in them.

◆ **Transitional Objects vs Toys**

Some children have transitional or security objects that they want to bring to school to help with separation. These items are welcome at school to help with the separation process. This is more appropriate in the EPS classes.

On the other hand, we do not want children to bring toys to school such as: dolls, action figures, trucks, cars, play make up, coloring books, etc. These belong at home and not at school. **It is the job of the parent to let their child know that personal toys are not allowed at school.** We can not be responsible for toys from home and often they get lost at school which causes a problem for the child and parent.

◆ **Parking**

Please, park in the parking lot and not on the street. We have an agreement with the neighbors that we will not use the street. This is very important and is a contingency for our use permit. Would you pass this information on to whoever brings your child to school. **Remember, to drive slowly and carefully in the parking lot.**

◆ **Check Your Child's Files**

Remember to check your child's file each day for newsletters, notes from teachers, dry art, etc. In the Preschool class the files are kept on the counter inside the gate. In the EPS the files are by the sign in sheet. **If someone else picks up your child remember to tell them to check your child's file.**

◆ **Snack Information**

We ask that each family bring snack for the whole class about 4 times a year. We want healthy food including fruit, vegetables, crackers and water. You will receive a snack calendar in your child's file the month your child is to bring snack. Check the back of the calendar for snack ideas and amounts.

◆ **Illness Policy**

We are all concerned about the H1N1 virus. How can we make sure our children stay healthy? The number one defense is hand washing. We will use a non-alcoholic hand sanitizer on the children when they arrive to school. This way we stop the germs from the bigger world from coming into the school. We wash hands often during school. If your child is showing symptoms of being sick or has a temperature, please keep him home. Do not have your child return to school until the fever and symptoms have been gone for 24 hours.



Back to School Ice Cream Social



Saturday, September 19

1:00 - 3:00 pm

- **Please come and join us!!!!** *When you first arrive find the Welcome Table where you will get nametags and a treasure map.*
- **This is a great opportunity to get to know the teachers better and to meet our Board members and other parents.**
- **Your children will love showing you what they like to do at school. You may visit the classrooms and do jobs with your children.**
- **Enjoy a delicious Ice Cream Sunday**
- **Visit the Information tables to find out how to be more involved with the school. Sign Up for Escrip. When you visit all the areas and sign up for Escrip to get a special prize.**
- **Look for the table with Chico Bags. Great little bags to keep in your purse for quick trips to the store. The cost is \$5.00 per bag.**