

3-K PARENT ORIENTATION 2021

Education Director- Dorothy Wagner

- **Welcome**
- **Daily Schedule- 8:40 am to 3:00 pm**
 - Children will line up at 8:35 am in the CK Kids Field for arrival.
 - Children will line up at 2:55 for dismissal.
 - 3-K will be dismissed at 12 pm on all half days.
- **Curriculum/Centers-**
 - After snack the children will have a morning meeting where they will talk about what they will learn and do for the day. Then they will have center time. The 8 learning centers are Art, Blocks, Dramatic Play, Music/Movement, Sand/Water, Science, Reading/Library, and Writing.
 - You will receive more detailed information when you visit your child's class on back to school night September 17th 5-6 pm. (Reminder: no children, parents only).
- **Screening/ Assessments-**
 - Teachers use ESI-R to administer a developmental screening within 45 days of enrollment, to identify potential developmental delays, and supports needed. Parents will receive an email letter and questionnaire regarding this.
 - All classrooms use Work Sampling System for assessment to monitor developmental progress, plan instruction and shared family engagement.
- **Director Email-** dwagner@ctkny.org

Assistant Director- Fran Rafanelli

- **Arrival/ Dismissal and Pin Numbers-**
 - All 3-K and Pre-K children will line up in the CK Kids Field (to the left of Door 22) and do not need to punch in the pin numbers daily. Children who arrive late (after 8:40am) will need to go into Door 23, punch in their pin, and the children will then go straight to their classroom. Pin numbers will be emailed to you by the end of the week.
 - Parents with a Daycare contract will enter their pin number, drop off or pick up their child at his/her class.
- **Emails-**We ask parents to check their emails every day. Most of our correspondence is through email and it is how you will get the most up-to-date information.
- **Emergency Closing-** Please check your emails and our website for updates on campus closures.
- **Folders-** Child should bring a folder to school each day. Please check it daily and remove any art or papers that are sent home.
- **Calendar-** Parents should refer to the 3-K calendar regularly. It was emailed in August and will also be on our website, under the *Current Parent* tab.
- **Assistant Director Email-** fracanelli@ctkny.org

Nurse- Anna Jakimowicz / Katie Meyer

- **Please see these important links on our current parents page of our website www.ctkny.org**
 - **Health Policy**
 - **COVID Policy**

- **Absences-** Please call or email us before 10 am each day, that your child will be absent
- **Nurses email-** daycarenurse@ctkny.org

Security Staff

- **Driving / Parking-** Please obey speed limits and listen to the directives of security. All 3-K and Pre-K must park in the B Lot. Only Daycare cars with parking passes displayed can park in the A Lot.
- **Authorized Pick Up / Picture on File-** You must provide a small picture of each person you permit to pick up your child. No child will be released without a picture and information on the blue emergency card.