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| Desert Heights Preschool | Mrs. Rapps Beginner’s Class Welcome Packet |

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Hello my name is Linda Rapps and I am looking forward to working with your little ones. I was born and raised in Phoenix and now live in Glendale with my husband of 18 years, Andrew. We have two children, 16 and 12. In February 2011 received an Academic Certificate in Early Childhood Education. My professional goals will always include continuing my education so that I can improve my teaching skills to better care for the children in my classroom. I am currently attending school to obtain an Associate's degree in Early Learning and Development.

Before coming to Desert Heights, I was a lead teacher in a one year old classroom. Prior to that, I was a teacher's assistant for two years working with four and five year olds. In total I have over 13 years of experience working with children in the elementary and preschool setting. I also served in the nursery at my church for over 5 years.

Please feel free to contact me with any questions or concerns you may have. I can be reached by email at [lrapps@desertheightsschools.org](mailto:lrapps@desertheightsschools.org) or by phone at 602-896-1600.

**Important Classroom Information**

**Daily Reports / Newsletters**

Daily Reports come home every day in cubbies. It is an overview of your child’s daily activities and behavior. Newsletters will be emailed and will also be located on the preschool and class website. If you would like a printed copy to be sent home, please let me know.

**Tuesday Folders**

Tuesday Folders will be sent home every Tuesday and need to be returned by Wednesday of the same week. Tuesday folders contain information from the school, the principal, the PTSA, and teacher updates. All of the papers are yours to keep unless they are marked to be sent back to school.

**Lunch/Snack**

As you may know a morning and afternoon snack is provided for your child. If you would like to bring a supplement to what is being offered please feel free. We do ask that if your child does bring something with peanut butter or nuts of any kind please notify the teacher in the morning so that they may eat that snack in the office because of our peanut / nut free policy. Lunch will be served in the cafeteria, and we will have to cross the parking lot. A menu will be going out to parents at the beginning of each month, if you would like to bring in a lunch for your child that day, just place the lunch on the counter right next to the water bottles.

With the Arizona heat I do encourage water bottles and have a water bottle holder located above the cubbies. If you would like to bring in a water bottle, please include your child’s name.

**Aftercare**

The school day ends at 3:00 p.m. and at that time your children will continue their day with the aftercare teachers in our classroom. A schedule of activities will be posted on the outside wall by the door.

**Diapering/Potty Training**

When you feel it is time to begin potty training your child please bring in a supply of pull-ups and several changes of clothes. Your child will be rewarded every time he or she uses the potty with a sticker on a chart. Five stickers equal a trip to the treasure box!

**Classroom Management:**

Unfortunately, students don’t always make the best choices when it comes to behavior or reactions. The system I use is positive redirection, and gives the child the opportunity to step away from the situation and stop and think about the choices they are making and to rectify the situation. If they are breaking a rule, they will be warned anywhere from 1 to 3 times. If they continue to make poor choices regarding their behavior they will be removed from the area for up to two minutes. I may email you regarding the situation or send a letter home depending on the severity of the issue. To reward good behavior your child will receive fun stickers throughout the day. Donations are always welcomed.

**Treasure Box:**

On your child’s birthday and throughout potty training they will be allowed to choose a prize from the treasure box. If you would like to donate small items geared for children under 3 (like the kind you find in party stores as favors or Kid’s Meals toys), please send them with your child in a plastic bag labeled “treasure box”.

**Birthdays & Celebrations:**

When it is your child’s birthday, we would like to have the class celebrate it also. If you would like to do so, please send in a simple snack on that special day. According to health codes, all foods must be store purchased (not home-made) and in their original wrappers. I can provide you with an accurate classroom count on the number of students so that everyone is included. Also please keep in mind that we are a Peanut/Nut Free School for those children with severe allergies.

Throughout the school year we will have celebrations to honor our family members and celebrate certain days. And as the time approaches I will send home flyers regarding specific dates and times and how many will attend to get an accurate picture and be able to plan ahead. There will be signup sheets posted on the classroom door if you can help by donating 1 or 2 items on the list. Thank you in advance for your contribution the children really enjoy these special events.

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**Beginners Daily Schedule**

**Room 628**

**Mrs. Rapps**

7:15 to 7:45 – Table Toys

7:45-8:00 - Diapers, potty time, hand washing

8:00 to 8:15 - Circle Time

8:15 to 8:30 – Prewriting/Listening Skills

8:30 to 8:45 – Math/Science

8:45 to 9:00 – Snack

9:00 to 9:30 – Music & Movement

9:30 to 10:00 – Recess

10:00 to 10:30 – Center Time/Diapers, Potty break, hand washing

10:30 to 11:15 – Lunch and Recess

11:15 to 11:45 Arts and Crafts/Centers

11:45 to 12:00 – Diapers, potty time, hand washing

12:00 to 2:00 – Naptime

2:00 to 2:15 - Diapers, potty time, hand washing

2:15 to 2:45 – Snack

2:45 to 3:00 - Story time/Review

Mrs. Rapps’ Beginner’s Student Information Sheet

Please return by the first day of school.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brothers and sisters of the child:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other members residing in the home and their relationship to the child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any previous preschool or daycare experience: (How long?)

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Child’s favorite:

play materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

foods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Things that comfort your child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Things that frighten your child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Words that you use to indicate a need to use the bathroom:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability or special needs of your child:

(medications, treatments, allergies, food intolerance, conditions, behaviors)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cultural habits/home issues that may affect your child’s behavior:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other concerns:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(please continue on the back if necessary)

Please list any traditional holidays that you do not celebrate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for helping me to get to know your child a little better!