

Dear Families,

Welcome to the Green Owls 3's Class!!! We are looking forward to a wonderful and fun filled school year. Our classroom is located on the main level of the building room 207. Please allow us to introduce ourselves.

My name is Rachael Hunnicutt. I am very excited to be teaching your child this year. I am married to Josh and we have one daughter, Grace. I grew up in Indiana and travel back there frequently to visit with family. When I can find a spare moment I love to scrapbook, read a good book and spend time with family and friends. I am happy to be returning to MDO for my 10th year. I look forward to all the fun learning experiences your child and I will share this year.

My name is Carrie Poling and I am excited to have all your little ones in our class this year. I have been married for 22 years to my husband Tony and have 4 beautiful children Anthony 22, Aaron 20, Austin 14 and Anika 10. We attend Hope City church and are very active there. I have been at Mother's Day Out for 2 years now. I have been in childcare for 14 years and have taught from 6 weeks to 4 year olds. This year will be a fun and exciting one as your children play, learn and explore. Can't wait to see how your children will grow and learn with Ms Rachael and I.

We know the beginning of a new school year can be a difficult adjustment for some children (and parents.) This is perfectly normal and we will be happy to help you and your child through this transition. Here are a few suggestions that may help your child:

- Talk with your child about MDO, their classroom, and their teachers.
- Explain about all the fun and new things they will be doing.
- Always say "Goodbye" before leaving and reassure your child that you will return after rest time. Never sneak out...hugs are always encouraged.
- A prompt drop-off and goodbye is easier for your child. The tears usually last a short time.
- At any time, please feel free to call or stop and speak with Ms. Michelle or Ms. Sandy, if you would like a check-up visit on your child.

### **Classroom Information**

All important classroom information, (lesson plan, calendar, newsletter, and snack list,) can be found in two places. One is on our school website, [www.mdoracine.com](http://www.mdoracine.com) and the other is on our parent board located near the door to our classroom. At the end of each day, please take a look at dry erase board located near the cubbies. Here you will see a summary of the days activities.

## **Cubbies**

Your child will have their own cubby with their name on it that holds their belongings. Accidents happen so please be sure your child has a change of clothes (including extra underwear, socks and shoes.) Please make sure you check your child's spare clothes throughout the year, to make sure they are weather appropriate and still fit.

## **Potty Training**

If your child is not potty trained when starting school in September, we ask that you actively are involved in the potty training process. We will work with you and your child to help with this process. Please see Ms. Rachael for extra tips to help your child to be successful.

## **Snack Time**

Each month you will be asked to provide snack for the classroom. Your child will be assigned 1 or 2 days each month to provide snack for 16 children. The snack list will go out before the start of each month. Please, see us if you would like any ideas on what to bring. This year, we are introducing a few changes to our snack policy. The first thing is, we will no longer be asking for juice at snack time. After reviewing the state guidelines and talking with our families, we have decided to serve water at snack time. MDO will provide the water using water filtration pitchers.

The second change is we are offering a second option to providing snack.

Option 1: On or before your child's snack day, you will bring in snack for 16 children.

Option 2: MDO will provide snack for your child's classroom. This option costs \$10.00 for each snack day. MDO will charge your account and then provide the snack for your child's class.

The last change to our snack policy this year is, if you forget snack on your snack day, we will charge your account \$10.00 to cover snack for that day. We will allow you the opportunity to bring in your snack the next day and reverse the fee. The exception to this rule is, if your child is sick or on vacation. In those cases, we ask that you bring snack in on the next day your child is in attendance.

## **Lunch**

Please pack your child a healthy lunch in easy to open containers. Lunch is another opportunity to work on self help skills. 2% Milk will be provided for the children. We ask that you don't send food that needs to be heated.

## **Rest Time**

Each student will need a sleeping bag and if they would like, a small pillow. If your child has a special item they need to sleep with, please bring it each day and consider having a backup to leave at school. The sleeping bags will be stored in xl ziplock bags, that you will get at the Open House. Please do not send any items that light up or make noise, as these can be distracting.

## **Pick Up**

Pick up time is 2:00pm. A staff member will go to the Wisconsin Avenue MDO entrance to let parents in to pick up their children. She will be there from 2:00-2:15. You will be picking your child up in the napping room. Please be sure to have your child picked up by 2:15. If your child is not picked up by 2:15, they will be transferred to our After Care Program and you will be charged extra.

## **Reminders & Additional Information**

- Please alert us, prior to your child's first day, of **any special health concerns or allergies**. Allergies will be shared with MDO Staff and posted in the classroom.
- To help us learn a little more about your child, please take a few minutes to fill out the "Helpful 3's Information Form." Also we ask that you please send a family photo with your child.
- Remember to label all of your child's personal items, along with the sleeping bag. Some days are extremely busy and we can easily mix up their belongings.
- You are welcome to bring your child's supplies and sleeping bag on Aug. 28 during our Open House.
- Remember to bring all of the completed child enrollment paperwork to open house.
- As a reminder at the open house we will be offering school pictures. Please plan on having your child's picture taken, even if you do not intend on purchasing any pictures.
- Please send your child to school in play clothes. We do use smocks for messy projects, but stains can still happen.

We look forward to meeting you at our Open house and hope that we have provided answers to most of your questions. If you have any other questions or concerns, please don't hesitate to contact us.

Thank you for entrusting your child with us this school year. We are looking forward to a fun and exciting year!

Ms. Rachael and Ms. Carrie  
[rachael.hunnicutt@mdoracine.com](mailto:rachael.hunnicutt@mdoracine.com)  
[carrie.poling@mdoracine.com](mailto:carrie.poling@mdoracine.com)