

Early Bird Pre-School Office Newsletter

August/September 2009

Wallace Educational Center 506 W. 4th Street Sterling IL 61081 (815)625-3000



The Early Bird staff welcomes all of you as we start another great school year full of fun and learning experiences. In our office newsletters there will be information from our Sterling Public Schools Administrator, Sara Dail; the Secretary, Sherri Bellini; and the Parent Coordinator, Lori Olds. So please, if you want to be kept up to date and informed, read ALL notes coming home with your children out of their cubbies.

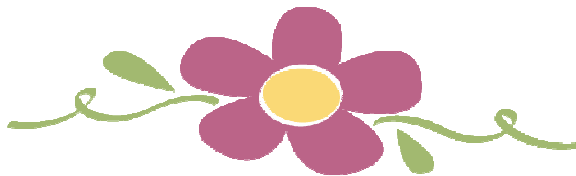
Student Contacts

CALL OR STOP INTO THE OFFICE IF THERE HAVE BEEN ANY CHANGES TO A STUDENT'S FAMILY / EMERGENCY PHONE NUMBERS OR ADDRESS. WE MUST HAVE UP TO DATE INFORMATION AT ALL TIMES.

PARENT COORDINATOR INTRODUCTION

This year we are fortunate enough to have a parent coordinator Lori Olds, and a parent center once again. Lori is a graduate of Sterling Public Schools, she received her bachelor's degree in education at NIU and has 4 years of teaching experience. Lori has spent the last 6 years as a teacher's assistant for the Early Bird program so she is very familiar with how the program runs. Lori is dedicated to helping our parents in any way that she can.

Please be sure to stop in to the parent center and welcome Lori.
Parent Center hours are 8:00 - 3:30 daily.



Attendance

Attendance is very important in pre-school as it is creating the foundation and the habits that children will carry with them not only in their academic careers but all through life. Attendance is not just showing up for school but, also being on time. Not only is being tardy a poor habit to start but it can be disruptive to the teacher and the classroom. This also applies to picking up early. Early pick up should only be done if absolutely necessary.

If a child is going to be absent, please call the school as soon as possible.

Pick Up Procedures & Policies

Please remember that **ONLY** persons that have been placed on a child's pick up sheet by a parent or guardian are allowed to pick up a child. A new addition to this policy is that a sign out sheet has been placed in each classroom where all children must be signed out each day by the person picking them up.

We cannot make additions to this list with phone calls.

It **MUST** be done in person.

No
Exceptions Will be
Made!!!!