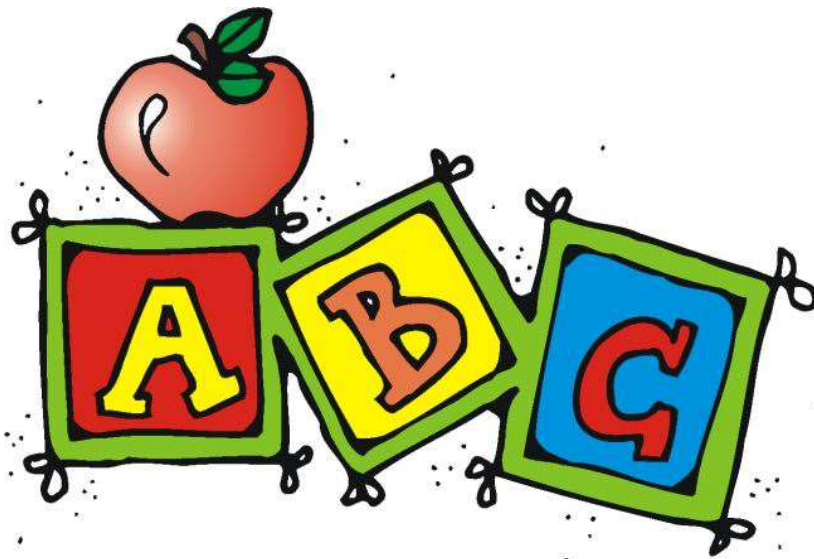


Welcome to  
Miss Melissa's  
3-year-old  
Classroom



2016-2017

# Index

Teacher Introduction.....	Page 3
First Day Expectations.....	Page 4
Classroom Schedule.....	Page 5
Classroom Layout.....	Page 6
Classroom Rules.....	Page 7
3 year old Curriculum.....	Page 8
Class Expectations/Goals.....	Page 9 &10





**Dear Families,**

Welcome to a new school year! My name is Melissa Alvarez (Miss Melissa) and I will be your child's teacher for the 2016-2017 school year. I would like to take a moment to introduce myself:

I recently graduated from Kean University, where I majored in Psychology and where I will continue my education in hopes of receiving my Master's in Child Psychology. I have been working with children for over five years now, previously as an infant/toddler teacher. This is my first year as a teacher at Harbor Learning and I am excited and looking forward to an exciting year filled with fun learning experiences.

Our class follows a moderately structured schedule, which allows for modifications as needed by myself and the class. Each child absorbs material differently and at their own pace. It is important that they feel comfortable within their surroundings. This prep packet is your guide for this school year. It will tell you everything you need to know and what to bring to school for your child. Please keep it in a safe place so that you can refer to it when needed. If you have any questions, please feel free to ask me. You can reach me through email, text, or you may also leave a note with the assistant and I will get back to you as soon as possible. Keep in mind that unless it is an emergency, I will only answer emails and texts on my lunch break or after work hours.

**Sincerely,  
Miss Melissa**

**3-Year-Old Classroom**

**Harbor Learning**

**Classroom Contact Number: (732) 661-2080**

**Email: [ladymel90210@gmail.com](mailto:ladymel90210@gmail.com)**

**Personal Cell Number: (732) 791-3106**



**On the first day of school I expect a few things from you and your child:**

1. **Extra Clothes:** Please send in two or three extra outfits (pants, underwear, shirts) in case of emergency. Pack the outfits in a labeled and sealed bag. Include socks in addition to different weather appropriate clothing, as well as closed toed shoes for outdoor play. NO open toed shoes are allowed in the playground.
2. **Blanket:** Bring in two blankets for naptime. They will be sent home every Friday and are to be returned on Monday. No comforters, sleeping bags, stuffed animals, dolls, or pillows allowed.
3. **Food/Drinks:** We have 2 snacks times as well as lunch. Please make sure to pack at least 2 snacks, 3 drinks, and a lunch in a labeled lunchbox for the week. You may bring extra dry snacks and un-refrigerated juice to keep in your child's cubby.
4. **Backpacks:** Children are welcome to bring backpacks! I do have designated hooks for them. Please try to keep the backpack at a reasonable size because space is limited.
5. **NO** bottles, pacifiers, or sippy cups are allowed in the 3-year-old room.
6. **NO TOYS!** Please do not allow your child to bring toys to school unless approved by myself. Neither the school nor myself will be responsible for toys that go missing or get damaged.

**Reminder:** Please label everything. Permanent markers work fine for labeling plastic bags. However, for items that will come in contact with your child, purchase a non-toxic marker. Label makers, masking tape, or painter's tape are also useful for labeling.

# Classroom Schedule

6:30-8:15 -Drop off/Breakfast  
8:15-9:00 -Table Toys/Diving into class  
9:00-9:30 -Learning Wall (Circle Time)  
9:30-9:45 -Lesson  
9:45-10:00-Bathroom/Hand wash  
10:00-10:15-Snack Time  
10:15-10:30 -Math  
10:30-10:45 -Language/Handwriting  
10:45-11:00 - Indoor Exercise/Music  
11:00-11:15 -Art/Me & My World/Cooking/How to  
11:15-11:45- Indoor/Outdoor Play (Weather Permitting)  
11:45-12:00 -Bathroom/Hand wash  
12:00-12:30 -Lunch Time  
12:30-2:45 -Nap Time  
2:45-3:00 -Nap Clean Up/Bathroom/Hand wash  
3:00-3:15 -Snack Time  
3:15-3:30 -Structured Centers  
3:30-4:00 -Reading/Music Time  
4:00-4:30 -Learning Wall (Circle Time #2)  
4:30-4:45 -Indoor/Outdoor Play (Weather Permitting)  
4:45-5:00 -Bathroom/ Hand wash  
5:00-5:30 -Coloring Activity  
5:30-6:00 -Free Play/Dismissal

**Keep in mind:** Breakfast is until 8:15am ONLY.

**AM** snack is at 10:00am.

**Lunch** is at 12:00pm.

**PM** snack is at 3:00pm.

Breakfast, snacks, drinks, and lunch are provided by the parents.

The Toddler Classroom is set up with the following:

**Learning Wall (Circle Time):**

Where the students come together to share their thoughts, listen to one another, actively participate together, introduce new concepts and ideas, read together, sing together, and build a sense of respect and support for one another. During our learning wall we review the weather, calendar, days of the week, months of the year, colors, shapes, and other fun and exciting things planned for the day.

**Cubby Hooks:**

Student's belongings will be placed in their cubbies such as extra dry snacks and un-refrigerated drinks, their book bag, and their outerwear. Your child's name will be clearly displayed on the cubby. Each child will have their own space. Please keep in mind that space is limited. Keep all belongings at a reasonable size to reduce clutter.

**Centers:**

A learning center is a self-contained section of the classroom in which students engage in independent and self-directed learning activities. Centers will include fine/gross motor skills, manipulatives, a reading center, dramatic play, creative wall, and a sensory table.

**Group Tables:**

Where the children gather to eat snack, lunch, play with table toys and participate in arts and craft activities.

**Bathroom:**

Where the students will be toileting and hand washing.

**Kitchen:**

Includes microwave, refrigerator, utensils.



# Know the Rules



**The following rules will be enforced throughout the school year:**

1. Be kind to others.
2. Listen to your teacher.
3. Listen while others are talking.
4. Work and play safely.
5. Keep our hands, feet, and other objects to ourselves.
6. Take turns on sharing.
7. Take care of our classroom and school property.
8. No running in the classroom.
9. Make sure our listening ears are on.
10. Have fun!

**We will have a behavior chart posted in the classroom. Please take the time before picking up your child to look at the chart.**



**Dear Families,**

This year your child will be learning the alphabet and the sounds each letter makes. We will also learn our shapes, colors, and numbers 1-20. We will begin writing, where I will teach your child how to form/trace letters. My lesson plans will include a lesson, handwriting, language, math, story/music, art, me and my world, and cooking/how to. Me and my world is where we'll go over a topic for that week in detail (i.e Fire safety). Every week I will choose music and story topics to correspond with our lessons. We will also be working on plenty of art work! Art is a great way for your child to express their feelings and personality.

Your child will be given a folder with homework inside of it. Each student will receive a tracing worksheet of their name or class activity that will be due by the end of the week. Please take the time to work together with your child to complete the assignment. During nap time I will check if the assignment is complete. When an assignment is completed the student will receive a sticker on their very own sticker chart on their folders.

An evaluation of your child will be done twice a year, in November and in May. The evaluations are state based on student's skills such as behavior, gross and fine motor skills, communication skills, senses and memory, etc. During the evaluation, your child will be assessed on a one on one basis. I will hold a conference with the parents after evaluations are completed where we will discuss your child's accomplishments and what we will have to work on for the next evaluation. The conferences are scheduled at first come first serve basis. Please be sure to keep your conference appointment. A letter will be sent out when evaluations are approaching.



It is imperative that you and I work together through this year's learning journey. It is essential that your child's learning is enforced at home. I will sometimes ask you to bring things in from home to enhance the lesson in class.

Every month your child will receive a HLC newsletter which will include upcoming birthdays, lunch menus, and other important events. The newsletter will also be posted on the classroom bulletin board.

Once again if you have any questions about your child and their development in the class, feel free to ask me at any time. I am looking forward to a fantastic year!

**Sincerely,  
Miss Melissa**

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# Family Project

Attached you will find a cut out of crayon, this is your family project. Please have your child color the cut out with their favorite color. If you'd like, bring in the cutout as is and I will cut them out for you. Also, remember to label the project with your child's name at the back of the paper.

The project will be displayed on our classroom bulletin board titled

**“Get Ready for a Colorful Year.”**

Thank you for your participation!