



July 2010

Dear Evergreen Families,

Welcome all to Evergreen 2010-2011! The new school year will soon be upon us, and we are in the midst of preparations for you and your child to join us at Evergreen. As your family is enjoying summer days with occasional thoughts ahead of school, maybe beginning the search for that special backpack or lunchbox, we are finishing up the last weeks of our summer program, organizing paperwork and ordering school supplies.

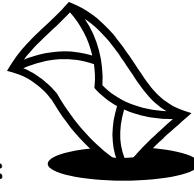
Please read this newsletter over for important information and dates, and put the forms in a safe place until you get the chance to complete them for your child's file here at school. This might be a good opportunity to pick up the phone to call the pediatrician's office to schedule an appointment for a check-up, or request a medical report if the last physical has been within the year. Returning and/or Summer Camp 2010 families do have the option of updating forms that we currently have on file for their child if the information has not changed greatly. Check in the office to do so. Forms need to be updated immediately as contact information, etc. changes throughout the year. Please note that all forms must be completed or updated **before** your child starts school.

Although our office now communicates predominantly through email, each family has been assigned a Parent Mailbox. Located on top of the cubbies inside the school door, they are arranged alphabetically by family's last name. Please check frequently for written communication.

We will be finishing up our summer program on August 20th, and will be in the office sporadically between then and the start of staff prep week at the beginning of September. If you have any questions, please give our office a call, or email us at ginny@evergreendayschool.org or debbie@evergreendayschool.org and we will get back to you.

See you soon!

Ginny McCabe



In this package:

Tuition Invoice

School Calendar

Forms required by the Mass. Dept. of Early Education & Care:*

*(yellow) Group Child Care Enrollment

*(white) First Aid and Emergency Medical Care Consent

*(blue) Developmental History and Background Information

*(green) Parental Release

*(white) Medication release (signed by pediatrician & parent) attach to medical report. This allows us to administer non-prescription meds & sunscreen at school.

*Medical Form (not included) Your child's pediatrician may use any form for the medical report, which **must** include dates of all immunizations, lead test, date of last physical, and physician signature & date. **Children must have a current medical report form on file to attend school.**

Please note: Any child with food allergies is required to have a written "Allergy Action Plan" from the pediatrician as a mandatory part of their medical form (most pediatricians use a standard form for this.) This enables us to enhance the safety of allergic children.

(purple) Information and Photograph Release

(orange) Parent Involvement Program

*****PLEASE SIGN AND DATE ALL FORMS*****

To insure that your child's file is complete by the start of school, it is requested that all forms be returned to our office no later than August 30th. You may mail or drop them by the EDS office.

Please call the office (617-492-0090) if you have any questions about these forms.

Important Dates

August 30th

September 8th

September 9th

September 29th

October 7th

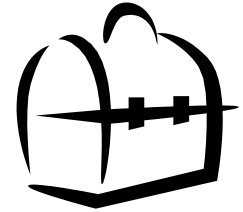
Enrollment Forms Due to EDS

Open House

First Day of School

Family Picnic (raindate September 30th)

Parent Night Potluck (all classes)



What to send to school:

- Lunch box or bag, with lunch and a beverage (we suggest a cold pack, too)
- EVERGREEN IS A PEANUT, NUT, SESAME SEED FREE SCHOOL.

Do not send any nuts or nut or sesame products to school. Be aware of "hidden sources" such as sesame on bread crusts/crackers, some hummus, and pestos. Please check all labels on prepackaged foods; we consider foods with labels bearing the statement "processed in a facility that processes nuts" as potentially allergic, so they should not be sent.

Please be sure to note any other allergies and we will take steps to insure the safety of your child.

Particular classes may have additional allergies, excluding certain foods from lunches. You will be informed of such exclusions.

- No candy, gum or soda (these will be returned to the lunchbox to be eaten later at home).
- No foods that may cause choking such as popcorn or whole grapes or cheese sticks (slice these & other cylindrical foods lengthwise).



- A change of clothes, in a small bag or box (a shoebox is ideal) to be kept in your cubby. Please include a sweater or sweatshirt in the event the room temp is too chilly for your child. Remember to update these periodically.



- Nap/rest gear, for children who stay for extended day...a crib sheet and a small blanket that will fit in a plastic storage bag, such as a blanket bag, if you have one. Please label all items, and be sure to bring them home weekly for laundering.

Please label all of your child's belongings with first name or initials (or any symbol you choose and inform us of) to make identification easier.



Arrival at school

Evergreen is fortunate to have a large parking lot which can accommodate many cars. At arrival and pick-up times, though, the parking lot can become very congested. Please exercise great caution in the lot, prohibiting children from running ahead, but holding your child(ren) by the hand. Also, be sure to park only in designated parking spots. The safety of all depends upon the cooperation of all.

The same rules apply once inside the building. Please note that we have been asked to use only the rear entrance to the school, not the side doors off the lower portion of the parking lot. Please do not allow children to run ahead, as the hallways are busy with parents and children. Store your child's belongings in their cubby, sign them in to the class (and sign out at pick-up), and check in with the teachers while washing your child's hands at the classroom sink. Be sure to check your Parent Mailbox frequently.

A word about school adjustment and separation...

A big part of starting school for some children is the separation from parents that goes along with that new experience. Some children enter school and say goodbye with nary a glance behind them, leaving their parents happy, but perhaps a bit bewildered. Others may experience strong emotions, and cling tightly to their parent's neck. For some children, separation is their first learning experience at school, and a real step forward in their individual development. At Evergreen, teachers are sensitive to the varied levels of separation that accompany school adjustment, which is one of the reasons we find the start of child/teacher bonding at home visits so helpful. The Evergreen staff considers supporting the individual adjustment process our most important responsibility each Fall, and are ready to help with difficult separations in any way we can. We find it a good idea for parents to establish a morning routine with children at school, and follow it until you both no longer feel it is necessary (many children & parents follow a goodbye ritual every day at preschool). Please share with us any concerns, questions or ideas you may have.



Home Visits

Be expecting a call from one of your child's teachers to schedule a home visit during the end of August/beginning of September. This brief visit provides the opportunity for your child to meet their teacher in a comfortable, familiar setting. This is teacher/child time; please save any questions you may have for school, or ask the teacher to call you at a later time. Home visits may be optional if vacations, etc. do not allow for the scheduling of one.

Open House - Wednesday, September 8th

You and your child are invited to visit their new classroom ~ families with siblings are welcome at either time:

Orange Room:	Last Name A to J Last Name K to Z	9:00 am to 9:45 am 10:00 am to 10:45 am
Yellow Room:	Last Name A to Ki Last Name Ko to Z	9:00 am to 9:45 am 10:00 am to 10:45 am
Purple Room:	Last Name A to K Last Name L to Z	9:00 am to 9:45 am 10:00 am to 10:45 am
Green Room:	Last Name A to Hog Last Name Hor to Z	9:00 am to 9:45 am 10:00 am to 10:45 am
Blue Room:	Last Name A to E Last Name F to Z	9:00 am to 9:45 am 10:00 am to 10:45 am

Family Picnic - Wednesday, September 29th (raindate September 30th)

All are welcome for this family picnic to allow families to meet in the relaxed atmosphere of the park. Bring a blanket and a picnic dinner for your family, and be ready for fun.

Parent Night - Thursday, October 7th

This adults-only social evening will provide you a chance to meet other parents, talk with the teachers and learn about how your child spends his/her day. Bring a potluck dish that serves 6-8. A sign-up sheet will be posted so we don't have "duplicate" dishes.



Our Staff:

This year we welcome Maria Henehan, as a new co-teacher in the Purple Room. Rosemarie Carvalho, previously a co-teacher in the Purple Room, requested the opportunity to join the Yellow Room this year in order to work with a younger age group.

Orange Room

Christine Faria, in her 2nd year at Evergreen and **Sherry Moura**, in her 8th year at Evergreen, in their second year together as a team in the Orange Room.

Yellow Room

Maria Raneri, in her 18th year at Evergreen and **Rosemarie Carvalho**, in her 8th year at Evergreen (formerly Purple Room teacher), in their first year together as a team in the Yellow Room.

Purple Room

Kathy Girroir, in her 8th year at Evergreen and **Maria Henehan** in her 1st year at Evergreen, in their first year together as a team in the Purple Room.

Green Room

Jeanne Akasten, also our Assistant Director, in her 12th year at Evergreen and 9th year in the Green Room and **Chris Foster**, in her 7th year at Evergreen, in their fifth year together as a team in the Green Room.

Blue Room

Dona Panzetta, in her 8th year at Evergreen, and **Paula McNamara**, in her 2nd year at Evergreen, in their second year together as a team in the Blue Room.

Floating Teacher

MaryAlice Poirier, in her 8th year at Evergreen. She will work with all classes and teach in the extended day program on staff meeting day.

Director of Business & Finance

Debbie Fay, in her 4th year at Evergreen; a favorite friend to all the children! She will also join MaryAlice in the extended day program on staff meeting days.

Director of Staff Curriculum & Program

Ginny McCabe, in my 11th year at Evergreen.