

SCHOOL POLICIES

REMINDER

1. Pack your child a healthy lunch. Since we are unable to heat or refrigerate food, you can send warm foods in a thermos or place an icepack in your child's lunch box. Parents are welcome to send a special snack for birthday parties or special event. These snacks must be store bought with allergy and ingredient label attached and in original store container or box. No home prepared, baked, or processed foods will be allowed for sharing with other students in class. This is due to allergies and sensitivities; we must know exactly how the food was prepared and the full ingredient list.
2. Immunization and Physical (Blue and Yellow forms) must be turned in no later than the first day of school. Your child can be dismissed from school for not having these forms.
3. The Department of health has this school listed as a school that does not dispense medications to children. Please do not send medications in your child's bag, this could be life threatening. If your child needs medication during the day, make arrangements to come to the school to give them their medication or have a friend or relative come to the school.
4. If you would like a conference with a teacher or the director, you are always welcome to make an appointment. We are extremely flexible with days and times but will require 24-hour notice.
5. If your child is scheduled to be in school Full Day, drop-off will be at 8:30 A.M. and pick-up is at 3:30 P.M. **There will be a late pick-up fee for children in school after 3:30 P.M. or before their scheduled drop-off time.**
6. All children in the Morning Program need to be picked up no later than 12:00 P.M. Some classes begin nap at 12p.m. and we do not like disruptions at that time.
7. The school closes promptly at 6:00 P.M. You will be charged **\$3** for every minute late. Please, do not be late.
8. Tuition is due the first Monday of every month. If you pay tuition after the 5th of the month, a **\$50** late fee will be added to your account.
9. **No Toys will be allowed in school (unless on show and tell days). We are not responsible for lost personal belongings.**
10. Teachers will not be able to hold conferences or have discussions with parents while caring for the children. It takes a second for a child to have an accident and the teacher's first priority are the children in her class. Everyday, teachers have planning time from 8am to 8:30am or from 3:30pm to 4pm. Parents are always welcome to stop by during those times to ask questions to talk to teachers.
11. We will hold Parent/Teacher conferences 3 times a year; but parents can schedule a conference at any other time throughout the year.
12. First day of school can be somewhat traumatic for parents. Be strong, be assertive, be positive. Your little one will have a great time, but they need to see that you are happy for them, otherwise they will cry and be uncertain.
13. There will be a car line at 8:30AM and at 3:30PM. Both of those times are extremely busy and we ask parents to be patient. Our children's safety is our first concern and priority. There will be no parents allowed in the school at 3:30PM. We have many children going

home at the same time and we need to make sure every child goes home with the right person.

14. Parents of VPK children will have to sign in and out daily. Throughout the year there will be many forms the VPK office will require you sign.
15. There will be no refund/credit/discount for vacation or absences.
16. If your child attends part-time there will be no make-up days for absences or vacation.
17. Uniforms must be worn everyday unless we inform parents otherwise. Jeans are not part of the uniform and shirts must have the school logo.
18. Send a change of clothes even if your child is potty trained. Even kindergarteners have accidents.
19. When picking up your child the first couple of weeks be extremely positive. Ask questions like “Did you have a great day,” “Tell me what fun things you did.” If you are excited about preschool your preschooler will share that excitement.