



Schedule & Rules

Center Hours: M – F 7:30 A. M. to 5:00 P. M.

1. Parent Drop off and Pick up:

- Parents who wish to drop off their children may arrive at the center between 7:30 am and 9:00am.
- Parents are required to sign their child in every morning upon arrival. Sign in sheet is located by front door of school. You should find your child's name, write the time you brought them in, and sign. When you pick up your child, you are required to sign them out as well.
- Written permission is required from the parents before release of any child to anyone not listed on the "Accepted Pick-Ups" form. In cases of parental separation or divorce, a copy of the court ordered custody agreement must be provided to the program director before your child can be released. Your right to privacy will be respected; this requirement is to ensure the safety of the children.

2. Bussing

- All parents whose children will be travelling by the bus/van that they have hired will be required to sign an additional agreement with their bussing arrangements.
- There is to be no candy, gum, food, or drink on the bus/van. Please do not send your child with gum or candy.

3. Paperwork

- Parents will be sent home paperwork to be filled out for admission into the day care. Please fill out and send back immediately. Paperwork will need to be updated yearly. If you have any questions about the paperwork, feel free to contact the school and someone will be happy to help you complete it.
- Please keep the school informed of any changes in phone numbers and/or addresses. We need to always have up-to-date contact information in case of emergencies.

4. Supplies

- Please bring in supplies requested for your child. This includes slippers, a backpack, folder, etc. Your child's teacher will send home a note requesting supplies.
- All children must have a change of clothing including... pants, underclothes, shirt, and socks.
- Children who are potty training must have at least 3-4 sets of clothes at the school at all times.
- Children who are in diapers must have diapers and wipes to be kept at the center.

- All children must have 2 blankets, towel, and/or sheet for use during nap time.
- All clothes/blankets should have child's name written on them.
- Blankets will be sent home every Friday for washing. Please remember to send back the following Monday.
- Soiled clothes will be sent home in plastic bags. Please remember to send another change of clothes the following day.
- Jewelry, toys, and expensive clothes are not allowed on the premises. We are not responsible for any lost or stolen items.

5. **Medical/Illness**

- All medical issues must be known to the center's Director upon your child's admission to the program
- Please do not send in any medications because the center WILL NOT ADMINISTER ANY MEDICATIONS in the facility. Non-prescription diaper cream can be administered with a separate release form.
- If your child has any allergies, please ensure the director/teacher is aware of the nature of the allergy. This is especially important in the case of food allergies. We must ensure that they are not given any food that may cause an allergic reaction.
- Any child found to have a contagious illness, will require immediate pick-up and a doctor's note to return.
 - If your child has lice, the school needs to be notified immediately. Your child must stay home until all traces of lice have been removed.
- Please do not bring/send your child to the center if you know that they are sick.
- If your child is out for more than three days in a row, they must come in with a doctor's note stating that they are well enough to return.
- If your child is injured in school appropriate medical care will be given. Parent will be called and made aware of the injury by either phone call or note home.

6. **Homework**

- All children will be given homework assignments that are appropriate for their age and ability. Please be sure to check for your child's homework, assist them if necessary, go over it with them, and return it the following day. Please DO NOT do your child's homework. Their homework is based on the standards for their age and their abilities.

I have read the schedule and rules and agree to adhere by them. If I have any questions, I will call the school and they will be explained.

Child's Name: _____

Parent's Signature: _____ Date: _____

