

Dear Parents,

Welcome. The School for Little Children was established in 1969 by Sugar Land First United Methodist Church in order to provide preschool education for children ages 6 months through 6 years in a Christian environment.

Our philosophy is very simple. We strive to provide an opportunity for young children to work and play together in a friendly, happy, Christian atmosphere. Children will be encouraged to gain new skills, form good habits and learn to be responsible members of a group. The School for Little Children provides a full, happy, flexible, open-ended program for children who are ready for many experiences. Children will be given opportunities to explore and interact with a variety of materials. They will be allowed to explore through creative art activities, dramatic play, science experiences, music and creative movement.

The children will be guided daily by teachers who are keenly aware of the many opportunities to religiously interpret everyday experiences. The school is regarded as a part of the total program of Sugar Land First United Methodist Church and assists the church in its responsibility to the community to give Christian training.

The School for Little Children works closely with parents through orientation, parent meetings, monthly newsletters and parent conferences to provide a comprehensive program for the whole child: socially, emotionally, physically, intellectually and spiritually.

We sincerely hope your experiences with us will be memorable ones for you and your family. Please take time to read your Parent Handbook for an overview of our special approach to learning for young children, our policies and procedures. Should you have any questions or concerns, please feel free to contact us at (281) 242-KIDS.

We are pleased you chose our school for your children.

## **GOALS & OBJECTIVES**

Curriculum is the total program that a child experiences while enrolled at the School for Little Children. It includes the daily schedule, planned activities, daily routines such as eating and toileting, free play, outside time, creative art, science, music, story time, gross and fine motor activities.

The objective of curriculum planning is to provide activities for all areas of a child's development: physical, emotional, social and cognitive through an integrated approach. Believing that children learn concepts and life skills best with a "hands on" approach, the teachers plan activities that involve the children in experiential learning.

The School for Little Children provides learning in an atmosphere where the child feels loved and accepted for his/her uniqueness. A wide variety of resources are used to plan activities for the children. Themes are planned for the year and teachers meet regularly by age groups to share ideas for implementing the program in their efforts to meet the needs of all the children.

Our goals are to provide an opportunity for young children to live, work and play together in a friendly, happy Christian environment where there are opportunities for the children to gain new skills and appreciation, form good habits and learn to be responsible members of a group.

*"Knowledge is not something that is given to children as though they were empty vessels to be filled. Children acquire knowledge about the physical and social worlds in which they live through playful interaction with objects and people. Children do not need to be forced to learn; they are motivated by their own desire to make sense of the world."*

**National Association for the Education of  
Young Children: *Position Statement on  
Developmentally Appropriate Practice***

The School for Little Children strives to provide a developmentally appropriate curriculum. Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children and materials.

## **ADMISSION POLICY & PROCEDURE**

We welcome children without regard to race, creed, sex, national/ethnic origin or disability. Within the limitations of our resources, we are committed to assessing the needs of each child who applies for admission and accepting the child if it is beneficial to the child, the other children in the school and the School for Little Children. The progress will be closely monitored so participation in the program can be adjusted if necessary for the benefit of the child and the school.

### **Registration**

Registration is in February and March of each year. Sugar Land First United Methodist families and families with children in the current session are eligible for early registration. Registration is then open to the public and will continue as long as there are openings in the classes.

A **nonrefundable** registration fee must accompany the application. When classes are full, names will be placed on a waiting list to be called when a vacancy occurs.

### **Forms**

The following forms are required for all children enrolled in the School for Little Children:

- Family History Form:** This form includes information regarding your child that would be beneficial to us in assisting your child's adjustment to the school.
  
- Physician Statement Form:** This form includes all immunizations and must be signed by your doctor. Your child must have been examined by the doctor within the last six months before registering at the school. You are to notify the school in writing each time your child receives an additional immunization so we may add this information to his/her file.
  
- Written Authorization to Release Form:** This form lists the names of persons authorized to pick up your child. At least two persons other than the mother and father should be listed in case of an emergency. Your child will not be released to anyone not listed on this form. If there is a change in the person to pick up your child, you must notify the school in writing. **There will be no exceptions.**
  
- Authorization for Emergency Medical Attention Form:** This form lists the name of the hospital to be used in case of an emergency and must be notarized.

**-Agreement & Understanding Form:** This form acknowledges that the Parent Handbook has been read and that certain information may be shared.

### **Children's Day Out (CDO)**

Children in the CDO program are eligible to enroll for two days each week: Monday and Wednesday or Tuesday and Thursday.

**-Infants:** This class is for children who are six months old on or before September 1 and are not older than 12 months old.

**-Toddlers:** This class is for children who are 12 months old on or before September 1 and are not yet two years old.

**-Twos:** This class is for children who are two years old on or before September 1 and are not yet three years old.

### **Preschool**

Children in the Preschool program are eligible to enroll for two, three or five days each week: Tuesday and Thursday, Monday and Wednesday and Friday or Monday through Friday.

**-Threes:** This class is for children who are three years old on or before September 1 and are not yet four years old.

**-Fours:** This class is for children who are four years old on or before September 1 and are not yet five years old.

### **Bridge Class**

This class is for children who are five years old on or before September 1. We realize that not all children mature at the same rate, even though they may be the same age. This class is a reinforcement of preschool skills as well as an introduction to Kindergarten. The Bridge Class offers reading readiness, math readiness and writing readiness. It leads the child along a motivational path designed to show that learning is fun and rewarding. The children have an opportunity to be proficient in self-help skills and completing tasks on a timely basis.

The student/teacher ratio for this class is low. This class meets five days each week to provide the opportunity to teach the child what he needs to fulfill potential growth.

## **PARENT CODE OF RESPONSIBILITY**

The School for Little Children has clear and appropriate expectations of both children and staff. We also have clear and appropriate expectations of our parents. Working in partnership with us, we encourage your involvement, seek your support and understanding and appreciate your hope and vision for your child's future. The school is your child's home away from home. We want your child to feel safe and secure here and we want you to feel welcome at anytime. Your interaction with our teachers, staff and administration translates into improved care of your child. Recognizing the integrity of the relationship between the child, the teacher and the parent, you

- communicate directly with the appropriate teacher should you have concerns or questions regarding your child's progress.
- communicate directly with the Administrative Staff if you have any concerns and/or problems with the operations of the school.
- read everything that comes home.
- be familiar with school rules and expectations.
- make every reasonable effort to get your child to school on time and on a regular basis.
- remember a hurried child is a stressed child.

## **GENERAL POLICIES**

### **Accidents**

Our staff is certified in CPR and First Aid. If a minor injury should occur, our staff will administer first aid. An Incident Report will be completed describing the nature of the injury and the first aid procedures applied. The parent will sign this form and it will be filed in our Incident Report file. A copy is available upon request.

If a major injury should occur, our staff will administer first aid, dial 911 for assistance, if necessary, and contact the parents. If the parents cannot be reached, the Director and the student's teacher will transport the child to the nearest emergency room or hospital specified on the child's Emergency Medical Attention Form. The school staff will stay with the child until a parent arrives. An Incident Report will also be completed the same as for a minor injury.

### **Administering Medicine**

We do not administer medicine to children while at school; however, in certain circumstances, special considerations can be made. If medication is necessary during school hours, the medicine must be brought to the school office and a parental consent form must be completed by the parent. **No medication will be given without the written permission of the parent.** The parents must provide written instructions from the physician that includes the medication name, the dosage, time and date to be given. Parental instructions must be consistent with the labeling on the medication. Prescription medication must be in the original container and bear the name of the child to whom it is to be given. The expiration date must be current. Documentation will be made that shows the child's name and medication, the amount given, time given and the name of the person administering the medication. All medications will be stored in a locked container with the child's picture, name and instructions. The Director or Assistant Director will administer medication. If a child requires use of an Epi-pen, it will be administered immediately by the teacher and 911 will be called as well as the parents.

**No medication is allowed to be kept in the child's backpack, including inhalers, sunscreen or bug repellent.**

### **Animals at the School**

Parents will be notified if animals will be present at the school. The school will ensure that:

- animal(s) will not create unsafe or unsanitary conditions.
- children will not handle animals that show signs of illness.
- staff and children will practice good hygiene and hand washing after handling or coming in contact with animals and items used by an animal, such as water bowls, food bowls and cages.

### **Arrival & Departure**

The teachers are not in the rooms before 9:00 a.m. If you bring your child before this time, you must wait in the hall with him or her until the teacher comes. Before 9:00 a.m. the teachers are busy preparing for the day's activities and gathering supplies. The school will not be responsible for your child before 9:00 a.m. You should not leave your child unattended.

The entrance of the school near the big playground is to be used to walk your child into the building. It will be opened and monitored at 8:50 a.m., 11:50 a.m. and 1:50 p.m. Monday through Thursday and 8:50 a.m. and 11:50 a.m. Fridays. Once school is in session the only way to enter the building is to ring the bell at the entrance near the small playground. This is done for security reasons.

When entering the church parking lot to walk your child into the building, use the entrance on Rolling Mill closest to the back fence. Do not pass the carpool line by driving on the wrong side of the street in order to reach this entrance. Be sure to use the crosswalk to enter the building. Always hold your child's hand when crossing. When leaving the parking lot after walking your child to class, exit the parking lot on Seventh Street.

Preschool children may be dropped off and picked up in the carpool line Monday through Friday at 9:00 a.m. and Monday through Thursday at 12:00 noon. The entrance to the church parking lot for carpool is the entrance on Rolling Mill closest to the small playground. Form a single line from the drop off point, along Rolling Mill, extending to Eldridge Road. Do not cut in line. A staff member will unload the children from your car. Make sure your car is in park. After dropping your child off in carpool, exit the parking lot on Seventh Street.

The school is not responsible for buckling a child into a car seat or a seat belt. The school does not keep loaner car seats on hand.

**All children must be dropped off to a school staff member. This is accomplished by either using the carpool line or walking your child directly to their classroom. This is for the child's safety.**

You must enter the building to pick up students at 2:00 p.m. Monday through Thursday. You may use either the entrance by the big playground or the small playground. These entrances are opened and monitored at 1:50 p.m. To pick up preschool students at 12:00 noon on Friday, use the entrance by the big playground. It will be opened and monitored at 11:50 a.m.

When entering the church parking lot, watch your speed and refrain from using your cell phone.

### **Birthdays**

Your child's birthday will be recognized in his/her class and you are welcome to make arrangements with your child's teacher to send special birthday snacks. We ask that you buy the snacks brought to school to share with their friends so we may be in compliance with the Health Department. These snacks must arrive at school unopened and in the original container. Remember **balloons and glitter are not allowed at school.**

You cannot send invitations to school for birthday parties unless all children in the class are included.

### **Change of Address**

Parents must keep the school and teachers informed of any changes of address, e-mail address, telephone numbers, cell phone numbers, etc. of your family's home and work information. Please write down the new information and date it before giving it to your child's teacher and the office. Current information is vital in case of an emergency.

### **Chapel**

Twice a month the Preschool and Bridge children will have a special time to experience God's world and learn more about His love. The teachers and children will gather with the music teacher and the school chaplain. This is a time for children to be introduced to Christian stories and songs. Parents are invited to attend anytime.

### **Child Care License**

The School for Little Children is a state regulated child care facility. We are in partnership with The Texas Department of Family and Protective Services licensing division to provide a healthy, safe and protected environment for your child. A copy of the Minimum Standard Rules for Licensed Child Care Centers is available at the School for Little Children for your review. You may also request a copy of these standards from your local day care licensing office. A list of these offices may be found on their website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Our licensing representative, to assure that we are in compliance with these Minimum Standards set out by the state, inspects the School for Little Children regularly.

### **Curriculum**

The school's curriculum is based on a system of unit themes that change every week to two weeks. These themes are carried out in all areas of the curriculum: art, science, math, music and language. Some examples of unit themes are: community helpers, dinosaurs, rain forest, farm animals, bugs and rodeo.

Each day our students have an opportunity to learn by exploring in our learning centers. These centers might include: the home center, blocks, art, dramatic play, science, writing and manipulatives. A student's day will also include group activities such as story time, calendar, games and show and tell as well as unstructured time for individual exploration.

Each class participates in a daily music or motor skills class. Our preschool children attending on Fridays enjoy time spent with our Story Lady where they will listen to new and old favorites, be exposed to new vocabulary and new ideas and experiences. Our school day includes playground time where our slide, climbing structures, sand box and riding toys are used. On bad weather days we might substitute special toys, classroom exchanges, a video or a special activity room.

### **Dress Code**

Children should come to school in clothes that are comfortable and easy for the child to handle in the bathroom. Although we try to protect clothing, accidents can happen with paint, so children should be dressed appropriately. **Tennis shoes are required for school attendance.**

### **Guidance & Discipline**

Believing that ultimate discipline comes from within and does not depend on external reward or punishment to ensure doing whatever needs to be done, we see our task as teachers to involve helping children develop inner discipline. Thus, we must provide reasonable rules, logical consequences for breaking rules and be willing to give more responsibility to the children as they are able to assume it.

- Each child is a precious and important individual who deserves to feel good about himself/herself.
- Children need opportunities to allow them to make appropriate choices.
- Children need limitations that are consistently enforced.
- Children need opportunities to learn responsibilities and fully understand the consequences of their actions.

-When a child exhibits inappropriate behavior, it has been proven that a positive approach to redirecting that child is most effective.

While we must consistently enforce reasonable behavioral limitations, our teachers and staff are trained to respond to inappropriate behavior with insight, sensitivity and skill. Only when children clearly understand their limitations can they learn to make behavior modifications and become responsible for their actions.

In efforts to prevent behavioral problems, at School for Little Children we arrange our classrooms so that children work in small groups and have a wide variety of choices. The range of activities affords children the freedom to become self-directed and experience success. Teachers serve as role models and must skillfully direct behavior along appropriate and positive channels. Children are encouraged to verbalize their feelings so as to learn how to handle strong emotions. Removal from a situation, loss of privileges and intentional ignoring of bad behavior from a child are methods used to help redirect bad behavior.

### **Holidays & School Closings**

A list of school holidays/closings will be given out at the beginning of the school year. If Fort Bend Independent School District closes school because of weather or acts of nature, the School for Little Children will also close. Announcement of such a closing by FBISD will be via the news media. In addition, if the school is under a shelter-in-place order given by the City of Sugar Land, no one will be allowed to enter or leave the school building until that order is rescinded.

### **Hours of Operation**

The school hours are 9:00 a.m. until 2:00 p.m. Monday through Thursday and 9:00 a.m. until 12:00 noon Friday. Should you wish to visit the school during these hours to observe your child or the school's program and activities, check in with the Director or Assistant director in the school office first.

### **Illness**

For the welfare of all children, any child who is sick needs to be kept at home. If your child runs a fever, they should be fever-free without medication for 24 hours before returning to school. If your child has been vomiting during the night or early morning, he should not come to school.

Your child will not be allowed to attend school if he/she:

- has a fever of 99 degrees or over.
- has diarrhea or more than two loose stools during the day.
- has symptoms of a communicable disease.
- has a sore throat or constant cough.

- has a thick, discolored nasal mucus.
- has pinkeye.
- has any contagious skin condition.
- is vomiting.
- is unable to participate in the program.

If a child is not well enough to remain at school, a parent or someone listed on the release form will be contacted. We will expect the sick child to be picked up from the school within the hour after being called. The child is brought to the school's office and cared for until a parent can come. Please make arrangements in case of an emergency.

Please notify the school if your child has a contagious illness so we can notify other parents.

**Childhood Diseases:**

- Chicken pox & hand, foot & mouth
- Diarrhea
- Fever
- Lice
  
- Impetigo
  
- Measles
- Pinkeye
  
- Pinworm
- Rashes (unknown origin)
- Respiratory syncytial virus (RSV)
- Ringworm
  
- Roseola
- Rotavirus

**May Return When:**

- after all lesions are crusted
- when stool is firm
- must be fever free 24 hours
- after medicated shampoo & check by Director
- after all lesions are crusted or covered by bandage
- 5<sup>th</sup> day after rash appears
- on medication 24 hours and without redness or discharge
- after two doses of medication
- after rash has disappeared
- when cough and runny nose has stopped on medication 24 hours, then area covered while at school
- when rash is gone
- after diarrhea stops

**Late Charges**

CDO and Lunch Bunch children must be picked up any time before 2:00 p.m. There will be a late charge of \$5 per child until 2:15 p.m. and \$5 per child for every 5 minutes thereafter. If a parent picks up his/her child at 2:25 p.m., the late charge would be \$15.

Preschool children are to be picked up by 12:00 noon if not enrolled in Lunch Bunch. There will be a late charge of \$5 per child until 12:15 p.m. and \$5 per child for every 5 minutes thereafter.

THE CLOCK OUTSIDE THE SCHOOL OFFICES WILL BE USED TO DETERMINE LATENESS.

If you are late for whatever reason, please call the school. The children become anxious and concerned. Remember, you are a role model for your children.

If a child is not picked up and no designated contact person can be reached, Children's Protective Services can be called after one hour.

### **Lunch**

Children staying past 12:00 noon should bring a lunch and a drink. Lunch boxes should be clearly marked with your child's name. Remember to send nutritious lunches. Even though you bring all of your child's food to school, we must meet the guidelines set forth by all applicable governing bodies while your child is at school.

### **Lunch Bunch**

Lunch Bunch is offered Monday through Thursday from 12:00 noon until 2:00 p.m. to children enrolled in Preschool. Children will have free-play time, social time while eating lunch and a quiet time for rest or sleep. Since children require time to adjust to the school routine, registrations for Lunch Bunch will be taken until November 1. It may not be possible to add Lunch Bunch after this date except for children who enroll after November 1. We need to make arrangements for proper ratios for the extra children. Please let the Director know in writing at least two weeks prior if your child is going to make a Lunch Bunch change. This may eliminate a need for extra staff.

### **Parent Comments**

The staff at the School for Little Children are here to provide quality care and developmental and positive learning experiences for each child. It is very important to maintain open communication so we may be aware of your concerns, no matter how small. We must hear your concerns and questions in order to continually improve upon our educational processes. We encourage you to call and/or make an appointment to discuss matters in need of attention. Your praises are welcomed too.

### **Parent Conferences**

A parent or parents may request a conference with a teacher and/or the Director whenever needed. The teacher and/or Director will also notify the parents to set up a conference if special circumstances or problems are affecting your child.

Evaluations and conferences are scheduled once a year, usually in the Spring. We take this time to discuss your child's progress and answer any questions or concerns parents may have regarding their child.

### **Parent Volunteers**

The School for Little Children is very happy to have parents help with all the activities and special events. The school schedules volunteers based on the information included on the parent volunteer forms. We realize that at times a parent who wishes to volunteer may not be able to do so because of a younger sibling. We regret having to tell parents that we are not able to allow younger siblings to attend classroom parties. We have found that when a younger child accompanies you, you are unable to give your full attention to the children who are depending on you. Parent volunteers must be able to give their full attention to the children in their care.

### **Playground Rules**

Listed below you will find the rules we observe on our playgrounds here at school.

1. Limit 3 children on tire swing. Must sit.
2. Use stairs only for climbing onto play structure.
3. Slide down feet first and sitting up.
4. No climbing on railings.
5. Sit in swing. Hold on with both hands.
6. No twisting the chains of swings.
7. No standing on barrels.
8. Pick up your trash before you leave.
9. No pets.
10. Don't kick or throw sand.

### **Potty Training**

It is expected that children entering a three-year-old Preschool class will be potty trained. If parents feel this will be a problem for their child, they should discuss the situation with the Director as soon as possible. Children in Preschool will wear regular underwear, not diapers or disposable training pants. If after two weeks of school the staff feels that a student is not potty trained, the student will be asked to take a leave of absence until potty training is accomplished. The student's place in class will be held and no tuition will be due during the leave of absence.

For those students in our Children's Day Out program that are potty training, we require cotton training pants, underwear or refastenable pull ups to be worn. Beginning in our Two's classes, we will offer the chance to use the potty to everyone and then require the child to wash their hands. A student has the choice of sitting or standing and we will assist with wiping as needed.

### **Program Evaluation**

An annual evaluation form is given to all parents. We hope you will use this tool to give us feedback on how we are doing and how we can continue to provide

quality service in the care and education of your children. Your cooperation is greatly appreciated and needed for a happy, safe environment for everyone. This opportunity to assess the program and staff gives you the ability to anonymously share your concerns as well as your joys and praises.

### **Referrals**

It is the policy of the School for Little Children to make referrals to an appropriate resource person or agency whenever it is considered needed. Referrals may be considered for children experiencing difficulties in the following areas: vision, hearing, speech, health, learning, emotional or behavioral. The school will be ready to serve children with special needs unless meeting their physical, emotional or educational needs places an undue burden on the staff and school resources. If evaluation determines that the school is not able to meet the child's needs, a recommendation will be made to have the child placed in a more appropriate environment.

### **Releasing Your Child From School**

The School for Little Children will release your children only to those persons designated by each child's parent on the Written Authorization to Release Form. Your child will not be released to anyone, including neighbors or best friend's parents, not listed on the form unless the school is notified in writing. The note must include the date, child's name, the name of the person who will be picking up your child that particular date and signed by you, the parent of the child. There will be no exceptions to this rule. Make arrangements now for emergencies and add people to your list before it becomes an emergency.

### **Religion**

Sugar Land First United Methodist Church considers School for Little Children an integral part of the Christian Education Ministry. We welcome children of all faiths. The school does teach religion, but not doctrine. The church believes that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially and spiritually to the fullest potential. Children see in their teachers such attitudes as thankfulness, sharing, patience, love, joy, fairness and obedience.

### **Safe Sanctuary**

Sugar Land First United Methodist Church has had a Safe Sanctuary Policy in place since November 2005. The school and the church develop this policy for the safety of everyone.

### **School Parties**

On special occasions you may check with your child's teacher to plan party foods, special treats and fruit juices. Preschool and CDO will celebrate the different holidays during the year with a party. Preschool parents will be notified by their

Room Mother of special snacks and favors for the parties that may be contributed. Preschool mothers may choose which party to help with on the Parent Volunteer Form. CDO teachers will provide a sign-up sheet for parents to bring food and favors for parties. When planning for school parties, remember **balloons and glitter are not allowed at school and all food must be store bought, unopened and in the original container.**

### **Sign In/Sign Out Procedures**

Parents are required to leave their child in the presence of a staff member. Students cannot be dropped off at the door of the building. Before leaving in the morning and afternoon a parent or other authorized adult must sign their child in and out on the form located outside the child's classroom. Any authorized adult must be 18 or older. Children will not be released to other siblings or people not authorized to pick up the child. A driver's license or some other picture ID will be requested if the staff does not recognize the person picking up the child.

Once a child has been signed out by an authorized adult, the child is no longer under the care and supervision of the School for Little Children.

If either parent wishes to place restrictions on the other parent's right to pick up a child, the School for Little Children requires legal documentation regarding child custody and/or visitation rights. This information is kept in the child's confidential file.

The School for Little Children reserves the right to refuse releasing a child into the custody of an adult that does not appear capable of driving safely.

### **Snacks**

All children must bring a snack. Please include a snack from the list on the back of the school calendar. We will provide cold water to drink because it contains no sugar, is not sticky, does not stain clothing and is the best for young children to drink. On special occasions we will have party foods and fruit juice. Snack time can be a learning experience. It is an opportunity to encourage the children to try new food, take turns, share responsibilities, count, learn colors and gain skills.

### **Splash Day**

We celebrate our last day of the school year with Splash Day. It is a favorite day for the children. The children wear swim suits and participate in water activities outside on our playgrounds. Some of our activities include: washing dishes, wading in pools, making mud pies and playing with shaving cream.

## **Supplies**

Children need to bring a change of clothing. Please send extra underwear, if your child is in the process of being fully potty trained. If your child is not trained, please send at least six disposable diapers for the day.

When our students rest they do not have to sleep, but they will rest with music, books or stories. The school provides nap mats. Send a blanket or any other items necessary for security (pacifier, stuffed toy).

**LABEL EVERYTHING!**

Each teacher will communicate with parents regarding supplies that may be necessary for Preschool classes.

Preschool children will wear an apron each day. This apron serves several functions:

- As a name tag so all staff will be able to call children by name.
- As a note holder to send notes home for parents.
- As protection during messy art or cooking projects.

The school will provide a pattern for the apron or you may order one through the school.

Children in the Bridge class will receive a supply list from the teacher.

## **Timeliness**

Yes, it's true, little ones can actually tell what time it is! Not by looking at the clock, of course, but by their internal clocks that tell when it's snack time or time to play outside. This is why babies cry at 5 p.m. while you are cooking dinner and children want to go to school at 9:00 a.m. on Saturday. This is also why even the smallest changes in routine can upset a child's entire day. Even very young children have an internal sense of order telling them what should happen when.

Our fun and busy day at school starts promptly at 9:00 a.m. with art, center time and free play with our friends. When a child arrives late, he/she might miss activities that can not be made up. While our children can tell time, they can't drive. They are completely dependent on you for timeliness. Help them begin and end their school day in the best possible way!

## **Tuition**

The yearly tuition of eight equal installments is due on the first of each month, September through April. The last month's tuition must be attached to the completed forms returned to us no later than one week prior to the last day of

the school year. A 5% discount will be given for total tuition for the school year paid by the first day of school. **All fees and tuition are nonrefundable.** There are two exceptions. A refund would be made for a student leaving before the end of the school year when total tuition for the school year was paid by the first day of school and if a student withdraws from the school before classes begin, a refund will be made of the last month's tuition included with their completed forms **only** if that student's place in class is filled prior to September 30<sup>th</sup>. (This does not apply to any student withdrawing from the Bridge class prior to the first day of school.)

Tuition will be considered late after the 10<sup>th</sup> and a late fee of \$5.00 per day may be charged.

To hold a child's position during an extended absence from the school due to illness or vacation, one half of the monthly tuition will be charged. **This is a one time courtesy.**

Thirty days notice in writing should be given to the Director before a child withdraws from the school. If a child withdraws after April 15<sup>th</sup>, parents will be responsible for the May tuition. If a child withdraws and returns within the same school year, a new registration fee will be charged.

Parents are encouraged to communicate with the Director regarding any unforeseen difficulty in meeting the financial obligations. A payment plan or financial assistance will be discussed when necessary.

There are no reductions made for holidays or weather related closings.

### **Vision & Hearing**

Children four and five years old on September 1 are required by the state licensing department to have their vision and hearing screened. The screenings may be done by your family doctor. A copy of the results must be sent to the school by December 1. We will provide the form for this purpose.

The opportunity to have the screening completed at school will be available in the fall. There will be a charge for this service.

## **AGREEMENT AND UNDERSTANDING**

Once you have read the School for Little Children's Parent Handbook, please sign this sheet and return it with your forms and information needed to complete enrollment requirements.

The parents of \_\_\_\_\_

(Please print the name of your child.)

have read the School for Little Children's Parent Handbook and agree to abide by the policies and procedures as outlined in the handbook. We further agree to communicate with the teachers, staff and Director if we have questions, concerns or need more information.

Signed \_\_\_\_\_

Parent or Legal Guardian

Date \_\_\_\_\_

Parent Information:

Please sign this form if you DO NOT want information shared with others on the Room Mother's list of children and their telephone numbers and the school directory including addresses and telephone numbers.

Signed \_\_\_\_\_

Parent or Legal Guardian

Date \_\_\_\_\_

Please sign this form if you DO NOT want pictures of your child on the website (no names).

Signed \_\_\_\_\_

Parent of Legal Guardian

Date \_\_\_\_\_

## INDEX

<b>Goal and Objectives</b>	2
<b>Admission Policy &amp; Procedure</b>	3
Registration	3
Forms	3
Children's Day Out	4
Preschool	4
Bridge Class	4
<b>Parent Code of Responsibility</b>	5
<b>General Policies</b>	6
Accidents	6
Administering Medicine	6
Animals at School	7
Arrival & Departure	7
Birthdays	8
Change of Address	8
Chapel	8
Child Care License	8
Curriculum	9
Dress Code	9
Guidance & Discipline	9
Holidays & School Closings	10
Hours of Operation	10
Illness	10
Late Charges	11
Lunch	12
Lunch Bunch	12
Parent Comments	12
Parent Conferences	12
Parent Volunteers	13
Playground Rules	13
Potty Training	13
Program Evaluation	13
Referrals	14
Releasing Your Child from School	14
Religion	14
Safe Sanctuary	14
School Parties	14
Sign In / Sign Out Procedures	15
Snacks	15
Splash Day	15
Supplies	16

Timeliness	16
Tuition	16
Vision & Hearing	17

(April 2010)