

PRESCHOOL AND MOTHER'S DAY OUT POLICIES

1. Call the church office 655-3952 or text 654-4009 if your child is going to be absent.
2. Be regular in attendance. This helps your child's adjustment and he/she will learn more through consistency in curriculum for the entire month. Tardiness is also discouraged because it disrupts the entire class including your own child. Do not cause unnecessary anxiety by lingering in the classroom. A quick hug or good-bye is preferable to repeated farewells. We will call you if we are unsuccessful in calming your child.
3. **Children should arrive at the north door at 9:00 a.m.** Upon arrival take your child to the designated classroom. Then register your child leaving an emergency phone number for that day. The sign in book will be on the podium after you enter the main door. **Departure time is promptly at 2:30.** Students will be waiting in their classrooms. **Any students not picked up by 2:40 will be taken to the late room, and a penalty of \$5/per child will be assessed.** Parental tardiness at dismissal time fosters anxiety in a child. This anxiety can be alleviated by being prompt each day.
4. The church doors are locked during the school day for your child's safety. If you need to pick up your child early or want to stop by, you will need to push the button beside the front (Northwest) door of the church, identify yourself and the church secretary will open the doors for you.
5. All items brought for your child should be clearly labeled with his/her name. Coats, sippy cups and all food containers should be labeled.
6. **Fix lunches that are easily manipulated by your child. Remember that there aren't enough teachers to feed each student.** If your child is just learning to self-feed, please do not send applesauce, pudding, etc. All classes are required to bring a sippy cup, 4 yr. old and above can bring a thermos.
7. All children should have at least one change of clothes in their backpack. For children in toilet training stages please bring ample clothing. If your child is still in diapers, please send an adequate supply of disposable diapers.
8. Please let us know if you are working on potty training at home. We want to enforce the home routine as much as possible. We understand that accidents are going to happen. Due to the design of our facility, children still in the potty training stages will not be allowed to move up to the 3-4 year old class.
9. Should your child have any specific needs, need medication, or have severe allergies, please inform his/her teachers and make sure the information is on his/her application.
10. If your child has a fever, upset stomach, a bad cold, matted eyes, or a visible skin rash, do not send him/her to school. Please wait 24 hours before sending your child to school if there has been vomiting, diarrhea, or high fever. If your child becomes sick while in our care, the child will be isolated and made as comfortable as possible until you arrive to pick them up. If your child contacts a communicable disease, we would appreciate it if you would let us know.
11. **Personal toys can cause problems. Please leave your child's toys at home.** Our school provides ample activities for your child's involvement during the day.
12. Discipline plays an important role between the staff and child. Limits will be set and rules established for the benefit of each child as part of his/her class.
13. There will be five party-days during the year. There will be a sign up sheet at Meet the Teacher. Please sign up for a party that you would like to help coordinate.
14. Birthdays are special days!!! The children may share their birthdays with their friends by bringing cookies or cupcakes. Please make arrangements with your child's teacher if you are going to do so.
15. Holidays will be observed on the same calendar as Canyon ISD. Concerning bad weather, if CISD is closed, our school will automatically be closed. Since the population of our school is more spread out than CISD campuses, we may cancel school even when CISD does not. In doubt call the church office at 655-3952 or check our University Church of Christ Mother's Day Out/Preschool Facebook page. We will also

send out a "Tweet" from our twitter account on any delays or cancellations. So be sure and follow us on Twitter!

16. If you need to discuss anything concerning your child, please ask your teacher or myself to schedule a time. You will receive our full attention when the classroom is empty.
17. Please make sure your child has had a healthy breakfast before they come to school each day. We also ask that you do not bring their breakfast with them. They should arrive at school ready to start their day.
18. We will only release a child to the parent or to the adult the parent/guardian designates. If the designated adult cannot pick the child up, please call the church office or send a handwritten note letting us know who will be picking up your child. Caring for your child is a big responsibility. Please don't put us in an awkward position by having a surprise person pick up your child. Even if someone is on your Child Release Form, we still need to be notified that day if someone different is going to be picking up your child.
19. The Pre-K, 4yr, and 3yr old classes will go on field trips. You will receive a letter in advance letting you know the details. The Pumpkin Patch, Easter Hunt at the park and Zoo field trips will be open for parents to attend if desired. The Pre-K class will go on several other field trips. The permission slip in the registration packet must be signed in order for your child to attend.
20. The Pre-K class is the only class that does not take a nap. All other students should bring a mat, blanket, pillow or whatever they need for rest time. All items should be clearly labeled with the child's name. All children have a cabinet or basket where their items can be stored.
21. Only children who are enrolled in our program will be allowed to attend school. We do not accept drop-ins.
22. Our school is open to children aged twelve months through pre- kindergarten.
23. If you have any questions or concerns please contact Robyn Goss at 654-4009.

PAYMENT POLICIES

1. Tuition is \$135 per month for students in the Pre-K class and \$125 per month for all other classes.
2. There is a non-refundable registration and supply fee of \$40. This fee covers all of the school supplies your child will need during the school year and a school shirt for students in the 3, 4 and Pre-K classes.
3. Monthly fees are to be paid in full the first Thursday of each month. A late fee of \$15 will be charged if payment is not received by the 15th of each month. Accounts more than a month past due, may result in your child being dismissed from the program.
4. No credits will be extended for absenteeism. Our school must be operational and expenses met whether your child is present or not.

I have read and understand these policies.

Parents Signature

Date