



### A WELCOME MESSAGE FROM OUR Director/Owner

Promoting Growth Childcare Preschool/Before and After school Program is over 20 years old, and we are proud of the legacy we have built. Each of us at Promoting Growth are committed to providing the highest quality early childhood education and care for your children. Every day we intend for you to experience the loving environment that exists and the sense of family we foster. We know the trust you place in us to provide a safe, joyful, and enriching environment for your children. Everything we do at Promoting Growth is guided by our mission: "Your success is our priority. To support our inclusive community, we provide a personal approach tailoring learning methods to each student's needs." PG is here to help ensure children reach their full potential. We provide dynamic programs in which children from diverse backgrounds can develop early learning skills in a supportive and nurturing environment. Along with our mission, we promote twelve core values for our young learners. These values are woven throughout our school culture, taught, and practiced on a developmentally appropriate continuum: Friendship, Cooperation, Thankfulness, Compassion, Respect, Kindness, Generosity, Truthfulness, Responsibility, Acceptance, Patience, and Perseverance. We believe that each child's success depends upon strong partnerships between parents and teachers. Together we will work with you to prepare and guide your child, both academically and socially, to transition smoothly and excel into his or her next level of learning. I am fortunate to have the opportunity to work with staff that is caring, creative, and gifted. We are all here because we are passionate about having a positive impact on young lives. We look forward to being a part of your child's growth and development. Please read this handbook and save it to consult throughout the year, as it will answer many of your questions about our philosophy, policies, practices, and procedures. Intended for current and prospective parents, the handbook provides detailed information about all aspects of our school. Welcome to Promoting Growth Childcare Preschool. I look forward to meeting you!

**Tina Ratliff, Owner**

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## **Your Dedicated Educators**

Our classes are taught by dedicated and experienced educators. Using proven teaching strategies, they make sure that every student finds a path to success.

## **First-Rate Course Offerings**

We embrace a learning environment that will prepare you for the path ahead. Our program incorporates traditional learning styles as well as hands-on experiences.

### **Pre-K Program**

- Our Half-day Pre-K program offers learning that includes all the essentials to prepare your little one for Elementary School. The objective is to have them performing on an above average level by the time they enter Kindergarden. Ages accepted are 2.5 yrs of age to 5. This program operates from 9am-1pm, with morning snack and lunch included! All workbooks and learning materials are provided by the Pre-K program!
- Runs on traditional school schedule (August-June)
- Call us today to learn more about our affordable pricing! 980-420-5620

### **Before and After School Program**

- Our Before and After School programs go well beyond homework help. We support children in becoming the kindest, most capable, and most resilient version of themselves. That means giving each child the space, encouragement, and materials they need to follow their passions—whether they want to start a drama club, build a volcano, or create a comic book. No matter where their talents take them, we create positive communities of friends with games, STEM projects, creative arts, and plenty of playtime to keep kids happy, bright, and healthy.
- Transportation and healthy snacks are provided.
- We offer care on teacher workdays, holidays, early release days, and spring, summer and winter breaks.
- Runs on traditional school schedule (August-June)
- Call us today to learn more about our affordable pricing! 980-420-5620

### **Summer Camp**

- Summer Camp is filled with fun experimental learning.
- Field trips inclusive of bowling, animal farms, movies, swimming, fresh market farms, even visits to the park and much more. All field trip fees are included in the tuition, so no extra cost!

## **Curriculum:**

The school's dedicated Curriculum Coordinator actively works with teachers to promote ageappropriate educational activities throughout our programs. Extensive resources and materials are provided to help teachers create a stimulating learning environment. Our custom curriculum is designed to give children the opportunity to explore a wide range of developmentally appropriate activities within a warm and supportive setting. Teachers work to provide a good balance of child and teacher-initiated activities.

Children are provided with a variety of open-ended activities and materials that promote creativity through:

- Language Development
- Creative Art • Math, Science, and Sensory Experiences
- Music and Movement
- Learning Centers and Manipulative Exploration
- Fine and Gross Motor Development
- Natural Outdoor Experiences

A wide selection of developmentally appropriate materials are available for children throughout our programs. Teachers provide alternating activities using different materials daily. Time is scheduled for children to interact with one another and with the materials provided. Curriculum expectations and academic focus expand as the children transition into progressive programs, Junior Pre-Kindergarten through Kindergarten. Children also have opportunities to interact in large and small groups throughout the school day. To further enhance the curriculum and to promote weekly themes, outside presenters are invited to school, such as firefighters, community workers, theatrical performances, and musical groups. Our curriculum provides meaningful hands-on experiences that engage children in a wide variety of concepts to promote self-confidence, a healthy sense of self-worth, respect for themselves and others, independence, curiosity, and critical thinking. We teach to the whole child and support their development in all domains. This includes a focus on character building and citizenship.

## **Our Faculty and Staff:**

We take great pride in the special qualities, experience, and talents of our faculty and staff. They are selected not only for their educational background and work experience in the field of early childhood education, but also for their personal qualities of warmth, empathy, and the ability to relate positively to others.

## **Parent Involvement:**

Parent involvement is a hallmark of Promoting Growth. Parents are encouraged to take an active role in supporting their child's early education. Families are encouraged to participate in school activities and provide input on a regular basis. Parents can help their child by discussing and expanding on each day's learning at home. Parents can involve themselves in a variety of ways, such as volunteering in a classroom, sharing their talents or hobbies, accompanying children on nature walks, collecting materials for children's projects, donating books or toys, and assisting with classroom or all-school events.

## **Communication:**

It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns.

The connection between home and school is essential. We ask that you share information with us; including any changes at home that may affect your child at school. These changes could include a death in the family, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, family status change, or a new sibling. It is also important for us to be aware of any special support or services your child may be receiving outside of school. Information you share about your family is kept confidential. Changes that may seem routine or ordinary to an adult may be regarded as unusual by a young child who has not had as many years of experience in dealing with changes. These changes and others often lead to different behavior in the classroom. We can teach and work better with your child if we are aware of any changes at home.

Please know we are available to discuss these things via a face to face meeting, a phone call or email if needed. We use a childcare portal called Procure for communicating updates, reminders about closings, daily activity highlights, payments and billing are also housed via this portal. Procure also allows you to send private messages directly to us. Login information will be assigned upon registration.



## **Dropping-Off Your Child at School:**

An adult must accompany children into the classroom where a teacher will greet them each day. The person who drops off the child must sign the child in every day using the Procure portal at time of arrival. The child's hands should also be washed upon entering a classroom, and information on any changes in the child's daily routine shared with teachers. Our staff will communicate any policies, procedures, or concerns regarding the child to the person dropping off at this time. It is imperative that your child's teacher acknowledges your child's arrival. Never leave your child unattended. It is important to remember, in order to benefit from the learning program children are expected to arrive by 9:00 AM in our half-day Preschool Program. When children are late, it disrupts the learning process not only for that child, but for their classmates as well. If we find a child is frequently arriving at school late, we will require a parent conference to address the issue.

## **Picking-Up Your Child from School:**

Your child must be picked up promptly according to your program's hours. Children will only be released to adults (18 and older) previously authorized, and picture identification is required for anyone not recognized by our staff. After school students must be signed out through the Procure app each day. You must make sure that your child's teacher acknowledges that you are taking your child from the class or playground. We maintain a strict policy regarding the individuals to whom we will release a child. Enrollment forms require a parent to specify individuals to whom the child may be released. Advance authorization is required for a child to be released to an individual other than those already listed, state issued ID will be required.

## **Updating of Emergency Contacts:**

It is important that the school maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the school has current contact information. If there are any changes to this information, the office must be notified promptly so that they can update their records. You may also verify we have up-to-date Emergency Contact information on the Procure Portal.

## **Parent Code of Conduct:**

We expect parents to observe a certain standard of conduct as a part of our school community. The following items are not acceptable while on our campus:

- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or otherwise disrespecting staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents or staff
- Making disparaging comments regarding the school to staff, parents, or anyone other than Administration (including outside of school)
- Using contact information of Promoting Growth families for commercial or any other improper purpose
- Not following policies designated to protect the safety and security of everyone at the school.

Any violation of this policy will result in the immediate withdrawal of the family.

## **Custody, Court Orders, and Changes of Family Status:**

Promoting Growth encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not prohibit parents from accessing records, attending activities, or participating in conferences pertaining to their child unless otherwise required by court order or law. The school denies a parent access to their child only if there is a legal document which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the noncustodial parent is not allowed to pick up the child and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only legitimate written instruction will be accepted. Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy, unless otherwise directed by a valid court order. Visitation with the non-custodial parent may not take place at school. The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena.

## **Health Assessments:**

Each child is required to have a current health form on file. The health form must be completed by a physician and must have been conducted within one year prior to the date of enrollment. The form must include a record of up-to-date immunizations and the signature of the child's physician. The form must be completed and returned before the child's first day of school. Thereafter, whenever immunization renewal information is needed, parents must update immunizations by bringing in the documentation filled out by the physician. Parents will be given 15 days to update current records. Failure to do so may result in the child being withdrawn from school.

## **Allergies or Special Dietary Needs:**

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to outline all allergies and the required treatment onto a Food Allergy Action Plan form, and discuss it with both your child's teachers and office staff. The allergy information will be attached to all required medication(s) and copies made for your child's teachers and file. If there are additional items your child is allergic to, we will work with you in trying to prevent your child from coming into contact with the item(s).

Despite our best efforts, we cannot guarantee that other parents or children will be as conscientious as we are and, therefore, cannot guarantee your child will not come into contact with an item that may affect him or her.

## **Covid Vaccines:**

North Carolina strongly recommends that all eligible individuals get vaccinated against COVID-19 and remain up-to-date to protect oneself and reduce transmission of the virus. Promoting Growth encourages, but does not require, children to be fully vaccinated in regards of Covid. A hold harmless agreement must be signed to complete enrollment.

## **Children Diagnosed with COVID-19:**

Please notify the school as soon as possible after receiving a positive test result for your child. A child, parent, or staff member that tests positive for COVID-19, regardless of vaccination status, may not return to campus and must:

- Stay home for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).
- Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative.
- If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications.
- If fever is present, isolation should be continued until 24 hours after fever resolves.
- If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments.

## **Children Exposed to COVID-19:**

Promoting Growth will notify families if an individual (child, teacher, etc) is diagnosed with COVID and may have been present in the classroom during their infectious period. A close contact is someone who has spent more than a cumulative total of 15 minutes (within a 24-hour period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period.

A child that is exposed to COVID-19, regardless of vaccination status, should:

- Test within 3-5 days after last exposure.
- Per CDC masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
- Strongly encouraged to get vaccinated or boosted.
- If symptoms develop, test, and stay home, AND
- If test result is positive, follow “Children Diagnosed with COVID-19” guidance above

## **Basic First Aid:**

In the course of normal supervised play, children occasionally get injured. In case of a minor injury or accident, our staff will administer basic first aid. Any cuts will be thoroughly cleaned with soap and water; ice will be applied to any bruises, bites, or other injuries.

We may call and ask parents' permission to apply a topical antibiotic or anti-itch ointment as necessary to treat or prevent infection in minor skin wounds or alleviate itching.

## **Emergency Medical Care:**

In case of a medical injury or illness requiring immediate professional care (emergency), we will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. In case of an injury or accident in which an ambulance is not needed, but immediate professional care is required, we will contact the child's parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.

Our staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. The child may be transported to a hospital by ambulance for emergency treatment when necessary.

## **Emergency Procedures:**

We have emergency procedures in-place. In case of a fire, there is a central fire alarm that may be activated. Exit routes are posted with procedures by classroom exit doors. Two fire extinguishers are located in the building. Classrooms are equipped with both smoke and carbon monoxide detectors.

## **Illnesses and Accidents:**

Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children will not be permitted at our school if they obviously not well or with any one or more of the following conditions:

1. Fever of 100 degrees or higher.
2. Any communicable disease or contagious infection.
3. Vomiting within the past 24 hours.
4. Diarrhea – three or more loose bowel movements in a 24-hour period.
5. Undiagnosed rash.
6. Eye discharge or Pink Eye; children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or after 24-hours on an antibiotic treatment.
7. Fatigue that prevents participation in regular activities.
8. Open sores and scabs, unless properly covered and 24-hours on an antibiotic treatment.
9. Head Lice – until treatment is effective and a follow-up evaluation has been made by our staff.
10. Any one or more of the following: earache, signs of irritability or confusion, sore throat.



## **Incidental Medical Services & Administration of Medicine:**

We will provide Incidental Medical Services (IMS) to children for the following:

- Blood-Glucose Monitoring
- Administering inhaled medications
- EpiPen Jr. and EpiPen
- Prescribed and over-the-counter medications All medications (i.e. prescription medications, over-the-counter medications, lotions/ointments, lip balm, cough drops, etc.) must be in the original package, have the child's name clearly marked on it and will be stored in a medication cabinet or medication refrigerator in the school office. A parent must personally instruct a specific teacher or staff member on how to administer the medication to their child according to the attached physician's orders, following all generally accepted safety precautions. The child's parent must communicate any new physician's orders (i.e. dosage changes, etc.) and track expiration dates and replace medicine and/or equipment/supplies as needed.

When a child becomes ill or injured at school, the staff's priority is to meet the child's physical health needs. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to parents will be made when the school deems it necessary. If parents are requested by the school to pick up their sick child, they must do so within one hour and the child may not return to school for 24 hours following the time sent home and until the symptoms subside. Parents are advised to make alternate plans for care in the event that the child becomes ill and is not able to attend school. If a sick child is not picked up within one hour of being called, we may call your alternate contact to request pick up. Failure to pick up a sick child in a timely manner, or disregard of this policy by parents, may result in the removal of your child from school.

## **Drugs, Alcohol, Tobacco, and Weapons-Free Environment:**

The use of cigarettes, E-cigarettes, vapor devices, and chewing tobacco is not permitted. The possession and/or use of drugs (including marijuana or cannabis infused items), alcohol, or weapons is prohibited. These restrictions apply to all persons on school grounds, including our parking lot, as well as on field trips, outdoor activities, and in school vehicles.

## **Discipline**

We believe in "positive discipline", which focuses on positive behavior, rather than negative. We may need to redirect children and speak with them about appropriate behavior. When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove a child from the rest of the group. If a behavior persists, we will arrange a conference with the child's parents.

## **Aggressive or Disruptive Behavior in Children:**

We are committed to making our environment as safe as possible for your child. Our program provides an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem-solving between children. Behaviors such as biting, tantrums, defiance, sharing conflicts, or physical aggression may occasionally occur in young children. These types of undesirable behavior can sometimes occur before an adult can intervene, despite our best efforts and it occurring right next to a supervising teacher.

Aggressive Behavior includes, but is not limited to: biting, hitting, pushing, sharing conflicts, other physical aggression or in any way provoking an altercation. In older children this may include verbal abuse or inappropriate language. Disruptive behavior includes, but it not limited to: when a child requires extensive one-on-one teacher behavioral intervention, is disrespectful to adults, has recurring tantrums, willfully does not listen or follow instruction, is frequently unkind to classmates, or regularly disrupts the atmosphere in the classroom. In the event that a child's behavior places the child or other children in danger or interferes with the focus of the classroom, our policy includes, but is not limited to, the following:

- When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove the child from the rest of the group.
- If a child is brought to the front office due to their behavior and cannot return to the classroom for the safety of the other children, the child's own welfare, or the inability of the classroom to function without disruption, the child must be picked up within one hour of the phone call notifying the parent of the need to pick up their child.
- We may ask you to pick up your child and keep him or her home for a period of one day to one week.
- Staff will document a record of behavior.
- Staff will inform and discuss with parents any child's behavior which is persistently disruptive and is not alleviated by individualized guidance techniques.
- If the behavior persists, a member of the Administration will notify the parent that the teacher has requested intervention.
- The Director of School or Administrator will speak with the parents, discuss possible courses of action, then a plan will be designed and agreed upon by the school and parents.

We want your child to be a successful and responsible individual and we look forward to working with you should any problem arise. If parents are unable to provide support, or even with the parent's support the plan fails to improve the behavior, we reserve the right to withdraw the child. If at any time we feel the behavior is a danger to other children or that the child needs more dedicated supervision, we will require the immediate withdrawal of the child until he or she is able to manage the undesirable behavior. In the event that one child consistently harasses another, either verbally or physically, we will contact the parents of both children. It is our policy in any written or verbal report about an incident involving more than one child that we will not share the name of the other child involved with parents.

## **Financial Agreement:**

**An Initial Enrollment Fee is due upon enrollment into the school.** Tuition is due, in advance, on or before the first of each week. Tuition rates change each year in the fall, or at any time with a minimum 30-day notice. A Final Balance Deposit equal to one week's tuition is due once a start date is confirmed. If the start date is changed, tuition will be charged from the original agreed start date and will not be refunded. If the child does not attend, all monies already paid will be forfeited in full.

Participation in Procure is required for all families. If a family is not enrolled in Procure, or their bank or credit card information is not up to date, there will be a late charge of \$15 for any tuition not received by the close of school on Tuesday, and everyday after that until it is paid in full. Any family account delinquent by more than two weeks will result in the child's immediate withdrawal. Re-enrollment is subject to availability after both the outstanding balance and an Initial Enrollment Fee are paid.

## **Absentee Policy:**

Full payment of tuition is required every week, whether or not the child attends school the full week. There is no absentee credit when school is missed because of holidays, vacations, illness, isolation, quarantine, or for any other reason. For part time students, days may be added for an additional fee, subject to availability. When a child is absent for two weeks and the tuition has not been paid, the child will automatically be withdrawn from the school. Re-enrollment is subject to availability after the outstanding balance and an Initial Family Registration Fee are paid.

## **Withdrawal Policy:**

You must give a minimum one month's written and verbal notice if you intend to withdraw your child from school. Tuition will continue to be due for this notice period, and you will be responsible for the full month's tuition for any partial months of attendance. Your Final Balance Deposit will be applied to any outstanding balance once notice of withdrawal is given. Any remaining final balance is due and must be paid within a week of withdrawal.

## **School-Initiated Withdrawal Policy:**

The school reserves the right to have any child removed from school at any time without previous notice or a corrective program being required. Any tuition or deposit refund is at the sole discretion of the school.

## **Late Pick-Ups:**

If you expect to be late picking up your child, call the school immediately. We understand circumstances can sometimes occur that will cause a parent to be late picking up a child. However, if a parent is frequently late, a meeting will be held with the parents and a plan of action will be offered. If there is no resolution, dismissal from school may be necessary. When arriving late, a Late Fee will be billed to your account. Late pick-up fee is 1.00 per minute after scheduled pick up time. If your child is left at school longer than 30 minutes past the school's scheduled closing time without contact to the school and the school has exhausted all emergency options from your emergency card, then the Charlotte Mecklenburg Police Department will be contacted. At that time, your child will be the responsibility of the Police Department. You will still be responsible for any Late Fees incurred.

## **Returned Payment Policy:**

A \$40 fee will be charged for any returned check or electronic bank debit payment. Any time there is a returned payment, a money order or cashier's check will be required as a replacement.

## **After-School Academy:**

On days when public schools are closed and we remain open, tuition includes regular academy hours from 2:30 PM to 5:30 PM. A full-day option (7:30 AM – 5:30 PM) will be available upon request on these days with specially planned activities (for an additional fee per day).

We provide transportation from schools within a 15 mile radius, including, Wingate Elem., Palisades Elem., Berewick Elem., Rivergate Elem., Southwest Middle, and Kennedy Middle

## **Formal Child Assessments:**

Formal Child Assessments are conducted annually. These assessments help parents to understand where their child is in his or her development, and what areas can be strengthened. We incorporate both informal and standardized assessments during the year, as well as noting the individuality of each child relative to his or her own progress. Teachers' observations of a child reflect the child's growth and needs, both as an individual and as part of a group. These assessments guide us, as educators, in developing our curriculum so that it matches the needs of the children in each age group.

Parent-Teacher Conferences are held annually, immediately following the completion of assessments. If we have a concern about your child's development, a conference is required. Conferences may be requested at other times by either parents or teachers as the need arises.

## **Potty Training:**

Our Preschool program works with parents to assist in potty-training. When parents feel their child is ready for potty training, we ask that parents begin this process at home. We will follow through and encourage the child while in our care (the child must be showing signs of readiness). Teachers will remain in communication with parents throughout the process to ensure consistency from home to school. The child must be kept in underwear throughout the school day unless the child needs to wear a diaper during naptime. Switching back-and-forth between diapers and underwear can be confusing and may delay the process.

Parents need to ensure that we have extra underwear, multiple changes of clothing, and a spare pair of shoes each day during potty-training. We ask that the child be dressed in "child friendly" clothing. The best items for children to wear are shorts and pants with elastic waistbands. Please avoid tight clothing, pants with snaps and zippers, "onesies" and overalls, as these are difficult for children to remove quickly.

## **Part-Time Schedules:**

We recognize parents may, for any number of reasons, prefer a part-time school schedule for their children. A three-day schedule option is offered in our Preschool program. We believe every child will benefit from their experience at Promoting Growth. However, it is not reasonable to expect children attending with a part-time schedule to glean the same social, developmental, and academic benefits as children attending full-time.



## **Fundraisers:**

Fundraisers may be held during the year that are directed toward the purchase of something on the “wish list” of staff and children or for a specific improvement or addition. Occasional fundraisers are held to benefit charitable causes. Participation in fundraisers is encouraged, but entirely optional.

## **Dress:**

Children are encouraged to wear play clothes and sneakers. Daily activities include active and messy play and the children should enjoy themselves without worry about their clothes or shoes. Please remember to send sweaters, jackets or raincoats when necessary. Rubber-soled shoes such as tennis shoes are the safest for running and climbing as they provide the most traction.

In spring and summer months parents may be asked to provide clothing appropriate for water play, such as a bathing suit, water shoes, and a towel. The child’s name should be placed on all clothes either with a permanent marker or label. In addition, an extra set of clothes must be kept in each child’s cubby should a change be necessary. When used, the clothing will be placed into a bag, sent home and should be washed, and returned to school.

## **Parents’ Night Out:**

On select Friday evenings or Saturday mornings of each month, we offer a “Parents’ Night/Morning Out” for children ages 2 and older. For a nominal fee, children are provided dinner / breakfast and various activities from 6:00 PM to 10:00 PM / 9:00AM to 1:00PM. Nonenrolled siblings and alumni are welcome to attend. If a child attending is not currently enrolled, or has not recently been enrolled, a Parents’ Night / Morning Out registration packet must be completed. Space is limited, so children must be signed up the Tuesday prior. School closes promptly at 10:00 PM / 1:00PM. If your child remains at school past 10:00 PM / 1:00PM, you will be charged \$10 and an additional \$1 per minute, starting at 10:01 PM / 1:01PM.

## **Children’s Belongings:**

The school cannot be responsible for the safekeeping of any personal belongings brought to school, including clothing items. Clothing and any personal possessions should be clearly labeled with the child’s name. Toys are allowed on “Show and Tell Days” only and should be labeled with child’s name.

## **Meals and Snacks:**

We provide nutritional lunches and snacks and both are included in tuition. If you have picky eater, we may ask that lunch be provided (tuition remains the same).

- Meals are multicultural, individually planned, and changed regularly to give a variety of choices.
- Snacks are balanced from a variety of food groups.
- Juices served are 100% juice. No sugars, fructose or corn syrup are added.
- We always take notice of any child who is vegetarian, has specific food allergies, or special dietary needs.
- Fresh fruit is served daily for lunch.
- Whole milk along with plenty of water are served.

Please label all food items or lunch boxes/bags sent with your child’s name and date. If sending food or snack items, no candy, soda, or nut-based foods are allowed.

## **Children's Birthdays:**

Each child's birthday is celebrated. Parents are allowed to send in mini cupcakes, cakes, cookies as long as they are store bought and peanut free. Parents are encouraged to come and participate in their child's special day! If you are having an outside party, to prevent hurt feelings, please do not send party invitations to school unless you are inviting the entire class. To invite only a few children, please mail the invitation directly to their home or send direct emails to parents.

## **Photography:**

In our classrooms, photos are an essential communication tool for teachers, parents, and staff throughout the school year. We regularly hear from parents about how much they appreciate receiving these photos from the teachers. Photos help prompt parents with talking points about their children's day, which is important because many students (especially the very young) do not always articulate what they did at school or what they are learning. So to help parents understand the types of things their children are doing and learning, we share classroom photos with the Kaymbu app, in emails, or on our password-protected online photo gallery. In order to take these photos, we need a photo waiver signed, which is why we include it on the Admission Packet.