



SCHOOL NEWS SEPTEMBER 2017



WELCOME to the 2017-18 school year. Currently we have 150 children enrolled in 11 different classes. This will make for busy hallways but lots of happy, smiling children to brighten our days. It was fun seeing all the returning (taller!) children as well as putting faces & names to all our new students. We have a few openings remaining in our afternoon 3's and 4's classes if anyone knows of someone looking for a preschool.

Following is an abbreviated version of all the ins and outs of school to help everyone get off to a great start!

BEST BEGINNINGS OFFICE STAFF: There are many people in the office who are happy to help you navigate school and answer questions. Sally Smith, Director is here MTTHF 8:30 - 3:00 and Wed 8:30 - 1:30, Kerry Lodge, Co-Director and Stephanie Taketa, Administrative Asst. are here Mon 8:30 - 3:00 and Wed. 8:30 - 1:30. Patty Venema, Accountant is here TTH from 8:30 - 1:00.

SCHOOL ENTRANCE DOORS/ SECURITY: For those of you slightly directionally challenged, the north door faces 116th, the south door faces the parking lot off of 162nd near the playground. These two doors are the doors we will be using for drop off and pick-up. The east door (facing the house) will remain locked during school hours. The doors used to enter the preschool will be closed and locked at 9:15/12:30. If you are running late and the doors are locked, please come to the school door closest to the business office (south entrance). A buzzer is located outside the entrance. Please use this buzzer and a staff member will open the door. This policy is for the security of all the staff and children.

PARENT HANDBOOK: Please read the handbook carefully as it will have answers to many of your questions. For **all parents** please read carefully the **late pick-up policy** on page 4. There is a fee for people who are chronically (3 times) late for pick-up. The staff members that teach back-to-back classes have a very short turn around time to release children, clean up, reset up a classroom and eat lunch. Watching a child for even a few moments of this precious time is difficult. If you anticipate running late, please find someone in your classroom that you can designate to watch your child until you can get to school.

RETURNING INFORMATION: The majority of child-related information such as communication regarding changes in drop off/pick-up, vacations, family status, etc should be in written form and given to your child's teacher. Information pertaining to tuition, enrichment, lunch bunch or class withdrawals should be handled through the business office.

TUITION INFORMATION: Tuition is due the first class day of each month. Payment may be made by check or automatic withdrawal. Tuition paid by check is considered LATE and will accrue a \$25.00 late fee as of the 10th of the month. If there is a problem with your ability to pay tuition on time, please see Sally or Patty to make alternate arrangements. Automatic withdrawals are posted on the 5th of the month or the closest business day to that date and will also accrue a \$25.00 fee should the automatic withdrawal fail to clear. If you plan to pay by automatic withdrawal starting in October, forms must be returned by Sept. 19th. If at a later date you decide you would like to switch from check to auto payment that can be done for the following month. All tuition checks should be placed in the metal wall mounted boxes near the entrance doors.

MOST IMPORTANT: PLEASE WRITE YOUR CHILD'S NAME ON THE MEMO LINE OF YOUR CHECK.

Over please . . .

HANDY PERSON: I would like one or two volunteers to help with maintenance odds and ends. This might involve moving playground mats, purchasing sand or pounding an occasional nail for a fix it project. Just a little bit of help really!

ALLERGIES/SNACKS: If a child has a potentially life threatening or severe food allergy which requires them to have an epipen on site, the child **must** bring his/her own snack. This isn't negotiable with our insurance carrier. If your child has an epipen or other medication at school you will be asked to fill out a Hold Harmless Agreement form or update your form on file from the previous year. If a child has a mild food allergy such as milk/dairy intolerance, strawberries, etc we indicate this on the child's snack card. If your child falls in between these categories we will assume that they can eat the snack provided that day.

We are not a "peanut free" school but we **STRONGLY** urge you to make snacks without peanut butter, peanuts or nuts. Also, if your child has been snacking in the car prior to coming to school, would you be so kind as to give their hands a good washing.

Also, in our handbook we mention bringing juice/milk for a snack beverage. Please feel free to send water on your child's snack day as well. We always have a pitcher of water in the classroom for the children if you prefer them not to have milk or juice.

SCHOLASTIC BOOK ORDERS: Attached to the newsletter is your scholastic book order. If you go online you can also order from the October catalog then everything will come before Halloween.

BEST BEGINNINGS WEBSITE & FACEBOOK PAGE: Over the summer we updated our website to make it mobile friendly as well as giving it a new look. It is still under construction as we add staff profiles and pictures. We like to update our website and Facebook page to include some of the photos of these precious classroom moments so families can get a little peak into our school day.

PLAYGROUND RULES: Parents are welcome to use the playground before and after school **unless** a class is using it for their recess time. Once children have been dismissed, they are the responsibility of the parent and any playground issues should be settled without help from the school. **PLEASE DO NOT LET YOUR CHILD WALK ALONG THE BRICK WALL LEADING TO THE PLAYGROUND.** If you are holding your child's hand as they do this, remember that teachers only have two hands, not enough for every child, which translates into an accident waiting to happen! If you stay after school and use the playground, please put toys away and cover the sandbox.

UPCOMING DATES:

CURRICULUM MEETINGS AND PARENT GET TOGETHERS:

These are held the last 2 weeks in September, either the first or last half hour of the regular class day. Please check your child's individual class calendar for the specific date and time. Dates/times are posted on our website.

We are looking forward to a wonderful Fall with your children. If you have any questions, concerns or are just confused, please feel free to stop of the office at any time.



- Sally & Kerry

