

Ready, Set, Grow Preschool

Policies & Guidelines

1. It is essential to be prompt in delivering and picking up your child.
Class times are as follows:
2 year old class- 9:30- 11:45, All other classes- 9:30-12:00.
Pre-K students will be dismissed in the Atrium. All other classes will be dismissed at the classroom door.
2. Your child should have all of his / her belongings (coat, book-bag, boots, etc.) labeled with his / her name. Your child will be assigned a coat hook and a cubby.
3. Please dress your child in play clothes (**Please --no open toed shoes**). Your child should also have outer garments that are appropriate for weather conditions. Please encourage your child to take off his / her own coat when arriving at the school.
4. Please notify the office if your child contracts a communicable disease such as Pink Eye, Strep Throat or Head Lice. Please do not bring an ill child to school. Children with fevers and/or vomiting must be free from these symptoms **for at least 24 hours** before attending school.
5. If your child is being treated for a medical condition, takes medication on a regular basis or requires specific medication for emergencies (i.e.: asthma, allergies, etc.) please notify us in writing from your physician.
6. A snack schedule will be handed out to parents. Each family will be asked to provide a snack, drinks, cups and napkins for their scheduled day. Please remind the teacher or teacher's aide if it is your child's birthday; cakes, cupcakes, etc. are welcome on this special day. Note: We encourage all parents to provide healthful snacks for snack time. We appreciate your efforts to provide 'grow' food that energizes little bodies for the joy of discovery.
7. If an adult, other than you, is going to pick up your child, notify the teacher or office in writing. The adult must identify himself with picture identification when arriving. **Phone calls are not acceptable notification.**
8. No makeup days for sickness, family vacation, etc. will be provided.
9. **If your child receives Early Intervention Services, such as Speech, and you would like those services to be administered at school you must contact us to arrange a meeting before any services can be given.**

10. If your child is likely to have an “accident” or has recently been potty trained, please send an extra set of clothes labeled with his / her name on it. You can put it in your child’s ‘cubby’.
11. Please check your child’s ‘cubby’ for artwork and letters at the end of each class day. A large book bag at least 9” x 12” is needed to carry home artwork. Be sure to put your child’s name on it.
12. All notices, parent sign-ups for special events and field trips, reminders and newsletters will be posted on a board outside your child’s classroom. Be sure to read all notices. Notices and reminders may also be sent home with your child and through your email address.
13. Parents are welcome to visit. Please arrange for a convenient time with your classroom teacher.
14. Tuition is due the first day of the month. Payments may be brought to the school and turned into the Pre-school office or mailed to the preschool address on front of this sheet. A late fee of \$10.00 will be added for payments received after the 15th of the month. A \$20.00 fee is charged for checks returned for insufficient funds. If you are having difficulty paying on your account, please see us and arrangements can be made.
15. **CAUTION:** Please drive slowly and carefully when entering or leaving the parking lot. The church has a posted speed limit of **10 MPH**. We want all our students and families to stay safe.
16. The Preschool follows the Brockport Central School calendar with noted exceptions. When Brockport Central School classes are cancelled due to weather emergencies or local/natural disasters we will be closed. For additional emergencies, for example, a power outage please tune into WHAM 1180am on the radio or Channel 10 NBC.
17. Pre-K children will receive a written evaluation of Kindergarten readiness at the end of the school year.
18. We understand that children often want to bring a treasured item from home. Please be sure that the item is clearly marked with their name. Check with your classroom teacher to determine if the item should be placed in their cubby or may be brought into the classroom.
19. Please be sure that we have current phone numbers (including cell numbers) at all times.
20. Life can get hectic sometimes. To help us understand your child, please let us know of any changes to your child’s family life or behaviors that we may help with.

Plant a seed, grow a tree. Teach a child, grow a life.



