Brockport Free Methodist Church
6787 Fourth Section Rd.
Brockport, NY 14420
(585) 637-9785 extension 1
www.rsgbrockport.com

Policies & Guidelines

1. It is essential to be prompt in delivering and picking up your child. Class times are as follows:

Two year old class: **9:30-11:45**
Three year old class: **9:20-11:50**
UPK/Pre-K class: **9:30-12:05**

2. Your child should have all of his/her belongings (coat, backpack, boots, water bottle, 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 or those with slippery soles**). Your child should also have outer garments that are appropriate for the 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, nausea, diarrhea and/or vomiting must be free from these symptoms for at least 24 hours without medication before attending school.** We will be **STRICT** with our illness policy. **If your child is exhibiting cold-like symptoms, please try to keep them at home until the symptoms lessen in order to prevent further spread of the illness. If during the course of the school day, we notice your child exhibiting signs of illness, please be aware that we will contact you to pick up your child from school. Children with persistent runny noses and coughing should remain home until their symptoms lessen.**

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 have your physician notify us. Health forms and immunization records may be faxed to the preschool. The fax number is (**585) 510-2841.**

6. RSG will provide a nutritious snack for all of our classes. If your child has any allergies or dietary restrictions, please let us know. Snacks typically include fruits, veggies & dip, pretzels, cereal, yogurt, cheese, crackers, etc.

7. Video-recording or picture-taking on RSG premises is NOT allowed without permission. Posting videos or photos to social media without consent is also a violation of RSG policies.

8. If an adult, other than you, is going to pick up your child, notify the teacher or office in handwriting. The adult must identify himself/herself with picture identification when arriving. **Phone calls and electronic communication are not acceptable notification.**

9. No makeup days for sickness, family vacation, etc., will be provided. There is no break on tuition for missing days due to illness. If the school needs to close for an extended period of time due to a pandemic, weather emergency, or local/natural disaster, compensation will be determined by the board.

10. **If your child receives Early Intervention Services, such as Speech or Occupational Therapy, and you would like those services to be administered at school, you must contact us before any services can be given.** The therapist must check in with the preschool office to sign in on their session day.

11. **We are not a special needs preschool.** Our curriculum is designed to be hands-on and interactive, which accommodates many learning styles; however, we do not have the staff to provide in-depth special education support. We will make reasonable accommodations for students. If we discover that a child has needs that make it difficult for them to fully participate in our program or that significantly affect the learning environment for others, we may recommend a special education evaluation to ensure they receive the support they deserve. If parents do not follow through with our recommendation for evaluation and/or we determine that our program is not the best fit for the child's well-being and growth, we may need to end his/her enrollment.

12. **Birthday celebrations**: No homemade birthday treats are permitted. The preschool will provide a special treat. This will help keep your child and others safe from allergens. You may provide fun decorations such as plates/napkins or something for the kids to take home if you choose to do so.

13. Please check your child's take home folder or backpack for artwork and important notices at the end of each class day. A large backpack (at least 9" x 12") is needed to carry home artwork. Be sure to put your child's name on it.

14. All children are encouraged to have a spare change of clothes at school, especially if your child has recently been potty trained. Please send an extra set of clothes labeled with his/her name on it. We will put it in your child's 'cubby'. These clothes will need to be switched out during the year due to changing weather.

15. All notices, parent sign-ups for special events and field trips, reminders and newsletters will be posted on the class **REMIND app**. Please be sure to download the app and log on to 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. If you have any questions or have trouble downloading the app, please contact the preschool office and they will be happy to help.

16. **Tuition is due the first day of the month**. The preschool accepts cash, check or online credit card payments. **A late fee of $20.00 will be added for payments received after the 16th of the month**. A $30.00 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.

17. **Parking Lot Procedure:** Please use CAUTION and drive slowly 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. **Please note the back parking lot is a one way loop running counter clockwise.**

18. The Preschool follows the Brockport Central School calendar, with noted exceptions. When Brockport Central School classes are canceled due to weather emergencies or local/natural disasters, we will be closed. For additional emergencies (for example, a power outage), please tune into WHAM13 or 1180 AM on the radio or our Facebook page. We will also notify you using the REMIND app.

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.

21. If you have questions or concerns about RSG, the correct hierarchy is Teacher, Director, Board member, then the Chair of the Board. We welcome your questions or concerns.