



2010- 2011

**IMPORTANT REMINDERS AND
GENERAL INFORMATION – THE LITTLE CAMPUS – 9/7/10**

ASSISTED DROP OFF / PICK UP: Between the times of 8:45 am- 9:00 am and 2:50 pm and 3:05 pm we will assist you in unloading or loading your child into your car. (Please arrange a staff assisted drop-off and pickup with the office.)

DROP OFF/ PICK UP INFORMATION: Please drive with caution through our parking lot. Our little ones are learning about crossing safety, but are still prone to darting.

- Mon.-Fri. the classroom is open from 8:45-9:00 and 2:50 pm to 3:00 pm.
- You must sign in and out when you drop off and pick up your child. Please check your child's folder for information home.
- If you arrive after 9:00 please allow our staff to assist your child to class.
- You may view the class and your child from afar but please do not engage with our teachers during class time. Their focus is on the children. If you need to speak with the teacher leave a message for the teacher to call during her break/lunch. Most of the teachers are available after school.
- You may pick up your child as early as 2:50 pm to assist in main campus pick-ups.
- Children left after 3:00 pm are in our After School Care Program.

EMERGENCY FORMS: PLEASE remember to update all Emergency information, Allergy forms, and contact numbers before you leave, and keep them current.

PHYSICIAN'S Well child check-up & IMMUNIZATIONS, & ALLERGY ACTION:

- All students need a physician's note (Well Child Check) stating that your child is well and may attend school, and all students need updated immunizations record in their school file.
- Please fill out the enclosed Verification of Immunization for Childcare form and attach a copy of your child's shot record. **This must be in their file by the first day of school before they can attend school.**
- **We will verify that he/she has all necessary immunizations for school attendance.**
- If there are any missing immunizations, you will need to update them as soon as possible.
- Please have your Physician fill out an allergy action form (available in our office) for students with serious allergic reactions.

AFTER SCHOOL ENRICHMENT PROGRAMS: Please come on the first day to see what each enrichment program is. All are welcome to come and try out the first class free!

1. Tae Kwon Do class starts on Tuesdays starting September 7 that 2:30 pm.
2. Tumble Bus is on Wednesdays starting September 8th at 2:30 pm & 3:00 pm.
3. Tennis is on Thursdays starting September 9th at 2:30 pm.
4. "Kidscape" Drama TBA
5. Private Piano/Violin lessons (individual music lessons with instructor).

WHAT TO BRING:

- | | |
|--|--|
| <input type="checkbox"/> Full Change of Clothes (labeled and in a zippy bag) | <input type="checkbox"/> After school snack for those who stay late |
| <input type="checkbox"/> Sleeping - pillow and blanket | <input type="checkbox"/> Labeled water bottle |
| <input type="checkbox"/> Backpack | <input type="checkbox"/> Closed-toed shoes (for safety) |
| <input type="checkbox"/> Daily Snack & Daily Lunch (Peanut Free) | <input type="checkbox"/> Toys from home on share days only (ask teacher for days). |

**EXTENDED CARE:** Care outside teaching hours.

- 7:30 am - 9:00 am &/or 3:00 pm - 6:00 pm
- If you require occasional extended care for your child, please arrange this in advance through the front office so that we may staff accordingly.
- Regular extra care participants will sign up the first few days of school with Mrs. Bennett at the parent meeting. Scheduled regular care has a pre-paid rate. The rate for extended care drop in is \$10.00 per hour/per family.
- **Please be considerate and call if you are late.** There is a \$1.00/minute late charge for care after 6:00 pm.
- Please pay late charges in cash at the time of late pick up to the care provider that you have delayed.

SNACKS / LUNCH / MILK - NUT FREE ENVIRONMENT:

- We make every attempt to be a nut-free campus. Please adhere to our request of no nuts because of the higher incidence of lethal food allergies in recent years. Please check your labels as nuts are in many products. This is for the safety of our children. If a lunch box contains suspicious allergens, we will remove it and save it for you.
- All staff and students are to wash their hands on arrival to school.
- If you are packing soy butter sandwiches, please label to inform the teacher.
- **MILK** – You may order milk for .50 cents a day, or \$90.00 annually.
- There is no hot lunch program at this time but PTA and Brookfield are working on it.

SICK CHILD:

- Please call into the school when your child stays home.
- We will need to have some information such as fever, diarrhea, vomiting, coughing etc.
- We track all illnesses and have guidelines given to us by the Health Department, in regards to when children can return to school.
- There are no refunds or make-ups for absences.

VOLUNTEER OPPORTUNITIES:

- PTA membership (Parent membership and Volunteers needed)
- PTA Classroom Representative
- *Pending Hot Lunch & Milk Program - Weekly volunteers (1 hour, once or twice a week)*
- Ski Program Director & Driver Volunteers

PTA FAMILY MEMBERSHIP: If you are wondering how to become involved in your child's school year, joining the PTA is a great beginning. Membership costs \$20.00 per family. The PTA is very important to our Brookfield community. They meet monthly and do so many wonderful things to benefit your child, and their classroom. They fulfill teacher wish lists and volunteer time in such programs as Library, Skiing, and Hot Lunch. PTA charges are NOT on your August bill, and payment is your choice. Please issue a separate check for PTA annual dues (\$20.00) made out to "*Brookfield PTA.*"