



**2009-2010 • IMPORTANT REMINDERS AND
• GENERAL INFORMATION – THE LITTLE CAMPUS - 09/08/09**

PARKING: Please drive with caution through our parking lot. Our little ones are learning about crossing safety but are still very prone to darting.

- To insure the safety of the children, we ask that you park in designated parking spaces only.
- All Preschool and Pre-Kindergarten children must be taken into the building and signed in/out by the Parent or Guardian, or a designated adult.
- **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.
- A staff assisted drop-off and pickup may be arranged with the office.

DROP OFF/ PICK UP INFORMATION: Mon.-Fri. the classroom is open from 8:45-9:00 and 2:50 pm to 3:05 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.
- Children may be picked up this year as early as 2:50 pm to assist in main campus pick-ups. Any child not picked up by 3:00 pm will be placed in After School Care.

EMERGENCY FORMS: **PLEASE remember to check** that all Emergency information, Allergy forms, and phone numbers are updated before you leave, and kept current.

PHYSICIAN'S APPROVAL FOR CHILDCARE ATTENDANCE: All students need a physician's note (Well Baby Check) stating that your child may attend school.

IMMUNIZATIONS: All students need updated immunizations records. 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.**

- All students must have a current immunization record on file before they can attend school.
- Please turn in the immunization record to us by the first day of school.
- We will verify that all necessary immunizations have been received.
- If there are any missing immunizations, we will need for you to update them as soon as possible.

WHAT TO BRING: You will receive a teacher specific list after the first day.

- Full Change of Clothes (labeled and in a zippy bag)
- Sleeping - pillow and blanket
- Backpack
- Daily Snack
- Daily Lunch/ or ordered Hot lunch
- After school snack for those who stay late
- Labeled water bottle
- Closed-toed shoes (for safety)
- Toys from home on share days only (ask teacher for days).

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

- Tae Kwon Do class is offered on Tuesdays starting September 8 that 2:30 pm.
 - Tumblebus is on Wednesdays starting September 9th at 2:30 pm & 3:00 pm.
 - Tennis is on Thursdays starting September 10th at 2:30pm.
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- Ballet is offered on Mondays starting September 14th at 2:30pm.
- “Kidscape” Drama TBA
- Piano/Violin (individual music lessons) scheduled during school day

EXTENDED CARE: is available before school from 7:30a.m. - 9:00a.m. and after school from 3:00p.m. - 6:00p.m., daily. 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. The rate for extended care 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 6:00p.m. This must be paid in cash at the time of late pick up to the care provider that you have delayed.

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. All staff and students are to wash their hands on arrival to school. If a lunch box contains suspicious allergens we will remove it and save it for you. If you are packing soy butter sandwiches, please label to inform the teacher.

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 for absences or make ups on other days.

VOLUNTEER OPPORTUNITIES:

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

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.*”

New this year PTA has expanded to a 5 day a week hot lunch program and fresh milk.

- **CATERED HOT LUNCH PROGRAM** – ‘Men Wielding Fire’ catering company will provide hot lunch Monday through Friday with healthy choices. Hot lunch is optional and you may select meals by the month. For more information go to www.menwieldingfire.com and choose Brookfield and enroll your child now! It’s going to be great! You can eat with your child option on the payment form! Don’t be late. Main Campus \$4.00/day. TLC \$3.00/day Staff/Parent Lunch \$5.00/day. All must be ordered on line the month earlier.
- **MILK** – You may order milk for .50 cents a day, or \$90.00 annually. This can be added to your hot lunch bill through menwieldingfire.com.
- There are no refunds or exchanges for absences.