

Policies and Procedures Acknowledgement

Name of Child _____
Last First MI

ARRIVAL AND DISMISSAL: Please drop off your child in the classroom. If you wish to arrive early, the playground is available for your use. Class preparation is in progress during this time and teacher supervision for your child will not be available. Class begins at 9:00. Late arrivals are very disruptive to the class so PLEASE BE PROMPT! Dismissal time is 1:00 p.m. It can be very stressful for a child to be left wondering if “Mommy is coming back”, so PLEASE BE PROMPT! If your child will be going home with someone other than the specified adult, please notify the school in writing. After a period of 15 minutes past dismissal time, your child will be included in our extended day program and a late fee of \$15 will be imposed.

EXTENDED DAY: Extended day is available in the morning from 8:00-9:00 and in the afternoon from 1:00-2:00 for an additional fee.

DRESS: We suggest bringing your child in washable play clothes since some of our most enjoyable activities are quite messy. Also for safety purposes, please bring your child to school in closed toe shoes. An extra change of clothing should remain in the classroom for those accidents that do happen.

HEALTH: Please do not bring your child to class if you or your child have any signs of illness such as cough, runny nose, diarrhea, or fever. It only takes one child to infect the entire class and ultimately the entire school. If your child shows signs of illness while attending school, we will contact you immediately and request that you pick up your child. Church By The Sea Preschool does not administer medication.

PLAYGROUND: Our playground is available to you and your child before class. Remember that you are responsible for your child’s safety, so please supervise your child. The specific rules stated in the parent manual must be adhered to by both parent and child. Please review these rules with your child and/or supervising adult. Playground privileges may be revoked.

SEVERE WEATHER PLAN: In the event of severe weather, Church By The Sea Preschool will follow the same decisions made by the Broward County School Board as to whether or not school will be cancelled. Stay tuned to weather reports on local television and radio stations for exact reports. Should the choice be made to dismiss during the school day, parents will be notified by the school office.

BOOK BAGS AND TOYS: Your child will receive a special Church By The Sea book bag. Please have your child bring the bag to school daily so that all projects may be safely sent home. Special blankets, toys and dolls are best left at home where they are safe. No war toys or martial arts of any kind will be allowed at school. This includes toy guns, knives, and swords. These toys promote aggressive behavior usually involving physical contact and inappropriate language. Parents are asked to check their child’s book bag each day.

REGISTRATION: Registration for all current students and children of church members is available during the month of January. An enrollment application must be submitted along with a non-refundable registration fee, tuition deposit and current financial contract to secure class placement in next year’s classes. Open registration for new students will begin in February. At that time, any vacancies will be made available to new applicants. A “Wait List” will fill any vacancies as per the direction of the Admissions Committee.

COMMUNICATION: Communication is the basis of a happy parent-teacher relationship. If you have any questions, concerns or complaints, please feel free to contact us at 954-467-0218. We do appreciate your input. The Policies and Procedures are published in the school handbook and directory for your convenience. Please understand that your child’s name, as well as, your name, address and telephone number will be published in the student directory. If you do not wish this information published, please advise the school office.

I have read and agree to abide by all the policies of Church By The Sea Preschool. I understand that I am responsible for explaining these rules to my supervising adult.

Signature Parent/Guardian

Date

(OVER PLEASE)

Parking Policy Statement and Photo Release Permission Form

PARKING POLICY STATEMENT:

Church By The Sea Preschool is always concerned about your child's health and safety. Please park in the parking lot designated for Church By The Sea Preschool and walk your child into the school. Please read and sign the following to acknowledge your acceptance of the parking rules.

1. Please enter and exit the church parking lot very slowly.
2. Please hold your child's hand when entering the parking area. If you are in charge of more than one child, please have the children hold hands and maintain control of the children at all times in the parking lot.
3. Please inform any adult responsible for picking up your child of the necessity for using extra caution in the parking lot. For non-english speaking responsible adults, you must inform them of these parking lot rules and make them personally responsible for your child's safety.

I have read and agree with the aforementioned parking policy statement.

Signature Parent/Guardian

Date

PHOTO RELEASE PERMISSION FORM:

In exchange for the student's admission to Church By The Sea Preschool, Parent hereby authorizes and agrees to the use by Church By The Sea Preschool of the student's photographic image or likeness in promotional materials, newsletters, brochures, videos, or other media or materials produced by or at the request of Church By The Sea Preschool and distributed for informational or promotional purposes.

Signature Parent/Guardian

Date