

SCHOOL POLICIES & PROCEDURES

We are licensed by the State of Arkansas to provide child care. All children in our care may be subject to being interviewed by Child Care Licensing Division of Children & Family Services Special Investigations, and law enforcement, for investigative purposes and/or determining compliance with Licensing Requirements. Parental consent or notice is not required for child interviews. (Minimum Licensing Requirements 200.3).

SCHOOL HOURS/LATE ARRIVAL/LATE-PICK-UP

The Elementary Juniors class starts at **8:00am**; pre-school/primary classes start at **8:30am**.

Please bring your child to school **ON TIME**. Being punctual is an important social characteristic of our school, and society in general. It is the responsibility of the parent/guardian to make sure ample time is available for punctual arrival at school. A child's whole day can get off to a bad start if he/she arrives after the other children are already busy, and valuable learning time will have been missed by that child.

If you **are** late bringing your child to school, please allow him/her to enter the classroom **QUIETLY**, on his/her own, and with as little fuss as possible. A parent's presence in the classroom can be disruptive to the activities of the children, and distracting for the teachers, and is not encouraged. We prefer that you not come into the school during class time, except by appointment. However, we acknowledge that parents (**only**) shall not be denied access to their child at any time during hours of operation. (Minimum Licensing Requirements 401.7). We therefore ask that you consider: (a) will your child be upset and confused if you suddenly drop in to visit him/her and then leave without taking him/her with you? (b) will your child be taking a nap when you decide to visit? (c) staff will **not** be available for a prolonged, impromptu conference with you when they are at work with your child's group.

'**DROP IN**' child care is **NOT** provided at Children's House. We do not accept children after 9:30 AM, except in the case of an emergency and **only if prior arrangements have been made**.

Each child should have on file an emergency information card, listing an emergency contact person who can be called if the parents cannot be reached, and their phone numbers.

***** NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT IMMEDIATELY RECOGNIZED AS THE CHILD'S PARENT OR AS SOMEONE ON THE AUTHORIZED PICK-UP LIST. AN OFFICIAL PICTURE ID WILL BE REQUIRED AND THERE SHOULD BE WRITTEN PERMISSION FROM THE PARENT. NOTICE BY TELEPHONE WILL BE ACCEPTED ONLY IN EMERGENCIES. PERSONS OTHER THAN PARENTS WILL BE ASKED INITIALLY FOR SOME FORM OF IDENTIFICATION.*****

Children's House is open from 7:00am until 6:00pm. Our staff is paid through these hours only. If you arrive past 6:00pm you are preventing staff from leaving. A late pick-up charge of \$10.00 will be assessed for every five minutes or **PART THEREOF** past 6:00pm. This charge is payable to the person who had to remain behind to take care of your child. This charge is billable per child.

MORNING ARRIVAL In order to avoid traffic congestion, please do not park in the driveway and do not get out of your car until you are first in line. Please make prolonged "good-byes" to your child **BEFORE** coming to the classroom door. A member of staff will greet you and your child – you will then be able to quickly return to your car and drive on through. This will alleviate the need for parents to enter the school, leaving cars parked in the driveway and playground, causing delays/traffic jams and cars backed out on to Lee Avenue. Children may not eat breakfast at school after 8:00am. A morning greeter will be in the Downstairs Classroom to accept children for class. After 8:00am children in the Outside Classroom may proceed directly to their class. Children for other classes may be brought to the Downstairs Classroom door and a member of staff will accompany them to class. Late arrivals (after 8:45am) for classes in the main building should enter via the kitchen door. The front entrance is not to be used for late arrivals. Parents of late arrivals should not attempt to enter the classroom and disrupt lessons already in progress. Teachers are not available for impromptu conferences with parents. If you wish to talk to a member of staff please call the office and leave a message.

STUDENT PICK-UP Do not leave your car unlocked/engine running when you arrive to pick up your child. Do not leave another child unattended in your car while you pick up a child from our school. Please stay in your car until you are at the head of the line. Children should be picked up promptly after class (2:30pm) if they are not enrolled in child care. If your child is not enrolled in child care and is left at school after 2:45pm you will be charged at the rate of \$15.00 per hour or part thereof. This charge is billable per child.

HOLIDAYS & CLOSINGS

In general, we observe the same holidays as the Little Rock Public Schools. Child care is available year-round, with the following exceptions: Columbus Day, Thanksgiving (3 days), 1 week for Winter Break, Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Juneteenth, July 4th and Labor Day. In addition, we are closed for a staff work-day at the end of the school year (May) and prior to the start of the new school year in September. There are no classes during the Christmas Holidays and Spring Break. We remain open during these times for **child care only**, and **only** for those children who are regularly enrolled in child care. Children who attend for school hours only do not attend during these times unless arrangements have been made, at an extra charge.

IN CASE OF SNOW OR ICE: If conditions warrant the closing of Little Rock Public Schools, then our classes will also be out. Please check local television channels for lists of school closings .

ABSENCES Please notify us by 9:00am if your child will not be in school. Be sure to contact us promptly if your child has a communicable illness to which other children at school may therefore have been exposed.

LUNCHES & SNACKS

We are required by DHHS to offer a school lunch program. However, it IS optional, and for that reason we ask that lunches be ordered by the month or by the week, and not randomly.

We do not offer school lunch on a daily basis except in the case of an emergency. An 'emergency lunch' will be nutritionally sound, but not necessarily what is on the menu for that day, as we purchase food for the number of lunches ordered beforehand. Box lunches brought from home must consist of nutritious food - **NO CANDY, NO SOFT-DRINKS AND NO HIGH-SUGAR FOODS**. Our staff is required by DHHS to check that children are bringing nutritionally sound lunches from home. Any of the above items will be removed from lunch-boxes.

A monthly snack calendar will be sent home with your child. Each parent will supply morning snack for the class on an assigned day. The two afternoon snacks will be supplied by the school. .

CLOTHING Due to the wide range of activities, children should be dressed in comfortable, washable clothing. Children should be able to move with ease and explore their environment without undue concern for their clothing. All removable clothing should be marked with your child's name. Sturdy, protective footwear must be worn; no flip-flops, crocs, open-toed sandals or other types of footwear that could cause a child to trip and fall. Water & sand play and occasional bathroom accidents mean an extra set of clothing should be kept at school at all times for your child. Again, each item should be labeled with your child's name. **A CLOTH draw-string bag** is needed to hold spare clothing – no plastic grocery bags or bulky diaper bags/back-packs. If wet/soiled clothing is sent home, please return another set of clean clothes the next day. If your child has no spare clothing at school, you will be called to bring some. We do not borrow clothes from other children.

Please be aware that your child will be taken outdoors daily, weather permitting (i.e. above freezing/not raining/not in the hottest part of the day during summer). Please dress your child accordingly.

All clothing and personal items should be labeled with your child's name.

TOYS ETC.

Please do not allow your child to bring toys, candy, gum etc. to school. Incredible turmoil and ill-will can result from one child bringing to school a toy or object which he is either unable, or unwilling, to share with the other children, and which distracts from classroom activities. Items of interest to the entire class are always welcome, i.e. flowers, seeds, books, pictures, insects, rocks, shells, etc.

NEWSLETTER

A weekly newsletter is put in your child's folder. Your child's teacher will show you where the folders are located in the classroom. Please check your child's folder frequently for anything to be taken home – newsletter, completed work, field trip permission slips, etc.

FIELD TRIPS

The children may participate in field trips appropriate to their ages/behavior. Your child's teacher will organize any field trips and give out pertinent information and a permission slip. **You must sign the appropriate permission slip in order for your child to take part in any field trip.**

FINANCIAL POLICIES

Please refer to the current **FEE SCHEDULE** for rates, and the **FINANCIAL POLICIES AND PAYMENT SCHEDULE**.