

# Welcome to Preschool at the little school at Kids Cottage

## **NO CELL PHONES PLEASE**

Please leave your cell phone in the car at all drop off and pick up times.

THANK YOU!

## **Hours of Operations**

Monday-Friday 7am to 6pm

\*There is a late fee of \$5/Minute for each minute past 6:00pm.

## **Class Times**

Pre-Wee / Pre-Wee Littles

M-Th 8:45am-11:30am

Play Little

M-Th 9:15am-12:15pm

4 Day Preschool

M-Th 9:30am- 12:30pm

Pre-K

M-F 8:30am-12:00pm

Enrichment

M-F 12:00pm-3:00pm

\*Please adhere to you class time to ensure a smooth transition as we try to get everyone in on a timely matter.

## **Drop Off and Pick Up**

- Please make EYE CONTACT with a trusted staff member at drop off and pick up to make sure your child gets put on our daily attendance.
- ALL FAMILIES MUST SIGN IN AND OUT ON THE COMPUTER DAILY.
- Make sure the office staff has an up-to-date list of all persons authorized to pick up your child.
- Anyone picking up should have a valid ID. This is for your childs safety.

## **Class Placement**

All children are placed into classes based on age. Information about what class your child will be in will be available in late August.

## **Emergency**

Throughout the year we will practice drills for fire safety, lock down, and inclement weather to help the children and staff prepare in the event of emergency.

## **Parking**

Please Park in the school lot. PLEASE DO NOT park in neighboring lots, along the yellow curb, or in front of the school.

## **Siblings**

All siblings may arrive and be picked up using the same preschool schedule as their sibling with no additional charge.

## **Weather Closings/Delays**

In the event of inclement weather, we will...

- Send you a text message through REMIND
- Send you an email through Constant Contact
- Record a message on our schools' voicemail.

## **Tuition**

All tuition payments and extended care will be deducted from the account you have on file between the 1<sup>st</sup> and 5<sup>th</sup> of each month.

## **Field Trips/Special Events/Visitors**

Play Little Fees: September \$75 and February \$75

Preschool and Pre-K Fees: September \$125 and February \$125

These fees will include but not limited to... monthly in-house activities that coincide with the curriculum or season, Thanksgiving Feast, and holiday celebration.