

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!

Drop Off and Picking 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.
- Children staying past class time will be signed IN and OUT of the computer.
- Make sure the office staff has a 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 child's safety!

Parking

Please park in a designated parking place.

PLEASE DO NOT park in neighboring lots, along the yellow curb, or in front of the building.

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

Hours of Operation

Monday -Friday

7:00a-6:00p

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

Class Placement

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

Siblings

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

Class Times

Pre Wee/ Pre Wee Little

4days M-TH 8:45a-11:30a

Play Little

4days M-Th 9:15a-12:15p

4 Day Preschool

4days M-Th 9:30a-12:30p

Pre K

5days M-F 8:30a-12:00p

Enrichment

5days M-F 12:00p-3:00p

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

Tuition

All tuition payments will be deducted from the account you have on file between the 1st and 5th of each month.

Field Trips/Special Events/Visitors

At this time, we will have a reduced special events fee of \$75 as we are not permitted to go on field trips or have outside visitors in our building. This fee will include but is not limited to ... monthly in-house activities that coincide with the curriculum or season, in school pumpkin patch, Thanksgiving feast, and holiday celebration.

Should we be permitted to resume field trips and visitors we will resume our regular rate of \$125 in February.

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Medication and Allergies

ALL medications, creams, sunscreen, chapstick, etc. must be given to the front office and a medication log must be filled out so we can accurately administer medication.

If your child has any allergies, please note them on your emergency card. Any changes must be submitted to the office in writing.

Covid Cleaning Procedures

- Continued hand washing throughout the day.
- Sanitizing toys throughout the day.
- Fogging/sanitizing classrooms when not in use.
- Fogging/sanitizing the playgrounds in between uses

Quiet Time

All preschool children staying for quiet time should send in a large crib sheet, small blanket, travel size pillow and stuffed friend.

All quiet time things should come to school on the first day of the week and then taken home on Friday to be washed.

LABEL, LABEL, LABEL! Please label everything. Our teachers will label anything that does not have a child's name on it.

Clothes

*We get messy! Please do not send children to school in their Sunday best.

*Accidents happen! All children should always have a (weather appropriate) extra set of clothes in their cubby.

*Indoor play. We take our shoes off for indoor play so please make sure your children always have an extra pair of socks in their cubby .

*LABEL, LABEL, LABEL! Please label everything. Our teachers will label anything that does not have a child's name on it.

Diapers and Wipes

Parents are responsible for supplying all diapers and wipes for children who need them. These items should stay fully stocked in your child's classroom. You will be notified by teachers when these supplies are running low.

Snacks

Parents are responsible for providing a snack for their children. Snacks and lunches should be **packed separately**.

Class snack times are approximately 10:00a and 3:00p.

Lunches

If your child is staying past his/her class time you must provide a healthy well-balanced lunch.

All lunches should have an Ice pack for any cold items or a thermos for hot items. We are not able to refrigerate or heat lunches.

Please be aware that we are a NUT FREE school when packing lunches.

Shoes

We are asking that all families sanitize their child's shoes before coming to school each day.

Communication

School Wide

Our school will send emails with all "need to know" school wide info via constant contact. We will also send out text messages using REMIND with last minute school happenings and closures.

Please make sure you are signed up for our REMIND messages and that we have an up to date email address.

Classrooms

Teachers will send out newsletters, calendars, and memos as they see fit for their classroom.

In addition, each classroom will be communicating online through email and/or the use of an educational app such as Class Dojo.