

THE WEEKDAY SCHOOL PARENT HANDBOOK



**WEEKDAY SCHOOL
FIRST UNITED METHODIST CHURCH
5510 NORTH CENTRAL AVENUE
PHOENIX, AZ 85012
602-230-0646**

Welcome!

Dear Parents,

We welcome you to Weekday School. You and your family are very important to us. We believe that you are your child's first and most important teacher. We would like to join with you in partnership to help your child develop a love for learning and a positive self-esteem.

A great deal of formative learning and social development for young children is through playing. Play is the fundamental vehicle through which children learn and construct their own understanding about the world around them. Our program will reflect the philosophy that the preschool years are fun, and that meaningful learning occurs in a safe environment where children are actively engaged. We look forward to working with you and your child on this important journey.

Sincerely,

Beckie Humphrey
Director

Natasha Hawkins
Assistant Director

Tasha Garrett
Administrative Assistant

LICENSING:

The Weekday School is licensed by the Arizona Department of Health Services. It is governed by regulations set up by the Department and inspected by childcare licensing specialist for the:

Office of Child Care Licensure
150 N 18th Ave., Suite 400
Phoenix, Az 85007
602-364-2539

Inspection reports are available to parents through this office and copies are kept in the Director’s Office of the school. Parents have access to all areas of the facility during hours of 7:30 am to 6:00 pm they are permitted to join in any childcare activity.

Weekday School teachers and classroom aides provide love, care and a high-quality learning environment for your child. All our teachers and classroom aides meet requirements for preschool as mandated by the Arizona Department of Health Services and Childcare Licensure.

All our staff who works directly with your children is required to attend 18 hours of professional training each year. They are C.P.R and First Aid certified and have a fingerprint Clearance card.

RATIOS:

Age of Child	AZ Department of Health
Infant	1:5
One yr. Old	1:6
Two yrs. Old	1:8
Three yrs. Old	1:13
Four yrs. Old	1:15

First Church Chapel

We will return to chapel later

Children ages 3 and up will participate in weekly chapel lessons in the First Church Sanctuary. The Children's Ministry Coordinator, provides developmentally appropriate lessons for children based on real world issues they may be experiencing such as making new friends, sharing, fear of the dark, the loss of a pet, etc. We discuss God's love and how we can who love, kindness and caring to ourselves and others. But most of all, we have fun!

Cherubs

Cherubs sing once a week with the music instructor. Children will perform at church 4-6 times per year. This is a program for 3-5-year-old, and you must sign up to join choir.

WHAT TO EXPECT IN THE BEGINNING?

The first weeks in any new environment can cause anxiety for a child. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings.

Separation anxiety is common, and your child may resist being left at Weekday School. After several weeks, departures become easier. We suggest that after you do the necessary signing in and walking your child to class, you give your child a hug and assure them that you will return for them that afternoon to pick them up. Prolonging your departure could cause more anxiety for your child.

THE WEEKDAY PRESCHOOL CURRICULUM

We believe that through a wide variety of experience, all of which are geared to the child's ability and understanding, the child can be helped to become friendly, kind, considerate, thoughtful, and loving. We are aware that our curriculum is an integrated, interdependent, interrelated process and each teacher has a system and procedure for teaching specific skills in each area according to her assessment of each child in her own style. The following are the materials and activities we use to help achieve our goals for each child.

LANGUAGE ARTS- is achieved by daily story time, finger plays, nursery rhymes, poetry, role playing, speaking, and listening skills, discussions, charts, dictation, puppets, flannel boards, cooking, dramatic play.

MATHEMATICS- Is achieved by sorting and classifying, counting, comparing, matching, grouping and exposure to numbers.

SCIENCE- areas have available materials and equipment that give opportunities to explore and experience, experiment and observe pet care, plant and planting, magnets, water play, scales, measuring devices, and nature walks.

ART- is approached as a creative process giving children a chance to use many mediums; glue, finger brush painting, play dough, scissors,

chalk, woodworking, block constructing and various writing instruments.

MUSIC- program goals, along with Mr. John, are to develop appreciation, enjoyment, participation, good listening skills, auditory discrimination rhythmic coordination, and creative movement. Our resources are rhythmic instrument, CDs, guitar and piano.

FINE AND GROSS MOTOR SKILLS- are developed by our children having access daily to equipment and materials that develop and challenge gross and fine muscle growth coordination with:

- A variety of climbing equipment (steps, ladders, climbing structure.)
- A variety of wheel toys (wheel bikes, some two passengers, and scooters.)
- A variety of texture (sand box, water tables, woodworking).
- Access to movement (large area for running, soccer play, Football play, swings, swinging bridge, tunnel, yoga and music movement.

INDOOR- blocks (large, medium, and small) peg boards, Legos, scissors, woodworking, table toys, stuffed animals, playing cards, dress-up clothes, toy furniture, puzzles and games, magnetic letters and board, trucks, trains, toy telephones, books, stringing beads, house keeping, with dress-up clothes, dolls and play kitchen food, and games of all kinds.

COGNITIVE DEVELOPMENT- is achieved through a wide variety of table tasks, small and large group games, and a variety of resource people. We also focus on small and large group discussions and problem-solving experiences.

SOCIAL, EMOTIONAL, AND SPIRITUAL GROWTH- Is promoted by positive reinforcement by adults. Adults model verbal for conflicts, interaction, and discussion. Children are allowed the time needed to develop interpersonal relationships and interaction with peers and adults. Children are given, at proper age, the opportunity to learn and practice proper behavior for group work (listening skills, to be non-disruptive, to take turns, to cooperate, etc). The adult is responsible for presenting positive means of problem solving. Families of various

religious beliefs are respected and are supported as much as possible by programs in the school. Activities may include a grace before snacks, visits to the church sanctuary, chapel experience starting at age 3, songs 10 minutes long acknowledgement of holidays, and by example adults demonstrate a belief in God as a source of love and support.

INFANT/TODDLERS/AND TWO'S

The Weekday School curriculum for Infant/Toddler and Two's is based on a rich tradition of early education theories and the latest brain research, which underscores the importance of early years. Ninety percent of the brain growth occurs from zero to five years old, from birth, babies are marvelous learners by experiencing sounds, sights, and the feel for the world. Weekday School is committed to providing a developmentally appropriate environment that is compatible with the brain's biochemistry. The loving and nurturing staff is committed to the responsive care of young infants.

Daily Routines include Hellos, Goodbyes, diapering, toileting, eating, mealtimes, sleeping, naptime, getting dressed, inside and outside activities.

Daily Activities include Playing with toys, dabbling in art, imitating and pretending, enjoying stories and books, exploring sand and water, having fun with music activities include swings, bikes, cars and climbing structures.

ADMISSION REQUIREMENT AND POLICIES

- Weekday School admits children of any race, religion, color, national, or ethnic origin.
- Children are accepted on a trial basis. If the child has excessive difficulty adjusting to the classroom the staff will request a conference with the parents. We have a six-week limit for trial acceptance.
- The school reserves the right to withdraw any family for unresolved conflicts.

- Special needs children are accepted on an individual basis on consultation with teachers and directors.
- Infants must be 6 weeks old. Must provide formula-made bottles, or canned formula, food, changes of clothing, and disposable diapers.
- Toddlers and Two's must provide disposable diapers, a change of clothing, and lunch.
- Preschoolers must be potty-trained before entering the three to five-year program.
- Registration fees must be paid in advance of attendance.
- Immunizations must be current. Bring a copy of original immunization records.
- Must have completed enrollment forms, completed confidential forms, and a completed immunization card. The State Department of Health Services requires that you provide the center with TWO emergency contacts (not residing in the same household) in addition to the enrolling parent/guardian contact information.
- Change of clothing (including underwear and socks) must be kept at the center in a Ziploc bag. Please permanently mark your child's first and last name on the clothing and their coats.
- Forms that need to be returned to the office:
 1. Blue- Immunization form
 2. Pink- School Policy
 3. White- Release form, Sunscreen & Diaper Wipes
 4. Green-Confidential form

REQUIRED LIST FOR INFANTS, TODDLER, TWOS AND PRESCHOOL

Your classroom teacher will give you a list of required supplies at your home visit/open house or the first day of school. These supplies should be given to the teacher by the end of August.

*All children are required to bring a bag/backpack to and from school each day.

ARRIVAL AND DISMISSAL PROCEDURES

For the welfare of your child, you must accompany him/her to their classroom. Your child must be signed in and out by the parent/guardian or authorized person. Secondly, the child must be clocked in and out on the computer. You will be required to sign in and out of the classroom as well. Always let the front office and teacher know in writing on the WDS form if someone other than the regular adult is picking up the child. The person picking up must be listed on the blue information card. Photo identification will be requested from anyone unknown to the office and classroom staff. Please explain this to your family and friends.

Weekday School is open at 7:30am and closes at 6:00pm. If you need to occasionally drop off prior to 7:30 please ask the office. There will be a charge of **\$1 per minute**. If you pick up after 6pm you will need to pay the staff person closing the school **\$1 a minute per child**. As a courtesy to the Weekday staff, please call to inform us that you will be late. Late fees are paid directly to the person closing when you pick up.

BIRTHDAYS

Birthdays are special days. Please notify the classroom teacher if you wish to bring cupcakes or cake on your child's birthday. The cupcakes and cakes cannot be homemade but must be purchased from a grocery store or bakery. Birthdays are celebrated on the school day closest to your child's special day. If you would like, you may select a book that will be added to the classroom library. Your child will unwrap the book and present it to the classroom as his/her gift to the class in honor of their special day.

BITING POLICY

Biting is a developmentally appropriate behavior observed in young children as they learn to cope with their feelings and environment. Biting occurs for a variety of reasons and is most common in children 9 months to 30 months. Generally, children over the age of three have developed more appropriate ways to communicate.

Experts in the field of child development tell us that biting occurs primarily because of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

OUR POLICY:

As a childcare center, the concern is for the safety of the other children and for the development of the biting child. A caregiver will immediately intervene and care for the hurt child, while finding an acceptable activity for the child who bit. Redirection of the child allows the biting to remain a natural issue without giving it undue attention. Parents will be called when there is a visible mark from the bite.

Staff will position themselves among the children to observe any escalation of frustration, to give positive attention to all children, and to intervene in any aggression which could result in injury.

If a child bites, the staff will look the child in the eyes and firmly and sternly say "NO BITING! BITING HURTS!" The staff will separate the biter and stay with him/her to aid in acceptable play and give him/her the opportunity to gain control of their emotions. At the same time, the injured child will be attended to and other observers will learn biting hurts.

Even though biting is a developmentally natural behavior, it is of great concern to staff and parents alike. Weekday School will inform parents when their child has bitten, and if a pattern of the behavior of biting is observed, a conference will be held with the parents to solve this problem on an individual basis with the best interest of the child, family, and other children and center in mind. With parental cooperation, and improvement, the child will be able to continue at Weekday School. Any recurrence of biting will be treated as a continuation of the problem rather than a new situation.

When biting occurs, Weekday will work to find solutions which help children develop new behaviors. ***Weekday School does retain the right to send a child home because of extensive biting or the severity***

of the bite. Any child may be suspended for a period of time or disenrolled because of this behavior.

Standard Procedure will include, but are not limited to, the following:

- Any child who bites and breaks the skin will be sent home for the remainder of the day.
- Any child who bites more than 2 times in a given day, regardless of the severity of the bite, will be sent home for the remainder of the day.
- Extensive biting (3 times a week) will require the child to be kept home for a designated period.
- Each biting incident will be handled on an individual basis and all information will remain confidential.

CHILD ABUSE NEGLECT

REPORTING

Arizona statutes require that any person having responsibility for the care of children, whose observations or examination of any child discloses reasonable grounds to believe that a child has been a victim of child abuse or neglect must report to the appropriate authorities. Suspected abuse must be reported immediately, and a written report must be filed within 72 hours. Weekday School adheres to the statutory requirement and will promptly report any suspected abuse or neglect to Child Protective Services and/or the appropriate law enforcement.

COMMUNICATING CONCERN

The Weekday School discipline policy is to try to help the children regain self-control through redirection in a positive manner. We always try to keep the child's self-esteem uppermost in our minds. If a specific classroom concern arises you should discuss the issue with the appropriate teacher. We encourage you to discuss more general concerns with the center management, who will involve faculty members as needed.

DISCIPLINE

Conflict provides a wonderful opportunity to help children develop problem solving skills, such as brainstorming, negotiation, and compromise. Children are encouraged to solve problems that may arise daily. Our teachers are skilled in helping children redirect attention and verbal skills to make appropriate choices. This may involve the direct intervention of an adult. Occasionally, a child may be redirected to another area of the classroom or playground to help him/her make a better choice. Sometimes the removal from the group for a short time (not to exceed one minute per his/her year of age) can bring about a successful outcome. Repeated behavior problems will be reported to parents and may require a conference with the director.

DRESS FOR SUCCESS

Think about your child's comfort and provide simple clothing that is free of complicated fastenings. Provide warmer clothing and jackets when needed. We use smocks and shirts to cover clothing during art projects and we use washable paints, but we cannot guarantee that spills or stains can be avoided. If a child comes home with tempura paint on his/her clothes, it can be removed by applying hand soap directly to the soiled area and rinsing in cold water before it is placed in the wash. Repeat this more than once if the paint is still visible. Tennis shoes are the best footwear for safety. Sandals must have a back strap. ***NO FLIP FLOPS PLEASE.***

The Weekday School provides 2 snacks per day, and water is offered 4 times a day. The parents provide a healthy well-balanced lunch for their children. The toddlers & two-year old's have microwaves in each classroom. The preschool, young 3's thru pre-k do not have microwaves in the classrooms. During the hotter months please put an ice pack in your child's

2022-2023 TUITION FEES TAX ID# 86-0097039

<u>PRESHOOL:</u>	<u>REGULAR</u>	<u>CHURCH MEMBER</u>
TWO DAY	\$216	\$194
THREE DAY	\$258	\$232
FOUR DAY	\$323	\$290
FIVE DAY	\$378	\$340

Tuition is subject to change at the end of a session

EXTENDED CARE FEES \$4.95 an hour. Before 9:00 am and after 12:00pm

ACTIVITY FEE- \$55 for children 2 and up. Covers the school year from August-end of May.

SUMMER FEES

Tuition same as fall & Extended Care fees are the same as Fall

Activity Fee \$30 for children 3 and up!

Registration \$25.00

REGISTRATION FEES:

ONE CHILD \$85 FAMILY \$140

Registration fees non-refundable

INFANT, TODDLER, TWO'S TUITION FEES

INFANT	HALF DAYS	FULL DAYS
2 DAYS	\$329	\$500
3 DAYS	\$502	\$738
4 DAYS	\$617	\$990
5 DAYS	\$767	\$1135
TODDLER	HALF DAYS	FULL DAYS
2 DAYS	\$315	\$481
3 DAYS	\$451	\$704
4 DAYS	\$596	\$933
5 DAYS	\$724	\$1025
TWO'S	HALF DAYS	FULL DAYS
2 DAYS	\$292	\$446
3 DAYS	\$416	\$642
4 DAYS	\$550	\$860
5 DAYS	\$631	\$990

PAYMENT SCHEDULE

Tuition is the same regardless of holidays, Teacher developmental days, vacations, and absences of children.

Bill can be viewed on the Time clock computers.

- Bills are to be paid in full by the 15th of the month. If the bill isn't paid on time, there will be a \$25 late fee applied to your account.
- Non-payment over 45 days will automatically withdraw the child unless special arrangements are made with the director. Non-payment after 90 days will be given to collections.
- All accounts must be paid in full before a new session begins. There are 3 sessions

Aug-Dec

Jan-May

June & July

Weekday School carries liability insurance with the Brotherhood Mutual Co. There is a \$10 insurance fee per year.

WELCOME TO THE WEEKDAY SCHOOL **TIME CLOCK COMPUTER SYSTEM**

THE TIME CLOCK COMPUTER TERMINALS ARE LOCATED IN THE
FRONT OFFICE LOCATED IN THE FRONT OF BUILDING #1

PRESCHOOL PARENTS:

The system is a “time-clock.” You clock in on the keypad when you arrive at school. Then you clock out when you pick up your child-even if pick-up time is at 11:45 class dismissal time. The computer system will not charge you for the 9 to 11:45 class time. It charges from 7:30-9:00am and 12:00-6:00pm as it is used. It is important to clock in and out to ensure you’re not charged for the time you are not using.

You need to physically sign in on the clipboard in the school office and at your child’s classroom when dropping off as well picking up.

THE HOURLY RATE IS \$4.95 PER HOUR

INFANT/TODDLER/TWO’S PARENTS

ALL parents with children in the Infant/Toddler/Two’s program MUST clock in and out on the timeclock keypad every time their child is in the center, AND physically sign in and out in the classroom.

EVERYONE

To clock in and out, you will use your Child Identification Number. The CIN IS THE LAST FOUR NUMBERS OF YOUR HOME PHONE as shown on your registration form. This may be any four numbers you would like, so if you want something other than your phone number, please advise the office.

2022-2023 WEEKDAY SCHOOL CALENDAR

Subject to Change and Notice Will Be Given

August	8	First day of school
September	5	Labor Day Holiday
October	12	Closed for Columbus Day!
November	11	Veteran's Day Holiday School closed
	23-25	Thanksgiving Break- School closed
Dec.	16-30	Christmas Break- School Closed
January	2	School Resumes
	16	Martin Luther King Day-Holiday- School closed
February	20	President's Day Holiday. No school
April	7-10	Easter Break. No school
May	26	Last Day of School
	29	Memorial Day Holiday. No school
	30	Staff Transition Break- No School
	31	Summer School starts
June	19	Juneteenth
July	3&4	Independence Day Holiday No School.
	21	Summer session ends
	24-August 4	School closed for refurbishing
August	7	New school year begins

THE WEEKDAY PRESCHOOL, INFANTS, TODDLER, AND TWO'S ARE CLOSED FOR THE FOLLOWING DATES:

August	8	First day of School
September	5	Labor Day
October	12	Columbus Day
November	11	Veteran's Day
	23-25	Thanksgiving Break
December	16-30	Christmas break-School Closed
January	2	School Resumes
	16	Martin Luther King Day-School
February	20	Presidents Day-No School
April	7-April 10	Easter Break-No School
May	26	Last Day of School
	29	Memorial Day-No School
	30	Staff transition- No School
	31	Summer School Starts
June	19	Juneteenth-No School
July	4&5	Independence Day- No School
	24-Aug.4	Refurbishing School and Teacher home visits.
August	7	School Starts

WEEKDAY SCHOOL ENRICHMENT PROGRAM

Why is our Enrichment Program Day (Lunch Bunch) such a valuable program for the children? After lunch and a half hour rest or naps for those who have requested it, we are outside on a magnificent playground where the children can find many things to do. We strive to keep the same loving and growing philosophy as the Weekday School morning program. We want to help the children learn about themselves, each other, and the world around them.

As we create this environment in which the children will play and learn, we start where the child is--- not where we think he/she should be. They play in their own small groups using their imagination, language skills, cooperation, sharing, large and small muscles to move from one activity to the next on their own.

We provide a relaxed, unhurried atmosphere where the children can “unwind” from the structured morning activities and afford them some carefree running room in a safe cheerful environment. We provide an opportunity to play at length on the playground equipment and increase large and small muscle development. There is an opportunity to receive extra program enrichment through several resource teachers (from arts and crafts, music, exercise, and cooking) and other diversified activities.

There is plenty of adult supervision without disturbing the children’s play. The adults are there to help, answer questions, solve problems and communicate with the children. Our goal is to let the children grow and learn without constant direction. We encourage self-independence and self-esteem through the blending of ages.

PROGRAMS

Full Day and Part Day Infants/Toddlers /Two's Programs

When: All twelve months

Times: Full-time 7:30am-6:00pm

Part-time 7:30am-12:30pm

Ages: 6 weeks to 36 months

Schedules: 2,3,4, and 5 days

- Children bring their nutritional lunches, refrigerators and microwaves are in the classrooms, and snacks will be provided.
- Morning and afternoon snack will be provided.
- Simple lunch prayer- ask your teacher what prayer they say.

Preschool Program-Mornings

When: August through May

Times: 9:00am-11:45am

Age: Young Three's between September 1st-December 31ST

Depending on development children that turn 3 up to January 31st will be considered.

Schedule: Classes available 2,3,4, and 5 days

- Morning snack is provided
- Children must be potty-trained before enrolling.
- Simple morning snack prayer- ask your teacher what prayer they say.

Enrichment Preschool Program

When: All 12 months

Times: 7:30am-9:00

12pm-6:00pm

Ages: 3-5 years

- Children bring their nutritional lunches with a cold pack inside. No microwaves or refrigerators provided in the preschool classes, and afternoon snack is provided.
- Children must be potty-trained before enrolling in the preschool program.

Summer Camp

When: June 1--July 22

Times: 9:00am-12:00pm

Schedules: 2,3,4, and 5 days

- Morning snack is provided in cooking class
- Children must be potty trained before enrolling in the Summer Camp Program

****If you select 2, 3, or 4 days a week and need to add other days occasionally, this can be done for an additional charge if there is room in your child's class. We do not trade days for holidays, teacher development days, vacations or absences due to illness. ****

ILLNESS AND EMERGENCY MEDICAL POLICIES

When a child is injured seriously, parents will be called first and 911. The child will be accompanied to the hospital by an employee if the parents aren't reached, names on the blue card will be called second. Parents will be called for an injury to the head or a bite. Ouch reports and/or incident reports will be filled out and placed in the child's parent folder for minor injuries. The Arizona Department of Health Services mandates that we are unable to care for children who are ill. ADHS states that a center shall not accept or allow a child to remain at a center if the child shows symptoms of inflammation, fever, rash, diarrhea, vomiting, pinworms, lice, or are suspected of having a contagious or infectious disease or infestation. Parents will be called first a message will be left if we can not reach either parent. Names on the blue card will be called second to pick up the child.

COMMUNICABLE DISEASES THAT WE COMMONLY SEE AND HOW LONG TO EXCLUDE CHILDREN FROM CLASSROOM:

- 1. We will continue our Covid sickness policy until further notice. Fever of 100.4-72 Hours, Diarrhea-72 Hours, Vomiting-72 Hours.**
2. Cold, flu and strep season is from November 1st to March 30TH. During that time children need to be on antibiotics 48 hours for respiratory illness to return. A temp of 99.8 degrees allows us to send the child home.
3. During April 1st until October 31st fever of 101 degrees to send the child home and 24 hours on antibiotics for respiratory illness to return are the guidelines.
4. Pink Eye- child should go home with white of pink and mucus collecting in the eye. May return 24 hours after starting drops.
5. Hand, Foot and Mouth (Coxsackie Virus)- child should go home when blisters are noticed in mouth, palms of hands, and bottom of feet. Return when fever free and no open sores.
6. Chicken Pox- child should go home when rash is raised, break out is on the trunk, face, arms, or legs. Return when scabs healed over.
7. Roseola- fine red rash is noticed on trunk of body. Return when rash and fever are gone.
8. Diarrhea-exclude the child after 3 runny bowl movements in a row.
9. Thrush- exclude when white milky bumps are noticed in the mouth. Return after medication is started. Yeast diaper rash is in the same family. Child will have a bad sometimes bleeding diaper rash that won't heal without the correct medicine for yeast infections.
 - A child's temperature must be 98.6 for 24 hours without the use of fever reduction drugs, before they can return to school. When medication has been prescribed for an ill child, the child must have completed 24 hours of doctor prescribed medication prior to returning to the center. Weekday School may request a doctor's written authorization for return to group care.
 - Please notify the office when your child will be kept home. Notify the office as soon as possible if it has been determined that your child has communicable disease or has been exposed to one.

COMMUNICABLE DISEASES

Chicken Pox

Measles

German measles

Infectious Hepatitis

Mumps

Common Cold

Strep Infection

Scarlet Fever

Diphtheria

Meningitis

Tuberculosis

Whooping Cough

Fifth Disease

Hand, Foot, Mouth

Pink Eye

Polio Mellitus

Thrush

Communicable Skin Diseases

Impetigo

Scabies

Head Lice

Ringworm

Poison Oak

Athlete's foot

IMMUNIZATION REQUIREMENT

Arizona state law requires that all children be immunized against the following diseases: *Haemophilus Influenza* type B (Hib), measles, mumps, chicken pox, rubella, diphtheria, pertussis, tetanus, polio, Hepatitis A and Hepatitis B. In the event of an outbreak of vaccine preventable disease for which you cannot provide proof and immunity of your child, your child will not be able to attend childcare until the risk period ends. Immunization exemptions occur only if immunizations would seriously endanger the health of the child, or they are being raised in a religion that is in opposition to file. An original current immunization record, indicating the dates of immunizations, must be presented before a child can enter a licensed childcare facility.

MEDICATIONS

In cases where medications must be taken while the child is at Weekday all medications:

- Must be accompanied by a medication consent form
- Must be given directly to the front office staff and not left in the child's bag, backpack, or cubby.
- Must be brought to Weekday School in its original container and labeled with the child's name, dosage and any other instructions for administering the medication.
- Will be kept in a locked storage area which is inaccessible to children.
- Will not be administered after the expiration date.
- Must be removed from Weekday School each Friday except for asthma medication and allergy medication.
- Breathing treatments will not be given to children under 2 yrs old.
- Tylenol will not be given to children under the age 2 years old.

The medical professionals say that most medications can be changed to an a.m and p.m dosage without compromising your child's recovery. Please ask your doctor if this is possible to eliminate the need for medicine at school.

PHOTOGRAPHY

Children will be photographed periodically for classroom and Weekday use only. Let the office know if you do not want your child photographed.

FIELD TRIPS

If a classroom decides to go on a field trip each parent is responsible for the transportation to and from the field trip. If the parent is not able to attend they can ask another parent in the class to take their child. Forms are in the office for the parents to fill out.

SAFETY/SECURITY

Weekday School is committed to ensuring that all our children are always in a safe environment. The school conducts monthly fire drills, in addition to routine evacuation and lockdown training. We have an intercom system in the classrooms and on the playground, security cameras on campus as well as the fence surrounding the property.

Exterminating

Exterminating is done monthly at the Weekday school. A copy of the pesticides that are used is in the director's office.

WITHDRAWALS

Parent must submit a 2 week notice in writing prior to the child's withdrawal date. Withdrawal forms are in the front office. Tuition must be paid in full before withdrawal.

REINSTATEMENT

Children may be reinstated at anytime providing that there is space available, and all accounts are current. Enrollment forms and all fees will be required. If you wish to change your child's schedule, please fill out a form in the office at least 1 week prior to when the changes will become effective.

Thank you for allowing us to partner with you in providing a loving, safe, and inspirational educational journey for your child. We appreciate your involvement in our programs and are excited and honored that you have chosen Weekday School.