



## ????? Frequently Asked Questions ?????

### What is Explore The Classroom?

This is an important day for you and your child. Together you will have the opportunity to explore your child's new classroom. The teacher and teacher assistant(s) will be in the room to introduce themselves and answer any last-minute questions you may have. While you are here, we suggest that you and your child play with some of the toys and talk about the first day of school. Explain that the next time your child comes, "mommy or daddy will leave for a while, and you can stay and play". Remember which toys their favorites were and if your child is apprehensive before school, mention these toys to encourage him/her to attend school. The classroom will be open for 30 minutes and we suggest you spend approximately 20 minutes in the class. Dates and times are listed below, but please check your Explore the Classroom email sent to you in August to confirm the day/time your child's classroom will be open. Please remember to bring any outstanding required forms including medical immunization records or payments to Explore Your Classroom. We are looking forward to seeing you!



#### EXPLORE YOUR CLASSROOM SCHEDULE

##### September 11<sup>th</sup> - Explore the Classroom:

9:30-10:00 Classes H2, H4, C2, C4 (including plus)

10:15-10:45 Classes H3, H5, C3, C5 (including plus)

### What is a typical day like?

After the children are dropped off, they have a few minutes with their classmates and teacher while the assistant goes through backpacks and helps the children get settled. After everyone has arrived, the classes will enjoy community time referred to as *sing time*. Together we will sing songs, play games, listen to stories, and/or watch skits performed by the staff. The director or teacher leads *sing time*. Each morning, the children salute the flag and sing the anthem. Birthdays are also celebrated here by asking the birthday child to stand with the Director and hold the flag for the salute. Afterwards everyone joins in to sing Happy Birthday. Parents can attend sing on their child's birthday if you feel it would not make your child too sad to see you leave. A video will be emailed of the group singing happy birthday!

Each teacher follows a daily schedule; planned exclusively for her class. Each class will spend time in the art room, gym/music room weekly. Every day, weather permitting, the children will play outside on the playground and/or take a short walk around the school property. Class time is fun and busy. The children will work in small groups painting, learning new skills, mastering old skills, making crafts, play-acting, exploring letters and numbers and socializing with friends while playing with our numerous toys. All children will eat lunch with his/her classmates in the classroom, and if your child is here for a full day, they will then go to rest on a mat while listening to soft music.

### What is the Bathroom Policy?

The teacher or assistant changes children still in diapers at the changing table when needed. Potty training is not a requirement at the Hummingbird or Chickadee level but please keep your child's teacher/assistant informed if you are working on training at home. For those children who use the potty; before the children go outside or have lunch, they take a trip to the bathroom (one small group at a time with the teacher assistant). If your child needs help with snaps, zippers, or buttons she is there to assist. If a child requests to use the bathroom at any time, he/she is taken immediately. The teacher will also ask if anyone else would like to visit the potty at this time. This is a good reminder for those children who get so involved in play that they forget to ask or those that may be too shy to ask. **We ask that you please use pull ups that attach on the sides *only* if your child is in the process of potty training.** For children who are *not* potty training, please use diapers. Thank you.

What do  
I pack  
for  
Lunch or  
snack?

Pack anything that you know your child will eat or drink. Please, however, do not send candy or soda. Some suggestions are sandwiches, cut up fruit, or cheese and crackers. Yogurt, pudding and Jell-O are also good, but they tend to spill, so, if possible, only pack the small portions and remember to pack a spoon. Our staff is happy to help your toddler while eating but, please refrain from sending soup as it is difficult for toddlers to manage. We are unable to refrigerate or microwave lunches, so plan accordingly. All students will need to bring in a lunch and snack daily. The snack should be packaged separately and labeled "snack", placed in the backpack. Each child will need a labeled reusable water bottle each day.

What is the  
Arrival  
Policy?

We will open the doors 3 minutes prior to start time. Parents and children will form a line outside their respective drop off and pick up doors. Please be considerate of others and wait patiently in line. This enables your child's teacher to give every family a warm welcome. Teachers will be at the door to greet or dismiss the children daily.

Also, we train our staff to have a "quick" arrival and dismissal time, especially at the beginning of the year. The children are anxious to get into the classroom at arrival time and are looking forward to seeing their pick-up person at the end of the day. If you should have any questions or concerns, please do not address them at this time. Please see Mrs. Tracy (the Director). If you have a question for the teacher, please put a note requesting she call you in your child's backpack. You can also email [wgivingnest@yahoo.com](mailto:wgivingnest@yahoo.com) to make your request.

What is  
the  
Dismissal  
Policy?

The entrance door will be locked until 3 for minutes prior to the dismissal times. Parents should once again form a line by the dismissal door. Once the door is opened, the teacher will dismiss one child at a time as the parent or guardian approaches. Especially for our youngest age children, please remain in line behind the person in front of you. The children are all excited to see their pick-up person and if the teacher is dismissing another child, they may get upset if they cannot get to you. If you have any questions for the teachers, please wait until all the children are dismissed before approaching them. Also, we love for our parents to socialize but please be aware that the parking lot does get busy during dismissal time. When picking up at mid-day dismissal, please leave the schools grounds promptly to allow our plus class children a quiet rest time. Also, please hold your child's hand when walking to or from your car for safety purposes.

What is  
the Snow  
Policy?

In case of severe weather, as soon as a decision has been made it will be posted on [www.news12.com](http://www.news12.com) and you will receive an email blast from the Director. You may also call the school phone to listen to the recorded message. If, during the morning, a delayed opening changes to a closing you will receive a second email informing you of the change.

How do  
I pay  
tuition?

We determine the yearly tuition by calculating the amount of days your children are here and estimating our expenses to care for your children during these days. We then come up with a yearly figure and break the payments into ten monthly payments. Please be advised that you are making ten payments and not paying for each month. This explains why the payment is the same in September as it is in October even though we meet fewer days in September. **After sending in your second payment, due June 1<sup>st</sup>, you will have already made two of the ten payments, with eight remaining.** During the last week of September, you will receive a tuition envelope. This is for your October payment. Tuition in Warren is due the 1<sup>st</sup> of each month. You will receive a new envelope each month from October to May. Your last payment will be due May 1<sup>st</sup>.

What if  
my child  
has  
allergies  
and/or a  
medical  
condition?

If you stated on your child's registration form that he/she has any type of allergy and/or medical condition, we have already requested the required forms.

- Please provide the school office with any changes to/or additional necessary medication at any time during the school year. We cannot have any medication on the premises without the paperwork. All medication must be stored at school in the office or classroom closet.

In addition, if your child has a food allergy, we would like you to send in a bag of "special snacks" that he/she can eat when we have holiday or birthday celebrations. The teacher will label the bag and keep it in a safe place in the classroom.