

# **WOODCREST SCHOOL**

## **PARENT HANDBOOK**

**6043 Tampa Ave. Tarzana, CA 91356**

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Welcome to the Woodcrest Elementary School year. The information contained in this Parent Handbook should help in answering any general information questions you may have. Please refer to specific items as the need arises throughout the school year. Additional information is included in the Registration Packet.

## MANDATORY DRESS CODE

All Woodcrest School Logo Apparel is acceptable.  
The only non-Woodcrest clothing may be:

- SHIRTS:**      **Solid Color Polo Shirts– Navy blue, Forest Green, White, or Red only**  
- 2-3 button polos only, no snaps  
- no cap-sleeves, and no ruffles  
- must fit properly (not oversized)  
- may be short or long sleeved  
- may not have stripes or prints  
- polo shirts embroidered with the Woodcrest logo will be available for purchase at Open House  
\*Students will receive one free polo shirt, with Woodcrest logo at Open House.
- PANTS/ SHORTS**      **Solid Color Pants/Shorts**  
- Solid navy or Khaki “Docker” style, “Uniform Style”  
- **No** blue jeans or jeans are allowed  
- Pants/shorts must have standard pockets:  
    no zippers or pouches  
- no cargo pants  
- may not be baggy/oversized  
\*No torn pants or pants with holes may be worn  
\*No patches
- SKIRTS**      **Solid Color Skirts/Skortts**  
- Navy blue or Khaki uniform skirt only; no jumpers (available at Target, Walmart, K-Mart, J.C. Penny, Sears, Mervyns, etc.)  
- may not be mini-length
- BELTS**      **Solid color belt, no stripes**  
**SHOES**      **No Open-Toes, Heeled Shoes**  
- may not be sandals, clogs, flip-flops, etc.  
- must be closed around all toes and heels  
- athletic shoes are preferred
- SOCKS**      **White or navy blue only**
- OUTERWEAR**      **Solid Color or Woodcrest Crewneck Sweatshirts**  
**Worn in the Classroom**  
- blue, forest green, or red ONLY  
- pullover only, no hoods, no zippers  
- no logos or writing  
- Woodcrest Sweatshirts will be available for purchase may not be worn in the classroom. Hats are permitted outside only. They must be worn with the brim facing forward
- HATS**
- \*\*\*NO MAKE-UP**  
**\*\*\*NO DANGLING EARRINGS**  
**\*\*\*NO TATTOOS OR BODY PIERCING, OTHER THAN EARS**

## SCHOOL STANDARDS CONTINUED...

- Procedures for Pick up and Drop-off are as follows:

DROP OFF: 1. Enter the North Driveway  
2. Drop off child at the corner gate  
(child proceeds through gate onto school grounds)  
3. Exit the south driveway

PICK UP: 1. Enter the North Driveway  
2. Pull your car up to the corner gate, veering as far right as possible to allow through traffic to pass you on the left.  
3. Exit the south driveway.

If you are picking up your child after 3:20 p.m., you will need to park your car in accordance with our Parking Policy outlined in the registration packet.

- As a Woodcrest Parent, you agree to comply with all rules stated in our Parking Policy, in the Registration Packet.
- All students must dress in conformance with our Mandatory Dress Code.

Students with behavior which is disruptive to the class or group, will be sent to the office to speak with the principal. It is at the principal's discretion to determine which behavior necessitates a suspension from school. If a student is suspended, a parent, or other authorized person must pick up the suspended student from the front office immediately.

**Pick up is expected to be within 30 minutes of our office phone call. Late pick up may result in a longer suspension.**

## MANDATORY DRESS CODE

\*\*Compliance with this dress code is mandatory. Your child will not be admitted to class unless properly attired. Parents are required to bring proper attire to school immediately if their child is not in compliance with the dress code.

\*Students need to have temporary tattoos washed off before being in class. Tattoos are not permitted.

## SCHOOL HOURS

School begins promptly at 8:25 a.m. and ends at 3:10 p.m. It is very important that all students arrive at school on time each day.

## SCHOOL FRONT OFFICE HOURS

The front office is open from 8:00 a.m. to 5:00 p.m. daily. If you need to contact us you may reach us at (818) 345-3002.

## WOODCREST PARENTS' GROUP

Woodcrest School offers you several different ways of becoming involved with your child's school life. One of our most successful programs is our Woodcrest Parents' Group. This consists of our own parents who, through interaction with school faculty and other parents, assist with school fundraisers and provide support for other school interests and activities. Our WPG meets on a designated day at the beginning of every month at 6:30 p.m. in Woodcrest Place. Free daycare for attending parents is offered in Room 3 next to the school office.

## PARENT VOLUNTEERS

Throughout the school year, Woodcrest has parents who volunteer their time. We need Room Parents for phone calls, chaperones for field trips, Halloween Carnival volunteers, Book Fair helpers, etc. Your child's Monday folder will contain requests for parent volunteers from our school office and your child's teacher when needed.

## PARKING

Please carefully read the Registration Packet for our detailed Parking Policy. Failure to familiarize with, and adhere to these rules could result in your vehicle being towed and/or stickered, so please take the time to review this policy.

If you do not have a copy, you may request one from the office at any time.

## NEIGHBORHOOD STREETS

We ask our parents to **not** park on Oxnard Street or Calvin Street during school events. We like to maintain good relations with our neighbors and we would like everyone to honor this request.

## STUDENT OF THE MONTH

Once a month at 9:00 a.m. our Student of the Month ceremony/assembly is hosted by one of our classes. This program may consist of poetry, a skit, singing, and/or dancing in addition to honoring our Students of the Month and presenting their awards. Students are selected to be Student of the Month by their classroom teachers. Students are chosen to be recognized for a variety of reasons: academics, behavior, citizenship, improvement, etc. Parents and family members are encouraged to attend the assembly.

## BOOKS

All school books, with the exception of workbooks, are the property of Woodcrest School. **All books must be covered at all times and handled with care.** Any book that is lost or damaged must be replaced immediately. **Replacement costs are as follows:**

Hard Cover Book - \$50.00 Soft Cover Books - \$30.00.  
There is a \$10.00 per book charge, for uncovered books.

Library books are checked out every other week. This gives your child two weeks before the book needs to be returned. All students who fail to return a book will be charged \$10.00 for the replacement of a soft cover book. Hard cover books range in price from \$20.00 - \$30.00.

## BIRTHDAY PARTIES

Students may celebrate birthdays only during recess or lunch time so as not to reduce classroom learning time. Cakes may not be sent to school. Cupcakes, donuts, or cookies are an acceptable celebration treat. Please do not exchange gifts at school, since feelings tend to get hurt, thank you.

## SCHOOL STANDARDS

Please read carefully with your child.

- No running on school grounds.
- No violent or dangerous behavior will be tolerated. We reserve the right to suspend any student who violates this rule.
- Gum chewing is not allowed at any time on school grounds or in the classrooms. Candy is also not allowed on campus.
- Children are expected to clean up after themselves in the classroom and on the yard.
- Abusive language, either towards a teacher or another student is not tolerated and will be cause for disciplinary action.
- Homework for each student is given on assigned nights. Children are responsible for completion of this work. Parents, however, should be aware of their child's homework schedule.
- A student may not leave the school grounds without supervision, or depart from his/her class/group without permission.
- Students may not eat inside the classrooms unless approval is given by a teacher.
- Students must participate in all physical activities, including swimming, unless a doctor's note is on file in the school office.
- Students may never be inside a classroom alone.
- Every tardy student must have a written excuse.
- All children returning to school after an absence must have a signed note from a parent to the homeroom teacher.
- Students are forbidden to leave campus before, during, or after school unless accompanied by a parent or guardian.
- As a parent of a Woodcrest student, you extend your permission to use any photo or video in which your child appears for the purposes of school literature and all promotional advertising. If this permission is not granted, you must provide your written notification to the school office.

## MEDICATION

A Woodcrest School Medication Authorization Form must be completed for all medication. This form must be completed and signed for both prescription and non-prescription medications. In order for Woodcrest School to dispense any prescription medication, the form must be signed by a physician, stating the exact dates, times, and dosage(s) to be administered.

***ALL MEDICATIONS MUST BE BROUGHT TO THE FRONT OFFICE BY A PARENT, OR OTHER AUTHORIZED ADULT. STUDENTS MAY NEVER, UNDER ANY CIRCUMSTANCES, CARRY MEDICATION (PRESCRIPTION OR NON-PRESCRIPTION) DUE TO RISK OF EXPOSURE TO OTHER STUDENTS AND ADVERSE REACTION TO A MEDICATION IF INGESTED OR APPLIED.*** This rule is for the safety of all our children and must be strictly observed.

All medications must be brought in their original container whether prescription or not. We will not accept medication given to us in a plastic bag or substitute container under any condition. Please include any necessary measuring instruments.

Woodcrest Elementary School is not permitted to change bandages, remove splinters, apply ointments, dispense cough drops, insert eye or ear drops, dispense vitamins or herbal supplements to students, or assist students in mixing medications, drinks, etc. from home. If any of these must be done, do them while at home, and not during school hours whenever possible, or make arrangements to come to school at the necessary times to assist your child.

Please see the Registration Packet for our Medication Authorization Form and instructions. Keep this form to take to your child's physician when you visit in the event that he/she writes a prescription for medication. Additional copies are also available in the school office.

## NEWSLETTER

"Woodcrest News" is published every four weeks and is sent out with our tuition billings. This newsletter tells all the latest Woodcrest News and gives information regarding upcoming events. It contains a calendar of school events, which can easily be posted on your refrigerator. Not all events are scheduled by the time the newsletter is published, so it is still necessary to carefully review all materials sent home from school.

## TEACHER CONFERENCES

Requests for conferences are to be made with your child's teacher. We request that you address any comments and/or concerns with your child's teacher prior to making an appointment with the principal or administrator. If you need to speak with your child's "Specialty" teachers, you can call the school office to find out what day the teacher will be there and the hours they teach.

## BACKPACKS

A student's backpack must be able to fit into the child's classroom locker with the locker door closed. Items which do not fit into the locker may not be in the classroom.

## STUDENTS' BELONGINGS

Items that need to be delivered to your child during the school day (ie. books, swimsuits, etc.) need to be given to the front office. These items should be labeled with your child's name so office personnel can forward them to the classroom. This procedure eliminates disruptions to the educational program occurring in each classroom.

## GAMES AND TOYS

Students may not bring games or toys to school (unless directed to do so by their teacher for share day). Electronic devices (Gameboys, Stereos, headsets, etc.) are never to be on campus. These items will be confiscated and donated to Goodwill. Woodcrest School is not responsible for replacing any lost items.

## HOMework

While time spent on homework may vary from child to child, the following schedule represents an estimate of time students should spend on daily homework. If your child consistently spends significantly more time or less time, it is strongly recommended that you speak with your child's teacher. Please remember that test preparation, book reports, daily reading and long-range projects are considered part of homework and may necessitate some weekend work.

Kindergarten:	Teacher's Discretion
First Grade:	20-30 minutes
Second Grade:	20-30 minutes
Third Grade:	30-40 minutes
Fourth Grade:	30-40 minutes
Fifth Grade:	30-45 minutes

## MONDAY FOLDERS

Important information regarding school, your child and upcoming events will be sent home in your child's Monday Folder. It is the parent's responsibility to go through their child's folder each Monday to make sure they are properly informed of the school's activities. Fliers, announcements, etc., are sometimes sent home on days other than Monday, so be sure to communicate with your child regarding school activities and deadlines and always check their backpacks.

## ABSENT STUDENTS

Parents are to notify the school office each day that a student is absent, unless a parent has stated in advance that his/her child will be out a certain number of days. The school office should be contacted before 10:00 a.m. Parents may request to pick up homework/classwork at that time. Homework/classwork is not available until after 3:10 p.m. in the school office, to give teachers an opportunity to prepare the work and bring it to the office. Regular and punctual attendance at school is required by State Law Education code 46010-48204.

\*After any student's absent, a written absent note must be given to the teacher on the day the student returns.

## HEALTH POLICIES

If a student is ill in the morning, it is advisable to keep her/him at home. Colds, flu, and other minor illnesses spread rapidly throughout a classroom.

Any student sent home with a temperature of more than 100 degrees, must be fever-free for 24 hours before returning to school. This is for the benefit of the entire student body as well as your child, as she/he may be re-exposed to an illness due to the spreading and re-infection of a virus, etc.

In the event your child is sick, the parent that is closest to school at the time will be called to immediately pick up the child. If there is some reason you are unable to pick up your child, you must call another family member/friend to do this. Prompt pick up is necessary as to minimize exposure to office and other school staff, as well as other students who are frequently present in the office for assorted reasons. **Pick-up is expected to be within 30 minutes of our office phone call.**

Students found to have head lice must be picked up immediately. They may not return to school until hair has been treated with the proper medication and is "nit-free" (free of active lice, dead lice, and any eggs). **Upon their return to school, these students must report to the front office to be checked before returning to class or joining other students on the playground.**

## EMERGENCY AND SECURITY

**Emergency cards**– In order for a student to attend school, an up-to-date Emergency Card must be on file in the front office. This is state law. In addition to parents' home and work information, including telephone numbers, we require at least three emergency contacts and phone numbers in the event we cannot reach a parent. It is important that you update the information on your card to be sure it always reflects the most current and accurate information.

**Releasing Students**– Whether your child is in Daycare, or leaving the school grounds at 3:10 p.m. when school is dismissed, the school will release your child only to a person authorized to do so on your child's Emergency Card. In the event you need to have a person(s) not listed on the card pick up your child, the parents must notify the school, in writing, the day of the pick-up. Anyone picking up your child must present picture identification upon request. Additionally, a student leaving school early, for any reason, must be signed out in the school office. A student picked up from Daycare, must be signed out either at the front yard sign-out table, or from the student's counselor.

**Visitor's Badge**– During school hours all parents and other visitors must check in at our front office to be issued a Visitor's Badge in order to be permitted on campus. This badge must be prominently worn, so that it can be readily identified by school staff. At the end of the visit, the badge must be returned to the front office. All visitors should be prepared to show picture identification upon request of school personnel. Exceptions to this rule are the days of Student of the Month Assemblies, Halloween Carnival, Thanksgiving Feast, the Holiday Show, and Spring Fling.

## TARDINESS

If a student arrives after 8:25 a.m., he/she must come into the front office **with a parent** to receive a late/tardy pass. This pass is necessary in order to enter class. The student must also bring in a note excusing the tardiness. Such tardies are noted on the permanent record and also appear on the student's report card. Three tardies within a school quarter will result in the student facing detention during his/her lunch and/or recess, or washing lunch tables. In the event your child has a doctor's appointment, or other commitment that keeps him/her from arriving to school on time, it is the responsibility of the parent to notify the school when the student will be arriving. **Students arriving after 9:00 a.m. may not purchase a lunch at school and must bring a lunch from home.**

\*It is our goal to ensure that Woodcrest students develop positive life long habits as part of our instructional program. Excessive tardies will require the parents to meet with Ms. Paglione to develop positive, effective strategies aimed at resolving this issue.

## EARLY PICK-UP

If a student will be picked up from school early on a given day, a parent must write a note to their child's classroom teacher stating what time the child will be picked up and for what reason. A parent may request homework at this time. Homework is generally unavailable until after 3:10 p.m. However, teachers will make an attempt to have it ready to go home with the child when they are notified first thing in the morning in writing. All students leaving before 3:10 p.m. must be picked up from the front office and signed out by a parent or other authorized person.

\*Students will not be called to the office until their parent is present.

## NO SMOKING

Elementary schools are designated as smoke-free zones. People may not smoke on campus or in the parking lots.

## DROPPING OFF AND PICKING UP STUDENTS

Our school driveway is a designated one-way zone. All vehicles are to enter Woodcrest through the North driveway and (following the one-way arrows) exit the school via the South driveway (behind the swimming pool building).

**Morning Drop-Off**– Students are to be dropped off at the corner gate, next to the front playground, where they can proceed directly onto the school grounds.

**Afternoon Pick-up**– When school is dismissed, the students will be brought to the pick up area by their teacher, and they will be taken to the awaiting vehicle once it has reached the front of the car line. Do not get out of your vehicle, or wave for your child to come to you.

*Be sure to always veer as far as possible to the right as not to block through traffic.*

**Do not** park in the pick-up/drop-off area. If you need to get out of your vehicle, or stop for more than a minute or two, you will need to park in a parking space. **Never leave your car unattended unless it is parked in a formal parking space. You may never leave your car while it is in the car line.**

**WE HAVE VERY FEW HANDICAPPED PARKING SPACES FOR THOSE WHO HAVE PLACARDS. PLEASE RESPECT THOSE WHO ARE UNABLE TO GET AROUND AS EASILY AND DO NOT PARK IN THE HANDICAPPED PARKING SPACES WITHOUT A PLACARD.**

Cell phone usage is banned in our car line and parking lot. The safety of our students is most important. A driver's full attention is needed in a school parking lot.

## RAINY DAYS

On rainy days, all students report to the Dance Room instead of the front yard. Classroom teachers will pick up their students from the Dance Room.

## CELL PHONES

Students may not have cell phones at school.

## LOST AND FOUND

Our Lost and Found box is located in the back area of our Front Office. Parents and students should check this box periodically to look for any lost articles. Articles not picked up will be given to a charitable organization at various times during the school year. **\*Please write your child's name on all personal items.**

Throughout the school year, we accumulate quite an assortment of clothing and supplies that students have lost or misplaced. You are welcome to go through any of the Lost and Found bins located in the School Office and Preschool at any time during school hours. Again, all items should be clearly marked with your child's name. Important Note: Five to six times during the school year, all unclaimed items are donated to the needy.

## FIELD TRIPS

Throughout the school year, our Woodcrest students go on a variety of field trips. Field trips are a part of our curriculum. Our students are expected to attend all field trips. Prior to each trip, a Field Trip Permission Slip form is sent home to be completed by the parents. Each trip form has two sections. One side is to be returned to your child's teacher once completed. The other side, which contains trip information, is to be retained by the parent. This form must be completed, signed, and returned with payment before the trip date, unless an earlier date for return is specified. Do not send field trip forms to the school office. Students will not go on field trips if the form is not completed, signed, and turned in with the trip fee. This form contains a medical treatment authorization. Woodcrest School is not permitted to take students on field trips, without this written authorization from a parent or other legal guardian. Students arriving after the field trip has departed from school, may not be dropped off at school. It is the parent's responsibility to care for the child during this time, as the teachers are on the trip with the other students.

Parent Volunteers are requested when needed. **Parents volunteering may not bring other siblings on field trips. Students must leave the school and return to the school on the bus not a private vehicle.**

Students are expected to wear their royal blue Woodcrest polo shirt on all field trips for safety and identification purposes.

## AFTERSCHOOL PROGRAM

Starting shortly after school begins, Woodcrest will be offering After School Classes to our students. These classes consist of Computer, Karate, Gymnastics, Art, Cooking, Chorus, Sports, Jazz/ Hip Hop, and Tap Dance just to name a few. Each session will last approximately 8 weeks. Flyers for these classes will be sent home in your child's Monday Folders a week or two before each new session begins. All forms are to be completed and returned with payment, **before the classes start.** Please pay careful attention to each form as to whom to make your checks payable. Do not make any of these checks payable to Woodcrest School.

**Please note: If your child is not enrolled in Daycare, and not picked up at the end of their after-school class, your child will be placed in a Daycare group. You will be charged the \$8.00 per day Daycare charge. Please be sure to pay close attention to all class ending times, as classes have different ending times.**

## SHUTTLE

Woodcrest School offers, at no additional charge, a shuttle bus service to and from our Sherman Oaks Preschool located at 13562 Ventura Blvd.

The morning shuttle departs Sherman Oaks at 7:45 a.m. each morning. If taking the shuttle, you will need to be at the Sherman Oaks Preschool no later than 7:40 a.m. to sign-in your child and have him/her on the shuttle prepared to leave at the scheduled time. **The shuttle will not wait for late students. The shuttle may not stop or pull over to pick up late students.**

Parents are not to block the driveway, preventing the shuttle from pulling away from the school. Parents may also not board the shuttle bus.

The afternoon shuttle departs the Tarzana campus at 4:30 p.m. arriving at the Sherman Oaks Preschool at **approximately 5:00 p.m.**

**Any child signed up for the afternoon shuttle will automatically be signed up and charged for Daycare.**

If you need to make a shuttle change on a particular day, for example, your child is staying at our Tarzana campus, instead of taking the shuttle back to Sherman Oaks, or vice versa, **you must call this change into our front office before noon, the day of the change.**

## TUITION

School tuition is payable in accordance with the Tuition Payment Schedule located in the Registration Packet. Additional copies are available in the school office.

School Tuition is for the entire school year, and is inclusive of holidays, vacations, school breaks, and early dismissals.

Woodcrest School offers our families three different tuition payment plans: 1) Annual Payment Plan- You pay the entire tuition before the first day of school and receive a 5% discount, 2) Semi-Annual Payment Plan- You pay two equal payments of the entire tuition price before the first day of each semester and receive a 2% discount. 3) Four Week Payment Plan- You pay 10 1/2 payments, which are due every four weeks, in advance. These are **not** monthly payments, but payable each four weeks.

School payments are considered late after a three day grace period, and a \$25 late charge will be assessed. You will be charged \$25 per week, or portion thereof, until your account is current. Payments must be made regardless of whether mail has been opened, families have been on vacation, etc. Be sure to refer to the Tuition Payment Schedule to avoid late charges. If the account is not current by the 14th day, the student may not return to school until the account is current.

There will be a \$25 fee for any checks returned by the bank. In this event, subsequent payments will need to be made in the form of cash or money order.

Woodcrest accepts the following forms of payment for tuition: cash, personal or company checks (if a parent is authorized to sign on the account. Third party checks are not accepted), money orders, or Visa/Mastercard/American Express/ and Discover credit cards.

For school field trips and/or fundraiser payments, please pay by cash and/or check. Do not combine tuition, daycare, lunch checks with field trip or fundraiser payments please. These accounts are separate. Therefore, the funds must not be co-mingled. Thank you.

Woodcrest School does not carry change in our front office. Therefore, it is necessary to bring exact money when paying in cash.

4-week payments are processed by Tuition Express. Your checking or credit card account will be automatically, electronically debited on each payment due date.

## LUNCH AND SNACKS

Students may purchase lunch at school, or bring lunch from home each day. The cost of a school lunch is \$4.00 per day. You may purchase Prepaid Lunch Ticket Booklets from the office for \$20.00 (each booklet contains 5 prepaid lunch tickets).

Individual lunch tickets may not be purchased in the office. If your child brings lunch from home, she/he may purchase a juice drink for \$.50.

The following procedure has been established so that none of our students go without lunch on any day: If your child does not bring lunch from home, money, or a prepaid ticket, he/she will be issued a Borrowed Lunch Receipt. These borrowed lunches are available on an emergency basis only and are not to be used for your child on a regular basis. The charge for a borrowed lunch is \$5.00 and it must be repaid the very next day. This extra charge is not in order to profit from the borrowed lunches, rather to discourage repeated borrowing. Your child will not be issued a subsequent borrowed lunch if the prior is not paid. This would require you coming to the school to bring your child lunch for that day.

Do not drop off your child at school and tell him/her that you will bring lunch later. A misunderstanding may result in your child telling his/her teacher that you are bringing lunch when you are not able to. Your child must be brought to school with lunch, money or a prepaid ticket each morning.

Additionally, since the orders are placed with restaurants early, the office staff does not have time to call and verify that you will be bringing lunch later. A Borrowed Lunch Receipt has already been issued by this time.

If you will be bringing your child to school after 9:00 a.m. be sure to bring lunch with him/her. Orders are placed with restaurants early in the morning, and your child's lunch is not accounted for and included in the order if he/she is not present in class when lunch money is collected and orders placed.

When bringing lunch from home, students may not bring any glass bottles/items, caffeinated beverages (soda), or any food that needs to be warmed up. Decaffeinated drinks are permitted.

Snacks are sold each day during the morning recess. The cost of each snack is \$.50 and students are limited to a maximum of 2 snacks. An afternoon snack is provided, at no additional charge, to each student enrolled in our Daycare Program.

Please remember to send exact change for lunch and snacks, as the school office does not have change.

## DAYCARE

Though school hours are from 8:25 a.m. to 3:10 p.m., extended Daycare is available before and after school, from 6:30 a.m. until 8:00 a.m. and from 3:10 p.m. to 6:30 p.m. The daily Daycare charge is \$8.00 per day. If you need Daycare on an ongoing daily basis, it may save you money to enroll in the daycare program on a 4-week basis.

Payment is \$130 every four weeks for all grades K-5. The four-week rate is payable in advance and is due at the time your tuition payments are. There are **no** credits given for holidays or any missed days.

If a parent has not arrived to pick up their child by **3:20 p.m.**, his/her child will be sent to Daycare and the \$7.00 charge will be applied, regardless of how close to 3:20 p.m. it is. If it is necessary to check in the child with a counselor, and add them to the Daycare sheet and notify the office, the daily service/daycare charge will be applied. Daycare charges must be paid immediately. **No exceptions.**

**EACH CHILD MUST BE SIGNED OUT BY A PARENT OR OTHER AUTHORIZED PERSON WHEN LEAVING SCHOOL PREMISES. Daycare roll sheets are located either at the front sign-out desk, or with your child's counselor.**

Each child must be picked up from Daycare no later than 6:30 p.m. In the event of a dire emergency, the parent must have another family member or friend pick up the child by 6:30 p.m. You must not rely on school personnel to stay late. Be sure to call and notify the school in the event this is necessary if the person is not on your child's Emergency Card. **A late pick up charge of \$15.00 per 15 minutes, or portion thereof is due AT THE TIME OF PICK UP if your child is picked up late.** This fee is paid directly to the employees who were required to stay with your child. Your child may not return to school until this fee has been paid.

Our preschool time clock is used to determine the amount of the charge. Please remember that our daycare closes at 6:30 p.m. We reserve the right to deny daycare service to a family who has picked up their child late more than once during the school year. Please note that on rainy days children are kept inside the classrooms.

From 6:15 p.m. to 6:30 p.m. all elementary school students enrolled in Daycare are located in, and to be signed out from the preschool front room, just inside the gate to the front yard (the 4-year old room).