



**2022-2023**

## **Family Handbook**

**Please also refer to the COVID - 19 Handbook Addendum**

**Mrs. Christie Shultz**

Preschool Director

Email: [christie@storehousechurch.com](mailto:christie@storehousechurch.com)

Office Hours:

9:00 AM - 3:00 PM

Monday - Friday

(610) 277-1690

**Website: *StorehousePreschool.com***

Facebook: Like and Follow "Storehouse Preschool"

## **WELCOME TO STOREHOUSE GROW & GO PRESCHOOL!**

Storehouse Grow & Go Preschool, formerly Plymouth Valley Christian Nursery School, has been serving the community for over 64 years, providing an educational experience for children within a Christian environment. Our plan for your child is to provide dynamic environments where kids learn foundational educational, social, emotional, and spiritual principles. Our program is developed to encourage wonder, promote discovery, and foster a passion for learning. Creative play, group experiences, outdoor activities, arts and crafts, special events, and more are all employed to make Storehouse Grow & Go Preschool one of the area's finest experiences for children. We emphasize independence and self-confidence as well as cooperation and social manners to help equip your child for life. Our school is licensed by the PA Department of Human Services.

## **Professional Staff**

On-going training and development is a priority for our teachers. Every lead teacher holds an education degree, and all of our teachers have extensive early-childhood experience. It is important for us to provide a high standard of education and care for your child.

## **Family Environment**

Our experienced staff is committed to knowing each of their students personally and providing the support and care that your family is looking for. From the orientations prior to the start of school to the weekly newsletter, our teachers and staff communicate regularly with families.

## **Spiritual Foundation**

We want each student to understand that God loves him/her deeply and has an amazing plan for his/her life! These truths are taught in both our individual classrooms and our monthly chapels. Our school has always welcomed families from all religious and cultural backgrounds, and our staff is committed to cultivating respect and appreciation for all people. Everyone is welcome here!

## **Equal Opportunity**

Storehouse Grow & Go Preschool admits children and provides services in a nondiscriminatory manner and without regard to an individual's race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or gender.

## **SCHOOL TERM**

Our school year always begins in September about 1 week after school begins in the Colonial School District. It concludes during the week before Memorial Day in May. Holidays, as far as possible, correspond with the Colonial School District's Calendar.

## **SCHOOL PROGRAM**

- Classroom activities are designed to provide for your child's physical, intellectual, social, and emotional growth in preparation for kindergarten. Daily routines always include both group and independent learning experiences challenging children to think, reason, remember, and experiment. As the children discover themselves and their environment, it is our hope for them to learn to love school, their teachers, and other children. Educational programs are designed to meet the varying needs of all students.
- The program includes time for free-play, conversation, singing, rhythms, stories, finger-play, games, creative activities, science activities, dramatic play, field trips, special holiday projects, and cleanup. Outside play is included when the weather permits.

## TUITION AND FEES

- An application fee of \$40.00 per child or \$50.00 per family is required to reserve a spot in the class. This must accompany each year's application, and it is not refundable.
- Annual tuition is divided up into 9 equal payments, the first of which is due with registration and counts as the May payment. This payment is non-refundable if you withdraw for any reason after July 1st. The remaining tuition will be due on the 1st day of the month, September through April.

A late fee of \$5.00 will be charged when the tuition has not been paid by the 10th of the month. **Checks should be made payable to "Storehouse Church" with your child's full name written in the memo section.** Tuition may be mailed to Storehouse Church, 1090 Germantown Pike, Plymouth Meeting, PA 19462, OR dropped off in the Preschool office, OR placed in an envelope and given to the teacher. Include a tuition coupon to ensure that payments are processed correctly.

**Please do not put tuition in your child's school bag**

- If tuition is two months in arrears, the child will be dropped from the rolls unless mutually acceptable arrangements can be made. Please speak with the director.

## CHILD HEALTH REPORT FORM

- The state-required Child Health Report is available for download from our preschool's website. This report must be signed and dated by your child's physician. This Health Report is good for 1 year following the date it was signed by the doctor. A new updated health form is required after 12 months from the date it was signed.
- The school reserves the right to withhold the admission of any child for health reasons.
- It is understood that the school is not to be held responsible in case of accident or injury.

## COMMUNICATION WITH FAMILIES

We want all families to be active participants in their child's preschool experience. We communicate with families in a variety of ways to keep everyone informed and involved.

- Orientation conference- Held in September.
- Carline- At drop-off or pickup, parents and teachers can briefly share information.
- Friday email newsletter- An email will be sent each Friday with school news; a report from your child's teacher highlighting the themes and learning activities of the week; and pictures of our students learning and having fun.

- Bag- Each week your child will bring home a bag containing artwork, crafts, and other projects that reflect the week's learning. Be sure to always check this bag carefully because monthly calendars and other important school information are also distributed through the weekly bags.
- Phone/email- Please call or email the school office if you have a message or a question for your child's teacher. While teachers do not have their own individual school email accounts, we will make sure your teacher gets the message and gets back to you promptly.
- Midyear conference- An individual conference with your child's teacher will be held in January/February to discuss your child's progress.
- Preschool website- Provides valuable information regarding our preschool program. <https://www.storehousepreschool.com/>
- Storehouse Preschool facebook page – Like and Follow us on Facebook!
- Monthly classroom calendars

## HEALTH AND HYGIENE-PROCEDURES

Several procedures/policies are in place to promote good health, prevent the spread of childhood diseases, and help our children learn about good hygiene.

- Hand Hygiene: Most agencies report that the most significant step to reduce the spread of childhood diseases is more frequent hand-washing. Teachers will assist children in washing their hands upon arrival, after bathroom use, before snacks/meals, and when soiled from making crafts with glue or paint. Hand Sanitizer will be used when washing is impossible.
- Toilet Training: In our 2's class, we understand that many of our students are in the process of learning how to use the toilet. Helping your child with potty training is an important part of our day in these classes. For our 3's and Pre-K students, we request that your child be toilet trained or well on the way towards that goal. In case of an accident, we will change a child who wets or soils his/her pants. We ask that you supply us with one change of clothes at the start of the year that includes a shirt, pants, socks, and underwear.
- Respiratory Etiquette: Viruses are thought to spread when ill individuals cough or sneeze into the air or into their hands. We teach our students to cough or sneeze into their arms or sleeves.
- Regular Cleaning of Surfaces: Our teaching staff and/or custodial staff regularly clean tables, counters, floors, bathrooms, equipment, and toys. We use a commercial disinfectant which is recommended for schools. It kills the most common bacteria (including MRSA and many others), viruses (including HIV, Hepatitis B and C, Influenza, COVID and many others), and common fungi.

# STOREHOUSE PRESCHOOL POLICIES

## Enrollment

- Your child's teacher will hold small group orientations in September. You and your child will have the opportunity to meet several other families and their children. While the children get acquainted, the teacher will go over classroom procedures.
- Storehouse Grow & Go Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in a preschool setting. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. However, in some situations SGGP may not have the support staff necessary for working with physical, mental or emotional needs requiring very specific intervention and expertise, especially when this impacts the safety of other children. We reserve the right, therefore, to suspend or dismiss any child who (in the judgment of the director, after all avenues for support and accommodation have been explored including MCIU and Early Intervention) does not function safely in the preschool setting. In this circumstance, an effort will be made to work with the family to find a more beneficial placement for that child. Unexpired tuition will be refunded.
- Withdrawals: It is understood that enrollment is for the entire school year, September through May. Because it is necessary to make staff commitments in advance, no reduction or rebate of fees can be made in case of absences, illness or voluntary withdrawal from school. Exceptions will be made only in the case of a family moving out of the area.

## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory agencies. All records concerning children at our program are confidential.

Parents may review their child's records at any time. Contact the school office to make arrangements.

To allow someone other than yourself to view your child's records (academic, development, health), you must sign a release. If you want to transfer your child's records to his/her next school, the new school should ask you to sign a release which they will mail to us.

## Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Each year, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

## **Illness**

Because of our commitment to promoting the health and safety of our students, we cannot allow sick children to attend school. We reserve the right to refuse entrance to a child who appears ill. You will be called and asked to retrieve your child if your child appears to have any of the following illnesses or symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Fever
- Diarrhea
- Vomiting
- Mouth sores
- Rash, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva
- Impetigo
- Strep throat
- Head lice
- Scabies
- Chickenpox
- Pertussis (Whooping Cough)
- Hepatitis A virus
- COVID - 19 and variants.

We follow the CDC guidelines for how long a child positive for COVID-19 must stay home from school. For all other non-COVID illnesses, please always follow the 24-hour rule if your child has a fever or is sick to his/her stomach. A child with a temperature of 100.4 degrees or above should stay home for at least 24 hours after he/she no longer has a fever, or signs of a fever, without fever-reducing medicines. A child who throws up should stay home for at least 24 hours after the last time that he/she is sick to his/her stomach.

## **Communicable Diseases**

When an enrolled child or an employee of the school has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus

- COVID- 19 Coronavirus
- Any cluster/outbreak of illness

## **Allergy Prevention**

Caregivers are expected to notify us regarding children's food and environmental allergies. Caregivers of children with diagnosed allergies are required to provide us with a physician's letter and Allergy Action Plan detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be maintained in the classroom. We are trained to familiarize ourselves with and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Each year, several of our children have severe food allergies. These allergies can be life-threatening. Since some children can have a contact nut allergy, we suggest that children who eat peanut butter before coming to school wash their hands with soap & water and brush their teeth after consuming peanut butter. Hopefully, this will lessen the possibility of cross-contamination.

While the parents of these children take an active role in managing these allergies, we greatly appreciate your help in ensuring the health and safety of all of our students.

## **Medications**

All medications should be handed to a staff member with written, specific instructions for administration. Medications should never be sent in the child's bag or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and will dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- Non-prescription medications require a note signed by the caregiver. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- Non-prescription topical ointments (e.g., diaper cream) require a note signed by the caregiver, specifying frequency and dosage to be administered.

## **Food, water bottles, and birthdays**

We do not serve daily snacks in our regular preschool classes. Our school day is short, and we prefer to maximize our time for learning and play. We also want our students to understand that food is not necessary for them to enjoy engaging fun with their friends. Finally, we want our children to return home to you hungry and ready to eat the foods that you choose for them.

On special occasions like Christmas or Valentine's day, a special snack may be served in the classroom. In those cases, the teacher in each class will choose a snack that is allergy-safe for all of the students in that particular class. This is part of the reason why it is imperative for you to inform our school of any and all food-related and other allergies that your child may have. If parents are ever invited to send in snacks for a holiday, they will be instructed as to what snacks are allergy-safe and appropriate for their child's particular class.

While water bottles are permissible at school, any water bottle that you send in with your child must be clearly labeled with his/her name. Any unlabeled water bottle that comes into school will be labeled by your child's teacher. **Water bottles should only be filled with plain water.** If a water bottle comes to school with something that does not look like plain water, the liquid in the bottle will be discarded and replaced with water.

While we do not serve birthday snacks at school, we recognize our students' birthdays throughout the year and try to make them special. While you are not required to send in anything for your child's birthday, some parents enjoy sending in non-food party favors to share with the class. If you choose to celebrate your child's birthday in this manner, kindly send in enough favors for the entire class.

## **Lunch bunch**

While daily snacks are not part of the regular preschool day, lunch bunch is available for families of our 3's and Pre-K students who desire an extended school day (for students who attend a morning class) or an extra afternoon of school (for children who already attend an afternoon class). Research makes it clear that preschoolers learn best through play, and lunch bunch provides our children with a couple of extra hours of supervised free play each day. Lunch bunch has the added benefit of teaching children how to eat in a social setting, an important skill for kindergarten. Children who attend lunch bunch can stay until 2:00 or 3:00. **Please be advised that our preschool is a nut-free facility. We will not serve any foods sent in with your child that contain nuts of any kind.** Please understand this this policy was enacted to ensure the health and safety of all of our students. Your child's teacher will give you more information about how to sign up for lunch bunch during September orientations.

## **SAFETY POLICIES**

### **Clothing policies**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever weather permits.

Please put your child's name on any clothing item that he/she brings to school (coat, hat, mittens, sweaters, etc). Dress your child in self-help garments with zippers and large buttons that he/she can manage independently when possible. Mittens are preferred over gloves.

No watches, jewelry, money, or toys should be brought to school. Sandals, flip-flops and dress shoes are not suitable. Please do not send your child in snow or rain boots.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

## **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside "real feel" temperature is greater than 95 °F or less than 32 °F degrees. Additionally, outdoor play will be canceled if the air quality rating is 50 or below.

## **Injuries**

Because safety is a major concern in child care, daily safety inspections are completed inside and outside the school area in order to prevent injuries. First aid will be administered by a staff member in the event that your child sustains a minor injury (e.g., scraped knee). Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, we will call 9-1-1. If warranted, a child may be taken to the hospital immediately by ambulance while we attempt to notify a parent, other caregiver, or an emergency contact. A staff member will accompany and remain with the child until a family member or emergency contact arrives.

## **Biting**

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

## **Respectful Behavior**

All children and caregivers will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## **Smoking**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies. Therefore, the indoor and outdoor school environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the school's premises while school is in session.

## **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the school's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. Please inform the director of any special custody situations.

## **Suspected Child Abuse**

All staff members of our preschool are mandated reporters of suspected child abuse. We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure that the child's needs are met. Our school will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

# **EMERGENCIES**

## **Lost or Missing Child**

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within minutes, the family and the police will be notified.

## **Fire Safety**

Our school is fully equipped with fire alarms, emergency lights, automatic sprinklers, fire extinguishers, and carbon monoxide detectors. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

# **CURRICULUM**

## **Pennsylvania Early Learning Standards**

Our curriculum is designed to accomplish the educational goals established by the current (2014) version of the PA Early Learning Standards. We also consider the specific expectations of local school districts for entrance into kindergarten. Our goal is for every child to be well-prepared for kindergarten in every way.

The "Key Learning Areas" included in the PA Standards are:

1. Approaches to Learning through Play: Constructing, Organizing and Applying Knowledge
2. Language and Literacy Development: English Language Arts
3. Mathematical Thinking and Expression: Exploring, Processing and Problem Solving
4. Scientific Thinking: Exploring, Inquiry and Discovery
5. Social Studies Thinking: Connecting to Communities
6. Thinking and Expression: Communicating through the Arts
7. Health, Wellness and Physical Development: Learning About My Body
8. Social and Emotional Development: Student Interpersonal Skills
9. Partnerships for Learning: Families, Learning Environments and Communities

The complete PA Early Learning Standards document is available at the website of the PA Department of Education:

<http://static.pdesas.org/content/documents/PreKLearningStandards-WEB.pdf>

Each lead teacher chooses topics and themes through which she teaches the objectives set forth in the PA Early Learning Standards. Every lead teacher also prepares a monthly calendar to inform you of the learning themes and activities for each week. Examples of topics highlighted by our teachers include Christian values (such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control); making friends; shapes and colors; families; community helpers; seasons and nature; animals; the beauty of diversity in God's world; health and nutrition; and basic American symbols.

Your child's teacher will provide information about your child's progress in all learning areas at the parent-teacher conferences held in late January or early February.

## **Preschool Staff Professional Development**

Our staff participates in Professional Development each year in the following areas:

- Pediatric First Aid/CPR
- Fire Safety
- Emergency Plans/Procedures
- Child Health/Safety/Nutrition
- Childhood Illness and Allergies
- Curriculum/Standards/Instruction
- Assessment of Learning
- Inclusion and accommodations for children with special needs
- Collaboration with Families
- Effective Communication
- Other topics as needed

## **Individualized Education Plans (IEP) & Individualized Family Service Plans (IFSP)**

Because of the diverse set of needs of the children in our program, it is important to gather information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. Therefore, we request copies of IEP's and IFSP's for the children in our care. Your child's growth and development are measured with developmental assessments.

If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

## **TRANSITIONS**

### **Transition to another Educational Setting/Classroom**

Going to a new class or a new school is an important life event. Preschoolers can feel excited—and a bit worried, too. Preschool teachers want the children in their classrooms to be ready for the move to the next preschool class or to kindergarten. Near the end of the school year, teachers will talk with the children about their feelings regarding the change. Children should have many opportunities to talk about their fears and concerns. We want them to be prepared for the transition and to know that we will miss them and are also proud that they are growing up and moving on.

# RESOURCES FOR FAMILIES

## Websites

Pennsylvania Department of Education (PDE)-

[http://www.education.pa.gov/Pages/default.aspx#.VehOc\\_IViko](http://www.education.pa.gov/Pages/default.aspx#.VehOc_IViko)

PDE Early Learning Standards

<http://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf>

Pennsylvania's Promise for Children

<http://papromiseforchildren.com/>

PA Department of Human Services (DHS) <http://www.dhs.pa.gov>

Montgomery County Intermediate Unit Early Intervention <http://www.mciu.org/offices/office-of-student-services/early-interventionpreschool/>

American Academy of Pediatrics <https://www.aap.org/en-us/Pages/Default.aspx>

Jeanes Library <http://jeaneslibrary.org/>

Elmwood Park Zoo

<http://www.elmwoodparkzoo.org/>

Merrymead Farm <http://www.merrymead.com/>

GENERAL HOUSEHOLD & CHILD SAFETY:

[safekids.org](http://safekids.org)

[http://www.safekids.org/safetytips/field\\_age/little-kids-1%E2%80%934-years](http://www.safekids.org/safetytips/field_age/little-kids-1%E2%80%934-years)

CAR SEAT LAWS in PA:

<http://www.dmv.org/pa-pennsylvania/safety-laws.php>

Parenting Info from Montgomery County: <https://www.montcopa.org/1323/Parenting-Tips>

Immunization Information: <http://www.immunize.org/catg.d/p4016.pdf>

Montgomery County- Health <http://www.montcopa.org/index.aspx?NID=2228>

WebMD

<http://www.webmd.com/>

Food Allergy Site <https://www.foodallergy.org/>

## **\*\*\*SCHOOL ARRIVAL AND DEPARTURE\*\*\***

### **Carline Procedures: Arrival**

- Morning classes begin at **9:15 AM for our 3's and Pre-K students, and at 9:30 for our 2's students**; all afternoon classes begin at **12:30 PM**.
- Please leave all pets at home or have them in a cage or pet carrier.
- Please display your Name Card (supplied by the school) in your passenger side window so that it is clearly visible to the teachers.
- Drivers should stop the car at your designated entrance (Preschool door or Church lobby door) and place your car in "Park."
- Get your child out of his/her car seat and pass him/her off to a teacher (out on the entrance patio). Your child's teacher will walk your child into our school.

### **Carline Procedures: Departure**

- Morning classes dismiss at **11:45 AM for our 3's and Pre-K students, and at 11:30 for our 2's students**; all afternoon classes dismiss at **3:00 PM**.
- Please leave all pets at home or have them in a cage or pet carrier.
- Please display your Name Card (supplied by the school) in your passenger side window so that it is clearly visible to the teachers.
- Stop at the designated entrance, place your car in "Park", and get out of the car.
- The teacher will send your child across the patio to you. After buckling your child into the car seat, you may exit the parking lot carefully.
- Please make every effort to be on time. If you are unavoidably late, please let us know by calling the office at 610-277-1690. (See Tardiness Policy for Late Pick up fees)

Please share these procedures with grandparents, sitters, etc. who will also be dropping off and/or picking up your child. When exiting the driveway, please turn right. It is easier and safer to turn right and helps to alleviate traffic backing up in our driveway. Carline may initially seem slow. However, if we all follow these procedures, it should get faster as people adjust. We thank you for your cooperation to keep all of our children and staff safe!

### **Child Pick-Up Tardiness Policy**

Teachers will document tardiness. The third incident and any subsequent tardiness will be subject to the following fine schedule:

\$5.00 for anyone arriving 15 minutes after dismissal time; \$5.00 for each additional 5 minutes or portion thereof. School clocks will be the determining factor. Consideration will be given to those who call and are detained by unusual traffic or emergency situations.

## SNOW DAYS/DELAY DAYS

**If the Colonial School District is closed due to inclement weather, WE WILL ALSO BE CLOSED.**

**If the Colonial School District is on a Two-Hour Delay,** we may be closed OR we will have the option of going to a MODIFIED SCHEDULE (see below). **The decision will be made by 6:30 AM about our status for the day, and this decision will be e-mailed to all families.**

**IN THE CASE OF INCLEMENT WEATHER, IT IS IMPERATIVE THAT YOU CHECK YOUR E-MAIL FREQUENTLY TO LEARN IF WE ARE CLOSED, ARE HAVING AN EARLY DISMISSAL, OR ARE OPERATING ON A MODIFIED SCHEDULE.**

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## SGGP MODIFIED SCHEDULE

**AM Classes (Threes, Pre-Ks):** Drop-off at 11:15 AM - Pick-up at 12:45 PM

**AM Classes (Twos):** Drop-off at 11:00 AM - Pick-up at 12:30 PM

**PM Classes (Threes & Pre-Ks):** Drop-off at 1:30 PM – Pick-up at 3:00 PM

Lunch Bunch: Will begin at 1:00 with lunch eaten at 1:30.

You can pick your child up at either 2:00 or 3:00 (your choice).

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