



**POLICIES AND PROCEDURES  
OF THE  
HOMWOOD CHURCH OF CHRIST  
DAY SCHOOL  
2011-2012**

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# **Day School Operating Hours**

**August 8, 2011 – May 18, 2012**

## **Operating Hours:**

**7:00 – 9:00 a.m. Morning extended care Session to be charged accordingly**

**9:00 – 9:15 a.m. Drop-off for Nursery 1 – 3  
Carpool for Nursery 4 – 4K**

**12:45 – 1:00 p.m. Pick-up for Nursery 1 – 3  
Carpool for Nursery 4 – 4K**

**1:00 – 5:00 p.m. Afternoon Extended Care Session to be charged accordingly**

**We are open Monday – Friday. We are closed several weeks at Christmas, Spring Break, and other holidays as listed on page 4.**

**Children must be picked up by 5:00 p.m., NO EXCEPTIONS (see Extended Care Fees pg. 8).**

**\*\*The Day School reserves the right to de-enroll any child whose social, physical and emotional needs are beyond the resources and training of our current staff.\*\***

# School Closings and Important Dates

## 2011

August 4	Meet the Teacher 6:00 – 7:30 p.m.
August 4 – September 8	PTO Innisbrook Gift-Wrap Sales
August 8	First Day of School
September 5	SCHOOL CLOSED - LABOR DAY
September 26	UAB Vision Screening (3k-4k)
September 15 - 16	School Pictures
TBA	Speech and Hearing Testing 3K – 4K
September 23	4K Children's Theater: "Cinderella"
TBA	PTO Enjoy the City Coupon Book Sales
November 11	SCHOOL CLOSED-VETERAN'S DAY
November 21 – 25	SCHOOL CLOSED-THANKSGIVING
December 9	PTO: Santa Visit
December 7	4K Children's Theater: "Twas' the Night..."
December 19 – January 2	SCHOOL CLOSED-CHRISTMAS

## 2012

January 3	School Reopens
January 16	SCHOOL CLOSED-MLK DAY
January TBA	Registration for 2012-2013
February 20	SCHOOL CLOSED-PRESIDENT'S DAY
February 22	4K Children's Theater: "The Little Engine..."
March 19 – 23	SCHOOL CLOSED-SPRING BREAK
April 6	SCHOOL CLOSED-GOOD FRIDAY
April 11	4K field trip: Alice in Wonderland
TBA	Teacher Appreciation Week
May 16	4K Graduation 10:00 a.m.
May 18	LAST DAY-EARLY DISMISSAL 12:00 p.m.

### **School Closing/Early Dismissal**

- **Early Dismissal**- If Hoover or Homewood dismisses early we will follow suit. Please be mindful that our teachers have to get to their children as well.
- **Delayed Opening**- If Hoover or Homewood has a delayed opening (ex.2 hour delay) the Day School will open at 9:00 a.m. and there would be no morning extended care available in this scenario.
- **School Closing**- In the event of inclement weather, the Day School will follow Hoover AND/OR Homewood School System closings.

**Tornado warnings**- Children will be taken into the inner hallways and remain with teachers until an "all clear" is issued. If the weather looks threatening, stay tuned to your local radio and television stations. You must get here as quickly as possible if the school does close early.

It is imperative that we have current phone numbers and emails. We will send an email in the event of an early dismissal.

## TUITION AND FEES

**Tuition:** Monthly tuition fee is figured on a year's total tuition divided into 10 payments.

- Tuition is due the 1<sup>st</sup> of each month. After the 10<sup>th</sup>, a \$25.00 late fee (see miscellaneous fee section) will be assessed each week.
- Bills will be emailed within the first few working days of each month.
- We ask you to bring your payment (in an envelope) to the office. Place it in the folder on the door.
- **DO NOT MAIL YOUR PAYMENTS OR USE ON LINE BILLING.**
- Exception – In May, any previous charges and any anticipated charges (May lunches, extended care), must be pre-paid by the 10<sup>th</sup>. To clarify, the bill you receive the 1<sup>st</sup> of May will not have any upcoming May charges added to it, so try to anticipate any extended care and lunch charges you might accumulate during May. You **WILL NOT** pay a May tuition which was pre-paid with your registration fee.

	<u>T/TH</u>	<u>MWF</u>	<u>M-F</u>
Nursery 1,2, 3	\$160	\$225	\$350
Nursery 4	\$150	\$190	\$305
2K		\$175	\$275
3K		\$175	\$255
4K		\$175	\$230

**Registration Fees:** \$50 plus May 2012 tuition (NON-REFUNDABLE). If your child is still enrolled in May 2012, the May tuition will be credited to your May 2012 bill. To clarify, if your child withdraws from the Day School before May 2012 you will forfeit all money paid.

**Supply Fees:** Supply fees cover consumable and non-consumable items appropriate for each age level.

- This does not include field trips, class parties or special class activities. Fees for special activities, parties, or field trips will be billed accordingly.
- Supply fees are billed bi-annually in August and January.

	<u>2/3 days</u>	<u>5days</u>
Nursery 1 - 4	\$60	\$70
2K	\$60	\$65
3K	\$60 (MWF)	\$65
4K	\$70 (MWF)	\$75

### Miscellaneous Fees

**Schedule Change Fee:** \$25 fee will be charged if a change is initiated by parent (after registration forms are submitted).

**Late Tuition Fee:** A \$25.00 fee will be charged each week that the tuition is late.

**\*\*If the balance is not paid by the 10<sup>th</sup> of the following month, your child's enrollment may be terminated. \*\***

**Extended Care Late Pick-Up Fees:** Day School closes promptly at 5:00 p.m. (OUR CLOCK). Any pick-ups after 5:00 p.m. will result in the following charges:

- 1<sup>st</sup> offense: \$7.00 a minute for every minute after 5:00 p.m.
- 2<sup>nd</sup> offense: \$8.00 a minute for every minute after 5:00 p.m.
- 3<sup>rd</sup> offense: \$10.00 a minute for every minute after 5:00 p.m.

**Returned Check Fee:** A \$30 fee will be charged to your account for any returned check. After 2 returned checks, you will be asked to pay by cash, cashier's check, or money order.

**Activity Fees:** vary depending on the class and activity. This will be added to your bill.

**4K Field Trips:** Due to pre-purchasing Children's Theater Tickets, a \$24.00 fee will be billed in August for all 4K students enrolled. This is non-refundable.

**4K Field Trip T-shirts:** \$10 Field Trip T-Shirts will also be added to your August bill.

**Lunch N4-4K:** \$3.00 (lunches include milk)

**Milk Only:** .50

**Ice Cream:** .50 Friday only for 2K-4K

**Rest Mats:** \$27.00 to be added to your bill

### **ABSENCES**

Pro-rating will not be given for illness, vacation, scheduled holidays, early withdrawals, or inclement weather. Monthly tuition is non-refundable and not pro-rated. There will be no make-up days for illness or inclement weather.

### **WITHDRAWALS**

You must submit in writing to the Day School if you are withdrawing/transferring 30 days prior to the withdrawal/transfer.

**You will be responsible for tuition payments, extended care, lunches, and subsequent late charges until written notification is submitted.** The pre-paid tuition for May 2012, paid at registration, will be forfeited if your child is not enrolled at the Day School in May 2012.

### **REGISTRATION**

**Registration:** The following are required for registration:

- 1. Registration application**
- 2. Non-refundable registration fee- \$50 PLUS May 2012 tuition**
- 3. Current blue immunization form (must be current at all times).**
- 4. DHR required affidavit to be signed and notarized. A notary service is available through the Day School.**

Registration takes place in January for the following school year. If you are currently enrolled, your child and any siblings will have first priority placement for the following school year.

**Waiting List:** After registration takes place for the upcoming school year, the Day School fills any student openings from the online waiting list. Waiting lists forms are kept for a 1 year minimum. The wait list is located at [www.homewooddayschool.org](http://www.homewooddayschool.org).

**New Student Registration:** New students registering after current school year begins will be accepted on a 2 week probation period. After the probation period, the child will be evaluated based on input from the child's teachers.

If the child is from a family whose primary language is not English, he or she must be able to understand and follow direction given in English when appropriate.

**\*\*The Day School reserves the right to de-enroll any child whose social, physical and/or emotional needs are beyond the resources and training of our current staff.\*\***

## **EXTENDED CARE**

**Extended Care Fees: Per hour extended care charge: \$4.00 for Nursery 1 – 4K. Any child enrolled in the Day School program is eligible to use the morning/afternoon extended care program. Make sure your clock/watch is set to the official Day School Clock in the office. Per hour charges are billed weekly and paid the following month. Exception: Estimated per hour use for May must be pre-paid.**

**Morning/afternoon extended care fees are billed by the hour, for any part of the hour. For example, you will be billed for 2 hours if your child is here from 1:00 p.m. to 2:15 p.m.**

- **If your child arrives in the gym/classroom before 9:00 a.m., you will be charged a minimum of \$4.00.**

**Morning Extended Care Sessions: 7:00 a.m. – 9:00 a.m.**

- **Children may be dropped off no earlier than 7:00 a.m.**
- **In the morning, Nursery 4 – 4K can be dropped off in the Gym.**
- **Nursery 1 – 3 can be dropped off in the Nursery.**
- **In the morning, the teacher will sign your child into the extended care log.**
- **Nursery 3 – 4K need to have breakfast BEFORE coming to school.**
- **Nursery 1 and 2 may eat breakfast at school.**
- **Nursery 3 – 2K will get a snack shortly after they get into their classroom.**

**Afternoon Extended Care Sessions: 1:00 – 5:00 p.m.**

- **If your child needs to use the afternoon extended care program on an occasional basis, please notify the teacher or the Day School Office ASAP. THIS IS CRITICAL IN N1-N4 to consistently maintain the best possible care for your children.**
- **There is only 1 phone line available in the afternoons. DO NOT LEAVE A MESSAGE. Extended care has no way to retrieve messages from the office phone. Please continue to call until you have spoken with someone.**
- **N1-N3 will rest in cribs as needed**
- **N3-N4 will begin naptime at 12:45.**
- **2K will have naptime at 1:00.**
- **3K-4K will have nap/rest time at 1:00. They will have the option to sleep or watch a G-rated movie.**
- **N4-4K will rest on a cot. You must provide a rest mat with an attached covering and pillow. The Day School will have a limited supply of mats available for purchase at registration. These coverings will be sent home every Friday for the parents to wash. It is important to remember to send these mats back to school on Monday.**
- **After rest time, the children will be given a snack provided by the Day School. The remaining time until 5:00 p.m. will be spent in organized and/or free play activities in the gym or out on the playground.**

**\*\*In the afternoon, it is the responsibility of the person picking up your child to initial the extended care log beside the time recorded by the extended care worker. If your child is not signed out, you may be charged until 5:00 p.m. Note the pickup time will be listed according to the official Day School clock. \*\***

## LUNCHES

Most classes serve lunch around 11:00am. Refer to your child's class schedule for the specific time. Lunches need to be nutritious. Lunches will be served only during each class's designated lunchtime.

- N1-N4 has access to a refrigerator.
- 2K - 4K should bring juice boxes, covered cups, or easy open thermoses for their drinks. **NO CARBONATED DRINKS OR GLASS CONTAINERS.** Milk, juice or water only. There is no access to microwaves or refrigerators so pack accordingly.

Teachers cannot leave the room to warm food, so finger foods are most appropriate. Finger foods need to be already chopped and ready to serve. For example, boiled eggs should be shelled and meat sticks skinned and cut up. Teachers will encourage children to eat "growing" foods first. Please send only small amounts of sweets/dessert, if any.

School calendars/menus will be emailed each month and posted on the website. The calendars will follow the billing cycle of the Day School and not necessarily the calendar month.

- Nursery 4 - 4K may purchase a nutritious lunch through the Day School for \$3.00. These lunches are nutritionally balanced as set by state guidelines. Some examples of a school lunch are as follows:  
Pizza, corn, fruit, and milk to drink  
Chicken Fingers, green beans, fruit, and milk to drink  
Pancakes, bacon, fruit and milk to drink
- Milk may be purchased separately for .50.
- 2K-4K may purchase ice cream on Friday for .50.
- Lunches may be purchased on a day by day basis.
- If your child has no lunch in their backpack, the teacher will automatically order a lunch for your child.
- *If your child is running late to school, lunch orders are to be called into the office no later than 9:30 a.m. After 9:30 you will need to provide your child's lunch.*

### **CARPOOL/ DROP OFF & PICK UP PROCEDURES**

**Morning Carpool/Drop-off is from 9:00 a.m. - 9:15 a.m.**

**Afternoon Carpool/Pick Up is from 12:45 p.m. -1:00 p.m.**

If you arrive after 9:15 a.m. you must walk your child to his/her classroom. **UNDER NO CIRCUMSTANCES OR AT ANY TIME IS A CHILD OF ANY AGE TO BE DROPPED OFF AND ALLOWED TO WALK TO HIS CLASSROOM UNSCORETED BY AN ADULT.** If you forget the code, please call the Day School office or enter through the church office. Please remember to drive slowly as parents with young children will be walking into the building.

**Nursery 1 - 3: The driveway behind the church to the left is one way only.**

- **Drop off: 9:00 - 9:15 a.m.** When pulling into the church entrance, stay to the left (back of church). Park car and bring child in through the covered entrance by the coke machines. \*Code given to you at Meet the Teacher.\*
- **Pick-Up: 12:45-1:00p.m.** When picking up your infant, you **MUST** remain **OUTSIDE** the nursery door. This is for the safety and health of your child. We insist that you come to the half-door and let the teacher hand your child to you.

### **Nursery 4 – 2K:**

**We strongly encourage you to use carpool. Your child will feel more independent and self-assured if he is leaving you instead of you leaving him.**

- **Morning carpool: 9:00 – 9:15 a.m.** When pulling into the church entrance, stay to the right. Carpool drop off will be by the gym door. During carpool, please stay in your car. Our teachers will be there to help get your children out of the car for you.
- **Afternoon carpool: 12:45 – 1:00 p.m.** When pulling into the church entrance, stay to the right. Carpool pick up will be by the gym door. During afternoon carpool, please stay in your car. Our teachers will be there to help get your children buckled into their car seats.

**3K – 4K: We strongly encourage you to use carpool. Your child will feel more independent and self-assured if he is leaving you instead of you leaving him.**

- **Morning carpool: 9:00 – 9:15 a.m.** When pulling into the church entrance, stay to the right. Carpool drop off will be by the gym door. During carpool, please stay in your car. Our teachers will be there to help get your children out of the car for you.
- **Afternoon Carpool: 12:45 – 1:00 p.m.** When pulling into the church entrance, stay to the left (back of church) and go to the 2<sup>nd</sup> covered entrance. Carpool pick up will be by the playground. During carpool, please stay in your car. Our teachers will be there to help get your children buckled into their car seats.

**The driveway behind the church to the left is one way only.**

### **Arriving after 9:15 a.m.:**

- **N1-N4:** You may take your child directly to the classroom.
- **2K-4K:** You may take your child directly to the classroom. **NOTE\* \*If you arrive at school during your child's music, computer, or library class time, you will need to wait outside the classroom until your child's Resource Class is over. This is to ensure your children receive the full benefit of instruction from the resource teacher. All Resource class times are 20 minutes. Your child's teacher uses this time for planning and preparation; therefore, neither they nor the office are available to watch your children, so plan accordingly.**

### **Authorized Pick-Up**

**Children may not be picked up by anyone not listed on our "Contact List". This part of the registration (along with emergency telephone numbers) **MUST BE KEPT UP TO DATE.** Submit any contact changes to the office in writing, by fax (945-1028), phone (945-1015) or by email ([dayschool@homewoodchurch.org](mailto:dayschool@homewoodchurch.org)).**

**Picture I.D. may be required to pick up a child.**

### **Car Seats:**

**We ask that you use the most appropriate child restraint based on your child's age and weight. After Christmas, we ask that the 4K have the ability to buckle themselves into their seat.**

# **Policies of the Homewood Day School**

**The Day School reserves the right to de-enroll any child whose social, physical and/or emotional needs are beyond the resources and training of our current staff.**

## **Security:**

**If your child must arrive or depart before the designated carpool times, you must come inside and pick your child up from his classroom. All doors are locked from 7:00 a.m. until 5:00 p.m.**

- **Door codes will be issued at Meet the Teacher. If a code is changed during the school year your teacher or the Day School Office will give you the code verbally.**
- **The only 2 “Parent” doors are the door by the gym as well as the door by the Nursery (Coke Machine). You may also enter through the church office located at the first covered driveway.**
- **NEW THIS YEAR... We will be adding pictures of you and your child to the Day School software program as well as your “Contact” when possible. (Please be mindful that we share our facility with the Homewood Church and there will be times when the doors are unlocked due to Church activities. As always our first line of protection is our teachers). DO NOT KNOCK ON A LOCKED DOOR AND EXPECT A TEACHER TO OPEN THE DOOR. This is for the protection of your children. DO NOT OPEN THE DOOR OR ALLOW ANYONE TO WALK THROUGH THE DOOR UNLESS YOU PERSONALLY KNOW THE PERSON HAS A REASON TO BE IN THE DAY SCHOOL.**

## **Curriculum:**

**Each class has a developed curriculum appropriate to his age. Simple Bible stories are taught in all classes.**

**Resource Classes: A variety of resource classes are offered each week for 2K – 4K.**

- **If your class is meeting with a resource teacher when your child arrives at Day School, you must remain with your child until the resource class time is over. You will receive a schedule of these classes from your teacher. DO NOT INTERRUPT THESE CLASSES.**
- **2K – 3K: Resource classes include Chapel, Music and Library**
- **4K: Chapel, Music, Library, Computers, Spanish**

## **Birthday/Class Parties:**

- **We do not pass out birthday invitations unless all the children in the class receive one.**
- **You may send only cookies to be served by the teacher (NO CUPCAKES); however, this must first be cleared with the individual teacher, not the office. Balloons, presents, or goody bags are not allowed.**
- **Check with teachers for class phone numbers and addresses.**

**Naps: Naps are given as needed in Nursery 1 and 2. Naps for all other ages will be given during the afternoon extended care session.**

**Illness: If your child becomes ill at school, we will call immediately!**

- **Arrangements must be made to pick up your child immediately! We will call the authorized contacts from your registration form in the order listed. PLEASE KEEP US UPDATED ON INFORMATION CHANGES.**

- **Your child will be given a “Return To School” form by the teacher listing the earliest possible date your child may return to school assuming they are symptom free.**
- **WHEN YOUR CHILD HAS BEEN ILL, YOUR CHILD MUST BE FREE FROM VOMITING, DIARRHEA, AND/OR FEVER FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATIONS BEFORE RETURNING TO SCHOOL. If your child returns to school in less than 24 hours, a written excuse approved by the Director or Assistant Director must be provided.**
- **When your child is ill with a contagious illness, please notify us of the illness. This courtesy keeps us informed about anything contagious to which other children might be exposed.**

**Prescription Medicines: WE WILL DISPENSE ONLY PRE-MEASURED MEDICATIONS WITH WRITTEN PARENTAL CONSENT, SIGNED AND DATED BY THE PARENT.**

- **All medicine forms are to be filled out before arriving at school.**
- **Both Prescription and On-Site Medicine Forms are available on our web site or outside the Day School office. The original form will be returned to the parent with the time the medicine was given and the teacher’s initials.**
- **If your child has medical or allergy issues that require medicine to be with your child at all times, an On-Site Medicine Form must be on file in the office. Copies will be given to the teacher, extended care and in your child’s backpack or diaper bag.**

**Child Injury Reports: If your child is injured at school, a “Child Injury Report” will be sent home that day.**

- **Your teacher will treat each accident appropriately.**
- **Antibiotic ointment, soap and water, sanitizer, bandaids etc. will be applied where appropriate (per signed permission found on the Registration Form).**

**Behavior Reports: A “Behavior Report” may be sent home with your child if the teacher feels it is necessary to re-direct or use a “time-out” to correct negative behavior.**

- **Biting: Occasionally we will have a child who repeatedly bites. We work with these children and their parents on an individual basis.**
- **Names of children who bite or who are bit will not be disclosed.**
- **If biting continues you may be asked to pick your child up immediately and he will not be able to return without approval from the Director.**

**DHR Affidavit: Each school year, DHR requires each family to acknowledge that they are aware that Homewood Church of Christ Day School is exempt from DHR inspection and regulation. The form is part of our registration process and is to be notarized. A copy is kept annually in the student’s file and the original is mailed to DHR in Montgomery. The Day School does however try to adhere to DHR policies and guidelines whenever possible.**

**Potty-Training: WE REQUIRE YOUR 3K CHILD TO BE POTTY-TRAINED AFTER THE CHRISTMAS HOLIDAY.**

- **Teachers will assist your child in potty training. 2K-4K has designated potty-time built into class time.**
- **All children who are potty trained or training must be dressed in clothing items that can be easily removed by the child. Pants with elastic waists are best. No belts please. We encourage independence as much as possible. The type of clothing is important.**
- **If you send your child in pull-ups, please send the pull-ups that have the closable sides.**

- **N1 to 4K must have at least one extra set of season appropriate, *labeled* clothing (including socks) for the occasional accident.**
- **We do not keep extra clothing here in the Day School.**
- **If your 3K child is not potty after we return from the Christmas holiday, the parent will be responsible for changing any soiled diapers/pull-ups/clothing.**

**Backpacks/Diaper Bags: Your child's name must be *clearly visible* on all Backpacks or Diaper Bags.**

- **Re-check periodically in case names wears off.**
- **Nursery 1 MUST have a Diaper Bag instead of a backpack for your child because backpacks hang on the child's bed.**
- **Nursery 4 classes must have only 1 bag per child.**
- **2K- 4K must have a backpack large enough to accommodate a take home folder, lunch box, change of clothes, diapers, artwork, show and tell item, etc.**
- **Backpacks are to be brought to school every day.**
- **Children are strongly encouraged to carry their own bags.**

**Diaper Changing: Children should have a sufficient number of diapers for the entire day.**

- **Children in diapers must have gripper snaps on pant legs . Snaps must go all the way down to the ankle. NO CUFFS! This includes separate pants such as blue jeans.**
- **Children in diapers must have clothing that does not require the removal of shoes in order to change diapers. NO CUFFS!**
- **Diapers are to be sent daily. We cannot stockpile diapers due to limited storage space.**
- **Please send 2 changes of season appropriate, labeled clothing every day in case of accidents.**

**Appropriate Clothing: We do painting, various craft projects as well as we have a playground, so please dress your child in appropriate clothing. Clothing that you wouldn't want damaged in these activities should be avoided.**

- **Children will go outside every day unless we have inclement weather. Please send labeled jackets in cold weather.**
- **Children should arrive dressed for the day.**
- **LABEL EVERYTHING!**
- **Caps: No caps (baseball, etc.) are to be worn to school.**
- **Earrings: Only "stud" type earrings may be worn.**

**Footwear: Rubber soled shoes only are to be worn at school. Example: Tennis shoes.**

- **No boots, sandals, open toed shoes or Crocs. We have rocks on our playground. Also, we have found children have a hard time with some activities that may encourage running.**
- **You may be called to bring alternate shoes if your child wears inappropriate footwear to school.**

**Pacifier:**

- **Pacifiers must be on a "leash" with the child's name on both the pacifier and leash.**
- **In N3 and N4, pacifiers are strongly discouraged unless it is naptime. Pacifiers can interfere with the development of verbal skills.**
- **2K children will be asked to put their pacifier and blanket in their backpacks until naptime.**

### **Sip cups:**

- **Check that leak guard is properly inserted. Cups should not leak when tilted sideways or upside down.**
- **Please make sure to label cups! It is always good to check all cups periodically to make sure name is still visible.**

**Toys: Your child will be asked during carpool to leave any toys from home in the car. Our day is planned with many activities and the toy is soon forgotten about and often lost.**

- **Security items (stuffed animals, blankets, etc.) will be handled on an individual basis.**
- **NO TOY WEAPONS, such as guns or swords are ever allowed since we are discouraging any form of violence.**
- **Toys will be allowed on designated Show and Tell days only. The Show and Tell item must be small enough to be placed in your child's backpack.**

**Lost and Found: Items do get misplaced. Please check with us as soon as you realize something is missing.**

- **There is a lost and found tree located outside the office. We share all of our facilities with the church; therefore many individuals are involved in trying to track something down.**
- **Label all personal items, clothing, backpacks, lunch boxes, containers, diaper bags, sweaters, jackets, cups, etc. .**
- **If you do not label at home, the teacher will label your items. Remember it is very taxing to identify every item each child brings to school!**
- **Lost items will be donated at the end of the semester.**

**School Pictures: You are under NO obligation to purchase these pictures.**

- **Individual pictures will be made in the fall.**
- **Black and white casual pictures will be made in the spring.**
- **4K Cap and Gown pictures will be made in the spring.**
- **All pictures purchased can be charged to your bill.**
- **Children must arrive at school dressed for their pictures. We will not be able to change your child's clothing.**

**Open Door Policy: We have an open door policy. Please feel free to check on your child by calling the office at any time. If you choose to come observe your child, please do not let them see you. Often, a child will become upset and confused when they cannot leave with you.**

## **PARENTS OF NURSERY CHILDREN**

### **Note the following Recap**

- **LABEL EVERYTHING!!**
- **Make sure to send enough diapers and 2 changes of clothes daily.**
- **Sip cups must have the plug attachments inside so they will not leak. Test the cup for leaking by turning it on its side and also holding it upside down.**
- **Medicine forms need to be filled out before dropping off your child, not at the doorway.**
- **Conference times may be scheduled with the Director.**
- **Schedule changes for nursery children should be written down and given to the teachers.**
- **Babies with pacifiers must have a labeled, "leash" attachment.**

- **Finger foods should already be cut up. For example, boiled eggs need to have the shell removed. Meat sticks should have skin removed and cut up.**
- **Because we are a school and not a Day Care, ALL children Nursery 3 – 4K are expected to eat breakfast before arriving at school.**
- **No tomato based foods. They are too messy.**
- **NO GLASS BOTTLES.**
- **NO CLOTH DIAPERS.**

### **PARENT VOLUNTEER OPPORTUNITIES**

**The success of the Homewood Day School depends largely on parent volunteers. Your participation is vital. We thank you in advance!! You will be notified of upcoming events through fliers and emails.**

#### **ROOM PARENT:**

- **Nursery 4 – 4K: The room parent will be responsible for helping coordinate classroom activities and parties.**
- **Room parents will help secure donations of plates, food, etc. for parties.**
- **This position may be shared with another parent.**
- **There will be only 3 parties, Christmas, Valentine’s Day and the End of the Year.**

**PARENT TEACHER ORGANIZATION (PTO): The PTO is essential in providing many of the “extras” at the Day School. For example, playground renovations, classroom supplies, teacher appreciation week, Santa visit, etc. ...**

- **Fundraising opportunities include, but are not limited to:**  
**Innisbrook Gift Wrap Sales**  
**Birmingham “Enjoy the City Coupon Book” Sales**  
**Book Fairs**  
**Cartridges for Kids ([www.cartridgesforkids.com](http://www.cartridgesforkids.com))**  
**“Shred-it” Day**

**Contact Mindi Belmont at [PTOMindi@hotmail.com](mailto:PTOMindi@hotmail.com).**

### **COMMUNICATION**

**We want you to know about all the wonderful programs going on at the Homewood Day School, your child’s classroom and the Homewood Church. We send emails and letters home with your child as they are needed, but we realize that sometimes papers don’t make it home to the parents.**

#### **Website:**

- **[www.homewooddayschool.org](http://www.homewooddayschool.org). We are constantly updating and you should find the most current information here for menus, calendar, and the Parent Policy book.**
- **Each teacher will maintain a web page for her classroom. The teacher will place her monthly calendar as well as special notes and pictures specific for her classroom. Access to the teacher page will be given to you at Meet The Teacher.**

#### **Teacher to Parent:**

- **N1-N4 will send home a daily “Cuddlegram” listing your child’s eating, sleeping and bathroom habits each day. This will follow them to extended care as well so you can have a snapshot of the day.**
- **2K-4K will send home a weekly newsletter via backpacks or email. Information may include upcoming unit studies, activities, student recognition, etc.**

- **Take Home Folders-** Most teachers will use a daily take home folder to send various papers, artwork, etc. Please check EACH day removing the day's papers.
- **Website-** Class pictures, study units, schedules, website links to pertinent information to name a few.

**Parent to Teacher:** Teachers will let you know the best way to reach them whether it is email, notes, or a phone call.

- Any changes in your child's schedule should be communicated to the teacher verbally and written. Ex: your child woke up extremely early, changes in family situations, illness.
- Schedule a conference. To alleviate bottlenecks, please do not have an extended conversation with your teacher during carpool/pick up times.

**Parent to Day School Office:**

- **Office Hours** are Monday-Friday, 8-2 while the Day School is in session. There are no scheduled office hours during the summer months; however, phone messages and emails will be checked periodically.
- The office phone number is 945-1015. The answering machine will pick up after 3 rings.
- **CALLING EXTENDED CARE- DO NOT LEAVE A MESSAGE! THEY CANNOT RETRIEVE A MESSAGE FROM THE OFFICE PHONE. PLEASE CONTINUE TO CALL BACK UNTIL SOMEONE ANSWERS.**
- The fax number is 945-1028.
- The email is [dayschool@homewoodchurch.org](mailto:dayschool@homewoodchurch.org). This will be the Assistant Director's computer. Email will be forwarded to the Director.
- If you ever have any concerns about your child, policy, teacher etc., we would love to have an opportunity to talk to you.

**Homewood Church of Christ:** Because we share the facility with the Homewood Church of Christ, we are privileged to be invited to all Church activities. Periodically you will receive information concerning special events taking place at the Homewood Church. Please consider yourself to be an honored guest. You may also visit the church website, [www.homewoodchurch.org](http://www.homewoodchurch.org).

### **Extracurricular Activities**

The day school offers our facility for several extracurricular activities. These will take place after 1:00. All registration and payments will be billed directly to you from the contact.

**Creative Movement-** for information contact [Melanie Davenport-hobsmom@inline.com](mailto:Melanie Davenport-hobsmom@inline.com)

**Melissa Waid Gymnastics-** for information contact Coach [Missy-mwgym74@yahoo.com](mailto:Missy-mwgym74@yahoo.com)

**Play Ball-**for information contact Coach Mike-CoachMike4Playball@live.com