



POLICIES AND PROCEDURES

OF THE

HOMEWOOD CHURCH OF CHRIST

DAY SCHOOL

2010-2011

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Table of Contents

Day School Operating Hours	pg. 3
School Closings and Important Dates	pg. 4
Tuition and Fees	pg. 5-6
Registration	pg. 7
Extended Care	pg. 8-9
Lunches	pg. 9
Arrival and Pick -Up Policies	pg. 10-11
Policies of the Homewood Day School	pg. 12-15
Parent Volunteer Opportunities	pg. 16
Website Information/Communication	pg. 17

Day School Operating Hours

Regular Session: August 9 – May 20

Operating Hours:	Regular Session
7:00 – 9:00 a.m.	Morning extended care Session to be charged accordingly
9:00 – 9:15 a.m.	Carpool for Nursery 4 – 4K Drop-off for Nursery 1 – 3
12:45 – 1:00 p.m.	Carpool for Nursery 4 – 4K Pick up for Nursery 1 – 3
1:00 – 5:00 p.m.	Afternoon Extended Care Session to be charged accordingly

We are open Monday – Friday, August 9– May 20. 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. 9).

****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

2010

August 5	Meet the Teacher 6:00 – 7:30 p.m.
August 5 – September 8	PTO Innisbrook Gift-Wrap Sales
August 9	First Day of School
September 6	SCHOOL CLOSED FOR LABOR DAY
October 6	UAB Vision Screening (3k-4k)
October 14 - 15	School Pictures
October 20 -	PTO Enjoy the City Coupon Book Sales
November 11	SCHOOL CLOSED-VETERAN'S DAY
November 22 – 26	SCHOOL CLOSED-THANKSGIVING
December 10	PTO: Santa Visit
December 20 – December 31	SCHOOL CLOSED-CHRISTMAS

2011

January 3	School Reopens
January 17	SCHOOL CLOSED-MLK DAY
February 2	Speech and Hearing Testing 3K – 4K
February 21	SCHOOL CLOSED-PRESIDENT'S DAY
March 14 – 18	SCHOOL CLOSED-SPRING BREAK
April 22	SCHOOL CLOSED-GOOD FRIDAY
April 26 - 30	Teacher Appreciation Week
May 18	4K Graduation 10:00 a.m.
May 20	LAST DAY-EARLY DISMISSAL 12:00 p.m.

Inclement Weather

In the event of inclement weather, the Day School will follow Hoover and/or Homewood School System closings. WE WILL CLOSE 1 HOUR PRIOR TO HOOVER/HOMEWOOD SCHOOL CLOSINGS. Although we will not be listed individually, follow local TV and radio coverage. When tornado warnings occur, the 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. Also, it is imperative that we have current phone numbers and emails. We **will** send an email. DO NOT CALL THE SCHOOL. THIS TIES UP THE PHONE LINES.

Tuition and Fees

Tuition: The monthly tuition fee is figured on a year's total tuition divided into 10 payments. Tuition is due the 1st of each month. After the 10th, 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.**

****Exception** – In May any previous charges, and any anticipated charges (May lunches, extended care), must be **pre-paid** by the 10th. To clarify, the bill you receive the 1st 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.**

	<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 one month of tuition (NON-REFUNDABLE). If your child is **still** enrolled in the Day School in May 2011, the one month of tuition will be credited to your May 2011 bill.

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>Supply Fees:</u>	<u>2/3 days</u>	<u>5days</u>
Nursery 1 – 5	\$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 10th of the following month, your child's enrollment may be terminated. **

Returned check fee: \$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 \$21.00 fee will be billed in August for all 4K students enrolled. **This is non-refundable.** \$10 Field Trip T-Shirts will also be added to your August bill.

Lunch: \$3.00(lunches include milk)

Milk Only: .50

Ice Cream: .50

Rest Mats: \$27.00

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/Transfers: 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 2011, paid at registration, **will be** forfeited if your child is **not** enrolled at the Day School in May 2011.

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:

1st offense: \$7.00 a minute for every minute after 5:00 p.m.

2nd offense: \$8.00 a minute for every minute after 5:00 p.m.

3rd offense:\$10.00 a minute for every minute after 5:00 p.m.

Registration

Registration: The following are required for registration:

1. Registration application
2. Non-refundable registration fee
3. Current blue immunization form (must be current at all times).
4. Affidavit to be signed and notarized by the Day School

Registration takes place in the spring for the following school year. If you are currently enrolled, your child will have first priority for the following year.

New Student Registration:

New students registering after the fall school session 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 of talking age, he/she must be able to understand and follow direction given in English.

****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.****

Extended Care

Extended Care Fees: Per **hour** extended care charge: **\$3.50** 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 \$3.50.

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, and they do not stay on a regular basis, please notify the teacher or the Day School Office as soon as possible.
- Please remember that there is only **1** phone line available in the afternoons. **DO NOT LEAVE A MESSAGE.** Please continue to call until you have spoken with someone.
- All children must be picked up by 5:00 p.m. (OUR CLOCK) or the following charges will be incurred:
- 1st offense: \$7.00 a minute for every minute after 5:00 p.m.
- 2nd offense: \$8.00 a minute for every minute after 5:00 p.m.
- 3rd offense: \$10.00 a minute for every minute after 5:00 p.m.

All children are to rest in cribs or cots. You must provide a rest mat with an attached covering. 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. Nursery 3 – 2K will have nap time at 1:00. 3K – 4K will have an opportunity to nap or watch a video in their classroom. 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.

Due to our consistent desire to maintain the best possible care for your children, you **must** notify the Day School if your Nursery 1-4 child will be staying in Afternoon Extended Care.

****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 will be charged until 5:00 p.m. Note the time picked up should be according to the official Day School clock. ****

Lunches

Lunches need to be nutritious. Lunches will be served only during each class's designated lunchtime. 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.

We 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.

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. A carton of milk can be purchased separately for .50. 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, and milk to drink

School calendars/menus will be emailed each month and posted on the website. 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.

2K – 4K may purchase ice cream on Friday of each week for .50.

Carpool Procedures

Morning Carpool/Drop-off is from 9:00 a.m. – 9:15 a.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 UNESCORTED BY AN ADULT. If you forget the code, please call the Day School office or enter through the church office.

Nursery 1 – 3: 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.

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 – 1:00 p.m. When pulling into the church entrance, stay to the left (back of church). Park car and enter through the covered entrance by the **coke machines**. ***Code given to you at Meet the Teacher.***

Nursery 4 – 2K: We strongly encourage you to use the drop-off service. Your child will feel more independent and self-assured if he is leaving you instead of you leaving him.

Drop off: 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.

Pick Up: 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 the drop-off service. Your child will feel more independent and self-assured if he is leaving you instead of you leaving him.

Drop off: 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.

Pick Up: 12:45 – 1:00 p.m. When pulling into the church entrance, stay to the left (back of church) and go to the 2nd 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. Please remember to drive slowly as parents with young children will be walking into the building.

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 application (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). Picture I.D. is required to pick up a child.

Car Seats:

On July 1, 2006 new legislation requires children to be in rear-facing infant car seats until they are one year or weigh 20 pounds, Convertible seats in the forward position or forward-facing seats are required until the child is at least 5 years old or 40 pounds, and Booster seats are to be used until the child is 6 years old.

Policies of the Homewood Day School

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.

- 1. 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.
- 2. Curriculum:** Each class has a developed curriculum appropriate to his age. Simple Bible stories are taught in all classes.
- 3. 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
- 4. 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.
- 5. 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.
- 6. 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 emergency person listed on your application form if we do not reach either parent by phone. **WHEN YOUR CHILD HAS BEEN ILL, YOUR CHLD 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.

7. **Prescription Medicines:** WE WILL DISPENSE ONLY PRE-MEASURED MEDICATIONS WITH WRITTEN PARENTAL CONSENT, SIGNED AND DATED BY THE PARENT. Forms are to be filled out before arriving at school. Forms are available on our web site. The original form will be returned to the parent with the time the medicine was given and the teacher's initials.
8. **Child Injury Reports:** If your child is injured at school, an accident report will be sent home that day. Your teacher will treat each accident appropriately. Antibiotic ointment will be applied (per signed permission form found in Registration Packet).
9. **Behavior Reports:** If your child has been placed in "time-out", you will receive a behavior report that day.

10. Biting: Occasionally we will have a child who bites. We will work with these children and their parents on an individual basis. Names of children who bite or who are bitten will not be disclosed. If biting continues you will be asked to pick your child up immediately and he will not be able to return until the following day.

11. Affidavit: Each year we are required to have an affidavit signed by the parents stating that the Homewood Church Day School has filed notice and is exempt under law from regulation by the Department of Human Resources (DHR). We do however try to adhere to the policies set in place by our State run DHR.

12. Potty-Training: 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. All children must have at least one extra set of labeled clothing, including socks, for the occasional accident. We do not keep extra clothing here in the Day School.

****We would like for your child to be potty trained before entering 3k in the fall. We REQUIRE your 3K child to be potty trained after the Christmas Holiday. If your child is not potty trained by January 1st, the parent will be responsible for changing any soiled diapers/pull-ups/clothing.**

13. Backpacks/Diaper Bags: Clearly mark Backpacks/Diaper Bags with your child's name. Re-check items periodically in case names wear off. Nursery 4 classes must have only 1 bag per child. Every child in 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.

14. Diaper Changing: Children should have a sufficient number of diapers for the entire day. Children in diapers must have gripper snaps on their clothing. 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! (Gymboree brand of clothing with cuffs is one such item that is not acceptable). Diapers are to be sent daily. We cannot stockpile diapers due to limited storage space.

15. Appropriate Clothing: We do painting as well as have an Outside 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 jackets in cold weather. Children should arrive dressed for the day.
LABEL EVERYTHING!

16. Caps: No caps (baseball, etc.) are to be worn to school.

17. Earrings: Only "stud" type earrings may be worn.

18. 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.

19. Pacifier: In Nursery 3 -4, pacifiers are strongly discouraged unless it is naptime. Pacifiers can interfere with the development of verbal skills. Pacifiers must be on a "leash" with the child's name on both the pacifier and leash. 2K children will be asked to put their pacifier and blanket in the backpacks until naptime.

20. Footwear: Rubber soled shoes only are to be worn at school. Example: Tennis shoes. No boots, sandals or Crocs (due to rocks on playground or running in gym). You will be called to bring alternate shoes if your child wears inappropriate footwear to school.

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

22. 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. It is imperative that you 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.

23.School Pictures: Individual pictures will be made in the fall. Black and white casual pictures, as well as 4K Cap and Gown pictures, will be made in the spring. All pictures purchased can be charged to your bill. You are under NO obligation to purchase these pictures. Children must arrive at school dressed for their pictures. We will not be able to change your child's clothing.

24.Parents of Nursery Children: Note the following Recap

- 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 "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.

Parent Volunteer Opportunities

The success of the Homewood Day School and the success of the Parent Teacher Organization (PTO) depend largely on parent volunteers. Your participation is vital. We thank you in advance!! You will be notified of upcoming events through fliers and emails. Some of the events include, but are not limited to;

- Gift Wrap Sales
- Coupon Book Sales
- Book Fair
- Teacher Appreciation
- Cartridges for Kids (www.cartridgesforkids.com)

A ROOM PARENT is needed in each Nursery 4 through 4K classroom.

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.

Website Information/Communications

We want you to know about all the wonderful programs going on at the Homewood Day School and in your child's classroom. 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. To aid in communication we are constantly updating our Website. You can reach our website by visiting homewoodchurch.org and clicking on the **Day School link**. Effective September 2008, the Homewood Day School Website will include separate pages for each Teacher. Here your child's teacher will be able to place her monthly calendar as well as special notes and pictures specific for her classroom. If you have any questions about anything going on in your child's classroom, please call the Day School office at 945-1015, or email us at dayschool@homewoodchurch.org. If all 3 phone lines are in use, the answering machine will pick up. If you are trying to reach someone in extended care, DO NOT LEAVE A MESSAGE. THEY DO NOT HAVE THE ABILITY TO RETRIEVE MESSAGES. PLEASE CONTINUE TO CALL BACK.

Our fax number is 945-1028.

In the Nursery classes, you can expect a "Cuddlegram" to be sent home daily. Any changes in a child's schedule should be in written form before you arrive at school and verbally communicated to the teacher (ex. Up several times during the night). To alleviate bottlenecks in the nursery, no extended conversations at the door. Conference times can be scheduled with your child's teacher if you need conversation with her outside of dropping off and pick up times.

In the 2K – 4K classes, you can expect a weekly class note informing you of upcoming units of study and activities (also located on the teacher webpage).

We are a very open Day School. You are welcome to drop by any time unannounced or call the office to check on your children. To avoid your child or others from becoming upset, please do not let your child see you.

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 of Christ. Please consider yourself to be an honored guest. You may also visit the Church Website, homewoodchurch.org, for monthly activity calendars.