

PARENT NEWS

Fall 2023

Covenant Child Development Center

We are excited to start another school year! We are so glad that your child will be with us this coming school year! We look forward to a year of growth spiritually, academically, physically, socially and emotionally for your child. Please read the following carefully, they will help us get our year off to a smooth start. We will have more information on the Visitation Morning (August 9th) and Parent Night (August 30th) coming up soon! In the mean time let us know if you have any questions.

Here are some helpful things to remember: Some of the following reminders will be new to you and some things will be things you have already heard about. Please let us know if you have any questions about anything contained in this packet.

EVERYONE - SIGNING IN YOUR CHILD is a small thing that is VERY IMPORTANT!

- Every morning sign in with your arrival time on either the pink (2's); yellow (3's), or green (4's/VPK) roll sheets. Each teacher's name is in the upper left corner on the roll sheet, and the children's names are alphabetical by the last name.
- If you occasionally arrive after 8:30, the roll sheet will be upstairs in the child's classroom. It is still important to record your arrival time on the roll sheet.
- 4's should be taken to the gym. It is the early morning gathering place. VPK CHILDREN WITH NO WRAP AROUND SCHEDULE MAY NOT ARRIVE EARLIER THAN 8:15AM!
- 2's arriving after 8:15am should be taken to their classroom. 2's arriving before 8:15am should be brought to the gym. It is the early morning gathering place
- 3's arriving after 8:05am should be taken to Room 202/the room at the top of the stairs by the CDC office. 3's arriving before or at 8:00am should be brought to the gym. It is the early morning gathering place.
- Any time, but especially during this new school transition time, you are welcome to call the office and check on your child's morning (646-6531).

PICKING UP AND SIGNING OUT YOUR CHILD (Choose the appropriate category below or on back.)

If Your Child Stays All Day

- Naptime is 12:30 to 2:30 every day. The building is locked during these hours and if you need to pick up occasionally before 2:30, come up to the office and we will get your child and you can sign out.
- As you can imagine, the end of nap at 2:30 is a very busy transition time for waking up children, taking them to the bathroom, lining up for going downstairs to the gym and playground. It can be a difficult time to pick up.
- Weather permitting, by 2:50, you may pick up your child on the playground, rather than entering the building. The Afternoon Coordinator will have the sign out sheets and any papers or information that needs to go home. You can pick them up from the playground until about 5:30. (Even if your child is in the building in a smaller group for

gym or story time, the Afternoon Coordinator can call on the walkie/talkie for him to come to the playground for pick up.)

- On rainy days you will come into the gym or fellowship hall to pick up and sign out.
- On hot summer afternoons drive to the playground first, but we will likely move inside to the cool as the afternoon wears on.
- The Afternoon Coordinator can at times pass on information about what happened during the morning but for details and specific questions you need to contact or will be contacted by your child's morning teacher. The Afternoon Coordinator can only comment on what happened under her watch.

If Your Child Does Not Stay for Lunch

- Please pick up between 11:30 and 11:45
- If your child is a VPK student they can be picked up on the playground (weather permitting). If it is raining, they will be in the Fellowship Hall.
- If your child is in the 2s or 3s, you may go to your child's classroom or the office to pick them up.
- You will sign out with the time, every day.

If Your Child Eats Lunch and Then Leaves

- Please pick up by 12:15. Lunch should be finished by then.
- Your preschooler will be in his/her classroom.
- If you ever run late in arriving to pick up and the children have finished eating, we will bring your child to the office to wait for you. Please call and let us know if you are running late – your call will sooth an anxious child!

Nap time is not negotiable! Your child does not have to sleep but must rest quietly for 2hrs. If overtime he/she cannot rest quietly he/she may be asked to attend half days only.

Extended Care options

- Drop off is from 8am to 8:30am. We are open at 7am, if you need care from 7am to 8am you can prearrange (better price) this with the office or you can show up unannounced on a daily basis. The pricing for this hour is in our handbook, registration paperwork or on our webpage.
- Children should be picked up by 5pm. We are open until 6pm, if you need care from 5pm to 6pm you can either prearrange (better price) this with the office or you can show up unannounced on a daily basis. The pricing for this hour is in our handbook, registration paperwork or on our webpage.

PAYMENT POLICY is explained on pages 14 and 15 of our handbook. Your statement will be sent home at the first of each month, for the current month. **Your payment is due by the 5th** of the month but **will not be considered late until the 16th** unless you have previously arranged with Karen in our office, to pay after the 16th. We realize that "things" beyond our control sometimes happen in people's lives. We are willing to work with you on payment in those situations if you will call our office and let us know (646-6531).

YOU MAY DROP OFF OR Pay Online – There is a drop off box in the office and a small one in the afternoon basket. If paying while dropping off, please put your payment check in the box, by the 5th of each month. If you pay by cash, please leave the cash with a morning staff person and have them write a receipt of cash for you. Ask someone in the office about how to pay online.

WHAT DO I NEED TO BRING/BUY FOR MY CHILD? – As per our school handbook:

- For nap we provide a blanket and a cot for each child (so you do not need to send anything).
- Children will have access to the water fountain. However, if you would like to send a water bottle, we will facilitate the use of it in place of the water fountain. Please put your child's first and last name on their water bottle, with a sharpie.
- Each child will need a backpack
- Children staying for lunch will need lunch boxes
- We would appreciate you bringing the teacher a complete change of clothing for your child in a Ziplock bag, labeled with your child's name.

Backpack's

- Backpacks will be sent home daily. **Empty your child's backpack everyday looking for teacher or office correspondence.**
- The cute petite backpacks are not good for us because there is not enough room to send home precious works of art. Please bring a full-size school backpack.
- If you choose to send a water bottle it will be up to the teacher's discretion as to when they send it home.

Parent Communication

- Go to our webpage @ covenantcdc.org
- Check your phone for text messages form the school or your child's teacher
- Call us @ 863-646-6531
- Read the correspondence in your child's backpack

WHEN YOU HAVE A CHANGE IN PHONE NUMBER, EMPLOYMENT, OR HOME ADDRESS please let us know. Of course, you want us to have current information so that we can reach you if necessary. Please stop by the office and make the necessary changes on the white Student Information Card. A staff member can pull the card for you if office staff is not available.

Sick Policy Please read the Health Regulations in your Handbook!

Our Aggression policy is not negotiable! Please refer to the handbook for details.

THANK YOU for the opportunity of **PARTNERING WITH YOU** in the nurture, training, education, and care of your children. We know that now more than ever you might have many questions. Please, call or email your questions. We are happy to help!

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