



**POLICIES AND PROCEDURES
OF THE
HOMWOOD CHURCH OF CHRIST
DAY SCHOOL
2018-19**

**265 WEST OXMOOR ROAD
HOMWOOD, AL
35209**

Office Number: 945-1015

Fax: 942-5489

Director: Kelly Davis

Assistant Director: Bari Walton

www.homewooddayschool.org

E-MAIL: dayschool@homewoodchurch.org

Table of Contents

| | |
|---|------------------|
| Day School Operating Hours | pg. 4 |
| School Closings and Important Dates | pg. 5 |
| • Early Dismissal | |
| • Delayed Opening | |
| • School Closing | |
| Tuition and Fees | pg. 6-7 |
| • Tuition | |
| • Registration Fees | |
| • Supply Fees | |
| • Schedule Change Fee | |
| • Late Tuition Fee | |
| • Extended Care Late Pick-Up Fee | |
| • Returned Check Fee | |
| • Activity Fee | |
| • 4K Field Trip T-Shirt | |
| • Lunch Fees | |
| Absences | pg. 7 |
| Withdrawals | pg. 7 |
| Registration | pg. 7 |
| Extended Care | pg. 8 |
| • Extended Care Fees | |
| • Morning Extended Care Session | |
| • Afternoon Extended Care Session | |
| Lunch | pg. 9 |
| Carpool/Drop-Off 7 Pick -Up Procedures | pg. 9-10 |
| • N1-3 | |
| • N4-2K | |
| • 3K-4K | |
| • Arrival after 9:15 a.m. | |
| Authorized Pick-Up | pg.10 |
| Policies of the Homewood Day School | pg. 11-14 |
| • Security | |
| • Curriculum | |
| • Resource Classes | |
| • Birthday/Class Parties | |
| • Naps | |
| • Illness | |
| • Prescription Medicines | |

- **Child Injury**
- **Child Behavior**
- **DHR Affidavit**
- **Potty Training**
- **Backpacks/Diaper Bags**
- **Diaper Changing**
- **Appropriate Clothing**
- **Footwear**
- **Pacifier**
- **Sip Cups**
- **Toys**
- **Lost and Found**
- **School Pictures**
- **Open Door Policy**

Parents of Nursery Children Recap

pg. 15

Parent Volunteer Opportunities

pg. 15

- **Room Parent**
- **Parent Teacher Organization**

Communication

pg. 16-17

- **Website**
- **Facebook**
- **Teacher to Parent**
- **Parent to Teacher**
- **Parent to Day School Office**

Emergency Plan

pg. 17-19

Enrichment Activities

pg. 20

- **The Knight School**
- **T.O.T.- Teams of Tomorrow**
- **Kid Tigerz**
- **The Dance Foundation**
- **Happy Feet**
- **Aces & Birdies**

Homewood Church of Christ

pg. 20

Day School Operating Hours

August 6, 2018 – May 17, 2019

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 6.

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

If your child is riding home with someone other than you, we must have notification by phone, email or writing!!

****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. ****

2018-19 School Closings and Important Dates

2018

| | |
|-----------------------|--|
| August 2 | Meet the Teacher 6:00 – 7:30 p.m. Come and go. |
| August 6 | First Day of School |
| August 22 | Speech and Hearing Screenings |
| September 3 | SCHOOL CLOSED - LABOR DAY |
| September 19-21 | Teddy Bear School Pictures |
| November 12 | SCHOOL CLOSED-VETERAN'S DAY |
| November 19-23 | SCHOOL CLOSED-THANKSGIVING |
| December 7 | PTO: Santa Visit |
| December 17-January 2 | SCHOOL CLOSED-CHRISTMAS |

2019

| | |
|-------------|--------------------------------------|
| January 3 | School Reopens |
| January 21 | SCHOOL CLOSED-MLK DAY |
| January TBA | Registration for 2019-20 |
| January 23 | 4K Cap & Gown Pictures |
| February 18 | SCHOOL CLOSED- PRESIDENT'S DAY |
| March 25-29 | SCHOOL CLOSED-SPRING BREAK |
| April TBA | Funky Junk Black & White Photography |
| April 19 | SCHOOL CLOSED- GOOD FRIDAY |
| April TBA | Teacher Appreciation Week |
| May 15 | 4K Graduation 10:00 a.m. |
| May 17 | LAST DAY-EARLY DISMISSAL 12:00 p.m. |

Early Dismissal:

- **If Hoover or Homewood dismisses early we will follow suit. Please be mindful that our teachers will need to get to their children as well.**

Delayed Opening:

- **If Hoover or Homewood has a delayed opening (ex. 2 hr. 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/Severe Weather 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. In the event of an early dismissal or emergency during school hours, we will send an email/text.

Tuition: 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 to the office. Place it in the drop box on the door. We accept cash, checks and money orders only.
- **DO NOT MAIL YOUR PAYMENTS OR USE ON LINE BILLING.**
- Exception – In May, any previous charges and any anticipated charges (May milk/ice cream, 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 miscellaneous 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 | \$240 | \$300 | \$400 |
| Nursery 4 | \$210 | \$240 | \$360 |
| 2K | | \$225 | \$325 |
| 3K | | \$215 | \$300 |
| 4K | | \$210 | \$275 |

Registration Fees: \$50 plus May 2019 tuition (NON-REFUNDABLE). If your child is still enrolled in May 2019, the May tuition will be credited to your May 2019 bill. To clarify, if your child withdraws from the Day School before May 2019 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 (MWF) | \$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. ****

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.

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. If the returned check results in a late fee, your child's enrollment may be terminated.

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 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. You will receive your child's t-shirt before the first field trip.

Milk Only: .50

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

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.

WITHDRAWS

You must submit in writing to the Day School if you are withdrawing/transferring 30 days prior to the withdraw/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 2019 paid at registration, will be forfeited if your child is not enrolled at the Day School in May 2019.

REGISTRATION

Registration: The following are required for registration:

- 1. Registration application**
- 2. Non-refundable registration fee- \$50 PLUS May 2019 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 list forms are kept until registration for the following school year. The waiting list form is located at www.homewooddayschool.org.

New Student Registration: New students registering after the 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. After a period of quiet time, there is an option to watch an approved age appropriate movie.**
- **N4-4K must have a “napper” with an attached covering and pillow. These coverings will be sent home on a regular basis for the parents to wash. It is important to remember to send these nappers back to school.**
- **After rest time, the children will be given a snack and a juice 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 between 11:00 and 11:30 am. 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-N3 has access to a refrigerator.**
- **N4 - 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.

- **Milk may be purchased separately for .50.**
- **2K-4K may purchase ice cream on Friday for .50. Your teacher may pre-arrange with you to have a "standing" order.**
- **If your child has no lunch in their backpack, you will be contacted to bring your child a 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 UNSCORED 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. All children must be in an approved car seat or booster seat according to Alabama State Law.

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. *Our teachers will be there to assist your child into the car. It is the responsibility of the person picking up your child, to restrain your child in an approved manner per Alabama State Law.*

- If your child is riding home with someone other than you, we must have notification by phone, email, or writing.

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 2nd covered entrance. Carpool pick up will be by the playground. During carpool, please stay in your car. *Our teachers will be there to assist your child into the car. It is the responsibility of the person picking up your child to restrain them in an approved manner per Alabama State Law.*
- If your child is riding home with someone other than you, we must have notification by phone, email, or writing.

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, 4K Spanish, PE 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" which was listed on the registration form. This information (along with emergency telephone numbers) **MUST BE KEPT UP TO DATE.** Submit any contact changes to the office in writing, by fax (942-5489), phone (945-1015) or by email (dayschool@homewoodchurch.org).

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

Car Safety Restraint:

Per Alabama State Law, We ask that you use the most appropriate child restraint based on your child's age and weight.

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.**
- **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 CODED DOOR OR ALLOW ANYONE TO WALK THROUGH THE CODED DOOR UNLESS YOU PERSONALLY KNOW THE PERSON HAS A REASON TO BE IN THE DAY SCHOOL.**
- **We have classroom cameras in rooms 119-140(Nursery1-4K) per The Homewood Church. We have access through a monitoring service located in the Director’s Office.**

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, PE and Library.**
- **4K: Chapel, Music, PE, Library and 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 the office for a class directory.**

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/email 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 in a folder 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. Medication will remain in your child’s backpack.**

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, band aids 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 will 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 will adhere to DHR policies and guidelines whenever possible.

Potty-Training: 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, which**

includes wiping their own bottoms. 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 seasonal appropriate, *labeled* clothing (including socks) for the occasional accident.
- We do not keep extra clothing here in the Day School.
- **WE REQUIRE YOUR 3K CHILD TO BE POTTY-TRAINED AFTER 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 the name 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 sufficient 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 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.**
- **4K Cap and Gown pictures will be made in the spring.**
- **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 not leak. Test the cup for leaking by turning it on its side as well as 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.**
- **All Nursing Babies are required to take a bottle when they begin school.**
- **Due to new DHR/Health Department Regulations, we will be unable to swaddle your baby unless you have given written permission and it has been notarized by the Day School Office.**
- **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:

- Birmingham “Enjoy the City Coupon Book” Sales**
- Chick-Fil-A Calendars**
- Book Fairs**
- Mixed Bag Fundraiser**

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 . We are constantly updating and you should find the most current information here for our calendar and the Parent Policy book.

Facebook:

- **“Like” the Homewood Day School Facebook. We use this as another tool to communicate important information such as school closings/delays, fundraisers, and other miscellaneous items. It is maintained by Bari Walton, Assistant Director.**

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.**

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, 8-3 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 DURING 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 942-5489.**
- **The email is dayschool@homewoodchurch.org. This will be the Assistant Director's computer. Email will be forwarded to the Director as necessary.**
- **The Day School maintains a Facebook page.” Homewood Day School”.**
- **If you ever have any concerns about your child, policy, teacher etc., we would love to have an opportunity to talk to you.**

EMERGENCY PLAN 2018-2019

Personnel Chain of Command

Director reports to the Board of Directors. The Teachers report to the Director. The floaters report to the Directors.

During an emergency, the Day School Office will be the command post.

The Director will be in charge in case of an emergency. If the Director is not available the Assistant Director will be in charge. If neither person is available, the Day School Supervisors will be in charge.

Staff Training and Drills

Staff Training will be held annually during the Teacher's In-Service. It will be conducted by either the Director or appropriately trained staff. Training will include:

- **Reviewing the actual plan.**
- **Outlining each staff person's responsibilities during emergency.**
- **Reviewing emergency exit and evacuation routes.**
- **Ensuring that everyone has important emergency contact information in their emergency bags.**
- **Providing staff with opportunities to ask questions.**
- **Participating in a Fire, Tornado and Lockdown drills.**

Communications:

The Day School has a weather emergency radio. In case of an emergency, the Day School will monitor weather alerts on cell phones and internet as well as radio stations in the area.

The Day School will use the Classroom Walkie-Talkies to alert you for Tornado and Lockdown emergencies. During a fire emergency the alarm bells will sound and you will immediately follow your fire drill protocol.

Lockdown: is an emergency alert and response to imminent danger in the Day School or on the campus. Teachers and Students will report to the nearest securable location. The Day School Office will ensure that 911 is called to request immediate assistance. Students, staff and visitors will remain secured until police have controlled the situation.

Tornado: is an emergency alert and response called by an office staff when it is too dangerous to leave the school. Students and Staff will report to the designated secure area until the Day School Office has been alerted that the emergency has passed.

Announcing Emergencies within the facility:

Within the Day School, the fire alarm will be activated to announce an evacuation. In case of a lockdown or tornado, the Director or Assistant Director will alert the staff through the Walkie-Talkies located in each classroom.

Announcing Emergencies and Communicating with Parents outside the Day School:

- **Notifying Parents: Depending on the emergency situation and the Day School's communication capabilities during and after the emergency, the Day School will attempt to inform and instruct parents/guardians about the emergency in a number of different ways.**
 1. **An email message will be sent to the primary contacts by the Assistant Director.**
 2. **A text message will be sent by the Teachers to emergency contact numbers given to the school by the parents.**
 3. **Once the emergency status has changed or is lowered, the emergency contact will receive either second text or email from the Teacher or Assistant Director informing him/her of the change in status.**

LOCKDOWN:

LOCKDOWN is an emergency alert and response to imminent danger in the school or on the church campus. It can be caused by a specific local emergency such as a perpetrator in the area or a possibly dangerous person in the premises. This indicates that there is an emergency that requires all of the building be secured.

LOCKDOWN means that the students and staff will remain in the Day School building until the Director determines it is safe to release the students to authorized adults. Staff will remain with the students until all have been released to an adult that is listed on the Pick-up list.

- **Either a text message or email will be sent out to all parents/guardians listed on the emergency notification portion of the Registration form. This message will be sent out to let parents know about the LOCKDOWN and that they should NOT come to school.**
- **Another text message or email will follow when the LOCKDOWN has been lifted and they can proceed to come to the school.**
- **Exterior doors will be locked and no one will be allowed into or out of the building.**
- **Parents and guardians will not be allowed into the school to retrieve their students until the emergency status has been lowered by emergency personnel.**

TORNADO/SHELTER:

SHELTER is an emergency alert and response called when it is too dangerous to leave the school.

- **Severe Weather Shelter** is used when a high wind warning has been issued for the community near the school. All students, staff and visitors are brought into the building. If necessary, staff and students will shelter in designated weather-safe areas.
- **Long-term Shelter** is when students need to be sheltered in the school for a period of time beyond the regular school day. The Day School will do its best to ensure the safety of the students. This preparation includes having enough food and water on site to support the students for a length of time. The school's disaster supply kit will include:
 1. **Child appropriate items to help entertain and calm the students for potentially long periods of time.**
 2. **First Aid kit**
 3. **General supplies including non-perishable food, water, blankets, flashlights, lighter, tools, etc.**
 4. **Emergency bag containing class rolls, emergency contact information, etc.**

FIRE/EVACUATE:

EVACUATE is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

- **The decision to evacuate will be made by the Director.**
- **When evacuation is necessary, the Day School staff and students will evacuate to the soccer field located at the bottom of the hill (to the right of the playground)**
- **In the event that an evacuation is necessary, the Director will sound the Fire Alarm.**
- **All Day School staff will follow the evacuation procedures practiced during drills.**
- **In every instance of emergency, including evacuation, the personnel chain of command and responsibilities remain the same and as outlined above.**
- **Teachers will evacuate with their Emergency Bags which include: Class Rolls, Emergency Contact Information, first aid items, etc.**
- **If the building is no longer safe for return, the Staff will send a text and/or email to the parents/guardians listed on the emergency contact portion of the Registration form. The text will include directions on where to pick up the child. The staff will stay until every student has been picked up by a parent/guardian listed on the approved Pick-Up list.**

Enrichment Classes

The day school offers our facility for several extracurricular activities. These will take place before 9:00am or after 1:00. All registration and payments will be billed directly to you from the organization.

- **T.O.T., “Teams of Tomorrow” basketball skills-Ages 2K-4K. Meets Monday afternoon, 1-2pm. All sorts of fancy basketball skills are mastered along with academic concepts and fun games. For information on the program, www.teamsoftomorrow.com or contact stacey@teamsoftomorrow.com.**
- **Kid Tigerz.com. Ages 3K-4K. Meets on Tuesday afternoons, 1-2pm. Offers respect, discipline, self-control, compassion and patience through martial arts.**
- **The Dance Foundation. Ages 3K-4K. Meets on Wednesday mornings, 8-9. Offers onsite dance classes led by a professional team of dance instructor and piano accompanist.**
- **Happy Feet-Age 2K-4K. Meets Wednesday afternoon, 1-2pm. Happy Feet is a preschool program that uses songs, stories, nursery rhymes and games to introduce soccer to students. Contact Coach James, www.happyfeetbirmingham.com.**
- **Mini Mightz- Age 2K-4K. Meets Friday morning, 8-9am. This is a class that incorporates gymnastics along with music, dance and games. Contact minimightz@aol.com.**
- **The Knight School-Ages3-4.Meets Friday afternoon, 1-2pm. Fun movies, exciting driving music that accompanies challenging chess puzzles for candy prizes. An infectious, activity-blasting introduction to chess, thinking and the joy of feeling smart!**

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 . The mission statement of Homewood Church of Christ is “Love, Connect, Serve”.

- **Our Minister is Bret Walters . His email is bwalters@homewoodchurch.org.**
- **Our Children’s Minister is Morgan Ary. Her email is morganary@homewoodchurch.org.**
- **Our Day School Board president is John Hill. His email is johnroberthill527@gmail.com.**