



July, 2019

**IMPORTANT INFORMATION AHEAD!! PLEASE CHECK CAREFULLY!!**

Please consult our web page for updates: [www.tcsprek.org](http://www.tcsprek.org).

**Important Dates and Times to Mark on Your Calendar**

<b>Thurs., Aug. 15<sup>th</sup></b>	<b>“Meet the Teacher” Open House 1pm – 6pm</b> (class lists available)
<b>Mon., Aug 19<sup>th</sup></b>	<b>First Day of School – Regular School Hours</b>
<b>Tues., Aug 20<sup>th</sup></b>	<b>New Parent Meet &amp; Greet – 6:30pm – 7:00pm</b>
<b>Mon., Sept 2<sup>nd</sup></b>	<b>TCS Closed – Labor Day</b>

**School Hours**

Full Day Pre-K	8:20am – 3:15pm (please note this is slightly different from K-12)
Half Day Pre-K	8:20am – 12:00pm

**Morning Arrival Times**

Students arriving between 6:30am – 8:10am should report to the early room. The early room is located in rooms 215 & 216, as you enter the front doors of the school. After 8:10am, children should be taken directly to their classroom.

\*\*\*\*All students should be in their classrooms by 8:20am so they do not miss any class activities or resource time.

**Office Hours**

We are open Monday – Friday, 7:30am – 4:00pm (434-237-5943).

**Parking Lot and Parent Drop Off**

Please keep your child with you at all times while walking in the parking lot. The traffic flow in front of the school office is ONE WAY. Pre-K parents are to park in front of the school at the office entrance parking lot and walk your child into the building and to their classroom. Also, please be mindful of your speed, especially as you drive near the building.

**Visitor’s Check-In**

All school doors will be locked at 8:20am. Should you need to visit your child’s classroom during school hours, you will need to check in at the front desk. Once checked in, the interior doors will be unlocked for you to enter.

**Parent/School Communication**

We ask that you communicate with your child’s teacher first if a problem arises as opposed to calling the Pre-K Director or Administrator. Talking with the teacher first not only addresses the person who works directly with the students, and who most likely knows the details, but is also the most scriptural, God-honoring and profitable path to take, even if it does not appear to be the easiest.

TCS often communicates pertinent information to parents via email or text through FACTS/Renweb; you will rarely receive paper notifications. Please check the email account that you entered on your child’s enrollment application frequently for updates from the school office, Pre-K Director, School Administrator, or your child’s teacher. Monthly newsletters from the Pre-K Director with upcoming information, as well as the lunch menu will be sent to you via

email. Texts are used mostly for school closings due to inclement weather. If you have questions about our FACTS/Renweb Alert System, please call the school office at 237-5943.

### **Snacks**

Please send in a wholesome snack with your child each day. A juice box may be sent in as well, please no sippy cups or items that require refrigeration. If your child will be here for pm extended care, you may send in an additional snack and juice for the afternoon.

### **Medications**

In order to administer medication (over-the-counter or prescription), parents must fill out the “authorization to give medication” form and provide the package insert or pharmacy printout with the complete list of possible side effects. Verbal permission to give medication will not be accepted. Any long term medicines of any kind must be prescribed by a physician and a special form filled out by the physician. Medicines must be in the original container. These forms are available in the school nurse’s office.

### **Lunch Accounts**

Students can either pack a lunch or purchase a school lunch. Lunches are \$3.25 per day and include milk or milk may be purchased separately for \$.60. Lunch accounts may be set up through your FACTS Family Online (Renweb) account or the school office. You will receive an email notification from the kitchen if your child’s account has a negative balance.

### **Breakfast and Other Food Items**

Please do not send sweets or candy with your child to eat during the morning as this can decrease his/her appetite; however, if your child arrives before 7:30am, a breakfast item may be brought in a disposable container. Students arriving at 7:30am or later should eat breakfast at home. We cannot allow the students to eat breakfast in the classroom. Also, please do not send gum with your child, we **do not** allow the students to chew gum while at school.

### **Illness**

Children will be sent home from school if they have any of the following symptoms: a fever of 100 degrees or more, vomiting, diarrhea, or pink eye (conjunctivitis). You cannot bring them back to school the next day. Also, your child must be fever free for at least 24 hours without medication before returning to school. If your child is given an antibiotic, they must be on it for 24 hours before they can return to school.

### **PM Extended Care**

At 3:30pm all students will be taken to extended care. PM extended care is located in rooms 215 and 216, as you enter the front doors of the school. Parents arriving after 5:45pm will be charged \$10.00 for every 15 minutes that they are late beyond the 5:45pm closing time.

### **Dress Code**

Pre-K students should be dressed in simple washable clothes, appropriate for the weather, including shoes, boots, gloves and coats. Please label all clothing. Send two *complete* extra changes of clothing along with extra pairs of socks in a gallon sized Ziploc bag for your child to keep at school in the event of accidents or spills. ***Backless shoes and flip flops are not to be worn to school.***