

❖ **Important Reminders:**

- If you are first in the queue for, drop off or pick up pull up all the way in the front so three other fellow parents can pull closer to the curbside to drop off or pick up their child as well. If your car window is tinted, please pull down or display your child's name placard visibly for the staff/teacher to recognize you.
- Drop off: Curbside starts at 8 AM, the curbside door will be closed at 8:30 AM The Main Entrance will open at 8:30 AM.
- **Curbside Safety:** Between **8:00-8:30 AM, please turn right while leaving the school parking lot as safety is important and turning right out of the lot is the safest option during the busiest times of the day.** Thank you for your patience and cooperation at curbside. Morning curbside is a super busy time, but we are mindful of the fact that younger and new students need more time to acclimatize to the routine. We make all attempts to make the morning transition smooth, gentle, and pleasant.
- Late pick up: There will be overtime billing for any late pick up. Morning dismissal is 11:30 AM, PM Full Day dismissal begins at 3 PM and ends at 3:30 PM. Our grace period is courtesy for any unplanned emergencies and not applicable for late pick-ups for every single day. Due to the teacher/student ratio it is especially important you inform us in a timely manner. KIDS CLUB ends promptly at 6 PM. You must pick up your child not later than 6 PM. If you know you will be late beforehand, we recommend arranging an alternative pick-up plan.
- **Early Pick Up for Kids club: Just a Reminder if your child is signed up for Kids Club but you are picking your child early for the day (during 3 PM curbside), kindly call the office ahead so we can get your child ready for pick up. This will help us keep the traffic flowing and prevent the queue from backing up. Calling ahead also allows the teachers to get your child to pack away their work, gather all the belongings and release them to you without delay. FYI, The Main front glass door will be locked at 5:00 PM to prevent anyone entering without authorization.**
- **Snow Gear: All the Full Day Students are required to have their snow gear at school. Snow suits, gloves/mittens/ hats, snow boots, Jackets, they must be brought in a reusable tote bag. On Friday upon request, the snow gear may go home. Some classrooms will send the snow gear home at the end of the season. Please refer to your child's teacher's note as well.**
- Key fobs are provided to you. You are welcome to use your key fobs to enter the building to drop off your child after 8:30 AM if you missed curbside service. It is highly recommended you carry your key fob to avoid waiting too long for a member of staff to let you in. However, make sure you are not lingering too long in the hallway. Students start their daily routine in the hallway. We strongly recommend your support for your child to practice their independence and normalization at Schoolhouse. If you lose or misplace your key fobs it **MUST BE** reported to the Student Services Mrs. Robert immediately. She will deactivate it to prevent falling into the wrong hands.

- **Labeling: Label all your child's belongings to avoid losing them. Teachers and staff will NOT be responsible for identifying your child's mittens, hats, boots, indoor shoes etc. We would love to be able to, however it is impossible and not feasible. You must send in a proper water bottle with the child's first and last name /dated every single day. Proper lunch box labeled with first and last name dated daily.**
- **Party favors:** Please *do not* send in party favors for the "Walk around the Sun" (Birthday Walk). Please refer to the teacher's birthday note for further instructions when it is your child's birthday.
- **Birthday invites:** Contact Student Services Mrs. Robert to provide you with the contacts. **DO NOT** send hard copies of invites if you are **NOT** inviting the entire classmates for the celebration.
- **Appropriate Attire:** Dress your child appropriately for the changing season.
- **Toys/backpacks/Extra blankets/Plush animals:** Keep your child's toys/extra blanket/plush animals at home and please no backpacks.
- **Nap Bedding:** For the safety and licensing requirements, if your child is a napper, please provide appropriate bedding. Crib size fitted sheet to cover their mat, a small blanket, and if your child needs a pillow, it should be **travel size**. If the bedding does not comply with the licensing requirement, it will be returned with a note to provide us with the right size. We really appreciate your co-operation in helping us. Provide tote bags that are washable to carry their bedding. When bedding is sent home fresh and clean, the bedding must be provided **NOT** the same unwashed bedding that went home.
- **Outdoor/indoor Shoes:** Always send your child in closed shoes for outdoor (**No light up shoes**). For indoor shoes (**No Disney, cartoon characters for indoors**) it must be plain and comfortable one.
- **Sick policy: Do not bring your child to school if they show any symptoms of illness, temperature 100.04 degree, even common cold can infect the entire classroom of young children.**
- **Goodbyes:** Goodbyes are hard but make your goodbyes sweet and short during the curbside/drop offs that will help us tremendously.
- **Friday Pizza:** For full day students on Friday's if your child is not allergic, you may choose not to pack their lunch as pizza will be served for their lunch.