

Child Steps Preschool & Kindergarten
RULES AND PROCEDURES | HAVERTOWN, PA

Arrival and Dismissal

School begins at 9:00am SHARP. That is when our doors open to welcome students. There will always be a faculty member present at the door each day. If your children are signed up for early care, please make sure they arrive at school by 8:30am. You may ring the bell to enter. There are rooms and teachers designated specifically for early care students.

We have a moving car line procedure. NO car may be left unattended in this line. If you choose to walk your child into the school building, you must park in the rear parking lot or out front on Brookline Boulevard.

Families will be issued pick up passes indicating the name of the person(s) who have permission to pick up your children. These passes must be shown at pick up time. Feel free to print/copy as needed. We recommend laminating these passes to preserve them. Punching a hole and putting them on a chain may also be a good idea, too.

When picking up children who are staying for afternoon extended care (after 2:45pm until 5pm), please ring the bell for entry. Should you need to pick up your children earlier in the day (before regular dismissal time), please sign the dismissal sheet located at the top of the entryway steps. Lunch buddy friends must also be signed out.

Medicine & Sick Policy

If your child is sick, PLEASE keep them home to reduce the spread of germs to others. Your children must be fever-free for 24 hours without the use of medication to be allowed to return to school.

We do not administer medicine at school. If your child uses an inhaler or needs a breathing treatment, a written and signed note giving us instructions as well as permission to administer is required.

We are a nut-free school. When packing snacks and lunches, please be mindful of this.

The State of Pennsylvania requires all students to submit a copy of immunizations. This is in addition to the health form provided.

Absentees

We appreciate letting you know if your children will not be in school. Kindly call the school at (610) 789-9970 to let us know the morning of your child's absence. We have a full school enrollment. Please keep to your children's planned schedule. It will be very difficult to switch or make up days. Please remember that tuition is divided into monthly payments for your convenience.

Lunch Buddies

If you wish to have your children stay for lunch, please let us know the morning of and make sure a lunch is provided for your child. Pick up time for Lunch Buddies is 1:00pm and the cost is \$5.00.

Nap Time

We will only nap your children if we are told to. We have sleeping cots, so please provide a THIN blanket (no sleeping bags as they are too bulky for storage) or a sheet.

Supplies

Child Steps provides a very safe and clean environment for our students. We so appreciate donations of Clorox and Lysol wipes, hand sanitizers, paper towels, hand soap, tissues and toilet paper.

Suggestions

ALL items- school bags, lunch bags, reusable water cups and clothing (including jackets, hats, scarves and gloves) **MUST** be labeled.

It's very helpful for our teachers if your child's snacks and lunches are packed and labeled separately. Please remember to provide the necessary eating utensils if applicable.

We require each student to have an extra pair of clothes (underwear, socks, shirt, pants) in a Ziploc bag labeled with the child's first and last name. These bags will remain at school as accidents do occur.

All students going into the 3-year-old class and higher must be potty trained!

We recommend children keep their toys at home. They can get lost or broken here.

Tuition

Tuition is due at the beginning of each month. We have a school mailbox located at the bottom of the entryway steps. All correspondence should be dropped in the box.

September's tuition is due. Payments may be dropped off at school, during summer camp or sent to my home. If the registration fee has not yet been paid, thank you for that payment too.

Debbie Tarkin

34 Waterford Way

Wallingford, Pa 19086

For a more detailed description of Child Steps' policies, please download and read the Parent's Handbook located on our website at childstepspa.com.

Thank you for submitting the required forms before the beginning of the school year.