

Preparing for the First Day of School

Items to Provide:

- Complete change of clothing, labeled with your child's name.
- Small blanket for rest time. Your child may bring a soft toy or a pillow for rest time. Blankets need to be taken home and washed **every** week.
- Water bottle, labeled with your child's name.
- Non-aerosol sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher, labeled with your child's name.

Required Paperwork

We must have a copy of your child's immunization records before your child can remain at the center. A doctor's exam will need to be completed within 30 days, or your child will be de-enrolled (first time enrollment only). Please fill out all the paperwork **completely**.

What to Wear:

- We are a hands-on, messy place where kids can be kids. Please send your child in comfortable clothing.
- Due to safety concerns, send your child in closed-toed shoes, preferably with rubber soles. Flip-flops, boots, etc. are slippery and not safe on our playground equipment. You can bring a pair of tennis shoes to keep in your child's cubby, if necessary.

Payment Procedures:

- New families are required to pay an enrollment fee of \$100.00 per child.
- Returning families are required to pay an annual enrollment fee of \$100.00 per child each August.
- Payment for the month is due by the 1st of each month.
- A late fee of \$25.00 will be assessed for childcare fees received after the 3rd of each month.
- Failure to pay fees in full by the 15th of the month will result in your child being withdrawn from our program.
- There is no rate reduction for absences.

Arrival and Departure

- Your child must be dropped off by **10:00am** to be accepted for care for the day. If you arrive after 10:00am, your child will not be allowed to stay for the day.
- Upon arrival, check your child in at one of the computers.
- Escort your child to the classroom. Place any items from home in your child's cubby.
- **Please be sure that a teacher is fully aware of your child's arrival each day.**
- When you arrive to pick up your child, please check your child's mailbox and classroom cubby.
- Check your child out.
- Parents must enter the classroom or go out to the playground to pick up your child. Please do not tell your child to meet you inside. This is for the safety of all children.
- A late pick-up fee of \$5.00 per minute per child will be billed to the responsible party for tardy pick-ups. Families who clock their child out after our 5:30pm (5:00pm in the summer) closing time will be given two warnings and on the third occurrence their child will be immediately withdrawn from our program.

Parents are welcome to visit the center at any time. We encourage you to come eat meals, read books, share your talents, or spend time with the children in the classroom.

Please call if you ever have any questions or concerns. The phone number is 417-447-8130 or email preschool@otc.edu. Thank you for sharing your children with us!