

## Orientation Open House Schedule

Tuesday, September 1, 2015

9:00-10:30

Toddler Class

11:00-12:30

Beginner Class

Wednesday, September 2, 2015

9:00-10:30

Nursery Class

Thursday, September 3, 2015

9:00-10:30

PreKindergarten Class

This year Orientation for the Parents and Children will follow an “Open House” type format. Each Orientation will be 1 and ½ hours in length and you may come with your child anytime during the scheduled time.

The Orientation is not Mandatory unless you are new to Ivy Hedge and/or you have paperwork that needs to be turned in or payments that need to be brought up to date. I must stress that NO child will be allowed to start Ivy Hedge on Tuesday, September 8, 2015 if they do not have all paperwork turned in and payments are made.

During the 1 and ½ hour time you will be able to spend time with your child in their classroom, make arts and crafts, meet the teachers, walk your child through the building and meet the rest of the parents and children that will be in your child’s class.

Also during that 1 and ½ hour time period, Melissa will be available to answer any and all questions you may have and to take any payments. Miss Cindie will be available and set up to take all your paperwork that is Mandatory for your child to begin on the 8th.

Mandatory paperwork includes;

1. Copy of your child's birth certificate
2. Updated Immunization Records
3. Universal Health care form filled out by your child's pediatrician. (form is available on our website) Please understand that this form is also Mandatory and every child must have one in their file to begin school.
4. All signed policies from Ivy Hedge, Discipline Policy, Biting Policy and Expulsion Policy. If you have more than one child that attends Ivy Hedge, you may sign one with both children's names.
5. Fully completed registration forms. These registration forms must be accurate and fully filled out. We use the information on the registration forms to email you and to reach you in an emergency.

Please take the next few weeks to make sure you have all your paperwork and payments in.

Please take the time to read the following very carefully as it contains loads of important information for the 2015/2016 school year. Some of the information may be new for those of you that are returning from last year.

1. Early morning drop off will be Toddler and Beginner students will be dropped off to the Toddler Room. Nursery student will be dropped off to the Nursery room and Prek students will be dropped off to the Prek Rooms. Early morning is 7:00 am to 8:45 am. Please note that this is different from previous years. The Toddler, Nursery and Prek rooms will each have early morning staff to take care of your children. Note, the Beginner room will NOT be the early drop off room anymore for those of you that have been with us.

2. Please follow your schedule and drop off at the time you are signed up for. Each room will have a sign in sheet that you will be asked to sign your children in every day. If you need an earlier time than you are signed up for, you MUST email Melissa and get approval and you will be responsible to pay the extra fee at dropoff. Extra time fees are \$10.00 per hour. Payable in cash or check made to cash.
3. Please dress your child appropriately for school. Please avoid jewelry that is expensive. Label all belongings that come to school with your child. Provide a spare set of clothes in a ziploc bag with your child's name on the outside to remain at the school in the event of an accident. Open House would be a great time to bring your child's spare clothes.
4. Children that nap at school will be placed on a cot off of the floor. If your child will be napping, please purchase an XL ziploc bag at the store for your child's bedding to be kept in at school. Please provide a crib sheet to cover the cot and a small blanket for your child. You will bring your child's bedding to school the beginning of their school week and we will send it home with you at the end of the week for you to wash. Open house is also a great time to bring your child's bedding to make the first day of school easier. Prek children that stay do not nap.
5. Toddler, Beginner and Nursery parents, please provide a picture of your child for their cubby.
6. Flip flops, open toed shoes and Crocs are Not permitted at Ivy Hedge. Prek Children have gym every day. Sneakers are the best shoe for the Prek children every day.
7. Lunch is sent to school in a lunchbox that is labeled and includes a ice pack. If you send in any peanut containing products or peanut butter and jelly, please place a note stating peanuts products right in the lunchbox for the teachers to see when they open it. This is very helpful for the teachers to keep peanut allergy children safe. Thank you in advance.

8. We are not permitted by the state to administer any medication, creams, lotions or any other products to your child without written permission from the parent for over the counter and note from doctor for prescribed medication. This includes sunscreen.
9. Children are NOT permitted to attend school sick. If your child has a fever, vomiting and or diarrhea, they Must be symptom free for 24 hours. If your child is sent home sick, they may not return for 24 hours and a doctor's note must come with your child. This policy is followed very seriously.
10. Every child must be signed out every day in the main office on the sign out sheets provided. Any overtime at pickup is handled in the same manner. Staying late must be approved by Miss Melissa and payment is made at pickup.
11. Any and all concerns are to be directed to Miss Melissa. Please email ivyhedge123@gmail.
12. Parking Lot.....Please turn your car off in the parking lot when dropping off and picking up your children. You are NOT permitted to pull in front of the school in the fire lane to drop off or pick up your children. Please pull your car in a spot at all times. This pertains to early drop off and late pick up times.
13. School calendar is viewable on our website. Hard copies of the calendar will be sent home with your child the first week of school.
14. Prekindergarten parents, please make sure your \$150.00 Materials fee is paid before the 8th of September.

We at Ivy Hedge are looking forward to the 2015/2016 school year with you and your children. Thank you in advance with all of your help in following all of the above policies. With your cooperation, with all of the above the beginning of the new school year will be very smooth.

As mentioned earlier, please read all of the above information thoroughly and get all your paperwork in on time for your child to be able to start on the 8th. Looking forward to seeing all of you soon!

