

# September 2017

## Newsletter

LITTLE SCHOOL OF  
THE WEST  
LIC. 300606141

### IMPORTANT DATES TO REMEMBER

Sept. 5th & 6th  
*First days of  
school*

### STAFF BIRTHDAYS

Sept. 8th

*Pastor Brandon  
Beukelman*

Sept. 24th

*Mrs. Beukelman*

Sept. 27th

*Miss Veith*



### Welcome

We welcome you all to the 2017/2018 school term. My staff and I are privileged to be part of your child's early learning experiences. Please remember that your child's teacher has a daily lesson plan out on her desk for you to view (so you are aware of what is going on in the classroom). We will be communicating activities and other important information to you through our school website (littleschoolofthewest.com) and via e-mail, so please make sure the office has your current e-mail address. You will also be able to view your child's classroom newsletter on our school website each week.

### Arrival Time—Important!

Classroom time starts at 8:30 a.m. Parents are responsible for getting their children to school on time. Your children will miss out on many learning activities and opportunities if you bring them to school late. Your child will be marked absent, if not signed in by 9:00 a.m. Please refer to your parent handbook concerning our policy if you have any questions. Excessive tardiness may result in dismissal of your child. Tardiness, due to a medical or dental appointment, will be excused if your child comes back to school with a "Return to School" slip from the doctor's and/or dentist's office. Tardiness, due to poor time management, is not an excused tardy. Please contact the school office prior to the appointment and let us know you will be late.

### Sharetime

Please do not allow your child to bring toys on any other day than designated share day. **This includes security blankets, toy watches, bracelets, necklaces, etc.**

### Signing In—Out

When dropping your child off, please take your child to their class and immediately go to the sign in office to sign your child in. When picking your child up, sign out, then pick your child up and get their things from their classroom cubbies. **Failure to sign in or out will result in a \$15.00 charge to your account.** Unsupervised children are **NOT** allowed in the classroom.

### Parking Lot

We are concerned about your child's safety. Under no circumstances should your child be at the parking lot alone without an authorized adult with them.

### School Shoes

Our school requires that your child wear **closed-toed and closed heeled shoes.** **No sandals or slip-on shoes.** Only exceptions would only be for corrective prescribed shoes, with a doctor's note. This keeps our liability insurance costs down, which in turn results in lower tuition rates.

### Gate Security

For the safety of our students, do not let anyone come through the gate, with you, that you do not know.



*"Train up a child  
in the way he  
should go"  
Proverbs 22:6*

### Parents In Students' Restroom Policy

For your protection and the safety of our students, no unauthorized adults are allowed in the restrooms designated for the students. If you, parents or guardians, wish to use the restroom or want to go with your child into the restroom, use only the restrooms in the church foyer.

### Medication

We have instruction forms for pre-scribed medication only. If you wish to have a staff person administer medication to your child you must fill out each day all necessary information. Medication is given at 1:00 p.m. Please keep this in mind when giving a dosage at home before coming to school. Medication will not be given unless parent or guardian gives us this information and signature each day. Medicine is stored in the school office or school office refrigerator. It is unlawful to leave your child's medication in their lunch pail or cubbie.

### "Positive Play"

At Little School of the West we encourage children to learn to interact and play in a positive way. "Ninja Turtle" or "Karate" type of play is unacceptable and will result in an automatic timeout.

### Half-day Program

This is a reminder for the students that are half day. The preschool (rooms 107, 101 and 102) hours are 8:30—12:00. Students picked up after 12:05 will be charged \$1.00 for each minute that they are late. Rooms 103, 104, 105 and 106 hours are 8:30—12:30. There is also a \$1.00 late charge for students picked up after 12:35. If you have an emergency, please call the school so that we may take your individual circumstances into consideration. Also, half day students may arrive no earlier than 8:30 without being charged a morning day care fee. If you have a particular situation that needs to be considered, please contact the school office.

### Enrollment

We are licensed to have a precise amount of students attending our school each day. If you drop your child off at our school on a day not normally their day, without first notifying the office, the cost for your child to attend that day will be \$100.00. You must notify the school office, if you wish to have your child attend an extra day of school, so that we make sure we stay within our correct student/staff ratio.

