

ALL VPS PARENTS NEED TO READ AND RETURN!

Even if your child is not in full time day care, you need to read and return the necessary portion of this form. Please return only one form per family. You may need to utilize day care at some point during the year and we would like you to know the rules and procedures.

Dear Parents,

Welcome to the 2014-2015 school year. I am very excited to have another year as your Day Care Director. We have great plans for the year. I am happy to announce that we have two new Day Care Supervisors. Some of you may know and love them from Camp Soar this summer. Miss Bentley and Miss Mejia will be joining us for the school year. We are very excited to have them!

Our job as Day Care Supervisors is to provide a safe environment for the children of working parents. Extended day care hours are 7:00 a.m. - 6:00 p.m. Day care is in room 2. Please make sure that a day care supervisor meets your child in the morning, especially before 8:00 a.m. when the students are inside. All Kdg.-3 grade students must be brought by the parent to the day care room for the first few weeks. After 8:00 a.m. the students are outside and the supervisor can see them being dropped off.

Our theme for this year is "Under Construction" Our goal for afternoon day care this year is to provide an array of activities to enrich your children and enforce our theme that we are all under God's construction. "**Let your lives be built on Him**" Col.2:7. We will provide enrichment classes that will include drama, character building, crafts, and outdoor activities such as handball tournaments, sand castle contests, and relay races.

Kindergarten day care students will be walked to day care after school. Your little ones will receive extra care as they get acclimated. Grades K-6 will be supervised on the North yard and in room 2. In the event of rain, students will split up by grades in the lower floor classrooms.

Study Hall - Mondays, Tuesdays, and Thursdays

All students (1st-6th grade) who have homework will be required to go to study hall for 30 minutes. Grades 4th-6th will have study hall at 3:15. Grades 1st-3rd will have it at 4:15. If your lower grade child has an after school activity and needs to do their homework with the upper grades, just let us know. Please check your child's homework nightly. We do help them to understand the directions and make sure they are doing it correctly, but we do not check all answers.

If a student does not follow the study Hall rules, they will receive a pink communication form. If a student gets three notes home, they will not be allowed in study hall for the remainder of the semester. Please let us know if you **do not** want your child to do homework while at Day Care. Kindergarten students will not do their homework in Day Care. Their homework requires one on one attention. If we feel they need some quiet time, they will use study hall time for quiet activities. We have found this is a good time for the little ones to recharge.

Snack Shack

We will be continuing our same Snack Shack program this year. Snacks will be provided by parents four days a week. The school will provide snack on Wednesdays. If your child is in Day Care at least two days a week at 3:45 p.m., you will be required to sign up and bring a snack item every month. Example: if you sign up to bring gold fish, on the first Monday of every month you would bring in 24 individually wrapped bags or a big box of goldfish and 24 zip lock bags to the Day care room. Snack items are due the first Monday of every month. If snacks are not brought in by that Friday, you will be charged \$2.00 for each day your child receives a snack. Please sign up when you pick your child up from Day Care. If providing a monthly snack presents a hardship to your family, please see Mrs. de la Guardia to make other arrangements. We do not want any child to go without snack shack!

Birthdays

If you would like to bring in a treat for your child's birthday, please let the Day care staff know. If your child has a summer birthday, see Mrs. de la Guardia and we will make arrangements.

Toys and Video Games

Please do not send toys or video games to day care. During special days, such as 1/2 days, Christmas and Easter vacations, and Teacher In- Service days, students may bring **ONE** toy or game from home. Electronic games will be limited this year. We will let you know before each holiday, the days they will be allowed. If a student brings an electronic game, please allow only one game cartridge. If they bring more than one game, they will not be allowed to bring an electronic game on the next vacation or 1/2 day. Game must be appropriate for all ages. Please charge all electronic devices at home. The chargers get lost and there are not enough plugs to accommodate everyone. The students will be given set times to play video games. They will not be allowed to play them all day. **Ipods and ipads will not be allowed.** There is no way to monitor what is being listened to or viewed. **The staff is not responsible for lost or broken items.** **Please make sure names are on all personal items.** All games and toys must be suitable to a Christian school environment. Magazines and comic books are not to be brought to school. If any item is deemed inappropriate, it will be taken to the office and will be given to the parent only.

Day care provides indoor and outdoor games and equipment. The students are responsible for these items, and if they are lost or damaged the students will be charged to replace them. **PLEASE** label all jackets, backpacks, lunch boxes etc. Lost items will be displayed on Fridays. Unclaimed items will be given to charity once a month.

Discipline

Students are expected to show respect for authority, to show respect for themselves and others, and to respect school property. Students will be evaluated on their performance in day care by the day care staff. Deficiency reports (only) will issued at the same time as classroom progress reports and report cards. Day care performance evaluations do not effect classroom evaluations and vise versa.

The staff will communicate with parents as often as necessary. **A Day Care Communication form called an Uh-Oh note** will be sent home after three warnings have been given to the student. If problem is not corrected, a **Green Slip** will be sent home and will be put in child's

file. In the cases of willful disobedience, destruction of property or bodily harm to other students, parents will be notified and a Green Slip will be given immediately.

Late Pick Up

Please remember that day care closes at 6:00 p.m. There is a late pick-up charge of \$5.00 per child for each 5 minutes or fraction thereof after 6:00 p.m. We appreciate your punctuality. After three late pick-up times, the student may not be allowed to remain in day care for the remainder of the school term. For the safety of the children, we require that all parents sign out their children when they pick up. Those authorized to pick up your children must be on the Emergency card and ID will be required if the staff does not recognize the person picking up your student. If changes are made to the Emergency card, the office must be notified in writing.

Drop In Care

If your child is not picked up by 3:00 p.m. your child will be brought to Day Care and you will be charged. If drop in care is needed, the cost is \$1.50 every 15 minutes. You will be charged \$1.50 for any portion of the 15 minutes. Coupon booklets (\$30 each) can be purchased in the office or with the day care staff. Please remember that only full time day care students will be cared for during 1/2 days, Teacher in-Service days, Christmas and Easter vacations. If day care is needed for special days and your child is not in full day care, you need to make arrangements with Mrs. de la Guardia in advance. The regular hourly rate stated above will be charged. If you have any payment questions, please direct them to Mrs. Emma, in the elementary school office.

Communication

We now have a Day Care e-mail. We will be using it to send out reminders (snack, vacation days, etc..) and information we need to relay to you. We hope you will also use it for any information or questions you have for us. Mrs. de la Guardia, the Day Care Director, will be checking the e-mail every day after school. If you have an issue that needs an immediate response, please leave a message in the school office and someone will get back to you ASAP.
daycarekids.vps@gmail.com

Please fill out the form below and return to your classroom teacher by Tuesday, September 2, 2014

☺ Only one form per family needs to be returned ☺

I have received and read the 2014-2015 Day Care letter

Parent signature _____
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Student Name(s) _____ Grade _____

_____ Grade _____

_____ Grade _____

Portion below needs to be filled out for

Full Day Care Students Only

Please indicate the approximate time you will be picking up your child/children this year in the
afternoon _____ P.M.

Please list the names of those authorized to pick up your child(ren)

Please list any food allergies

Although circumstances may change, please indicate if your student(s) may use day care on the following dates that the school is closed.

Please check for YES only!

Teacher In-Service 11/24____ 11/25____

Christmas 12/18____ 12/19____

Easter 3/30____ 3/31____ 4/1____ 4/2____