

LITTLE SCHOOL OF
THE WEST
LIC. 300606141

IMPORTANT DATES TO REMEMBER

August 4 & 5
*First days of
school*

STAFF BIRTHDAYS

August 11

Pastor Anthony

August 27

Mrs. Sanchez

August 29

Mrs. Garcia



August 2020 Newsletter

Welcome

We welcome you all to the 2020/2021 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 (currently unable to view due to COVID-19). Please contact the office and we will email you a daily lesson plan if you desire). 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. Students may not attend school after 9:30, without prior office approval.

Sharetime

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

Signing In—Out

Due to the COVID-19 situation, you will enter and exit through the West gate. Please sign-in at the iPad and a staff member will escort your child to class. When picking your child up, please enter through the West gate and sign your child out at the iPad. We will bring your child to you. **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.

Gate Security

For the safety of all students, each family must enter their gate code upon arrival. We ask that you do not hold the gate open for anyone coming in, as the gate codes help us keep track of who is on site and ensure that only authorized persons are entering the campus.



*"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 cubby.

"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.

