

# IMPORTANT DISCOVERY STAGE INFORMATION

## ILLNESS

Please **DO NOT** send your child to school when ill. Also make sure your emergency contract numbers are current and that we are able to reach you! Please make sure to check your phone for possible messages from Discovery Stage. Please have a well child report completed each time your child goes for a physical. Also, submit a copy of any immunizations received.

## CLOTHING

All children should have a change of clothing at school, including socks and underwear. Please check your child's locker and update their spare clothing for the upcoming summer session. Please make sure your child has a jacket and hat. Children in the Red, Blue, Orange, and Rainbow Rooms **MUST** have gym shoes or rubber soled shoes here every day. **Only children who provide sunscreen and the written permission slip will have sunscreen applied.**

## APPROPRIATE FOOTWEAR

All children should come to school **wearing** shoes or sandals that have a closed toe, with a heel and a rubber sole. **DO NOT SEND** children in crocs or flip flops.

## LABELING

Please LABEL ALL PERSONAL ITEMS!! Discovery Stage is NOT responsible for items lost or stolen. Children bringing in items from home must be labeled, such as, water bottles, breakfast dishes, and personal toys (if allowed).

## FEE PAYMENT

Each month you will receive a billing statement. Please follow the due dates listed on the statement and be sure to pay by these dates. You will be charged \$5.00 per day for payments received after the listed dates on the bill. This charge will appear on your next billing statement.

You may submit and postdate a check at any time to avoid being charged a late fee. Those checks will not be cashed until the fee days are due. We are currently taking credit cards, with a 3% convenience fee.

## SIGN IN AND SIGN OUT

Per State mandates, each child must be signed in and out on a daily basis. Only ADULTS may log in and out. Please do not allow children to scribble or write on these sheets.

## OUTDOOR SAFETY

Please **DO NOT** use the single driveway (on west side of house) to **EXIT** during school hours. Also, please **ONLY** park in marked areas and **DO NOT LEAVE YOUR CAR RUNNING UNATTENDED! PLEASE SLOW DOWN IN THE PARKING LOT!** We have small children who want to run and are not watching for cars.

Now that the children will be outdoors when you pick up, please be sure to drive carefully when arriving and leaving. Also, please be sure to hold your children's hand when leaving the building and walking through the parking lot. **It is also very important that you make sure to tell the teacher when you pick up your child and are leaving.**

## MAILBOXES

Please remember to check your mailboxes DAILY. Some of the rooms are posting artwork and classroom items on your child's locker, but it is still important that you check your mailboxes in the west hallway for other information. Children should not be removing items from the mail pockets or climbing on the ledge.

**CHECK DISCOVERY STAGE FACEBOOK PAGE FOR IMPORTANT NOTICES, ESPECIALLY IN REGARD TO TRAFFIC INCIDENTS AND DELAYS/CLOSINGS. ALSO CHECK CHANNELS 12 AND 58 FIRST FOR CLOSINGS OR DELAYS. WE WILL ALSO TRY TO GET IT ON CHANNELS 4 AND 6.**

Any time you are taking time off or know in advance you will be absent; this information should be given to the OFFICE in writing.

Our calendar and other items are on our website: [www.discoverystage.com](http://www.discoverystage.com).

It is your responsibility to call in or e-mail absences by 9:00 a.m. Our e-mail address is [DiscoveryStage@aol.com](mailto:DiscoveryStage@aol.com).