

IMPORTANT DISCOVERY STAGE INFORMATION

ILLNESS

Please DO NOT send your child to school when ill. Also make sure your emergency contact 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/FOOTWEAR

All children should have a change of clothing at school, including socks and underwear. Please update spare clothing for the upcoming fall/winter sessions. Please make sure your child has a jacket with a hood or hat **EVERY DAY**. Children in the Red, Orange, Rainbow and School Age Rooms **MUST** have gym shoes or rubber soled shoes here **every day**. 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 (these are only to be worn on designated water play days in summer). We highly suggest keeping a spare pair of tennis shoes in their locker.

WATER BOTTLES/COLD LUNCH

Children in the Red, Orange, and Rainbow rooms should bring in a **LABELED**, filled water bottle each day. Make sure cold lunches are also labeled. State mandated guidelines for lunch are: They need to have one protein, one grain, one fruit and one vegetable or two fruits. We will continue supplying 1% milk. Things that need to be warm should be sent in a thermos and things that need to be cold should be packed in a container with an ice pack.

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. **ALL PAYMENTS SHOULD BE DROPPED IN THE WHITE MAILBOX OUTSIDE THE OFFICE DOOR.**

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 day those fees are due.

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!** (It is important that you DO NOT leave your car running. One car left running started rolling toward the building and another car was stolen.) 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.

BOOK CLUB

We will once again be offering Scholastic Book Club. See attached for further information.

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 monthly calendar of events and other items are on our website: www.discoverystage.com. (Click on the "IMPORTANT INFO" tab.)

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