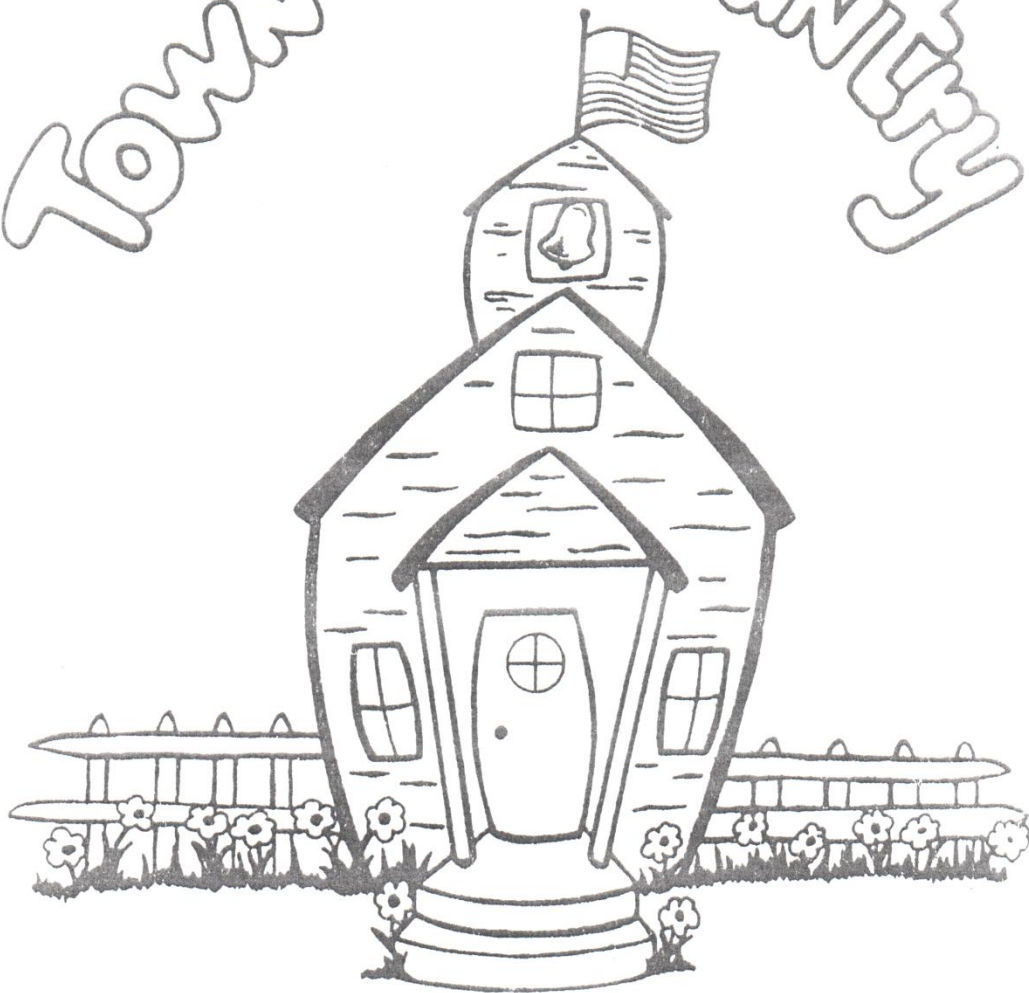


Town AND Country



Day School

Dear Parents,

We would like to take this opportunity to welcome you and your child to Town And Country Day School. Thank you for choosing us to teach and care for your child. We will strive to make your child feel secure and loved.

The purpose of our center is to provide a nurturing, yet challenging atmosphere in which children can learn, build self-confidence, think creatively, and have fun. Self-help and independence will be encouraged in accordance with the age of the child. We believe that parents and the center should work together closely for the benefit of the child.

Our goals for your child will include the following:

To grow in independence.

To learn to give and share, as well as to receive affection.

To learn to get along with others.

To develop self-control and self discipline.

To understand good health practices, hygiene, and nutrition.

To foster the development of language, both listening and speaking.

To develop a positive feeling about their relationship to the world.

We encourage parent visitations at our center anytime and we look forward to spending time with you to discuss our program and your child's development.

Sincerely,
Mr. and Mrs. Ronald Mitchell
Directors/Owners

ENROLLMENT PROCEDURES

Before a child can be admitted to our school, we require an interview with the parent and the child. At that time we talk to the parent and child about our school and take a tour of the building. After this interview, we will determine if we are able to meet the needs of your child and if this is the proper school for you and your child.

Prior to admission we must have the registration form completed, birth certificate and proof of the child's immunizations. Within 15 days of the child's admission, the medical report must be completed. All information is used by our staff members only and is kept strictly confidential.

ARRIVAL AND DEPARTURE

We open Monday thru Friday from 6:30A.M. to 6:00 P.M.. Please be considerate of our employees and be on time to pick up your child. Remember they have obligations and responsibilities after work too. If your child is left at school past 6:00 there will be a \$1.00 charge for every minute that the parent is late. Before your child is re-admitted to the center, this late charge must be paid in full.

At 6:00 P.M. if you are not at the center to pick up your child, we call your work, home, and the alternates you have listed. If we are unable to reach anyone, we will then call the police and they will call protective services to come and pick up your child. **PLEASE BE ON TIME!**

PICK-UP AND DROP-OFF POLICIES

When children are brought to school in the morning, the parents are responsible for bringing them into the building and see that they get to their classroom. In the afternoon, parents must come into the building or to the playground gate to get their child. Children will not be allowed out of the gate or building alone.

Our parking lot is very busy so please use extra caution and drive slowly. Do not leave any child unattended in your car and don't leave the motor running. Remember to buckle up.

For the protection of the children, any person other than the parent picking up the child must show a picture ID. Parents please call the school if someone else is picking up the child.

Custodial parents always have the right to come in to the school and observe their child in our program setting.

PROGRAMMING AND PARENT PARTICIPATION

In our pre-school, ages 2-4, a learning program appropriate to a particular developmental stage is offered in each age level.

We feel our grade, kindergarten thru sixth grade, are given a sound education and special attention to students who need extra help.

We encourage parent participation at all times. Become acquainted with your child's teacher and room. Share your talents and interests.

All grade children should be at school by 8:30.

Field Trips

During the school year, we will go on various trips away from school. We encourage all parents to go on a trip with us. All trips will be taken on a bus.

DISCHARGE

Your child is being accepted on a temporary basis to make sure they can adjust to their new school setting. Usually within two weeks, the teacher and parent will know if the child is adjusting.

Discharge can also result because of non-payment of fees. In addition, a recurring behavior problem can cause dismissal. This will occur after every effort on the part of the parents and staff has been used to correct the problem.

If a parent has problems getting to the center by 6:00 P.M. , the child must be discharged.

If a child's enrollment is terminated, re-enrollment will be available if space is available. At that time, a new application must be completed and registration fee paid.

FOOD POLICIES

Everyone bring a nutritional morning snack and drink. Afternoon snack is the parent's choice (Monday-Friday). **FRIDAYS...**everyone brings a lunch. The kitchen is closed on Fridays. Label all lunch boxes with permanent marker (first and last name). Kindergarten-Sixth Grade lunches with milk is \$2.00 a day. Just milk is \$0.50. 2-4 year olds lunch is provided Monday-Thursday.

Our menus are posted on the kitchen door. Parents provide their child's morning and afternoon snacks. The snacks should have nutritional value such as fruit, peanut butter crackers, etc. (No Chocolate). Any food brought from home must be in a lunch box or bag with the child's name on it and placed in the child's classroom. Do not send anything that needs refrigeration or heating. Any food that has not been finished by afternoon snack will be thrown away. The only exception to this policy will be food that is still factory sealed and is clearly labeled non-perishable.

HEALTH/ILLNESS

Any child showing signs of illness shall be isolated immediately from the other children and the parent or alternate will be called to pick up the child within one hour.

Please do not bring your child to school if they have the following symptoms of illness: fever, a temperature of a 100 degrees or higher, diarrhea, signs of conjunctivitis(pink eye); throwing up, heavy nasal discharge, persistent cough; or other symptoms of possible communicable illness.

INJURIES

When a child gets hurt at school, the teacher will treat the injury appropriately. After treatment, the teacher will call the parent to let them know what happened.

CLOTHING/PERSONAL ITEMS

All belongings and clothing, such as coats, sweaters, hats, lunch boxes, supplies, and toys, should be marked with your child's name. All school supplies should be at school within one week of enrollment.

Pre-school children must have a change of clothes left at school. The teacher will put these clothes in their classroom basket, so please check these baskets thoroughly. When you bring the child to school, place their things in the room on the shelves and hang their coats on their hook.

We are required by the state to take the children outdoors part of everyday, weather permitting, so please dress your child appropriately. If a child is not well enough to go outdoors, please keep them at home.

Children must wear shoes that cover the entire foot (no sandals or flip-flops).

Grade children have been given a locker for their belongings. Therefore, they are not allowed back in their classroom after school is over and we ask parents not to go back to the classrooms either. We are trying to teach the children the responsibility of taking everything to their locker that needs to go home at the end of the day.

Show & Tell Day for all children is **Wednesday** during the school year. This is the only day your child should bring a toy to school. We cannot be responsible for any lost or damaged items. Any items brought other days will be taken to the office.

Please check the bulletin board and memo board by the office. Also check the bulletin board by your child's room for important information.

DISCIPLINE

Discipline is all the helpful guidance, the encouragement, and support that teachers use to influence children as they learn and grow. It is something far more than punishment, obedience, rules, and restrictions. It is a way of helping the child learn some of the things they need to know about getting along in the world, and helping them to develop their own self-control.

Classroom rules are age appropriate and based on each child's development level.

Our policies are as follows:

A child may be removed from the group but within open view of the teacher, isolation is minimal.

Sometimes a teacher may feel that a child needs to be isolated from their class. She will bring the child to the office for the director or assistant director to speak with the child and to help with the situation.

Denial of food at snack or lunch times as a punishment is PROHIBITED.

Positive reinforcement of acceptable behavior is to be used but edibles, tokens, or similar reinforcements may not be used except in unusual, extreme situations.

CHILD ABUSE PREVENTION AND REPORTING

All staff are required by law to report all known or suspected cases of child abuse or neglect to the proper authorities.

PROCEDURES ON HANDLING MEDICINE

In order for us to administer medicine, parents must sign our medicine sheet on the kitchen door. This must be done each day that your child is to receive any medication.

Medicine must be labeled with child's name and dosage amount on the container. All medication must be in the original container.

Medicine will be given at lunch time only.

All medicine is kept in the kitchen. If refrigeration is required, it must be placed in the locked counter cabinet.

Please remember to take all medication home when it is no longer needed at school. If left at school, we dispose of it.

EMERGENCY EVACUATION PLAN

1. IN CASE OF EMERGENCY:

- Fire alarm will ring constant in case of fire.
- Fire alarm will ring intermittently in case of other emergency.
- Fire pulls are located in hallway at front door, baby room door, and first grade door.
- Fire extinguishers are located in the hallway at water fountain, in the kitchen, and by 1st grade door.

2. EMERGENCY COMMUNICATION:

- A. Emergency Officer - Matthew Mitchell (Front of building)
Emergency Officer - Gloria Spain (Front of building)
Emergency Officer - Edith Cooper (Back of building)
- B. Emergency Officer will proceed to call 911.
- C. Telephone, internet, and media will be the communication tools.

3. EVACUATION FOR FIRE:

- A. Teacher will line-up students, get role book, close windows, turn off lights, and close doors.
- B. All classes go out their designated exits to the furthest fence in their playground.
- C. Call the roll and count the students.
- D. Emergency officers will take out the student's information notebook, school phone, cell phone, first aid kit, and medications.
- E. Emergency officers will make a quick evaluation of the building.

4. EVACUATION FOR OTHER HAZARDS OUTSIDE THE BUILDING:

- A. Teacher will line-up students, get role book, close windows, turn off lights, and close doors.
- B. Each teacher will take their class to their designated safety area in the building.
- C. Children sit on the floor for the roll call and head count.
- D. Emergency officers will call 911, then secure the building get phones, student information notebook, first aid kit, and medications.

5. NATURAL DISASTER OR OTHER EMERGENCY WHEN THE SCHOOL HAS TO BE EVACUATED TO LAKE TAYLOR HIGH SCHOOL.

- A. Teacher follows fire evacuation procedure.
- B. Emergency officers will escort everyone to Lake Taylor High School.
- C. Teachers will spread out among their classes to make sure the lines walk quickly and smoothly.
- D. After the students are secured at Lake Taylor High School, the officers will call parents.

ORGANIZATIONAL CHART FOR PERSON RESPONSIBLE FOR CENTER

Board of Directors

Director

Assistant Director

Auxiliary Staff

Teaching Staff

Cook

Head Teacher

Aide

Dear Parents,

We feel our best recommendations for referrals of friends and associates come from our satisfied parents. Town And Country appreciates your referrals and we will credit your account with a week's tuition after your referral has been in school for four weeks. We want to thank you in advance for your support. Please fill out the form below when you refer someone to us.

Sincerely,

Mr. & Mrs. Mitchell

I, _____, have referred _____ to
Town And Country Day School. I understand this child must be enrolled for four weeks before I
receive a credit for a week of tuition.

TOWN AND COUNTRY DAY SCHOOL TUITION RATES

REGISTRATION FEE (DUE EVERY SEPTEMBER)

One Child - \$100

Each Additional Child - \$70

PRESCHOOL RATES (AGES 2-4)

Weekly Rates (One Child) - \$110

Monthly Rates (One Child) - \$430

Weekly Rates (Two Children) - \$175

Monthly Rates (Two Children) - \$685

Weekly Rates (Three Children) - \$245

Monthly Rates (Three Children) - \$970

Lunch Included Monday - Thursday (Pack lunches on Friday as the kitchen is closed)

KINDERGARTEN-SIXTH GRADE RATES (DAYCARE INCLUDED)

Weekly Rates (One Child) - \$100

Monthly Rates (One Child) - \$390

Weekly Rates (Two Children) - \$165

Monthly Rates (Two Children) - \$650

Weekly Rates (Three Children) - \$240

Monthly Rates (Three Children) - \$950

*Lunch Not Included In Tuition - \$2.00 Per Day (With Milk)

*Just Milk - \$.50

*Book Rental Fee (K - 4th Grade) - 70.00

KINDERGARTEN-SIXTH GRADE RATES (EDUCATION HOURS ONLY: 8:30- 2:30)

Weekly Rates (One Child) - \$80

Monthly Rates (One Child) - \$310

Weekly Rates (Two Children) - \$145

Monthly Rates (Two Children) - \$510

Weekly Rates (Three Children) - \$210

Monthly Rates (Three Children) - \$830

Weekly Payments

Due at the beginning of the week. Must be paid by TUESDAY of each week. A \$10 late fee will be charged if payment is not made by Tuesday.

Monthly Payments

Must be paid by the 5TH OF EACH MONTH. Include a 10.00 late fee any payments made after the 5th of the month.

Sickness/Vacation

Each child is allowed TWO WEEKS of non-payment per year (Sept. - Aug.). This can be used when a child is out for sickness or vacation. A locked box has been placed in the office for payments. Receipts are written daily. If you keep your receipts, you must pick up the receipts no later than Friday of each week. If paying by checks, please put your child's name on the bottom of the check. Fees are not reduced during holiday weeks. **Return Check Fees Are \$25.00.** Payments must be kept up-to-date for your child to stay enrolled. If tuition is two weeks behind, your child must be removed from school. After payments are made current, you may register your child again if space is available. NO RECORDS will be released until balance is up-to-date. All tax statements are made after tuition is up-to-date. **We close at 6:00PM. Each minute you are late there is a \$1.00 charge.**

TOWN AND COUNTRY DAY SCHOOL SUPPLY LIST 2011-2012

Two Year Olds

Crayons (8 pack **primary** only)
Elmer's Glue (8 oz.)
(3) Glue sticks
(3) Large tissue boxes
(2) Anti-bacterial hand sanitizers
(3) Large baby wipe boxes
(2) Crib size fitted sheets
(2) Beach towels (**NO BLANKETS**)
Plastic paint bib shirt
(2) Sets of clothes (to replace soiled clothes)
Diapers/Pull-Ups

Three Year Olds

Crayons (8 pack **primary** only)
Elmer's Glue (8 oz.)
(3) Glue sticks
(6) #2 Pencils
Scissors (FISKARS blunt end)
(3) Large tissue boxes
(2) Anti-bacterial hand sanitizers
(3) Large baby wipe boxes
(2) Crib size fitted sheets
(2) Beach towels (**NO BLANKETS**)
(2) Sets of clothes (to replace soiled clothes)
Pencil box

Four Year Olds

Crayons (8 pack **primary** only)
Elmer's Glue (8 oz.)
(3) Glue sticks
(12) #2 Pencils
Pencil Sharpener
Scissors (FRISKARS blunt end)
Magic Markers (washable)
(3) Large tissue boxes
(2) Anti-bacterial hand sanitizers
(3) Large baby wipe boxes
(2) Crib size fitted sheets
(2) Beach towels (**NO BLANKETS**)
Set of clothes (to replace soiled clothes)
Colored pencils
Pencil Box

Place all supplies in brown paper bag and label the bag with your child's name.

TOWN AND COUNTRY DAY SCHOOL SUPPLY LIST 2011-2012

Kindergarten

Book bag, no wheels, (must fit in locker)
Composition notebook
(12) #2 Pencils (No mechanical pencils)
No mechanical pencils
Pencil sharpener
Magic markers (washable)
24 Count Crayon Box
Scissors (Fiskars blunt end)
(2) Large tissue boxes
Index cards (package 100)
(3) Pocket folders
(2) Anti-bacterial hand sanitizer
(2) Crib size fitted sheets
(2) Beach towels (**NO BLANKET**)
Tacky glue
(2) Large boxes baby wipes
Pencil box
(3) Glue sticks

1st – 6th Grade

Book Bag, no wheels (must fit in locker)
(4) Packs of notebook paper (wide rule) 200 sheets
(4) Spiral notebooks
(24) #2 Pencils
Pencil sharpener
Ruler
Dictionary (Children's Scholastic)
Magic Markers (washable)
24 Count Crayon Box
Scissors (Fiskar blunt end)
Tacky glue
Tissues 2 large boxes
Index cards (1 package of a 100)
(3) Pocket folders
(2) Anti-bacterial hand sanitizers
(2) Large boxes of baby wipes

Place all supplies in brown paper bag and label the bag with your child's name.

Town And Country Day School 2011-2012 School Calendar

AUGUST	30	Open House – Preschool (2-4 Year Olds) 7:00 PM - 8:00 PM
	31	Open House – School (K–6 th Grade) 7:00 PM – 8:00 PM
SEPTEMBER	02	Summer Program Ends
	05	CLOSED – Labor Day
	06	First Day Back To School
OCTOBER	14	Progress Reports Go Home (K – 6 th Grade)
	25	School Pictures By Lifetouch...Starts At 8:30 AM
	28	Halloween Party – Wear Costumes (All Ages)
NOVEMBER	10	Report Cards Go Home (K-6 th Grade)
	11	CLOSED – Veterans Day
	22	Thanksgiving Dinner...10:00 AM –12:30 PM (All Ages)
	24	CLOSED...Thanksgiving Day
	25	Child care provided (No School)
DECEMBER	TBA	Christmas Program...7:00-8:00 PM (All Ages)
	16	Christmas Class Parties (All Ages)
	16	Progress Reports Go Home
	19-22	Christmas Break (Child Care Provided)
	23	CLOSED – In Observance Of Christmas Eve
	26-30	Christmas Break (Child Care Provided)
JANUARY	02	CLOSED – In Observance Of New Years Day
	03	Classes Resume
	16	CLOSED...Martin Luther King Jr. Day
	27	Report Cards Go Home (K-6 th Grade)
FEBRUARY	14	Valentines Day Party (All Ages)
	20	CLOSED – Presidents Day
	22	Parent Teacher Conferences (K-6 th Grade)
MARCH	30	Report Cards Go Home (K-6 th Grade)
APRIL	06	Easter Party (All Ages)
	09-13	Spring Break (Child Care Provided)
	16	Classes Resume
	25	School Pictures By Lifetouch...Starts At 8:30 AM
MAY	11	Progress Reports Go Home (K-6 th Grade)
	28	CLOSED – Memorial Day
JUNE	TBA	Graduation Program (4 Year Olds, Kindergarten, And 6 th Grade)
	13	Last Day Of School
	18	Summer Program Begins
JULY	04	CLOSED - Independence Day