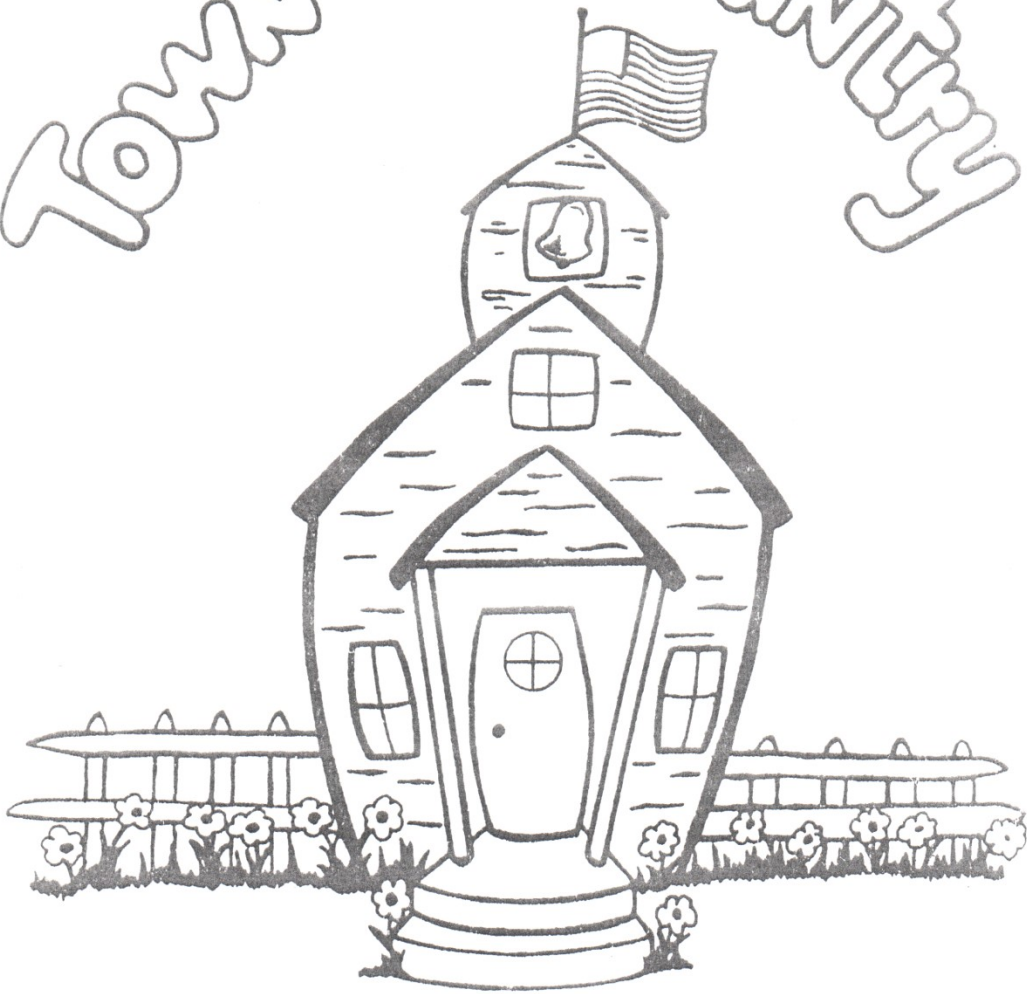


Town AND Country



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 7:00A.M. To 5:30 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 **5:30 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 5:30 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!**  
**DUE TO COVID OUR HOURS OF OPERATION HAVE CHANGED TO 7:00AM-5:30PM**

## **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 into 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 always encourage parent participation. 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 5:30 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**

Label all lunch boxes with permanent marker (first and last name). Parents provide their child's lunch. All food 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 101 degrees or higher, diarrhea, signs of conjunctivitis (pink eye); throwing up, heavy nasal discharge, persistent cough; or other symptoms of possible communicable illness. Your child must be symptom free for 24 hours before they can return to school or have a doctor's note.

**Any child exposed to COVID from the immediate household or has tested positive for COVID must quarantine for 5 days (NO quarantine needed if your child is vaccinated). The child may return to school if they are asymptomatic and must be fever free for 24 hours. When your child returns to school, they must wear a mask for 5 days. If the child refuses or is under the age of 2 they must stay home the remainder 5 days All parents must let the school know as soon as you or your child test positive for COVID.**

## **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, and an accident report will be filled out

## **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.

## **MEDICINE**

For us to administer medicine, parents must have their child's doctor fill out the written medication consent form. Certain sections of the written medication consent form also need parental signatures, so please make sure that this form is filled out completely by both parties. All forms for medication must be given to the office, not a teacher. Ms. Quinn will be the staff member responsible for administering all medications.

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, unless it is an as needed medication (i.e... inhalers)

All medicine is kept in a locked locker. 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.

## **DISCIPLINE**

Discipline is all the helpful guidance, the encouragement, and support that teacher 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.

## **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.

## **EMERGENCY CONTACT INFORMATION**

### **Fire And Rescue, Law Enforcement, or Emergency Medical Services:**

911

#### **Poison Control:**

1-800-222-1222

#### **Health Department:**

(757) 683-2712

(757) 683-2712

#### **Potential Shelters:**

Lake Taylor High School: (757) 892-3230

#### **Local Hospital**

Sentara Leigh Hospital: (757) 261-6700

#### **Local Media:**

News Channel 3: (757) 446-1352

News Channel 13: (757) 628-5800

#### **Emergency School Officers:**

Matthew Mitchell: (757) 285-8978

Sandra Mitchell: (757) 436-6004

Quinn St. Louis: (757) 513-2940

**ORGANIZATIONAL CHART FOR PERSON RESPONSIBLE FOR CENTER**

Board of Directors

Director

Assistant Director

Auxiliary Staff

Teaching Staff

Cook

Head Teacher

Aide

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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

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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 TUTION RATES

### REGISTRATION FEE (DUE EVERY SEPTEMBER)

One Child - \$125

Each Additional Child - \$70

### PRESCHOOL RATES (AGES 2-4)

Weekly Rates (One Child) - \$185

Monthly Rates (One Child) - \$720

Weekly Rates (Two Children) - \$255

Monthly Rates (Two Children) - \$1,000

Weekly Rates (Three Children) - \$340

Monthly Rates (Three Children) - \$1340

**\*Workbook fee (pre-k 4's) - \$25.00**

**\*All Children Must Pack A Lunch**

### BEFORE AND AFTER SCHOOL RATES (K-6th)

Weekly Rates (One Child) - \$80

Monthly Rates (One Child) - \$300

Weekly Rates (Two Children) - \$155

Monthly Rates (Two Children) - \$600

Weekly Rates (Three Children) - \$230

Monthly Rates (Three Children) - \$900

### BREAK TIME RATES (PRESCHOOL & K-6)

Weekly Rates (Two Children) - \$275

Monthly Rates (Two Children) - \$1080

Weekly Rates (Three Children) - \$350

Monthly Rates (Three Children) - \$1380

### BREAK TIME RATES (GRADES K-6)

Weekly Rates (One Child) - \$165

Monthly Rates (One Child) - \$640

Weekly Rates (Two Children) - \$350

Monthly Rates (Two Children) - \$920

Weekly Rates (Three Children) - \$400

Monthly Rates (Three Children) - \$1580

**\*Activity fee (Summer Only)- \$95**

### 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 5<sup>TH</sup> OF EACH MONTH. Include a 10.00 late fee any payments made after the 5<sup>th</sup> of the month.

### Sickness/Vacation

Each family is allowed TWO WEEKS of non-payment per year (Sept. - Aug.). This can be used when a child is out for sickness or vacation. 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.

**TOWN AND COUNTRY DAY SCHOOL  
PRESCHOOL SUPPLY LIST  
2022-2023**

**Two Year Olds**

- Crayons (8 pack **primary** only)
- (1) Tacky glue bottle
- (4) Large baby wipe boxes
- (3) Large tissue boxes
- (3) Glue Sticks
- (2) Bottles of hand sanitizer
- (2) Crib size fitted sheets
- (2) Beach towels (**No Blankets**)
- (1) Box of diapers/pull-ups
- (2) Sets of clothes
- (2) Bottles of liquid hand soap

**Three Year Olds**

- Crayons (8 pack **primary** only)
- (1) Tacky glue bottle
- (6) #2 Pencils
- (1) Scissors (FISKARS blunt end)
- (3) Large tissue boxes
- (1) Pencil box
- (1) Pencil Sharpener
- (4) Large baby wipe boxes
- (2) Crib size fitted sheets
- (2) Beach towels (**No Blankets**)
- (2) Sets of clothes
- (3) Glue sticks
- (2) Bottles of liquid hand soap
- (2) Bottles of hand sanitizer

**Four Year Olds**

- Crayons (8 pack **primary** only)
- (1) Tacky glue bottle
- (12) #2 Pencils
- (1) Scissors (FRISKARS blunt end)
- Magic markers (washable)
- (3) Large tissue boxes
- Colored pencils
- (3) Glue sticks
- (2) Bottles of hand sanitizer
- (1) Large Eraser
- (4) Large baby wipe boxes
- (2) Crib size fitted sheets
- (2) Beach towels (**No Blankets**)
- (1) Set of clothes
- (1) Pencil box
- (1) Pencil sharpener
- (1) Pencil Grippers

**Town And Country Day School  
2022-2023 School Calendar**

AUGUST	24	Open House (6:00-7:00)
SEPTEMBER	02	CLOSED – Staff Training Day
	05	CLOSED – Labor Day
	06	First Day Of School (Class starts at 8:30 A.M.)
OCTOBER		
	11	CLOSED- Columbus Day
	31	Halloween Party – Wear Costumes (All Ages)
NOVEMBER		
	10	CLOSED- Veterans Day
	24-25	CLOSED – Thanksgiving Break
DECEMBER		
	16	Christmas Class Parties (All Ages)
	19-01	Christmas Break (Child Care Provided)
JANUARY		
	02	Classes Resume
	16	CLOSED- Martin Luther King Jr. Day
FEBRUARY		
	14	Valentine’s Day Party (All Ages)
	20	CLOSED – President’s Day
MARCH		
	17	St. Patrick’s Day (Wear Green)
APRIL		
	07	Easter Party (All Ages)
	10-14	Spring Break (Child Care Provided)
	17	Classes Resume
MAY		
	29	CLOSED – Memorial Day
JUNE		
	TBA	Graduation Program (4 Year Old’s and Kindergarten)
	09	Last Day Of School (Class Parties)
	19	CLOSED - Juneteenth
	20	Summer Program Begins
JULY		
	04	CLOSED - Independence Day