

Parents:

Thank you so much for allowing us to care for your child at Alphabet Soup Learning Center. Please allow me to touch on a few reminders that are (and have been) in our handbook.

- Feel free to call as often as you wish to check on your child. We will personally go to their classroom, and speak with their teacher, not just make an educated guess.
- Please remember that if your child is sick (either at home, or you were called to come get him from school); they have to be free of the sickness for 24 straight hours. The only exception to this rule is with a doctor's note saying that they are not contagious. Our definition of sick as according to Dept of Health is:
 - Green runny eyes (please do not bring them in and say it is allergies, we will turn you right around without a doctor's note)
 - Fever of 101.5 or better
 - Vomiting or diarrhea
 - Any unexplained rash, including but not limited to hives, scabies, chicken pox, ringworms, etc. (without a doctor's note) Only exception to this is eczema.
- To make their stay with us as comfortable as possible, please make sure that you keep a change of clothes here. Also, if you see them come home in that change of clothes, make sure to send another one the next day. If they come home with their change of clothes on, check their cubby for their dirty clothes, we send those home to be washed.
- Payments are due on Mondays for that week, no later than Tuesday. There is a \$10 late fee after Tuesday.
- Please remember that if your account gets more than 2 weeks behind, I will be forced to dismiss your child from ASLC.
- Please don't allow your child to bring in any toys from home, this only makes the afternoon hard if that toy does get lost, or broken. This also eliminates those late night searches for "teddy" only to realize that he was left at daycare.
- Please do not allow your child to bring any food from home, even for breakfast. The only exception to this rule is birthday & holiday parties.
- Please make sure your child is here no later than 9:00. If they come later than that, chances are that they slept late, had a late breakfast, etc. They come to school wide awake and full right in time for lunch and nap. More than likely, they will not lie down, but probably keep the rest of the class up. This proves for an unhappy baby come 2-3 o'clock when *they* get tired and hungry, and they can't sleep because the rest of the class is awake. They also miss their class time with their curriculum. But if every once in a while y'all run late, please call ahead and let us know so Ms. Carron can make them a plate for lunch.
- Please make sure your child is picked up by 6:00. We have been lenient on this, but will be enforcing the dollar per minute charge after 6 (per child) effective immediately.

Please fill out this packet in its entirety, as to comply with Dept of Health, Dept of Social Services, and Dept of Education. I need every section of every page filled out, and returned by Monday, October 6th, 2008. Even if you feel like you and your family do not qualify for the DOE program, based on what the cover letter states, please fill out the forms anyway, and trust that they will go no further than my office; DOE just needs to know that I have a completed application on each student enrolled in the center. Thank you in advance for your prompt cooperation in this, it is very important that we receive updated information on your child yearly to better prepare us for any and all situations!