

Halsey Schools' Parent Hand Book

How can I be involved?

Parents are welcome to participate at school anytime throughout the year.

Parent Highlights...

- 09/06 School Starts
- 09/09 Grandparent Cookie Party
- 10/12-13 Discovery Days
- 10/31 Halloween Party
- 11/17 Thanksgiving Feast
- 11/28 Assessments Sent home
- 12/05-09 Parent Conferences
- 12/16 Holiday Social
- 01/10 Pizza Party
- 02/14 Valentines Day Party
- 03/14-15 Discovery Days
- 04/02 Assessments Sent Home
- 04/06 Spring Parade & Party
- 04/09-13 Parent Conferences
- 05/07-11 Mommy's Craft Week
- 05/07-11 Teacher Appreciation Week
- 05/11 Mommy's Brunch
- 06/11-15 Daddy's Project Week
- 06/15 Daddy's Donut Party
- 06/21 Preschool Graduation
- 06/22 Last day of school
- 06/25 CAMP HALSEY!
- 07/03 Parade & Party

When will the school be closed?

- 09/05 Labor Day
- 11/11 Veteran's Day
- 11/24-25 Thanksgiving
- 12/26 Christmas
- 01/02 New Year's
- 01/16 Martin Luther King Jr.
- 02/20 Presidents' Day
- 05/28 Memorial Day
- 07/04 Independence Day

How will I know how & what my child is doing?

- Daily Written Reports
- Ask a Teacher
- Regular Assessments & Conferences
- Discovery Weeks & Report Cards
- Call, email, IM us, Drop in anytime
- iHalsey.com , Facebook, Twitter

What do I need to bring to school?

PLEASE LABEL EVERYTHING!

- Change of clothes & shoes
 - Small sheet & blanket in small bag
 - No pillows please
 - Sack lunch/sign-up for hot lunch
 - Back pack and/or carrying bag
 - Please do not send car seats
 - Summer add towel, water shoes, hat, sunglasses sun block & swim suit/diaper
- (Additions-Infants & Toddlers)**
- Diapers & wipes, 2+ changes of clothes
 - Sippy cups, bottles, food etc



What should my child wear? We recommend the children be dressed in comfortable, washable clothing and Velcro strapped shoes that adapt well to food spills, paint, sand, water play and more. Your child's clothes will get 'dirty.' Extra labeled clothes are a must. Please do **not** send children to school in:

- Flip Flops (sandals o.k. if strapped.)
- One Piece Outfits (infants o.k.)
- Formal Outfits, Pajamas, Costumes
- High heel shoes, Dress up outfits
- Stirrup Pants, Bathing suits
- Jewelry (It may be lost)
- No overalls during potty training
- No overnight diapers

Do I really need to sign my child in/out?

Children must be signed in/out everyday!

Should I inform you if my child will be out or dropped off late? YES! Please write us a note or give us a call. Preschool children should be at school by 9:00.

Can my child come to school sick? We can all help keep the spread of illnesses down by keeping our ill children home. Please let us know by 10:00 if your child will be out. Please see our Illness Policy on our website. If your child is sent home with an illness today he/she cannot return tomorrow.

Can my child be administered medication at school? Yes, with a doctor's note or prescription. Please complete the medication form weekly. If a child has a fever, we cannot administer medication and he/she cannot come to school. He/She needs your special love and attention. Please bring the medication in to the school yourself and hand directly to an adult. Never give it to the child or leave it in his/her bag etc.

I need to pick my child up late. If you need to keep your child here later (not after 6:30) on an emergency basis, please give us a call or a note. The charge will only be \$5 an hour. After 6:30 late fees start at \$1 per minute, payable to the closing teacher. Regular late fees after 12:30 and 3:00 are \$10 per 15 minutes. You may want to change your child's schedule.

May I donate toys, clothes & supplies? Yes! Out grown toys & clothes get an exciting new life in our classrooms. Please take a look at our parent requested wish lists posted in the classrooms.

I would like to help out on a field trip.

Parents are welcome to attend field trips or visit the school at anytime. Field Trips are open to children 3 years old and potty trained. Halsey T-Shirt & perm slip req'd.

What is your Emergency Plan

We hold drills regularly. Our buildings are regularly inspected by Fire & Health Dpts & DSS. If needed we will evacuate to one of our other facilities or Saint Luke's Church. We stock water & food. Infants need 2 wks of formula and baby food.

I have a new work number.

Please notify the school immediately if any of your contact information changes.

I need to change my schedule.

Please complete a Change of Schedule Request. Changes take place on the 1st of the month with notice given by the 15th of the previous month.

We love the school but we have to move.

What do I need to do? ALL withdrawals take place on the last day of the month. Written notice must be given by the 15th by completing a Change of enrollment status form. Lack of attendance does not constitute withdrawal.

How much is the tuition per Month?

No additional fee to attend as early as 6:30.

Ages 2 - 6 Preschool

Schedule	2 days	3 days	5 days
9:00 - 12:30	409	558	847
9:00 - 03:00	469	640	903
9:00 - 06:30	525	734	997

Ages 16-20 months - 2.2 Toddler Center

Schedule	2 days	3 days	5 days
9:00 - 12:30	516	705	1070
9:00 - 03:00	592	808	1140
3:00 - 06:30	664	927	1259

Ages 6 weeks - 16-20 months Infants & Tiny Tots

Days	6:30-6:30
1 Day	448
2 Days	741
3 Days	1035
4 Days	1343
5 Days	1399

All Rates are per Month.

Registration is only \$199 for any program.

How should I pay my tuition?

All accounts are required to sign up for automatic credit card or ACH.

License Numbers 197-407439 & 441