



# Preschool, Prekindergarten and Kindergarten Policies & Procedures

Welcome to Teaching World! We're pleased to provide your child with an educational experience like no other. In order to do this, all parents/guardians need to be familiar with the policies and procedures our facility follows. Please thoroughly read through and **INITIAL** **EACH POLICY**. **By initialing, you agree and adhere to our policies and procedures while your child is enrolled at Teaching World.**

**Please list enrolled child's name and date of birth:**

Name

Date of Birth

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**Parent/Guardian:**

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- Hours of Operation:**  
Office Hours: Monday-Friday, 8:30am-3:30pm.  
Discovery World/BKA Hours: Monday-Friday, 7:00am-5:30pm.
- Enrollment Fees:** All enrollment fees are an annual charge and nonrefundable.
- Monthly Tuition:** Monthly tuition is due NO LATER than the 20<sup>th</sup> of the month prior. (For instance, September tuition is due August 20<sup>th</sup>) All payments received after the 20<sup>th</sup> will result in a \$20 late fee being assessed to your account, **no exceptions**. Payments can be made by cash, credit/debit card or check. Payments can also be made through our secure website at [www.idteachingworld.com](http://www.idteachingworld.com). Any returned checks will be assessed a \$30.00 processing fee.
- Big Kid Academy:** If your child is using BKA for before or after school care, you must reserve care each month by submitting a reservation calendar on the 25<sup>th</sup> of each month prior, and prepay for all reserved usage by the 1<sup>st</sup> of each month.
- Documentation:** Please have completed enrollment forms, signed policies and procedures, immunization records, and birth certificates (kindergarten students only) turned in by the 15<sup>th</sup> of August. We MUST have these records on file in order for your child to begin class. It is your responsibility to update your child's forms if needed throughout the school year. Emergencies can and do happen, current information is imperative.
- Drop off & Pick Up:** It is critical for children to be on time for school each day, in addition to being picked up promptly at the conclusion of class. Students will line up outside in designated areas, and will be greeted by their teacher. Once your child has entered the building, you're free to leave. During pickup, please wait outside until your child's class sign has been turned to read "Come In" before entering the building. **Any students remaining 5 minutes past the conclusion of class are considered a late pick-up. Accounts will be billed \$1 per minute. This fee must be paid before the next class session in order for your child to attend.**
- Pickup Procedure:** All children must be signed out before leaving our care. **Only those listed on your child's enrollment form will be allowed to pick up your child.** If we are unfamiliar with an individual, **proof of identification is required.** If at any time you need to send someone not listed, you must notify the office at 465-5437.
- Snacks/Lunches:** Children are to be sent to school with an individual snack each day. Snacks/lunches are to be healthy as possible. Place snacks in a Ziploc bag and label with your child's name. If your child will be going to BKA after class, a cold lunch needs to be provided in a lunch box with an ice pack. **We cannot reheat or refrigerate snacks or lunches.** If you are sending a snack/lunch that requires utensils, you need to provide them also.  
***\*\*If you fail to provide a snack for your child, one will be provided and your account will be charged \$1.00. \*\****

- Beverages:** Students are to be sent to school daily with a bottle of water. (No juice, soda or milk allowed)
  
- Birthay or Holiday Celebration Treats:** We invite you to bring miniature sized celebratory treats into our classrooms. Please make sure to schedule these times with your child’s teacher. ***We do allow homemade treats, but request that they remain miniature in size.***
  
- Homework:** Kindergarten and Prekindergarten students will be assigned weekly homework throughout the school year. Preschool students will be assigned homework after we return from Christmas break. Your child’s teacher will inform you as to when homework is to be returned.
  
- Illnesses:** Children should not come to class if they have experienced a fever, diarrhea, or vomiting within the last 24 hours. If in doubt, it is best to keep your child home. Should a child become sick in class, a parent will be contacted immediately. All contagious illnesses (i.e. chicken pox, pink eye\*) or situations (i.e. head lice), or exposure to such should be reported to the teacher so other parents can be informed and take appropriate measures. In these cases, a child’s identity will be held in strict confidence.  
*Pink eye is highly contagious. If you feel your child may have it please do not bring your child to school until they have been seen by a doctor and are cleared to return to school.*
  
- Snow Days:** In the case of snow or severe weather, we will follow the Nampa School District’s decision for school closure. If they choose to close, we will close also.
  
- Holiday Closures:** Our holiday breaks coincide with the Nampa School District’s. Please reference our school calendar for exact dates.
  
- Family Activity Days/Field Trips:** We do hold family activity days during the school year. These are always held on Saturdays, so your entire family can attend. Please reference our school calendar for exact dates.
  
- Religion/Holidays:** We do not celebrate or practice religion. As a part of the classroom curriculum, we teach children about different cultures, and how they celebrate holidays. We do recognize the following holidays in our curriculum: Thanksgiving, Christmas, and Valentine’s Day. We choose to celebrate “Harvest” in the fall instead of Halloween, so please don’t send your child to school wearing their Halloween costume on October 31<sup>st</sup>.
  
- Discrimination/Child Abuse Policy:** We do not discriminate on the basis of race, creed, color, national origin, gender, age, religion or disability. We are required by Idaho State Law to report immediately to the police or child protective services any instance where there is reason to suspect an occurrence of physical, sexual or emotional child abuse, child neglect or exploitations. We are not obligated by law to inform parents if the police or CPS is called about possible abuse.
  
- Communication:** Monthly newsletters are sent via email to keep you informed of activities and themes going on in our classrooms. Kindergarten updates are sent weekly. Please make sure that you read through these documents thoroughly. Also, make sure that you are checking the Google calendar on our website for events that are planned throughout the school year.
  
- Financial Policy/Collections:** All enrollment fees are nonrefundable. Should you withdraw your child from Teaching World; any tuition you have overpaid will be refunded **ONLY AFTER A TWO-WEEK NOTICE**. Collection agencies may be used to collect unpaid fees. If at any time we are forced to turn you into collections due to nonpayment of tuition, you are responsible for all collection costs.

**Thank you for sharing your child/children with us. We’re thrilled to give them an “Education Out Of This World”!**