



**Themba Creative Learning Center, LLC
Prekindergarten II Parent Agreement**

By signing and enrolling your child, you are agreeing to the following terms and conditions. If you do not follow the outlined agreements, enrollment will be terminated immediately.

- Arrive to Themba by 8:30am daily
- Provide children with necessary school Supplies
- Pick child up by 3:00pm (**If child is NOT picked up by 3:00pm, the parent will pay late fees as outlined in the parent orientation package**)
- Child will wear school uniform everyday as outlined in the parent manual
- The parent will complete all necessary paperwork in a timely manner
- Complete monthly observational surveys with the teacher
- Attend four Family Engagement Trainings that will be held on a Saturday- **Children are not allowed**
- Attend two afterschool Community Events
- Attend two parent teacher conferences
- **Children must be fully potty trained to attend Themba's Free Pre-K II Program**
- I have received and understand the **Late Pick-Up Policy and Fee Notice**

Parent Name _____ Child's Name _____

I clearly understand that if I don't attend a scheduled mandatory parent workshop that will be held on a Saturday morning, my child may not return to school until a meeting has been scheduled with Ms. Allen, I understand that in order for my child to be enrolled in this free program I am agreeing to attend all (4) of the parent workshops.

Signature _____ Date _____

Parent Orientation

Pre-K II A Program Agenda

Introductions: CEO/President
Directors
Teachers

Pre k Program- Overview

Hours of Program/Class Schedule
Late Pick up-Fee after 3:00pm
Uniform Policy
Classroom Supplies
Field Trips/Port Discovery - **TBD**
Back to School Night- **TBD**

Parent Teacher Conferences:

October 12th - No School
February 16th- 2HR. Delayed Opening for Students

Attend Two Family/Community Events:

October- **TBD**
May-**TBD**

Attend Four Mandatory Parent Workshops:

January -**TBD** Health & Nutrition Seminar
March- **TBD** Skill Building Self Sufficiency Seminar
April- **TBD** Continued Education Training PG Community College
May- **TBD** Life Saving Technique Training

Policy and Procedures:

Inclement Weather: We follow PG County Schools Inclement Closings
No child will be admitted after 8:45am without a doctor's note
Birthday Parties
Where to park cars?
Security- Door Code/Holding door for parents
No Hair beads
Signing Child In/Out
Cell phones
Healthy Food Policy
Changes of Clothes
Children with Challenging Behaviors and Special Needs
Children with Special Needs
Children must wash hands at arrival
Child **MUST** be fully Potty Trained



Pre-K II - Daily Schedule

8:30-9:30	Arrival/Breakfast/Free Play/Toileting
9:30-9:35	Morning Meeting
9:35-9:50	Read Aloud
9:50-10:05	Whole Group Investigation
10:05-10:50	Circle Time/Small Group Investigation/Whole Group Literacy
11:00-11:15	Outside Recess
11:15-11:45	Whole Group Activity
12:00-12:30	Lunch
12:30-1:15	Centers Open/Free Play
1:15-1:30	Read Aloud/DEAR TIME
1:30-2:15	Outside Recess
2:15-3:00	Closing Circle Time/Whole Group Movement/Reflection

***Extra curricular Activities are included**



Mandatory Themba Uniform Policy

Ages 2-4yrs | Monday-Friday

- **Navy blue Khaki dress, skirt, or bottoms (no jeans)**
- **Navy blue sweater (optional)**
- **Powder blue or white collared top (no tee shirts)**
- **Closed toe black shoes only ****

If your child is not in uniform, you will be asked to pick your child up or bring the uniform to the center in a timely manner.

Children do not wear uniforms during the summer months



Notice of Late Pick-Up Policy and Fees

Themba Creative Learning Center Free Pre-K closes at 3:00pm*. We suggest that children be picked-up a few minutes prior to the Center closing time. Children not picked up by 3:00pm* will be brought to the front office to wait for their parent(s). **Be advised, during such an occurrence, the parent will be FULLY responsible for the total assessed late pick-up fee.**

Your child anticipates your arrival and becomes worried and anxious if his/her classmates have all been picked-up while his/her parents have yet to appear. Additionally, our staff have been on duty for an entire full day; understandably, they are ready to return to their families, and carry out their personal plans for the evening. It is unreasonable to further inconvenience them by prolonging their work day.

Out of respect to our staff and their time, please make arrangements to pick-up your child before the close of business. Again, be advised that if you arrive after 3:00pm*, you will be presented with a late pick-up bill - assessed for the total amount of time for your late arrival (rates below).

Late Fee Per Child: \$15.00 for up to the first 5 minutes
\$1.00 for each additional minute

Late fees owed are payable in cash and at pickup, to the office staff directly. NO EXCEPTIONS.

All late pick-ups are archived and tracked. Parents with three late pick-ups during the course of one-week will incur a **100% fee increase** for any subsequent late pick-up occurrence(s). After six incidents of late pick-ups, the child will not be able to attend the Center the next day, and enrollment for the future will be in jeopardy.

If a family has an emergency near the end of the day, such as a car breaking down, an illness, or traffic jams, parents must first inform the Center, and then make alternate plans for pick-up. Late fees will be imposed even under emergency conditions.

NOTE: Refusal to pay assessed late fees or a confrontational behavior towards our staff concerning your balance late fee is **strictly prohibited** and will jeopardize your child's enrollment at THEMBA.

We appreciate your understanding and commitment to this policy.

Sincerely,
Management

** This closing time is subject to change in the future -with ample advance notice to the school community. If and when such an update is implemented, said change closing time will therefore be as referred to above.*



Mandatory Training Dates

New Parent Interviews --

New Student Orientation --

Fall Festival (Community Event) --

Life Saving Training --

Health & Nutrition Seminar --

Skill Building Seminar --

Continued Education Training --

Spring Festival (Community Event)--



2020 - 2021 School Calendar

<u>September 1</u>	<u>Tuesday</u>	<u>First Day of School</u>
<u>September 7</u>	<u>Monday</u>	<u>Labor Day- School/Office Closed</u>
<u>September 25</u>	<u>Friday</u>	<u>Professional Development - School Closed for Students 1</u>
<u>October 12</u> <u>October 12</u> <u>October 16</u> <u>November 3</u> <u>November 6</u>	<u>Monday</u> <u>Monday</u> <u>Friday</u> <u>Tuesday</u> <u>Monday</u>	<u>Themba Closed/ Columbas Day</u> <u>Parent Teacher (Phone) Conferences-School Closed</u> <u>Professional Development-School Closed for Students</u> <u>Election Day-School Closed for Students</u> <u>Professional Development - 2Hr Early Dismissal</u>
<u>November 11</u>	<u>Wednesday</u>	<u>Holiday-Veterans Day Closed @ Themba</u>
<u>November 25-27</u>	<u>Wednesday-Friday</u>	<u>Holiday- Thanksgiving School/Office Closed</u>
<u>December 11</u> <u>December 24-31</u>	<u>Friday</u> <u>Thursday- Thursday</u>	<u>Professional Development- School Closed for Students</u> <u>Winter Break & Christmas Break School Closed for Students and Teacher</u>
<u>January 1</u>	<u>Friday</u>	<u>Winter Break- New Years Holiday School Closed</u>
<u>January 18</u>	<u>Monday</u>	<u>Holiday-MLK Birthday- School and Office Closed</u>
<u>January 28</u>	<u>Thursday</u>	<u>Professional Development Day for Teachers 2Hr Dismissal</u>
<u>February 15</u> <u>February 16</u>	<u>Monday</u> <u>Tuesday</u>	<u>Holiday- President's Day- School and Office Closed</u> <u>Parent Teachers Conferences- 2 HR Delayed Opening for Students</u>
<u>March 29-April 1</u>	<u>Monday- Thursday</u>	<u>Spring Break School Closed</u>
<u>April 2&5</u> <u>April 12</u>	<u>Monday & Friday</u> <u>Monday</u>	<u>Spring Break & Easter Holidays- School Closed</u> <u>Professional Day for Teaches- 2HR. Early Dismissal for Students</u>
<u>May 13</u> <u>May 31</u>	<u>Thursday</u> <u>Monday</u>	<u>Eid al-Fitr Holiday- School Closed for Students</u> <u>Holiday Memorial Day- School Closed</u>
<u>June 17</u> <u>June 18</u>	<u>Thursday</u> <u>Friday</u>	<u>2HR Early Dismissal for Students</u> <u>Last Day for Students 2HR Early Dismissal</u>

2020-2021 Children Supply list

PRE-K

2 Sets of Clothing | Please include underclothes

2 small blankets for Floor Mats

2 boxes of **large** Crayons and crayon box

1 paint smock or over sized shirt

1 small picture of your child and family members

2 boxes of tissues

Glue sticks

Large Beginners Pencils (Ticonderoga)

1 pair of Child Scissors

2 folders –2 composition notebooks

1 pack of facial wipes

1 pack of flushable wipes

Reusable Water Bottle-



Please label all of your child's belongings.

