

____ **Late Pickup.** If you cannot make it by 6:00, Please call. We have one teacher who will stay late with your child(ren). You will be charged \$1 per minute and the money goes to the teacher who stays late. EX: you arrive at 6:15, your charge will be \$15.00. If you arrive at 6:05, there will be no charge because we have a 5 minute grace period. However please do not count on that grace period regularly or you will be charged the \$5.00.

____ Officially, we **open at 7:00.** We have staff here at 6:30. If you will be dropping off before 7:00 please let us know so we can be sure to expect you

____ **Sign your child in and out** on the ProCare System located at the front of each building. You will be assigned a pass code for logging and out.

____ Communication:

1. Talk with your school director! The best way to ensure your child is getting the care you want them to have is to talk with their teachers or the site director. They want to hear from you.
2. Director: If you don't feel as though you are getting the results that you want, talk with Laurie.
3. E-mail the office or Laurie.

____ You may **extend your visit in the classroom** for a period of time to ensure both of you feel comfortable.

____ **Pre-School Building...** Among the many things we teach at KCLC, is **the importance of a consistent, regular schedule.** Children entering Kindergarten need to be "on time". We encourage you to arrive daily before the educational portion of our program starts. This helps your family to get into a routine which will prepare your child for the transition to Kindergarten. When children arrive in the middle of an educational activity, it disrupts the other children's learning and concentration and hinders your child from being part of important lessons.

____ **Reggio limits technology** use on site to improve communication between staff, children and families.

____ **Reggio Closed Days:** 11 Days per year, Teacher Training Day in February, Teacher Work Day the Friday before Labor Day, 5:30 closure on Graduation Day, Severe Weather (follow AISD)

____ **Review Reggio Health and Nutrition**

- Menu – we have a monthly menu that is available by the 1st of every month. We post it on our website, on the KCLC Café Shutterfly website, in the entrance of both buildings and in the classrooms.
- If you don't want your child having something on the list, indicate your wishes on the "Tell me about your Child" form. Your teachers will be made aware because they get a copy of the form.

____ **The Role and Influence of Families in a child's early learning success:** Young children depend on their families and teachers to support their well-being and promote positive development. We do our job well when teachers and families work well together. Choosing Reggio Emilia MPA for your child's early care and education means that you agree to work with us in a collaborative effort. Our teachers can more effectively respond to your child's needs when they know things happening at home which may affect your child's ability to focus or participate in activities at school.

Printed Name: _____ Date: _____

Parent Signature: _____

Director/person giving orientation: _____