

XII. Extra Clothes

Children must be potty trained.

NO EXCEPTIONS, NO PULL UPS

Please send an extra set of clothes in a baggy, marked with your child's name on the first day of class.

This is very important. There is nothing worse for a child than to have an accident and have nothing else to change into. Sometimes when there is an accident we are unable to reach a parent because they are not home. For your child's sake please send the extra set of clothes.

Accidents do happen.

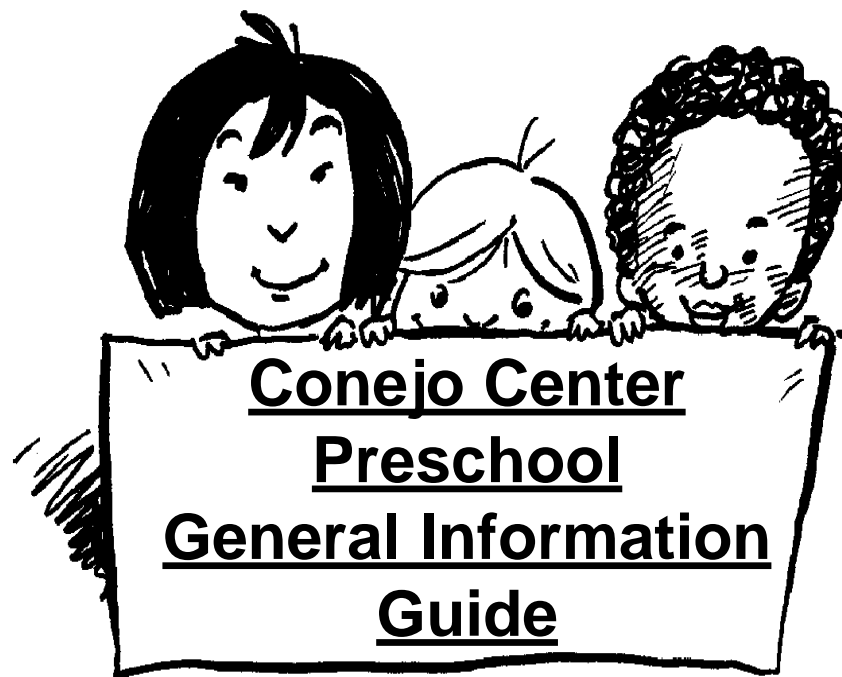
XIII. Parent Volunteers

Occasionally we ask for parent volunteers to help during special times. There will be a sign-up sheet on the bulletin board for that purpose.

If you volunteer please do not bring siblings.

XIV. Escort Policy

For your convenience we offer many programs before and after your child's preschool program. Look in the district brochure for information. Staff will escort your children to these classes. On the first day of class, inform instructors and identify the classes for which your child is to be escorted. Registration for these classes is done through normal registration process for each session. Please ask in the office if you have any questions.



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IX. Cubbies/Nametags

Cubbies are located in the classroom with each child's name clearly marked. Please place lunch boxes in the child's cubby along with any other items they may have. Name tags will be available for each child to wear during class time. Please place name tags on the back of your child. Name tags should be left in the classroom after each session. If tags are misplaced or lost, please see the instructor so a new one can be made.

X. Daily Snacks and Birthdays

Snacks should be sent with your child each day. Please try to keep snacks to a minimum. Our snack time is approximately 15 to 20 minutes each day, so please only send what your child can eat during that time frame. We ask that there be no candy sent in their lunch boxes. Keep snacks as healthy as possible. (i.e. fruit, crackers, yogurt, apple sauce, graham crackers). A drink should be included each day, preferably drink boxes or if your child would prefer water during snack time, please provide a cup. Bags or lunchboxes should be labeled with child's name.
PLEASE DO NOT SEND LARGE BACK PACKS.

We celebrate birthdays at Preschool. Arrangements will be made with the instructor on which day your child should bring a treat. Example of treats to send are mini-muffins, mini-bagels, cookies, donut holes, etc. Please send enough for each child to have one treat. This should be based on 24 children.

PLEASE DO NOT SEND TREATS MADE WITH NUTS.

XI. Share Days

Once our routine is established your child will be given a weekly "Share Day". Share items should be labeled and kept in cubbies during class. Please only one item.

II. Registration Guidelines

Children registered for the Fall program will be given the opportunity to priority register for the Winter session. You will receive specifics for priority registration from the instructor later in the session.

The winter session payments will be broken down into three payments for your convenience. All fees are expected to be paid when they are due.

If you need to make special arrangements, please do prior to due dates. Arrangements must be made with the Coordinator or Supervisor of the center.

Not paying your fees could result in your child not being able to attend the program.

20% in lieu of tax fee will be charged for out of district patrons. In-district covers the following areas: Thousand Oaks, Newbury Park and the Ventura County side of Westlake. All other areas are considered out of district.

III. Refunds

Refunds are only given prior to program beginning. No refunds will be given after program begins, unless your spot can be filled from the "waiting list".

IV. Hours of Preschool

Preschool hours are 9:00-11:30am Please make sure your child arrives at the program on time.

We don't want them to miss out on any activity we have planned. Not only is it disruptive to the class but it is hard on the child when an activity has already started.

Please make sure you pick your child up promptly when the program ends. At this young age it is hard for children to understand why every other mother or father is at the door on time but theirs.

Emergencies sometimes do occur which make it impossible for you to arrive on time for pickup. Please call the office as soon as you know so we can let the instructors and child know where you are. If you're late you may pick up your child in the office.

THERE IS A \$1.00 PER MINUTE LATE FEE CHARGE.

V. Days of Program and Holiday Vacations

There are two different programs of preschool
Monday, Wednesday and Friday from 9-11:30am
Tuesday and Thursday from 9-11:30am

All programs are for 3-5 year olds.

Preschool observes the following Holidays

Veterans Day	Thanksgiving
Day After Thanksgiving	Martin Luther King Day
President's Day	Spring Break
Memorial Day	

Additional Days Not in Session:

November 26th	February 15th
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VI. Sign-In and Out Policy

ALL PARENTS MUST SIGN-IN & SIGN OUT CHILDREN EACH DAY

Please remember that if for any reason you must have someone other than yourself drop your child off, they also must sign the child in.

Please notify us of any changes in who will be picking your child up from school. If someone other than yourself picks up the child please remind them that they are required to bring identification with them and that they must sign the child out.

Your child will only be released to persons listed on your emergency form. This is done for safety reasons. If you need to make changes please let the instructor know as soon as possible.

VII. Emergency Form

The emergency form is very important. Your child will not be allowed to participate in our program without the emergency form filled out. Please make sure you list at least 2 other people besides yourself who can be contacted in case of an emergency or if your child isn't feeling well.

XIII. Health and Illness

If your child appears to be ill at Preschool we will contact you to pick them up.

Please keep your child at home if he/she has:

1. A fever or has had one within the previous 24 hours.
2. Has a heavy nasal discharge
3. Has a constant cough.

If your child is ill, please contact the center so they know that you will not be attending on that day.

If your child has a communicable disease, please notify the center as soon as possible so we may notify the parents of the other children enrolled in the program.

I. Philosophy and Goals of Conejo Center Preschool

Program is designed to provide a social and recreational environment for your child. Creativity, imagination, arts and crafts, stories, movement, singing and outdoor adventure are just a few of the areas that will be introduced.

Fundamental basics are also taught in name recognition, writing when age appropriate, coloring, cutting and gluing through fun positive activities.

Our goal is for your child to leave each day happy and ready for any school activity they might participate in the future.

We have lots of activities planned to keep your child busy.

Due to limited space, the program is not a parent participation program. We try to provide opportunities for parental involvement throughout the year. Please ask the teachers what you can do to assist.

We hope this year proves to be a rewarding year of Preschool for all the children.

Please send your child in clothes that can be played in. We will be doing hands on craft activities. Your child on some days will get messy or dirty. For safety reasons, **closed toed shoes are required.**
NO FLIP FLOPS