



Building the foundation for a lifetime of learning...

THE LITTLE BROWN BOOK

INFORMATION FOR LBS STUDENTS AND FAMILIES

**The Little Brown School
802 15th Street
Port Royal, South Carolina 29935
843.521.4888 (phone)
866.805.8810 (fax)**

Dear Parents:

Welcome to The Little Brown School. We are truly honored that you have selected our program for your child's preschool experience. We believe that early childhood is a time of great learning which should be encouraged through fun and engaging activities. We look forward to sharing many positive experiences with you and your child in the days and years ahead.

Plan to visit and volunteer when your schedule allows. We have an open door policy and always welcome your visits. Feel free to encourage grandparents, aunts, uncles or other friends and family to visit when they are in town as well.

Be sure to chat frequently with your child's teachers. They are the best source of information about what is going on at school during the day, and they are always happy to confer with you. If there are issues or matters at home that may affect your child's school day, please let our teachers know so that they will be able to understand the whole picture of what is going on with your child. In return, we will keep you informed about your child's progress at school.

This handbook is full of information about our daily operations and school policies. Please take time to read it thoroughly and talk to us about any questions or concerns you may have. The Little Brown School knows that an open line of communication between our school and our students' families is essential to providing the best care and education for your child.

With your participation and cooperation, we look forward to a successful and rewarding year for each child and family at The Little Brown School.

Sincerely,

Jodie Willis
Director

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CONTACT INFORMATION

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School Phone: 843.521.4888
Fax: 866.805.8810
Website: www.thelittlebrownschool.com

MISSION STATEMENT

The Little Brown School provides high-quality preschool education based on the Reggio Emilia philosophy in a full-day setting designed to meet the needs of working parents.

ADMISSION AND ENROLLMENT

The Little Brown School does not discriminate on the basis of race, ethnicity, gender, religious belief or family structure. Enrollment for the upcoming academic year (beginning mid-August) occurs in January - February.

RETURNING STUDENTS During open enrollment (in January-February), children currently enrolled at The Little Brown School receive first priority for the next year. All tuition payments must be current for a child to re-enroll.

SIBLINGS During enrollment, siblings of enrolled students or of graduates as well as children of staff members of The Little Brown School are given preference in admission.

NEW APPLICANTS To apply for admission, the parent must complete and sign an enrollment application. When the child is placed in a classroom, the parent must pay the enrollment fee to confirm and hold the child's seat.

CLASS ASSIGNMENTS Children are placed in classrooms based on their age on September 1. Any special requests for specific teachers, specific classmates or to place the child in a different age group must be made in writing to the Director and are granted only in exceptional circumstances.

APPLICABLE LAW AND REGULATIONS

The Little Brown School keeps on file a copy of §20-7-2700 et seq., a copy of the Children's Code relating to child abuse and neglect and a copy of the current regulations for child care centers.

ARRIVAL AND DEPARTURE

- DAILY HOURS** Regular school hours are from 7:00 am until 6:00 pm.
- LATE FEES** Late pick-up fees of \$10 per child per ten minute interval apply beginning exactly at 6:00 pm. Late fees are invoiced and payable upon receipt.
- SIGN IN/OUT** A parent or authorized pick up/drop off person must sign the child in and out every day. Failure to sign in or out will result in a \$5 fee per occurrence. Fees are invoiced and are payable with upon receipt.
- ARRIVAL** Please walk your child to his/her classroom after you have signed him/her in. Do not leave until your child's teacher has greeted him/her by name. **Please have your child at school by 9:00 a.m. each morning. Late arrivals disrupt the classroom routine and make it difficult for your child to adapt to school.**
- DEPARTURE** Please allow a few extra minutes at departure time for your child to help put away whatever he/she was playing with, to help clean up his/her area and to say goodbye. It sounds like a small request, but it teaches an important lesson.
- MESSAGES** General messages are posted on the board in the main building and on the website. It is the parent's responsibility to read all messages. Messages specific to your child will be sent by email to the address on file or delivered to your child's mailbox in the main building.
- CELL PHONES** Please do not use your cell phones inside the building.
- PARKING** Please drive carefully around the school. Turn your car off in the parking lot. Do not leave any children unsupervised in the car at any time.

BIRTHDAYS

CUPCAKES

The Little Brown School will honor your child's birthday with special birthday cupcakes for his/her class during snack time. We ask that you not send any additional food, prizes or other items for your child's birthday. We welcome parents, relatives, friends, or other special people to join the celebration on your child's special day.

BIRTHDAY BOOKS

The Little Brown School offers another unique way for you to celebrate your child's birthday with us. You are welcome to donate a new book of your child's choosing to the School. A label indicating that the book was given to the School in celebration of his/her birthday will be placed inside the book.

PARTIES

Invitations to parties outside of school may be distributed **only if** every child in the classroom receives one. If all of the children in the classroom are not invited, then the invitations may not go home through the school. There will be a password-protected school directory online where parents can find phone numbers, mailing addresses and emails for their child's classmates.

BITING

Unfortunately biting is not an uncommon occurrence in a setting where there are groups of young children with emerging language skills. Children often bite as a quick defense or to communicate a specific need or want. When toddlers and some preschoolers feel unable to protect or defend themselves with words, biting can be a natural result. Please be assured that The Little Brown School takes biting very seriously and we will always work with parents whose children have bitten others to come up with ways to discourage the behavior. Additionally, if your child is bitten, you will be notified. The Little Brown School does not disclose the name of the biter.

CHILD ABUSE AND NEGLECT

All staff members of The Little Brown School are required by law to report any suspected incidents of child abuse and/or neglect.

CLOTHING

Please label all clothing with your child's name. Clothing worn or sent to school should be appropriate for active play. The best shoes for active play are closed-toe sturdy shoes with a non-slip sole. Please do not send your child in shoes that you would not wear yourself when running or playing. No flip-flops please!

The Little Brown School provides smocks for very messy art activities, but you should expect your child to get dirty or messy during their school day.

We play outside every day except during hard rains. We suggest that you keep a light jacket or sweater at the school for your child in the event it is cooler than normal on any given morning or afternoon. In the winter, please send or leave at school a heavy jacket or coat, mittens and a hat.

COMMUNICATIONS POLICY

The Little Brown School believes that regular, relevant and open communication between the School and the child's family is critical. As such, The Little Brown School promises to communicate all relevant information concerning your child's education, welfare and daily care with you. The Little Brown School also welcomes and encourages parents to share their ideas, comments, concerns and questions with the school. The Little Brown School communicates exclusively by message boards within the school and electronically unless a specific written request for hard copies of the posted information is received.

MESSAGE BOARD

There is a Bulletin Board located in the front desk area. Please check the board regularly as news, changes, upcoming events, volunteer opportunities and any other important communications are posted there on a daily basis.

CLASS SCHEDULES

A general class schedule is posted in each classroom. Messages about daily activities are posted on the white daily message boards for each classroom.

E-NEWSLETTER

The Little Brown School posts a weekly e-newsletter summarizing the events of the past week and informing parents of general information or changes for the coming week. The newsletter will be posted on the website and an announcement of the posting will be distributed by email.

GRIEVANCES

In the event that you have a problem or concern about any aspect of the program or any member of our staff, The Little Brown School asks that you arrange a conference with the teacher and/or Director to address your concerns.

SUGGESTIONS

The Little Brown School welcomes input from our families and believes that your feedback is valuable.

CONFERENCES

Parent conferences will be scheduled upon request. Parents are encouraged to talk frequently with your child's teachers about any concerns you may have with your child's progress and/or behavior.

CONFIDENTIALITY POLICY

The Little Brown School values and respects the privacy of each student and his/her family. The Little Brown School will not disclose personal information about your child or his/her family to any one other than the custodial parent or guardian without your express written consent. Teachers and staff at the school regularly meet to plan and discuss children's progress, and your child may be discussed during those meetings without violating this policy. We ask that you also be respectful of the privacy of our students by not inquiring about personal information of the other children enrolled in our school.

COUNTING CHILDREN POLICY

Teachers must have a current class list in the classroom at all times. Children should be counted during any transition from one area of the property to another as well as on field trips. If a child is lost while in our care during school or a field trip, the teacher will begin a search and notify the Director immediately. The Director will notify the parent and proper emergency authorities (911). A search will continue while waiting for authorities to arrive. Arrangements will be made to ensure the safety and supervision of the other children.

DAILY SCHEDULE (VARIES BY AGE)

7:00-8:00	Early Drop Off (classrooms may be combined in each building)
7:45	Free Play Outdoors or in Classrooms. Breakfast served.
8:00	Breakfast Ends
9:00	Morning Meeting (Circle Time)
9:30	Projects /Special Activities / Interest Centers / Outside Play
10:30	Snack (varies by age)
11:00	Projects / Music and Movement / Outside Play / Studio Time
12:00	Lunch (varies by age)
12:30	Rest Period (varies by age)
3:00	Snack (varies by age)
3:15	Story Time
3:30	Outside Play
4:15	Afternoon Activity
5:00	Outside Play
5:30	Free Choice of Activity / Interest Centers
6:00	School Closed

DISCIPLINE POLICY

The Little Brown School sets clear expectations for behavior. Our teachers use positive techniques of guidance such as redirection, anticipation, elimination of potential problems, positive reinforcement, problem-solving, encouragement and choice theory. We always refrain from criticizing, promoting competition, and making comparisons among children. Physical punishment and inappropriate language are never used at The Little Brown School. At times it may be necessary to remove a child from the classroom environment if his or her behavior is disruptive to the group or harmful to others. Any child so removed will be removed for a minimal amount of time and will be supervised.

Below is a list of the techniques provided to our teachers for handling inappropriate behavior. We hope that this list is helpful to you as you navigate these preschool years at home with your child.

- ◆ As the school and classroom are designed as spaces for children, it is not necessary to have multitudes of rules. The few rules that are necessary are based on respect of self, others, and property.
- ◆ Find the best viewpoint for overseeing all activities.

- ◆ Be aware of the health and safety of all the children all of the time.
- ◆ Foresee problem situations and prevent them if at all possible.
- ◆ Limits are important. Children depend on adult to provide boundaries for them. However, they may vary from child to child according to his needs.
- ◆ When a child does something wrong, give him a brief reason for not doing it and give an alternative.
- ◆ If a toy is repeatedly misused and must be taken from the child, give the child an explanation of your action and remove the toy.
- ◆ Be sure you have the child's attention before making a request. Use an expectant tone. Never shout across the classroom or playground to get a child's attention.
- ◆ Always speak in a quiet, calm voice using simple, clear speech.
- ◆ Always be sensitive to how the child feels about himself. Nurture his personal worth.
- ◆ Always respect the child. Don't laugh at him, tease him, or exploit him by using good, bad, size, age, etc. Don't compare him with other children. Don't foster competition.
- ◆ Use positive, rather than negative suggestions. Say, "You may run outside, not inside".
- ◆ Be courteous to the children. Adults should model good manners.
- ◆ Answer children's questions honestly and correctly, or say, "I don't know. I'll try to find out."
- ◆ When talking with the children, get on their level. Sit or squat.
- ◆ Your role is to guide and add materials during "free play". Do not direct the play.
- ◆ When a child creates with art materials, do not ask them what they are making or painting. You may say "Would you like to tell me about it?" or "I see red circles and green lines in your painting."
- ◆ Encourage a child to complete tasks alone so that they may grow in independence. When needed, give them enough help so they may feel success in a task completed.
- ◆ Never comment about or discuss any child with anyone other than fellow staff or the child's parent, especially when the child is present.
- ◆ Don't interrupt a child's play more than necessary.
- ◆ The child needs time and usually help in putting away toys. Don't stop play abruptly. Say, "It's almost time to..."
- ◆ Be readily available and responsive to children. Encourage them to share experiences, ideas and feelings.
- ◆ Encourage children to participate in activities and group times; however, non-participation is allowed. Have an alternative plan for the non-participating child.

- ◆ When a child misbehaves and requires correction, use choice theory (quick steps)
 - Validate the feeling or action of child
 - Give 2 positive choices to child. (repeat if necessary)
 - Child makes choice and states it to you
 - Repeat the choice to the child; watch for choice to be carried through.

EMERGENCY INFORMATION

Each child has an emergency form located in the school office and in each classroom. Parents will be asked to update this form annually as well as any time there is a change. It is the parent or guardian's responsibility to keep this information up to date.

Information pertaining to children's allergies will be posted in a clearly visible place in the classroom, unless the parent has given written instructions to keep this information confidential, in which case, this information will be posted in the inside door of a classroom cabinet.

EMERGENCY / DISASTER PLANS

The Little Brown School has an Emergency Response Plan that is available for parents' review upon request. This plan is written in accordance with state and local guidelines. If an emergency occurs, the parent and/or rescue authorities will be notified and the appropriate Emergency Plan will be followed.

Plans for fire and evacuations are posted in each classroom. Drills are held so that children will know what to do. If the building becomes unsafe or school is dismissed because of severe weather conditions or other emergency, parents and guardians will be called and an announcement will be made over local radio stations.

The Little Brown School generally follows the Beaufort County School District closings for inclement weather, natural disasters or other emergencies, but may, at its discretion, close for weather, natural disasters or other emergencies even when the District does not close.

At all times there will be a staff member on premises who has been trained in Child CPR, First Aid and Bloodborne and Airborne Pathogens. All employees are required to wear disposable latex gloves when treating any incident involving blood.

Each classroom has a First Aid Kit. An additional First Aid kit is located on each of the playgrounds.

FIELD TRIPS POLICY

The Little Brown School believes that field trips are important tools to expand the learning environment of our program. Students of all ages will participate in field trips as appropriate.

Non-Motorized Transport Local field trips will be in the immediate vicinity of the school and will not require the use of motorized transportation. Children will be directly supervised in the same manner as on school grounds. The teacher who is responsible for the students on a local field trip will have a means of direct communication with the school office. In the event that a student needs to be picked up from school during a local field trip, the person who is picking the child up will sign the child out at the school building and proceed to the field trip location to retrieve the child. The teacher will only release the child once authorization to do so has been received from the school office.

Motorized Transport In the event that a field trip utilizing motorized transportation is planned, each student will be required to have a signed permission slip authorizing him/her to participate in that specific field trip. Parents may choose to decline their child's participation in any motorized field trip and their child will be able to remain at the school with a teacher.

FIREARMS POLICY

The possession or use of firearms on school grounds is prohibited except that law enforcement personnel may enter the premises with their agency-issued firearm provided that it is properly secured to their person.

FOOD & DIETARY POLICY

The Little Brown School believes children of all ages should have healthy and nutritious foods available to them and that they should be taught and encouraged to make good choices about what they eat. Further, the School strives to support local farmers and to be mindful regarding the source of the foods we serve.

MENUS The Little Brown School is committed to offering healthy and nutritious food choices. We strive to offer meals which will encourage your child to try new things, yet we recognize that not all children will eat everything offered to them. Children will be served a minimum portion size of each item on the menu. A menu is posted each week on the classroom bulletin boards and on the Message Board in the Main Building.

BREAKFAST Breakfast is served to all children who arrive **before** 8:00 a.m. We do not serve sugary cereals or any other breakfast foods high in sugar. If you give your child breakfast at home, we ask that you please offer low-sugar foods which are nutritious and filling.

LUNCH Lunch is served family-style to the 2s, 3s, and 4s. Whenever possible, teachers eat at the table with the children and model good eating habits and proper manners. Children learn to set the table, serve portions, and clean up after the meal. It is very helpful if parents also encourage these activities at home.

SNACKS Snack is served in the middle of the morning as well as in the afternoon. Snacks are healthy and nutritious. Upon request, children may have additional snacks (choices limited to extra fruit when available or crackers) at any time during the day.

ALLERGIES Please notify the Director in writing of any food allergies that your child may have. In the event that it is necessary, you may provide a supplement to replace the items on the menu which your child cannot eat due to a documented allergy.

FOOD FROM HOME No food from home will be served without special permission from the Director. **DO NOT SEND TREATS, DRINKS or OTHER FOOD FROM HOME.** It will not be served to the children. If your child arrives in the morning with food, he/she will need to finish it before entering the classroom.

HAND WASHING POLICY

Please remind your child to wash his/her hands when they come in to school as this is a required regulation. Children and adults wash their hands on arrival, after diapering or toileting, after handling bodily fluids, before eating, before preparing or serving food, after handling any raw food that requires cooking, after water play that is shared by more than one person and after handling pets. Adults also wash their hands before and after feeding a child, before and after medicine administration, after assisting a child with toileting, and after handling garbage or cleaning.

Proper hand washing procedure

- ◆ Use liquid soap and running water.
- ◆ Rub hand vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around jewelry, and under fingernails.
- ◆ Rinse well.
- ◆ Dry with a paper towel.
- ◆ Turn off faucet with a paper.

ILLNESS OF CHILDREN POLICY

In order to provide a safe and healthy learning environment for all students and staff, **sick children will not be admitted to the school during the course of their illness and for the 24 hours following.** If your child becomes ill during the day, you will be called to take him/her home. If we cannot reach you, we will call the emergency contact authorized by the parent to request pick up of the sick child. While waiting for pick up, sick children will be supervised in a comfortable area, and they will be isolated from the rest of the students to prevent the spread of illness. **If your child is sent home from school with an illness, he/she may NOT return the following day.**

Everyone benefits from your cooperation with our Illness Policy. Your child's health affects the health of the other children and our staff; in consideration of our other families, please do not knowingly send your contagious child to school.

If your child has been acting ill or differently at home, please let us know so that we will have an appropriate baseline to judge behavior. If you suspect that your child may have been exposed to a contagious illness, but he or she is not yet showing symptoms, please let us know.

Any employee who is aware of a child with a communicable disease (strep throat, conjunctivitis, head lice, etc.) is required to notify the Director immediately. The school will then distribute a health alert and informational directive to the parents if necessary. The name of the child with the illness is kept confidential.

The Little Brown School will exclude from care any child when one or more of the following conditions exists:

- ◆ The illness prevents the child from participating comfortably in the program;
- ◆ Staff is unable to provide adequate care to mildly-ill children without compromising the health and safety of other children;
- ◆ It has been determined by the local health official or physician that a child is contributing to the transmission of an illness during an identified outbreak of any communicable illness at the facility;
- ◆ Exclusion is required pursuant to the S.C. DHEC childcare exclusion list;
- ◆ The child has any of the following conditions:
 - 1) **Temperature**: oral temperature greater than normal (99°F)
 - 2) **Symptoms of possible severe illness**: such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs – until medical evaluation indicates inclusion.
 - 3) **Diarrhea**: until diarrhea stops or physician determines it to be non-communicable and the child is not in danger of dehydration.
 - 4) **Vomiting**: two or more episodes of vomiting in the previous twenty-four hours, or one vomiting episode when a known virus is present at the school – until vomiting resolves or physician determines it to be non-communicable and the child is not in danger of dehydration.
 - 5) **Mouth sores with drooling** – unless a physician determines the condition as non-infectious.
 - 6) **Rash with a fever, or a behavior change** – until a physician determines it is not a communicable disease.
 - 7) **Conjunctivitis** (pink eye): defined as pink or red conjunctiva with white or yellow discharge – until evaluation and treated.
 - 8) **Scabies, Head lice or other infestation**; until treatment has been initiated.
 - 9) **Tuberculosis**: until physician or health official states child can attend school.
 - 10) **Impetigo**: until twenty-four hours after initial treatment has been initiated.
 - 11) **Streptococcal pharyngitis (strep throat)**: until twenty-four hours after initial treatment and no fever for twenty-four hours.
 - 12) **Pinworm infection**: until twenty-four hours after initial treatment.
 - 13) **Ringworm infection**: until twenty-four hours after initial treatment.

- 14) **Chicken pox:** until six days after onset of rash or until all lesions have dried and crusted.
- 15) **Pertussis:** until five days of appropriate antibiotic medication has been completed
- 16) **Mumps:** until nine days after onset of parotid gland swelling.
- 17) **Hepatitis A virus:** until one week after onset of illness or as directed by the health department when passive antibody preparation has been administered to appropriate children and staff in the program
- 18) **Abdominal pain:** persistent or intermittent, not associated with bowel pattern – until evaluated.

YOUR CHILD MUST BE SYMPTOM FREE FOR A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.

IMMUNIZATION POLICY

It is the sole responsibility of the parent/guardian who enrolls the student at The Little Brown School to obtain all required immunizations for the child and to provide proof of the same to The Little Brown School prior to the child's first day at the school.

LEGAL CUSTODY NOTIFICATION

In compliance with regulations, The Little Brown School requires written documentation as to which parent has legal custody in the case of separation or divorce. If there is no legal documentation, both parents have the right to records and pick-up of their children. It is the responsibility of the custodial parent to provide legal documentation verifying custody arrangements. Rights and obligations of the non-custodial parent will be specified and special circumstances identified by the custodial parents at the time of registration or immediately when circumstances change. This includes providing written permission for the non-custodial parent to pick-up a child on a regular basis or for a special occasion.

MEDICATION POLICY

The Little Brown School will only dispense medication to a child with the express written permission of the child's parent and in accordance with a prescription label or manufacturer recommendations stated on non-prescription medications.

Parents will be asked to complete and sign an Administration of Medication form for each prescription medication that may be administered to their child. The Little Brown School will not administer non-prescription medications to any child without a doctor's written order.

Prescription medications must be labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained for the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

When possible, leave the medicine at school during the designated period. Bring only the prescribed amount for the duration and leave the remainder at home. The pharmacist is usually willing to dispense two bottles.

Medicines are stored in the front office or in the refrigerator. The parent must provide the dispenser. Both medicine and dispenser should be placed in small plastic bag labeled with the child's name.

NAPTIME

All children at The Little Brown School observe rest time each day. Families are responsible for providing nap mats and covers. Nap mats should be the folding kind and 19x45. Thickness can be 1-2 inches. For a nap mat cover, you can send 2 king sized pillowcases, or you can also provide a custom nap mat cover. Please also send a blanket (to use as a cover) and "sleep friend" if appropriate so that their child will feel comfortable during rest time.

The School washes the sheets, blankets and sleep friends weekly or more often as needed. Each child's sheets, blankets and sleep friends are stored separately and each child uses the same nap mat every day.

During rest time, the teachers create a comfortable relaxing environment by dimming the lights, playing soft music, sitting with children and rubbing their backs. Children who do not sleep or consistently wake up early will be allowed to go a separate area in the room for supervised quiet play on their nap mats.

PHOTO, VIDEO & MEDIA POLICY

As part of the documentation process of our Reggio-based curriculum, all students will appear in photos and videos that are used within the school building. At the discretion of the School, photos, videos and other media containing the likeness or image of the students may also be used on the website or in other marketing materials.

PROVISIONAL STAFF NOTICE

Pursuant to S.C. Code §63-13-45, The Little Brown School may employ a person in order to comply with §63-7-1980 and §63-13-40(D) when an unexpected staff vacancy occurs. Provisional employment may only occur pursuant to the provisions of §63-13-40(D). Copies of the applicable S.C. Code sections are available on file at the School.

RELEASE OF CHILDREN POLICY

The Little Brown School will release children only to the parents or custodians listed on the child's Release Authorization form and to those individuals for whom the child's custodial parent has provided specific written permission.

Permission by phone cannot be accepted, but faxed or emailed permissions are acceptable.

Photo ID will be required the first time that any individual other than the child's parents picks up a child from The Little Brown School.

It is suggested that parents teach their children a family code word to use when an unexpected adult who is not on the Release Authorization form picks the child up. If you provide the code word on the Release Authorization form and indicate that the code word is required for all adults not listed on the Release Authorization form, The Little Brown School will require the adult to provide the code word prior to releasing the child for the first time.

SCHOOL VISITATION POLICY

The Little Brown School loves to have visitors and parents are welcome in the building at any time. Parents and guardians have a right to access our buildings, grounds and their children at any time.

We hope that you will come to the school often and share your special talents with our children or volunteer in our classrooms. Grandparents, relatives, friends and neighbors are also encouraged to share their talents and interests with the students. Your time and talents are best utilized if you plan your visits with your child's teachers in advance.

SMOKING POLICY

Smoking is prohibited on the grounds of The Little Brown School.

SUNSCREEN AND INSECT REPELLENT POLICY

Parents will be asked to complete a sunscreen/insect repellent form at the start of the school year indicating whether the School has permission to apply sunscreen and/or insect repellent to their child during the school day. Parents must provide the sunscreen/insect repellent with the child's name, date, name of product on it.

We ask parents to apply sunscreen and/or insect repellent to their own child before bringing the child to school.

Sunscreens and insect repellents will be kept out of the reach of the children.

TUITION POLICY

Tuition is payable in advance either monthly or weekly. Tuition is paid twelve months or fifty-two weeks per year and is not subject to discounting regardless of the school calendar or the student's actual attendance. Payments may be made online via Paypal, by automatic draft, or by check or cash in the front office. Payments made via Paypal or by credit card are subject to a 3.5% processing fee.

WEEKLY PAYMENT PLAN Weekly payments are due each Monday. Payments not received by 6 pm Tuesday are subject to a \$20 late fee. Additional late fees will be assessed each subsequent Tuesday until the account is paid in full.

Weekly payments made by check are subject to a \$2 handling fee. The handling fee may be avoided by registering for direct debit.

MONTHLY PAYMENT PLAN Monthly tuition payments are due the first of each month. Payments not received by the fifth of each month are subject to a \$35 late fee.

UNPAID TUITION BALANCES In the event that any tuition balance remains unpaid for more than 15 (fifteen) days past the due date, the Director may notify the parent or guardian that The Little Brown School will terminate the student's enrollment and offer that student seat to another child. In the event that enrollment is terminated, the tuition fees are still due up to the date that written notice of termination is given. The Little Brown School may also use the credit card on file to recover unpaid balances anytime said balances are more than fifteen (15) days past due.

WITHDRAWAL Thirty (30) days notice must be given for withdrawal from the program. In the event that 30 days notice is not given, the credit card on file will be charged for all outstanding invoices, including non-returned key cards.

VIDEOS AND TELEVISION

The Little Brown School limits the use of videos and television during our school day. The only programs which are allowed are those with a direct connection to the classroom instruction which have been approved by the Director.

WHAT TO SEND

On your child's first day, please don't forget to send:

- a change of clothing (labeled)
- a nap mat cover (king pillowcases work well)
- a small nap friend or comfort object (one)
- a blanket or small sheet for nap time "covers"
- diapers/pull-ups (2 weeks supply)
- sunscreen
- bug spray
- 4x6 family photo (unframed)
- swim diapers
- labelled bathing suit and towel