



## Directory Deadline

If you wish to have your family included in the school directory, please turn your form in by Friday, August 3.

The directory will be distributed to the entire school.

This information is helpful when mailing out birthday invitations, scheduling play dates or carpooling. Birthday invitations or thank you cards are not to be placed in the cubbies, unless the entire class is invited. If we have your directory form on file, you do not need to fill out a new one unless your information has changed.

## Tuition Schedule

**Tuition is due the first of each month as follows:**

Half day AM (8 - 11:15)	\$700.00
Half day PM (12 - 3:15)	\$630.00
PM Extended (12 – 5:45)	\$890.00
School Day (8:30 – 3:00)	\$1025.00
Full Day (7 - 5:45)	\$1175.00
Pizza	\$10.00 per month

Please place your tuition in the drop box you will find on the front desk. We do not provide a formal year-end report. **Our tax ID #86-0766012** is on your receipt, so you will want to save your receipts for tax purposes.

## Newsletters and Conferences

Newsletters are put out in the fall, winter and spring (7 newsletters during the academic year). We feel communication between parents and the school is very important. You will be informed of all upcoming events and special activities, so please remember to check your email and your child's cubby daily. Many parents are inquiring about how their child is doing. For the most part, if you do not hear from your child's teacher, you can be assured that all is well. You will get a chance to meet one-on-one with your child's teacher when fall conferences start in September and run through October. You will have a second conference in February/March. If there are any concerns that cannot wait, a meeting can always be arranged.

## Sign in/out sheets

**Please remember to sign your child in and out daily.**

In an effort to create a safe environment for your child the state law requires the time and **a signature with a first initial and full last name** when you sign your child in and out every day. This procedure is a requirement for our school's license by the State of Arizona.

## Lost and Found

Clothing found on the school grounds will be returned to the student immediately if it is marked with the child's name. We have permanent markers of all sizes at the front desk for your convenience. It is very important to mark every item that comes into the school. Clothing and other items that are not marked are turned into the lost and found and held for thirty days. All items that are not claimed go to charity. We have had situations where two or more children have had the exact same clothing, even the same size, and you can imagine how confusing that can get if they are not marked.

## Quiet Arrival and Dismissal

Your help in keeping the lobby area as quiet as possible is greatly appreciated as we are trying to conduct business and answer phone calls at the front desk.



## Blue Emergency, Information and Immunization Record Cards

All children two through five years of age are required to complete a two-dose Hepatitis A series. Please check that your child has received Varicella, Hepatitis B, Hepatitis A, DTaP, Polio, MMR and Hib series.

All are required. Please bring the updated record of any immunizations your child receives during the year.

It is imperative that you keep the blue card up to date. **Please inform us of any changes in email address, cell phone numbers, work numbers, home phone or address, etc. so we can keep the blue cards current at all times in case of emergency.**

## Early Pick Up

We understand there are times when you must pick your child up while classes are still in session. If you know ahead of time that you will be doing so, please let us know. There is a green form in the lobby for that purpose. This is especially helpful if you are coming at nap time (12:30 – 2:30 PM).

We will be able to gather your child's belongings before the nap begins.

## One-Way Observation Windows

The windows inside the school are the only windows you should use when observing your child. They are one-way windows with the exception of the window looking into the Eagle room from the front desk. They are marked "OBSERVATION WINDOW." When the windows on the outside of the school are used, the children see you and react and distract the class.

## Birthdays at AFM

Birthday parties at our school are not meant to be the major party for the child. We ask that you keep it simple by bringing a small treat to be shared at snack time.



We suggest mini-muffins, cookies or donut holes. Please do not bring a cake! The treat must be store bought and come to the school in a sealed package. Also, check that the treats do not contain peanuts, peanut oil or nut products of any kind. We have several nut allergies in the school and we must take all precautions. The school provides the milk, cups and napkins.

The celebrations take place at 10 AM in the Owl classroom and either 10 AM or 2:30 PM in the Eagle classroom.

The celebration is a history of your child, pictures and stories are welcome. **Parents are invited and encouraged to attend.**

# Class Photos



Bruce Yeung will be here again this year to take individual and class photos on Friday, September 28. More information about the packages and prices will be in our next newsletter

**The approximate schedule that day will be:**

Eagle Classroom

9:00 – 10:30 AM

Owl Classroom

10:30 – 12:00 Noon

Eagle classroom PM

12:30 – 1:30 PM