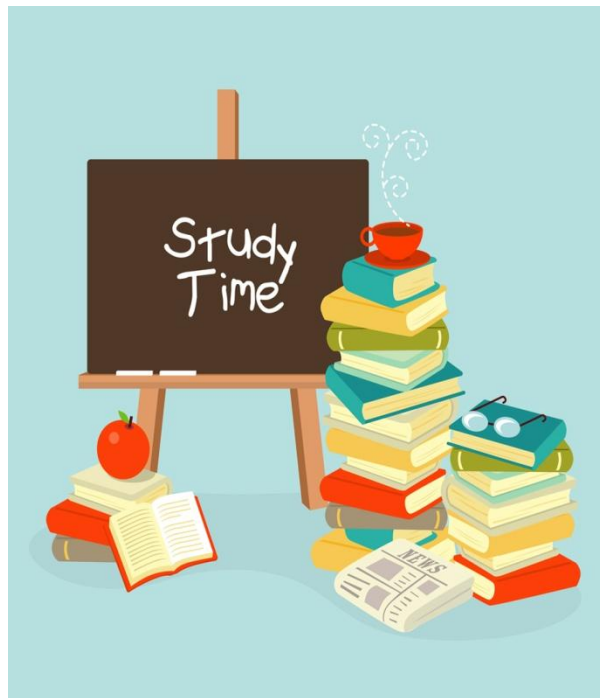


*A Special Day Pre-K..Where Everyday is Special*

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## Policy Book



*We look forward to a rewarding year with your child.*

*Enclosed you will find our policies and procedures.*

*Please take time to read these procedures and keep this guide  
accessible to you for quick reference.*

*We ask that you follow these guidelines to insure that your  
child has the most successful year possible.*

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## Requirements of the state

A new enrollment form must be handed in  
at the beginning of the school year,  
even if an enrollment form is on file from the previous year.

Your child must be fever free for 24 hrs.

before returning to school.

Please be considerate to the other students.

Do not bring your child school sick!

## Authorization form

We care about the safety and security of your child.

We are required by the state to check identification.

We will ask to see identification, so please remind your family members & or friends to bring proper id when planning to pick up your child. If you are aware of a switch in the routine, **you must call ahead** and let us know, Even if that person is on your authorization form.

This security measure is for the protection of

your child and the other students.

We appreciate your cooperation.

Authorized to pick up my child:

1.) Name: \_\_\_\_\_

Hm. phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

2.) Name: \_\_\_\_\_

Hm. phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

3.) Name: \_\_\_\_\_

Hm. phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

4.) Name: \_\_\_\_\_

Hm. phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

5.) Name \_\_\_\_\_

Hm. phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

\_\_\_\_\_

## Expenses to Expect

Registration fee of 75.00 holds your child's place.

Tuition is due once a month on the 1<sup>st</sup>.

Late fees will be assessed after the 5<sup>th</sup>.

School pictures are taken around the month of February.

The specific date will be announced.

Graduation fee 10.00

## Field trips

We take a few field trips during the year.

Pumpkin Patch on Main St. in Baytown

Post office

Library in Baytown

Fire Station

Nursing Home to sing Christmas carols

Permission slips must be signed by parents before each field trip.

*We welcome parent volunteers!*

*Our vehicles are equipped with booster seats.*

*If your child still requires a full car seat, you will need to leave it for him/her on the day of the field trip.*

*We strive to provide your child with the latest teaching techniques in pre-kindergarten education.*

*Each year we maintain 20 hrs of continuing education in childcare training.*

*This is a requirement of the state.*

*Please visit our website for more information regarding specific courses and workshops that we attend each year.*

*If you need to contact the local licensing office,*

*The address is listed below:*

*2221 West Loop South*

*Houston, Texas 77027*

*Phone: (713) 940-5200*

*Website: [www.tdprs.tx.state.tx.us](http://www.tdprs.tx.state.tx.us)*

We are thrilled to be a small part of your child's education.

We take pride in our program.

Each child is unique and treated as such.

Please take time to read this handbook

& ask any questions you may have.

We look forward to getting to know each one of your children.

Thank you and welcome to

A Special Day Pre-K..Where every day is special.

I have read this Policy handbook. I understand what is expected of me as  
my child attends A Special Day Pre-K.

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Parent's signature

Date

Please sign & return this page to Mrs. Evelyn.

Hours of operation:

Monday-Thursday 9-2

Please contact Evelyn or Carl (281) 383-3567

[eveylngston04@verizon.net](mailto:eveylngston04@verizon.net)

[www.aspecialdaypre-k.com](http://www.aspecialdaypre-k.com)

