

Amazing Life Games Handbook

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INTRODUCTION

This handbook outlines what parents need to know about Amazing Life Games' (ALG's) rules and procedures.

Amazing Life Games Preschool, a nondiscriminatory preschool program for children two and one half to five years old, is based on the principles that all children have a desire to learn and tremendous natural ability.

ALG's SPACE: ALG provides a safe, loving and dynamic environment for children to learn and grow. Children of all ages play together as they choose.

The preschool is arranged into distinct areas, and different activities may be going on in each area at any time. There could be four children building with blocks and using vehicles in one space, three children doing puzzles in the next space, five children doing a collage at the art table, and three children eating a snack at the lunch tables. There is a general structure to the school day; within that structure, each child is encouraged to choose what he or she wants to explore. There is a mixture of staff-initiated activities and child-initiated activities each day. There are also two distinct outdoor spaces where the children play every day.

ADMISSIONS:

Admissions: When making admissions decisions, the Director and the Parent Admissions Coordinator consider a number of factors, including scheduling, co-opping hours, gender balance, the date of application, whether the child is a sibling of a current or alumni family, and our goal to reflect our diverse community.

Students are admitted whenever space is available.

Prospective students and their parents are invited to visit ALG, play along with the children, meet the teachers, and contact parents of enrolled children. Tours begin in October of every school year. To schedule a tour, contact the director of the program or the Steering Committee Admissions Coordinator. Tour dates are listed on our website, www.amazinglifegames.org, beginning in late September. After your visit, if you think ALG would be a good match for your child, fill out and submit an Admissions Application to the school (available as a [Microsoft Word document](#) or [PDF document](#) on the website) along with a one-time, \$50 fee. Fall admission decisions begin in early March and continue as space permits. All applications should be received by February 1st for consideration for attendance in the next academic year.

Once your child has been admitted to ALG, a \$500 membership fee per *child* is required to secure a spot for your child in the next school year. This membership fee is non returnable if your child does not complete the following school year.

Waitlist: ALG keeps a waitlist each year. As openings occur, ALG will contact people on the waitlist to determine interest in the program. Preference will be given to families whose schedule best fits the current openings/availability at the school.

Returning Families: All current families are required to indicate whether their child will be returning in the fall no later than April 15th, by signing a tuition commitment form and rolling over their membership fee to the next school year. The membership fee is non refundable if you choose not to attend, or withdraw for any reason before the end of the next school year.

PROGRAM INFORMATION

School Hours: ALG's hours are from 9:00 AM to 3:00 PM. Some families select a 9:00 AM to 1:00 PM schedule. Students should not arrive before 8:45 AM, unless they are with their co-oping parent. Extended day hours are from 3:00 PM to 6:00 PM. There is no private use of the school property outside of the normal school hours without prior approval from the director.

Fostering Independence: An important part of ALG values and goals is to encourage children to become independent and self reliant. As such, we require all children to walk into and leave ALG by themselves; to carry their own lunchboxes and personal belongings; and place their things in their cubby or on their own hooks. Please support these values by having your child take care of these tasks on their own.

Attendance: Children should arrive no later than 9:30AM. If a late arrival is needed, parents should notify the school in advance. ***Please notify the school by phone to report a child's absence.*** A written reminder should be sent whenever a new person is picking up your child or early dismissal is needed.

Weather: ALG follows the DC Public Schools' decisions for weather-related closing and delays. Closings information can be found on the [washingtonpost.com](http://dcps.dc.gov) website, at <http://dcps.dc.gov>, or listen to local radio stations for weather-related closings and delays. The nbc4dc.com website has a convenient email service that will notify you as soon a DCPS has made a decision.

Dress: Please dress children appropriately for the weather and outdoor activities every day. Children still enjoy outside play in the winter or on days that are overcast or slightly wet – please be sure to send them with weather-appropriate

clothing (snow gloves, boots, snow pants or snow-suit, rain boots, hats, etc) and in clothes that can get wet/dirty. Children should be dressed in clothes that they are able to get on and off by themselves. Children should always have a full, seasonally appropriate change of clothes in their cubby.

Daily Schedule: Every child is assigned a group at the beginning of school. Children move with their groups throughout the daily schedule (see attachment A for a sample Schedule). Children have multiple occasions to interact with children from other groups during the day. Group assignments may change at any time based on the needs of individuals and group dynamics. The staff will inform children and parents of these changes before they occur.

Resource Programs: Two to three resource teachers work with the children once a week in special areas. These sessions each last 30 minutes to one hour. Sessions may include things such as creative play, music, yoga, and social play. Resource teacher's days will be posted on the web calendar each semester.

Classroom Visitation: Parents are always welcome at ALG. We encourage all parents to visit during the year, and we welcome ideas to involve different family or cultural traditions, skills or knowledge into our program. Please speak to the Program Director if you have any ideas. Parents, however, may not use the school for routine visitation with their children. When an ALG child is involved in a child-custody case, ALG will follow the dictate of the court.

Parent Communication: Parents are encouraged to confer frequently with the staff in several different ways (listed below). **Please maintain regular and timely communication with teachers about any issues that emerge.**

- **Staff:** Staff members are available to discuss the events of the day at pick-up time. When special issues emerge, if you have program ideas, or needs/concerns that you would like to discuss, please speak to the school's director (by phone, email, or in person).
- **Bulletin Board:** Used to post upcoming events and current information on any program changes.
- **Conferences:** The staff schedules at least two lengthy parent conferences with each family annually, once in the fall and once in the spring. Parents or staff may request more as needed.
- **Parent Meetings:** All-school meetings in the fall and spring provide an opportunity to talk with other parents and staff. There is a strong effort to establish an ongoing dialogue between parents and staff concerning each child's growth and development.
- **Co-op Workshops:** Co-oping parents are required to come to a co-oping workshop early in the school year; all families are required to send a representative

- **Steering Committee:** The Steering Committee usually meets on the third Wednesday of each month at 6:30pm at the school. The dates are posted on the web-calendar each semester. All parents are welcome to attend any meeting. Each ALG family is encouraged to send a representative to at least one meeting each year. If you have issues, ideas or questions you'd like to bring up with the steering committee, you can call the Steering Committee president, contact the director, or a parent member of the Steering Committee individually.
- **Web & Listserve:** The primary means of communicating with parents about general issues, field trips, monthly themes and upcoming events are through the email list (Yahoo Groups) and the web site (www.amazinglifegames.org). All families should have at least one parent/guardian on the email list. Families are automatically invited to the list annually. If you want to add someone to the list, or update/change an email, please contact the Steering Committee Secretary/Webmaster.

The ALG website will have the most recent roster, calendar, and co-op schedule available on the Parents' Page. Contact the Steering Committee Secretary/Webmaster for the username and password to the Parent's Page.

Toys: Children are not permitted to bring toys from home into the school. Security items (loveys) are permitted.

Holidays and Vacations: Each year a list of dates is given to families by September 30. We generally follow the DC Public Schools' calendar, although winter breaks may differ slightly. ALG staff may run separate camps during holidays and summer vacation, depending on both family and staff interest.

Parent Assistance: From time to time, the school looks to the parents for assistance with classroom activities outside of the co-oping responsibilities. The most common need is for parents to drive on field trips or assist staff in the classroom as a substitute teacher. Drivers are requested via email or the listserv. Each year an appropriate substitute list is formed in consultation with the Steering Committee.

Trips: The class takes trips to museums, parks, playgrounds and other places throughout the year. Parents are notified of field trips by email and via postings on the bulletin board. On field trip days parents sign a permission slip, and are given the cell phone number of one of the staff in case of emergencies. Since trips are such an important part of our curriculum, we strongly encourage each family to chaperone one field trip a year (you can be creative and invite a grandparent, visiting aunt/uncle, child care provider, etc).

Walking field trips are covered by a once a year walking field trip permission slip.

Lunch: Children bring their lunches in lunchboxes and eat on their own schedules throughout the day at the lunch table. In addition, twice a day all children will be invited to bring their lunch boxes and eat together. They are responsible for opening and packing up their lunchboxes. Send food packaged in easy-to-access containers without artificial flavoring/coloring, low in salt and little to no sugar. Please use sippy cups instead of juice boxes and yogurt containers with plastic tops that can be closed and kept in the lunchbox with an ice pack. "A little of several items [of food]" suits preschool children well. When any child in the school has a food allergy, we ask that all parents refrain from sending that food in their child's lunch. Parents will be notified early in the school year of any food allergies.

Naps: Naps happen between 3:00pm and 4:00pm in aftercare. Parents whose children attend aftercare should discuss their child's napping routine with the director.

Annual Events: ALG hosts several events during the year to help families get to know one another. Specific dates change slightly each year and will be included in the school calendar, on the website and holiday list. The events include:

- Beginning of the Year Potluck Picnic
- Fall Back to School Night
- Thanksgiving Celebration
- Spring All-Parent Meeting
- Spring Auction
- Family Fun Day
- End of the year picnic

TUITION & FEES:

Tuition payments may be made monthly or semi-annually. Tuition checks must be received within five days after the first of the month, in whichever plan you have chosen. Parents will not be invoiced. Checks are to be placed in the Treasurer's box by the sign-in sheet at the front door. No child may return to ALG second semester unless payments are current. Please see attachment A for a current list of tuition costs.

Discounts: ALG offers the following discounts to families:

- Families with two children at ALG will get a 10% discount on the second child's tuition.
- Families who opt to pay semi-annually will receive a 2% discount.
- Co-ops pay a reduced price in exchange for working at the school one or two mornings a month.

Fees: ALG is a small, private, non-profit co-op and counts on timely payments in order to run smoothly. Consequently, the following fees apply:

- There is a non-refundable, one-time application fee of \$50 for new students applying to the pre-school.
- There is a \$500 membership fee per child that will be applied to your first month's tuition. If you should withdraw your child from the program prior to the start of the school year, your membership fee will be forfeited.
- Parents who withdraw a child from the school are responsible for paying tuition until the school is able to fill the child's slot.
- A late fee of 2.5% per month will be added to any outstanding balance.
- A \$35 fee will be assessed for any returned checks.

Scholarships: ALG has a limited scholarship fund for families needing financial assistance. Scholarship amounts vary depending on the need of the family, although all families pay some portion of tuition. To apply, please submit a record of family income (tax form, pay stub, etc.) and a letter, and submit them with your application form to the director.

Flexibility: ALG recognizes that families are busy and sometimes need their child to extend his/her day beyond the regular hours. To accommodate this request, ALG requires families to complete an Extended Day Consent Form and turn it in to staff when dropping your child off in the morning or email the completed form to the director a day in advance. Forms can be found on the website under Parent Forms. The fee for extending your child's day is \$12/hour or portion thereof. Families with part-time students will be charged \$12/hour if their child stays at the school past 1 PM (up to 3 PM). We ask that you pay for the extended hours on the day that you use them.

Late Pick Up: ALG Staff expect parents and caregivers to be respectful of staff's personal schedules and to pick up their child in a timely manner. Children

must be picked up by 3 PM unless they are in the Extended Day Program. Children in the Extended Day Program must be picked up by 6 PM. Parents and caregivers that are late picking up their child will be charged **\$1 per minute** with no grace period. This fee will be due with the following month's tuition. If a family is consistently charged a late fee, the director will request a meeting to determine whether the family should reconsider the hours the child attends pre-school.

HEALTH AND SAFETY

Maintaining Safety and Health: The school has several policies designed to keep the classroom environment safe and healthy. Parents are requested to support the children and the staff in these measures:

- **Signing In:** Please sign your child in and out of school every day and call the school by 9:30 AM when your child is going to be absent or late. The lead teacher uses the roster to periodically take a roll call throughout the day so it is important that it is accurate. If you are having someone new pick your child up, parents must notify the director and the person must have a picture ID for staff to release the child to the caregiver.
- **Leaving ALG for Trips to the Park and Fieldtrips:** Roll is taken using the daily roster when the group leaves ALG and when they return. Each adult (teachers and co-ops) is assigned a group of no more than five children while away from ALG grounds. Each adult is responsible for ensuring their assigned group of children makes it safely to and from the destination. They are also responsible for periodically checking on the members of their group throughout the trip. This must be done, even if the group of children have scattered (e.g. at a playground). Roll is ALWAYS taken before re-entering the school after a trip is over.
- **Security within the Building:** The entrance door to the school is locked between 9:30 AM and 2:45 PM and all doors within the space are kept secure. Children may only go to the gym area and patio with a teacher. Children must tell a teacher when they are going to use the bathroom. Children are not permitted in the front entrance area of the school unless they are being picked up. There are chimes that alert teachers if there is a child in the door area and the chimes must be active at all times during the school day.
- **Hand washing:** Children are required to wash their hands before eating, after using the toilet, and after playing outside.
- **Food Sharing:** There is a certified food specialist on staff to ensure food that we make on site is safe and healthy. Food can be shared by breaking off a piece or cutting a slice that has not been eaten yet. Mouth to mouth sharing of food is strongly discouraged. Please clearly label your child's sippy cups, lunchbox and food containers.
- **Allergies:** If a child has a food allergy, ALG will work with the family to make sure the environment is safe for their child. Parents of other children may be asked to avoid bringing specific foods into the school.

- **Diapers:** Each month, parents of diaper-wearers must bring in the number of diapers their child is likely to need each month, plus a box of diaper wipes. All brands of diapers are shared (which is not to say children share diapers!), so don't be surprised if your child comes home in a brand other than the one you normally use. Put your diaper contribution in the shelves of the cart near the bathroom.
- **Spare Clothes:** Messes and bad weather happen, so each child should have a spare set of clothes in their cubby or in a bag on their hook. Label all clothing items if possible.
- **Car Seats:** Children are required to sit in car or booster seats on all field trips, planned or spontaneous. Parents are required to **provide and install** an appropriate car seat for each scheduled trip.
- **Lice:** Children are checked for lice periodically. If lice are found, the child must go home immediately and remain home until all "nits" are removed. When lice are found on one child, all children are checked daily until everyone is lice-free for one week. After this time, heads are checked twice a week for two weeks. *Parents must remain each morning until their child is checked for lice.*
- **Medical Check Ups:** Each full and part-time staff person and co-oper and all students are required to have an annual check-up specifically addressing immunity to, and absence of, communicable and vaccine-preventable diseases. A bi-annual TB test is also required for staff and co-ops. All necessary DC Health Forms can be found under the "School Forms" section of the website.
- **Biting:** Biting is taken very seriously at ALG. If a child bites, they will be spoken to by a staff member, and separated from the other children for a period of time. If it happens again, a parent conference with the child may be requested, and a plan of action will be formulated.
- **Fire Safety:** The school practices a fire drill monthly. A Fire Plan, approved by the DC Fire Department, is posted on the bulletin board and the school is inspected annually. A special fire plan is in place for children with disabilities or special needs.
- **Photo Use of Child:** ALG Staff regularly takes pictures of the children during the day to help capture moments of discovery and learning. These pictures are regularly posted on a secure portion of the ALG website. Parents are asked to sign a photo release so that these pictures can be posted on this website and in and around the classroom.

- **Appropriate Touch:** While it is developmentally appropriate for children to explore their bodies, while at school, the following limits will be set on exploration: nudity and sexual play in public are not allowed, no other person, including close friends/teachers/co-opsers may touch private parts.

Sick Child: If a child becomes sick during the school day, parents are called and requested to pick up the child immediately.

A child should be kept home for the day when:

- An infectious disease is present (e.g. strep, conjunctivitis, pinworm, lice). Colds require flexibility and individual determination.
- A child has diarrhea or vomiting and for 24 hours after.
- A child has low energy as a result of a cold or ear infection.
- A child has a fever above 100 degrees, or lower with lethargy.
- Children should be able to participate in all school activities. **If they are too sick to go outside, they should stay home.**

Medications: The staff will not administer any medications to children.

Medical Forms: The following forms must be completed and returned by the first day of school. They are available from the school website under the “forms” section:

- DC Health Certificate for Child*
- Emergency Medical Treatment Form
- DC Registration record for child receiving care away from home
- Developmental Health History
- Employee Health Information (for Co-opsers)
- DC Health Certificate for Adult (for Co-opsers)

Any child who has a birthday during the school year must have an updated DC Health Certificate with the updated vaccination/physical information.

Medical Emergency: The director and full-time staff are certified in First Aid and CPR. First aid is given, as needed, by the staff. If further medical attention is needed or the child wants to be with a parent for special comfort, the parents are called.

Whenever an injury to the head occurs, regardless of severity, parents are called. In the event of a medical emergency, one staff member will stay with the injured or sick child; another staff person will remain with the group.

CO-OPING

ALG is a co-op. Parents play a critical role in supporting the school's mission and day-to-day operation and program. Not only do co-ops help the staff keep the children safe and secure, they bring energy, ideas and creativity into the classroom.

In the early months of school, ALG will host two required training sessions for all parents and staff. The first training will provide an overview of ALG's history and educational philosophy and focus on the school's safety policies. The second session will explore the power of play in building children's emotional, social and cognitive development. All parents are encouraged to attend both meetings.

In addition, there is a co-oper training in mid September that is designed to help co-ops that work in the classroom understand and improve their confidence in their role. All Co-ops must attend (even those who are returning to ALG).

Dates for these training sessions are posted on the ALG calendar on the website.

THE CO-OP Day

Co-oping in the classroom is the most common way that parents earn co-op credit and participate in ALG's community life. Returning parents, the ALG director and staff make every effort to help new parents gain a strong understanding of their role as a co-oper.

Please understand that co-oping is a job. You must be involved, yet flexible in working with the children. You must be alert, yet sensitive in reacting to the classroom rhythms. With your assistance, the teachers can facilitate enjoyable and educational play. In short, co-ops develop an awareness of the children's needs and respond appropriately.

CO-OPER ROLES AND RESPONSIBILITIES:

Co-op responsibilities are in addition to the other family responsibilities listed above (e.g. attending co-op trainings). Also, families may be required to do more if low enrollment or other unforeseen events require it. This is a cooperative, so general pitching in as needed is expected.

- Co-ops must get an annual health form completed by a physician and a TB test every other year. In addition, all co-ops will need to pass a criminal background check. There is a \$10 fee for this service.
- Co-ops must arrive at the classroom by 8:30 AM on the day they teach because of preparation and chores that must be completed before the school day begins. The chore list for each day is posted on the school bulletin board. The co-op shift ends at 1:30 PM. To receive co-op credit, it is important that co-ops fulfill the full 5 hour period.

- Co-ops play a critical role in the ALG day. If a parent is unable to cover a co-op shift that he/she is scheduled for, then that parent is responsible for finding a replacement, preferably by swapping days with another ALG parent co-oper. The listserv is a great way to identify potential parents to help fill in, but often individual phone calls are required.

If a co-oper swap can not happen, the scheduled parent will have to work with the director to find a substitute teacher, which generally runs \$15/hour. There is also a \$20 surcharge each time a co-oper decides to use a substitute instead of personally co-opping or swapping.

- When Co-opping, avoid socializing with the other adults and concentrate on the children who are under your guidance. Cell phones and blackberries are to be used only in true emergencies.
- Starting with your own child, try to enlarge the group of children with whom you interact. Don't stand back and watch; instead, participate in the activities. Both the school and the teachers are anxious to incorporate parents' talents and ideas into the classroom and special projects.
- Try to anticipate problem situations before they erupt. Teachers will try to handle most discipline problems in order to provide continuity for the children; however, there will be times when you are required to solve a dispute. It is best to attempt verbal direction first. If that fails, redirect the child's energy to a constructive activity. If you aren't sure how to handle a situation, take the children to a staff member and ask for help. The co-op trainings will give you some tools to deal with disputes and help you learn about the strategies ALG uses to help children navigate their emerging social world and the inevitable conflicts that arise on that journey.

You will likely find that these methods work better on others' children than your own. Don't despair; everyone understands how difficult it is to discipline your own child when co-opping.

- Good communication with the children is essential. Remember, we are encouraging their social and emotional development, and we want the children to feel good about themselves. Therefore, when talking with them, let the children know how special and interesting they are. Stoop down to their eye level and genuinely respond to them. Talk and smile a lot, conveying with warmth and affection how much you enjoy the personalities and appreciate the capabilities of each member of the class.

Finally, co-opping is hard work, but it has wonderful rewards—for you as well as the children!

How Co-oping Tuition/Exchange Works:

A family has three options in terms of co-oping: Full Co-op, Partial Co-op, No Co-op. The co-op responsibilities are driven by the number of mornings each **child** (not each family) attends ALG.

- Full Co-op: For children attending ALG two days a week, a full co-oping obligation is one day per month. For children attending ALG three or more days a week, a full co-oping obligation is two days per month. (This is a 20% savings on tuition)
- Partial Co-op: Partial Co-oping is available for children attending ALG three or more days a week. The partial co-oping obligation for eligible families is one day per month. (This is a 10% savings on tuition)
- No Co-op: Families are not required to co-op for their child to attend ALG. Families who do not co-op pay full tuition with no discount.

There are also some other ways to fulfill the co-op responsibility that take place out of the regular co-oping hours. There are limited positions on the Steering Committee and in the school's administration that take place at the school and require parent participation.

These responsibilities are as follows:

- President: Equivalent of 2 classroom days/month
Duties: Setting the agenda and presiding over the monthly steering committee meetings, which generally take place at the school. The President also maintains regular communication with the director.
- Admissions Coordinator: Equivalent of 1 classroom day/month.
Duties: Respond to inquiries regarding ALG, conduct tours for prospective parents, and coordinate the acceptance and initial scheduling of newly enrolled children.
- Secretary/Web Administrator: Equivalent of 1 classroom day/month
Duties: Notifies Steering Committee of upcoming meetings a week in advance, take minutes at steering committee meeting and distribute to SC members and post on the web, and maintain and improve the ALG website.
- Co-op Coordinator: Equivalent of 1 classroom morning/month.
Duties: Assign monthly co-oping days for parents; publish on website and on bulletin board at school
- Auction Chairperson: Equivalent of 1 classroom morning in the Spring (Feb-April)
Duties: Coordinate the Auction planning and event.

- Family Fun Day Chairperson: Equivalent of 1 classroom morning in the Spring (Feb-April)
Duties: Coordinate the family fun day planning and events.

GOVERNANCE

ALG is incorporated as a 501-C3 nonprofit organization. The Board of Directors includes up to 3 members who serve terms of at least one year (or until a successor is identified). The board meets quarterly and the steering committee meets monthly. The board's principal responsibilities are to support the staff and director, evaluate and approve ALG's annual budget and review overall school policies. The board's quarterly meetings focus on long term and strategic issues.

The steering committee's principle responsibilities focus on the day-to-day needs of the school, admissions and recruitment, and leading annual special events. . The ALG director is present at all Board and steering committee meetings.

The Steering Committee meets monthly to conduct the formal business of the school. Steering Committee meetings are announced at least a week ahead of time and parents are encouraged either to attend, or, if they cannot, to let the president know of any questions or concerns they would like to be considered. Minutes of each Steering Committee meeting are posted to the website. An email is sent to the list when they are available.

Sometimes an urgent issue arises that must be attended to immediately. In such cases, a special Steering Committee and/or Board conference call may be arranged and announced by a notice posted on the front door of the school. Any parent who wishes to participate in the conference call may do so by contacting the Steering Committee President or ALG director.

The Director is responsible for the day-to-day operations and administration of the school, supervising the staff, supporting the Parent Steering Committee, and consulting with the Board on policy matters.

SAMPLE DAILY SCHEDULE

8:30AM	Co-ops arrive to help set up
8:45	Students start to arrive
9:00	Circle time
9:15	Play, snack & bathroom
10:00	Special Teacher
10:30	Outdoor play
12:00	Bathroom, Lunch, Play
12:45	1 o'clockers gather belongings & have storytime, fingerplay, etc. Remaining children play (games, legos, art project, snack, patio, side yard)
1:30	Co-ops leave
2:45	3 o'clockers gather belongings & have storytime, fingerplay, etc.
3:00	Aftercare begins. Children prepare for naptime or quiet time
4:30	Afternoon special activity
5:45	Children gather belongings and prepare to go home.

ALG GROUND RULES (for adults and children)

- Ask before giving kisses, hugs, shooting, splashing, name calling, taking food from, or messing up someone else's work.
- If you want something that someone else has, you need to ask for it and listen to what the other person says.
- Nothing at school should go into your mouth except your fingers and your food.
- Please don't run in the school.
- We only throw soft things, like pillows.
- When we finish with things, we put them back before moving on to something else.
- Puzzles should be put back together and placed on the shelf.
- Games are for children and adults to play together.
- Yelling is an outside activity.
- Only teachers turn the music (CD player) on and off.

Art

- Markers are only for drawing, be gentle with the markers. Remember to replace the caps on the markers
- Draw on paper only, not on the walls and/or floors.
- Reachable art supplies are always available. Other supplies are to be used with the teachers.
- Finished artwork belongs in your art file or in the trash. Write your name on it or ask your teacher to write your name on it before you put it away.

Cubbies

- Ask permission if you want something from someone else's cubby.
- Children should always have a seasonally appropriate change of clothes (labeled with child's name) in the cubby.

Bathroom

- Everyone needs to wash their hands before eating, after peeing or making a BM and when coming in from outside.
- Only two people in the bathroom at a time. With an adult, there may be a line outside the bathroom.
- Only one squeeze of soap and one paper towel per hand washing.
- Use a piece of toilet paper as long as your arm to wipe yourself.

Lunches

- Everyone packs up their lunches and puts them in their cubby when they are finished.
- Trash should go in the trashcan and not be left on the table.
- Keep feet on the floor, not on the table or chairs.
- We sit on the floor or in chairs.

- Chairs are for sitting in, not standing on.
- Food is for eating, not throwing.
- We do not share food that has been in someone else's mouth

Patio

- The patio is for playing only when a teacher is in attendance.
- Ask permission from a teacher to go up to the patio and to go back downstairs.
- Wear underwear or a bathing suit to do water play, or use a smock.
- Ask permission of the other children if you want to splash, provided all children are in appropriate clothing (bathing suit, smock or underwear).
- Park your bike along the wall when you are finished riding.

Side Yard

- Keep the sand in the sandbox
- Children should not touch the fence/gate.
- Balls should be kicked or thrown. A ball over the fence means no ball for the rest of the day.
- An adult should swing with the children on the swing and people need to keep their fingers inside the swing