

**Parent Handbook**

**2018-2019**

**Learning the Gospel as we Gather & Grow!**

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Welcome to Shadowbrook Weekday School!

We are delighted that your child is part of our preschool family, and we look forward to partnering with you in the early stages of your child’s education. Our staff is dedicated to helping your child grow spiritually, academically and socially in a safe and loving environment. Your teacher will strive to provide a developmentally appropriate learning experience for your child through group and individual play, stories, music, crafts and hands-on activities. The students will also travel to various specials throughout the week – Art, Spanish and Music & Movement. They will also attend Chapel each week learning stories and scriptures from the Bible as well as many interactive praise and worship songs.

To ensure that you and your child have a great education experience while at Shadowbrook, communication is of the utmost importance. We utilize a variety of methods, including this handbook, to ensure that you are well informed about our policies and what is happening at school. At Parent Orientation, you will receive a calendar that has every event and important date listed for the entire year. Please add these dates to your personal calendar. Additional correspondence may come home in your child's folder via his/her book bag, so please check it daily. Teachers will email a newsletter at the end of each week, and that email will have a link to a class Shutterfly site. Feel free to contact me if you have any questions or concerns.

Preschool is a special time filled with wonder and exploration. We are honored that you have chosen Shadowbrook, and we thank you for entrusting your little one to our care. We look forward to all that God will do this year as we work together to build a foundation for your child’s future.

Blessings,

Ruthann Cook and the Shadowbrook Weekday Staff

**Enrollment Policies**

Shadowbrook Weekday School follows the Gwinnett County guidelines for enrollment. The child’s age as of September 1st determines the class level in which he will be enrolled. At the time of enrollment, a completed registration form and a ***non-refundable*** registration fee are required for each child.

**Tuition**

Tuition is a monthly fee due by the 7th of each month with the exception of May which is due by **July 16th.** (May tuition is equivalent to ½ month tuition.) Tuition must be paid even if a child is sick or in the event of an extended absence (i.e. family vacation – whether one week, one month or longer.) If a family is on an extended vacation, tuition is still due by the 7th of each month that the child is absent in order to secure the child’s place. If tuition is not paid as stated, the school reserves the right to fill the child’s vacated spot. Upon your return, if there is still an opening in the classroom, your child may return to finish the school year. Communication with the office and with your child’s teacher is of the utmost importance to help in discerning these situations. The school cannot refund any tuition due to sickness or extended absence. We do offer a sibling discount of 5% off your total tuition.

For security and convenience, the only form of payment we accept for tuition is Tuition Express. Tuition Express is a payment processing system that allows secure, on-time tuition payments to be made from your bank account (either checking or savings.) You also have the option to use either a debit card or a credit card, but we will pass on the additional 3.5% processing fee to you if you choose to draft from a card. If you choose to use a debit or credit card, we accept Visa, MasterCard and Discover.

We will draft monthly tuition on or around the 7th of each month. If the 7th falls on a weekend, we would draft on the Friday prior. We will draft monthly for tuition from September through April. The Tuition Express application will be mailed to parents with their welcome packet in July. You can also find this application on the Tuition Rates Tab on our website.

Tuition Express is a Payment Card Industry (PCI) Level 1 service provider. By using Tuition Express, you’re simply giving your bank or credit card company permision to release a payment to Shadowbrook Weekday School. This is similar to having your car payment, mortgage or utilities drafted. When funds are deducted from your account, the merchant will be listed as “Tuition Express.” If you’d like more information about Tuition Express, check out their website at tuitionexpress.com.

Please contact the office if you cancel your card or if you need to change your form of payment. If payment is delayed and unable to be drafted by the 7th of the month, a late fee of $25.00 will be added to that month’s tuition. If a check should be returned from the bank for insufficient funds, there will be a $25 service charge added in addition to the late fee and tuition.

If you should withdraw your child at any time during the year, please submit your intent to withdraw in writing. We do not refund tuition or registration fees.

# Monthly Rates

**5 Day Program**

Kindergarten $325.00

Pre-K $280.00

3 year old $280.00

**4 Day Program**

Pre-K $260.00

3 year old $260.00

**3 Day Program**

3 year old $220.00

2 year old $220.00

1 year old $220.00

**2 Day Program**

3 year old $190.00

2 year old $190.00

1 year old $190.00

**Activity Fee:** This annual fee covers special activities and events, in-house entertainers and field trips for Pre-K and Kindergarten. This one-time fee is due July 16, 2018.   
The Activity Fee is as follows:

1, 2, 3 year old…….$50.00 per year

Pre-K………………..$80.00 per year   
Kindergarten……….$100.00 per year

**Immunization**

Prior to your child’s first day of preschool, as required by the Georgia Department of Human Resources (DHR), you must provide us with a **current** Immunization Form (3231). Immunization forms are available at your doctor’s office or the Health Department. This information must be on file. If your child’s form expires during the school year, you will be notified by the office prior to the expiration date.

**First & Last Day of School**

Our first day of school for each age group is as follows:

*Tuesday, September 4, 2018* - one year-old two-day class

 two-year-old two-day class

three-year-old two, four and five day classes

Pre-K four and five-day classes

Kindergarten class

*Wednesday, September 5, 2018* -one-year-old three-day class

two-year-old three-day class

three-year-old three-day class

The last day of school is May 14 or May 15, 2019.

**School Hours**

Our school day is from 9:30 a.m. until 1:30 p.m. Kindergarten is 9:00 a.m. until 1:30 p.m. We will begin morning carpool at 8:55 a.m. for Kindergarten. All other classes will begin morning carpool at 9:25 a.m. **Please have your child here on time.** Our activities are planned so that learning begins as soon as the first child arrives. **If you arrive after 9:45 a.m., you will be responsible for walking your child into the school and signing them in. Chapel begins at 10:00 a.m. Tuesday thru Thursday. If Chapel has already begun, you are responsible to remain with your child until Chapel is over, or until your child can be escorted by a staff member to join their class.**

Afternoon carpool will begin at 1:25 p.m. and typically ends by 1:45 p.m.

A late fee of $1.00 per minute will be charged for late pick-up **after 1:50 p.m.**

We follow the Gwinnett County School Calendar for Early Release, holidays and inclement weather. When Gwinnett has Early Release, our day ends at 11:30. During inclement weather, be sure to check your local news for school closings. **If Gwinnett County Schools are closed, we will be closed also.** We **will not** make-up snow days, unless otherwise specified by the Director. If Gwinnett County Schools are *delayed*, we will be **closed**. The reason for this is that many of our teachers are parents with kids attending several different schools. They may all have various delayed starting times at their schools, which means the teachers might not make it in on time to be here for your students. Many little students and no teachers would not be a good thing!

**Class Size**

The Director reserves the right to adjust any class size during the school year. All classes will have a Lead Teacher and an Assistant Teacher. Boy/Girl ratios will be maintained as evenly as our enrollment permits us. Our goal for class sizes is as follows:

|  |  |  |
| --- | --- | --- |
| One-year-olds - | two days or three days | 8 - 9 children |
| Two-year-olds - | two days or three days | 10 -11 children |
| Three-year-olds - | two, three, four or five days | 14 -15 children |
| Pre-K - | four or five days | 16 -17 children |
| Kindergarten - | five days | 16 -18 children |

**School Supplies**

Every day each child should bring to school:

* A FULL-size back pack – no roller bags
* Lunch box containing a lunch and a drink (no juice boxes

or juice bags for one-year-olds)

* Water bottle – labeled with your child’s name
* Appropriate clothing for outside play (i.e. coat, hats, mittens, etc.)
* Extra diapers (ones and twos), labeled with child’s name
* **A complete change of clothes, including socks (all ages)**

**Do NOT bring:**

* Toys
* Any items other than the ones listed above unless specified by the teacher.

We also ask that each child bring the additional items listed below. You may bring these supplies to Open House or to the first day of school. Your help is greatly appreciated!

|  |  |  |
| --- | --- | --- |
| **1 Year Olds**  1 ream of copy paper  2 containers of baby wipes  1 bottle hand sanitizer  1 box Kleenex tissues  2 rolls paper towels | **2 Year Olds** 1 ream of copy paper  2 containers of baby wipes  1 box Ziploc bags, snack size  1 box Kleenex tissues  2 rolls paper towels  1 box Band-Aids | **3 Year Olds**  1 ream of copy paper  2 containers of baby wipes  1 box Ziploc bags, quart size  1 box Kleenex tissues  2 Elmer’s brand glue sticks  1 box 12 count Crayola crayons |

|  |  |
| --- | --- |
| **Pre-K**  1 ream of colored copy paper  (see the list that was mailed home for specific color)  1 box Ziploc bags, GALLON size  1 box Kleenex tissues  3 Elmer’s brand glue sticks  1 4oz bottle of Elmer’s Glue  1 box 12 count Crayola crayons | **Kindergarten**  1 ream of white card stock 1 box Ziploc bags, snack size  1 box Kleenex tissues  3 Elmer’s brand glue sticks  1 box 24 count Crayola crayons  1 4oz bottle of Elmer’s Glue |

\*Due to storage restrictions, there may be another supply request sent home in January.

**Confidentiality**

All student records will be kept confidential. Only Shadowbrook Weekday School staff will have access to these records. All conversations and conferences whether by phone, e-mail, written letter, or in person will be documented and held confidential. All matters concerning tuition, fees and/or other money related issues will also be kept confidential. Your trust and confidence is very important in our relationship. We hope that you will feel at ease when discussing important matters with us.

**Health and Safety**

1. Your child’s safety is our top priority. We will take all measures necessary to ensure their well-being.
2. If your child should become ill with a fever or a contagious disease (such as pink eye, strep throat, chicken pox, Fifth disease) or is discovered to have lice, please contact the office immediately. The infected child will not be named; however, we will email the other parents in the class to make them aware of the situation as soon as possible.
3. If your child should become ill during school hours, you will be contacted immediately in order for you to make arrangements to have your child picked up. The sick child will be isolated from other children if we feel it is necessary. We will not be responsible for administering any medications to children.
4. For the protection of everyone at school, please keep children at home if they have the flu or a fever of 99.4 degrees or over. **Your child should be free from a fever, diarrhea and vomiting, a bad cough or cold for at least twenty-four hours before returning to school.**
5. If your child is discovered to have head lice while at school, you will be contacted and asked to have your child picked up. The child should then be treated with either an over-the-counter treatment or taken to a lice removal specialist, like the Georgia Lice Center. Their phone number is 678-807-7055. Your little one should be lice free before returning to school. Children will be re-examined by office staff upon their return.
6. We will need to be advised if your child has any food or medical allergies. This is for the protection of your child.
7. Due to migraines and those who suffer with asthma, we ask that you refrain from using colognes, perfumes, and/or scented lotions on your children as these can trigger migraines or asthma attacks.
8. Before starting school, the children in our three-year-old classes will need to be completely potty trained. We do not have the facilities within our three-year-old classrooms to change any diapers or Pull-ups. It becomes unsanitary for other children in the classroom when a child continues to have toileting accidents. Children will be encouraged to handle all toileting needs for themselves. If a child needs assistance, it will be given in a teaching manner.
9. We will take the necessary steps to make sure that your child is cared for properly. If a serious injury occurs, you will be notified immediately. All of our staff members have current certification in CPR and First Aid of infants and young children. Should your child receive a minor injury, such as a bump or skinned knee, you will be notified through an “Ouchy (Accident) Report”. This report will tell you how, to the best of our knowledge, the accident occurred and what was done to treat it.
10. We will conduct monthly fire and tornado drills with your children on a routine basis from September thru April.
11. During an actual **tornado warning** we will not release any children.

**Clothing**

Please send your child to school dressed to play. Do not dress your child in something you don’t wish to get dirty. We play outside and sometimes get messy in everyday learning. We do use smocks in our classrooms, but accidents happen. We do not want to ruin any special clothes. For safety reasons, we recommend that your child wear sneakers to school every day. This means **NO** open-toed sandals, flip-flops, clogs or cowboy boots. We will be playing outside every day, weather permitting, so make sure that your child is dressed accordingly. If your child does not bring a coat, and we think it is too cold outside for him without one, we **will not** let him go outside. Be sure to **LABEL** all clothing with your child's name. This will help your teacher keep up with your child's belongings.

**Nutritional Lunch**

Parents are to provide a lunch on the days your child will be at school. Remember to label all lunch boxes. Lunches should be packed in unbreakable containers and ready to serve. We will not cook, warm, or refrigerate your child’s lunch. Please pack nutritious lunches. If you need some ideas, check out easylunchboxes.com. Please do not send in messy items like Go-Gurt – when squeezed, it can become a gooey missile. Only send in three or four items per day. If children have too many choices, lunch takes too long. We only have 30 minutes total for lunch. Drinks should have lids, and everything should be easy to open. Please consider using a bento box type container – again, check out easylunchboxes.com. **One** cookie or something sweet is fine, but please send in a protein and some fruits and veggies. We try to avoid the after lunch sugar crash, and your help would be appreciated. We will encourage, but will not force your child to eat. **Please note that due to allergies your child’s teacher may send home a note requesting that certain foods not be sent in your child’s lunch. We ask that you respect this request while packing lunch for your child.**

**Birthday Celebrations**

Each child will celebrate their birthday with their class. Summer birthdays will be celebrated as well, on a day to be determined by the teacher. She will send home a birthday calendar to let you know which day they will be celebrating with your child. Please send only individual cookies – no cupcakes, sheet cakes, cookie cakes, etc.

**Parties**

We will have two parties, Christmas and End of the Year, which will be coordinated by the Room Parent. We ask that parents sign up to help with these parties. Each teacher will be looking for a parent to serve as Room Parent for her class, who will enlist the help of other class parents to assist with party plans and preparation. We will have a Room Parent meeting shortly after school begins. The Room Parents will be given a handbook containing their responsibilities and some guidelines for planning successful parties. We welcome dads to be Room Parents too!

**Parent Volunteers**

Your involvement in our preschool is welcomed and encouraged! You will be given many opportunities to help. Your child’s teacher will keep you informed as to the specific needs in her classroom. Before you go to your child’s classroom, you must sign-in and receive a volunteer or visitor badge at the front desk. Once you have completed your time in the classroom, we ask that you sign-out and return your badge.

**Newsletters and Calendars**

A school calendar will be given to each family at Parent Orientation. We have listed every special event and activity for the entire school year. Reminders or unforeseen changes will be communicated through your child’s teacher. **Please check your child’s folder and book bag daily.**

You will also receive an email with a class newsletter from your child’s teacher each week. Please take the time to read the newsletters. They will contain information about the week’s activities and upcoming units, special activities, birthdays, in-house field trips and any other necessary information.

**Field Trips**

Pre-K and Kindergarten will have in-house field trips through-out the school year. Shadowbrook Church no longer owns a bus so we cannot travel off campus. Information on these in-house activities will be sent home prior to each field trip. When necessary, a permission form may be required to be signed and returned before your child will be allowed to participate.

**Curriculum**

We use a variety of formal curriculum that we build on each year to achieve our educational goals. Beginning in the Two’s, the children are introduced to *Jolly Phonics* where they are exposed to an action that is associated with the sound a letter makes. For example, when showing the class the letter B, the teacher would make a buh, buh, buh sound while pretending to swing a bat, and the children would be invited to play along. This is then continued into the Three’s where they will also receive introduction to *Get Set for School*, which is the preschool platform for *Learning Without Tears*. The Three’s will continue with the *Jolly Phonics* letter and phonic recognition, and will begin to be introduced to writing their names through the *Get Set for School* program. In Pre-K, the children will continue with both *Jolly Phonics* and *Get Set for School*, and teachers will supplement with the *Scholastic Success with Pre-K* workbooks.

Our program is designed to be developmentally and individually oriented. Your child will learn through a variety of hands-on activities and learning experiences. They will also learn through nature discoveries, science experiments, dramatic play, music, books, crafts, blocks, puzzles and other manipulatives. Social, emotional, physical and intellectual growth is considered in all that we do.

Circle Time may include calendar, weather, and sharing information about units of study, Bible stories, games, books, music, dramatic play or Show and Tell.

Through all that we do, we emphasize basic Biblical truths as guidelines for spiritual growth. We want your child to come to the basic understanding that Jesus loves them unconditionally and His love and sacrifice allows them to have a relationship with our heavenly Father.

**Specials:** Each class will attend the following Specials each week unless there are other scheduling situations that take priority-

* **Art:** Your child will have Art each week for approximately 25 minutes. This is in addition to any crafts done in the classroom. Through the use of various media, materials and tools, they will create beautiful and unique works of art.
* **Chapel:** Two and Three-day classes will attend Chapel one day and all other classes will attend Chapel two days each week for approximately 20 minutes. Chapel will be held in the Worship Center where Bible stories and songs will be shared with your child. All children will attend Chapel.
* **Music & Movement** - Your child will have Music & Movement each week for approximately 25 minutes where they will be exposed to a variety of music styles. Children will play rhythm instruments, learn basic rhythm patterns, sing songs and learn some basic music theory. They will also be moving to music through activities such as dance, rhythmic gymnastics and exercises which will stimulate their large motor skills and improve coordination.
* **Spanish:** Children will attend Spanish each week for approximately 25 minutes. They will learn numbers, colors, days of the week and more!

**Library**

Reading with your child is the best way to help him learn to love to read! Our school library is stocked with books from the Scholastic program. Once a month you will receive a flier full of wonderful books available for purchase from Scholastic. If you buy books for your little one, our school receives points for every dollar spent. We then use those points to purchase books for our library! All of our teachers are able to stock their class book shelves from our library, and Pre-K and Kindergarten classes will have library time once a week. The children will be able to check-out books to take home and enjoy with their families. We hope that this experience will introduce your child to a life-long love of reading! Please help your child take care of these books. You will be responsible for any book that is damaged or not returned each week. If a book is damaged, we ask that you purchase a new book to replace the damaged book.

**Conferences**

Progress Reports will be completed for all children, with the exception of the one-year old class. Parent/teacher conferences for Pre-K and Kindergarten will be held in November and April. Conferences for three-year old classes will be held in March. Conferences for the two-year olds will only be conducted at the request of a parent or a teacher; however, evaluations will be completed for the two-year old class and will be sent home for review at the end of February. For the three-year old’s, Pre-K and Kindergarten, your child’s teacher will contact you to set up a conference time. The conferences are designed to provide you with a detailed evaluation of your child’s progress. If any parent has a special concern, you may ask for a conference at any time so both you and your child’s teacher can work together to help your child succeed.

**Managing Behavior**

Our goal is to use discipline as a means of guiding children rather than punishing them. The root word of “discipline” is “disciple.” Each teacher strives to be a Christian example of love and understanding. Our goal is to offer a nurturing learning environment for each child. If behavior problems arise, the teacher will handle the situation as positively as possible. Directions will be given in positive statements, i.e. “use walking feet” instead of “no running”; or “we keep our hands to ourselves” instead of “do not hit.” “Time away” is used to give the child time to be away from a problem that has arisen. After an age appropriate time, the child and the teacher will talk about what has happened and the child will re-enter the playing and learning activities. The Director may be asked to intervene if the child continues to exhibit the same inappropriate behavior. If the behavior continues, the Director will call the parents to discuss the situation or to request a conference time. At NO time will physical punishment ever be used. It is a parent’s decision as to whether to administer this form of discipline. Do not ask any teacher to perform this act on your child.

## Damaged School Property

If a child intentionally damages school property, the parent will be held financially responsible.

**Biting Policy**

Our program recognizes that biting can occur in a preschool setting. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. Names of children involved in the biting will be held in strict confidence. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to help the child stop biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

Bitten Child

* Immediate attention is given to the child.
* Ice is put on the bite if the child is willing.
* If the skin is broken, the wound is cleaned with soap and water.
* The teacher will talk with the child and tell them to use the following words when they are bitten - “No.” “Stop.” “That hurts.”
* The child’s parent will be called to be made aware of the situation, whether the skin is broken or not.
* At the end of the day, the teacher will ask the parent to sign an Ouchy Report.

Biting Child

* The teacher will use these phrases to talk with the biter. “No bite!” “Teeth hurt!” “We don’t bite our friends.”
* The teacher will redirect the child to bite a teething toy or a cold wash cloth if the child is biting because of teething.
* At the end of the day, the teacher will talk with the parent personally, and will ask that the parent sign a Communication/Incident Report Form.

The preschool reserves the right to ask for a child to leave the program if the biting continues after all techniques and strategies have been exhausted.

**Expulsion from Program**

There may be a time when it becomes necessary for us to ask a child to leave our program. Please know that before this takes place, we will have exhausted every possible means of resolving the difficulties that led us to this point. The safety and well-being of all the children at Shadowbrook Weekday School is our most important concern. The individual rights of one child will not take precedence over this. Some situations that may result in this decision are:

1. When one child makes it unsafe for himself or any other child to be at school.
2. When one child is too much of a disruption to the learning going on in the classroom.
3. When parents and staff members cannot resolve a situation concerning a child or any other school matter.

**Carpool**

These procedures will help keep our carpool from becoming congested and create a safer environment for our students.

1. Follow the correct pick up route (map included for clarification).
2. We encourage everyone to use our carpool system both in the morning and in the afternoon. We feel that this system encourages our children to become independent and helps to ease their separation anxieties.
3. As the carpool line begins to move and you approach the school, **refrain from cell phone use**. Our carpool line is a **NO CELL PHONE ZONE.**
4. In the carpool lane, park your vehicle close to the car in front of you while leaving enough space to walk in between, and leave space enough to walk between your car and the curb.
5. Do not attempt to pass the car in front of you while waiting in line. Keeping the carpool lane exiting in the same direction will keep everyone safe.
6. During morning carpool, DO NOT leave your child unattended on the sidewalk. Please wait for a teacher to approach your car before you and your child exit your vehicle.
7. **Walk-ins: Parents may walk their child(ren) to the classroom door in the morning.** (Please refer to the carpool map for parking location and entrance.) Teachers will greet your child as they arrive. **There will be NO walk-ins in the afternoon.**
8. During afternoon carpool, as your child and a teacher approach the car, please step out of your vehicle to assist your child into the car. YOU must properly buckle the child into the car seat before moving the vehicle.Due to insurance policies, the staff and teachers are **not allowed** to buckle the child’s seat belt or car seat.
9. Your carpool form is a very important source of information for the school. Please complete the needed information carefully and legibly. Be sure to indicate on your form if there are people who should **not** pick up your child.
10. Each child will be assigned a carpool number, and you will receive a numbered carpool tag to hang on your rearview mirror.

One year olds will receive a 100 series number.

Two year olds will receive a 200 series number.

Three year olds will receive a 300 series number.

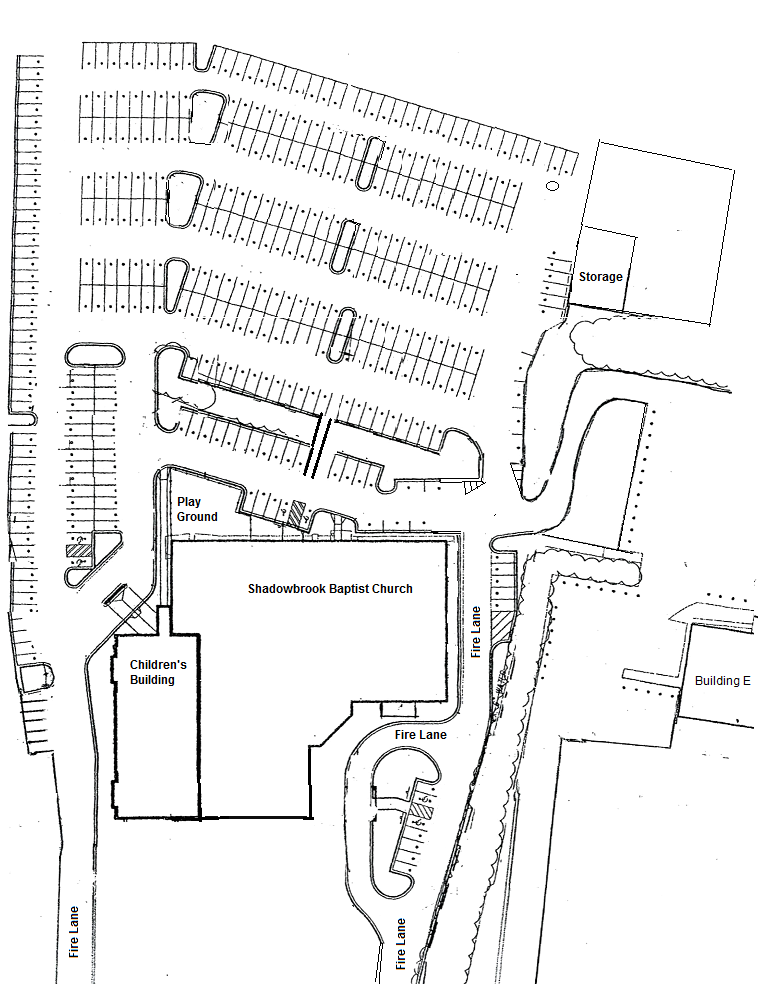
Four year olds will receive a 400 series number.

Kindergarten will receive a 500 series number.

Siblings will only receive a 600 series number.

Unrelated children who carpool will receive a 900 series number.

1. This number will need to be on your mirror at the time of pick up so that our staff members will know which child (or children) to call. **Do not remove the carpool tag until your child is safely secured in your vehicle.** If you need additional carpool tags, please contact the office staff. There is a $1.00 charge for each additional carpool tag.
2. If your child is to be picked up by anyone other than his regular carpool driver as indicated on his carpool form, we must have **written permission** from you. You may send a note with your child informing us of exceptions. It is your responsibility to inform the school about transportation changes. If you do not send in a note and an unauthorized person comes to pick up your child, your child will not be released to them until we have contacted you. They must have your numbered carpool tag or an ID in order to pick up your child.
3. If you have an emergency and cannot get to school on time to pick up your child, please call the office at 770-945-3549 to let us know. If someone else will be picking up your child he/she must provide identification.
4. Carpool is not the time for conferencing with your child’s teacher. If you have any concerns, please schedule an appropriate time for a conference.
5. **Late pick up:** The child’s teacher is responsible for staying with a child whose parents are late. **A late fee of $1.00 per minute will be charged starting at 1:50 p.m.**
6. **Early pick up:** If you need to pick your child up early, please park in the parking lot designated for Walk-Ins (see carpool map) and enter through the school’s double glass doors. A note or phone call letting us know when to expect you would be a great help. We will be able to have your child ready and waiting for you. Please come to the front desk and sign your child out. We ask that you do not go to the classroom. A staff member will bring your child to you**. All early pick-ups must be checked out by 1:00 p.m. After 1:00 p.m., you will need to follow the carpool procedures.**



**Morning   
 Walk-Ins**

**Weekday School enters at EWING Driveway**



Main Driveway for   
**“Jump to the Front”** afternoon ONLY

**Carpool and Walk-In Map**

**2018-2019**

**Jump to the Front p.m. ONLY**

**Carpool pool**

**Morning  
Walk-Ins**

**Carpool**

**Stops**

**Here**

**DO NOT CUT THROUGH**

**DO NOT CUT THROUGH**

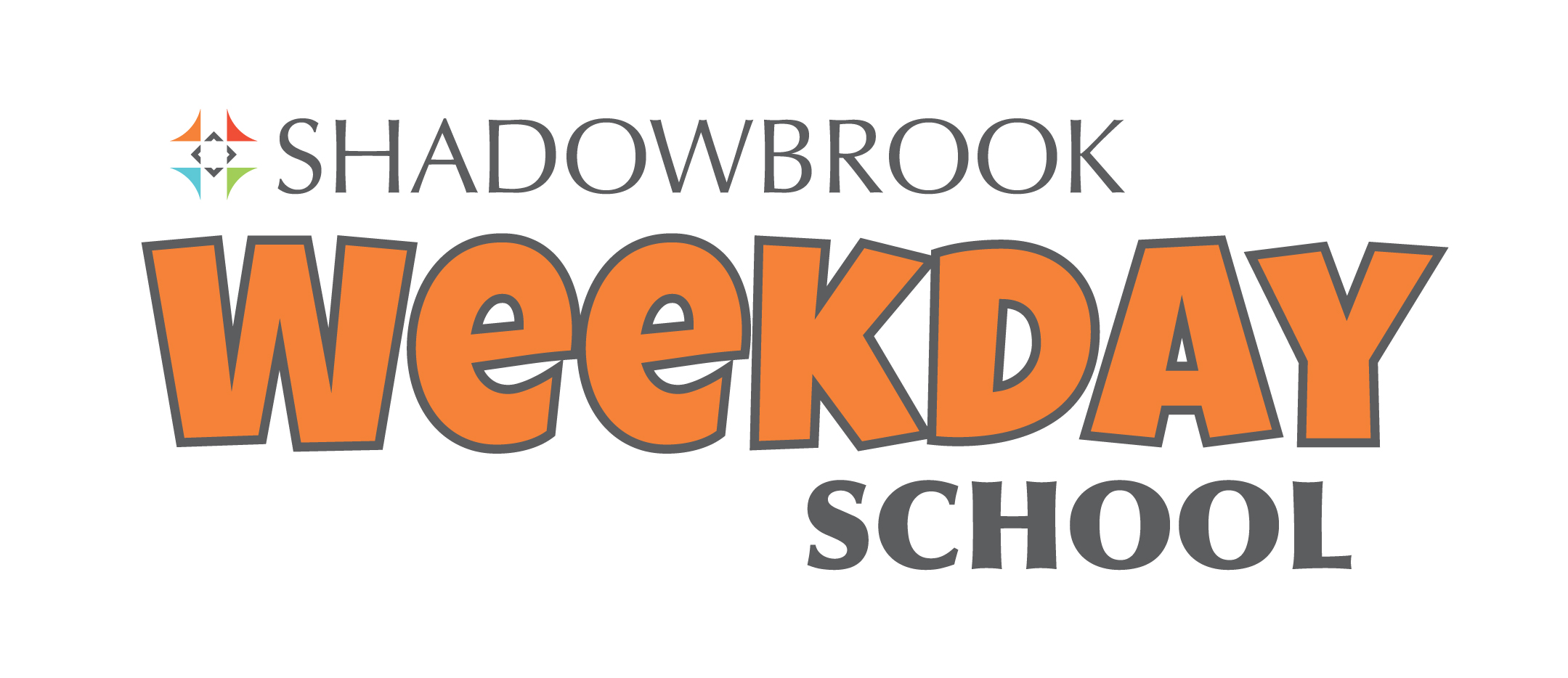
**Stairs**

Carpool

**EXIT**

ONLY

**Walk-Ins Park Here**



**Parent Signature Page**

The parent handbook describes important information about Shadowbrook Weekday School. This handbook is posted on shadowbrookweekday.org under the CURRICULUM TAB on the Parent Info page. By signing below, I acknowledge that I will go to the website and review the handbook. I understand that I should consult the office staff regarding any questions not answered in the handbook. I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it. The information and policies described in the handbook are subject to change, and I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand the revised information may supersede, modify, or eliminate existing polices. Only the Shadowbrook Weekday School Board has the authority to adopt any revisions to the policies in this handbook.

I will review the contents of the   
Shadowbrook Weekday School   
**Parent Handbook for 2018-2019**

which is located at shadowbrookweekday.org.

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Parent Signature Date

##### Teacher’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_