



2016-2017 Policies & Procedures

ENTRANCE REQUIREMENT

All forms must be completed and tuition paid up to date. Preschool ages 3 and up must be fully potty trained. 3 year olds not potty trained will be placed in the 2.5yr old room.

ARRIVAL/DISMISSAL OF STUDENT

8:15-8:30

- *Sign in at the podium
- *Help your child find their hook and drop child off at classroom door with a hug and kiss
- *For a smooth transition, the drop and go is necessary. Do not enter the classroom and please leave the school hallway immediately. We do expect some tears from students and parents☺ We will call the parent if needed.

2:45-3:00

- *Pick-up in the circle will begin at 2:45p
- **SAFETY 1st* ~ Post child's name in the window / Please meet your child outside of car to help buckle in /
- *Do Not Pass another car and remain patient as children are loaded in to their cars
- *Please be prepared to load your children quickly and safely when you see them come out the doors

Before School Care 7:30-8:15

Students are welcome to be dropped off no earlier than 7:30a- 8:15a and will be charged \$6 for each early day at the end of each month

After School Care 3:01-6:00

\$6 fee per hour for each child will be charged at the end of the month for this service

3:01-4:00 = \$6, 3:01-5:00 = \$12, 3:01-6:00 = \$18

We do understand emergencies; however, you will be billed a fee of \$1 per minute beginning at 6:01p. Call if you know you are running late, so we can reassure your child.

Additional Classes Discount

IA Students will receive 10% off additional classes including Gymnastics, Swim, Cheer, Dance, etc...

WHAT TO WEAR

- *Red or Navy solid shirt with the IA Logo
- *Shirts can be purchased at Village Embroidery 733-3110 located in Zionsville Village
- *Khaki shorts, skirts, capris or pants (Target, JC Penny, etc...)
- *Closed toe tennis shoes with velcro or elastic pull on with socks (no crocs or sandals)

WHAT TO BRING DAILY (All school supplies are included with tuition)

- *IA will provide each child with a tote bag to bring to school each day
- *Extra set of clothes (including underwear and socks) in a zip lock bag with name clearly printed
- *2's Classes – Please bring blankets, sleep items, diapers/pull ups and wipes
- *PLEASE do not allow your child to bring toys from home ~ Teachers will let each class know when and what to bring for Show N Tell

WHEN YOUR CHILD IS ILL (Please call the front desk to report an absence)

Your child should be healthy when arriving at school each day. If your child is ill, please keep him/her home. If your child becomes ill while at school, he/she will be isolated from the other children and you will be called immediately. Please do not send your child with any of the following:

- * a reportable illness or condition that a physician determines has not had sufficient treatment to reduce the risk to others
- * a profusely runny nose with green or cloudy mucus
- * 100 degree or higher temperature in the last 24 hours
- * vomited in the last 24 hrs
- * diarrhea in the last 24 hrs
- * pink eye in the last 24 hrs
- * chicken pox
- * significant respiratory distress
- * continual coughing
- * head lice
- * an undiagnosed rash or a rash attributed to a contagious illness
- * who can not participate in daily activities with reasonable comfort

MEDICATIONS

The staff cannot administer medications to your child. If your child is on medication and the doctor allows him/her to attend school, you can come to administer the medication when necessary.

SEVERE WEATHER

InterActive will follow the Zionsville Community Schools for severe weather cancellations and delays.