



## 2023-2024 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

Park in the lot, not the circle. Circle is the fire lane. Safety First.

All families must enter the main door near the circle – Exit Center or North end of Building

ONE WAY TRAFFIC ONLY \*For safety, ask anyone trying to enter the exit to go to main entrance.

It takes a Village...so thank you in advance for helping make the process smooth.

#### Arrival 8:15-8:30a

\*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. Our staff are the child whisperers and calm them down!

#### Pick Up 2:30-2:50p *\*Must enter the building by 2:45p to be on time.*

Come in to pick up child and be at classroom door no later than 2:50p. Same as drop off in the morning.

Must enter main door near circle and exit Center or North end of Building – One Way Traffic Only

#### Before School Care 7:30a-8:15a

Students are welcome to be dropped off no earlier than 7:30a-8:15a.

You will be charged \$8 for each early day at the end of each month

#### After School Care 3:01p-6:00p

\$8 fee per hour for each child will be charged at the end of the month for this service

3:01-4:00 = \$8, 3:01-5:00 = \$16, 3:01-6:00 = \$24

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, Meijer, etc...) **No navy pants, must be khaki**

\*Closed toe tennis shoes with velcro or elastic pull on **with socks** (no crocs or sandals)

### WHAT TO BRING DAILY – Water Bottle (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 email your child's teacher 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 \*Covid

\* a profusely runny nose with green or cloudy mucus \*Hand, Foot & Mouth

\* 100 degree+ temperature in the last 24 hours \*pink eye in the last 24 hrs \* head lice \* chicken pox

\* vomited in the last 24 hrs \* diarrhea in the last 24 hrs \* continual coughing

\* an undiagnosed rash or a rash attributed to a contagious illness \* significant respiratory distress

\* 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.