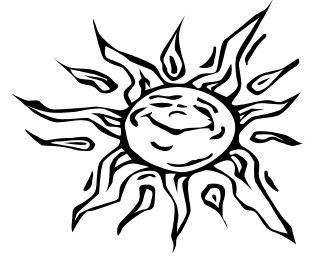




# Sonshine Report



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St. John Lutheran Early Childhood Center    15237 Huffmeister Road    Cypress, Texas 77429    281-304-5546

August 26, 2010

## Parents/Caregivers

We have had a great start. We are so blessed to have this opportunity to love your children. Please do not hesitate to contact Karen Schulz, Director, Letty Moreno, Associate Director (MWF) or Celeste May, Children and Family Ministry with any cares or concerns.

## Pick up / Drop off Times

Our school day begins at 9:00 a.m. and ends at 2:00 p.m. We ask that you sign your child in and out at these times so they begin and end their day together with their classmates and their routine is maintained. Children that are not picked up by 2:15 p.m. will be taken to Stay 'n' Play and will be charged at least one hour drop-in rate. Thank you for your understanding.

## Sign-In Sheets

Licensing requires the preschool to keep sign-in and sign-out logs for children in our care. **Adults only** are asked to use our ProCare computer attendance program to sign your child in and out. A yellow "thank you" box pops up to let you know it was done properly. We ask parents using AM and PM Stay 'n' Play to also sign in or out **manually** with their caregivers.

## Stay 'n' Play

Contracted Stay 'n' Play names should be listed on sign-in/sign-out sheets. If you are contracted and are not listed, please see Ms. Lisa Wisenbaker in our office. If you need to just use our "drop-in" program stop by the reception desk and fill out a form. Thank you.

## "Silly Bandz"

Due to a choking hazard, "Silly Bandz" bracelets/rings are not allowed at preschool.

## Medication

Please review the guidelines set in our handbook for administering medication. All medications brought to the school must be taken to the office and signed in. Do not put in backpack. Licensing requires that medications be in the original container, labeled with your child's name and date. **If it is a non-prescription medication it must be age appropriate for us to administer it or have a signed note from the doctor with dosage instructions.**

## Information Boards

We have two information boards located in the hallway outside both entryways that contain rate sheets, planned events, visitor forms, and the Praise Report (Prayer, Request, Applause, Information Request, Suggestions, and Especially Concerns.)

## Parking Lot Caution!

Young children can not be seen behind and/or in between cars. Please drive under 5 mph when moving through the parking lot. As we all know, children dart out from our reach when we least expect it.

## Holiday Reminder

Monday, September 6 our school is closed. Have a safe and fun weekend!