

# Pearce 4 Kids Nursery School and Pre-K Most Frequently Asked Questions

## **Class Times**

Morning Classes 9:00am – 11:30am  
Afternoon Class 12:30pm – 3:00pm

Teachers will be in the classroom 5 minutes prior to class times. Children may be dropped off at this time. Please pick up children promptly at the end of class. A late fee will be charged for late pickups.

## **What to bring to school**

Book bag or back pack for bringing home papers and projects  
Extra underwear, pants and socks should be kept in book bags for emergencies.

## **School attendance**

If your child is going to be absent, please call or email and let us know. We are a well child center. Your child needs to be free of fever (without medication), vomiting, diarrhea for at least 24 hours before returning to school. Children who are on antibiotics for illness, can return after 48 hours of taking the medication. Children with rashes or eye infections should stay home.

Please check the handbook for other health guidelines.

## **Bulletin Board News**

We strive to keep you updated about school information. At the beginning of each month you will find updated information posted on the bulletin board inside our classroom.

## **Outdoor Play**

Please have your child dress in clothing conducive for outdoor play. We take the children outside whenever the weather and our schedule permit. For safety reasons we recommend sending your child in sneakers or rubber soled shoes. High heels, flip flops and sandals without straps across the back will not be permitted on the playground.

## **Scholastic Book Club Orders**

We will hand out monthly book club orders. Books are available at a substantial savings and our school earns free books through these book clubs. There is never any pressure to buy books. This is simply an inexpensive and fun way to build up your home library.

## **Volunteers**

We welcome parents to volunteer to help in our classroom. Pearce Church requires all volunteers who work with children to complete a confidential screening form. This form is kept confidential and is used only as a safety measure to protect the children.

## **Sign In/Out**

Parents, guardians or approved caregiver must sign each child in and out on the iPad each day at the reception desk in the lobby. You will receive a ticket at check out which you will give to the teacher.

## **Conferences and Progress Reports**

Parents will receive a progress report in March. During the spring parents will be given the opportunity to meet with the teacher for an evaluation review of your child's progress. Other conference times are available as needed.

## **Phone numbers**

You may reach your child's teacher during their work day at 594-1833. The teachers need to focus on the children during class time however, a message will be left for the teacher on her confidential voice mail and they will return your call at their earliest convenience.

If you have an emergency, simply tell the receptionist and she will direct your call appropriately.

## **Medical Forms and Immunizations**

These important forms may be faxed (594-0223) to the church office. The state requires that we complete detailed reports using these forms. Please turn in your child's forms promptly.

## **Pearce 4 Kids Staff**

Mattie Laley, Executive Director  
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