



YOUR CHILD'S FIRST DAY AT CHILDREN'S LIGHTHOUSE

ITEMS TO BRING ON YOUR CHILD'S FIRST DAY

Extra Change of Clothes: ALL CLASSES, please bring 1-2 pairs of extra underwear, socks, pants, and shirts in a plastic bag labeled with your child's name. Even children that are fully toilet-trained sometimes have accidents or get messy

Bedding: Bring a crib sheet to fit over your child's cot and a blanket for **Rooms 3-8**. Please be sure that fits inside their cubby. A best practice for items from home is take them on Friday to wash over the weekend and return on Monday.

Diapers and Wipes: Please remember to keep an adequate supply of diapers, wipes, and other changing supplies in stock for your child's teacher. You can also check your daily report for communication about when your child's supplies are running low. **Infant Bottles & Food:** Please bring your child's pre-made bottles daily and any jar food that is needed. Bottles and lids should be labeled with the first name and last initial of child.

Enrollment Paperwork: Please make sure that we have all of your child's enrollment paperwork before your child's first day. This will include the enrollment packet, copy of your child's immunization records and the health statement from the physician.

Payment for Tuition: Please plan to bring your child's first week of tuition with you on the first day. Your weekly tuition is due by Tuesday of each week after that. Payments made after Tuesday will be charged a \$25 late fee. You can also sign up for Automatic Payment by using your bank account or debit/credit card.

THINGS TO REMEMBER!

- Please make sure your child is here before **9:30 am** daily.
- Please call the office when your child is out sick or will be coming in later than normal.
- Notify us of any address change, new home, cell, or work number as well as change in email address.
- Please help us keep all the children at Children's Lighthouse healthy by following the **Illness Policy** and not sending your child to school sick.
- **Medication Policy:** Medication must be in the original container with child's name, signed in at the front desk with authorization and the dosage amount listed on the container. A doctor's note may be required.
- Notify the office and your child's teacher if you plan to have someone else pick up your child. Please make sure that they are on the pick-up list.
- **Withdrawal Policy:** A written two-week notice is required for disenrollment.