

INFORMATION CHECKLIST

I.D. ~ Driver Licenses

Please have I.D. with you at pick up time until the teachers get to know you, also if there is a substitute teacher in the class who does not know you.

Tuition Payments

Fees are due to later than 7th of each month and may be paid in the following manner:

1. Check
2. Child Pilot
3. Credit Card- if you use this method there is a 2.75% processing fee

Your supply fees for morning classes and Clubs are due August 7th as well as Early Start and Playtime.

Paddington Calendar

Do you have a copy of our calendar? For the most part we follow the CISD school calendar.

Playtime 3-5 p.m. NEW POLICY

For your convenience and to avoid calculating fees plus sending out invoices, which often get lost, we have decided to introduce a flat fee for Playtime 3 to 5. The fee has been reduced, however, it is now a set fee for the 2 hours for Playtime. There will be no reduction for pick up on the half hour, if you stay only one hour, if you are sick or away on vacation, nor will any credits be given. Please refer to the Tuition Fees page for the prices for 2/3/5 days per week. You must sign up to secure your place for these programs. Limited spaces are available.

Late Pick Up Fee \$1.00 per minute

Parents please try to be punctual at pick up times. If you arrive late you will need to come to the office to pick up your child and you WILL be charged a late fee. You are considered late if you arrive after 12:06, 3:06 or 5:00 p.m. Thank you for your cooperation.

MEDICAL

Enrollment Forms/Medical Records/Immunizations

Do we have all of your records? Are your pick up authorizations, telephone numbers, address and emergency contacts up-to-date? The TDFPS requires that ALL forms be in your child's file NO later than day one of school. Failure to supply needed documentation may result in not allowing your child to attend class.

After a careful review of your children's files, it has come to our attention that a number of children are not up-to-date on their immunizations. This year the inspector from the Texas Department of State Health Services will be checking our files. Please ask your pediatrician to fax us your most recent shot record without further delay. Failure to do so could result in the State Department asking you to withdraw your child until your immunizations are current! For all those with exemptions to this rule, do you have your affidavit from the State on file? Have your pediatrician fax them to us. Fax: (281) 292-6600

UNIFORMS

School Uniforms

Children are required to be in FULL uniform at all times purchased from Tinsley's. No colored or patterned leggings or colored socks are allowed. Tinsley's stocks lovely knitted knee highs, white tights, as well as pretty little socks with frilly trim. Please refer to the Uniform Rules file on the Useful Documents page for a more detailed list.

Shoes

NO wedge heels, open toed sandals, flip flops, Crocs or boots of any kind. The best type of shoes for school are Mary Janes, saddle shoes, oxfords, Keds, or tennis shoes.

Extra Set of Clothing

Please send a complete set of extra clothing in a Ziploc bag marked with your child's name. Accidents do happen, even in older classes. We will keep the bag here at school until needed. Preferably, a used uniform or similar outfit, so as not to draw attention to the child who had the accident.

Clothes & Underwear Donations

We would be very grateful for any donations of new underwear/socks and new/lightly-used shorts, shirts and Paddington dresses for our spare clothing boxes.

Accidents do happen, so please send in extra clothes for your child. If we send your child home with clothes from school, please return cleaned or purchase a new one to replace ours. The spare underwear box is already empty!

TEACHERS REQUESTS

No Class Entry before 9 a.m.

Parents, please don't enter your child's class before 9 a.m. as this is our teachers' prep time for the day. Please adhere to these rules. Our Early Start Program is available 8:00-8:50 a.m. daily at \$5.00 per day or 8:50-9:00 no charge. Call the office to sign up.

Late Arrival

When you arrive late to school past 9:15 a.m. after our circle time has begun, it completely disrupts the class activity, the children are distracted, they lose focus and it's hard to get them back on track. So, in light of this, we ask that you please get here on time!

Daily Snack

Please send only ONE healthy item plus a bottle of water daily. Please put the snack in a plastic or brown bag with "Snack" and your child's name written on the front. If staying for Playtime you will also need to bring a second snack. If you send in more than ONE item, **the extras WILL be returned home.** You want healthy children so start now, fruit or veggies is a perfect choice, avoid chocolate, candy or cookies. Save on dental bills by giving your child water instead of sweet juices! Add some juice to the water to get them used to it, then decrease over time.

Diapers & Wipes

If your child uses diapers and wipes, please send them in daily. Children entering Butterflies/Ladybugs must be out of diapers and/or pullups, no exceptions! If your child has not mastered this milestone, you may be asked to keep him/her at home until this has been accomplished.

Backpacks- No Wheels Nor Large Sizes

We are asking you to reduce the size of your child's backpack. If they do not fit in the classroom cubbies, they will be considered, **TOO LARGE** and cannot be brought to school! They may NOT be stored on the floor for obvious safety reasons, as a child can trip and fall. No wheeled backpacks are allowed either. Thank you for your attention to this very important matter.

Sign in/Out:

Please do this daily, also chart whether your child will be staying for a Jr. Explorer Club, Kid's Club or Playtime. This is also where you put any other instructions you might have for the day.

LUNCH

School Lunch

You have a choice - you can bring a sack lunch, but please do not send in food items that need to be microwaved, or sign up to have a hot lunch which is brought in by local restaurants. See menu, located in the front hall for choices and prices.

Please attach payment with you order (cash or checks payable to Paddington Lunch Account) **NO ORDERS TAKEN AFTER 10:00 a.m.** Return your menu with your child's full name clearly marked with your selection for the day, week or month, to the lunch box also located in the Main hall. There is no refund if you miss a lunch. Please label sack lunches clearly as "Lunch".

Paddington Lunch Sacks \$8, Water bottle \$2, these items are for sale in Tinsley's shop next to the office.

PROCEDURES

Overflow Parking

Parents, there are extra parking spaces especially designated for you in our staff parking lot. You may also park behind staff cars as they won't leave till 12/3 p.m.

Carpool Line ~ Pull Up to BOTH Stop Signs

Starts Wednesday, August 23rd and is available daily 8:50-9:00 a.m. free of charge. Parents, when using car line, please pull up to BOTH stop signs, remain in your car, and put the car in PARK. One of our teachers will take your child from the car and escort them

safely to their class. Please, have children unbuckled as you approach the stopping points, with backpacks ready for receiving teachers. This request is to make our car line move as efficiently and as quickly as possible. Thank you in advance.

Children's Safety

Parents, please drive SLOWLY when entering the school grounds and refrain from using your CELL PHONE to avoid hitting a child in the parking lot! Please supervise your child at all times walking to and from the classrooms and make sure they are not behind any moving cars.

No Playing Past Pick Up Time

Parents, for the safety of your children and our insurance policy stipulations, **we must ask that you do not remain on the campus to chat with your friends and allow your children to run around the grounds unsupervised.** This has caused accidents in the past and Paddington property has been broken. The office staff made repeated trips outside last year in an attempt to curtail children from running around the grounds. We respectfully ask that you exit the school upon pick up time. Our gardens are for parent enjoyment while your children are in class. Failure to abide by these insurance regulations, could result in a request to withdraw your child from Paddington.

Thank you in advance for your cooperation!

Walking to Class

Parents, please try to USE THE PATHS as much as possible when walking to class and not in the path of vehicles, or consider using car line. This is for you and your children's safety.

IMPORTANT SUGGESTIONS

Separation Anxiety & Peeking!

Your child's very 1st day of school only happens once, so if you anticipate tears and separation anxiety, we suggest you take the first few days of school to remain with and calm your little one. We truly understand how hard this can be for some children and moms! Make this a happy and positive day by staying with your child, if needed, so they adjust to this new setting. If you work, take the next few days off to get them settled in. Also, please make them familiar with the child sized loos in the early 3 year old classes, as they must be out of diapers and pull ups.

We know the first few days of school are hard but please parents do not peek into the window of your child's class nor hide on the campus! If they see you, it starts the tears all over again. Come to the office so you can listen on the intercom, this is a much better solution! If you must leave, call us and we will check on them for you.

Your Car Journey to School

Please try not to let your child watch a movie or play video games on the way to school. This has caused a number of problems in the past, i.e. when you pull up to the carline your little one does not want to stop watching/playing the movie or game, then gets upset, cries and does not want to exit the car. This not only holds up the car line, it can cause your child to resent school and see it as the reason they can't continue the video. Instead sing songs, nursery rhymes, talk about fun things or your vacation! Thank you very much for your cooperation and understanding regarding this issue.

Cell phone Use

Parents, we understand how busy you all are but **PLEASE REFRAIN** from using your cell phone while on school grounds for the following safety reasons:

1. It is distracting and can cause an accident
2. If you are talking on the phone when you drop your child into class, it can make them feel the person you are speaking to is more important than they are and saying "good-bye" to them.
3. Other parents have brought this problem to our attention.

Your precious children and their safety are a top priority to us here, so please don't make any calls or answer your phones once you drive onto the campus!
Thank you for your attention to this very important matter.

A Cautionary Tip ~ Children Using Ipads

Health experts are now discovering that the constant use of cell phones, iPad and video game devices are giving people cancer. You will find many sites that deny this as sales are so profitable. Be cautious. These are your precious children and you want to protect

them from as much of the EMF and radiation that is being emitted from these devices as you can, not to mention the harm it could be doing to their developing eyesight.

VOLUNTEERS

Car Line Duty Aug/Sept Train Station Parents

Each month we ask parents to assist our staff with the daily carpool. The homeroom mother will contact parents from her class and ask them to give a little of their time to do carline duty, 9:00-9:10 a.m. daily. Instructions are located on the wall in the hall. Please wear Red Paddington Aprons located in the drawers of the hall unit.

Parents As Class Substitutes - Please Help!

Parents, sometimes our Sub list runs dry. In the event this happens, your help would be appreciated in assuming the role of assistant. The assistant will assume the role of Lead, therefore no experience is necessary on your part. We will reimburse you for your time or deduct the amount from your tuition.

MISCELLANEOUS

CHILDREN'S RAINBOW YOGA

We have opened a new Thursday afternoon yoga class for our little ones from 12 - 3. Join the fun! Sign up in the office.

Purchase Parking Space from our PTA

Parking at drop off and pick up can be difficult. If you would like to purchase a reserved parking spot from our PTA, please ask Alice in school office for more information.

Need time for Holiday Shopping without your children?

As we approach the Thanksgiving and Holiday Season, remember us if you need extra time to shop without your little ones around. Our Jr. Clubs (12-3 p.m.), Lunch Bunch (12-3 p.m.) and Playtime programs (3-5 p.m.) are offered to all students any day of the week, even if it is not your regular day (space permitting).

Call the office to reserve your space.

Jr Explorer Clubs \$35 per afternoon - Lunch Bunch \$30 per afternoon, Playtime \$30 per afternoon

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