



TLC (THE LITTLE CAMPUS) GENERAL INFORMATION 2017 – 2018

DROP OFF/ PICK UP INFORMATION:

- ★Please drive slowly with caution through our parking lot as little ones are known to dart.★
- Monday- Friday the classrooms are open at 8:30 a.m.
- You must sign your child in and out of school daily in the classroom. Please check your child's folder for information and current schoolwork.
- If you arrive after 8:45 a.m. please allow us to assist your child to class.
- You may view the class and your child from afar, but please do not engage with our teachers during class time. If you need to speak with the teacher leave a message at the front office. Most teachers are available before or after school.
- Children left after 3:15 p.m. are placed in our After School Care Program and billed accordingly.

EXTENDED CARE:

- Before/ After Care opens at 7:30 a.m. - 8:30 a.m. &/or 3:15 p.m. - 6:00 p.m. for an additional fee.
- If you require occasional extended care for your child, please arrange this in advance through the front office for proper staffing. The rate for extended care drop in is \$20.00 per hour/per family.
- Regular extended care participants can sign up the first few days of school with Mrs. Bennett or at the parent meeting. Scheduled extended care is a pre-paid discounted fee.
- Please be considerate and call if you are late. There is a \$1.00/minute late charge for care after 12:30 p.m. for half-day children and 6:00 p.m. for full day children. You will be billed.

BEFORE AND AFTER SCHOOL CARE AND ENRICHMENT PROGRAMS: For safety, children should have independent bathroom and speaking skills to attend before or after school programs. Pre toilet-learned children are welcome with a parent in attendance. Many classes fill up, so enroll early! Program list TBA.

EMERGENCY FORMS: PLEASE remember to update all emergency information, allergy forms, and contact numbers and keep them current.

ALLERGY-AWARE AND NUT-SENSITIVE SCHOOL: We make every attempt to be a nut-free campus. Please adhere to our request of no nuts because of the higher incidence of food allergies in recent years. Please check your labels as nuts are in many products. This is for the safety of our children. A lunch box containing suspicious allergens will be removed and saved for you. If you are packing soy butter sandwiches, please label to inform your teacher. We encourage healthy foods and ask that sweets be kept at home. All staff and students are to wash their hands upon arrival to school.

PHYSICIAN'S "WELL-CHILD CHECK-UP" & IMMUNIZATIONS, SICK CHILD & ALLERGIES:

All students need a physician's note (Well Child Check) stating that your child is well and may attend school, and all students need an updated immunizations record in their school file.



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Use Verification of Immunization for Childcare form and attach a copy of your child's shot record. This must be in their file by the first day of school before they can attend. If there are any missing immunizations or your child needs a booster, you will need to update them for continued enrollment.

For students with serious allergic reactions, please submit an Allergy Action Form, signed by your physician and leave necessary EpiPens (2), etc.

We track all illnesses. Please call the school when your child stays home. We need to have symptom information such as fever, diarrhea, vomiting, coughing etc. Sick children must remain home 24-48 hours symptom free before returning to school. There are no refunds or make-ups for absences.

BIRTHDAYS: Your child is honored on his/her special day and you may bring in a craft activity, birthday book, or healthy snack to share with their class. Please see your teacher for ideas. We avoid sweets at any celebrations.

WHAT TO BRING:

- Full Change of Clothes and Extra Underwear (labeled with name in a Ziploc bag)
- Sleeping pillow and blanket (labeled and taken home to be washed weekly)
- Backpack (optional)
- Lunch Container Labeled with First and Last Name on the outside. Daily nutritious Nut Free snack & lunch (No sweets)
- Nut Free Snack for aftercare children (No sweets)
- Water bottle labeled with name
- Closed-toed shoes
- Pre-toilet learned students - diapers and wipes (regular and flushable)
- Toys from home are highly discouraged, they can get lost or broken
- Medical release and current immunization record

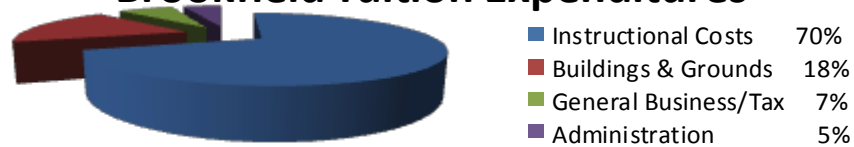
OPTIONAL DRESS CODE: A red polo shirt is the optional dress code for Pooh, Brown and Panda students and a Navy polo shirt for the Jr. K students. An optional logo is available. Uniform options will be reviewed the first day. Please go to dennisuniform.com or landsend.com for optional Logo.

TUITION: Brookfield is solely tuition funded. Tuition pays for teachers' salaries, building overhead, and capital improvements on the properties. Tuition may be divided into 1, 2, 4, 10, or 11 equal payments. Other payment schedules can be arranged.



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Brookfield Tuition Expenditures



We understand that by August you may have paid two months (July and August) of Tuitions. Tuition is based on the 180-day school calendar, not a monthly allocation.

1. All Families need to sign up with FACTS for payment of Tuition, Fees, and incidentals:
 - An automatic payment plan, FACTS, will deduct your tuition payments from a savings account, checking account, or
 - Apply the balance to a credit card each month. If your balance is applied to a credit card, FACTS does charge a 2.75% fee.
 - Payments are scheduled for the 10th of each month. No automatic payment will be withdrawn if payment is received by FACTS or Brookfield School by the 7th of each month.
2. How to sign up for a FACTS Automatic Payment:
 - Simply sign up for a payment plan right from this link for the FACTS website at <https://online.factsmgmt.com/signin/46ZJG>, click on “Create a username and password” and then follow the directions to create a new account.
3. If you choose to pay your bill through Brookfield School, it will cost \$15 a month.

PTA MEMBERSHIP & VOLUNTEER OPPORTUNITIES: Please see the PTA information letter for details that will be passed out on the first day of school. Please issue a separate check for PTA annual dues made out to “Brookfield PTA.” PTA membership (Parent membership and Volunteers needed), PTA Classroom Representative, PTA Barista’s, teacher appreciation, book fair, Father/Daughter Dance and classroom volunteers are all opportunities. See PTA or your teacher for possible involvement.

Brookfield School fully subscribes to and practices a policy of nondiscrimination with admissions and current students and families. Brookfield welcomes families and students of any race, creed, color, religion, gender, age, sexual orientation, gender identity, disability, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Brookfield School is licensed by the Nevada Department of Education and Nationally Accredited with NIPSA (National Independent Private School Association) and AdvancEd (NWAC, North West Accreditation).