



Faith First@ St. Columba Church Policies

## For 2020 Registration

**Registration:** To complete registration, we must have a registration form, registration fee, security deposit and medical statement. Medical statements are a summary of a well visit with the child's Doctor, that include immunizations, test results, allergies, medications and any other medical information that you would like us to know about your child. Medical statements do expire every year and we need a copy in every child's folder, each school year. Please keep in mind that we need to be notified if your contact information changes during the school year.

**Attendance:** Please notify staff at 845-469-9503 if your child will be absent. A calendar with holidays and days off will be supplied to you at the beginning of the school year.

**Snow Closing:** We follow that Chester School District for closings and delays due to inclement weather. You will receive an email as soon as the Director is notified that schools are closed or on a delay. In the event of snow starting during school hours, we ask that you keep in contact with us as an emergency closing could be called.

Remember:

- 2 hour delay – Full Day Classes will start at 11:00AM  
**NO AM CLASSES**
- 3 hour delay – Full Day Classes will start at 12PM  
**NO AM CLASSES**
- Early Dismissal due to snow : **NO PM CLASSES**

**Snack:** Please send in a healthy snack and water or juice for your child daily. We suggest cut up veggies, fruit, granola bars, cheese and crackers and pretzels. If your child has any allergies, please notify staff immediately.

**Health:** We wish to keep all students healthy, so please keep your child home if he/she is experiencing the following but not limited to:

- Fever, diarrhea, or vomiting
- Undetermined rash
  
- Active signs of illness including coughing, sneezing or difficulty breathing or lethargy
- lice
- Conjunctivitis (must be on meds for 24 hours before returning to school)

If your child exhibits any signs of illness during the school day, we will contact you immediately to bring your child home. We must have the name and number of someone that is available to pick up your child if you cannot. They must show ID.

**Clothing:** Please send in a comfortable set of clothing in a labeled zip lock bag. Please remember to change out seasonal clothing. Spills and accidents do happen.

**Birthdays:** Parties may be arranged in advance with your child's teacher.

**Pick Up:** Under no circumstances will a child be released to an individual who we are not familiar with and is not on the Authorized pick up list. Parents must provide a note of someone other than an authorized person is picking up. That person must show ID.

**Payments:** Tuition is due on the first of the month. The security deposit is due no later than August 1, 2020 in order to hold your child's spot. Checks should be made out to St. Columba Church. Please note that there is a \$20 late fee added to any payment after the 10<sup>th</sup> of the month. In addition, any check that is returned is subject to the service charge as indicated by the Bank.