

Dear Parents,

Welcome to Spring Meadows Academy! We are pleased that you have chosen our program. We hope that your association with us will be a delightful experience for your family. At SMA, we believe that children are a precious gift from God. Thank you for sharing your precious gift with us.

This parent handbook contains the philosophy and policies of our preschool program. Please set aside time to become familiar with this handbook. It will be very helpful in answering many questions that arise. We recognize that no handbook can answer every question. If you do not find an answer to your question in this handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director or Office Assistant. We will be glad to help you answer every question.

### **Our Teacher's Pledge**

I will accept my students for who they are  
and teach them with patience.  
I will instill upon them the courage to  
stand tall and follow their dreams.  
I will continue to grow  
and learn with and from them,  
and I will enrich their lives with my lessons  
as their smiles enrich mine.

### **SMA Mission Statement**

The central aim of the Spring Meadows Academy is to provide a loving, Christian environment in which to nurture and educate children. We also strive to provide a program that supports and uplifts our church family and community as they raise their children.

1. To assist in the growth of the whole child by promoting spiritual, intellectual, emotional, physical, and social development.
2. To provide a Christian environment that will promote a positive self-concept.
3. To assist children in learning to play together and to develop social skills.
4. To minister to families in our church and provide outreach opportunities for those in our community by developing relationships with them and their children.

## **Administrative Policies**

### **About Spring Meadows Academy**

Spring Meadows Academy is a non-profit organization operated by a Board of Directors under the direction of our shepherds at Spring Meadows Church of Christ. The preschool is located in the south hallway of the Spring Meadows Church at 2985 Duplex Road in Spring Hill, Tennessee. The mailing address is PO Box 1778, Spring Hill, TN 37174.

### **Entrance Requirements**

Our preschool program is available to children between the ages of 2 years old and 5-year-old Pre-K students. Children must be 2 years old on or before August 15 to enter the program. We require all children in our 4-year-old through Pre-K classes to be toilet trained.

Children attending the Kindergarten Enrichment class must be 5 years old by August 15<sup>th</sup> and enrolled as a homeschool student through an Umbrella School or through their county.

### **Application and Enrollment**

Your child is enrolled upon receipt of the student application and the enrollment and supply fee, provided space is available in the appropriate class. The supply fee covers materials for the entire school year. Both the enrollment and supply fees are non-refundable but may be transferred to another SMA sibling or student. If space is unavailable, you may request to be placed on the waiting list and we will notify you when space is available. There is no fee to place a child on our waiting list. All fees will be due upon notification that a spot is available, and your child is placed on a class roster.

A current immunization form is required for enrollment and must be provided to the school office within the requested time period. All immunization forms must be on the TN State immunization form issued by your child's doctor. Exemption forms are also accepted.

### **School Hours**

SMA operates on Monday/Wednesday and Tuesday/Thursday from 8:45am until 2:20pm. Students may attend either the Monday/Wednesday or the Tuesday/Thursday program. State law only allows children to attend a non-licensed facility for a total of 2 days a week AND no more than 12 hours a week.

We follow the Williamson County School calendar. Students will not be able to enter the school before 8:45am.

## **Security**

Security of our students is of the utmost importance at SMA. Therefore, the following rules will apply without exception:

1. Both school entrances will be locked at 9:10am. If you must arrive late, you will have to enter the school through the front school door. Please use the intercom to notify the office that you need access to the building. You may be required to present identification.
2. Any parent/adult wishing to enter the school building past the school office, must sign in at the office and be issued a visitor sticker to wear while in the building.
3. Closed circuit television cameras monitor and record both hallways inside the school as well as the entire perimeter of our building. This lets us know that the area is always safe for your child.
4. Students will be released only to parents and those authorized on the application form. Please notify the Director or your child's teacher if someone other than usual will be picking up your child. Proper identification is required. You may add names to your authorized list at any time during the year.
5. Students should enter and exit the vehicle from the left side of the vehicle, if possible. **For the safety of all, we ask that all parents remain in their vehicle during car line.**
6. If a child is picked up from school early, the parent/adult must come to the office and sign the child out. An office staff member will collect the child from class. When notifying the school of any changes to your child's day, please notify the office, not the classroom teacher. Notification may be made in writing, email or by phone.
7. Staff members have been trained in emergency plans in the event of fire, tornado, building lock down and other emergencies. We will conduct drills with the students randomly to be sure that everyone is prepared should the need arise.
8. During the event of a fire, tornado, building lock down, emergency or safety drill, your child will not be released to anyone (including parent) until the emergency or drill is over and the staff have been given verbal authorization by the Director or emergency personnel.
9. In the event of an emergency, parents will be notified using the Remind app. A notification will be posted on the front and rear school door. It is the responsibility of the parent to sign up and ensure communication is being received on the Remind app.

## **Pick-up and Drop-off Procedure**

**Car line begins on the first day of school.** To limit the amount of people entering our school building, we encourage everyone to make plans to utilize our morning car line for drop-off. Begin talking to your child about this process.

For the month of September, any parent of any age child is allowed to walk them into the building for morning drop-off. Following our safety policies, walk-in drop-off will not begin

until morning car line is completed at 9:10. **Parents are not allowed to enter the classroom and must immediately exit the school building after their child enters the classroom.** After the month of September, all children must participate in car line and parents will no longer be allowed to walk their child in.

Limiting parent involvement at drop-off is our way of helping both student and parent work through the “separation anxiety” phase. The longer parents linger in the car or at the classroom door, the higher the chance the child will begin to experience anxiety and fear. Please begin talking positively about school and drop-off procedures. Our goal is to give the children every chance to succeed at preschool and this method reduces the amount of tears for them. Parents will be called should we not be able to calm a distraught child.

Pick-up procedure will begin at 2:00pm and concludes at 2:20pm, weather permitting.

\*\*\*SMA is a full day school and early dismissal is not allowed, except for appointments and family emergencies. Please plan for your child to attend school from 9am – 2pm \*\*\*

After the month of September, ALL parents of children in our 2-year-old through Kindergarten classes will use the car line for drop-off and pick-up. Students will enter and exit the school from the door located in the back of our building. A car line diagram is attached for your review. We will use a single line in the morning for drop-off and a double line in the afternoon for pick-up. In the afternoon, we will load one line of cars at a time. **Please remain PARKED and in your vehicle until all cars are loaded and you are instructed to move!** Following car line directions is imperative to the safety of staff and students.

One of our teachers will assist your child from the car each morning and walk him/her to the car each afternoon. Teachers are **NOT** allowed to buckle children into safety seats. The diagram indicates areas of the parking lot that parents may use to safely get out of the vehicle to secure their child into a car seat.

Car tags are provided at Meet the Teacher. Please have the car tag ready to hand to the SMA staff member working car line pick-up. The tags will be taken and read in order and handed back to your child’s teacher. Students will be walked out, and your tag given back to you. Again, we ask that all parents remain in your car during pick-up and drop-off. If a car tag is not provided, ID will be collected, checked and verified using the Enrollment form. If the parent/adult is not on the pick-up form, the child will be held until a parent can be reached to verify dismissal.

Parents will be issued up to 2 car tags. Additional car tags are not needed, as ID is a valid substitute. Car tags, or ID must be used during afternoon pick-up.

## Tuition and Other Fees

- Tuition for the two-day program is as follows:

2 yr. old – 4 yr. old classes - \$1,845 year or \$205/mo. Aug-April

Pre-K classes - \$1,980 year or \$220/mo. Aug-April

Kindergarten Enrichment - \$1,620 year or \$180/mo. Aug-April

\*For those that enroll late in the month of August, the tuition schedule is September-May.

There is a \$15/month sibling discount for each sibling enrolled. The discount is taken off the higher tuition.

\*\*There are no tuition discounts for holidays, sick days, inclement weather, missed school days, unexpected closures, or personal/family leave.\*\*

- **Tuition is due on the 1<sup>st</sup> of each month.** After the 5<sup>th</sup> of the month, a late fee of \$5.00 per school day (Mon-Thurs – regardless of program) will be assessed. **Tuition is due even if your child does not attend school on the 1<sup>st</sup>.** Please look ahead and make your tuition payment on the school day closest to the 1<sup>st</sup> to avoid late fees. SMA provides multiple ways to turn in tuition payments, to help you avoid late fees.
- The parent or guardian that completes the tuition agreement is financially responsible for all tuition payments and any school related fees. The office is unable to contact other family members to ask for, check on, or request payment.
- School tuition deadlines may be altered for holidays, or school closures. Unscheduled closures will not count against you and late fees will not be charged.
- **There will be no tuition refunds or deductions given for absences from school.** If you withdraw your child during the middle of a month, the entire tuition for that month is due and no refunds are given. \*\*see Withdrawal/Dismissal
- **Should SMA close (due to unexpected causes) by the first of the month and remain closed for the entire month, tuition is not collected. Should SMA close (due to unexpected causes) and children attend school at any point during the month, tuition is still collected.**
- In the instance of an extended closure, SMA will switch all teaching to a “take-home” packet and video format. This will be optional, and parents will be issued an agreement form to select this option. If parents choose to participate in at home learning, 50% of tuition is collected and due by the 5<sup>th</sup> of the month. Tuition for this option may only be paid in cash or check, not PayPal or online.
- SMA has the right to schedule make-up school days on select Fridays throughout the year. This is not guaranteed and will depend on numerous factors, including teacher availability and building use.
- The primary way to pay tuition is to place cash or check in the tuition envelope in your child’s folder. **We are unable to look through the backpack for tuition that may be placed in other spots.**

- Tuition may also be dropped off in the mail drop box outside the school entrance, after school hours only. Tuition needs to be placed in an envelope and clearly labeled.
- The school website [www.springmeadowsacademy.com](http://www.springmeadowsacademy.com) also offers payment of tuition through PayPal or a credit/debit card. Please make sure the office can identify you by your email that is used through your PayPal account. A fee is charged for this service.
- SMA is not responsible for any tuition that is handed to a teacher or placed in a location other than the tuition envelope or the mail drop box.
- SMA is not responsible for any issues with PayPal or glitches in technology. If PayPal is down, other payment arrangements need made.
- Any Pre-K student that has an outstanding tuition account will not be eligible to walk in the graduation program and will not receive their graduation certificate, tassel or class gifts until the account is in good standing.
- If the proper withdrawal procedure is not followed, tuition will still be considered due. If a child is withdrawn from SMA without a 2 week notice and tuition is not paid, it will result in an outstanding account. A child, or sibling, cannot be enrolled the following school year with an outstanding account. (\*\* see Withdrawal/Dismissal below) In extreme cases, the account may be sent to collections.
- A late fee for late pick-ups will be assessed at a rate of \$1.00 per minute after 2:20pm., or by the completion of car line. Late fees are due immediately and must be paid in cash/check.
- A fee will be collected during the spring. This fee of \$20 per child will assist our Pre-K teachers in purchasing additional supplies to make Pre-K graduation an extra special time for the graduates and will also cover expenses for the end of year promotion party and lunch for our students.

### **Withdrawal/Dismissal**

Two weeks advance notice must be given to the Director when withdrawing a child. A withdrawal form must be completed by a parent, stating the reason for withdrawal and the last day of school for the child. The Director may dismiss any child from the program for reasons deemed appropriate. Paid tuition is not reimbursed due to withdrawal.

### **Tax Receipts**

Tax and tuition reimbursement statements will be provided by request only. Please contact the school Office Assistant at [smaofficeassistant@gmail.com](mailto:smaofficeassistant@gmail.com) to request financial statements. If a specific form is needed, the parents must provide the form to the school office for completion. The office requires a week notice to complete all reimbursement statements.

### **Classroom Management Policy**

Teachers and staff will use positive reinforcement and praise to maintain behavior in the classroom. If a discipline problem occurs, the classroom teachers will utilize our GREEN and RED choices behavior system. This system relies on teaching children what positive (GREEN) and negative (RED) choices are. Praise is given for children that make GREEN choices. Teachers use books, puppets, skits and lessons to model and demonstrate GREEN behavior choices. "Time-outs" will be used sparingly and only after every effort to redirect has been exhausted. Parents will be promptly informed of any continuing behavior problems and encouraged to meet with the teacher to develop a cooperative plan of action at home and school. All attempts will be made to meet the individual needs of a child. When all options are exhausted, a child's dismissal may be necessary. The Director and Advisory Board can dismiss a child from the program for reasons deemed necessary to serve the best interest of all students and the staff of SMA.

An Incident Report will be sent home for any child who causes physical harm to another student or teacher. This includes, but is not limited to, biting, hitting and extreme rough play. In extreme cases, parents may be called to pick up a child from school should one of the above incidents occur. After three incident reports for the same situation, the Director will meet with the parents to assess the student's ability to remain at SMA. This policy is in place for the safety and well-being of all SMA students and Staff.

A Behavior Report will be sent home for any child who is a habitual negative disruption to the other students in class and does not respond to the classroom management policy. Foul and/or threatening language to the staff or another student is grounds for immediate dismissal.

We are unable to provide one on one care. If your child requires one on one care to be successful in a classroom environment, a parent meeting will be scheduled and dismissal from the program may be necessary. Children should be able to keep up with typical developmental age skills and tasks. Our goal is to provide ALL children with a positive environment, where they feel safe to express themselves and to learn.

### **Sick Policy**

- We follow Williamson County Schools "Illness Guidelines".
- Parents are encouraged to perform a health check on their child prior to arriving at morning drop-off.
- A student with a temperature of 100 degrees or above will not be admitted or allowed to remain at school.
- A student that appears to have symptoms that are listed on WCS Illness Guidelines will not be admitted to school.
- Children who become ill after arriving at school will be isolated in the office and made comfortable while parents are called. A mask may be placed on a sick child while waiting for pick-up. Parents will be required to pick up a sick child within 30 minutes. A late fee of \$1.00 per minute will apply if the sick child is not picked up in a timely manner.

- All parents must provide a **LOCAL emergency contact** that has authorization to pick the child up from school. This person should be called if a parent is unable to arrive within the 30-minute time frame.
- Parents will be made aware of any contagious outbreaks. Parents are asked to notify the Director if your child has a contagious illness so that we may notify other parents. Names will not be given.
- Please respect the other preschool families and our staff by keeping your child home if he/she has any of the symptoms listed on the guidelines.
- An accident report will be sent home for any injury that necessitates a child being brought to the school office for minor first aid.
- Please note that select staff members are CPR certified and Pediatric First Aid trained, and a pediatric defibrillator is available.
- SMA does not provide an on-site school nurse.

### **COVID 19 School Policies**

SMA, the SMA Advisory Board and the SMCOC Eldership are responsible to make policies related to the health and safety of students, parents and staff in our facility. We will look to WCS and others for guidance but will not adhere solely to their recommendations or policies. SMA is a non-licensed, part-time preschool program, and is responsible to set our own guidelines and procedures.

SMA reserves the right to change, modify and add any policy related to the Corona Virus.

The intention of SMA is to start school on time (September) and to remain in school all year, regardless of the decisions of local county school administration. Should the Governor of the State of TN place the state on a “stay at home order” or quarantine, SMA will have no choice but to comply and school will move to a remote format for the length of the stay-at-home order. The at home learning format is optional and will require a partial tuition payment to participate in at home learning. (Further information on this program will be offered at the time it is needed)

#### COVID 19 Policies:

- We are a mask optional facility.
- Teachers may choose to wear a mask during the school day, especially if they or a family member have health concerns.
- All staff will perform a health check prior to reporting to work.
- SMA will follow the WCS Illness Guidelines and will not allow anyone (staff, visitor, or student) in the building that show signs of illness.
- Frequent handwashing is encouraged. Hand sanitizer will be used at times that a restroom/sink is unavailable.
- Should a student develop a fever of over 100 degrees during the school day, parents will be called, and they must immediately be picked up. A mask may be placed on the child while they are waiting for pick-up.
- Parents are responsible to determine their child’s symptoms, need to visit a Dr., need for COVID testing, exposure, etc., prior to returning to school. Medical



information shared with the school office will remain private and names will not be shared.

- Should a student or teacher be COVID positive, the entire classroom will be shut down for 48 hours to deep clean and sanitize. Subs will be brought back in to reopen the classroom, while those affected are quarantined at home.
  - If a second class is affected, we will follow the same routine.
  - If more than 2 classes are affected, then the entire program will be shut down for a deep cleaning and we will evaluate what the reopening timeframe will look like.
- Quarantine timeframes will be determined off the current CDC and State recommendations.
- SMA uses approved cleaning products to disinfect and sanitize our classrooms and building.
- SMA limits the amount of people entering our facility during the school day. Events like the Christmas program, Thanksgiving, Graduation, etc., will be evaluated closer to the dates and may be changed or canceled depending on the current COVID rates, both locally and at the State and National levels.
- All large group or parent invited events will be evaluated prior to the event date.

### **Snow/Weather Related Cancellation Policy**

We will follow Williamson County schools for snow or adverse weather closings and all breaks and holidays. SMA is not required to send out a message by email or phone to inform you of school closures. If a message is given, it is done as a courtesy. A message will be posted to the SMA Facebook page and parents will be contacted using the Remind Me app. An attempt will be made to send an email. It is the responsibility of parents to ensure you are receiving all school communication.

During the school year, it is the parent's responsibility to watch the local news stations for school closure updates. You may also follow WCS on Facebook and twitter for school closure information.

Regarding late openings or early closings, we will use the following schedule:

- If WCS opens 1 hour late, we will open at 10:00am.
- If WCS opens 2 hours late, we will open at 11:00am.
- If WCS closes early, we will close early as well. You will be called by your child's teacher and notified of our adjusted pick-up times.

### **Communication from/to SMA**

We will use our email system for much of our communication from the office. Reminders about events, pictures, calendars, etc. will all go home via email. Most correspondence will be attached to emails in the form of a .pdf file.

You will receive emails from the following email addresses:

kellydirectorsma@gmail.com, smaofficeassistant@gmail.com and your teacher's school email address. It is the responsibility of parents to ensure that you are receiving emails from the school and that the email address we have on file is current and correct.

The Remind Me app will also be used by the office to notify you of immediate needs and small messages. It is the parents responsibility to enroll in the Remind Me app and to ensure that their settings allow for messages to be received. Remind Me is a “send only” app and cannot receive responses. Please ensure that the office and your child’s teacher maintain your current email address and phone number.

The classroom teacher will send reminders, calendars, newsletters and more, home in paper form in your child’s school folder. The teacher will also provide you with a school email contact. You may use this email to correspond with your child’s classroom teacher. This email will be used to send out classroom updates, newsletters, reminders and pictures. Email is the primary method of communication at SMA.

SMA will also utilize our public and private Facebook page. The public page will contain information, so the community can see all the exciting things taking place at SMA. The private SMA page is for parents of current enrolled students only. If someone other than a parent requests to join, the request will be denied, unless the office is contacted and provided with a valid reason. Our goal is to limit contact to students and maintain private student information and images.

Teachers will not have a school related Facebook page. Again, this is to help control private information and images. If you find or are invited to join a school related Facebook page, other than the 2022-2023 SMA page, please notify the office immediately. The office will take steps to get the page closed.

A school directory will be provided upon request. You also have the option to limit your information on the directory or to opt out completely. If you opt out, your child’s name will be the only information shown on the directory.

## **Classroom Policies**

### **Label, Label, Label**

Please make sure to label everything your child brings to school. This includes backpacks, lunch boxes, water bottles, etc. Items sent to school without labels may be labeled by your child’s teacher. We will make every attempt possible to help recover lost items but are not responsible for items sent to school.

### **Lunch**

Please send a wholesome, well rounded, packed lunch, including a drink for your child each school day. Lunches should include items that your child can feed themselves. We are not able to heat or refrigerate items in your child’s lunch. Drinks should be spill resistant or spill proof. Open water bottles (i.e., Dasani, Deer Park) are not allowed. Your child may be able to drink from an open water bottle at home but keep in mind that when 12 other children are eating at the table, spills happen! One spilled drink can ruin several lunches.

Your child's safety is our concern during lunch time. To avoid choking, please cut the following foods into small pieces: hot dogs, grapes, carrots. Be mindful of any food that could be swallowed whole and may cause choking. **Any food not cut will not be served and will be returned home.** We will do our best to send uneaten lunch items back home.

Messy foods like squeeze yogurts, drinkable Danimal yogurts, and pizza Lunchables are discouraged. These foods end up on tables and shirts and not in tummies.

Highchairs are not used at SMA. Your child must be able to sit in a small chair or a bench seat.

### **Snacks**

SMA will provide a daily snack of preschool friendly snacks (goldfish crackers, animal crackers, and veggie straws). **Please send a spill-resistant water bottle for snack time.** Special snacks will be served on many of our school days. You may be asked to send in an item for our special snacks. Your child's teacher will notify you of any needs. Our usual snacks will always be available for those "picky" eaters who may not want to try a special snack. If your child has a specific allergy or diet restrictions, please discuss snack options with your teacher. Parents with children with food related allergies may be asked to provide a "safe" snack for their child each school day.

\*Information on SMA's Allergy Policy will be provided to parents at Meet the Teacher. Children with food allergies must meet with the Director prior to the start of school.\*

### **Naps**

Children in the 2's classes will take a nap in the afternoon. Children in the 3's classes will have a rest period. The rest time will vary throughout the school year and will be dependent on the needs of each child and the class. Rest/Nap times will be communicated with parents. A child will never be forced to take a nap. If a child no longer naps and others in the class are, the non-napping child will be given quiet activities until most of the class is awake or nap time is over.

Children in the 2- and 3-year-old classes will have a nap mat and cover provided by SMA. Each child will have their own mat and mats will not be shared with other students. Please send in any blankets or special items they sleep with. Make sure to label everything.

### **Backpacks/Clothing**

Each child will need a **full-size backpack** (elementary school size). The backpack should be large enough to hold a full-size folder, change of clothes and his/her lunch box. Teachers will help carry the student's bag, should it be too large for them to carry.

Every child needs a full change of clothes including socks and underwear. A labeled gallon Ziploc bag will be provided for you at the beginning of the school year. Accidents do happen at preschool - spills, dirt, and potty accidents, so extra clothes are required, even if the student is fully toilet trained. If the student needs a change of clothes and one is not available in their backpack, the student may be dressed in extra school clothes. If there are no extra clothes available, parents will be contacted and asked to bring clothes, or pick the student up from school.

Please dress your child in preschool appropriate play clothes. Our fun filled days include markers, glue, paint, outdoor play, water, sand, etc. We use washable paints and other items and make every effort to keep your child clean, but it is preschool. We do not guarantee that all craft items, paints and markers will be washable. **Flip-flops are not allowed at school.** They are hard to run and play in and the children constantly take them off, which leads to 12 children without shoes. Please send your child in shoes with a back and straps/ties.

### **Folders**

A folder will be given to your child on the first day of school. Please check this folder daily for school information and any papers your child has completed during the day. Make sure to return this folder in your child's backpack every school day. Tuition envelopes are in this folder, as well as behavior charts.

### **Diaper Children**

Each child in the 2- and 3-year-old classes who are still in diapers should send in enough diapers, pull-ups and wipes for the school day. Teachers do have room to store these, so a parent is welcome to send in diapers, pull-ups and wipes in large quantities. All diapers and pull ups should be labeled with your child's name.

### **Bathroom Use**

**Children in the 4's, Pre-K and Kindergarten classes are required to be fully toilet trained.** This means that pull-ups or diapers are not needed throughout the day and that accidents are rare. A child should be able to notify the teacher when he/she needs to use the restroom. If consistent accidents occur, or the child needs a pull-up or diaper, the child will not be eligible to remain in a 4's or Pre-K class. If an opening in a younger class is not available, the child will be dismissed from the program.

Restrooms are available to the child during class time. Children in classes that do not have a restroom are walked down to the extra restroom in the school hallway. Planned bathroom breaks are taken up in the lobby area of the building. A child will not be allowed to use the restrooms on the Church side of the building.

A teacher may need to enter the restroom with your child to monitor other children or offer assistance with using the toilet. A teacher will only help wipe your child if the child asks for assistance. If you do not want a staff member helping your child with toileting, you must have this documented and kept in the office. Teachers will never be alone, with the door closed and/or locked, while your child is using the restroom. If the teacher is alone, they will be outside the restroom, inside with the door ajar and/or visible to other staff and the school cameras.

### **Toys from Home**

Please help us protect your child's toys by leaving them at home. Too frequently they are lost, broken or battled over. The only exceptions are the item your child needs for nap time or show-and-tell items if requested by the teacher.

### **Birthdays**

Parents are encouraged to bring a special birthday treat for their child's birthday. Each teacher has their own system for celebrating birthdays in their classroom. You will be given information on how your class will celebrate parties. When providing treats for the class, please keep in mind the messy factor in selecting a special treat. Cookies, Rice Krispie treats, etc. work best!

### **Holiday Parties**

During the year, special parties will be planned for holidays. The teacher needs parent help to make sure that the party is special for each class. Each teacher has their own system for holiday party planning. Some teachers rely on a "room parent" who will oversee planning the parties, while others may ask for volunteers or plan the party themselves. Signing up to help with parties is a great way to get involved in your child's class. Typically, only 2 parents are needed to plan a party.

Due to classroom space, not all parties are open to parents.

### **Parent Involvement**

SMA has an open-door policy. You are encouraged to drop in to visit at any time. If you have a special skill that you would like to share with the class or the entire school, please let us know. We would love to have you participate with us as much as you would like! Anyone that visits the classroom or a child during lunch or a party, must check in at the office and receive a visitor sticker prior to entering the school hallway.

Due to COVID, we are asking parents to try to limit their time spent in the building. Under certain circumstances, you may not be allowed in certain areas, or your access restricted to the school hallway.

If a parent volunteers frequently, a background check may be required to continue frequent contact with students.

### **School Pictures**

Professional portraits will be scheduled during the fall. Purchase of the portraits are optional.

Pre-K graduation cap and gown pictures will be taken in the spring prior to graduation. Purchase of the portraits are optional.

SMA does not receive money from the sale of school pictures.

### **Car Line Diagram**

All students participate in car line for morning drop-off and afternoon pick-up. This ensures a controlled environment in the parking lot and will also give each parent and child experience with using a car line before entering elementary school.

Please review the image below along with the “Pick-Up and Drop-Off Procedure” found on pages 3 and 4.

The “buckle up” zone is a safe area for parents to exit their vehicle and check that their child is properly secured before exiting the school property. Children should not be removed from the vehicle and allowed to walk in this area. Parents are responsible to check their surroundings and ensure the area is safe prior to exiting and moving their vehicle.

