



FORT STEWART PRE-KINDERGARTEN CHECKLIST BLDG. 403/475

Initial	Orientation Guidelines
	1. Philosophy/Mission of CYS (Enclosed in Parent Handbook)
	2. Sign child In/Out of Rooms: All children must wash hands upon entering the classroom. A. Parents must have the child's swipe card in order to drop off and pick up their child. B. Parents are allowed access to all programs at all times.
	3. Supplies Needed: (extra clothes and wipes) A. Label all items brought to the center with your child's name.
	4. Hours of Operation: 8 a.m. - 2:30 p.m. (Wrap-around care is available for a fee) A. Wrap-around care is from 6 a.m. - 8 a.m. and 2:30 p.m. - 6 p.m.
	5. Fees: A. Late pick up fees are due at the time of pickup. NO EXCEPTIONS. B. Beginning 6:01 p.m., patrons are charged at \$1.00/minute/per family, additional charge of \$5.00 after 15 minutes per child. C. Wrap-Around Care fees are due on the 1 st and the 15 th of every month. A \$10.00 late fee is applied after the 5 th business day of the each month per day and per child.
	6. USDA Meal Times: Breakfast is at 8 a.m. and Lunch at 11:30 a.m. There will also be a 3 p.m. Snack for children in wrap-around care.
	7. Allergies/Medications: Proper documentation must be completed and placed on file. (Rescue medications, Epi-Pens, etc. Medication must be in the center while child is attending).
	8. Illness: If a child has any of the following he/she will be sent home. Fever of 100F (during FLU Season), Fever of 101F, diarrhea, vomiting, pink eye, etc.
	9. Field Trips: Permission forms must be completed for any away activities.
	10. Naptime: Duration of one hour. Mats and sheets will be supplied by the center. No Pillows will be allowed.
	11. Children's Records: A. Copy of current shot record. B. Copy of current emergency designates list. C. Reports and address/work/home number changes. D. A two week notice must be provided prior to withdrawal.
	12. Accident Reports: Written documentation of any incidents that may occur. All teachers are responsible for reporting any suspected cases of Child Abuse or Neglect.
	13. Children Attire: A. Open-toed shoes are not allowed. B. Please dress your child appropriately for the weather. C. Do not bring any valuables that might be damaged or misplaced.

	14. Attendance: A. Absences and tardiness will be documented. B. 10 consecutive days missed without valid documentation can result in dismissal from the program. C. Written excuses of absences must be given to Lead Teachers in the classroom. D. Virtual students must log in to the live virtual sessions daily or they will be marked absent for the day.
	15. Tardiness: Pre-Kindergarten begins promptly at 8 a.m. A. You will be allowed to begin drop off at 7:50 a.m. B. Anyone arriving after 8:10 a.m. will be counted as tardy. C. Tardiness will be recorded; habitual tardiness will result in a conference and possible dismissal from the program.
	16. Ratio (Child/Adult): 22/2
	17. Disruptive Behavior: A. Army Operational Guidance for Behavior Support. B. Parents will be notified either verbally or through written documentation. C. Constant disruptive behavior will result in exclusion from the program.
	18. Georgia Pre-K Program Family Handbook http://www.decal.ga.gov/documents/attachments/PreKFamilyHandbook.pdf
	19. I acknowledge that I have watched the virtual Pre-K orientation video.
	20. I acknowledge the absenteeism information.

Child's Name: _____

Parent Signature

Date

Staff Signature

Date