

# ABC's of Membership For The Country Club for kids

**Accidents...** (Let's get this unpleasant subject out of the way first! Unfortunately, accidents happen! The faculty at the Country Club will do their best to ensure the safety of your child. However, if your child gets scraped, bruised, bumped, etc., you will be notified in writing about the incident and treatment given. If an injury appears more serious, you will be notified by phone. For a life threatening condition, it would be necessary for us to notify emergency medical services first, then contact you at home/work.



**Birthdays** are a special occasion in the life of a child! We encourage parents to send in a treat for your child's class on the special day. (Please indicate if the treat is a peanut or peanut-free food so we know if we should arrange a separate snack/seating area for children who are allergic.) If you are planning a party at home and would like to include children from school, you may give the invitations to your child's teacher to be distributed; however, we are unable to give out addresses and phone numbers of classmates.

**Curriculum...** Each of our programs is designed to meet the cognitive, social, emotional, and physical needs of each child. A monthly calendar is distributed for each program which will describe the themed units planned for each class. Developmentally appropriate practices and a hands-on learning approach are used when planning our curriculum. Parent conferences are held twice a year to discuss your child's learning. Progress reports are done to record areas of strength, weakness, and to record accomplishments throughout the year.

**Days & times of operation...** The Country Club for kids is open Monday-Friday from 7am-6pm, 50 weeks per year. During the school year, classes run from 8:30am-11:30am, with the option for extended hours before and/or after class. Preschool programs are flexible with a daily rate. Enrollment can be from 2-5 days per week. Kindergarten is a mandatory 5 day a week program. We are closed for 2 weeks of vacation and various major holidays...see "H" & "v" for details.

**Everyone is treated as an individual...** Please make us aware of your child's special needs. It is our intention to see that your child gets the care and attention he/she deserves.

**Field Trips...** Field trips enhance the learning process and are just plain fun! However, with new restrictions placed on us by our insurance company, and new bus regulations, we are not able to take trips as often as we would like. If the opportunity arises for your child to take part in a field trip, you will need to sign a permission slip and pay the cost of the trip in cash. If you wish to chaperone a trip, notify your child's teacher. If you are able to drive for a trip, please provide us with verification of your car insurance policy. We hope you can someday join us on a class trip! It's a great way to get involved in your child's school experience.



**Graduation...** At the end of the school year, The Country Club will have a celebration for the children and a graduation ceremony for children graduating from our classes. Information is distributed in May about the events. The Country Club and ToT SPoT will close at noon on graduation day. This is a nice day to spend with your child and gives our hard working teachers a chance to have an afternoon free after closing a successful year. They gear up for our summer program beginning soon after school gets out.

**Holidays...** The Country Club observes the following holidays: Civil Right's Day, Memorial Day, Labor Day, Columbus Day, Thanksgiving & the day after, and December 24th. There are charges for these days as our tuition is pro-rated and our teachers are paid for the holidays.

**Inclement Weather...** Preschool and Kindergarten will be cancelled when the Ellis School closes for severe weather. However, The Country Club will do its best to remain open for families in need of daycare. In an unusual event that we must close or delay opening for the safety of your child and our staff, we will have it announced on WERZ FM (107-1) and WOKQ FM (97.5) and post it on WMUR TV channel 9.

**July & August...** The Country Club will offer daycare and summer programs for your child. If interested, please inquire with the director for details. Typically, the summer program packets are distributed in mid April. Registration is available for summer only or as part of a full year program. See the attached flyer regarding our summer programming.

**Kristy Butler & Patricia Lavery** is a mother/daughter team who co-owns & manages The Country Club for kids. Kristy, the director, has an Associate's Degree in early childhood education, a Bachelor's Degree in Social Work and graduate work in education. She spent 9 years working in a counseling capacity prior to becoming a preschool & kindergarten teacher in 1992. Pat holds a Master's Degree and is a retired kindergarten teacher/Assistant Principal from the West Newbury, MA public school. She has 30 years teaching experience and earned the coveted "Master Teacher" award as a tribute for her contribution to education. Pat currently teaches piano students to 25 students a week and is our Account Manager.



**Lunch & snacks...** The children break for a snack two times each day. Each child should pack a snack & drink for mid-morning and later in the afternoon (9:30am & 2:30pm). Children who stay after class should pack a balanced lunch and drink in an insulated lunch bag.

(PLEASE do not pack peanut snacks. We have several children allergic to peanuts. If you must pack peanut products, please mention this to the teacher so we can be sure to seat your child away from any child who is allergic. Thank you!)

**Medications...** Our facility is allowed to dispense medication with a signed authorization form. All medication must be in the original pharmacy dispenser with the child's name, drug name, and directions clearly labeled. First aid situations are handled by the staff. Over the counter drugs without an indication for your child's age cannot be given by our staff.

**No one but you may pick up your child** unless you have notified the staff in writing. All alternate pick-up people must have a picture ID before taking your child.

**Outdoor Preparation...** Sunscreen & bug spray can be applied to your child with a note stating that you wish to have it reapplied in the afternoon. As for the mornings, children should arrive with it already on. Please label any bottles of lotions or sprays you send in.

**Playground...** The children will spend a minimum of 20 minutes outside each day on our playground unless there is severe cold, heat, or rain. It is important to send appropriate outdoor clothing so your child is comfortable. Please send a change of clothes and extra socks in case they get wet or soiled.

**Qualified Staff...** Our teachers have extensive experience with children and college degrees. The aides have college credits & a year or more of experience in childcare. Everyone employed by The Country Club for kids CPR & First Aid certified. Please get to know us!

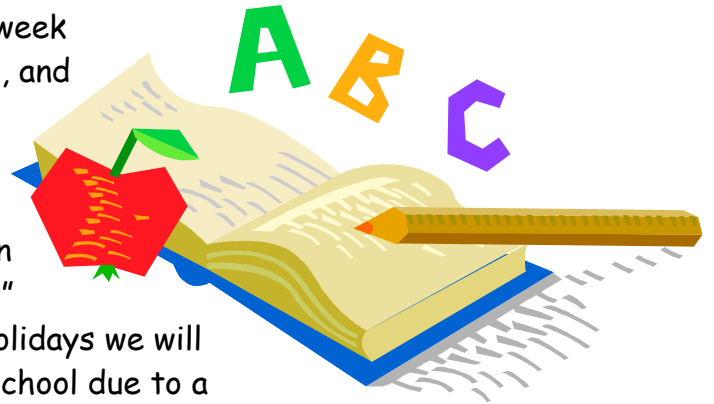
**Registration...** Each child must become registered as a member of the country club for kids. There is a non-refundable fee of \$30 per school year, \$40 per full year, or \$15 for summer only. Your registration fee will hold your spot for the upcoming school or summer program. If you are seeking placement during the school year, we will hold your spot for up to 2 weeks.

**Supervised Bus Stop...** We are able to board and greet the Ellis School bus and will provide after school care for siblings or graduates of The Country Club for kids.

**Tot Spot...** is our wonderful program for our infants and toddlers. Their building is located on our property but separate from our main building. Their **phone number is 895-4833.**

**Under the weather...** If your child becomes ill (vomiting, diarrhea, or temperature of 100.5+) while at school, you will be notified and given 1 hour to have your child picked up. If your child has a rash, conjunctivitis, or other communicable disease, a note may be required from your doctor before your child can return to school... See "M" for details regarding medic.

**Vacations...** The Country Club is closed for the week between December 24th and January 1st, and during a week in the summer. For other school vacations and holidays, The Country Club will not hold preschool or kindergarten but will be open for vacation week care. (Note: The "Important Dates" lists the dates of summer vacation and holidays we will be closed.) If a member will be missing school due to a family vacation, please let your child's teacher know. There will still be a charge to the member as our staff will still be paid.

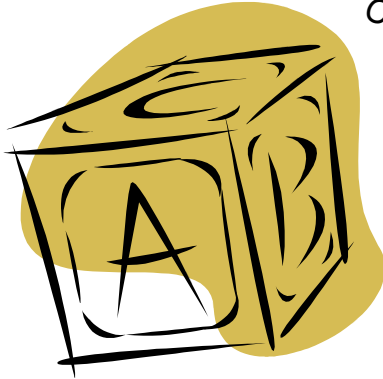


**Walks...** For a change of scenery, we will walk the street to the left of our buildings. This is considered our neighborhood and signing your registration gives us permission to walk in this area. We are sure to have appropriate staff ratios and use extreme road safety.

**X-cellent Care...** We will guarantee your satisfaction! Please let us know if you have any questions or concerns while your child is at The Country Club for kids.

**You're Welcome anytime...** Feel Free to stop in and visit our classes. If you have knowledge, a talent or hobby that you could share with a class related to the themes they are learning about, we would love to have you join us!

**Zzzzzzzz...** Naps and rests vary from program to program. As a general rule, each child age 3 and under should bring "nap gear" (crib sheet, for our mats, blanket to cover up with, snuggle item, if desired). This "gear" will be left at The Country Club during the week and sent home for washing on Fridays.



Our rule of thumb for kindergarten and 4 year old preschool children is to have quiet table choices for a bit in the afternoon. After the quiet period, the children then have an additional recess or free play. If a child from these classes seems to need a nap or rest, he/she will rest for 1/2 hour on a mat. If they fall asleep, they will be allowed to sleep until 2:30pm like our Jr. Preschoolers and Tot Spot members.