

SOUTHERN HILLS CDC

"A Great Place To Grow"

A Note From the Director

Welcome to Southern Hills Child Development Center. We are glad you are here! We know the first couple of weeks are hard on the children...adjusting to new teachers, rooms, schedule, etc. We try to make the changes as easy as we can. These are some ways you can help us:

- **Talk positive about school.** Ex: "You will have so much fun playing, going to music, eating lunch, and learning!"
- **Remember a shorter goodbye means a shorter cry.** Even if you want to cry, DON'T! You can after you drop them off, but please not in front of your child.
- **Have your child to school by 9:05 and pick them up at 2:35.** It is important for them to feel a part of the class.
- **Bring us your happy, healthy, well fed and well rested children!**
You are trusting us to take care of your most precious gifts and we want everyone to have a wonderful, fun filled year! Thank you for depending on us to care for your sweet kiddos!

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August Tuition: _____

September Tuition: _____

Total Due: _____

***Due September 9th, 2019. Statements will be emailed by the first week of August session.**



Classroom Assignments 2019/2020

_____ is enrolled in the _____ on _____

_____ is enrolled in the _____ on _____

_____ is enrolled in the _____ on _____

Dates To Remember

- **Aug 15.....Open House 4:30-5:30 Come and Go**
- **Aug 19.First Day of CDC**
- **Sept 2 & 3.....Labor Day NO SCHOOL**
- **Sept 12..Pizza Day/ Spirit Day**
- **Sept 9.....Aug/Sept Tuition Due**
- **Sept 16.....EPS Prof. Day NO SCHOOL**

School



OPEN HOUSE

Thursday, August 15th

4:30-5:30

Come and Go

The first day of school creates much excitement and on occasion uncertainty for many children and parents alike. For most children, it is beneficial to visit the new classroom and meet the teachers before the first day of school. The staff will be here from 4:30 to 5:30 for a come and go to give us a chance to visit with families. If you have specific information to share with the teachers concerning your child, please share the information. We also ask that you bring the information written down to leave in the classroom with the teachers. Open House can get really busy and information can get lost in the process.

A Few Reminders

- Babies must be in disposable diapers & provide their own sleep sack.
- DHS requires all lunches containing perishable food items must contain a cold pack to help ensure food is kept safely until lunch time.
- We ask that children not bring toys from home because they often get lost or broken and are difficult to share. Books to share with the class are welcome anytime.
- Please label jackets, lunch boxes, sippy cups, blankets, backpacks, and any other items your child brings to school.
- An extra change of clothes, labeled with the child's name, needs to be in every child's bag at all times in case of an accident. On cold days, coats, mittens and hats are needed.
- ALL children must be checked in and signed out each day. We are required to keep daily attendance records -- it is a matter of safety for our students.



Dollars & Sense



Your child's tuition is figured at the rate of \$105 month/day enrolled. This remains the same regardless of the number of days attended in a given month. We have found it easier for our families to know what this charge will be each month rather than going up and down. To assist our families, we are establishing the 1st of each month as the due date for tuition. Any payment received after the 7th of the month will be considered late and a fee of \$10.00 will be added to the account. Payments can be dropped off in the CDC office or we are happy to receive payments by mail. We will operate 2 weeks in August. We have added 1/2 of your monthly tuition charge for August to your September balance. August/September tuition is due September 9th. We can receive partial payment in August for your August/September tuition if you wish to write two checks. Payments may be mailed to the address on the front page. Any check returned for collection will result in a \$20.00 charge. Our drop-in rate is \$30.00.

CDC Calendar

Enclosed is a calendar of this year's important dates, pizza days, parties and much more!

Please make sure to save these calendars...

- on your refrigerator
- in your cell phone

You can also find our calendar online at:
www.shcdc.net
starting in August.

Classroom letters

Each classroom will provide you with a letter explaining their day. Please read and if your child is in a napping room try to adjust your schedule to meet ours. Our goal is to have a happy child. If you need to pick up early and are in a napping room, we ask that they are picked up before nap-time.

Thank you for your understanding.

Pizza Pre-Pay
This Year

Pizza Days

Each month we have two Pizza Days, starting in September. The cost is \$3.00 per child. We LOVE our pizza days!! If we have a profit, the money goes toward our scholarship fund. Any donations toward this fund are always very appreciated.

For the first time this year, you can pre-pay for pizza days during Open House. Or you can continue to pay on the pizza day.

Parent Handbook

If you are a new family, please come to the office if you have not received your parent handbook. You can also view our handbook on our website.

Accounts Receivable Statements

If you need a monthly statement please let Amber know. They are sent by email between the 15th and the 20th of the month.

Please be sure that we have a current immunization record for your child.

We are excited to be starting a new school year with your child(ren).

Just a few more reminders to go over:

- **Each month you will receive a newsletter containing important information and a separate invoice for tuition in your email. You can also find our newsletters online and through the SeeSaw App.**
- **Tuition is due on the 1st of each month and late after the 7th. We are a "Not for Profit Organization." If you are not current, your child will not be admitted to a class after the first of the next month if tuition and fees for the preceding month have not been paid, unless special arrangements have been made through the office. You may want to set up a monthly check to be mailed to us through your bank. Be sure it is made to "Southern Hills CDC." There is a tuition box in the office to leave your checks or they can be mailed.**
- **Arrivals and Departures: We open at 9:05 and pick up time is 2:35. It is best for your child to experience the full day.**
- **We run with the Edmond Public School for vacations and closings**
- **Your child MUST be illness free for 24 hours without the use of Tylenol or Ibuprofen. This includes: fever, throwing up and diarrhea. Thank you for helping us keep the germs down.**
- **Remember the children play hard at school; therefore, tennis shoes are required. Crocs, boots, or flip-flops are not safe at school.**

Thank you for helping us take care of your children.

Coming and Going...

- Please use extreme caution in our parking lots. We have 120 little people coming and going each day. Allow a little extra time. Use the entrance and exit lanes. Be certain your child is safely restrained before you drive.
- PLEASE DO NOT LEAVE CHILDREN UNATTENDED IN YOUR CAR
- The parking lot in the front, off Boulevard, is used by our staff and by the church. Please refrain from using this parking lot.
- CDC Parents are asked to use the parking lot on the South side of the main building. The angled parking on the North of the building offers a few more spaces.
- Please do not park in the handicap parking spaces, these are policed by Edmond PD.
- CDC operates from from 9:05-2:35 each day. Late charges will be added for children picked up after 2:35.



Security News



We lock the building doors between the hours of 9:35 a.m. and 2:05 p.m. If you need to pick your child up early from school please use the SOUTH parking lot off of Clay Street. There is an intercom system at the door and we will let you in. Thank you for your help in keeping the children safe.