

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! The first few weeks of school are full of new and exciting experiences. Here are some easy ways to help your child as the school year begins:

- **Speak positively about school. Ex: "You will have so much fun playing, going to P.E., eating lunch, and learning!"**
- **Short goodbyes make transitions easier.**
- **Be on time.**
- **Bring us your healthy, well fed and rested children!**

Thank you for trusting us to take care of your most precious gifts and we want everyone to have a wonderful, fun- filled year!

- **The school calendar is posted online.**
- **Classroom letters will be handed out during Open House and posted to each class SeeSaw.**
- **If you want to prepay for pizza please do so by August 19th.**
- **T-shirt orders are due August 26th.**

**August Tuition Statements will be emailed to you the week of:
August 8- August 12**

August tuition will be due August 19th.

A \$25 late fee will be assessed after the 19th

**September Tuition Statements will be emailed to you the week of:
August 29- September 2nd**

Late charges are assessed after the 7th of every month.



Dates To Remember

- **Aug 12.....Open House (Sign Up Online)**
- **Aug 15...First Day of CDC**
- **Aug 19.....Aug Tuition Due**
- **Aug 31.....Pizza Day**
- **Sept 5 & 6...Labor Day
NO SCHOOL**
- **Sept 1...Sept Tuition Due**
- **Sept 19....Pizza/Spirit Day**
- **Sept 20.....Pizza/Spirit Day**

Classroom Assignments 2022/2023

Class assignments have been sent out via SeeSaw. You should have received two email invitations to join SeeSaw: one for the school wide SeeSaw and one for your class SeeSaw. Please accept both invitations. Families with more than one student will receive additional invitations for each student they have. If you have not received these emails and you are not connected to SeeSaw please let the office know. We communicate through this app for all school information.

Thank you!

OPEN HOUSE

Friday, August 12th

Open House will be Friday, August 12th. If you would like to attend, you must sign up in advance through Sign Up Genius for the class in which your children are enrolled for the fall. If you have multiple children, you will need to sign up for each child's class.

-Sign ups will be posted to your children's class SeeSaw pages

**-Time slots are for 10 minutes only.
Please be considerate of the other families and stay within your time slot.**

-We look forward to seeing all of you!

Parent/Family Handbook

Did you know our policy handbook is posted each year to our website? Our 2022-2023 policy handbook has been updated and will be posted to our website by Tuesday, August 9th.

Please make sure to familiarize yourself with our policies and procedures. Families are expected to follow all policies in regards to illness. Our goal is to remain open and safe for all of our families and staff. Failure to comply to our health and safety guidelines could result in dismissal from our program.



Drop-Off & Pick-Up Locations

Drop off will be at the doors. If you have multiple children attending, please bring all children to the youngest child's door.

Kitchen Door (East Parking Lot):

Guppies, Cubs,
& Little Critters
9:05 for all classes

Small Playground:

Giraffes, Amigos,
& Superheroes
9:05 for all classes

Main Entrance (South Parking Lot):

Explorers, Monkeys, Super Stars
& Discoverers
9:05 for all classes

Pick Up Procedure

Welcome back, parents! We are now allowing parents back in the building to pick up children from their classrooms! We will have 2 doors open for pick up at 2:20. The kitchen door in the east parking lot, and the main entrance door in the south parking lot. We can't wait to see your smiling faces.

Please remember, no cell phone use during pick up.

Our Building is Fully Sanitized

Thanks to the support of Freedom Health Solutions, Southern Hills CDC has purchased air purifying machines which are running 24 hours a day to keep your children and our staff safe. For more information about these machines, please check out their website: www.fhsok.com

P.E. Time

The Lil Critter through Discoverer classes will participate in P.E. twice a week. Ms. Kim will use movement to help children learn skills while playing and having fun! We are thrilled to be able to offer this fun class. Please put tennis shoes on your child each day so he/she can participate safely in P.E.

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

Children will not be admitted to school if they are not current on immunizations.

Dollars & Sense



- Tuition is figured at the rate of \$125 month/day enrolled.
- Tuition is due on the 1st of each month and late after the 7th.
- Any payment received after the due date will be late and a fee of \$25.00 will be added to the account.
- Payments can be given to the teacher/office staff during drop off or pickup.
- If you are paying by check, please put your child's name on the memo line.
- If you are paying cash, please put it in an envelope with your child's name on the front.
- We are happy to receive payments by mail.
- We cannot take online payments at this time.
- Please do not put payments in backpacks.
- Any check returned for collection will result in a \$20.00 charge.
- Our drop-in rate is \$40.00.
- Late charges will be added for children picked up after their assigned pickup times.

A Few Reminders

- DHS requires all lunches containing perishable food items to contain a cold pack to help ensure food is kept at a safe temperature until lunch time.
- We ask that children not bring toys from home. Books to share with the class are welcome anytime.
- Please label ALL items -jackets, lunch boxes, sippy cups, blankets, backpacks, etc.
- An extra change of clothes, labeled with the child's name, needs to be in every child's bag at all times.
- On cold days - coats, mittens and hats are needed.



A Few More Reminders:



- Each month you will receive 2 separate emails: one for your monthly tuition invoice and another with your newsletter containing important information. 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. If your payments are not current, your child will not be admitted to class after the first of the next month unless special arrangements have been made through the office. Be sure checks are made out to "Southern Hills CDC" or "SHCDC."
- Arrivals and Departures: Parents will not be allowed inside the school during drop off. We look forward to seeing parents at pick up.
- We coincide with the Edmond Public Schools calendar for holidays only. Please check SeeSaw for weather or other school closures.
- Your child MUST be symptom free for **48** hours without the use of Tylenol or Ibuprofen before they can come to school. This includes: fever, throwing up and diarrhea. Thank you for helping us keep the children healthy.
- P.E. has been added and tennis shoes are required. Crocs, boots, or flip-flops are not safe at school.



School Shirts



We have exciting news, we are now offering hoodies for children and adults. We will have forms at Open House.
Shirt orders are due by August 26, 2022.



Coming and Going...



- Please use extreme caution in our parking lots.
- We have 120 little people coming and going each day.
- 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.
- Please do not park in the handicap parking spaces. These are policed by Edmond PD.