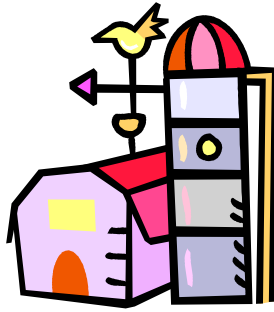


RED BARN



455 S. Livernois B-14
Rochester Hills, Mi. 48307
248 651-4538

PARENT HANDBOOK

School Year Calendar

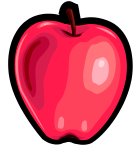
Sept 8 Tue	Orientation
Sept 9 Wed	Orientation
Sept 10 Thu	Regular Classes Begin
Sept 11 Fri	Regular Classes Begin
Sept 14 Mon	Bookworm starts
Sept 16 Wed	Bookworm starts
Sept 21 Mon	Env. Education Center 9:30 (snakes)
Sept 22 Tue	Millers Big Red a.m. class 9:30 (apples)
Oct 1 Thu	Van Hoosen Museum 1:00 (apples) p.m. class
Oct 9 Fri	No School
Oct 16 Fri	Westview 9:30 (pumpkins) (No Bookworm)
Oct 22 Thu	Shadbrush Nature Center 10:00 a.m. class
Oct 22	Millers Big Red p.m. class 1:00 (pumpkins)
Oct 29 Thu	Halloween Parties a.m. & p.m.
Oct 30 Fri	Halloween Party (No Bookworm)
Nov 2 Mon	No School
Nov 2 Mon	Evening Open House
Nov 3 Tue	No School
Nov 9 Mon	No School
Nov 16 Mon	School Pictures
Nov 17 Tue	School Pictures a.m. & p.m.
Nov 25, 26 & 27	No School Thanksgiving Recess
Dec 11 Fri	No School
Dec 17 Thu	Christmas Parties a.m. & p.m. Time TBA
Dec 18 Fri	Christmas Party Time TBA
Dec 21 thru Jan 1	No School Winter Recess
Jan 18 Mon	No School
Jan 29 Fri	No School
Feb 1 Mon	No School
Feb 11 Thu	Valentine Parties a.m. & p.m.
Feb 12 Fri	Valentine Party a.m. (No Bookworm)
Feb 18 & 19	No School Mid-Winter Recess
Mar 9 Tue	No School
Mar 18 Thu	Conferences No Regular School
Mar 19 Fri	Conferences No Regular School
Mar 23 Tue	Fire Station 1:00 p.m. class
Mar 30 Tue	Easter Parties a.m. & p.m.
Apr 31 Wed	Easter Party (No Bookworm)
Apr 1 thru 9	Spring Recess
Apr 22 Thu	Dinosaur Hill 9:30 a.m. class (furry, hairy ,fuzzy)
Apr 22 Thu	Dinosaur Hill 1:00 p.m. class (eggs & nests)
Apr 23 Fri	Stony Creek 10:00 (No Bookworm)
May 7 Fri	No School
May 14 Fri	Dinosaur Hill 9:30 (crickets) (No Bookworm)
May 18 Tue	Upland Hills 9:30 a.m. class
May 31 Mon	No School
June 3 Thu	Graduation a.m. & p.m.
June 4 Fri	Graduation



To Be Scheduled (tentative)
 2 days for teacher conference attendance



SNACK POLICY



RED BARN IS A PEANUT AND NUT FREE SCHOOL

We have students who are severely allergic to peanuts and nuts. Therefore, we need to provide a safe environment and maintain a peanut and nut free school.

Besides avoiding foods with peanuts, nuts and traces of nuts (please read all ingredient labels) we must also avoid cross contamination. This means that all food brought into Red Barn must be packaged food with ingredient labeling. The foods must not contain peanuts, peanut butter, peanut oil or any form of nuts or peanuts at all. This includes peanut stearate, mandelona, new nuts or any food which says it may contain traces of nuts or peanuts. We are not able to have home baked goods, or bulk bin goods. The only baked goods allowed are those that are labeled and prepackaged.

If you would rather not assume the responsibility of providing a safe snack, we have created the option of a \$30 snack fee for the school year. You would still provide the juice or water, but the school will provide the snack. If you would like to use this option, please make your payment of \$30 and indicate this to the staff.

Also, please remember that your children should not bring food in their school bags, and siblings should not bring any foods into the building with these ingredients. Lunches that your child brings to school must also be peanut free. A list of some safe snacks will be posted on the parent bulletin board in the lobby.

Notification of other allergies may occur on a _____ class
-by-class basis.



GENERAL INFORMATION

1. Licensing regulations require a contract between licensed centers and parent. The contract must be signed and returned before your child can attend school. Thank you.
2. We must have on file an emergency card, physical form and child information sheet. All signatures must be in place and all information complete.
3. A newsletter and calendar are sent home on the first school day of each month.
4. The children bring snack and drink for the class on a rotating basis. The snack policy is included in this handbook. Children also bring a show & tell on their snack day.
5. Daily reports of your child's day are sent home most days. A sample of this form is included.
6. Children should bring a large school bag with their name clearly marked on the outside. A change of clothing should be kept in the school bag.
7. Play clothes are recommended. Paint smocks are worn, but there is no guarantee clothes will remain clean.
8. Outerwear should be marked with your child's name.
9. Rubber soled shoes are recommended for safety.
10. Unless your child needs a transitional object to help the adjustment from home to school, toys, stuffed animals, blankets and other objects should not be brought from home, except on your child's show & tell day.

11. Arrival and departure times must be followed closely unless you have made prior arrangements for an early or late arrival. We need our preparation time before class and our lunch time between morning and afternoon sessions. Your cooperation is appreciated.
12. Please note the included illness policy. Children with symptoms of illness should be kept home until cleared to attend school by a doctor. A phone call to school to report illness is appreciated.
13. A brochure with the daily schedule and a sheet with tuition policies should have been received with your registration information. If you need another copy of either of these, please let us know.
14. During the school year closures for snow days and other acts of nature will be the same as Rochester Schools.
15. A written evaluation of the student's adjustment to school is sent home in October/November and a developmental screening is completed in early spring. Teacher conferences are scheduled for all children in the spring.
16. Please be sure to read the included child release policy. We must follow these procedures precisely.
17. We are a peanut free facility. For the safety of all of the children, please take the time to read the included snack policy.
18. Parent volunteers must sign a volunteer statement form.
19. REMEMBER: We will do everything in our power to enable your child to have a positive school experience. If you have any concerns or questions, please be sure to let us know!



RELEASE POLICY

We will only release your child to persons on your emergency card. It is very important that you put at least one name in the section which asks who your child may be released to besides a parent. Please put everyone who may possibly pick up your child, including other parents for play dates, relatives who may visit, etc. If someone who is not on the emergency card will be picking up your child, we will need a written note. We will check the driver's license of anyone we do not know.

WE CANNOT RELEASE A CHILD TO A PERSON BASED ON A TELEPHONE CALL UNLESS THAT PERSON IS ON YOUR EMERGENCY CARD!!

Exceptions may be made to this policy in an emergency based on the director's discretion.

ILLNESS POLICY

The following are symptoms of communicable diseases. Children with these symptoms should be kept at home. Children should be symptom free for 24 hours before returning to school.

1. Red or running eyes, sneezing or discharging nose
2. Cough, particularly if persistent or productive
3. Sores and crusts on the scalp, face, or body
4. Any skin eruption or rash
5. Sore throat
6. Swelling and tenderness of glands
7. Fever
8. Nausea and vomiting
9. Pain and stiffness of neck and headache
10. Diarrhea and persistent abdominal pain



Student: _____

Date: 9-9-07

SAMPLE FORM

Today I played in the following areas:

Animals Art Blocks Books Climber Computers Dinosaurs
Games Housekeeping Manipulatives Playdough Puppets
Puzzles Vehicles Water/Sand Other:

Today we sang some songs to begin learning each other's names.

COMMENTS OR CONCERNS:

Al was busy exploring all of the different areas of the school. He especially seemed to like the marble game. It was hard to put it away at clean up time. He had a great first day.



COMMUNICATION POINTERS

When asking your child about school it is important to ask specific questions, and avoid questions that can be answered with a simple "yes" or "no". Many times children have difficulty remembering their day because it is hard to start at the beginning. When they get home their day becomes history and they go on to the next thing in their lives. General questions like "What did you do in school?" are hard to answer. Here are some samples of specific questions you may ask.

Who did you play with today? (don't be surprised if they don't remember names at first!)

What did you do at art time? What colors did you use?

What was the story (insert title from newsletter) about?

Did you play house today? Who were you?

What was the show & tell today?

What was your favorite toy today?



DONATIONS

Some parents ask how they are able to help the school. Following is a list of some useful items. We are always happy to accept donations of supplies. This is totally optional. If you desire and are able to contribute, be assured that it will be greatly appreciated. Thank you in advance for your help.

LIST OF NEEDED SUPPLIES

Paper Towels	C-Fold Towels
Napkins	Paper Cups (5 oz.)
Facial Tissue	Toilet Paper
Liquid Hand Soap	Band Aids
Disposable Gloves	Paper Plates (lg. & sm.)
Brown Lunch Bags	Garbage Bags (lg.)
Zip Lock Bags (all sizes)	Garbage Bags (kitchen size)
Fantastik Cleaner	Toilet Bowl Cleaner
Bleach	Plastic Cutlery
Staples	Glue Bottles
Washable Markers	Crayola Crayons
Construction Paper	Glue Sticks
Drawing Paper	Paper Clips
Masking Tape	3 Prong Folders
Scotch Tape	Copy Paper (white & colors)
Envelopes	Postage Stamps
Stickers/Stars	Pipe Cleaners
Scented Markers	Sharpie Markers
Flair Markers	Pens & Pencils
Yarn	Doilies
Clear Contact Paper	Ribbon
Chalk	Brads

Items may be brought in at any time during the year. Donations may also be requested for parties or special events.