



Dear Parents,

Welcome To children of Light Academy, we are looking forward to share an exciting and fun filled learning experience with you and your children. As preparations begin, we would like to familiarize you with some of our school procedures.

- Our school day **begins at 9:30 am sharp**. Children must **arrive to class by 9:30 am** so they can get ready for the day. **No children will be allowed in school after 9:30am** unless you have a doctor note.
- Any child who has a doctor appointment in the morning and is going to be late must call the school's to inform us that your child will be coming late so they can be included in the lunch count.
- Make sure your child comes to school dressed appropriately for the day (**no opened toe shoes or long skirt/dresses to avoid mulch in the feet and falls**). An example of appropriate clothing will be sneakers, shorts, dresses with shorts underneath...etc.
- **On the first day of school please bring in a change of clothes (underwear, shorts, shirt, and socks) in a labeled Ziploc bag.**
- All children must bring a Backpack to school daily, **please make sure to check your child's bag every day for information from the Teacher.**
- Breakfast is served 9:30 am – 10:00 am, we cannot serve any breakfast after 9:30 am so please make sure your child is in school during this time.
- Your child's bed sheet and blanket must be picked up on Friday to be washed, please make sure to bring it back on Monday. Your child's name must be written on the blanket and the sheet, It would help us to return them if lost.
- Make sure to write your child's name on his/her jacket and the extra clothes.
- Please note that all items that distract children will not be allowed in school. These items include toys, games, gum, stickers as well as such things as elaborate novelty jewelry. Your cooperation in this matter is greatly appreciated.
- Children are not allowed to bring in any food or drinks to school.
- You will receive a daily planner for your child this will be our way of communication between the school and home. **Please make sure to sign it daily.**
- Please be prepared for the days when your child returns home somewhat less clean than he/she arrived. We believe children learn through exploration of their own environment. The children will often be playing with materials such as paint, glue, sand, and water.
- If you have any suggestions or concerns, please feel free to let Ms. Gigi or Ms. Zena know so we can address the problem.

We strive to meet your child's physical, intellectual, social, and emotional need. We feel children learn best in a loving, organized, natural learning environment. Your child will learn something new every day by being a part of our extended family. Your child will learn important values from our commitment to character monthly values such as honesty, cooperation, respect, kindness, citizenship, and many more. Our commitment to you starts with your commitment to us. For this support system to thrive, we must have open, honest communication. Please feel free to share with us your concerns, problems and situations that will affect your child. We are looking forward to working with you to provide the best possible care and education for your child.

By signing this form, you agree that you have read our parent's handbook that is posted on our website: [www.COLAcademy.org](http://www.COLAcademy.org) and agree to the rules above as well.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_