

Larchmont Avenue Church Preschool

60 Forest Park Ave * Larchmont, NY 10538

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POLICY STATEMENT - 2017-2018

- A. The Preschool is a non-profit organization sponsored by The Larchmont Avenue Church as an outreach program to the community.
- B. The Preschool is open to all children regardless of race, creed or ethnic origin.
- C. To complete the registration process the following forms must be filled out and returned to the school.
 - 1. Registration form
 - 2. History and dismissal authorization
 - 3. Release form
 - 4. Policy statement
 - 5. Permission form
 - 6. Medical form (returned by Sept. 1 st)
 - 7. Emergency form
 - 8. Tuition agreement and fee schedule
- D. The children are given a routine health check each morning upon arrival. Any child who cannot participate fully in the program that day (cold, fever, etc) will not be admitted to the school.
- E. Children attending the Preschool full day will be provided with 2 snacks, which have been approved by a nutritionist. A bag lunch will be carried from home for those children attending full day. Children attending half day without lunch will be provided one nutritious snack, whether in the morning or afternoon. Children requiring special diets of any kind must bring written instructions signed by a physician indicating all restrictions and special treatment.
- F. The Preschool staff cannot administer medication of any kind to children.
- G. Parents of children attending the Preschool will be provided with two conferences per year. If there is a concern anytime before or after either conference, parents are encouraged to make an appointment to speak to the child's teacher.

Name of child: _____

Parents' Signature _____ Date: _____