

Things to remember.....

- Our complete building handbook is available online at <https://www.cjr1.org/domain/431>
- School calendar is also available on the website
- School hours are from 7:40-3:30 for most certified staff
 - Students may enter the building at **7:40 am** for AM preschool and **12:05 pm** for PM.
 - Classes start promptly at **8:00 am and 12:10 pm** (Considered tardy at 8:05 and 12:15pm)
 - Dismissal is **11:00 am** for AM classes and **3:10 pm** for PM classes.
- DROP OFF PROCEDURES
 - Parent Drop Off is 7:40-8:00 am for AM classes and 12:05 for PM classes.
 - Have your GREEN NAME SIGN in your car window during car line pickup.
 - WALKER DOOR – Door **“A7”** (off of Broadway Street).
 - Bring your GREEN NAME SIGN with you to the WALKER door.
 - Car Line – for safety concerns, please do not park your car and walk through/along the Car line area. There is a constant flow of traffic and it is potentially dangerous to cross with a child.
 - Please remain by/in your vehicle while in the car line.
- SICK POLICY – Your student will be sent home with any temperature **100 degrees** and over. They must be fever-free for a minimum of **24 hours** before returning. (See handbook).
- Please call the office at **417-649-5709** each day that your child is absent for any reason.
- Please call the office regarding any transportation/pickup changes.
- Please make sure your child eats breakfast or lunch at home as these meals are not provided for preschoolers.
- **Tuition** payments are due on the first day of each month (Sept. 1st – May 1st). Checks are payable to **CJEEC** (Carl Jct. Early Education Center)
- **Snack Milk** is provided at 35 cents. PLEASE MAKE SURE YOUR STUDENT HAS SOME SNACK MILK MONEY in their account by the first day. An automated phone call will be sent out when balances fall **below \$5.00**.
- Party invitations are welcome; however, all children in the group---all boys or all girls in the class---must be invited if invitations are handed out at school. We cannot accept personal deliveries of any kind for students.

We are looking forward to a terrific school year. Please call the preschool office at **417-649-5709** if you have any questions.