



PHOTO POLICY & CONSENT FORM

The Alcott school often uses photographs of the children in our communication with our families. Photographs are taken by a head teacher or a designee who is provided with a list of children whose families have agreed that their child may have their picture taken. Pictures are taken with an authorized Alcott School camera.

We may use the children's pictures in any or all the following ways:

- on Google Classroom
- on bulletin boards and posters in the school buildings
- on child specific projects

Please indicate your preference for having your child's picture taken below:

I am the parent/guardian of _____, a student at the Alcott School.
I have read and understood the Alcott School Photo Policy above.

___ I, hereby do consent to the use of my child's photographs in the manners stated above.

___ I, hereby do not consent to the use of my child's photographs in the manners stated above.

Parent/Guardian name (please print): _____

Parent signature: _____

Date: _____

Revised 04/2022



Class List Release

It is the policy of Alcott School to distribute class lists to the families in each classroom. These lists contain children's and parents' first and last names, phone numbers, and e-mail addresses. This list is useful for arranging play dates, socializing with other families in your child's class and planning birthday parties.

Please complete the form below and return it to our office. Thank you.

Child's Name: _____

Date of Birth: _____

YES my child's name may be included on the class list as described above;

NO, my child's name may NOT be included on the class list as described above.

Parent's/Guardian Signature: _____ Date: _____

Revised 04/2022



Dear Alcott Families:

Due to COVID-19 protocols, we have staggered start and finish times to ease congestion and allow for social distancing in our parking lot. Once your child has been dropped off or picked up, we ask that you not linger to allow for the next class to proceed. We appreciate your cooperation and your partnership in keeping our campus safe and secure for all.

A few friendly reminders:

- Always hold your child's hand.
- Stay alert to children in the parking lot.
- Drive slowly and watch for children. They can be hard to see especially when you are in a larger car.
- As a matter of safety and in accordance with fire laws, you must park your car in a legal, defined parking space. Park in the lot in an unnumbered spot and escort your child to his/her classroom designated health screening area (TO BE ANNOUNCED).
- **Please do not park in the fire lane or alongside the church, and do not leave your car standing near the stop sign or behind parked cars.**
- When driving into the parking lot, please make a full stop at the stop sign. Turn right and proceed around the middle parking spaces until you find a space.
- When exiting the parking lot, please continue around the middle spaces and proceed to the front driveway.
- Do not exit by the back driveway as this is where the buses drop off and pick up the children.
- Do not pass buses with flashing lights.
- Never leave any child unattended in the car. You may contact the office for assistance if needed.
- Do not leave your car running.
- Please do not park in the handicapped-access spot unless you have a valid, required pass or sticker.

Thank you for your kind attention to keeping our children safe and secure. Please let us know if you have any questions.

Warmest regards,
Debra Frank
Site Director

Revised 04/2022



Alcott School believes that preschool children who follow a full day schedule require a daily rest period during their school day. It's a way for the children to "re-charge their batteries" since their minds and bodies are busy working really hard at practicing and learning new skills. Learning how to relax your body in this high paced world is a life skill that plays a part in our overall health. Regulations from the Office of Children and Family Services require that we share our rest policy and procedures in written format with all families who participate in the rest time.

All children enrolled in the full day program at Alcott School have a daily rest period in their classroom after lunch. During rest time, the children are expected to rest their minds and bodies for a short time. The lights are dimmed, the blinds are closed and children may quietly look at a book on their cot if needed. Sometimes soft music or audible stories are played. At rest time, the classroom remains fully staffed by Alcott classroom teachers.

I have read and understand the policy and procedures of Alcott School's rest period.

Parent/Guardian Print Name: _____

Parent/Guardian Signature: _____

Child's Name: _____

Date: _____

Revised 04/2022



Alcott School is open to all children regardless of race, creed or ethnic origin.

For a child to attend, all appropriate forms must be completed, signed, and submitted along with a medical immunization record and photo copies of Government issued adult identification, by June 3, 2022.

All children will receive snack daily. If a child has special dietary requirements or allergies, the school must be notified in writing, preferably by their health care provider. Any child who requires emergency medication must have the appropriate medication forms signed by a licensed health care practitioner stating time, dosage, and any other pertinent information regarding administration of medication during school hours. NO non-emergency medications are administered. Medication policy and forms can be found on www.alcottschool.org.

The Program

Parents are welcome to call the school anytime. The Program Directors are usually available for discussion with parents on the phone. Formal conferences are held with the staff and parents twice a year. All conferences will be held virtually. Additional conferences may be requested at any mutually convenient time by the Director, staff members or parents. Parents with information about changes in the home, visiting arrangements, etc. should call the school with details. Children are given a routine health check by the staff each day. Any child who shows symptoms of illness such as fever, heavy runny nose and/or infectious disease will be sent home. A symptomatic child whose parents have been contacted must be picked up within 30 minutes.

Children participate in the following activities:

- Circle time, centers, therapy sessions, small group/individual lessons, gym, playground, bikes, snack, and enrichment activities.
- Full day children also have a lunch and quiet time in the middle of the day.

Please sign a copy of this form and return it to Alcott School. Keep a copy for your reference.

I have read all of the above information concerning school policy, admission, programs, food, and conferences.

Child's Name: _____

Parent's/Guardian's Signature: _____ Date: _____

Revised 04/2022