



July, 2017

IMPORTANT INFORMATION AHEAD!! PLEASE CHECK CAREFULLY!!

Please consult our web page for updates: www.tcs4u.org.

Important Dates and Times to Mark on Your Calendar

Thurs., Aug. 17th “Meet the Teacher” Open House 12pm – 5pm (class lists available)
Mon., Aug 21st First Day of School – Regular School Hours
Mon., Sept 4th TCS Closed – Labor Day

School Hours

Full Day Pre-K 8:20am – 3:15pm (please note this is slightly different from K-12)
Half Day Pre-K 8:20am – 12:00pm

Morning Arrival Times

Students arriving between 6:30am – 8:10am should report to the early room. The early room is located in rooms 215 & 216, as you enter the front doors of the school. After 8:10am, children should be taken directly to their classroom.

****All students should be in their classrooms by 8:20am so they do not miss any class activities or resource time.

Office Hours

We are open Monday – Friday, 7:30am – 4:00pm (434-237-5943).

Parking Lot and Parent Drop Off

Please keep your child with you at all times while walking in the parking lot. The traffic flow in front of the school office is ONE WAY. Pre-K parents are to park in front of the school at the office entrance parking lot and walk your child into the building and to their classroom. Also, please be mindful of your speed, especially as you drive near the building.

Visitor’s Check-In

All school doors will be locked at 8:20am. Should you need to visit your child’s classroom during school hours, you will need to check in at the front desk. Once checked in, the interior doors will be unlocked for you to enter.

Parent/School Communication

We ask that you communicate with your child’s teacher first if a problem arises as opposed to calling the Pre-K Director or Administrator. Talking with the teacher first not only addresses the person who works directly with the students, and who most likely knows the details, but is also the most scriptural, God-honoring and profitable path to take, even if it does not appear to be the easiest.

TCS often communicates pertinent information to parents via email or text through Renweb; you will rarely receive paper notifications. Please check the email account that you entered on your child’s enrollment application frequently for updates from the school office, Pre-K Director, School Administrator, or your child’s teacher. Monthly newsletters from the Pre-K Director with upcoming information, as well as the lunch menu will be sent to you via email. Texts are used mostly for school closings due to inclement weather. If you have questions about our Renweb Parent Alert System, please call the school office at 237-5943.

Snacks

Please send in a wholesome snack with your child each day. A juice box may be sent in as well, please no sippy cups or items that require refrigeration. If your child will be here for pm extended care, you may send in an additional snack and juice for the afternoon.

General Mills Box Tops

Please continue saving your General Mills box tops through the summer and school year. TCS has received several hundred dollars from your thoughtful saving of box tops.

Medications

In order to administer medication (over-the-counter or prescription), parents must fill out the “authorization to give medication” form and provide the package insert or pharmacy printout with the complete list of possible side effects. Verbal permission to give medication will **not** be accepted. Any long term medicines of any kind must be prescribed by a physician and a special form filled out by the physician. Medicines must be in the original container. These forms are available in the school nurse’s office.

Tuition

All *monthly* tuition payments must be paid through FACTS Tuition Management. If you have not set up your account with FACTS, please do so no later than August 1, 2017. If you plan to pay your tuition in full, you can pay this via FACTS or by check to TCS, but it must be paid no later than August 15, 2017. If you have any questions, please contact the business office at 237-5943 x 112.

Lunch Accounts

Students can either pack a lunch or purchase a school lunch. Lunches are \$3.25 per day and include milk or milk may be purchased separately for \$.60. Lunch accounts may be set up through your Renweb Parentsweb account or the school office. You will receive an email notification from the kitchen if your child’s account has a negative balance.

Breakfast and Other Food Items

Please do not send sweets or candy with your child to eat during the morning as this can decrease his/her appetite; however, if your child arrives before 7:45am, a breakfast item may be brought in a disposable container. Students arriving at 7:45am or later should eat breakfast at home. We cannot allow the students to eat breakfast in the classroom. Also, please do not send gum with your child, we **do not** allow the students to chew gum while at school.

Illness

Children will be sent home from school if they have any of the following symptoms: a fever of 100 degrees or more, vomiting, diarrhea, or pink eye (conjunctivitis). You cannot bring them back to school the next day. Also, your child must be fever free for at least 24 hours without medication before returning to school. If your child is given an antibiotic, they must be on it for 24 hours before they can return to school.

PM Extended Care

At 3:30pm all students will be taken to extended care which is located in rooms 215 & 216 as you enter the main school doors. Parents arriving after 5:45pm will be charged \$10.00 for every 15 minutes that they are late beyond the 5:45pm closing time.

Dress Code

Pre-K students should be dressed in simple washable clothes, appropriate for the weather, including shoes, boots, gloves and coats. Please label all clothing. Send two *complete* extra changes of clothing along with extra pairs of socks in a gallon sized Ziploc bag for your child to keep at school in the event of accidents or spills. *Backless shoes and flip flops are not to be worn to school.*

Pre-K Webpage

For Pre-K related information, such as our Timbrenotes monthly newsletter, menu, school calendar, supply lists, and any other special Pre-K items please go to: www.tcs4u.org. From the top menu bar select Academics, then Preschool. Once on our page click on Parent Information in the left menu box.

Class Bundl

TCS has partnered with ClassBundl to bring parents an easy way to purchase school supplies. To order supplies go to ClassBundl.com/Order and search for Timberlake Christian Schools. Order the classroom-specific bundle. The supplies are shipped directly to your door with no fees. A bonus is that TCS receives 5% cashback.