Dunbar Child Development Center

August 13, 2018

Dear Families,

Welcome to Dunbar Child Development Center! We are looking forward to a wonderful year together and we are excited to partner with you in your student's academic journey to begin *"laying the foundation for future success".*

The first day of school is Monday, August 20, 2018. Children may be walked into the building and taken to their classrooms by their parents for the first three days of school. Children will be allowed to go to their classes at 7:30 a.m. (*but school starts at 8:00*) and must be picked up in the circular carline at 11:30 a.m. from August 20-24. Beginning August 27, the schedule will change to ***full*** days for 4K children. (4K - 8:00 a.m. - 2:30 p.m.; children may be dropped off each morning at 7:30) Bus transportation will begin for 4K on August 27, 2018.

There are a few topics that we need you to be familiar with for the success of our year:

- **NUT SENSITIVE**: Our centers are nut sensitive. Please *do not* send any food item to school that contains nut products as we have many students with significant allergies.
- **HOMEMADE FOOD ITEMS**: All food items to be shared with other students must be commercial products and in their original packaging.
- **MORNING DROP-OFF**: Drop-off will be in the circular carline. ***Please do not drop off in the front of the school; this is where our buses drop off***. Please wait until a staff member opens the car door for your child. If possible, the car seat should be on the back passenger side door. To ensure your child's safety and that we have staff available for supervision, the earliest your child can be dropped off at school is 7:30.
- **DISMISSAL**: Anyone picking up a child from Dunbar CDC **MUST** have a bus/car tag with a matching number to the child. **Car Pickup**: If you do not have a tag or it is lost, you must park your car, get a new tag at the main office and then return back to the car line for pick up. **Bus Pickup**: If you need a new tag, please contact the school office **BEFORE** you need a tag as it will take a day for the tag to be delivered home with your child, otherwise, you will need to come to the school to get a new tag in order to receive your child off of the bus. **Students WILL NOT be released to walk up parents with a tag- you must follow the carline for building security.** (We cannot buckle your child into the car seat because of liability, please pull to the grassy area to buckle your child in, so the traffic can move smoothly.
- **TARDY:** School starts at 8:00 a.m. After 8:00 a.m., children are tardy and you will have to park your car in a parking space, walk in with your child, and sign in at the office. Please remember your child misses critical instruction and activities when they are late to school and 4K is a great time to instill great habits.
- **EARLY DISMISSAL**: If your child has to be dismissed early from school, please send a note to the teacher. You will need to come to the office and sign your child out. There will be no early dismissals after1:45 p.m. as we are transitioning students to buses. Buses are loaded at 2:00 PM. We discourage a pattern of early dismissals as it is disruptive to the class.
- **PHONE/ADDRESS CHANGE**: Please keep the office and your child's teacher informed of changes in writing. It is of utmost importance that we have your current contact information.
- **TOWEL**: The first day of school, we are asking for each child to bring a change of clothes (labeled with his/her name to be left at school) and a towel or blanket that can fit in a 2 gallon plastic bag for a brief quiet time each day.
- **DRESS CODE**: Your child should wear comfortable clothes and play shoes as we are very active here at Dunbar CDC. **Flip-flops are not allowed for safety reasons**.
- **TOTE BAGS/BOOK BAGS**: A school tote bag will be provided for your child so there is no need to purchase one for your child. Please check daily for teachers' notes, school memos, etc.
- **PHOTO ID**: Please be prepared to present your photo ID each time you enter the building.
- **PARTY INVITATIONS**: Our staff is not able to distribute party invitations.

Dunbar CDC Staff