

SOUTH COBB EARLY LEARNING CENTER

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Little paws, big dreams ♥

2026-2027 SCELC Family Handbook

Learn. Speak. Engage. Everyday

Deanne Spilotros, Director

Kristine Matthews, SSA

Cobb County School District's Mission

One Team, One Goal, Student Success

South Cobb Early Learning Center

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Mission:

South Cobb Early Learning Center provides students with meaningful and inspiring early learning experiences that support language, literacy, social-emotional, and cognitive development.

Vision:

Learn. Speak. Engage. Everyday.

Join us on:

Facebook: SCEKC Cubs

Instagram: SCEL_Cubs

Website: <https://cobbk12.org/earlylearningcenter>



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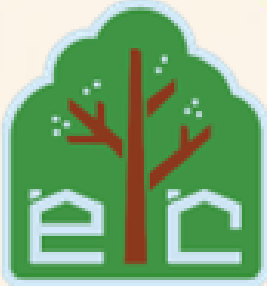
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About South Cobb Early Learning Center

South Cobb Early Learning Center (SCELC), located in Mableton, Georgia, serves young learners through 11 Special Needs Pre-Kindergarten classrooms and five Georgia Pre-Kindergarten classrooms. We provide a nurturing, language-rich learning environment that encourages curiosity, critical thinking, and active engagement with the world around us for children ages three to five.

At SCELC, we are committed to supporting the whole child through meaningful family partnerships and high-quality instruction. Our dedicated staff creates literacy-rich experiences, promotes language development through engaging oral communication opportunities, supports students' social-emotional growth, and fosters cognitive development to help every child reach their full potential.

Family engagement is a cornerstone of student success. Research consistently demonstrates that children achieve greater academic and developmental growth when families are actively involved in their education. To support this partnership, SCELC offers a variety of family engagement opportunities throughout the school year. Our staff, families, and Partners in Education work together to provide enriching experiences that strengthen the connection between home and school. We warmly encourage families to participate in school events and volunteer opportunities as we build a positive and collaborative learning community.

The safety and well-being of our students remain our highest priorities. SCELC follows established procedures and policies designed to maintain a secure, supportive, and effective learning environment. The information contained in this handbook reflects the collective efforts of our faculty, administration, and district leadership to ensure that all students can learn and thrive in a safe setting. We encourage families to review this information carefully to become familiar with the policies, procedures, and expectations of South Cobb Early Learning Center.

If you have any questions, please contact Director Deanne Spilotros at 770-819-2483 or Deanne.Spilotros@cobbk12.org. We look forward to partnering with you in your child's educational journey.

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Admission

South Cobb Early Learning Center (SCELC) serves qualifying children ages 3–5 who reside in Mableton and surrounding communities. Enrollment opportunities are also available for children of Cobb County School District employees.

Placement in SCELC's Special Needs Pre-Kindergarten program is determined through an evaluation conducted by a Cobb County School District diagnostician. The Georgia Pre-Kindergarten program is available through a lottery process for children who turn four years old on or before September 1 of the enrollment year.

Online Registration

Step 1: Visit olr.cobbk12.org

Step 2: Complete the online registration application.

Step 3: Contact South Cobb Early Learning Center at 770-819-2483 to schedule an appointment to complete enrollment paperwork or to receive additional assistance.

Registration can be completed using most internet-enabled devices.

Our secure online registration system is designed to make the enrollment process simple, convenient, and efficient for families. Parents and guardians may enroll all eligible children in their household during a single registration session. The system also allows users to save their progress and return later to complete the application at their convenience.

The enrolling adult will need to use his or her ParentVue account to register additional new students.

After you have completed the Online Registration form, call to the Center at 770-819-2483 and schedule a time to come to the center to submit the Enrollment Documents for your student(s).

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Admission – Continued

Registration Requirements:

- State law requires a Certificate of Immunization (Form #3231) and a Certificate of Vision, Hearing, Dental, and Nutritional Screening (Form #3300) available from physicians or the Cobb County Health Department. Form #3300 must be dated within 12 months of the first day of school.
- Proof of birth: A certified copy of Birth Certificate, Military ID, Passport, Adoption Record, a religious record authorized by a religious official, an official school transcript, or an affidavit of age.
- Social Security Card or Cobb County School District Waiver Form JBC-4. The social security number will be required by the state for students applying for the HOPE scholarship.
- Proof of residency- 2 proofs of residency are needed for enrollment. Common documents are home ownership documentation or lease/ rental agreement, AND current utility monthly statement.

The enrolling adult should also have access to the contact information of persons who may pick up your child if you cannot be reached, in addition to the name and phone number of your child's pediatrician. Please make sure to update this information in your ParentVue account.

Custody:

In cases of divorce or legal separation disputes, we request official custody papers to keep on file. Legal papers declaring guardianship changes should be on file at the school.

After School Program (A.S.P)

The After School Program (ASP) offers a safe, engaging, and supportive environment for elementary students enrolled in face-to-face instruction within the Cobb County School District. The program provides supervised care each school day from dismissal until 6:00 p.m., including designated early release days.. ASP operates only on days when school is in session and is not available on student holidays, district holidays, or days when schools are closed due to inclement weather. In the event of weather-related school closures, the After School Program will also be closed.. ASP is a self-funded program that operates independently and does not receive financial support from local, state, or federal tax revenues.

ASP Highlights:

\$20 Annual Non-Refundable Registration Fee

Attendance Fee Invoiced Weekly: \$10 Per Day, Per Child

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After School Program (A.S.P) - Continued

- Register, pay for, and manage accounts on any device
- View and print invoices, receipts, and annual tax statements
- Pay for programs using secure and convenient digital payment methods, including Apple Pay

Payment:

After School Programs at the Cobb County School District have partnered with Eleyo to provide easy-to-use, mobile-friendly technology for online registration, account management, and payments. Online payments made with credit card and ACH/electronic check will be subject to a 4.75% processing/program fee. Cash or check payments may be made directly to your school's program with no processing/program fee. Please see your school's ASP Director for more details.

Enrollment:

ASP enrollment in Eleyo must be completed before the student can attend ASP.

To enroll your elementary school aged student in ASP, the Enrolling Adult will need to register for an Eleyo account and submit a contract for each student. The Enrolling Adult, as defined by Cobb County School District Policy, is the parent/guardian with whom the student resides and who enrolled the student in school.

NOTE: Contracts submitted by anyone other than the Enrolling Adult will not be accepted.

Contacts:

For Questions about the After School Program, please contact:

Dekesha Tookes – Director

Roseann Perez - Bookkeeper

ASP Phone Number: 770-819-2483 ext. 1502

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Arrival and Dismissal Procedures

Arrival:

Arrival begins daily at 7:20. Morning car rider line closes at 7:45. Students arriving after 7:50 must be escorted to the front office by his or her caregiver to be signed in and will be marked tardy.

Dismissal:

Dismissal will begin promptly 2:15 for bus riders, 2:20 for car riders and A.S.P.

Car Riders:

All car riders will be required to have 2 visible tags, one on the student's book bag and one hanging from the visor of the car. Tags will be distributed at Meet & Greet or the first day of school. For the safety of all students, students will only be released to individuals who have a car tag with the matching number. If the person picking up the student does not have a tag, he/she must park and come into the office to verify identification. If two or more students are riding together, they will receive the same number.

If possible, please make sure your child's car seat is on the right, or passenger's side of the car. This will ensure staff members can assist him or her to enter and exit the vehicle in a safe manner. Staff members will remain on the curb for their safety. Please note staff members are not permitted to secure students into their car seats.

To keep the car rider line moving in the morning and afternoon, if you need to communicate with your teacher, please park and come inside. Car riders must be picked up by 2:45. After these times, the caregiver will need to park and come into the office to check the student out. SCELCL's Late Pick Up Policy is as follows:

- 3 late pick-ups- verbal reminder from staff member
- 5 late pick-ups- letter from the director
- 7 late pick-ups- conference with the director (at this time enrollment in Georgia Pre-K could be revoked or the student can be registered for ASP)

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Arrival and Dismissal Procedures - Continued

Day Care

There are local Day Care Centers that provide after school programs and transportation to their facility. If this is the route your family chooses, please let the teacher know and an additional tag will be made available for the day care van driver.

Bus Riders:

Currently, the Cobb County School District's transportation system is only available for students in the Special Needs Pre-Kindergarten program. Students will be dismissed at 2:15. You will be notified by your bus driver, before the school year begins, with times and location of pick up/drop off. An adult must be present at the bus stop at pick-up and drop-off. In the event there is not an adult present at drop-off the student will be returned to SCELCE and a caregiver will be required to come get their child from the center. For questions regarding transportation, please call the transportation department at (770) 429-5811.

Change in Dismissal:

Changes in dismissal must be input into ParentVue Daily. Please utilize the information below to set your child's default transportation. We need this information prior to the start of the school year. We must have this information to know how your child is going home each day.

[ParentVue Parent Guide](#)

Changes to transportation must take place by 1:00pm the same day.

Attendance

Georgia Pre-Kindergarten: The goal SCELCE's Attendance Policy is to help families establish and maintain regular school attendance patterns. According to the Georgia Department of Early Care and Learning, chronic absenteeism is defined as missing more than two days a month without having medical, or other reasonable explanations.

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Attendance - Continued

The South Cobb Early Learning center adheres to the Bright from the Start attendance policy for Georgia Pre-K students and CCSD Board Policy for Special Needs Pre-K students, both of which states the following:

- If a student accrues 3 or more unexcused absences, the teacher will contact the parent through CTLS.
- If a student accrues 5 consecutive unexcused absences, or 7 or more unexcused absences, a social worker referral will be made.
- If a student is absent 10 consecutive days with no contact or explanation, they are subject to be un-enrolled from SCEL.
- *Failure to correct attendance concerns may jeopardize the student's enrollment in Georgia Pre-Kindergarten. *

Excused Absences:

If a student is absent for an entire school day, a written explanation from a parent or doctor should accompany the child upon his or her return to school. Please put the student's first and last name and the teacher's name on the note/excuse. Students must be present for half of the school day which is 11:15, to be counted present. The front office staff clerk will determine whether the absence is excused or unexcused based on the CCSD Board rule. Absences are excused based on the following reasons:

- Personal illness
- Serious illness or death of an immediate family member
- Special and recognized religious holidays
- Medical appointments with a written excuse
- Call to duty or deployment of the child's parent or legal guardian
- Conditions render attendance impossible or hazardous to the student's health or safety

Tardies:

School begins at 7:50. Students arriving after 7:50 must be escorted into the building by his or her caregiver and taken to the front office to check in and receive a tardy pass.

- After 3 tardies a note will be sent home with reminders of the policy.
- After 5 tardies a conference will take place to discuss tardiness.
- After 7 tardies the students enrollment may be in jeopardy.

A Student's enrollment in Georgia Pre-Kindergarten may be jeopardized if concerns surrounding frequent absences, tardies, early or late pick-ups are not corrected.

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Breakfast and Lunch

Breakfast and lunch are served in SCELCE's cafeteria, but a family may choose to have their child bring lunch. Classes will have an assigned breakfast and lunch time and go through the service line and at in the cafeteria. If there is a day you would like to join your child for lunch, please arrange this with your teacher. All students will receive breakfast and lunch free for the 2026-2027 school year through a program being provided by CCSD Food and Nutrition Services (FNS) as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a USDA program called the Community Eligibility Provision (CEP).

Note: Breakfast will close each morning at 7:50am, so please be on time if your Cub will be eating at school.

If you would like to purchase a meal when you come to visit your cub, the pricing is as follows:

Breakfast – Guests - \$2.75 Lunch – Guests - \$5.00

Car Seat Safety and Requirements

According to, <https://consumer.gorgia.gov/child-car-seats> and Georgia law:

- ALL children under the age of 8 whose height is less than 57 inches must ride in the backseat of a car. A child is safer in the back and farthest away from the force of an airbag. Remember that airbags are designed to save adults, and since they deploy with great force, they can be fatal to children.
- Children under the age of 8 are required to be in either a car seat or a booster seat suitable for their age and height.
- If there is not a back seat in the vehicle (e.g., a truck) or if other restrained children are in the back seat, Georgia law permits a child under the age of 8 to sit in front if restrained in the proper car seat or booster and the child weighs at least 40 pounds.
- Georgia's Primary Safety Belt Law allows law enforcement officers to issue a citation if they OBSERVE a seat belt offense. They do not need to stop the driver for another traffic violation first, as in some other states.
- Violating these laws can result in a fine of up to \$50 and one point against your license per improperly restrained child. A second incident may double the fines and points.

Please visit: <http://www.safekidscobbcounty.org/car-seat-check/>
for information on car seat checks and possible free assistance.

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Check-In/ Out Procedures

While arrival can begin at 7:20, our school day officially begins at 7:50. A student is considered tardy if he or she arrives after 7:45. We ask that you park and escort students to the front office to sign in with a member of the office staff.

Early Student Checkout Procedures

To help ensure a safe, smooth, and orderly dismissal for all students, early checkout ends each day at 1:45 p.m. Dismissal is a busy time and limiting checkouts after this time allows our staff to focus on safely getting every child home.

For students being checked out before 1:45 p.m.:

- The person checking out the student must be listed as a parent/guardian or approved emergency contact.
- A valid photo ID must be presented.
- All early checkouts must be completed in the front office. The individual checking out the student will be asked to sign the student out. Once the checkout process is complete, the office staff will notify the classroom, and the student will be dismissed to the front office.

We appreciate your partnership and understanding as we work together to keep our students safe during dismissal.



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Child Find

Child find is a process that supports families living within the Cobb County School District. If caregivers have concerns about the development of their 3 or 4-year-old; and believe he or she may benefit from early interventions or support, they may contact the Special Needs Pre-K Department at (770) 426-3331 and request a referral packet.

Evaluations will assess the following areas:

- Physical
- Adaptive
- Cognitive
- Social
- Communication

Clinic

Nurse Manning, the SCELN Nurse, will contact families in the event a student is ill or injured during the school day. Examples of a call warranted by the nurse are fever, throwing up, diarrhea, falls or scrapes that cannot be handled by the nurse, etc. Please make sure a current and up to date clinic card is on file in the clinic. It is important to have emergency contact name and numbers up to date in case you are not available or reachable.

Prescribed and over the counter medication may be housed in the clinic if the nurse has received the appropriate authorization forms. Prescriptions must be in the original container and bear the physician and student's names, the dosage, and the pharmacy through which the prescription is filled. The date of the bottle must be current within the past twelve months. Medications sent in baggies or unlabeled containers will not be administered or accepted. It is important to remember that students may not transport medication. These must be brought to school by enrolling adults or another designated adult. Medication not picked up by the last day of school will be discarded. Nurse Manning can be contact at 770-819-2483 ext. 032 or email Andrea.Manning@cobbk12.org.

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Communication

Communication between home and school is an integral component to student success. We will communicate regularly via CTLS Parent and social media platforms. Every student will have a green communication folder to send notes and information back and forth with your teacher. Be sure to follow us on:

- Facebook: SCEKC Cubs
- Instagram: SCEL_Cubs
- Website: <https://cobbk12.org/earlylearningcenter>

If you object to having your child represent SCELK via pictures on social media, please contact your teacher and office in writing within the first 30 days of school.

Conferences

Parent teacher conferences are held district-wide during the third week of October (early release days) for our Special Needs Pre-K students and in December and May for Georgia Pre-K students; however, conferences are not limited to this time. Teachers and families may schedule a time to meet with their child's teacher whenever questions or concerns arise. During conferences, teachers will share your child's progression through the Georgia Early Learning Developmental Standards (GELDS) and progress on the student's IEP goals/objectives.



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Curriculum and Instructional Program

All teachers are required to teach the Georgia Curriculum. Administrative Rule ICFA-R (Curriculum and Course Guides) states that "The curriculum guides and course guides of the school system shall be published and made available to classroom teachers and shall be followed in the process of classroom instruction as the basis for each program of study offered." Grade level standards and resources for all subject areas can be found on Cobb CTLS.

Georgia Pre-K: The Pre-K program implements the Georgia Early Learning and Development Standards (GELDS). We will utilize Frog Street Pre-K for instructional practices. "Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!" <http://www.frogstreet.com/curriculum/pre-k/>

Special Needs Pre-K: Cobb County School District Special Needs Preschool program implements a literacy-based instructional model involving teaching readiness skills through exposure to repeated readings of children's literature. <http://academics.cobbk12.org/index.php/ad/tlss/special-education/se-preschool/#1560968624463-eaadb40c-a43d>

Literacy Based instructional curriculum includes:

Frog Street 3s Curriculum: "Frog Street Toddler is a year-round program for children ages 18-36 months that focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration." <https://www.frogstreet.com/curriculum/toddler/>

Learn to Move, Move to Learn: A program that assists in the integration of motor, language, cognitive, and social emotional skill development into thematically based interventions. <https://www.movetolearn.com.au/move-to-learn-movement-program/>

TV Teacher: A hit with kids, parents, and teachers! This unique multi-sensory approach is fun, motivating and helping kids learn to write the alphabet better and faster! <http://tvteachervideos.com/index.html>

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IEPs

Individualized Educational Plans (IEPs) are documents created by a team consisting of the caregiver, child's teacher, a general education teacher or designee and other special education support staff. IEP meetings are held annually. During that time, the team may review the student's eligibility determination, current functioning, and goals and objectives. Based on the student's progress, the team may collaborate to make changes based on the student's most current needs. IEP amendments may occur prior to the annual expiration date. If you have any questions, please contact your child's teacher or Kristine Matthews (Support and Services Administrator) at Kristine.Matthews@cobbkl2.org.

Lost and Found

Items found in the school building or on school grounds will be placed in the Lost and Found, located in the front office. Valuables such as money, eyeglasses, keys, jewelry, or other important items will be secured in the front office.

To help us return lost belongings quickly, please label your child's clothing, lunchbox, backpack, water bottle, and other personal items with their first and last names.

Lost and Found items are cleared at the end of each month. Unclaimed clothing, toys, and other non-valuable items will be donated to families in need or to a local charitable organization. Due to limited storage space and fire safety regulations, we are unable to keep unclaimed items for longer than one month.

Thank you for helping us keep our Lost and Found organized!

Media Release

Throughout the school year there are different opportunities for students to have their pictures and/or names on social media, in the newspaper and even on television. If you do not wish your child to be photographed or interviewed, please notify the school in writing within 30 days of enrollment. If you have questions about this, please call the office.

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Recess and Unstructured Play

Students will participate in a daily 30-minute session of recess or unstructured play activities. If weather permits, this time will be spent outdoors. If weather does not permit outdoor play, students will spend this time in our school's gymnasium or classroom. It is important that students are safe and comfortable while playing, please dress appropriately for weather and outdoor play.

School Closures

The decision to close schools as the result of inclement weather is made by the Cobb County School District. This decision is typically made by 6:00 a.m. and posted on the district's social media pages and submitted to radio and television stations. Closures are usually announced right after the headlines, on the hour, and within a continuous scroll across the bottom of the screen. In the event of early dismissal, students will be sent home following the instructions provided on the Inclement Weather form (to be turned in the 1st week of school). Caretakers are responsible for completing this form and keeping it updated and making their child's teacher aware of changes.

Sick Policy

The SCELC works hard to provide and maintain a clean, healthy environment. We encourage regular handwashing, the use of hand sanitizer and the disinfecting of all surfaces. Despite these precautions, students may become sick. If students become ill, we follow the sick policies established by the Centers for Disease Control, American Academy of Pediatrics, and Children's Healthcare of Atlanta. When determining if a student should be picked up from school, usually he or she exhibits one or more of the following symptoms:

- Diarrhea
- Nausea/ Vomiting
- Severe Coughing
- Fever of 100 degrees or greater

If a child exhibits these symptoms, they must be 24 hours free of the illness, without medication, before returning to school. If a child becomes sick during the school day, Nurse Manning will contact families based on the information on the emergency clinic card. It is important to update addresses and phone numbers as the need arises on the clinic and office.

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Sick Policy - Continued

Accidents and Injuries:

We will contact caregivers if a student is injured during the school day. If persons listed as emergency contacts cannot be contacted, and there is an emergency that requires medical attention, we will take the child to a local emergency room provided a medical release been signed. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility. Please keep updated contact information on file in the office.

Student Records

Educational records may be sent to other schools or agencies upon the request of the enrolling adult. A completed, signed, and notarized form JR-3 must be completed by the enrolling adult prior to the release of records or the SCELCL staff communicating with an outside agency (i.e.-counselors, therapists, pediatricians, Social Security Administration, etc.)

The enrolling adult and/or child's natural parents as identified on the Birth Certificate have access to the child's records. These records include grades, attendance, services (IEP, 504, Healthcare Plan, etc.). Permanent records may be reviewed, in the presence of a SCELCL staff member, by a parent or the enrolling adult upon request.

Visitors

Families and visitors are always welcome at South Cobb Early Learning Center! We value our partnership with families and believe they are an essential part of every child's educational journey. We are proud of our school and look forward to sharing all that SCELCL has to offer.

For the safety and security of our students and staff, all visitors must report to the front office immediately upon entering the building. Visitors are required to present a valid government-issued photo ID, complete the check-in process, and wear a visitor badge in a visible location for the duration of their visit.

If you would like to observe your child's classroom, please contact the director, Deanne Spilotros, at least 24 hours in advance to schedule a convenient date and time. Scheduling observations ahead of time helps minimize disruptions and ensures that teaching and learning can continue without interruption.

Thank you for partnering with us to maintain a safe, welcoming, and productive learning environment for our Super Cubs!

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FAQs

1) **What are the procedures for bringing forgotten items?**

If you need to bring lunch or another forgotten item from home, the item may be dropped off at the front office. Make sure you provide the name of your child and his or her teacher, so the item(s) are delivered in a timely manner.

2) **Is rest time incorporated in the daily schedule?**

Yes, rest time is incorporated in the daily schedules for a 45-minute block each day. Teachers provide a quiet and peaceful block of time for students to sleep or rest.

3) **Does my child need spare clothes?**

Accidents happen. We ask that parents send a change of clothes to remain at the school. Please send clothing items in a freezer-sized Ziploc bag with the child's first, last and teachers' name. Please do not forget to replace clothing if there is an accident or when seasons change and as your child grows.

4) **What items should accompany my child to school?**

Students may bring bookbags containing supplies, extra clothes, and lunch (if not getting a school lunch). We do not allow students to bring toys as they may cause disruptions to the instructional day.

5) **How may I celebrate my child's birthday?**

Birthday celebrations are permitted; however, we ask that you contact the classroom teacher to discuss the best way to celebrate your child, get number of students to serve, and information about allergies. All food items must be store bought, as we cannot permit the distribution of homemade items.

****If you ask teachers to distribute invitations to a birthday party, please be sure to send enough invitations for each student in the class.****