



Spring will be arriving soon! Our classrooms will begin to study the change of the season and see what spring has to offer. We can't wait to take the learning outdoors and enjoy warmer weather. March is

Literacy Month and Nutrition health month. The teachers enjoy sharing their favorite books, nursery rhymes, and authors with the children, teachers are planning many healthy activities as well. We are looking forward to a fun month full of learning and exploration!

March is National Reading Month, and it is a great time to reinforce how important it is to expose children to literature from an early age. We will continue to engage all of our students in language and literacy activities every day throughout the school year.



We're excited to invite our families to be guest readers and join the children's circle time. On March 22nd parents, grandparents, Aunts and Uncles are welcome to come in and read a story during circle time to the class to help us promote the importance of literacy and how fun and exciting it can be. Please see the office or talk to your classroom teacher to sign in or with any questions.

### TOAD-ALLY READY for Early Bird Registration!

It is time for our annual "Early Bird Registration" period. You will have an opportunity to secure your child's space for the upcoming 2019/2020 school year. Current families who re-register between March 4th & March 18th will receive 50% off the annual registration fee. You may still register after the early bird registration period; however, the fee will be full price. Please keep in mind that after the Early Bird/priority registration period for our current families ends, we will open registration to the public. So don't delay! Re-enroll today!!

### Don't forget about our Refer a Friend program!!!

Refer a friend to enroll in our program and receive up to one-week FREE tuition for each child enrolled!



## Mark your Calendars

**March 2nd:** Dr. Seuss's Birthday

**March 4-18:** Early Bird Registration

**March 11th:** Daylight Saving Time

**March 22nd:** Family Read Aloud Day

**March 15th:** Wear Green Day

**March 20th:** First Day of Spring

**March 23rd:** Open House 10am-1pm

### Policy Reminders

Please remember that the tuition is due the Friday prior to the week of service. Tuition which is not received by Tuesday at noon will automatically have a \$25 late charge applied. We do have a late pick up policy that is stated on your fee schedule. I will like to remind you that our regular hours of operation are from 6:30am-6:30pm. Any families picking up after 6:30 pm will be charged the late fee of \$1 per minute.

### Alma Parent Portal

The Alma portal will allow you to manage your account quickly and easily online. Functions include the ability to:

Pay tuition and other school-related expenses

Manage payment methods

Set up automatic payments

Update your contact information

Manage your child's authorized pick-up individuals

View/print account statements

## Spring Break

When school's out Chesterbrook Academy is open for Children, including school-agers and those who don't attend our programs during the rest of the year.



During Spring Break, children will discover much fun in science, art, sports, and more during this fun weeklong program. We not only keep children learning during Spring Break—we also get them excited about summer.

Stay tuned for details regarding the 2019 spring break mini-camp program. It will be posted by the end of this month

## Summer Camp 2019 is Coming Soon!



We are planning our Summer Camp 2019! This summer, we have days and weeks of fun planned, with exciting experiences in science, language, math, art, sports, and more. We'll inspire children's curiosity, sense of discovery, and creativity. All of the necessary forms and information will be coming soon.

### **Vacation and Schedule Requests:**

Two Weeks Written Notice is required to request your free week vacation after six (6) full months of enrollment (1 vacation week per School Year), and four weeks' notice for any schedule changes.

### **Drop-In Care for School-Age and Full Day students:**

If your child is enrolled in our AM/PM Care programs and you need a drop-in day, the fee is \$35.00 per child, per day.

If your child is enrolled in our Full Day Preschool Program – Part Time – and you need a drop-in day, the fee is \$65.00 per child, per day.

Any family that is not currently enrolled but registered for the school year and need a drop-in care, the fee is \$65.00 per child, per day.

### **Parking Lot Requests:**

Please be sure NOT to park in the fire lane or in front of the building. This is a fire violation and also an obstruction to others and can be very dangerous! The same applies to our handicapped spaces. And Please remembering to sign your child in and out daily.

### **Nut-Free School:**

We would like to remind our families that we are a PEANUT AND NUT FREE SCHOOL. We have many children with nut allergies. Please make sure to talk to your child's teachers before bringing any special treats for party's. We ask parents kindly to try their best to not bring food from home specially juice, candy, cookies etc.

### **Toy Policy:**

Toys from home are NOT permitted at school. Please refrain from allowing your child to bring in toys from home, unless it is their scheduled show and share day. CBA is NOT responsible for toys that are brought from home that can get lost or broken.

### **Cubby Items:**

Due to the lack of space in the cubby area, we encourage you to please take any belongings that your child does not need on daily basis. This will help us reduce clutter, and making sure items are not misplaced. Please keep an appropriate extra change of clothes in your child's cubby at all times including socks. Please, NO toys!

**Sign in/out** – Please sign in/out your children on the iPad tablet up front when dropping them off and picking them up.

**We do understand that personal feedback is important to you about your child. However, due to the safety of the children, we would like teachers to focus on them in the classroom. Therefore, if there are any questions or concerns that need to be addressed to them, please send a note through Tadpoles, and we will make sure the teachers respond back before end of business day.**

**please reach out with any questions or suggestion you may have my door is always open.**

