



Unity House

Helpful Reminders for Parents

ATTENDANCE

Hours of Operation: Monday through Friday from 8:00am- 5:30pm

- If your child will be absent, please contact the school by 9am to let us know, either by phone or email: 519-371-8686 or phe.unityhouse@gmail.com
- If your child will be away for an extended period of time (i.e. on holidays), please be sure to inform us of the dates your child will be away.

ITEMS TO BRING FOR YOUR CHILD'S FIRST DAY:

- **Tote Bag/Backpack with an extra set of seasonal clothing** - The bag should contain an extra set of weather appropriate clothing (including socks and underwear) as well as a hat, sweater or other items needed depending on the season. This bag will be left at Unity House during the week and will go home at the end of the week so you can replenish necessary items.
- **Blanket for quiet time** - Blankets will be left at Unity House for the school year and will be laundered regularly.
- **Soother (toddlers only)** - If your toddler child uses a soother, please provide one that can be left at school. Soothers are only used during quiet time and washed daily.
- **Diapers** - If your child still wears diapers, please bring a supply to leave at the school. We will send a note home when the supply begins to run low.

CLOTHING

- **LABEL all of your children's items** (clothing, hats, jackets, footwear, etc.) Many children arrive at school with similar items and we want to ensure your child wears and returns home with their own items.
- **Clothing that promotes independence** - Each day at Unity House, the children will be learning to build their self-help skills in a variety of ways. To support your child in building their independence, please send them in clothing that is easy for them to manage themselves.
 - ♦ **Elastic waist pants** are best for children who are toilet training; snaps and buttons can be hard for little fingers to manage.
 - ♦ Avoid one piece rompers and overalls for children who are using (or learning to use) the washroom independently. Most children cannot manage this type of clothing on their own.



Helpful Reminders for Parents

Continued

FOOTWEAR

- **Closed-toe outdoor shoes** - Please ensure your child wears closed-toe shoes for outdoor play. This helps to prevent stubbed toes and other injuries.
- **Footwear that promotes independence** - Velcro shoes are preferable so that children can have more success getting themselves ready for outside time.
- **Indoor shoes** - Your child will also need indoor shoes or slippers that are non-slip and that they can manage on their own.

SHOW & TELL (Preschool Only)

- During the first full week of each month (starting in October), children in the Junior and Senior Preschool rooms can bring **one** item from home to share with their friends during circle time.
- Each month, the specific dates will be shared in the monthly newsletter and posted at the front entrance of the building.
- During the remainder of the month, please refrain from bringing items (toys, jewelry, etc.) from home.

MONTHLY FEES

- **Monthly fees are due on the 1st of each month** - Fees can be paid by post-dated cheques (returned with your registration package) or automatic e-transfer.
- If paying by e-transfer, please send your payment to our regular email address: phe.unityhouse@gmail.com
- Late Fee Policy: There is a \$25 per day fee for each day your payment is late.
- There is a \$25.00 administration fee for any dishonoured cheques.

OTHER REMINDERS

- **Sunscreen** - Please apply sunscreen to your child before arriving each day. We do not generally apply sunscreen because we have a staff member who is allergic.
- **Immunization Records** - Please ensure that we have the most up to date record for your child. Each time they receive more immunizations, please provide us with the updated record.
- **Contact Information** - Be sure to inform us of any changes to your contact information, including phone numbers, email address and people authorized to pick up your child.