



School will meet on the first floor of the Christian Education wing. All children must be brought into the school using the parking lot door marked "Our Father's House." Children are never to be dropped off outside the building. The entrance door will be unlocked for AM classes between 8:20 and 9:00 for arrival and 10:55 and 11:30 for dismissal. The entrance door will be unlocked for PM classes between 12:05 and 12:25 for arrival and 2:35 and 3:00 for dismissal. If you arrive after dismissal times, please ring the bell. If no one answers, go to the church office. Please let your child's teacher know if they will be late or need to be picked up early.

Important: If someone other than you or the regularly designated person is picking your child up, please let your child's teacher know in advance, in writing. If your child is going to be absent, please call the school at 589-5812 and leave a message on the machine.

1. All children must wash their hands before entering the classroom. Pre-K AM classes meet from 8:30 - 11:00 and the Pre-K PM class meets from 12:15 - 2:45. All other classes meet from 8:45 – 11:15 AM. The times are different to help prevent too many people in the halls at one time. We realize that some parents have children in two classes and kindergarten. There is no problem with picking up your child earlier than the dismissal time. Please be prompt when picking up your child as the teachers have other commitments.
2. Snow Days will be the same as those for the Pitman Public Schools – closing code 807. In the case of a one or two hour delay, OFH will remain closed. Please check emails, also. Snow days will be made up.
3. Your child will receive a preliminary progress report in November. In late January, all parents will be scheduled for a conference with their child's teacher and a more detailed progress report will be given. A final progress report will be sent home the last week of school. If you are concerned about your child's progress at any time, please schedule a conference with his/her teacher.
4. Tuition is due NO LATER than the 1st of the month. Late payments (after the 15th of each month) will be charged a \$25.00 fee. All payments should be made by check or money order (**No cash, please!**). Please include your child's name and class on each check. Payments may be placed in the black box directly inside the Our Father's House entrance. If unforeseen circumstances do not allow you to make your payment on time, please speak to Laura Rae Friedrich (589-8426) or Debbie Slenkamp (589-5812) to avoid the late fee.
5. Please dress your child in age-appropriate clothing. We encourage as little assistance as possible in the bathroom. Much of our time is spent in PLAY! Please do not dress your child in irreplaceable clothing! We do use smocks, but accidents still happen! Also, make sure your child is wearing or brings a pair of rubber-soled shoes for the gym and playground. Every child will have his/her own cubbie for the year. Please send in a small shoebox, clearly labeled with their name with a full extra set of clothing (pants, shirt, underwear, socks). You may also include a pair of sneakers. Please keep weather and SIZE changes in mind and make necessary replacements throughout the year. All outerwear should be labeled with your child's name.

6. All children will be required to have a backpack or book bag that they can open themselves, to carry their papers and other items home. Please put your child's name on their backpack.
7. Children's birthdays will be celebrated on a teacher assigned day. On this day, please send in your child's favorite snack and beverage. **No caffeinated sodas or party favors are allowed.** Summer birthdays will be celebrated during the last weeks of school.
8. A weekly memo will be sent home listing upcoming events. Please refer to these often! Also, please check the bulletin board for notices and changes in schedules every day. Children are encouraged to bring books, CDs, etc. to supplement our units and share with the class. If your child has something pertaining to an upcoming lesson, please let us know so we can arrange to have them share it. (Please label anything you send in with your child's name.) Also, any parent, relative or friend who would like to share their time and talent with us is very welcome. Please make arrangements with the teachers.
9. All children will have an opportunity to share on our Show and Tell days. Please help your child select ONE ITEM for show and tell and practice what he/she will say when it is their turn to share. This is the only time toys are allowed to be brought from home!
11. Snacks will be provided by OFH. You may *volunteer* anytime to send in a snack and a drink if you'd like.
IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE NOTIFY US. NO NUTS ALLOWED!
12. A holiday party list will be available for sign-ups. For a party, parents are asked to provide a snack and drink. You may also plan a craft, activity, game, etc. for that day if you choose. Please let your child's teacher know two weeks in advance of the party what your plans are. We will work with you on any plans you have.
13. If a field trip is planned, permission slips will be distributed and must be signed and returned to allow your child to participate. All children will be required to wear their "Our Father's House" t-shirts on field trips. Parents will be asked to assist on these short trips.
14. Please keep your child home from school if they have a cold, cough, fever or have been vomiting or having diarrhea in the 24-hour period before school meets. Children should also be fever-free for 24 hours before returning to school. Please notify us right away if your child has a communicable disease, illness, lice, etc. so that others can be notified. A doctor's note will be required before your child can return to school.

15. Our school DOES NOT administer any medications to children and DOES NOT change soiled pull-ups/underwear. You will be contacted if this occurs.

Questions will certainly arise during the school year and we are always happy to answer them! ☺ Please do not hesitate to contact us with any questions or concerns you have.

Our address is Our Father's House, 758 N. Broadway, Pitman, NJ 08071.

OFH Director: Debbie Slenkamp – Phone: 589-5812, church 589-8313, or home 589-7636

E-mail: OurFathersHouse@pitmanumc.org

Treasurer: Laura Rae Friedrich - Phone: (856)589-8426

E-mail: OFH-Treasurer@PitmanUMC.org