



July 18, 2019

Dear Parents,

We hope you are having a pleasant and relaxing summer. We have enjoyed having many of your children with us for Bowman Summer Camp. The children enjoyed learning about different animals and their habitats, favorite nursery rhymes, and becoming scientists! In just a few short weeks, the 2019-20 school year will begin. The Bowman Staff has been busy planning and preparing for an amazing school year. We look forward to exciting learning activities, opportunities for social and emotional growth, as well as developing new friendships while rekindling old ones! Please be sure to read the information below with important details for the upcoming school year.

**PLEASE NOTE: All necessary forms, physicals, and immunization records were due to Bowman Academy on July 13. If you are missing any information from your enrollment packet, you will be emailed in the next two weeks to stop in the office on Wednesday, 8/7 during Classroom Visitation to complete any missing information.**

### ***Classroom Visitation Prior To the First Day of School***

Bowman Academy aims to provide a positive experience for your child on the first day of school. Therefore we encourage your attendance at Classroom Visitation Day on **Wednesday, August 7**. At this time, you and your child will meet the teacher and assistant(s), find his/her cubby, and explore the classroom. You may want to bring your camera to record the event! Please see the schedule listed below.

9:00 – 9:30am	Ms. Mary's Pre-K 2 Class (5-Day Students)
9:00 – 9:30am	Ms. Carol's Pre-K 2 Class (2-Day Students)
10:30 – 11:00am	Ms. Jackie's Pre-K 2 Class (3-Day Students)
9:30 – 10:00am	Pre-K 3 Classes (Ms. Emily & Ms. Susan's Students)
10:00 – 10:30am	Pre-K 4 Classes (Mrs. Kidder & Mrs. Johnson's Students)

### ***First Days of School***

The first days of school are always exciting and sometimes bring a little anxiety for both children and parents. In order to help things go as smoothly as possible, please drop off your child at the front drive-through (Exception: Ms. Mary's Pre-K 2 students may be walked to the west classroom door and Ms. Jackie & Ms. Carol's Pre-K 2 students may be walked in through the office door). A staff member will be ready to help your child with the transfer from your care to the classroom when you arrive.

Here are a few suggestions to make the first days of school a success:

- Tell your child in advance that he/she will be going to school.
- Be positive and reassure your child that school is a great place! The more calm and assured you are sending your child to school, the more confident your child will be.
- Read age appropriate books about going to school.

- Bring your child to our Classroom Visitation Day on August 7.
- Plan a relaxing day or two before school starts. Don't rush back from vacation the day before.
- Please tell your child if he/she will be staying for lunch and/or nap.
- Always say goodbye to your child. A consistent and predictable farewell ritual can make leaving easier. However, a prolonged farewell scene may enhance anxieties.

### **Arrival / Dismissal Procedures**

**Arrival:** The school day begins promptly at 8:45am for all students. Before Care begins at 7:30am. It is very important that your child not miss any early activities. All students should be dropped off at the front drive-through door (Exception: Ms. Mary's Pre-K 2 students may be walked to the west classroom door and Ms. Jackie & Ms. Carol's Pre-K 2 students may be walked in through the office door after 8:30am). Space in the parking lot is limited and is allotted to staff and the parents of our Pre-K 2 students. If you choose to walk into the building with your child during the first few days of school, please enter and exit through the side main office door. Please do not walk up to the front drive-through door. Walking to the front drive-through door creates congestion problems and safety issues. Thank you for your cooperation.

After 8:45am, the front drive-through door is closed because a class is in session at that entrance. If you arrive late (after 8:45am), please enter through the side main office door.

Students dropped off before 8:30am will be charged Before Care fees. Before Care hours are from 7:30am – 8:30am.

**Dismissal:** All students staying only for the regular school day are dismissed at 11:45am. At this time, Pre-K 2 students are dismissed from their classrooms. Ms. Mary's Pre-K 2 students are dismissed from their west classroom door and Ms. Jackie & Ms. Carol's Pre-K 2 students are dismissed through the office. The Front drive-through loop may also be used for our Pre-K 2 students. All other students are dismissed at the front drive-through door.

On Classroom Visitation Day you will receive a sign for your car with your child's name and teacher. Place the colored pick-up sign on your rearview mirror. This will help the teachers at the front drive-through door keep the line moving. Please pull forward in line so that two cars can be loaded at one time. This will help the line move more smoothly. Teachers will escort your child to the car, however you will need to secure him/her in the car seat. You may also pull forward to do this if needed.

Experience tells us that drop-off and pick-up will be delayed the first few days. Please have patience, and thank you for your cooperation. In order to assist with the flow of traffic, we request you enter the drive-through loop on Latania from the south, allowing cars to more easily exit the loop and parking lot to the north (toward Lake Carroll Way).

If you need to pick up your child early, please notify the office and arrive before 11:30am.

Children who stay for lunch only, must be picked up by 1:00pm. Children who have not been picked up by 1:00pm will be escorted to the nap room. Children staying for nap should be picked up after 2:00pm. Please inform the staff in the morning if your child will be staying for lunch or nap beyond regular school hours. Also, please tell your child what his or her plans are for the day with regard to pickup time, lunch, nap, etc. This will prevent any surprises.

**After Care:** All After Care charges begin at 12:00pm for a rate of \$4.55 per hour. After Care is provided daily until 6:00pm, \$5.00 per minute is charged after 6:00pm. Student who participate in

the *Extended Academic Day Program* (Option for Pre-K 4 Students Only) will be charged after care beginning at 2:00pm on Tuesday, Wednesday, and Thursday.

### **Snacks and Lunch**

Healthy snacks are provided daily to the students. Lunches, provided by the family should be simple and nutritious and include a drink. A microwave is available to heat food, however please do not send in anything that requires more than one minute in the microwave. Please label and provide all appropriate utensils, containers, and ice packs. If your child has any food allergies or special dietary needs, please contact the director prior to the first day of school to discuss any special accommodations that need to be in place.

### **Illness Policy**

**Communicable diseases:** When a student is absent with a communicable disease, we ask that a physician confirm the diagnosis. Instructions from the doctor for returning to school must be given to the office. Most frequent communicable diseases for the pediatric population include, but are not limited to the following conditions:

- ✓ Fifth Disease
- ✓ Impetigo
- ✓ Pinkeye
- ✓ Pinworm
- ✓ Scabies
- ✓ Scarlet Fever
- ✓ Strep Throat-Group A streptococcus

**Fever:** Fever is a physiological response to an infection, which helps the body's defense mechanism. In most childhood illnesses, fever is lowest in the morning, rises in the afternoon, and is highest in the evening and night. As a child begins to recover, the morning temperature will be normal with fever still present later in the day. Any child with a temperature of 100 F or higher will be sent home from school. Students should be kept home until he/she is free of fever for at least 24 hours before returning to school without the use of fever reducing medication.

**Gastrointestinal conditions:** Students with gastrointestinal symptoms such as vomiting and/or diarrhea must be free of symptoms for 24 hours before returning to school. Students should be kept home until he/she is free of vomiting/diarrhea for at least 24 hours before returning to school.

### **Vaccinations**

Bowman Academy requires that all newly enrolled students for the 2019-20 school year be fully vaccinated. Prior to the first day of class, every child must have a current Florida Certificate of Immunization (Form DH680) documenting that all immunizations are up to date, signed by the child's physician. Religious and personal exemptions will not be accepted. Medical exemptions will be accepted in only rare and clearly documented circumstances (e.g., a child who has severe immune suppression due to anti-cancer treatments).

### **Prescription Medication**

If your child needs to be given a prescription medication, you must bring the medicine in its original prescription container to the office and complete the required medication form for dosage and administration directions.

## Shoes

In the interest of safety, it is very important that students wear appropriate shoes to school. Sandals or flip-flops are not safe when running, climbing, and playing on the playground. For your child's safety and comfort, please send your child to school in socks and closed toe shoes.

## Toys

Students are not to bring in any toys, games, etc. to school unless specifically requested in writing by the teacher for Show and Tell or Letter Expert. Please do not allow your child to bring in any type of electronic item to school, including watches with phone call capabilities. This rule is to protect your child's personal belongings from damage or loss. This does not include the rest time snuggle item they may choose to bring during nap.

## School Directory

A school directory will be distributed to all Bowman Academy Families and Staff. This directory is intended for school use only. It will contain your child's name, your name, address, phone number and email address. If you do not wish to be included in the directory, please contact the office.

## After School Special Programs

After school special programs (dance, Bricks, and soccer) will be offered when schedules are available. Information will be sent home a few weeks after school starts with specials beginning in September. Due to increased staffing needs, the hourly After Care fees will also be applied to children staying for afternoon specials.

## Recommended Reading

If you love your children, but don't always love their behavior, we recommend the book *Easy to Love, Difficult to Discipline*, by Dr. Becky Bailey. Dr. Bailey is an award-winning author, renowned teacher and internationally recognized expert in childhood education and developmental psychology. She is also the developer of the *Conscious Discipline* program, which is utilized at Bowman Academy. Dr. Bailey has authored seven books related to guidance and discipline. Her core publication for parents, *Easy to Love, Difficult to Discipline*, has received national acclaim and is published in six languages. The book focuses on self-control and confidence building for both parents and children. You can find this book at most bookstores or online, you may also check out a copy from the Bowman office.

In addition, please review the Bowman Academy Student/Parent Handbook posted on the school website [www.thebowmanacademy.com](http://www.thebowmanacademy.com) for additional information.

## Important Dates

Wednesday, August 7 - Classroom Visitation  
Thursday, August 8 - First Day of School (T/TH & M-F Students)  
Friday, August 9 - First Day of School (M,W & F Students)

THANK YOU FOR THE OPPORTUNITY TO SHARE IN THE GROWTH OF YOUR CHILD!

Melissa Young, Director

## Important School Times

Time	Event
7:30am - 8:30am	Before Care
8:30am - 8:45am	School Arrival
8:45am - 11:45am	School Day
11:45pm	School Dismissal & Pre-K 2 & 3 Lunch Begins
12:00pm	After Care & Pre-K 4 Lunch Begins
12:30pm - 1:45pm	Extended Academic Day (Pre-K 4 Only T/W/TH only)
1:00pm - 6:00pm	After Care

\* Pick up times vary on Monday, Tuesday, Wednesday and Friday for students participating in dance, legos and soccer classes.