

WELCOME TO FFP!

We are so excited to have your child start their journey here with us at FFP! Here are a few reminders so that we can start the first day off on the right foot.

- Make sure to pack a reusable water bottle, a snack, and a lunch every day. If your child stays until 5 pm, please pack an afternoon snack as well.
- Label all of your child's items. This includes backpacks, water bottles, lunch boxes, extra clothes etc. We want to always make sure that things go back to where they belong!
- Shoes that have straps on the back are required for children at FFP.
- Make sure to always have an extra complete change of clothes in your child's backpack just in case. Children often get messy or sometimes have potty accidents and we will need those extras!
- Remember to download the Brightwheel app and add any extra family members that will be picking up or dropping off your child. You can add them to your child's account by accessing your child's profile and adding them under the Contacts section. If you do add family and friends to BW, please make sure they are also an approved contact on their Emergency Card form in the office. QR codes for checking in and out are posted at each classroom.
- Primary communication is through Brightwheel messaging! There are two options for chats, there is an Admin chat where only the office and Administrators can see and reply and then a general chat for your teacher!
- Always make sure that your child's teacher and the office is aware of any allergies that your child has, and if your child has an epi-pen you would like to keep at school please contact the office so that we can complete the necessary paperwork and store it correctly. Never keep inhalers or epi-pens in your child's backpack for the safety of the children in their class.
- If you have not received a gate code, please message on Brightwheel or stop by the office and we will provide that for you. Just as a reminder your gate code and your BW code are not the same!
- Tuition payments are sent out a few days before the next month begins, and it is always due on the first day of the month! Please make sure to pay through Brightwheel before the 10th of each month to avoid late fees.
- Be aware that we do have a 5 minute grace period for pick ups at 1 or 3 pm, but any pickups after that time are subject to a \$20 additional fee for the use of any portion of an extra hour. There is no grace period for 5 pm pick ups, as our school closes at 5 pm.
- If your child is signed up for early care, you are welcome to drop them off in their respective early care classroom anytime between 8-8:45 am. At 8:45 teachers come and pick up their early care children. If you are signed up for a 9 am drop off, please do not drop off your child to their classroom before 9 am. We also ask that you drop off your child before 9:30 am so that they are able to easily adjust to the schedule of their day!
- As your child gets older and they receive more immunizations, please make sure to always send in an updated copy of your child's immunization record so that we can stay up to date. We also strongly encourage families to schedule immunizations in the afternoon, or on Fridays due to the fact that sometimes children can have reactions such as fevers, fatigue etc. If a child does seem unwell or have a fever perhaps due to immunizations, we still treat it as sickness and they will need to be picked up.

- Make sure to thoroughly read the Parent Handbook, and if you don't have access to it you can find it on our website or in the office.

Please let us know if you have any questions, and we look forward to this year ahead of us!
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