



Mark Your Calendar

- 12/4** Wear Brown Shoes day
- 12/6** Mitten Tree Day
(Teachers will read the book)
- 12/7** Writing letters to a friend
- 12/14** Pajama Day
- 12/14** Parents night out
6:00pm-9:00pm
- 12/17** Holiday Color day
Wear colors to represent the holiday you celebrate
- 12/19** Ugly Sweater day
- 12/20** Gingerbread Houses
@ 4pm Room 1, 2, 3
Gingerbread Houses
@4pm Room 4, 5
- 12/24** We might open 9-3
TBD by how many families sign in

Continued in the next page...



We hope that you all had a wonderful Thanksgiving with loved ones and we enjoyed celebrating with you all last month. As the winter holidays approach we have many special events planned for our students and families and look forward to spending time with you all. We've also enclosed important winter and holiday procedure reminders in this newsletter. Please read through it carefully and reach out if you have any questions, concerns. Happy Holidays!

Parents, please let the office know of any travel plans or vacation plans you have coming up. Remember you get one week's vacation credit per year. Otherwise, you are required to pay tuition regardless of attendance. We have several different holidays that are represented here at Chesterbrook Academy. We would like to include all families' traditions with the children. Please, let your child's teacher know your family traditions so that we can share with your child's classroom.



If you've not already done so, please check your child's cubby to ensure they have an extra set of weather appropriate clothes. Students also need to come to school each day with a jacket and dressed warm enough to play outside for part of the day. If the weather is brisk we still go outside for active games and SPARK activities and want everyone to be able to participate Thank you!



Holiday Giving Project

Every year we partner with an organization to help people in need and to teach the children the power of giving. This year we've partnered with a local organization, one star enterprise. They are collaborators with other nonprofit organizations in our local community, providing children and their families in need with basic necessities, instill hope and promote community outreach with integrity, dignity, and most of all with LOVE. Ms. Darlene Williams (Kaylan's Grandmother) is a big supporter and she will collect all the Toys and send to the families in need. We would like your support and to help us share with your children why it is important to share kindness in our community. We will be collecting toys till December 7th. There is a box near the office so you can drop your items there. And we have our mitten tree as well to donate mitten or gloves for children in need.

Thank you all for sharing the LOVE





Mark Your Calendar

12/24-12/31 Winter Gap Camp We might open 9-3
TBD by how many families sign in

12/31 – 12/21 Little Shopper Shop

Winter Gap Camp before and after care students

Winter Gap Camp begins **December 24th - December 31st**. Gap camp is available for local School Age children (5– 12 years old). **\$329** for the week. Drop in for Winter Break– **\$65** daily rate (for enrolled students)

Just a reminder that we will be **CLOSED** on December 25th. TBD for the 24th in observance of Christmas eve.

We will also be **CLOSED** in observance of the New Year on and January 1st. TBD for the 31st.

Parent Referral: All parents want the very best education possible for their child. If you think your family has that, spread the word and become a Chesterbrook Academy Ambassador! For every new child you refer who enrolls at our school for six months, you'll receive an Ambassador Certificate for a FREE week of tuition for your child.

TUITION: 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. Lately, the late pickups have increased and we would like to remind you that if you pick your child up after 6:30pm on a regular base, we would have to charge a \$1 per minute, for late pickup.

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.

PARKING: As many of you have experienced, finding a parking space on drop-off and pick up time is quite challenging. We are asking families to please be considerate during these times by not parking in an area that is not a designated parking space. You are welcome to park on the street sides or at the Rachel Carson parking lot.

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 parties. We ask parents kindly to try their best to not bring food from home specially juice, candy, cookie 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.

SICK POLICY: The purpose of our sick policy is to reduce the spread of illness among our students and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. Children may be sent home if they have any concerning symptoms. In addition, a child must be free of all of these symptoms for at least 24 hours before he/she can return to school.

These symptoms include:

- A Fever of 100 degrees or more
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period
- Symptoms of a communicable disease
- Fussy, cranky behavior and generally not himself/ herself

Thank you for your support!

