

WONDER WORLD

1359 Morris Ave, Union, NJ 07083
Tel: (908) 687-2452 · Fax: (908) 687-8507

BASIC PROCEDURES

- Every child **must** be signed in and out daily (State Law)
Failure to do so may result in overtime charges.
- Check your child's folder or backpack daily.
- Check parent's bulletin board daily.
- **Label every item your child brings to school with his or her name.**
- Check lost and found for misplaced or missing items.
- School shirts or specified shirts are to be worn on every trip that takes any child out of our school. (Parent volunteers and/or chaperones are expected to also wear the same color shirts for easy identification.)
- **TUITION must reach the office on or before 5:30pm on the 1st of each month. If the 1st falls on a weekend, tuition is due in by 5:30 the Friday before. Late charges are as follows:**
 - After 5:30pm on the 1st - \$30.00
 - Every 3 days late thereafter – an additional \$25.00
 - Balance past due over 30 days 10% per month.
- Birthdays are special at Wonder World and are celebrated with munchkins, cookies, brownies etc. provided by the parents.
- Back to school night is for everyone who has a child enrolled at Wonder World. This is the parent/guardians chance to meet their child's teacher / assistant and find out our goals and expectations for the school as well as a time to ask questions and get information regarding your child's school day .
- The children go outside **every** day of the year – inclement weather and temperatures under 35 degrees, being the only exception. Please dress them accordingly. If your child is unable to go outside then they should not come to school until they are able to participate in all activities, the only exception is a note from the child's doctor.
- Correspondences of any type (Tuition payment, trip money, letters, notes etc.) are to be given to the Director or the front desk or put into the safe located at the bottom of the steps to the right.
- Please be sure all contact information is correct and current. We will be emailing information to the parents in regards to reminders and upcoming events. Please be sure to leave an email address that is looked at daily.
- Any child enrolled for more than 4 hours a day must rest horizontally for a minimum of 45 minutes daily.
- Children dismissed before 12:00pm must be out of the building by 12:00pm. Any child that must be picked up between the hours of 12:00 – 2:00 (rest time) must notify the school by phone in advance. Our children need their rest.
- If children are being picked up by someone other than the parents, we need preferably a note or phone call stating the person's name, relationship to the child and time they will be picking them up. Photo I.D. is required and the person must be listed on the enrollment form as authorized to do so.
- **NO SMOKING AT ANY TIME** in or around the building or in the presence of the children. (Field trips, etc.)
- Call the school before 8:00am if your child will be absent or late. This applies to all children.
- SNOW DAYS: Wonder World will make every effort to remain open in the event there is snow. If roads are treacherous or dangerous to either the safety of our children or staff members, we will be forced to close early or not open at all. You will be notified by calling the school if we are closed, and we will call you in the event we need to dismiss early. We mainly follow the Elizabeth Board of Education for School Closings.
- If you have any questions, suggestions, or if we can be of any assistance to you, please let us know.