



## TUESDAY MEMO 11/27/18

### **EARLY DISMISSAL**

School will dismiss at noon on Wednesday, December 19 for Christmas Break. If your child will need after school care on that day, please let the office know by Wednesday, December 5. Care is included for those who are enrolled full-time in after school care. If you are not enrolled in after school care and need care on that day, the cost will be \$10 and only offered if enough full-time students sign up.

### **SAFETY AND SECURITY**

Please do not leave your vehicle running and unattended during pick up and/or drop off. If you need to walk your child to the door, please park and turn your vehicle off. We also ask that you do not leave other children unattended in the vehicle. There is a lot of foot traffic through our parking lot and we do not want any issues.

### **PROGRESS REPORTS**

Student Progress reports will go home tomorrow.

### **MIDDLE/HIGH SCHOOL ~ YANKEE CANDLE FUNDRIASERS**

The catalog orders for the Yankee Candle fundraiser are closed. Orders may be placed online through January 10, 2019. Just go to [yankeecandlefundraising.com](http://yankeecandlefundraising.com). The group number is 990104327.

### **DROP-OFF REMINDERS**

Please remember to ALWAYS come in the entrance near the mail box and loop through under the covered awning near the end door. Please do NOT cut through the parking lot. Also, students will come in the end door on mornings when it is or has been raining. If we plan to let students in that door the light will be on. Thank you!

### **EXTENDED CARE**

There will be no daily extended care offered over Christmas break.

### **MEDICATION POLICY (FROM THE HANDBOOK)**

The staff at Neighbors Grove Christian Academy will not routinely administer prescription or non-prescription medications. This decision has been made because of liability issues.

An exception to this policy will be medications that are needed for emergency situations. These medications must be in a prescription labeled bottle, tube, etc. and be accompanied by a doctor's authorization with specific instructions as to their use. Administrator approval is also required.

### **UPCOMING DATES**

Tomorrow – Progress Reports  
Dec 13 – Christmas Concert  
Dec 19 – Early Dismissal