

# A Great Start Preschool

## Preschool Post

### September 2009

#### **Important Dates to Remember:**

- (T) Sept 8- First Day Orientations  
(9-10am and 12-1pm)  
(W) Sept 9- First Day Orientations  
(9-10am and 12-1pm)  
(R) Sept 10- Tuition & Book Orders Due  
(F) Sept 18 Philharmonic RSVP Due  
(M) Sept 21 (9:15am) Parent Advisory Board Meeting (all are welcome)  
(W) Sept 23- Dayton Philharmonic visits our MWF Classes \$2.00 per child  
(W) Sept 30- Year in Full Payments Due

**Scholastic Book Orders:** Each month, we will offer Scholastic Book Orders. Order as you choose, there is no obligation to place a monthly order. You can place an order by returning the order form and money due by the posted due date (typically the 10<sup>th</sup> of each month or your child's next school day after) or by placing your order online. A separate information sheet will be sent home explaining Scholastic Book Orders.

**Tuition:** is due by the 10<sup>th</sup> of each month. If your child does not normally attend on whatever day the 10<sup>th</sup> falls on, or if your child is absent, you can make your payment on their next school day. You can make a payment by cash, check, VISA, or MasterCard. There will be a basket on my desk where you can drop off a payment (or any paperwork needing turned in) or just leave it in the main pocket of your child's backpack. Please stop by the office to make your payment by credit card. Our Teacher's Aides (Ms. Stephanie- MWF or Ms. Diane- TR) will open your child's backpack each day and look for papers or payments coming in, and also put in papers needing to go home. Monthly receipts are given for all cash payments, and for those who request. In January and again in May "Tax Deduction Statements" for tuition paid will be given to those who request.

Please check your child's backpack daily for papers going home including notes from the teacher or office and artwork! Basically, we use your child's backpack as a Mailbox for things going home and things coming in.

**Electronic Communication:** This month you will receive the Monthly Newsletter, Snack Calendar,

and other important information in a hard copy format. However, please note that following Newsletters, Snack Calendars, and other Communication will be emailed (and posted on the Parent Communication Board in the main preschool hallway). I will post a note on the door to let you know when the newest versions are available. If you would like to receive a hard copy each month, please let me know.

**Snack:** Snack is served to the children each day, and we have a Parent Participation Snack Policy. This means that each child brings snack/drink one time per month for their entire class. I will assign your child to a specific date, like the first Tuesday of each month, the second Wednesday or each month etc., and it will be posted on a "Snack Calendar" which will be available on our website and posted on the Parent Board in the hallway. We ask that you stick to the snack list when choosing snacks, and pay attention to the posted allergies and food restrictions in your child's classroom. The general snack list has been updated to include more nutritional choices, and we will provide "Safe Snack Lists" for those classes with severe allergies. Although there are times that your child's snack day may fall on a day we do not have snack (parties, school closings, absences) we ask that you either pay the \$6.00 snack fee that month, or bring in a non-perishable snack that we can use at a later time. We always keep enough extra snack on hand for the entire school, and some months we end up with five weeks (which the preschool will provide snack for those extra days). In addition, snack fees also go toward cooking activities, cups, napkins, and eating utensils. Please note the Snack Calendar will need to be updated in October to reflect additional "Snack Opt-Outs," Allergies, or Food Restrictions that were not available at the time the September calendar was printed.

**Extra-Curricular Classes** Will begin in October! From 11:20-12:00, we will offer extra classes for an extra charge (instructors are paid directly, not through the preschool). These classes are optional, and class sizes are limited. We plan to start with Spanish, Sign Language, Music Jamboree, Creative Development (Brain Gym), TJ's Dancing

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on Wheels, and Karate. (Additional classes will be added/rotated as the year progresses) More information will be available soon.

**Arrival/Dismissal:** Unless you are using Curbside Assistance, please bring your child into the building and into their classroom each day for drop off (doors open 5 minutes prior to class start time). Make sure the teacher is in the room before you leave. At dismissal, please come into the building and wait outside your child's classroom door. The teacher will open the door and dismiss children one at a time. If we do not recognize the person picking up your child, we will ask for a picture ID. Arrival and Dismissal is a great time to briefly chat with the teacher regarding your child's day. If you ever need to speak with the teacher or me privately about your child, please do not hesitate to contact us. We would be happy to schedule an appointment, or wait until everyone has been dismissed.

**Curbside Assistance** If there are times that you cannot escort your child into the building (small children in the car, sick parent or siblings, in a hurry, etc) we will provide Curbside Assistance at arrival and dismissal. Please pull up along the curb outside of the front door/office and remain in your car (make sure other cars can drive around you). The Teacher's Aides and I will be watching for you, and will escort your child in and out of the building. Please do not park along the curb unless you want Curbside Assistance.

**Parking Lot Reminders:** Be aware, hold hands! Walk! Drivers and walkers need to be aware of everything that is going around them, and please adhere to posted speed limits. Reserve Handicapped Parking Spaces for those with proper permits, and please do not leave children unattended in the car (use curbside assistance).

**Paperwork:** Required paperwork includes the Child's Medical Statement (must be signed by physician and updated annually from the date of exam), Child Enrollment and Health Information Form (3 pages), Child Profile Form (2 pages), and Policy Agreement (last page of Parent Handbook). These forms are available on our website, and need

to be turned in on the first day of school. Supply Lists for each classroom are also available on our website. If your child has an food allergies, food restrictions, health problems, or medical conditions, please inform me ASAP and additional paperwork may be required.

**Parent Volunteers:** Starting in October, if you would like to volunteer in your child's classroom, please speak with your child's teacher. From time to time, the teacher may request volunteer for classroom help, project preparation, room cleaning, etc. More details about our volunteer program is available in the Parent Handbook.

**Other Reminders:**

- Please call 937-312-1621 if your child will be significantly late or absent
- Check backpacks daily for papers going home!
- Take your child to the restroom upon arrival at school, especially if your child is in a classroom without a restroom in the class.
- Please dress your child appropriately for outdoor play. Flip-flops are dangerous for playground activities!

*A Great Start Preschool has an open door policy. If you have any comments, questions, concerns, compliments or suggestion, please do not hesitate to speak with your child's teacher or myself!*

Check out our website, [www.agreatstartpreschool.com](http://www.agreatstartpreschool.com) for the latest newsletters, snack calendars, forms, and Staff Bio's.

Welcome Back!

Christina Miller  
[www.agreatstartpreschool.com](http://www.agreatstartpreschool.com) ~  
[aGreatStart@aol.com](mailto:aGreatStart@aol.com)  
937-312-1621