Grace Preschool

 343 Grand Avenue

 Loves Park, Illinois 61111

July 10, 2017

Dear Parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***Welcome to Grace Preschool***. I am very excited that you have chosen us to join you in the teaching and nurturing of your child. Grace Preschool Staff and Committee members are looking forward to a wonderful school year with your family and your child!

**Classes** will begin on **Monday, August 28th and Tuesday August 29th.**

Your child is currently scheduled for the class which meets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Morning Session: 8:30 – 11:15 AM

\_\_\_Morning Session: 8:45 – 11:30 AM

 \_\_\_Afternoon Session: 12:15 – 3:00 PM

**Meet the Teacher Night:** Please see the attached note with times and dates for Meet the Teacher Night. We will be hosting 4 different meetings on August 22nd and 23rd, so if yours does not work for you, please call and see if one of the other times will work.

**Homework**: Please have fun with your child as you work together to complete the enclosed project. ***Turn in this project on the first day of school.*** This activity will be displayed in the hallway. It will be a great way for the teachers and children to get to know each other. (Note: You will need a photo of your child)

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# Some necessary reminders

(Please bear with me.)

Physical: State law mandates that no child will be able to attend the first day of school without a current and up-to-date physical. Avoid disappointment on the first day!!

 ***Please send in or drop off the completed physical by August 10th.*** This will allow me time to look over the physical to be certain it is complete.

Please be sure all the immunizations and screens are current including the **TB, lead screen, and chicken pox**.\_\_\_Physical is on file \_\_\_Physical is not on file \_\_\_\_\_\_Date current physical expires \_\_\_Physical is complete

\_\_\_Physical is lacking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Birth certificate: DCFS requires us to have a copy on hand of every student’s birth certificate. *Please send in or drop off a copy of your child’s certified birth certificate by August 10th.*

\_\_\_\_Birth certificate is on file \_\_\_\_\_Birth certificate is not on file

**Tuition**: Don’t forget your first tuition payment will be due on September 1st. We hope to have a new program up and running for Meet the Teacher night that you can use to set up automatic payments. At the time of registration you paid the registration fee.

**School calendar**: Please save the enclosed *Grace Lutheran Preschool Calendar*.

The calendar contains information about tuition days, days of attendance and days off. Please note the new Parent Teacher Conference Days and School Improvement Days.

**Policy book**: Please read your policy book. If you have misplaced it, please request another one.

**Change of address or phone number**:If there has been a change since registration, please call me or let your child’s teacher know.

**Sign-out**: You are required to sign-out your child each day. No child will be allowed to leave with someone not listed on the registration form. Please keep this information current with your child’s teacher. If someone else needs to pick up your child, you must send a signed note or, in an emergency, call the Preschool at **815-282-6114**.

**Safety in the parking lot**: To insure safety in the parking lot, no child will be allowed to enter a car unless it is parked. Please do not leave small children in your car while picking up other children.

**Withdrawal**: If you find yourself in the unfortunate situation that you need to withdraw your child from our school, please let me know as soon as possible.

In closing, please review the enclosures, take care of the business details in a timely manner, talk enthusiastically with your child as you prepare for the first day of school, and have fun with the homework project.

Have an enjoyable and safe summer.

Our staff looks forward to meeting you soon.

Feel free to call with questions or concerns.

In Christ’s Service,

Stacie Leese, Director

Phone: 815-282-6114 Cell: 815-914-7148

sleese@gracelutheranpreschool.com