Grace Lutheran Preschool & Kindergarten
205 South Garner Street
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May 11, 2017

Dear Grace Lutheran Preschool & Kindergarten Family,

Although several weeks remain before the end of the current school year, we are eagerly and actively planning for the fall. During the past ten months we have enjoyed watching our GLPK children grow and learn. We look forward to welcoming your family this fall for what promises to be an exciting year.

This letter and the accompanying enclosures will help you to plan for the upcoming school year. Since many of you travel during the summer, we request that you **complete and return the enclosed forms no later than Thursday, June 30, 2017.**

Here are the answers to some frequently asked questions:

- **Will my child meet his/her teacher before the first day of school?**
  Your family will receive an invitation from us to the "Meet the Teachers" day. The purpose of the visit is to help you and your child get to know the teachers and the classroom before school begins. Please watch the mail in August for an invitation.

- **What is my child's first day of school?**
  - **August 29 (Tue.) - Kindergarten** "Meet the Teacher" Day. Please bring your child to see their classroom and meet their teachers at 9 to 9:30. Session will finish at 9:30am.

  - **August 30 (Wed.)** - First day of school for **kindergarten** students *(note: no afternoon enrichment class).* School bus pickup and drop-off begins on this day.

  - **August 30 (Wed.)** – **Preschool & Jr. Kindergarten MWF/M-F** morning and enrichment classes "Meet the Teacher" Day. Please bring your child to see their classroom and meet their teachers from 9 to 10am. If you are enrolled in enrichment classes, stop by to meet your enrichment teachers before you leave.

  - **August 31 (Thur.) & September 1 (Fri.) – Kindergarten** class will be in session *(note: no afternoon enrichment class).* School bus pickup and drop-off on this day.

  - **August 31 (Thur.)** – **Preschool T/Th** morning and enrichment classes "Meet the Teacher" Day. Please bring your child to see their classroom and meet their teachers from 9 to 10am. If you are enrolled in enrichment classes, stop by to meet your enrichment teachers before you leave.

  - **September 5 (Tues.)** - First day of preschool and enrichment classes for T/Th and M-F **preschool & Jr. Kindergarten** students.

  - **September 6 (Wed.)** - First day of preschool and enrichment classes for MWF **preschool** students.

- **What are the scheduled class times?**
  - 9:00 – noon Morning class for 2.5-3.5 , 3, 4-year-old and Jr. Kindergarten classes
  - 9:00 – 12:45 Kindergarten class (pack a nut-free lunch for your child)
  - 12 noon – 2:30 Enrichment class (pack a nut-free lunch for your child). Kindergarten joins enrichment after their scheduled lunch time.
- **What do I need to do before school begins?**
  - All of the enclosed forms need to be completed and returned to us on or before **Friday, June 30, 2017.**
- **How can I get my child ready for preschool?**
  Some helpful tips are included on these websites:
  - http://www.babycenter.com/0_how-to-prepare-your-child-for-preschool_64536.bc
  - http://www.parentingme.com/prepschl.htm
- **Does my child need a backpack?**
  - Only Jr. Kindergarten and Kindergarten students will need a backpack for their class. All other classes will provide a canvas bag for their students.
- **What is the toilet training policy?**
  - Grace Lutheran Preschool and Kindergarten's policy on toilet training is enclosed with this packet of information.

FORMS REQUIRED BEFORE YOUR CHILD CAN ATTEND SCHOOL

Please complete and return the following forms to us on or before **Thursday, June 30, 2017**:

1. ***Classroom Information*** **form**

This form will be duplicated and copies will be provided to each of your child's classroom teachers. Please make sure all information is accurate, updated and complete on BOTH sides of the form. This form and the *EMERGENCY CONTACT/PARENTAL CONSENT* form will be the first resources used in case of an emergency during the school day. Accuracy is critical. Please make sure that there is a way to contact you or someone on your emergency list. We must be able to contact either of the parents or the emergency contact person.

2. ***Permission for Directory Publication and to Photograph*** **form**

To facilitate communication within the Grace Lutheran Preschool & Kindergarten community, each year we publish an all-school directory. The first part of this form provides us with permission and the information we need for this directory. The second part of this form is to obtain permission to use school photos and classroom photos for projects within the school. For projects we display in hallways, we only write each child's first name; photographs are for school use only and are never used for any other purpose. Children love to see their pictures on bulletin boards in the halls and in art projects. These photos are also an important part of birthday and holiday celebrations and other classroom activities. We also like to include photos in newsletters for our school and the church congregation; however, no child's name is ever associated with the pictures in the newsletters. The third part of the form requests permission for your child to be photographed, videotaped or named by the public news media (i.e., newspaper or television station). Occasionally our school events are covered by the media and we are committed to honoring your wishes in this matter. The last part of this form requests permission to post photographs/videotapes on Grace Lutheran Church's website or the GLPK Facebook page.

3. ***Emergency Contact/Parental Consent*** **form**

All children are **required** to have this information on file at our school **BEFORE** they begin attending classes. Please verify all information is accurate so we can provide the best possible care for your child in the case of an emergency.

4. ***Child Health Assessment*** **form for all NEW preschool students and all ENROLLED KINDERGARTEN students**

If possible, we request that your child's physician complete this form and that you return it to our office by **June 30, 2017**. If this is not feasible, please notify our office of the date of your child's physical and then turn in the paperwork no later than 10/31/17.

5. ***Pennsylvania Required Clearances/Volunteer Form***

Volunteers are vital to the success of the many programs we offer that enhance our school which include classroom and field trip volunteers. All volunteers interested in helping directly with children are required to obtain clearances which include the following:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Federal Bureau of Investigation Criminal Background Check

You can obtain the clearances through the Pennsylvania government website: http://keepkidssafe.pa.gov/. Please review the GLPK volunteer sheet and sign up for anything that interests you. If you have questions about the clearances or need details about the volunteer opportunities, please contact us.

6. ***Food Allergy & Anaphylaxis Emergency Care Plan (FARE)***

Parents of any student attending Grace Lutheran Preschool and Kindergarten who has an allergy that can result in illness, are required to fill out this form.

7. ***Current Photograph of all NEW Students***

Please enclose **TWO** current photographs of your child(ren). A close-up head shot would be best. One photo will be kept in the child's office file and the second photo will be given to the student's teacher. These photos will be used for GLPK staff and substitutes to be able to better know your child and for emergency use.

Thank you for taking the time to help us with these vital preparations for the new school year. If you are on a waiting list for another class, you will be notified as soon as there is a change in your waiting list status.

September Tuition **notice**

September tuition notices will be mailed in July and will be due on/before **August 10, 2017**. A $25 late fee will be assessed for payments received after August 20, 2017. The October payment will be due September 10, 2017. Payment through automatic withdrawal is available. A form will be included with your first tuition bill.

PARENTS, YOU ARE INVITED!

You are invited to join other school parents for an informal gathering after you leave your child in his/her classroom on the first day of school. We'll discuss school policies, educational philosophies, family programs, all-school activities and opportunities to become involved in our school.

Please attend a *Parent Orientation* Session on . . .

Tuesday, September 5	9:15 – 10:15 a.m. in the Fireside room
Wednesday, September 6	9:15 – 10:15 a.m. in the Fireside room 6:30 – 7:30 p.m. in the Fireside room

New and returning families are welcome!

We hope all of you have a wonderful summer enjoying time with family and friends! We have had a wonderful year at Grace Lutheran Preschool & Kindergarten.

As always, please do not hesitate to contact us through the school office (814-238-8110) or via e-mail (glpk@glcpa.org) if you have any questions or concerns. We look forward to seeing you and your child/ren at the Meet the Teacher events and on the first day of school. Enjoy your summer!

Wishing you God's blessings,

Cathy Smarkusky
Director

Dawn Vanden Heuvel
Assistant Director