



Grace Lutheran Preschool & Kindergarten  
205 South Garner Street  
State College, PA 16801  
Phone: (814) 238-8110  
E-Mail Address: [glpk@glcpa.org](mailto:glpk@glcpa.org)  
Web Address: <http://www.glcpapreschool.org>

June 16, 2020,

Dear Grace Lutheran Preschool & Kindergarten Family,

After an unexpected shortening of our school year, we are eagerly and actively planning for the fall. Please be aware that we will need to make decisions and policies based on the requirements and recommendations provided by the Center for Disease Control, PA Dept. of Education and the PA Dept. of Human Services. We continue to receive communications from our local childcare representatives, other area preschools and updates from the state with information on how to move forward.

This letter and the accompanying attachments will help you to plan for the upcoming school year. The PDF attachments that are fillable forms can be returned to [dvandenheuvel@glcpa.org](mailto:dvandenheuvel@glcpa.org). All other forms will need to be completed by a physician. If you have trouble filling them out, you are welcome to print them and send them to us at the above address. In addition, please let us know if you need hard copies of the forms and we will send them to you in the mail. We request that you **complete and return the enclosed forms no later than Tuesday, June 30, 2020.**

Here are the answers to some frequently asked questions:

- **What is my child's first day of school?**
  - **September 1 (Tues.)** - First day of GLPK morning classes and enrichment classes for **T/Th and M-F Preschool, Jr. K & Kindergarten Prep** students.
  - **September 2 (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, Jr. Kindergarten and Kindergarten Prep classes
  - 12 noon – 2:30 Enrichment class (pack an egg and nut-free lunch for your child).
- **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 **Tuesday, June 30, 2020.**
- **How can I get my child ready for preschool?**

Some helpful tips are included on these websites. The bottom two links are from sesamestreet.org. They have several videos and resources to help you talk to you child about handwashing, Covid-19, etc.

  - [http://www.babycenter.com/0\\_how-to-prepare-your-child-for-preschool\\_64536.bc](http://www.babycenter.com/0_how-to-prepare-your-child-for-preschool_64536.bc)
  - <https://www.parents.com/toddlers-preschoolers/starting-preschool/preparing/how-to-prepare-your-child-for-preschool-0/>
  - [https://cdn.sesamestreet.org/sites/default/files/media\\_folders/Images/PDF3V3.pdf?\\_ga=2.17352317.554012464.1592322827-992523183.1592322827](https://cdn.sesamestreet.org/sites/default/files/media_folders/Images/PDF3V3.pdf?_ga=2.17352317.554012464.1592322827-992523183.1592322827)
  - <https://www.sesamestreet.org/caring>

- **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 **Tuesday, June 30, 2020:**

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. Please include all addresses and phone numbers where indicated.
  
2. ***Permission for contact information sharing and to photograph form***  
To facilitate communication within the Grace Lutheran Preschool & Kindergarten community, we will at times need to share contact information. The first part of this form provides us with permission to share addresses, emails and phone numbers within the GLPK community. 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 two parts of this form requests permission to post photographs/videos on Grace Lutheran Preschool & Kindergarten's website, the school's photo sharing application (e.g., Shutterfly or another app) and 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***  
If possible, we request that your child's physician complete this form and that you return it to our office by **June 30, 2020**. If this is not feasible, please notify our office with the date of your child's physical and then turn in the paperwork no later than 9/30/20.
  
5. ***Food Allergy & Anaphylaxis Emergency Care Plan (FARE)***  
Parents of any student attending Grace Lutheran Preschool and Kindergarten who has a food allergy, that can result in illness, are required to fill out this form. Please contact [glpk@glcpa.org](mailto:glpk@glcpa.org) if your child has an additional medical illness that requires medication or special care during school hours.
  
6. ***Current Photograph of all NEW Students***  
Please email or send **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***

In July, you will receive your monthly tuition information. All tuition will be collected through ETF (electronic transfer of funds). A form will be sent to you with your tuition statement. Tuition will be withdrawn on August 10, 2020 for September. The October payment will be withdrawn on September 10, 2020.

**PARENT ORIENTATION**

This year we plan to send a video recorded presentation in place of our usual Parent Orientation Night. We will discuss school policies, educational philosophies, and new procedures due to Covid-19. We will email the presentation in late August.

As always, please do not hesitate to contact us through the school office via e-mail ([glpk@glcpa.org](mailto:glpk@glcpa.org)) or by phone (814 -238-8110) if you have any questions or concerns. We look forward to welcoming your family this fall. Enjoy your summer!

Wishing you God's blessings,

Cathy Smarkusky  
Director

Dawn Vanden Heuvel  
Assistant Director