

Hello, parents!

We are very excited that your child is enrolled in Sachse's Preschool! Our teachers and staff are working hard getting rooms ready, finalizing lessons plans and praying for your family!



Included here and online at [www.preschool.makemuchofjesus.org](http://www.preschool.makemuchofjesus.org), you will find all the information you need to be prepared for the first day of school. A checklist is provided here to help you. Please let me know if you have any questions!

Dana Wilkin

Weekday Preschool Director

[preschool@makemuchofjesus.org](mailto:preschool@makemuchofjesus.org)

972-495-1142

PS The only supplies we are asking for this year from each student are:

- Full size backpack
- Folder
- Package of wipes.

## **Mark your Calendar!** ***Meet the Teacher***

August 30

Come & Go

1:00-2:00pm

Meet your teacher, see your classroom, and bring your completed forms. Also, practice checking-in!

## ***First Day of School***

September 4

9:00am

## **Preschool Checklist**

- ◇ Read through this packet
- ◇ Fill-out the "Family Information Sheet"
- ◇ Fill-out and sign the "Emergency & Release Info Sheet"
- ◇ Mark you calendar for Meet the Teacher and the First Day of School
- ◇ Know your PIN for Check-in/out
- ◇ Bring all completed forms to Meet the Teacher
- ◇ Find us on Facebook! Search "Sachse's Preschool", a private group just for staff and families

## CHECK-IN / CHECK-OUT

Each family has a PIN. Your pin is the last 4 digits of the phone number you registered your child with. You will be required to use your PIN to check-in each morning, as well as check-out each afternoon.

For the first few weeks a name tag will print for your child at check-in and a pick-up tag will print at check-out. This adds a layer of security in the beginning as we learn names and faces.

## Tuition

Tuition for September is due the first day of school. Monthly tuition is due the first class day of each month. Checks should be made out to SFBC and can be placed in the Tuition box next to the ministry office. Cash payments must be given to the financial secretary for a receipt. Online tuition payments can be set up at [www.sachsesmdo.com](http://www.sachsesmdo.com)

### Monthly Tuition Rates

Twos..... \$150

Three's & PreK..... \$160

## Lunch & Drink Suggestions

Please note, we do not refrigerate or heat lunches. Placing a freezer pack in the lunch can keep cold items fresh. We do not provide spoons or forks so please send appropriate utensils or items that can be eaten by hand.

### Suggested Drinks:

Reusable Water Bottles/ Sippy Cups

Juice Boxes or Pouches with clear juice

### Suggested Food Items:

Sliced Fruit like grapes, strawberries & oranges & celery

Lunch Meat rolls like turkey & ham

Crackers like Ritz, Saltines, Cheez-its

Sliced Cheese (not shredded)

Sliced Veggies like carrots, cucumber

Granola or Nutri-grain bars

Pretzels or Chips

Fruit Snacks

**Please do not send messy items like Pizza Lunchables, red/purple juice, fruit cups with juice, tiny/shredded items like shredded cheese and rice as these items generally end up on the floor or cause stains.**



## Family Information

Child's Name:

\_\_\_\_\_  
Nickname, or a different name you want us to call them (for example, Ricky instead of Richard):

\_\_\_\_\_  
If your family attends church, where do you attend:

\_\_\_\_\_  
Names and relationships of others in the home (siblings, grandparents):

\_\_\_\_\_  
What language is primarily spoken in your home?

\_\_\_\_\_  
Pets and their names (i.e.: dog- Astro):

\_\_\_\_\_  
Has your child been in a preschool setting before (church nursery, etc.):

\_\_\_\_\_  
Security items or things that comfort them:

\_\_\_\_\_  
Has there been a major event in the child's life in the past 6 months? (birth, death, move):

\_\_\_\_\_  
Child's special interests, likes or dislikes: \_\_\_\_\_

\_\_\_\_\_  
Do you have any special skills, talents or work in a career field that could be shared with the class? (i.e.: police officer, firefighter, medical, play a musical instrument, etc):

\_\_\_\_\_  
Other information you would like to share with us:

\_\_\_\_\_

# Sachse's Preschool Policies & Procedures at a Glance

## Tuition

Tuition is due on the first meeting of each month. Payments may be made by cash, check or an online payment option is available at [www.preschool.makemuchofjesus.org](http://www.preschool.makemuchofjesus.org). If tuition is not received by the third meeting, a late fee of \$15 will be applied to your child's account. As your tuition holds your child's place, payment is required even if you are out of town for an extended period of time. Please discuss any special circumstances with the director.

## Withdrawal

Please notify us in writing or email two weeks prior to withdrawal from our program. There will not be a reimbursement given for partial months attended.

## Hours of Operation

September 4 – May 23

Tuesday and Thursday: 9:00 am -2:00 pm

*Please note that we follow the Garland ISD calendar for holidays and bad weather closings.*

In accordance with Garland ISD, Sachse's MDO & Preschool will be closed the following dates:

November 20 & 22 for Thanksgiving/Fall Break

December 25, 27 and January 1, 3, 8 for Christmas/Winter Break/Teacher in-service

March 12 & 14 for Spring Break

## Arrival and Dismissal

The entrance doors will be unlocked at 9:00am. Check your child in and out each day at the computers. For safety precautions, the doors will be locked from 9:15am until 1:45pm; plan to arrive each day no later than 9:15am. Please knock if you need to enter the building during this time and someone should be able to assist you. However, if no one is available to open the door, please enter through the church office.

Please make arrangements for your child to be picked up by 2:00. A \$10 late fee will be applied to your child's account if they are not picked up by 2:10. After 2:10 there will be an additional \$1 per minute charge. We do not provide after school care. If your child is left at school past 2:10pm more than twice, your child will be withdrawn from the school.

## Health and Medicine Policy

Children who show any of the following will not be able to attend class:

Fever (100.0 or greater, must be fever-free for 24 hours without the use of fever-reducing medicine)

Diarrhea or vomiting (symptom-free for 24 hours before returning to school)

# Sachse's Preschool Policies & Procedures at a Glance

## Sanitation

Classrooms, play areas and restrooms will be disinfected throughout the day and after each meeting time; this includes tables, chairs, toys and diaper changing surfaces.

## Classroom Management

In each of our classrooms, we have age-appropriate guidelines. If a child has difficulty following the guidelines, he or she will be reminded and redirected. If the behavior continues, the teacher will separate the child from the classroom activity for a "time out" equal to the child's age (example: 3 minutes for a 3-year-old). Our goal is to help your child learn to interact with their teachers and peers appropriately and gain self-control necessary to maintain order and safety in the classroom. In the event your child is having an exceptionally difficult day (running out the classroom, injuring others, etc.), we may call you to come pick up your child early. Please know that we understand that we all have "off" days and therefore, the next school day your child will have a new opportunity to have a better day. Feel free to ask your teacher or the Director if you are concerned about your child's behavior.

## Hug Zone at the Door

For security reasons, and to help children who might be upset, we ask that parents not enter the classroom. When you bring your child to class, please do the following:

- Your child's teacher will be at the door to greet you. Hand them your child's bag.
- Hug & kiss your child goodbye right outside the classroom door (the "hug zone"). Feel free to offer words of assurance, "I love you. I will be back soon to get you."
- Allow your child to walk into their classroom. If they are upset, please allow the teacher to take your child from you.
- Walk away. We know this may be hard to do if your child is upset, but when you stay, it prolongs the melt down and may upset other children during the process. Please know that we understand how difficult this is and will encourage you along the way! You are welcome to call the church for an update on your child.

## Communication

Staff members are always willing to speak with you regarding your child's school experience. Do not hesitate to ask questions at drop-off and pick-up, or schedule a time to meet.

We provide a take-home folder for your child with a monthly calendar and other communications to keep you up to date. Please check the folder after each school day.

You can also visit our website: [www.SachsMDO.com](http://www.SachsMDO.com) for more information.

## 3's/4's | My child is going to Preschool! What do I need to know...

### What to wear?

#### Tennis Shoes and Socks

*We do a lot of running, jumping and climbing. Shoes like sandals, boots and flip-flips aren't safe!*

#### Play Clothes

*Preferably, shorts/pants and t-shirts, or play dresses with shorts/leggings underneath.*

*Please send your preschooler in clothes they can easily take off and put on when going to the restroom.*

*Clothes with belts, buckles and snaps can be tricky for little fingers.*

*We do our best to stay clean, but many of our art projects include messy things like*

### What to bring?

#### School Bag

*Each child will need a bag large enough to hold all of the following things.*

#### Take-home Folder

*Folders will be used to send home a monthly calendar, child's work and parent/teacher communications.*

#### Lunch & Drink

*Finger foods that do NOT require refrigeration, heating or utensils- no dark colored drinks please! A Lunch Suggestion Sheet is enclosed.*

#### Change of Clothes

*Please send a change of clothes, just in case they*

### Where to Go?

#### Check-IN 9:00am

*Enter through the middle door entrance. The doors are unlocked at 9:00am. Check-in at the computers by entering your PIN, a name tag will print. Escort your child to class.*

#### Check-OUT 2:00pm

*Doors are unlocked at 1:45pm. Please arrive by 2pm to pick up your child. Check-out at the computers with your PIN; a security tag will print. Use this tag to pick up your child at their classroom door.*

### How to say Goodbye?

*We know it is hard to leave if your child is upset, but coming in the classroom or hanging out at the classroom door generally makes the calm down process more difficult. You can call the church during the day to check on your child. We suggest you hug your child at the door, assure them you love them, and that you will be back. Allow the teacher to take your child into the classroom. We will be there to hug and encourage you as you make that long walk down the hall back to your car.*

### What to bring?

#### School Bag

*Each child will need a bag large enough to hold all their things. A toddler size backpack will not work. Please make sure the bag will hold all of the following and send with your child each day.*

#### Lunch & Sippy Cup

*Finger foods that do NOT require refrigeration, heating or utensils. A Lunch Suggestion Sheet is enclosed. Please send a sippy cup, labeled with their name that we can refill with water throughout the day.*

#### Change of Clothes & Diapers or Pull-Ups

*Send 2 or more DISPOSABLE diapers, or pull-ups if potty training.*

#### Nap Roll or Blanket

*We provide mats for napping. Please send something to put on the mat like a nap roll or crib size sheet, blan-*

### What to wear?

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#### Play Clothes

*Preferably, shorts/pants and t-shirts, or play dresses with shorts/leggings underneath.*

*Please send your child in clothes that are easy to take off and put on when diapering or using the potty.*

*We do our best to stay clean, but many of our art projects include messy things like*

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