

Welcome 2018-2019 Preschool

I hope your summer has been fun!
Preschool is about to start, so here are some reminders.

The first day of preschool is on Tuesday, August 21st. A drop-in on Sunday, August 19th will be between 2:00 and 3:30. This is a time for you to meet your child's teachers and see the classroom. If needed, this will also be the time to update your child's file before preschool starts.

We open our doors no earlier than 7:30. If you are in the 7:30 to 5:00 or the 8:00 to 3:00 program, your child starts in one of the early arrival rooms. If you are attending only the morning preschool, teachers open classrooms at 8:45. All programs include morning preschool, which starts at 9:00.

Please be prompt when picking up your child. The 9:00 to 12:00 and 8:00 to 3:00 programs dismiss to a carpool line. Please park at the curb in the front loop starting behind the orange cone, about $\frac{1}{4}$ way past the front doors. Children are brought to the hallway and are accounted for. After all children are ready, we will place them in line and bring the first 3 or 4 children to cars. You may stand outside your car but please do not walk to the doorway to pick-up your child; it is safest when we go directly to you and not through a crowd. Also, please do not pull out of the line to leave. The line moves quickly once we start and pulling out can cause an accident. Please explain these rules to others who may pick up in carpool. If you are in the 7:30 to 5:00 program, you may park in the loop but there is no carpool; please ring the doorbell and come in for your child.

A late fee will be assessed at 12:10, 3:10, and 5:10. Time will be checked by use of a cell phone for accuracy. Only the Director can make exceptions. Please be prompt. Let us know if your child is to be picked-up at a time other than normal or by someone other than you, even if they are listed on your release form.

Tuition payments are due on the first of each month. Methods of payment accepted include: cash, check, electronic banking check, and money order. Payments are to St. Matthew's Preschool and should be mailed to our address or placed in the mailbox outside of the preschool office. Do not leave cash unless it is in a sealed envelope with the enclosed amount and your child's name on it.

On the first day of preschool, your child should have two full changes of clothes. We do not use book bags at preschool; a space will be provided for their items. **Label all items**. Dress your child in comfortable play clothes and safe shoes.

One snack will be provided for those who attend morning preschool, and two snacks for those in the extended day programs. Please provide lunch if your child attends extended day. Guidelines of the USDA MyPlate.gov will assist you with choices for a good and nutritious meal for your child's age and needs. A serving of milk, a protein, a vegetable, fruit and grain are required in the new meal plan guidelines. Please remember to provide bite-sized items or cut food to prevent choking hazards. Refer to your family handbook for exclusions that we will not be able to serve to your child.

Thanks and we will see you all soon!

Barbara Coleman, Director