

Dear Parents,

Welcome to St. Luke's Early Childhood Program. The materials in this packet are designed to provide a smooth start to the school year. Please, be sure to complete all forms for each child. Many of them have front and backs to be completed.

- 2019-2020 School Calendar ( available on our website when complete)  
[www.stlukesumc.com/connect/children/early-childhood-weekday/](http://www.stlukesumc.com/connect/children/early-childhood-weekday/)
- Registration Form
- Student Information Form
- Parent Council Form
- Health Form: DUE May 1, 2019
  - The most up-to-date form is required! If your child is new the form must be completed and signed by a physician in order to attend school. If your child is returning, please make sure you have turned in their updated immunization records. We must have these before a child can attend according to the Marion County Health Department.
  - If your child requires an inhaler or an epi-pen, please make sure we have a valid one in the office before the first day of school. Food allergies are also taken seriously. All of these will require an additional completed Action Plan form.
- Automatic Withdrawal Form
  - If you are currently enrolled in ACH, you will only need to stop by our office to sign off on the new amount for the new school year. If you would like to enroll, complete the form and attach a voided check. You do not have to participate in our ACH program.

Please complete the forms and return them to the ECP office via mail, in person or place in the tuition pocket outside ECP office. A spot will be held upon receipt of registration fee of \$150, registration form, and student information form.

In addition, your child's first month's tuition (September, 2019) is due May 1, 2019. Therefore, when school begins on September 3<sup>rd</sup>, there will be no tuition due until October, 2019.

All classes meet from 9am – 1pm. The security doors open at 8:50 am for arrival and classroom doors open at 9:00 am. At pick up time the security doors will open at 12:50 pm. Remember, to pack a healthy lunch, with appropriate size food pieces and an extra water bottle for your child. Don't forget an extra set of clothes and be sure to label everything.

**Please mark your calendars for Thursday, August 29<sup>th</sup> for Back to School Night.** This will be a time for parents AND children to meet the teacher, see the classroom, and get ready for the 2019-2020 school year. This is an important evening to receive information and ask questions to make everything run smoothly for the children during the year. The schedule is as follows:

**BACK TO SCHOOL NIGHT HOURS (for parents *and* child)**

6:00 - 7:15- Beginner A, Beginner B, 2A, 2B, 2C, 3A, and 3B classroom visit

7:15 -7:45- All meet in Robertson Chapel

7:45 - 8:00- 3C, 3D, 4A, 4B, 4C, 4D, and Junior Kindergarten classroom visit

Welcome again! Please let us know if we can be of further help of assistance. We are eager for a great year making warm memories, laughter, and guiding your child in developing his or her love of learning.

Respectfully,

Carol Whitsitt, Director and Julie Tomaszewski, Assistant Director

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