

# Cherry Hill Pre-School

10 Waterman Avenue, Johnston, RI, 02919 401-231-3355

[www.cherryhillpreschool.com](http://www.cherryhillpreschool.com)

Dear Parents, **(PLEASE READ THIS LETTER CAREFULLY)**

**Welcome!** Our new pre-school year is approaching fast. Our Children's Orientation is set for Wednesday September 5, 2018. This is a very important time for you and your child. Please make every effort to attend as you and your child will be meeting new friends, the staff and other parents. A special letter about the Orientation will be mailed out shortly. Because it is essential that all of your child's admission forms be in order by the first day of school, we are asking everyone to please mail the forms to school or bring with you to **Orientation. All forms are due no later than Orientation Day 9/5.** We must have on file; **1.)** application for admission, **2.)** immunization/health form **signed by your physician, 3.)** emergency release, **4.) emergency file card (we will distribute at Orientation, due no later than the first day of school),** and **5.)** personal history questionnaire for each student before the start of school. Your child cannot start school until his/her file is complete as required by the state. **Also required by the state is a lead blood test done before your child enters school.** Enclosed with this letter is the required personal history questionnaire that is essential for our staff to get to know your child and their family. If you are in need of any of the forms listed please call the school as soon as possible and I will mail them out to you. Everyone will be receiving a Parent Handbook at Orientation, also. You will be asked to read it thoroughly, sign the parent agreement on the last page and return to us your child's first school day. Your tuition is divided by 10 months. If your child is attending 2 days a week your tuition rate is **\$180/month or \$1800/year**, 3 days a week your tuition rate is **\$250/month or \$2500/year**, 4 days a week is **\$300/month or \$3000/year**, and 5 days a week is **\$350/month \$3500/year**. Monthly installments are due your child's first school day of each month, however, September's installment is due **no later than Wednesday, August 22, 2018.** Please mail it to the school at the address above. **If and only if you would like to pay your September tuition in cash** you must call the school and leave a message as to when you would like to come and pay it, **by the 22<sup>nd</sup>.** I will return your call as quickly as possible so we can set up a time to meet.

**The following is some very important information you need to know before the first day of school.**

- Each child will need a lunchbox every school day unless otherwise noted. Please purchase a lunchbox that your child can open independently and not too small. We will be sending home notices and some of their work/projects in their lunchbox just about every day. I will be handing out lunchbox tags with their name on it at Orientation for you to attach to their lunchbox. In their lunchbox they will need **1 nutritious snack and drink & utensils if necessary. They do not need napkins we will provide them. Please do not send ice packs. Ice packs are unnecessary and usually difficult for the children to manage when trying to set up their snack and put their lunchbox under their chair.** Healthy snacks along with healthy beverages have always been suggested, but now they are **required by the state.** Healthy snack suggestions are listed in the Parent Handbook that you will be receiving at Orientation. **If there are peanut allergies in your child's class I will make you aware at Orientation and we will need to follow the following safety guidelines: please do not send nuts of any kind or snacks containing nuts, absolutely no peanut butter or snacks containing peanut butter. Be sure to read labels of your child's snacks before sending them to school. Beware of snacks that are processed in a plant that may be contaminated with nuts. Avoid sending those snacks as well.** We discourage any open-mouthed thermoses as they are quite difficult for a preschooler to handle. We also discourage sippy cups, as they are not age appropriate. **No water/drink bottles over 8 oz.** and absolutely no glass bottles. We suggest a spill proof, leak proof drink dispenser, or drink boxes. If you send a juice box, **please unwrap the straw before packing it in the lunchbox.** Most children find the straw unwrapping very difficult. All year long we work on fostering your child's independence. Please help us at snack time by choosing a non-messy snack, and packaged in something your child can open independently. **NO BACKPACKS, PLEASE.**
- **Please have your child use the bathroom at home just before they come to school each day.** Dress your child comfortable for school. **Please do not send your child to school wearing** party shoes, open-toed shoes of any kind, belts, suspenders, onesie t-shirts, one-piece rompers/overalls, and **no necklaces, bracelets, watches or rings are allowed.** We suggest elastic waist bottoms easy for your child to manage independently in the bathroom. Tights or leggings are allowed if your child can easily pull them up. Have your child practice at home pulling up their underwear and tights before they start school to alleviate anxiety and frustration when using the bathroom. **Your child must be fully toilet trained. YOUR CHILD MUST WEAR UNDERWEAR. NO PULL-UPS. NO EXCEPTIONS. Please double-knot your child's shoelaces on all tie shoes.** That would be a tremendous help, thank-you.

- Separation from your child can be difficult for many in the beginning. When leaving your child at pre-school please follow the tips I have enclosed with this letter. Each school day Miss Cheryl will come outside to greet everyone and gather up all the children to bring inside to start our day. Please do not come to the door before class time as the staff is busy preparing for the day. The doors are always locked during class time. When picking up we will unlock the door at dismissal time and signal you when we are ready. Please come in and proceed to where your child is seated. All the children are to remain seated until you go over to get them. We will have the children recognizing and attempting to put on their outerwear each day. Please keep that in mind when dressing them and label their outerwear with their name. This is very important, thank-you. Please be sure to inform everyone who is authorized to pick up your child from school of our dismissal procedure. Pick up time is a great time to discuss your child's day.
- It is **extremely important that you are on time for drop off and dismissal**. We are busy from the moment we arrive at school and I would not want your child to miss out. "**A late parent makes an insecure child.**" Please keep our teachers in mind at the end of the school day as we have other classes to prepare for and families at home to care for. **Class time reminders; 8:30-11:30 am. Please remember the days you have chosen to attend as classes are full and your child will not be able to attend a day they are not scheduled.**
- **Afternoon class time reminder; 12:15-3:15pm with the addition of a fourth class: Monday, Tuesday, Wednesday, and Thursday.** You have a choice of days. If you would like to add or switch your days contact me ASAP.
- **We are also offering early drop off for the morning session again this year. Your child may be dropped off as early as 8:00am. The cost is \$5.00/day.**
- **Tuition reminders for the 2018-2019 school year;** our school year will run September 5, 2018 through June 20, 2019. **You will be responsible for 10 tuition installments. A reminder that the first installment is due no later than August 22<sup>nd</sup>.** Cash is readily accepted for tuition payments. **Anytime you pay by cash please put the correct amount in an envelope with your child's name clearly written on the outside.** We will always issue a receipt. If paying by check always make it out to **Cherry Hill Pre-School**. Please be sure your child's name is in on the memo line of the check. I do not usually issue receipts for checks unless it is requested. Your check does not need an envelope. You may enclose your check in your child's lunchbox and any other communication from home. The teachers check every lunchbox every day. Please be sure to go through your child's lunchbox each day as we will be sending home school news, notes, projects, etc. Be sure to read the information sent home as we would not want your child to miss out on anything.

If you have any questions please bring them with you to Orientation, e-mail, or call the school. I will answer them as quickly as I can.

### CHERRY HILL PRE-SCHOOL IS NON-DISCRIMINATORY

Equal attention will be given to your child without regard to race, creed, religion, sex or national origin. Cherry Hill Pre-School does not discriminate against children with special needs providing the needs are within reasonable limit and do not pose a financial hardship to the preschool. In case of severe disabilities, we are limited to service that we are able to provide.

*Sincerely,*

*Cheryl Lee Curcio*

**Cheryl Lee Curcio, M. Ed., Director**

Your child is currently registered for \_\_\_\_\_.

**\*\*\*\*\* I have several spots in our 3 day afternoon program that runs Monday, Tuesday, Wednesday and Thursday 12:15-3:15pm. (You may also choose 2, 3, or all 4 of those days if you prefer). I also have 2 spots left in the morning session. If you know of anyone interested or would like to switch to the afternoon class please let me know! I would greatly appreciate it!** Anyone interested can contact me by phone; e-mail me through my website or Facebook message me.

I can't wait to see everyone!!!!