



HIGHLAND PRESBYTERIAN CHURCH NURSERY AND WEEKDAY SCHOOL

1011 Cherokee Road, Louisville, KY 40204

502.456.6991

August 1, 2016

Dear Parent(s),

Welcome to the 2016-17 school year at Highland Presbyterian Church Nursery and Weekday School! We are excited about the coming year and eager to get things started.

We hope you will plan to participate in several important events:

Home Visits: All children will be visited at home by one of their teachers for 15 minutes prior to the first day of school. Your child's teacher will call you to arrange a time for this visit. The purpose of the visit is for your child to become acquainted with one of his/her teachers in familiar surroundings and so that he/she will have a familiar face when he/she arrives at school.

Family Fix-it Day on Saturday, August 13 from 9:00 a.m. - 12:00 p.m. This is a great time to get to know each other as we prepare for the start of school. Bring your gardening tools, and hand tools. We will spread mulch, repair some items that need attention and do some other general "sprucing up." We would love your help and your children are welcome to help, too.

Ice Cream Social, Sunday, August 21 from 4:00 - 5:00 p.m. Gather with us on the playground for an informal social event where both children and parents make new friends.

Parent Orientation, Thursday, August 25, from 7:00 - 9:00 p.m. (NO CHILDREN, PLEASE):

Join us for dessert and time to meet each other, Board Members and Faculty. There will be opportunities to learn about the school policies and procedures, sign up for parent activities, and to attend a brief meeting with your child's teachers in the classroom. Spirit items (t-shirts and tote bags) will be available for purchase.

Classroom Visitation Days: Wednesday – Friday, August 24-26: Stop by any time from 10:00 - noon with your child so he/she can see his/her classroom, visit with the teachers, and meet a few new friends. You are welcome to come one, two, or all 3 days, if you feel that will help your child's adjustment.

First Week of School Schedule

- Monday, August 29** Classes that meet on Mondays begin - ***NO Early or Extended Play***
Coffee for all parents sponsored by the Parent Committee
No carpool Monday, except for Kindergarten
- Tuesday, August 30** First day for Tu-Th and Tu-Th-F classes - ***Early and Extended Play Begin***
Coffee for all parents sponsored by Parent Committee

Please bring the following items with your child on the first day «nickname» attends school:
All should be clearly labeled with your child's name (including any diapers, socks, or underwear).

1. Large tote/diaper bag – **no zippers and no backpacks, please** (we have tote bags available for \$10.00 if you would like one)
2. A complete change of clothes (shirt, pants, underwear and socks)
3. If needed, at least 3 diapers
4. If pacifiers are a necessity, please attach to your child's clothing
5. A comfort item (if he/she has one) that will help your child feel more secure while at school

Please complete the following forms enclosed with this letter and give them to the teacher who comes for the Home Visit.

1. **TWO** emergency cards – please complete **both** sides of **both** cards
2. Early & Extended Play policies
3. Early & Extended Play registration forms
4. Tuition schedule
5. Parent Volunteer Form
6. Shop & Earn form
7. Permission Slip
8. Child Profile Update
9. Letter from Classroom teachers
10. Substitute Teaching Form

In addition, if we do not already have on file a copy of your child's most recent **physical examination form** and his/her **up-to-date KENTUCKY Immunization Certificate**, please obtain them and bring them with you to the Parent Orientation on August 25. If your child's immunization record will expire before May 31, 2017, we will need an updated copy as soon as he/she receives his/her next round of vaccinations.

As you know, we offer the *optional* programs of Early and Extended Play in addition to our regular morning classes. Each of those programs offers additional time at Highland Pres. in a relaxed, play-based experience with a smaller group of children, often of varying ages. ***Please review the enclosed sheet about the policies for our optional programs.*** Both the Fall 2016 and September registration forms are enclosed. Please choose whichever best fits your family now. In the future, you will be able to download monthly forms and the Spring 2017 registration form from our website.

On the enclosed emergency cards there is a space for you to choose **a 4 digit number that will be your security code**. When you enter this number in the keypad on the front door it will allow you access to the building during school hours. **NOTE: Returning families will use the same code as last year.**

If you have any questions or concerns at this time, or anytime throughout the year, please feel free to contact us at 456-6991. We are looking forward to seeing you and your child in September!

Best regards,

Amy Fitzgerald & Ann Lacy
Directors