



# St. John's Lutheran Preschool: Director's Update September

Dear Parents,

It's hard to believe that we are completing our first full week of school! Some of you are returning and it's a delight to see your smiling, encouraging faces again. Some of you have been anticipating this week since as early as March and April. Others have recently enrolled with great excitement and anticipation. It has been a joy and privilege to work with all of you up to this point and our eyes are set on another fabulous year in our preschool program.

Every month you will receive a Director's update from me. Any other information you may need to know in between that time will be sent via e-mail.

First, I need to apologize for failing to inform you of important information pertaining to the school. Friday, August 29, will be our school principal, Mr. Phillip Rogers', last day with us. He has accepted a call to be principal at a Lutheran church in Wisconsin, his home state. He prayerfully made this decision with his family during the summer and final plans were made in early August. I had every intention to inform you at orientation, but it completely slipped my mind. I am very sorry for this.

The preschool should not be affected during this transition since I assume the role of primary administrator; however, we will sincerely miss Mr. Rogers' guidance, encouragement, and presence. The board of the church is working diligently to fill in gaps and form a search committee during this transition time. Fortunately, many decisions for the school have been made and many feel we've had our smoothest opening in years. Please let me know if you have any questions about this change.

Attached to this letter is your Forms/Supplies check list. A check by an item means that we have received the item. No check means we need the item immediately. All forms must be turned in by next Friday, September 5 or your child cannot return to school until they are turned in. These forms are required by the state and children's files will be inspected by our licensing consultant in September or October. See Mrs. Lovejoy if you need new copies of the forms.

If returning children have had any immunization updates since last fall, those records need to be updated. If your child is missing a specific immunization (noted on the checklist), this must be taken care of by Sept. 5 in order for your child to return to school.

There were several parents who were unable to attend orientation on August 14 or unable to meet with me the following Monday. Those parents who have not done either of the above, need to meet with me next Wednesday, September 3 at 5:30 p.m. I will distribute and discuss our handbook and

you will sign off that this has been completed. It is an important time to answer any questions you might have concerning the preschool program.

Please mark your calendar for the school carnival to be held Friday, September 19 in the school gym and lunchroom from 5:30-8:00 p.m. Teachers will be coordinating activities with room parents this coming week and room parents will be in touch with other parents to help volunteer. This is one of our most successful fundraisers that benefits your child's classroom directly. It is also one of our most fun annual events for the entire school and church. You won't want to miss it!

For any child who comes before their scheduled program time or stays after their scheduled program time, parents will be charged our hourly extended care fee of \$6.25. I will tally these fees each month and you will be billed through Smart Start. Your August fees will be billed in October, September will be in November, May & June will be billed in July, etc. Children are welcome to come early or stay late. Just inform your child's teacher and accurately log the sign in and sign out time.

Here are some other friendly reminders:

- Please remember to sign in and out each day. Parents of children in our school day and full day programs need to check lunch box or school lunch everyday.  $\frac{1}{2}$  day children need to be checked for lunch bunch and school lunch or lunch box if they are staying. Those who bring a lunch box and need milk, please check milk. You do not check milk if your child is eating a school lunch. I hope that clarifies things a bit.
- We are requiring children to wear *tennis shoes* everyday this year. Please talk to your child's teacher if you have any questions about this.
- It is important for parents *not* to park in the loading zone in front of the building. That space can only be used if the driver is remaining in the vehicle. Parking in the loading zone creates a hazard in our parking lot and on Silas Creek Parkway. It is for everyone's safety that we ask parents to park in parking spaces.
- We are closed Labor Day, this Monday, September 1, 2008.

It is our privilege to serve you and your family. Our goal is to offer the highest quality early education in Winston-Salem and surrounding areas to the glory of God. Thank you for your support in this.

Sincerely,

Brandi Lovejoy  
Preschool Director

