



Greentree Christian Preschool

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A Ministry of Christ Church
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August 13, 2009

Dear Parents,

August is upon us and we are preparing for the upcoming school year with great excitement. We are currently working on solidifying our teaching teams and allowing the teachers opportunities for fellowship and team building. In addition, we would like to introduce Jessica White to you as our new Assistant Director. Jessica brings a great enthusiasm and excitement to the position. Many of you may recognize Jessica, as she taught in our two year old program last year. She rounds out our preschool administrative team, joining myself and Barb Blanchard, our preschool book keeper.

In preparation for the new school year, we have put together a handful of information we hope you will find helpful as you and your family prepare to start the school year. We have also enclosed a calendar for your planning purposes.

We will be hosting an informal Meet and Greet with the Greentree staff and teachers on Friday, September 11 from 9:00-11:00am, in the Kid Zone and on the church patio. Please see the enclosed postcard for specific times. This will be a time for you and your child(ren) to meet the staff and teachers.

IMPORTANT PAPERWORK

One last reminder: All required forms **must** be on file in the preschool office by August 20. Your child will not be able to attend classes until all appropriate paperwork has been received. Please check the back of this page to see if any further information is needed. The white health form is available as a PDF quicklink on the Greentree home page.

TUITION PAYMENTS

Your yearly tuition has been divided into 9 equal payments. The #1 payment should have been paid in July. Payment #2 is due by September 1—Invoice is enclosed. Enclosed you will find your bill for the yearly activity fee. The activity fee will cover your child's fall fieldtrip, your child's spring fieldtrip and your child's class photos (taken in March).

We look forward to sharing the school year with you and your child!

Blessings,
Heather Greene, Director
Jessica White, Assistant Director
Barb Blanchard, Book Keeper

STUDENT/PARENT ORIENTATION

Orientation for all students and parents will be on the first class day as follows:

AM Classes – 9:00-10:30

Monday, Sept. 14.....3 Day 3s, 3 Day 4s, 5 Day and AM Transition

Tuesday, Sept. 15Tues/Thurs 2s, 2s/3s combo class, and 2 Day 3s

Wednesday, Sept. 16.....Wed/Fri 2s

PM Classes – 12:30-2:00

Tuesday, Sept. 15.....3 Day 3s, 4 Day 4s, and PM Transition

Parents will remain with their children for the first hour. Then, the class will be escorted to the playground, music class, or enrichment, for twenty minutes, while the teachers meet with parents to answer questions. The students will return to the classroom for a closing activity with the teachers.

***** All other class sessions this week will be regular hours (9-12:00 or 12:30-3:30)*****

Information still needed:

Registration Form _____

Health Form (white 4 page form) _____

Signed Fees & Terms (yellow form) _____

Other: _____

Emergency Form (pink form) _____

Proof of ID (Original Birth Certificate or Passport) _____

First Tuition Payment _____

Your child's file is complete: _____