



Greentree Christian Preschool

A Ministry of Christ Church

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July 30, 2009

Dear Parents,

Happy Summer! We are busily preparing for the upcoming school year. I know many of you have gotten busy with summer plans, swim teams, and vacations. We have heard from many of you that you have either misplaced statements or our previous note to you outlining the start of the school year. We thought it might be helpful to touch base with our families again.

TUITION REQUIREMENTS:

If you still owe tuition from last year or still have an outstanding balance for the May 2010 tuition a statement is enclosed. In August you will receive an invoice for the second payment, which will cover September and is due September 1st. All payments received after September 10 will be charged a \$25.00 late fee.

Please be aware that students may not start the new school year until outstanding balances from the 2008-2009 school year have been paid in full.

FORMS NEEDED:

Original Birth Certificate or Passport, for new students only – needs to be presented to office ASAP
Pink Emergency Medical Care Form – may be returned with tuition payment, but no later than August 15, 2009
White Health Information Form - due no later than August 15, 2009 (returning students will only need to update shots) *if you do not have a white health form please contact the office.

STARTING DATES:

September 1	2nd tuition payment is due
September 14	Classes begin
September 16	Stay & Play begins

STUDENT/PARENT ORIENTATION:

Student/Parent Orientation will be held as follows:

AM Classes – 9:00-10:30

Monday, September 14.....3 Day 3s, 3 Day 4s, 5 Day and AM Transition
Tuesday, September 15..... Tues/Thurs 2s, and 2 Day 3s
Wednesday, September 16.....Wed/Fri 2s

PM Classes – 12:30-2:00

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

If you have any questions, please email us at greentree@christchurchva.org or call the preschool office at 703.690.7434.

We pray your summer will be filled with many blessings.

Heather Greene
Preschool Director