

DeWitt Preschool

Prime Time

The  first step

Dear Prime Time Family,

_____ is enrolled in the _____ class

9:00 - 11:30 a.m.

1:00 - 3:30 p.m.

Your first tuition installment payment is due by Mon., August 7. If we do not receive this payment by August 7, you will forfeit your child's enrollment in Prime Time. This payment is non-refundable. Tuition breakdown information is included with this letter. Please use the enclosed envelope for payment. If your plans have changed please call Lynda Schoonover, Director, 669-3655 (home) or 281-8858 (cell) as soon as possible.

PARENT INFORMATION NIGHT

There will be a Parent Information Night on Wednesday, September 6, beginning at 7:00. *This meeting is designed for parents only.* We will be meeting in the church's multi-purpose room. We hope to familiarize you with the handbook and answer any questions you may have about our program. At this meeting you will receive the necessary forms (see list below) and you will be given the opportunity to take home and fill out. These forms will need to be returned by the first day of school.

Green Health Form reminder:

New students: The green health form that you received with your confirmation letter must be filled out and signed by a physician before your child begins school as required by the State of Michigan's licensing requirements. The county requires a signed MCIR to verify your child's immunizations. You may have to specifically ask for this form. If you plan to sign a waiver for immunizations you will have to set up a meeting with the health department before your child can attend school. The only exception is for medical contradiction waivers.

Returning students: The health forms and immunization waivers are good for two years.

2017-2018 STAFF

MWF a.m.

Christy Vostrizansky

Lynn Stumpfig

Marin Whitten

MWF p.m.

Maria Cook

Lynn Stumpfig

Christy Vostrizansky

T-Th a.m.

Lynda Schoonover

Jackie Karshner

Lynn Stumpfig

Beth Cook

T-Th p.m.

Marin Whitten

Jackie Karshner

Lynda Schoonover

FIRST CLASS DAYS

A parent is required to attend the first day of school with his or her child on Monday, September 11 or Tuesday, September 12. It will be a shortened day with the morning classes meeting from 9:00 to 10:30 and the afternoon classes meeting from 1:00 to 2:30. ***Please no siblings!*** We feel this will allow you to see a "typical day" at Prime Time, meet the teachers that will be working with your child, and help your child make a comfortable transition to school.

We then will begin regular times (9:00 - 11:30 or 1:00 - 3:30) on September 13 and 14. Some parents may feel the need to walk their child into school on that second day. You are welcome to do so. However, we have found that an apprehensive child will adjust more smoothly if he/she does not learn to expect that each class day. There may be some tears and we handle them in very gentle ways. Usually these tears only last until your car is out of sight and we will give you a phone call to let you know how your child is doing. Your feelings and attitudes can be "read" by your child. He/she takes his/her cues from YOU! Showing your child you are at ease and trusting that he/she will be able to handle this experience will help. The Prime Time staff wants this to be FUN! We'll try our best to make this experience a positive one--for the child and the parents. If you have concerns about separation anxiety, feel free to call and talk to us about it.

DROP-OFF AND PICK-UP PROCEDURES

One of the most unique aspects of Prime Time's program is our drop off and pick up procedure. Our drop-off and pick-up area is the double door closest to Schavey Road next to our playground. However, you will need to enter the parking lot from Clark Road and then exit onto Schavey Road after dropping your child off. It is important that the child exits the car on the side that is closest to the sidewalk. With that in mind we would like you to form a line parallel with the sidewalk that is at the end of the sidewalk. We will have a Power Point presentation at the parents' meeting that will hopefully make this clearer.

We greet children in the cars from 8:55 - 9:10 and 12:55 - 1:10. If you arrive later, you will have to bring your child inside. At the end of the day we usually play outside. You can pull up to the drop-off area, and we will put your child back into your car. It takes us a short time to learn cars, drivers, and car pool combinations.

As the weather gets cooler, if your child needs to take off their coat prior to being buckled in either for comfort and/or booster seat safety recommendations, we ask that you pull ahead to help them with this. This allows parents waiting behind you in line to remain on their time schedules. The staff wants your child to be comfortable and safe as well as all parent wait time to be as short as possible.

THE FIRST DAY OF SCHOOL

As you accompany your child on the first day of school, please bring in the following.
You will receive the forms at the Parents Meeting:

☐ TUITION

The second tuition installment payment is due at this time. You may pay off the balance at any time.

Unless previous arrangements have been made with the Board, there will be a LATE CHARGE fee of \$10 if payments are not received the first week of school each month. We also collect reimbursement of the bank fee for N.S.F. checks.

☐ COMPLETED FORMS - These will be given to you at Parents Meeting

1. White Information card: BOTH SIDES
2. Green Health form: New Students ONLY/Signed MCIR Form or signed wavier from the health department
3. Child Custody/Media Release/Handbook Agreement
4. Class Address List/Volunteer Survey

☐ LABELED BACKPACK

A backpack for your child to bring to school each day. On his/her bag we will attach a plastic envelope to be used for carrying newsletters, tuition, monthly calendars or other important information to and from school. Please leave it attached throughout the year.

☐ SNAPSHOT OF YOUR CHILD

Bring a photo to place in his/her locker (if you haven't already done so). This will help in locating his/her own special place in the days to come.

If you have any questions or concerns, please feel free to call
Lynda Schoonover, Director, at 669-3655 (home) or 281-8858 (cell).



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