

**PLEASE EMAIL US BACK TO LET US KNOW YOU HAVE RECEIVED INFORMATION! LET US KNOW IF YOU WOULD LIKE A HARD COPY SENT.**



**WELCOME TO CHRIST LUTHERAN CHURCH PRESCHOOL!**

Dear Families of CLCP:

We are very excited that you have decided to be a part of our Preschool family. Whether you are a returning or are new family, we look forward to serving you and your child(ren). We bet you feel a little overwhelmed by the amount of paperwork we are sending your way. Let us take a minute to explain the importance of them all. Because we are a licensed Preschool and follow the Colorado Department of Human Services' Rules and Regulations, we maintain high standards to insure a successful experience for your child(ren). However, in order to be in compliance, we will need your help in getting everything needed to us by the due date. Please take a moment to review those things that will need attention.

Let's begin with the paperwork that is required by the State of Colorado. Please fill all forms out **completely**, as this information is **required** to be on file. All addresses must have the city and zip code listed. You must also choose a specific hospital. We have listed three and left a space for "other" if you have a different choice. Information regarding your dentist may be a family dentist who cares for your family. If your child has not been to one yet, we will fill in Comfort Dental as a default. Let us know when you find one. Be sure to check all forms. If receiving from email there will not be two sides. If receiving from the office, there may be two sides to review. There is also a Physicians Statement included and an immunization form can be obtained from your child's doctor. There is a small part for you to fill out and the remainder **must** be completed by your physician, signed and dated. These forms are only good for one year from the date of signature.

(You may want to make an appointment early in the summer to schedule an exam because most schools require this.)

**\*\*Your child cannot start school in August without all the completed forms\*\***

All forms with the exception of the health appraisal and immunization update are due back to CLCP as soon as possible. The first months tuition and supply fee are also due at this time. The health forms are due the week of July 11<sup>th</sup>, 2016. (Unless an arrangement has been made with us) **\*\*If you enrolled after May 1<sup>st</sup>, forms will be due as soon as you can get them to us and fall fees can be paid at ice cream social.** Fees for each class are listed on the confirmation form or in the Parent handbook. Please call us with any questions you may have during this paperwork process. We know it can seem like a lot. **\*\* Please also let us know if your plans have changed, so we can give your spot to someone on the waitlist.\*\*** We do not want to assume you do not want your spot in the school; however, if we do not hear from you we will have to give your spot to the next person on the waitlist and move your name to the waitlist. ***First month's tuition is a non-refundable commitment reserving your child's spot in our preschool; unless you are relocating out of the state or receiving services through child find.***

Please go through all of the paperwork thoroughly and call us with any questions, so that we can serve you better. Also, look over the, "Back to School" page on how the first few days of school will look and mark down the important dates. We hope to see everyone at our Parent Orientation on Monday, August 29<sup>th</sup> from 6:30 - 7:30 p.m. This is an opportunity for everyone to meet the entire teaching team at CLCP! The ice cream day is a social hour where you and your child(ren) can meet new friends and play in the classroom and on the playground. **\*\* 2  $\frac{1}{2}$  and Three year old parents and children can set up a one on one meeting with your teacher prior IF you feel it is needed. Call office to arrange: \*\***

If your child has a little difficulty when dropped off the first day or two, please just give them a hug and kiss and say, "See you after school." It is always difficult for us as moms to say that first goodbye in school. You are welcome to call later to see how things are going or we would be happy to call you! Our teachers are very nurturing and will make your child feel very comfortable at school. We will take care of all the little lambs! And, always remember we have an open door in the office, so stop in to visit, ask questions and share stories.

Blessings, Ms. Deb, Director and Ms. Blair, Assistant Director

