

Community Christian Preschool
3619 Sterns Road
Lambertville, MI 48144

Dear Preschool Parent(s),

Welcome to Community Christian Preschool. You may return the enclosed forms anytime before school ends or mail them to the address shown above by the 2nd Friday in August. Do not drop them at school in August. The staff does not work regular hours in the summer. If you return the forms before the end of the school year, please remember to mail your tuition payment by the 2nd Friday in August. You will be receiving a reminder postcard in August with the dates of the Fall Open House/Orientation. We began serving the community in 1975, and we thank the Lord for the opportunity to continue and to teach and nurture your child(ren) in a Christian environment.

Enclosed you will find an assortment of forms that are **necessary for the preschool to have on file before the beginning of school.** Some of these forms are state regulations that must be **filled out completely with signatures before your child(ren) may attend preschool.** Please do not lose this packet. Read carefully the section concerning tuition payments. Look over the forms and information below carefully, fill the forms out **completely**, and mail all forms and the tuition payment by the **2nd Friday in August** to:

Community Christian Preschool
c/o Elizabeth DeSloover, Director
3619 Sterns Road
Lambertville, MI 48144

We need to receive these forms **BEFORE** the start of school. Thank You!

PRESCHOOL CHILD PLACEMENT CONTRACT:

Please read thoroughly, fill out the form completely, sign, and date.

CHILD HISTORY FORM:

This form is helpful to our teachers in getting to know your child a little better before the actual start of school. Add your e-mail address to this form if you have one.

GREEN HEALTH APPRIASAL FORM:

This needs to be completed each year between May and September on both sides and signed by you and several places by your doctor. This is a state regulation. Your child(ren) cannot attend preschool without completion of this form and all the doctor's signatures with date, on front and back.

- Section I – Health History: a parent needs to complete part of this section. Check all lines, explain any problems, list any medications, and sign; the doctor needs to initial this section.
- Section III – Immunization: List all immunizations. If you receive a printed sheet of immunizations, attach it to the green form and write “see attached” on the shots record area. However, you still must have a health professional sign the green form. Please see the enclosed immunization sheet for the required immunizations. A validating signature must be a health professional. Title and date are required. An office address stamp is not adequate, it **must** be a signature.
- Section IV – Recommendations: Doctor must mark whether your child has any restrictions.
- Doctor’s signature and date required.

CHILD INFORMATION CARD:

Particularly important! All students must have a Child Information Card completed in its entirety before the child(ren) can be left on the preschool premises. This is state regulation. It is imperative that the teachers have this information in case of an emergency involving your child.

- Employer Information: Fill out completely including address with city, state, zip, and phone number.
- Include cell phone numbers if applicable.
- Local Contact: This is a person we can contact if we are not able to reach you. Therefore, this must be a local person who is fairly close to the preschool. Include phone numbers of those who may pick up your child.
- Physician: List child’s doctor with address and phone number. List a preferred local hospital and your insurance name and number. List any allergies or put NONE.

NOTIFICATION OF CHILD’S DOCTOR’S APPOINTMENT:

NOTE: This form should be completed and returned **only** if you are unable to return the green Health Appraisal form due to your child’s doctor appointment being scheduled after the due date of forms and tuition payment. The Health appraisal form should be sent to the school as soon after the scheduled appointment as possible. Thank you.

MISCELLANEOUS:

- Field Trip: **It will be your responsibility to transport your child to any field trip.** You will be responsible for the cost of the field trip.

TUITION PAYMENT OPTIONS:

The Tuesday/Thursday program is \$720.00 annually, payable at \$80.00/month; and the Monday/Wednesday/Friday program \$1,080.00 annually, payable at \$120.00/month. You have three options to consider for paying the tuition fee:

1. Pay for the full year – Payment due 2nd Friday in August.
2. Pay monthly (\$80.00 T/Th - \$120.00 M/W/F) – first payment due 2nd Friday in August; second payment due the first day of school, September 14th or 15th; and payments three through eight are due on the first of the month with the last payment being April 2nd and 3rd. Pay the monthly payments ahead in any additional amounts. You must always keep current.

Whichever option you choose for paying the tuition fee, **the first payment is due with the forms in this packet the 2nd Friday in August**

The teachers and preschool board are anxious to meet both the parents and the children. We are looking forward to discussing and answering any questions you may have at our Open House. You will be receiving a reminder postcard in August with all the dates.

FORMS AND TUITION DEADLINE: 2nd Friday in August. If you have questions, please bring the forms with you to open house.

OPEN HOUSE/NEW FAMILY ORIENTATION:

An opportunity for the children to become familiar with the teachers and the classrooms. Each class has an open house. Please note the time. New families in all classes come to one orientation time.

September 13th — 9:00-11:00 AM, more details will be mailed out in August

FIRST DAY OF SCHOOL:

Tuesday, September 14th — Tuesday/Thursday Class: 9:15 – 11:30 AM

Wednesday, September 15th — For M/W/F **AM** Class: 9:00 – 11:30 AM
For M/W/F **PM** Class: 12:30 – 3:00 PM

We understand that this is an important start in your child's education, and we will do everything possible to ensure a comfortable beginning. Again, we at Community Christian Preschool are happy that we can serve you in this way. If you have any questions or concerns, please feel free to contact us at the preschool number, (734) 854-4548 (Mrs. D. will be checking the messages regularly during the summer and returning any calls). We look forward to a great school year!

In Christ,

Becky Buchholz
Preschool Board President