Hello!

The first days of school are almost here! We are ready and excited for your child and hope they are too! Just a few reminders to ensure a smooth drop-off/pick-up and day.

REMEMBER

- No lunch bunch or Enrichment the first week of school.
- Please bring your supplies with you on the first day of school if you didn't bring them to MTT.
- All students get picked up at 11:30 the first week of school.
- You MUST have your pick-up card with you.

DROP-OFF

- We open the doors at 8:50 daily.
- Please drop your child at the appropriate aged door (there will be signs on the doors).
- Please say your goodbyes before coming to their designated age door. Our teachers will greet your child and take them to their class.
- Please give your child a chance to potty/diaper change *before* coming to school.
- Please have their school supplies in their backpack or hand them to the teacher at the door (please put their name on the bag).

PICK-UP

- We will open the doors at 11:30. (The first week of school we may be a few minutes delayed as we work to get the students settled for dismissal – especially since it's new to so many.)
- Come to the age-appropriate door, please get in line and be sure to have your child's pick-up card with you every day. Please be sure the teacher can see your child's pick-up card.
- We will not release your child if you do not have the pick-up card with you. This is for your child's protection. (You will be required to show ID if you do not have your pick-up card.)
- Please understand, teachers will not be able to have conversations at the door, if you need to talk with your child's teacher, please seesaw to schedule a call or meeting.

- 2YO Classes - If your child is in Miss Linda, Miss Hope's or Miss Tiffany's 2YO class, your child will be dismissed from the 2's door, we do not dismiss by teacher but by parent arrival in line. (We know your child is anxious to see you and we don't like to make them wait any longer than necessary.)
- 3YO Classes – If your child is in Miss Christine or Miss Joy's 3YO class, your child will be dismissed from the 3's door. We will dismiss by parent arrival in line.
- 4YO Classes – If your child is in Miss Stephanie, Miss Angie, Miss Jill or Miss Tiffany 's class your child will be dismissed at the 4's door by teacher.

  4's Door
  - Please look for your child's teacher at the door. If you do not see her or she has not called her name, step aside for the other classes to be dismissed.
  - Please be sure to have your child's pick-up sign each time. Please only raise your child's card when the correct teacher is at the door dismissing. This makes it much easier and quicker to dismiss your child.
  - Once your child has been dismissed to you, please move aside so the next class can be dismissed.
  - If you miss your child's dismissal, we will dismiss again after all other classes have been dismissed.

PARKING LOT

- At all times, you MUST park in a designated parking spot, if one is not available in the lower lot, please go to the upper lots.
- Do not park in the fire lanes or at the curb at any time.
- Please drive slowly and carefully, coming and going and be mindful of children in the parking lot.
- While in the parking lot, please do not let your children run unattended.
- Do NOT stop in fire lanes to drop-off.
- Do NOT stop in the middle of the driveway and leave your car for any reason.

SNACK

- Please make sure you send in a snack for your child daily.
- Birthday snacks will need to be pre-packaged, nothing homemade.

- We are a **nut-free** preschool, which means **no nuts or nut butter** of any kind for snacks or lunch.

MISCELLANEOUS

- Be sure to include in your child's backpack daily, their folder, labeled spill proof water bottle, diapers and wipes (if applicable), pull-ups (if applicable), and a change of *weather appropriate* clothing including underwear, shoes and socks.
- We will recess outside as much as possible and weather permitting, be sure to apply sunscreen to your child before school.
- Please send your child in appropriate footwear, we have lots of fun climbing inside and outside and want our students to stay safe.
- After pick-up, families can stay and chat and catch up at the picnic tables and field. We ask that you do not let your children climb or walk the wall. We want our friends to stay safe!
- As a reminder, during preschool, we are staff and students only. The preschool doors are locked at all times. Perimeter checks are performed daily. If you are dropping off late, or stopping by during school hours, you will need to ring the doorbell.
- Please be sure to pass on these reminders to the appropriate family members or friends who are dropping off and or picking up.
- If you have not already accepted your **Seesaw** invitation from your child's teacher, please do so. Seesaw is the main source of communication with the classroom and teacher.
- If your child has **services**, we are happy to welcome them during school hours. Please have the IU, EI, therapist, or company reach out to me via email so I can schedule them and obtain the proper clearances. I MUST have all clearances and approvals PRIOR to them entering the building.
- Be on the lookout for our **Afternoon Adventurers** flyer. It will be in your child's folder early this coming week. (As an FYI, Adventurers is open to 3YO and 4YO's only.)
- Please remember to send in your child's **Health Report** if you haven't already done so.
- If needed, you can find our **parent handbook** HERE. You can find our **school calendar** is HERE.
- We are very social! Be sure to like us on Facebook, follow us on Instagram, and subscribe to us on YouTube.

- If you would like to purchase or just check it out, please visit our Swag Shop HERE.

Thank you for taking the time to read this email. I know it's lengthy, but our students' well-being, safety and protection are our number one priority.

We are looking forward to a fantastic school year!

If you have any questions or concerns, please feel free to contact me at any time.
Heather

Heather Banmiller
Preschool Administrator
Christ's Church of the Valley
Providence Christian Preschool
1560 Yeager Road
Royersford, PA 19468

610-792-0777 ext. 214

www.providencechristianpreschool.com
@ccvphiladelphia
@providencechristianpreschool



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CHRISTIAN PRESCHOOL