

TOP OF THE HILL PRESCHOOL OF OAKWOOD



155 East Thruston Blvd.
Oakwood, Ohio 45419
Email: preschool@oursaviordayton.org
July 2026

937-815-6557

Dear Parents,

It's hard to believe how fast this summer is going and how soon it will be time for preschool to start! Our first day of preschool is Tuesday, September 8th. If you are new to Top of the Hill, we welcome you to our preschool family!

Your child's teacher will be contacting you to arrange a "Meet & Greet". In addition, an informal "Popsicles on the Playground" is scheduled for Thursday, September 3rd, from 5:30-6:30 pm to meet other families! Mark your calendars! Our calendar on our website has been updated for your information.

Please visit our website to find all the required forms for preschool. The link for our website is www.topofhillpreschoolcos.org. To access the forms, go to the Registration Tab and click FORMS. Scroll down to ENROLLMENT FORMS and there will be four forms to be completed. Print them out, complete, and bring with you to your child's Meet & Greet with their teacher.

1. The **Child Enrollment Form** (2 pages) needs to be filled out completely before a child can be left at the preschool in our care. **All new and returning students need to complete this new state form.**

2. **Pick-up and Photo Release Form** (2 forms on 1 page)

3. **State Medical Form** The medical form must be signed by a Physician, Physician Assistant or Nurse Practitioner with the date of the last physical. The Medical Form needs to be dated within the last year. This is good for 13 months from the date. Simply have the doctor's office attach the immunization records to the form.

4. Lastly, is the **Parent Permission Form** to screen from Goodwill Easter Seals.

Parent Handbooks which contain Top of the Hill policies and procedures, can be found on our website. Hard copies of the Parent Handbook are available, just ask a staff member for a copy.

You will receive an email from Quick books the first of each month. Payment is due upon receipt. The first invoice will be the monthly tuition and a one-time Supply Fee for \$40.00. Payment is either by check (payable to Lutheran Church of Our Savior), cash or online (see the homepage of our website).

Please remember to keep your child home if they are sick. We appreciate a phone call/text if your child will be missing preschool. So, take a moment now and add the preschool's phone number to your contacts (937) 815-6557.

Your child's safety is our number one priority. Doors will be locked shortly after drop off. If you would arrive late to the preschool, please either text or call the preschool and we will meet you.

If you are leaving the preschool and find a door locked, PLEASE DO NOT unlock the door and head out. This leaves the door unlocked and now also unsecured. Use the Church Office door or a staff member can walk you out. By working together, we will make this year as successful as all the previous school years!

Keep the communications coming as we get closer with any questions. I want you to feel as comfortable as possible here at Top of the Hill Preschool of Oakwood. I feel we have a very strong teaching staff again this year and I am confident you will be happy with your decision in sending your child to our preschool. The staff and I are looking forward to a wonderful school year!

Sincerely,
Janna Piechota
Preschool Director