

TOP OF THE HILL PRESCHOOL OF OAKWOOD



155 East Thruston Blvd.
Oakwood, Ohio 45419
Email: preschool@oursaviordayton.org
July 2024

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 3rd. If you are new to Top of the Hill, we welcome you to our preschool family and know that you will find the staff extremely helpful.

Your child's teacher will be contacting you to arrange a "Meet & Greet" the week of Monday, August 26th, the week before preschool begins. In addition, an informal "Popsicles on the Playground" is scheduled for Thursday, August 29th 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 and the preschool calendar. The link for our website is www.topofhillpreschoollcos.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** (4 pages) **Form** needs to be filled out completely before a child can be left at the preschool in our care. If you are a returning student, do not fill out this form, simply initial the form we already have on file for your child in the preschool office.

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. Actual signatures on the forms are required by the State and are mandatory. Again, please do not wait until the first day of preschool to turn the forms in.

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 Quickbooks 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 still either by check (payable to Lutheran Church of Our Savior) or cash.

Few items to note. Drop off will be the same as last year, at your child's outside assigned door. We will no longer be taking temperatures at the door. Your child's teacher will be at the drop off location to greet your child. Once the class has arrived, the teacher will take the class to their assigned restroom to wash hands and proceed to the classroom for the morning. Pick up will be at your child's classroom door at 11:45 a.m.

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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. 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 either of the doors leading to the front or back parking lots locked, PLEASE DO NOT unlock the door and head out. This leaves the doors 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