TOP OF THE HILL PRESCHOOL OF OAKWOOD

155 East Thruston Blvd. 937-815-6557
Oakwood, Ohio 45419
Email: preschool@oursaviordayton.org
July 2022

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 6th!** 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 29th**, the week before preschool begins. One positive thing that came out of Covid was finding these smaller "Meet and Greet" opportunities to be better than an Open House in terms of answering questions and a way for your child to become acclimated to their classroom and teacher. In addition, an informal "Popsicles on the Playground" is scheduled for **Wednesday, August 31st** 5:30-6:30 pm to meet other families! Mark your calendars!

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. **This is a new State Form and all students, even those returning, will need a completed Child Enrollment Form on file.**
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. Last, 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.

Few items to note. Drop off will be the same as last year, at your child's outside assigned door. Staff members will take temperatures at drop off in the morning. 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. Again, thanks to Covid, we have found drop off at the door makes for an easier transition for the children and preschool begins on time. Pick up will be at your child's **classroom door**, **and the new pick-up time, starting this year is 11:45 a.m.**

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Last year student illnesses were down which was wonderful, so parents, 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** and 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