



August 7, 2023

Dear Preschool Families,

We are so happy to have your little one as a part of our preschool and our team is so excited to get to know your child! Summer is winding down, and it's time to get excited about school! If this is your child's first experience with a classroom, or if they are an experienced student, we are ready to help them learn and grow in faith.

Students and parents are invited to come to get acquainted with our classroom and our teachers to help with any nervousness or fears prior to the first day of school. We are scheduling **Cubby Conferences from August 28th through September 1**. Cubby Conferences are mini-conferences about 30 minutes long and they allow your child the opportunity to view our classroom, look for their cubby, and get to know us just a little more with their grown-ups by their side. This is an opportunity for us to learn more about your child too (for example, allergies, likes, dislikes, concerns, fears, etc.) You can choose to bring your supply list items at this time as well. Conferences start at 8:30 am and end at 11:30 AM on Monday and Friday, and at 2:30 pm on Tuesday, Wednesday and Thursday. Please use the following sign-up genius link to choose an appointment time. Make sure you choose the link for the correct class.

Pre K3 Mrs. Parker: <https://www.signupgenius.com/go/8050A4FA9A82DA0F94-mrs>

Pre K4 Mrs. Hartsoe: <https://www.signupgenius.com/go/8050A4FA9A82DA0F94-cubby3>

VIRTUS: Please have any adult who is interested in joining us in the classroom, on field trips, or for school-sponsored volunteer events begin the process of becoming VIRTUS certified, if you have not already done so. This applies to mom, dad, grandparents, or any other adult. VIRTUS is a requirement for the Archdiocese of Baltimore for anyone who is in contact with the children during school-sponsored events. The process is completed in several parts, and in order to have it completed before the first school activities, we suggest you begin ASAP. It is good for 5 years and a recertification reminder will be sent to you when the time comes. Find the link to apply here: <https://stjohnschoolgv.org/virtus/>

On the School Calendar:

Back-to-School Night will be held on August 23rd at 7 PM. This is a great opportunity to hear an overview of our program and learn a little more about what to expect this year. August 23rd is also Classroom Visiting Day for grades K-8. **Preschool does not have visiting hours on this day.** Our Cubby Conferences will be the chance for little learners to check out their classrooms.

Tuesday, September 5th is our **first day of school!** Parents should plan to drop off their students between 7:50 and 8:15 AM. Enter the parking lot near the church, drive around the cemetery, and line up in front of the big school along the safety zone (follow the lead of the other cars). Our teachers and school safeties will be there to help get little ones out of the car and put on bookbags. In order to keep the line moving, please stay in your car. If you need to unbuckle, give extra hugs and kisses, please pull to the side before entering the cemetery driveway. We will go over this in more detail during Cubby Conferences. Some children might be a little nervous or sad but they really do settle down quickly. We will take great care of them. All children will be dismissed at 11:45 am. This is a half day for all preschool students.

Wednesday, September 6th is our first full day for preschool. After our morning class, half-day preschoolers will dismiss at 11:45 am. For morning pick-up, follow the same procedure as drop-off. We will meet you out front. Full-day students will dismiss at 2:50 pm. Those students will be picked up on the big church parking lot. Details on full-day pick-up will be available at Cubby Conferences.

Enclosed you will find our PreK 3 supply list and student information sheet. The supply list can also be found on our school website on the summer information page. Please complete the information sheet and bring it with you to our **Cubby Conference**.

I hope you enjoy the rest of your summer! Read every day, and we look forward to spending the 2023-2024 School Year together!

Sincerely,



Mrs. Meli Hartsoe

Pre-K3 and 4 Team:

Suzanne Thomas: Principal

Meli Hartsoe: Preschool Director/Pre K4 Teacher

Jackie Parker: Pre K3 Teacher

Carolyn Flood: Preschool Assistant/Aftercare Director

Lauren Nickles: Preschool Assistant

Jenny Bearman: Preschool Assistant

Dear Families

Please complete this form and return it at Cubby Conferences. This information sheet will help us better understand your child's individual needs. Thank you for your time and effort!

Student Information Sheet

Child's name _____ Birthdate _____

Nickname (if any) _____

Address _____

Phone _____ Child lives with _____

E-Mail address _____

Mother's name _____ Work Number _____

Occupation _____ Cell Number _____

Father's name _____ Work Number _____

Occupation _____ Cell Number _____

Brothers and/or sisters and ages:

Pets: _____

Grandparent's Nicknames (ex. Gigi, Pop pop, G-Dad, Mimi...) Include all that apply:

What kind of activities does your child seem to enjoy most? (games, art, outdoor play, etc):

Does your child have any special fears we should be aware of (bugs, mascot costumes, storms)?

Does your child have any food restrictions, sensitivities or allergies? _____

Do you have any special interest or talents you might be willing to share with children?

Would you be willing to help in the classroom if there is a need? This will require Virtus Training: _____

Would you be willing to help out at home to prepare activities for the class (Making playdough, cutting materials for classwork, prepping art projects)? _____

CAFCP Enrollment: Yes: ___ No: ___

Meals your child will receive while in care:

BK ___ LN ___ SU ___ AM Snk ___ PM Snk ___ Evng Snk ___

EMERGENCY FORM

INSTRUCTIONS TO PARENTS:

- (1) Complete all items on this side of the form. Sign and date where indicated. Please mark "N/A" if an item is not applicable.
- (2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name _____ Birth Date _____
 Last First

Enrollment Date _____ Hours & Days of Expected Attendance _____

Child's Home Address _____
 Street/Apt. # City State Zip Code

Parent/Guardian Name(s)	Relationship	Contact Information		
		Email:	C:	W:
			H:	Employer:
		Email:	C:	W:
			H:	Employer:

Name of Person Authorized to Pick up Child (daily) _____
 Last First Relationship to Child

Address _____
 Street/Apt. # City State Zip Code

Any Changes/Additional Information _____

ANNUAL UPDATES

 (Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

2. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

3. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

Child's Physician or Source of Health Care _____ Telephone _____

Address _____
 Street/Apt. # City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian _____ Date _____

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number



PreK3 Supply List

1.5 inch binder

2 pocket folders

2 sets of crayola watercolors, 16 colors

2 small containers of playdoh (any color)

8 count crayola crayons (large, not jumbo)

8/10 count crayola washable markers

1 pair Safety scissors

Pack of Elmer's Glue sticks

Complete change of clothes (labeled with child name)

Full day students-rest mat (may be purchased at school office)

Snack bag/lunch bag (bento style lunch boxes work best)

Water Bottle or thermos (spill proof)

Back pack (regular size, with side pocket for water bottle)

2 recent pictures of child

2 Boxes of tissues

1 container Clorox wipes

1 container of hand and face wipes

1 roll Bounty paper towels

BOYS - 1 pack of 8.5 by 11 white cardstock

GIRLS - 1 pack of 8.5 by 11 colored cardstock



PreK4 Supply List

8/10 ct. washable Crayola markers

2- 8 ct. large (not jumbo) Crayola crayons

1 set of crayola watercolors, 16 count

12 or more Elmer's Glue sticks

2 Ticonderoga My First Primary Size #2 Beginner Pencils

1 pair fiskars kid's scissors

1 marble composition book - (preferably 100 pages)

2 recent pictures of your child

A complete change of clothes to be kept in school. Please put in ziplock bag labeled with child's name

Backpack (with a side pocket for a water bottle.)

Small snack/lunch bag

Reusable water bottle

1 roll Bounty paper towels

1 canisters of Wet ones Hand Wipes

1 large canister of Clorox wipes

2 boxes tissues

BOYS-1 pack of white cardstock

GIRLS- 1 pack of Astrobrights assorted colored cardstock

*FULL DAY STUDENTS: Pre-K writing journal and rest mat purchased through the school. Cash or check made payable to St John School. Bring to Cubby conference in September.