

# Hollin Hall News

PRESCHOOL 1, PRESCHOOL 2 AND PRE-KINDERGARTEN

**SEPTEMBER 2017**

*We would like to extend a warm welcome to all of our new children and their families and welcome back to all of our returning children and families to A Child's Place at Hollin Hall! We are very excited about all of the fun we will have during the coming school year.*

We have many exciting things to tell you about. The curriculum for Preschool 1 and Preschool 2 is the Mother Goose Time. The theme for this month is: "My Amazing Body". Weekly lesson plans will be posted on the board outside of your child's classroom. Please take a moment to look at them so that you will know what your child is learning each week.

For the Pre-Kindergarten classroom, we will continue with our more complex curriculum, the Appelbaum curriculum. This month, the theme is: "My Class Rules".

## **Some Important Reminders!**

1. Please bring in 2 complete changes of clothes including socks and shoes (please make sure the clothes are season appropriate).
2. Please label EVERYTHING with your child's full name (bed rolls, clothes, show and tell items, etc)!!
3. Please call or email the center by 9:30 am if your child will be absent.
4. Please do not bring in any outside food/beverages for your child unless you have spoken with the office about this.
5. Please take a minute as you walk in to read the white dry erase board by the entrance to the center as this has important messages about the day!

# "EXTRA" ACTIVITIES



In addition to the curriculum, we provide "extra" activities to the entire preschool on a weekly basis.

- Art with Ms. Leisha will take place on Tuesday mornings.
- Spanish with Seniorita Claudia will take place on Wednesday mornings.
- Music with Ms. Mercedes will take place on Thursday mornings.
- And, finally, Phys Ed with Mr. Nick will be on Friday mornings

# "OPTIONAL" ACTIVITIES

We are proud to announce our optional activities for the children this year:

1. **Excite Soccer** with Coach Kieran will take place on Monday mornings beginning on September 25<sup>th</sup> (demo class on September 18<sup>th</sup>)
2. **Power Tots Gymnastics** will be here with their fun-filled gymnastics classes again this year on Tuesday afternoons. There will be a demo class for all new children on Tuesday, September 12<sup>th</sup>.
3. **Joy of Dance** will have class on Thursday mornings. Classes begin on September 7<sup>th</sup>.

*\*\*\*Registration forms and/or information to enroll on -line for these activities are included in the welcome packet. If you are interested in any of these activities, fill out the forms and return them to the red tuition box ASAP! Remember, these activities take place during school hours. This eliminates the need to enroll your child in a class in the evenings.\*\*\**

# PARENT REMINDERS

All parents must enter the building through the main entrance. Parents will receive the code for the front door on the first day of school. This security system is in place for the safety of the children and the staff. You must enter the code to open the door. In the event that you forget the code, you may ring the buzzer; however, please be patient as someone must be in the office to release the door. You may have to wait a few moments for assistance if someone has stepped out of the office. We also ask that parents do not hold the door open for people who are not familiar to them. Thank you for your cooperation in this matter.

If someone new is picking up your child (even if they are on the pick-up list), please let us know. The person picking up your child will have to present photo identification upon arrival. Your child will not be released unless the person has identification. We cannot release your child just because your child recognizes them, the person will need to be identified by a staff member.

Enclosed in your welcome folder are the new 2017-2018 registration forms that all new families need to complete. For current families, please review the purple enrollment confirmation sheet, then date and sign. Any changes should be written on this enrollment confirmation sheet. Also, please fill out the pink Emergency Authorization form. Please turn these into the office as soon as possible. Thank you!

We ask that parents park their vehicles in the parking lot. Parents MAY NOT park in the fire lane at the front of the building or in the handicapped spots. Parents MUST WALK their children into the building and sign them into the classroom each day.

Parents must sign in their child every morning and sign out their child every afternoon. This takes only a moment of your time and it is very important.

This list is used for attendance records as well as for a head count in the event of an emergency. Please remember to do this every single day.

Parents should also remember to let the office know of any phone, email or address changes during the school year, so that we can update our records. Thank you!

The center closes promptly at 6:00pm. A late fee of \$15.00 will be charged after 6:00pm. After 6:15, an additional fee of \$5.00 for every five minutes or portion of five minutes thereafter will be charged.

## INTERNET AND EMAIL



- Visit our website [hollinhall.com](http://hollinhall.com).

The website is updated regularly with upcoming events and important news. Also found on the website are the current month's newsletter, the lunch menu and the monthly classroom calendars for Preschool 1, Preschool 2 and Pre-kindergarten.

We will also continue to email parents important information and friendly reminders. It has worked well over the last few years to use email in this manner. Please make sure that we have your current email address. You can email us at any time at [acphollinh@aol.com](mailto:acphollinh@aol.com).

# FALL CHARGES & TUITION

Remember that every fall your account is charged a \$50 registration fee (or a \$75 family registration fee) and a \$75 class fee per child. This will be charged to your account on September 5th, 2017.

Reminder about tuition: Tuition payments are due no later than Wednesday at 9:30 am of each week. A late fee of \$15 will be added to your account in the event that tuition is not received by that time. There will be no exceptions to this policy. Also, please note that the checks need to be made out to "A Child's Place", not Hollin Hall, or any other variation.

Also, please note that you must give 2 weeks written notice before withdrawing your child from the center.

# UPCOMING EVENTS

**\*Party Magic will be here with their fun-filled magic show for the kids on Wednesday, September 13<sup>th</sup> at 10:30 am!**

**\*School Photo Day is Tuesday, September 19th. We will put out reminders the week before so you can dress your child appropriately! Remember that you are never under any obligation to purchase photos from the center at any time!**

Again, we are very excited about the new school year. We know that your child will have a wonderful time here at A Child's Place at Hollin Hall. If you have any questions, comments or concerns, please feel free to see either Jill or Amy in the office at any time.

Jill  
Jill Levy, Director

Amy  
Amy Venzke, Asst. Director