

RCS Pre-K



Pandas

June 15, 2017

Dear Parents,

Welcome to Pre-K 3! Thank you for choosing our program to support your child's early learning experience. I am happy to have your family as a part of our 2017 - 2018 Pre-K family. The Pre-K team is dedicated to helping your child learn and grow across eight developmental domains (Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; and Social Studies). We believe children learn best while engaged in purposeful, hands-on, learning activities - teaching teams consider children's interests and levels of development to help guide instructional decisions. We hope that your child (and you) will enjoy the Pre-K classroom.

This letter describes important details about things you will need to take care of prior to beginning the school year, as well as specifics about starting the school year; please read through it carefully.

Your child is enrolled in class "3A312", which is located in the portable classroom behind Baldwin Elementary School. If your plans have changed and you will not be enrolling your child in Pre-K, please notify our office immediately by calling 248-726-3022, so that we may enroll a child from our waiting list. Additionally, please remember that we ask that children are toilet trained (no pull-ups or diapers).

School will begin with a special day for the Pre-K student along with one parent, we are affectionately calling this "Bring Your Parent to School" (this is our Orientation). Pre-K students along with one parent (or guardian, or other adult) will spend two hours together and experience a typical day in Pre-K. Teachers will facilitate and describe each part of the Daily Routine as children and parents participate in activities. We believe this will be both enjoyable and informative. In order to best accommodate groups of children and parents we will have two "Bring Your Parent to School" days, one on Wednesday, September 6 and one on Thursday, September 7. Students will then come together for their first day (without parents) on Tuesday, September 12. **Bring Your Parent to School day for families with last names beginning with letters A - M will be on Wednesday, September 6 from 9:00 - 11:00, families with last names beginning with letters N - Z please plan to attend on Thursday, September 7 from 9:00 - 11:00.** If you are unable to attend, please call the Preschool Programs office at 248-726-3022 and let us know; we will inform your child's teacher. On your "Bring Your Parent to School" day all children will receive a Pre-K tote bag to bring items to and from school. These bags support our curriculum by helping children to develop a sense of competence (KDI 8), we ask that you do not purchase a backpack or other tote. Additionally, with limited space to hang coats and bags these bags are well suited for the space we have. Thank you for your cooperation with this.

Your first (non-refundable) tuition payment of \$227.00 is due on or before July 3, 2017. Please make this payment using a check payable to RCS Pre-K. In order to help us maintain a balanced budget we would appreciate you sending all tuition payments to the Pre-K Office (501 W. University Drive Rochester MI 48307, **Attn.: Pre-K**). This will help reduce the cost of our banking fees. The second

tuition payment will be due September 1, an email invoice will be sent in mid-August that will include a link for you to click on to make the payment. Again, we prefer all payments to be made by check however, if it is best for you a link is provided on the invoice.

Payments three through nine will be due on the first of each month October through April. A reminder email will be sent to you along with the link to make a payment. You may also make payments by calling the preschool office and providing us with a credit card number. (248-726-3022)

At this time I am asking that you complete some forms and send them to the Pre-K office on or before July 15. If you could send them in with your first tuition payment that would be helpful. (Thanks to those of you who have already dropped these off at the office.) You may access the documents at [www.rochester.k12.mi.us](http://www.rochester.k12.mi.us) ► "Schools" ► "Pre-K", please scroll to the bottom of the page to "Files and Folders", and then "Parent Information". (You will also find the Parent Handbook, the 2017-18 Pre-K Calendar and other helpful information for parents in this folder.)

Please mail the following documents to:

**Rochester Community Schools - Pre-K, 501 W. University, Rochester, MI 48307**

1. "Pre-K Information Form"
2. "Concussion Form"
3. "Health Appraisal Form" If your child's annual physical is scheduled for anytime between now and the first day of school kindly send an email to [PreK@rochester.k12.mi.us](mailto:PreK@rochester.k12.mi.us) and let us know the date of the physical. We will add that note to your child's file so that the teacher is aware. When you do take your child to their appointment please be sure to have a copy of the Health Appraisal with you so that the doctor can fill it out. If it is filled out prior to August 30 please send it (or deliver it) to the Preschool Programs office. If the appointment is after August 30 please plan to give the form to your child's teacher.
4. A copy of your child's **Immunization Record**. Please be aware that no child may attend Pre-K without up-to-date immunizations and a Health Appraisal form signed and dated by the child's physician.

The Preschool Programs office will be open all summer, Monday through Thursday, 8:00 - 4:00. We are located in the Administration Center, on the first floor, just to the right as you come in the main door. We look forward to serving you in the coming year.

Have a fun-filled summer!

Sincerely,

*Laura Brown*

Supervisor of Preschool Programs  
[lbrown@rochester.k12.mi.us](mailto:lbrown@rochester.k12.mi.us)

Preschool Programs Office 248-726-3022

NOTE: Your child's teaching team has a folder on the Pre-K webpage, I encourage you to check it out! You will find an "At a Glance" calendar, the electronic copy of this letter and a letter of welcome/introduction from the teaching team.

[www.rochester.k12.mi.us](http://www.rochester.k12.mi.us) ► "Schools" ► "Pre-K" ► Pre-K 3 ► Mrs. Ornstein & Mrs. Thompson