

Pilgrim Lutheran Preschool & PTO

3650 W. 106th Street

Carmel, IN 46032-9607

Phone: (317) 846-6132 fax: (317) 846-3590

preschool@pilgrimindy.org

The preschool has a link
on the church website:
www.pilgrimindy.org

Amy Tucker, Director

Dear Parents,

Welcome to Pilgrim Lutheran Preschool and Parents' Time Out! An exciting, fun-filled year awaits your child. School Begins on Thursday, August 31. The teachers are eager to work with your child and have planned many activities to encourage his or her intellectual, social, emotional, spiritual and physical development.

Our parent orientation meeting will be on Monday, August 28, starting punctually at 7:00 p.m. Mark your calendars now! We would encourage both parents to attend, if possible. We are eager to know you both and to work with you to make this a productive year for your child. You will have the opportunity to meet the teachers and learn about our developmental objectives for your child. It is important to attend even if your child has been in the program for several years. Each class has different objectives and procedures with which you need to familiarize yourself. ***NO Children attend this meeting.***

We will have a 'Meet the Teacher' day on **Wednesday, August 30**. On this day, both you and your child will meet the teachers and become more familiar with the classroom and classroom procedures. Children who will attend school on Monday, Wednesday and Friday should come from 9:00-10:00. Children who attend school on Tuesday and Thursday (includes Mon/Tues/Thurs 3s, Fives, and 4s Enrichment) should come from 10:30-11:30. The Tuesday Toddlers time is 10:30-11:00. The Thursday Toddlers time is 11-11:30.

Beginning on Tuesday, September 5, extended days will be available – Monday through Friday for students enrolled in the twos, threes, fours or fives classes (sorry this program is not for our toddler classes). The cost of this after school care is \$15.00 per child per day if you choose to have your child(ren) stay until 2:30. Extended day until 3:30 is \$20 per child per day. You may choose either option when you sign up. Sign up sheets will be posted. You may choose to sign up on a daily basis, or sign a monthly contract.

Careful and exact observation of **arrival (9:00 a.m.)** and **departure (12:30 p.m.)** times is necessary. In general, we follow the Carmel-Clay School calendar; we close when they are closed for holidays and inclement weather. (Additionally, we are closed on Good Friday.) If Carmel-Clay has a weather-related delay, we will also delay ... but usually for ONE hour. Watch the local television channels, or check their web sites for closings or delays during inclement weather. Delays or closings will also be posted on the Pilgrim Lutheran Preschool Facebook page. WishTV will text you with closings if you sign up there!



Please return **all** completed forms and #1 tuition to the preschool office by **August 1, 2017**.

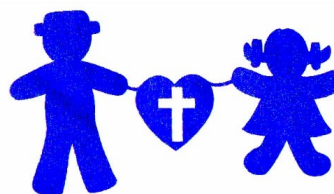
August is the time that the office has set aside for setting up the new files for the 2017-2018 school year. It is important that all of our administrative tasks are completed in early August. The last weeks are devoted to preparing school for staff and students. When we begin school, we want to be able to focus on the children and their activities. Your child's medical form must be on file. **Please have it completed, signed by your physician, and return it to the Preschool office along with the other forms by August 1, 2017.** *We only need a new form signed by your doctor for your first year.* Please update us with additional immunizations given.

*Please make certain your child is in good health before placing him/her in the group. We consider a child unhealthy if he/she has **any** of the following: diarrhea, fever, failure to be free of fever [without Tylenol or other masking agents] for 24 hours, excessive coughing or runny nose, vomiting, or any communicable disease. Please be considerate of other families. By state law, we cannot administer medicine. We must have a written prescription from your child's doctor. Please leave emergency numbers with the school.*

Tuition is divided into 10 equal payments and is due on the **first session of each month**. The first payment of the year is **due by August 1, 2017**. **It is important that your first payment arrives on time while we are completing our administrative tasks – This is how we are sure that your child is attending.** Payments are due on the **first day** of each month thereafter – September through May. If you have two children, please issue only one check for both. Make checks payable to Pilgrim Lutheran Preschool. No refunds will be made for non-attendance, nor is it possible to make partial payments for any month in which your child will not attend all sessions.

Please call the preschool office at 846-6132 if you have any questions. (The office is closed during the month of July, but phone messages and email will be checked occasionally.) We look forward to seeing you in August for another super school year!

Sincerely,



Amy Tucker, Director

Supply fees –DUE by May 1, 2017

Toddlers - \$45.00 Monday 2s - \$50.00 Two Day 3s - \$75.00 Fours - \$90.00
 Two day 2s - \$60.00 Three Day 3s - \$85.00 Fours w Enrich.- \$115.00
 Fives - \$115.00



Schedule of Fees 2017/2018

First Payment Due August 1, 2017

Tuesday 18 mo. Toddlers	\$70.00 MO	Monday/Wednesday/Friday Threes	\$175.00 MO
Thursday 12 mo. Toddlers	\$70.00 MO	Monday/Tuesday/Thursday Threes	\$175.00 MO
		Tuesday/Thursday Threes	\$125.00 MO
Monday Twos	\$65.00 MO	Monday/Wednesday/Friday Fours	\$175.00 MO
Tuesday/Thursday Twos	\$125.00 MO	Fours with Tu or Th Enrichment	\$235.00 MO
Wednesday/Friday Twos	\$125.00 MO	Fives (Monday-Thursday)	\$235.00 MO

You are welcome to pay the full year at once (10 x monthly fee) or pay by semesters ☺