



Mountview Christian Preschool

a ministry of Mountview Baptist Church

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Dear Parents,

The mandatory **Parent Orientation Meeting** for all Mountview Christian Preschool parents is being held on Thursday, August 19, at 7:00 p.m. in the Fellowship Hall of the church. This meeting is for all new and previous parents and current staff members. During the meeting we will go over new and established practices and policies of the preschool.

You are requested to return the enclosed completed forms that evening. No childcare or activities for children will be provided during the meeting, but please do not let lack of childcare keep you from attending. Please feel welcome to bring your child if necessary. If you cannot attend, please contact the preschool office to arrange a time to drop off the forms before August 19th or you may mail them in to arrive here by the 19th.

Your child will only be able to attend on the first day if all fees are paid and all of the required paperwork is complete and turned in to the director on or before August 19th.

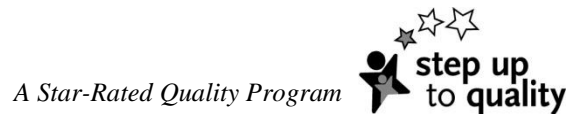
- **The first tuition payment is due by August 10th.** Enclosed you will find your tuition payment book. The amount of tuition due from you per month is listed on the 2nd page of the book. Please include the correct payment coupon with your payment each month. Please make checks payable to Mountview Baptist Church. Receipts will be given only upon request. Payments may be mailed in or placed in the tuition lock box that is outside the Busy Bees classroom in the Creation Station Play Room. Returning students with outstanding tuition from last year will not be permitted to attend until all past-due fees are paid.
- Enclosed you will find the current **Parent Handbook** for you to read before the meeting. Please bring your copy with you to refer to during the meeting that evening.
- **Child Medical Statements** for new students need to be completed by a physician and returned before school begins. This form can be turned in at the meeting or mailed or faxed to the preschool to arrive here no later than the 19th. **Students without current medical statements will not be permitted to attend** on the first day or any day thereafter until the form is completed by the doctor and turned in to the preschool. *Parents of returning students will need to turn in an updated medical statement **only if it has been a year since the child's last exam.***
- **An Enrollment and Health Information form** is enclosed. Please complete it fully and sign in all required spaces. Please return this form the night of the meeting or bring or mail it to the preschool office no later than August 19th. This form must be on file in order for your child to attend the first day.

- If your child has food allergies, asthma, or other special medical conditions that require action by preschool staff, you will need to complete a **Medical Care Plan** and possibly an **Administration of Medication Form** before the first day of school. Please let me know if you need any of these forms so that I can get them to you as soon as possible so that they, too, may be turned in that evening.
- **Preschool supply fee:**
There is a one-time \$50 supply fee due per child unless it was paid at the time of registration. This fee must be paid before the first day of school. Items that will be purchased with these fees include tissues, hand sanitizer, crayons, glue, markers, paper, play-doh, school t-shirt, and curriculum materials, etc. You will find a payment coupon for this fee with your tuition payment book if applicable to you.
- **Nap Room supplies:** If your child is participating in the full-day program, you are asked to send a crib-sized pillow, crib sheet, and crib-sized blanket for nap in the afternoon. Full-sized items are too difficult for the children to handle and **will not be permitted**. Children may also bring a soft, noise-free toy for nap-time.
- **Other items needed:** Your child will need a backpack or school bag with his/her name on the outside of the pack to bring to school daily. Children who stay for lunch will need a lunch bag with his/her name on the outside. Lunches are not refrigerated or heated so you may wish to purchase an ice pack and/or thermos.

Thank you for enrolling your child into our program and for taking the time to complete all of this necessary paper work. We look forward to seeing you on the 19th!

Sincerely,

Pamela Larson, M. Ed.
Director



Please return these signed and completed forms to the preschool by August 19:

- Child Enrollment and Health Information (please fully complete this form and sign in all required spaces.)
- Child Medical Statement (unless there is a current one on file with us)
- Who My Child May Go With
- Permission Form
- All About Your Child