

May 20, 2022

Dear Peace Preschool Families,

Welcome to Peace Lutheran Preschool and for many of you “Thank you for returning to Peace Preschool next fall”! Enclosed you will find the papers required for the 2022-23 school year, along with an updated school calendar and a school supply list. 😊 Is it a bit early for a school supply list? Yes! But for you early birds, tah dah!

Sorry to hand you a stack of paperwork before the current school year has even ended! In the next few weeks, please take time to complete the packet and return it by using the “Drop Box” located between the colorful Little Library and Bumble Bee playground, mail the packet - Peace Lutheran Preschool, 701 South Century Avenue, Waunakee 53597 or feel free to drop the packet off in the Church Office. If dropping it off in the Church Office, I encourage you to call and make sure the office will be open as summer office hours are limited. The number for the Church Office is 608 849 7732. **Completed paperwork is due by Friday, July 22.** Paperwork turned in after that date will be assessed a **\$ 30 late fee.** The only exception from the deadline is the “Child Health Form”. Although I would prefer to have all forms by July 22, because the health form has to be completed and signed by your child’s medical provider, which may require an appointment, the deadline is extended to August 31, 2022.

A few words about the deadline for the paperwork. Having your child’s paperwork on time (by July 22, 2022) is important to make sure all necessary information is passed on to each staff member who will be caring for your child. Teachers and I review all the paperwork and highlight not only medical conditions, allergies, special needs, parent custody agreements etc. but also want to learn a little bit about your child prior to his/her first visit. Using the information you provide on the Intake Form, teachers stage the classroom to make sure some of your child’s favorite books, toys or games are available to help your child settle in.

The following information is intended to be helpful as you fill out the papers. Many of the forms are required by the Preschool licensing agency - Wisconsin’s Department of Children and Families, Child Care Licensing. Heads up to families with children enrolled in 4K, you will receive a second set of papers from the Waunakee School District. Because your child is participating in 4K at a child care center there are two governing entities providing oversight. Wisconsin’s Department of Public Instruction oversees the public school system including 4K and Wisconsin’s Department of Children and Families oversees child care centers; both entities require their own set of documents. 4K is the only time you will be required to complete two sets. Please keep paperwork from Peace Preschool and WCSD separate as the forms will need to be returned to the original sender. Keeping documents separate is one of the reasons the Preschool paperwork is color coded every year – pink this year.

A. Paperwork included in the packet:

1. The Blue Emergency Card – likely the most important form. Blue Emergency Cards are stored in the teacher’s “Daily Sign In” clipboard and travel with the child throughout the day. **Please attach a recent close-up picture of your child’s face to the card**, wallet size is ideal. The back side of the card, the “Pick - up Authorization”, allows you to list the names of the adults who have your permission to pick your child up from Peace Lutheran Preschool. The individuals you list have your “blanket” permission to pick your child up from Peace Preschool at any time, for the duration of the school year and without any additional “per pick up” approval from you. You may update the card at any time during the school year.

2. Child Care Immunization Record – there is no need to complete this form if you can provide a copy of your child’s shot record from the doctor’s office OR you may print off a free copy by going online to Wisconsin’s Immunization Registry at <https://www.dhfwir.org/PR/clientSearch.do?language=en>

3. Intake & Permission Form – Double sided. The teachers and I review this form carefully prior to the beginning of school to make sure we are aware of and prepared for allergies, medical conditions, family situations etc.

anything that may impact your child's participation in the program. Your input on what your child's favorite toys/books/activities are, help us stage the classroom with some of the favorites in hopes of a smooth transition into preschool.

4. The Child Health Report to be completed by your child's medical provider. If your child was seen by his/her medical provider within the last six months, he/she may be able to complete the Health Report without an additional appointment.

5. Access Fob & Security – Every family needs at least one access fob (Fobs will be required as soon as Covid restrictions are lifted, and families are permitted back into the building). Please complete the form and attach a check payable to Peace Lutheran Preschool – prices are listed on the form. Fobs will be distributed during Orientation week and are typically issued for the duration of your time with the Preschool. If you already have a fob, you do not need to purchase a new one.

6. Child Health History – double sided.

7. Child Enrollment Form – “Authorized Persons” please be sure the individual given permission to pick your child up from Peace Preschool is also given the same permission on the “Blue Emergency Card”.

Questions at the bottom of form under Authorizations:

To review Peace Preschool's Policies – refer to the Parent Handbook available online at www.peaceinwaunakee.org/preschool. You will receive an updated, hard copy of the Parent Handbook during the Parent Orientation.

To review Wisconsin's Rules for Licensing Child Care Centers:
<https://dcf.wisconsin.gov/files/publications/pdf/4024.pdf>

Permission for Field Trips – According to Child Care Licensing rules, stepping of Church property is considered a field trip. For that reason, please provide permission for a “walking field trip”. We love to take the kids for a walk to see leaves turn color, or to take advantage of check out construction vehicles if nearby. 4K typically takes a field trip that requires bussing. We will let you know well in advance of any such trip. Regarding pets, we have not had pets in recent years. If that changes, we will let you know.

8. ACH Authorization Agreement For Direct Deposit – Peace Preschool uses an automatic banking system for tuition collection. Invoices are emailed around the 25th of each month and tuition is automatically withdrawn around the 10th of the following month. Please complete the form and attach a voided check. All tuition is paid in this manner - thank you for participating.

B. Important Dates

1.) Children's Orientation for all children enrolled in the **Bumble Bee, Dragonfly and Firefly** class will be held on Monday and Tuesday, August 29 and 30. You will receive an email in early August with the day and time of your child's scheduled visit. Each class is split into small groups to ensure a “gentle & low-key” introduction to their new class. Orientation visits last no more than an hour and are optional. If you are not planning to attend, please let me know. I think it is a great opportunity for your child and for you to check out the classroom, meet the teachers and walk through the building at your own pace. However, if you are not able to attend, or your child and family has been with the preschool for several years, it is up to you to decide whether to attend. If you attend, children have time to explore in the classroom, will learn a little bit about their daily routine, will get to meet some peers and of course will have the chance to meet their teacher. Parents and guardians are welcome to stay in the classroom with their child or may explore the building. It is however required that one parent/guardian remain in the building for the duration of the visit.

2.) 4K Open House

Afternoon 4K – Monday, August 29 - Open House from 4:30-5:30 p.m.

Morning 4K – Monday, August 29 – Open House from 6:00 - 7:00 p.m.

3.) Parent Orientation - Tuesday, August 29 from 6:30 to 8 p.m. Parent Orientation.

It is mandatory for one parent/guardian to attend Parent Orientation. The Orientation is for all families - 4K and Preschool, families new to the Preschool as well as families who have been with us for years. The meeting covers a lot of ground and includes information on school policies, procedures, curriculum overview and an opportunity to meet all the members of the Peace Lutheran Preschool team. Hearing the information shared during orientation helps ensure we all start the school year on the same page.

Although Suzanne and I work most of June and August, we are typically not in the office. If you have questions or need to reach us during the summer, the best way is via email. Suzanne can be reached at ssackett.peacepreschool@gmail.com and my email is sbriesath.peacepreschool@gmail.com Please know the Preschool will be closed the month of July and both Suzanne and I will be on vacation.

Thank you for enrolling your child at Peace Lutheran Preschool.

Wishing you all a wonderful summer! See you in August!!

Sandra, Suzanne and Heidi