



Newsletter 2021

Welcome to Mansfield 1st EPC Preschool! We know that you will find our Preschool to be a warm and loving place in which your child will experience God's love in the midst of developmentally appropriate activities. We hope you will feel that this is not only your child's school but your school too. We welcome your participation and support!

This year's theme- SHINE BRIGHT!

"Let your light shine before others, that they may see your good works and give glory to your Father who is in Heaven." Matthew 5:16

Here are some important items to know for a successful year.

Tuition: Tuition is due the first of each month. Payments made after the 15th will be considered late and a late fee will be applied. Tuition may be sent by mail or placed in the black "tuition box" on the wall in the Preschool office. **Please do not put payments in your child's backpack or hand to your child's teacher for it may become lost.** Checks should be made payable to Mansfield 1st EPC Preschool. Please refer to your Parent Handbook for the fees associated with any check returned for insufficient funds. If paying cash, please make sure it is exact cash. The office does not have any change. Credit card payments will be charged a \$4.00 fee.

Paperwork: Your child's medical form is valid for one year from the date signed by the doctor. It is your responsibility to see that your child's medical form is kept current. A new form will be given when needed. Your child may not attend if we do not have the appropriate paperwork in the office. Please turn all paperwork into the office by the first day of school.

Pick-Up Authorization Form: Please send in a note anytime a child is to be released to someone other than his/her parent or guardian. Anyone picking up a child must be on the Pick-Up Authorization Form and have photo-identification with them. No child will be released to any unauthorized person.

Custody or Other Legal Papers: If you have custody papers or other legal documents regarding your child, please be sure you speak with the Director before school begins. We will need a copy for your child's permanent record in the office.

Policies and Procedures: The policies and procedures are found in the Parent Handbook. A new copy of the Parent Handbook was given out at Registration. (Please let your child's teachers know if you did not receive a new copy.) All families must sign and turn in the "pink" form indicating you have read the policies and procedures in the Parent Handbook.

Fundraisers: We conduct various fundraisers throughout the year to assist with purchasing new equipment for different areas of the Preschool and to help keep tuition costs down. Information will be sent home in your child's folder so watch backpacks for details. The fall fundraiser will start at the end of September.

Service Projects: Children will be involved in 2 service projects throughout the school year. More information will be sent home. This is a great opportunity to spread the love of Jesus Christ in our community and around the world!

Supplies: Your child will need to bring 2 rolls of paper towels and a large container of Clorox or Lysol wipes. Supply fee is due by Sept. 30, 2021. We encourage you to send a water bottle with your child. It must only contain water, be clearly labeled with your child's name, and go home daily.

Backpacks: Each child will need a large (full sized) backpack with his/her name plainly marked on it. NO hard handles or wheels as these are difficult to hang on our hooks. Please check your child's backpack DAILY. Each child will also be provided with a red "take home" folder that you should keep in the backpack. The folder is used to send papers and information between home and school.

Doors locked/Arrival and Dismissal: Be sure to only use the Preschool entrance if needing to enter the building. The other entrances are for the church.

The outside Preschool entrance will be unlocked from 7:30 a.m. -9:15a.m. From 9:15a.m. - 11:20 a.m. the door will be locked, and you will have to be buzzed in. The door will unlock again at 11:20 a.m. -11:45 a.m. for pick-up.

Classroom doors open at 8:50 a.m. Parents should bring their child to the classroom door each morning no earlier than 8:50 a.m. but before 9:10 a.m. so the children can begin their morning activities and fully participate in everything in the classroom. Dismissal will begin at 11:30 a.m. and your child should be picked up from their classroom door no later than 11:45 a.m. ALL ABSENCES MUST BE REPORTED TO THE OFFICE.

Coat hooks are labeled with your child's name and can be found in the hallway outside the classroom. Backpacks will be kept in the classroom on labeled hooks. We encourage your child to hang up their own coats and backpacks in the appropriate places. This is also a great opportunity for them to practice name recognition and self-help skills.

Parking: We have a newly paved and lined parking lot. It is imperative that you park in the lined spaces for the safety of the children. Please do not leave young children alone in your car while escorting your preschooler to class. Children may not walk into the building by themselves at any time. At times, cars do drive fast through the parking lot (mostly cars “cutting through”) so please make sure you have your child by the hand. If you are talking with another family, consider going to the field in the back so children can be away from the parking lot. **No one may park in front of the playground fence or Preschool sidewalk.**

Hallway Bulletin Boards: Each month the classroom objectives/curriculum will be posted outside the classroom on the bulletin board. You will also find other important information on the bulletin board such as the monthly calendar, weekly newsletter, sign-up sheets for parties/field trip drivers etc. and volunteer calendar. We will also use the GroupMe app to help get more information out to families quickly.

Clothing: Please dress your child in comfortable play clothes and shoes he/she can run and play in. **No flip flops and open toe shoes.** Tennis shoes are recommended for fun and safety. Make sure your child dresses for the weather. We will go outside if weather permits. Please put your child’s name on all outerwear! Remember mornings can be cool!

*The first week of school, please bring a change of clothing (including socks and underwear) in a gallon size baggie with your child’s name on it. You may need to bring in new clothes later in the year due to season changes or growth spurts. We will keep your baggie all year and return it to you in May.

Food: We do NOT have a daily snack in the Preschool program so please make sure your child eats a good breakfast! Throughout the year, we will do cooking projects, special treats, and taste tests so it is important to know if there are any food allergies. Please make sure that if you child has a food allergy that you have noted it on your emergency form and that a medical plan is completed.

Birthday Treats: You may send pre-packaged birthday treats to be sent home with your child’s classmates. **ONLY STOREBOUGHT ITEMS.** Our teachers will make sure your child’s birthday is celebrated in a fun and unique way!

Field Trips: We hope to take a few fieldtrips this school year. Children 3-7 years old are required to have a car seat or booster seat to comply with Ohio Laws. We will send home permission slips at least a week before the trip. Please return forms in a timely manner. We will post sign-up sheets in the hallway for drivers. You will need to complete a volunteer driver form if you plan on driving.

Special Days: Any special days such as share day, color day etc. will be marked on the monthly calendar or a special note will be sent home. On color days, if possible, try to wear

clothing of that special color. If it is a day that requires you to bring in a special “share” item, please make sure to put your child’s name on it.

Volunteers: Volunteer calendars are posted on the bulletin board outside the classroom. We ask that only one volunteer sign up per preschool day. When you volunteer, no purses or drinks other than water can be brought into the classroom. You must sign in at the office and get a volunteer sticker to wear visibly. When leaving for the day, sign out in the office.

Parties: Class party days will be marked on monthly calendars. Donation sign-ups will be posted on class bulletin boards a few weeks before a party. We can only have 3-4 helpers in each classroom for a party.

Siblings: Siblings **CANNOT** attend during your volunteer days, parties, field trips and special mommy and daddy nights. Siblings are welcome to attend the Christmas and Spring Programs.

If you have any questions or concerns, please feel free to ask the teachers or stop by the office. Thank you for sharing your children with us as we are looking forward to a great year!

Blessings,

The Mansfield 1st EPC Preschool Staff

Visit our website at www.mansfield1stpreschool.com

Also, connect with us on Facebook!

