



Important Information

Records: We require the following forms to be on file in the preschool office: Registration Form, Tennessee Preschool Immunization Certificate, Child's Health History, Enrollment Summary, Diocese Health and Medical Release, Photo Consent and copy of birth certificate.

Release of a Child: Children will be released only to the parents unless otherwise instructed by the parent. Each morning when you sign your child in, please fill out who will pick up your child. If something should change during the day, please call the preschool office at 861-5414.

Withdrawal: We ask parents give written notice, at least four weeks in advance, prior to withdrawing your child from the program. This should be given to the director.

We reserve the right to remove any child who is destructive or harmful to self or others. This would be done only after numerous parent/teacher/director conferences. It is not our goal to remove any child from our program, rather to embrace each child in a loving, Christian environment.

Parent Orientation will be held in August. Letters regarding Parent Orientation, Teacher Assignments and Supply Lists will be mailed to parents in mid-July. Classes begin in August with a staggered schedule the first week.

Food: We will provide a morning snack with water or milk. The monthly snack calendar will be posted on the bulletin board. You will need to send a balanced lunch and drink. The one year old room has a refrigerator and microwave. Unless your child is in the one year old room, please do not send food that needs to be refrigerated or heated.

Clothing: Please send a complete season appropriate change of clothing, including socks, in case of accidents. The children will go outside (weather permitting) or play in the gym every day, so dress them accordingly. If your child is still in diapers, please send a minimum of four (4) diapers per day and dress your child in clothes that are "diaper friendly". If your child is being potty trained, please send them in clothes that are easy to maneuver, since dressing skills are a part of potty training.

Rest Time: All ages will rest after lunch. Please send a small blanket to use as a cover. If your child needs a special stuffed animal or pacifier, please send that as well. Mats are provided. Please send a fitted crib sheet or mat cover to cover the mat. Mat covers (Happi Nappi's) may be purchased from the Preschool and will be available at Parent Orientation.

No Toys: Please do not send toys to school with the exception of a nap time stuffed animal or for an assigned "show and tell" period. We have a variety of toys which have been chosen for fun and skill development.

Labels: Please label everything your child brings to school. This includes lunch boxes, thermoses, food containers, backpacks, jackets, diaper bags, sippy cups, bottles, pacifiers, blankets, etc.