

Truro Preschool & Kindergarten

2018-19 Parent Packet



In order to be a bit more environmentally conscious, we've developed an electronic information packet that you can download whenever you need it (you can always find it on our website: truropreschool.org). Your back-to-school information is in three sections:

- An **information packet** (this document), which contains:
 - Administrative information
 - Frequently asked questions
 - Details about back-to-school events
 - An overview of the school year, with information about various events
 - Information about before- and after-school programs
- A **printable one-page calendar**
- A **forms packet**, which you'll need to print out and complete.
 - Please bring your completed forms to TPK no later than Open House.
 - If you need forms for medication to be kept at school, please request these now.
- A **Virginia State School Entrance Health Form** which needs to be completed by your child's doctor – a new one is needed annually.

(Need a hard copy of this packet mailed to you? Please call the TPK office (703) 691-1006 or email Carey Lansing – clansing@truroanglican.com.)

What's Happening in 2018-2019?

- Watch TPK's blog for back-to-school tips and information: www.truropreschool.org/blog
- We'll host a series of Practical Parenting discussions this year – watch your email for details!
- Truro Anglican Church hosts a group called TIPS – and they have wonderful, welcoming English classes. TIPS is a service offered by Truro Anglican Church designed to support immigrants in Fairfax and to welcome them into our community. It's much more than English classes – it's a place where you can find resources, meet friends, and discover a welcoming community of people who want to help each other. TIPS English classes, American culture classes, Exploring Faith discussion groups, and more! *Find TIPS at* <http://truroanglican.com/grow/tips/> or call the TPK office.

Important Notice Regarding Allergies and Medication

If your child needs to have any medication kept at school, please plan ahead to complete the needed authorization forms.

This is true for prescription medications and over-the-counter medications. These forms must be filled out and signed by your pediatrician before the start of school –we cannot legally keep medication for your child without authorization. Please call the office or email Kathy at kan@truroanglican.com to receive forms.

How To Know What's Going On At TPK

News from TPK

We'll send you an email about once a week with important calendar updates, special events, and other things you need to know. Read it to know what's happening at TPK!

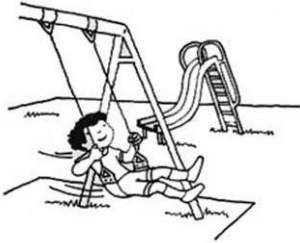
The TPK Blog

We write a blog post every 1-2 weeks on a wide variety of topics: helping your children grow spiritually, teaching your children about money, how to be a good friend, what your child's teacher wants you to know... visit our blog to find out what we're thinking about.

Important Dates for Your Calendar

Meet & Greet on the TPK playground

Thursday, August 30 from 1-2:30 pm



WHO: All enrolled TPK students and their families

WHAT: Fun & fellowship! This is a great time to turn in paperwork needed for the school year and meet your teacher; class lists will be available too.

WHERE: The Preschool Playground

RSVP: No RSVP required; call us in the office if you have questions!

Running for the Kids - TPK's Fun Run

Saturday, October 20, 9:30 a.m.

WHO: You! Invite your family and friends!

WHAT: A 1-mile Family Fun Run, fabulous silent auction and raffles, live music, face painting, moon bounce, games, and more!

WHERE: Truro campus

WHY: This is our major fundraiser for the whole year! Benefits our Caring & Scholarship Fund.

RSVP: Watch for online signups starting in August!





Some Notes from Our Administrator

Dear Parents,

Greetings! I hope you have had an enjoyable summer – we are looking forward to our classrooms and halls being filled once again with the noise and activities of your children. Let me call your attention to a few things...

- ★ The *One-Page School Calendar* – keep this for your reference!
- ★ The *Open House and First Day Of School Schedule*

There are also some forms for you to return to us – please download and print the Forms Packet from your email. Complete those forms and bring them to the TPK office no later than your Open House day.

Some administrative matters...

- ★ *We must have seen your child's original birth certificate or passport* (not a copy) – this is Virginia law. You can bring this to the Meet and Greet on August 30 or come to the office on Open House day. Not sure whether we've seen it? Call us at the Preschool office.
- ★ *Carpooling*: Would you like to set up ride-sharing with another family? We can provide you with a list of TPK families sorted by ZIP code – call the Preschool office to request a copy.
- ★ *Health forms are required for each child, and are good for one year. We need a new Virginia School Entrance Health Form every year* for every child. You can download the form from our website.

And finally, a note about tuition payments...

- ★ *Every Preschool family needs an account to be set up with FACTS, our Tuition Management Company. This is how you will pay your tuition. If you have not set up this account please be sure this is done promptly. Your child's registration is not complete and cannot begin school until this has been done.*
 - Your FACTS account must be set up by August 11th if you wish your child to attend the Preschool.
 - You can continue to bring a check to the Preschool office; we will credit your FACTS account.
 - Instructions for setting up your FACTS account have already been sent to your email inbox. Can't find it or didn't receive it? Call or email Carey (clansing@truroanglican.com) to have it re-sent to your inbox. Questions or difficulties can also be addressed directly with FACTS Management Company by calling 866-441-4637.

The Administrative Staff will be in the office at varied times up until Friday August 10th; as of August 13th we will be in the office Monday through Friday from 10am to 4pm. Please feel free to call the Preschool and leave a message or email me (clansing@truroanglican.com) if you need to be in touch. We look forward to seeing you in September!

Frequently Asked Questions

When will I know which class my child is in?

You will receive an email prior to the Meet and Greet letting you know your child's teacher. Then join us at the Meet and Greet August 30 – class lists will be available then! They will also be available at Open House on Tuesday, September 4th.

My child is still working on potty training. What do I do?

First of all – don't stress out about this. Make sure that your child comes to school in clothes that are easy to pull up and down – consider clothes without snaps, buttons, or zippers for now, and wear clothes that are big enough for your child to maneuver easily. Then work with your child on going to the potty every couple of hours, or less if they are still having accidents. In the first weeks of school, we will take the children to the potty on a regular basis throughout the day. Please do not send your child to school in pull-ups. If an accident occurs, we will help your child change into dry clothes. See the Potty Policy in the parent handbook or call us for more information.

What is FACTS and why do I need an account?

We collect all our tuition payments by FACTS. It streamlines the process for us and for you. If you have questions about FACTS or you can't locate the email with the information to sign up, please email Carey (clansing@truroanglican.com) or call us at the Preschool office.

What about extended care?

We have extended care available.

- Breakfast Bunch – Monday-Friday, 8-9 a.m. Fun, relaxed playtime before school, with breakfast snack (**parent provided**) if desired. We'll take your child to class at 9 a.m. \$10/day.
- Lunch Bunch – Monday-Thursday, 1-2 p.m. ~ for 3 year olds and older ~ Playtime after school, with lunch snack (**parent provided**). \$10/day (Lunch Bunch and Imagination Factory are separate groups – register for one or the other.)
- Imagination Factory – Monday-Thursday, 1-3:30 p.m. ~ for 4 year olds and older ~ Lunch (**parent provided**), creative curriculum activities and centers, and open play. \$20/day.
- Friday Stay and Play – Fridays, 1-3:30 p.m. Lunch (**parent provided**), playtime and fun activities. We'll bill you based on pickup time: pickup before 2, \$10/day; pickup between 2 and 3:30, \$20/day.

Sign up for these programs using the form in your forms packet. Drop-ins may be available in all programs; call the office for availability.

How do I pick up my child at the end of the day?

You'll pick up your child each day at the classroom door. Bring your cherry red pickup sign. Your pickup form (in your forms packet) tells us who is authorized to pick up your child (if they don't have a pickup sign, we may ask for ID.) If someone else will be picking up your child, please stop by or call the TPK office so we can fill out a pickup slip.

Please note: We have the ability to arrange curbside pickup for families with logistical needs, such as a sleeping baby in the back seat of the car or a grandparent with mobility needs making it difficult to come inside for pickup. Please call the Preschool office if you need assistance with pickup.

Can I help in my child's classroom or volunteer at the school?

Yes! We always love to have parent help. In your Forms Packet, you'll find a number of opportunities to help out. Check off anything that seems interesting to you – it's not a commitment, just a way to tell us you might be interested in helping out with different things. We'll send you more information about opportunities throughout the year, and you can decide what fits your schedule best.

Can I be on the substitute list?

We do sometimes need substitutes in our classrooms. As a sub, you would serve as the assistant for the day (if the lead teacher is out, the assistant takes the lead for the day). Substituting is a paid position; you would be required to take an online training in the prevention of sexual misconduct with children and submit a basic background check. Interested? Call Fiona in the Preschool office to learn more.

Is there a required supply list?

The only item we request that each family provide is one pack of white copy paper. All other supplies are purchased as needed and funded by a supply fee, which will be payable through FACTS with your first tuition payment. The supply fee varies based on how many days your child is attending:

- 2 day students \$25
- 3 day students \$35
- 4 day students \$45
- 5 day students \$55

We do have a wish list for our office! If you would like to bless the Preschool, there are some items that we use a lot of and would love to receive. Those items include:

- White cardstock
- Postage stamps
- Keurig K-cup coffee pods
- Laser printer cartridges - our printer is a Canon Color LBP7110CW (cartridge #131)

What do I need to send with my child?

- Your child will need a backpack big enough to hold artwork and notes home, as well as your child's lunchbox.
- For 3's: A change of clothes. Sometimes potty accidents happen, especially during the first days of school. Our 3's classes keep a change of clothes in the classroom just in case. If your child doesn't have a change of clothes and has a potty accident, we have clean clothes that children can borrow.
- For everybody: Something to eat. Your child will eat at least once during the day. We call our main daily meal "snunch" – it's a combination snack and lunch! We'll provide a little nibble, but you'll send your child each day with something you know he or she likes to eat. (All snunch items need to be peanut-free, please.) If your child is in after-school programs, send a little additional food for your child as they will eat again in their after-school program.
- Some teachers ask for a family photo for a class project, a pack of stickers, or other small items for classroom use. You'll learn about that at Open House or by email from your child's teacher.

Open House: Tuesday, September 4

Open House is an important orientation time for you and your child. If possible, try to come without other siblings. Use this time to look around the building, visit the playground, and get familiar with the school environment.

Class lists will be available at our Meet & Greet event on Thursday, August 30th. If you have a scheduling conflict with your appointed time, please contact your child's teacher or the TPK office.

Class	Rooms	Last names	Time
2-day 2's	16	All families	10:30-11:15
2-day 3's	15 & 26	A-K L-Z	11:30-12:15 12:30-1:15
3-day and 4-day 3's	12, 15, 16	A-K L-Z	11:30-12:15 12:30-1:15
3-day and 4-day 4's	24, 26, 34	A-K L-Z	9:30-10:15 10:30-11:15
5-day 4's	33	A-K L-Z	9:30-10:15 10:30-11:15
Pre-K and Kindergarten	25, 35/36	A-K L-Z	11:30-12:15 12:30-1:15

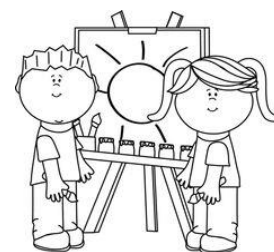
First Days of School

All 5-day classes will have school on Wednesday, September 5 through Friday, September 7.

All 4-day classes will have school on Wednesday, September 5 and Thursday, September 6.

All 3-day classes will have one day of school on Wednesday, September 5.

All 2-day classes will have school on Thursday, September 6 and Friday, September 7. The 2 year old class will meet from 9-11:30 a.m. for the first four weeks of school and begin regular hours subject to the overall adjustment of the class.



We will begin our regular classroom schedule on Monday, September 10th.

Breakfast Bunch, Lunch Bunch, and the Imagination Factory begin the week of Monday, September 10th.