

2AM/3AM/3PM

September 2, 2014

Hello Everybody!

We're looking forward to meeting all of you and your children! The next few weeks will be pretty busy so we wanted to give you a heads up about some things that will help you settle in here at school.

First of all, there are some items we'd like you to bring in on your Visit Day:

- 1) a change of clothes, labeled with your child's name, to keep at school
- 2) a picture of your child for his/her cubby – should be about 4" x 6"
- 3) a picture of your child's family, which we'll keep and use for a family book
- 4) We'd also like you to send a **digital photo** of your child to the office (parkwest@parkwestcoop.org) which we'll use to compile a face page of all the children in class, for use at home.

We hope that by giving you some advance notice we'll have these things the first week of school, so that the face page can be compiled and sent home right away.

Our Parent Orientation Meeting will be on Monday, September 8. Since we usually have a lot to cover we think it will be helpful if you can review the following sections in the Parent Handbook, so that any questions you have can be addressed at the meeting.

*Assisting

*Snack Guidelines

*Separation Policy

(You should have received a link to the digital copy of the Parent Handbook with your enrollment packet.)

Thanks! See you soon!

Melinda, Anita and David