



## SUMMER 2018 NEWSLETTER



## WELCOME FAMILIES OF OUR 4 YEAR OLDS



The Village Green staff looks forward to working with you during the coming months.

This newsletter is filled with a wealth of information that will help you and your child prepare for the upcoming school year. Please review it thoroughly. If you have any questions, feel free to call the school and leave a message. We will be checking messages each week and will return all calls.

## PARENT INFORMATION NIGHT

TUESDAY, SEPTEMBER 4<sup>th</sup>



Doors open at 6:30

Meeting begins promptly at 7:00p.m. in The Meetinghouse (church

- **This is a mandatory meeting. State regulations require us to review specific policies with parents BEFORE your child begins school.**
- If you are **not** able to attend Parent Information Night, please call (860)628-6958 x 13 and leave a message on our voice mail.
- We distribute a welcome letter written to your child as well as other important information at this meeting.

**Information night is for PARENTS ONLY. Please make childcare arrangements for your children.**

## FORMS FOR CHILDREN'S FILES

The following forms are **due by August 1<sup>st</sup>**. We need time to review the forms before Parent Information Night and make sure that all required information is filled in.

- ✓ **Child Information Form:** Please complete **both** sides. An emergency person **MUST** be listed on the pick-up list. (At least one person listed should be local/with-in driving distance.) Parent must also list place of employment and address. Information on this form is state required.
- ✓ **Health Form:** New students must have a physical form on file before your child's first day. The date of physical must be no more than 1 year old. This is a state regulation. New students should have received a form with your registration confirmation letter. If you do not have one, please let us know ASAP. (Returning students receive a form 60 days before form on file expires.)
- ✓ **Emergency Information Form:** This form is kept in our backpack for emergencies and travels with the teacher/class any time we leave the classroom, as a group. This includes our outdoor playground and other areas of the building.
- ✓ **Getting To Know You Form:** This form helps teachers become more familiar with your child. It is especially helpful for a child that may be having difficulty adjusting. Teachers can use the information to initiate conversation about things that are familiar to a child and may make them feel more comfortable.

**We ask that once you have completed the forms, you review the forms carefully. We often find missing information. All information on these forms is required by the state. Any forms with missing information will be returned to you for completion. If we do not have the state required forms, your child cannot begin nursery school-this is a state regulation.**

## PHOTOS NEEDED

- ✓ **Child Photo for Nametag:** Children new to the program this coming year will need an individual **head shot photo** that will be used to help with classroom routine. It is extremely important that we have this photo before the start of school. Teachers need time to prepare each child's nametag, mailbox and cubby. The photo will be used to help your child with name identification and needs to be prepared before the first day of school. As a guide when choosing a photo, keep in mind that we will be cutting the picture down to a 2 inch square. If the face/head is too big it will not fit on the nametag. **Please do not cut the picture in advance.** We will make the necessary adjustments.
- ✓ **Family Photo:** 4x6 or smaller. This photo will not be returned. Having family photos at nursery school helps children feel comfortable. Photos will be placed in a class photo album for children to view and share with friends.



The staff begins preparations for school in August. It is important that we have the photos on time so we can be ready for the first day of school. We appreciate your cooperation in returning the necessary information on time.

[www.vgns.org](http://www.vgns.org)

Please be sure to use our website as a resource. We will be posting this newsletter for you to reference in case you lose the paper copy. Also check in late August for updates to our Parent Handbook and Calendar of Events for the upcoming school year.

## ALLERGY INFORMATION

Students that have allergies requiring the staff to store/administer emergency medication such as Benadryl or an Epi-pen **must** fill in the Childcare Emergency Treatment Form and the Administration of Medication Form. Some of this information must be filled in by the doctor and must accompany the prescription/medication on the first day of school. The CT State Health Dept. provides forms that must be completed. If your doctor has forms that they prefer to use, their forms must include the state required information. Please contact us if you have any questions regarding acceptable forms. **We must have the completed required forms and medication by the first day in order for your child to start school.**

## RETURNING PAPERWORK TO VGNS

Paperwork can be mailed to the school or hand delivered to the church office. The summer hours for the church office are Monday thru Thursday from 9:00 to 1:00, closed Fridays. Please call the church at (860) 628-6958 before you stop in to be sure that someone will be available to take your paperwork. Office hours may change due to summer vacations. **Reminder: All paperwork is due by August 1<sup>st</sup>.**



## TUITION AND ACTIVITY FEE

- **The first of ten equal tuition payments is due on August 1<sup>st</sup>, 2018.** The tuition for the 4 year old class is \$207.00. The tuition for the 4's class plus EXTENDED DAY is \$317.00. (The slight increase is due to 2 days being added to the school year.) **The second tuition payment is due September 1<sup>st</sup>, 2018. The grace period is 7 days; the late fee is \$10.00.** Please put your child's name in the memo section of the check so we can credit the proper account. **Both parents, if applicable, are required to sign the enclosed form stating you have read the tuition policies and return it with your first payment.**
- **A one-time Activity Fee of \$25 is due with the August Tuition Payment**

# FIRST DAYS OF SCHOOL

It is very important to our staff that the transition to nursery school be as easy as possible for both the parents/guardians and their children. Therefore, on the first day of school, we have 1 hour sessions with a small group of children **AND** their parents/guardian. This allows the children to become comfortable with the classroom and the teachers without separating from their parents/guardian. **Please make child care arrangements for siblings;** these sessions are not as beneficial when siblings are present. This is a special time for parents/guardians and their nursery school child in the classroom setting.



You and your child are scheduled for the:

\_\_\_ 9:00 a.m.

\_\_\_ 10:30 a.m.

One hour session on Friday, September 7<sup>th</sup>

## COMMUNICATION

Communication is of the utmost importance. Each month, you will receive a newsletter containing important information, as well as a calendar. **Please post the calendar** each month as it has daily information.

Our goal is for each child to have a rewarding experience in nursery school. We encourage you to share with us any compliments and/or concerns you may have throughout the year. Your child will benefit from a positive parent/teacher relationship. We look forward to getting to know you and your child.

## SEPARATION

For some children this will be the first time away from their parents/caregivers. If you anticipate that your child may have trouble separating, first and foremost, have confidence in your child. The teachers are experienced in comforting children and helping them work through separation.



## SUMMER HOMEWORK



- ❖ Personal Skills: Please work with your child to encourage independence in personal care such as dressing, hand washing and toileting. Our policy is to only help with buttons and snaps when children exit the bathroom. Children must be able to handle all other bathroom needs. Children must be toilet trained.

## While doing back to school shopping, look for:

- **Tote bag** (easier for children and teachers) or a full size backpack (without a lot of clasps and small compartments) **large enough** (we have found an approx. size of 15" x 18" works best) to bring home projects (we use large paper), lending library books and to hold an extra set of clothing. **(We ask that each child have pants, shirt, underwear and socks each day in their backpacks in the event of a bathroom accident, water play or snack spill.)**
- Clothes that allow children to toilet easily and "dress for mess."
- Sneakers...for safety on the playground children need to wear socks and closed running shoes/sneakers. Any child wearing sandals, clogs, or any open shoes will not be allowed on the woodchip area or circle cycle.



Village Green is closed from June 9<sup>th</sup> thru August 29<sup>th</sup>. If you have any questions or concerns, please call or email the school. We will be checking our messages every week [vgnsstaff@gmail.com](mailto:vgnsstaff@gmail.com)  
(860) 628-6958 ext 113



If, for any reason, your child will not be attending VGNS in September, please let us know as soon as possible.

## CHECKLIST FOR ITEMS DUE ON AUGUST 1<sup>ST</sup>:

- Child Information Form completely filled in on both sides- don't forget employment address.
- Health Form- be sure all areas are completed
- Emergency Information Form- don't forget to fill in insurance information
- Getting To Know You Form filled in on both sides
- Photo of child for name tag (new students only)
- Family photo no larger than 4x6
- First Tuition Payment
- \$25 Activity Fee
- Tuition Policy Form signed by both parents, if applicable

