



2622 Lincoln Way Ames, IA 50014 515-292-1736

June 2018

Dear Families,

Welcome to Adventures Preschool! We hope that you and your child will enjoy the cooperative educational experience. As you look toward the fall and preschool for your child, you may be wondering what happens next. We hope this letter answers some of your questions.

Please note: We understand that plans occasionally change. If your child is unable to attend Adventures Preschool for the 2018-19 school year, please let me know as soon as possible. This allows Adventures to offer enrollment to another child.

Preschool Times and Calendar: We have added 15 minutes to our preschool morning and we will begin at 8:45 each day. Drop-off each day starts at 8:30. Dismissal will remain at 11:45. The preschool schedule will be adjusted to accommodate the additional 15 minutes.

Tuition Due Date: In efforts to improve our accounting system, the board has decided to move the tuition due date each month to the 1st of the month. September's tuition will be due on the first day of preschool. Please let me know if you have questions or concerns.

Physical exam/Immunizations: We are required by state of Iowa child care regulations to have an up-to-date physical and immunization record for each child. If your child has already had a physical in 2018, please request a health form and immunization card to be mailed to you or directly to preschool. The completed health exam form and immunization card must be turned in by August 31. Physical forms are valid for one year, so returning preschoolers will need a new physical when last year's form expires. We cannot accept forms or visit summaries printed from MyChart. Please let me know if your child's physician is with McFarland Clinic, I have a McFarland Clinic physical form that I can email to you.

Medication Administration: It is Adventures Preschool policy to only administer medication in emergency situations; such as an inhaler for asthma or an epi-pen for severe allergic reaction. If your child should need medication such as this stored at preschool for emergency purposes, you need to have an Action Plan Form (obtained from clinic) filled out, signed by a physician, and turned into preschool along with your child's medication in the original container with pharmacy label & child's name on the label. Please talk with me if you have questions about medication policy and procedure.

Classroom Visits: Classroom visits will take place August 28 and August 29 from 9:00-10:00 and 10:30-11:30. The visit allows your child to see the preschool classroom and gives you a chance to ask questions. Each family will sign-up for one visit via Sign-Up Genius. The link will be available by Monday, August 13.

Safety at School: To ensure safety and to maintain our license, the Iowa Department of Human Services requires that all adults volunteering in the classroom complete a criminal record check and a federal fingerprint check. All new parents and those with expired record checks and or federal fingerprints will need to complete this process. Fingerprinting and background checks will be conducted the night of parent orientation. Please see parent orientation section below for more information.

The calculations for the expenses for the 2018-19 school year are based on one background check(\$15) and one fingerprinting processing (\$23) per family. Should a family find it necessary for both parents to be classroom volunteers in order to fulfill their number of volunteer days, then both parents will need to have a background check and fingerprinting done. If this is the case for your family, please consider a donation (tax deductible) to help preschool cover the extra expenses for the second parent volunteer. If however a second parent would only volunteer once or twice a year as a special treat for their child, rather than incur the extra cost please consider foregoing the checks and choose a day to come in as an "extra" (in addition to the two scheduled for that day). We by no means want to prevent a parent in coming to spend time with their child at preschool. At the same time we need to minimize the number of checks necessary, as well as comply with DHS requirements, so we hope that this might be a solution for the occasional visitor.

Volunteer Days: A Sign-Up Genius link to volunteer days will be available by Monday, August 13. Please sign-up for volunteer days by Friday, August 17. Each family is usually responsible for 5 days each semester, the exact number and other information will be included with the link.

Gradual Enrollment: Gradual enrollment simply means that the class time is shortened to 1 1/4 hours and that half of the class attends at one time. This allows children to get acquainted with the teachers, other children, classroom, and routines more easily. Gradual enrollment takes place August 30 & 31. Your child will attend one of the two sessions each day (8:45-10:00 am or 10:30-11:45 am). Gradual enrollment schedules will be included with enrollment forms provided at the parent meeting.

Full Sessions: Full sessions for the 2-day class begins Tuesday, September 4. Full sessions for the 3-day class begins Wednesday, September 5. Parent volunteers will begin working in the classroom at that time. There is no preschool Monday, September 3 due to Labor Day.

Parent Orientation: Orientation is a parents-only meeting, without children. Parent Orientation will be held on Monday, August 20 at 7:00 p.m. in Wesley Hall on the lower level of CUMC. Please read the parent handbook prior to orientation. Board members and myself will be in attendance to answer questions. The fall semester volunteer calendar will be available for you to double check volunteer dates. You will be able to order Adventures Preschool t-shirts and sweatshirts, payment will be due when clothing arrives. Fingerprinting and background checks will be conducted, so attendance by the parent(s) who will be doing volunteer days is mandatory. If a volunteering parent absolutely cannot attend orientation they will be responsible for obtaining and paying for their own fingerprinting. If this is the case please contact me regarding procedure for obtaining fingerprints. A picture identification is required in order to take prints. Bring your driver's license, state/military ID, or passport. You will also be required to provide your social security number. Fingerprint cards and background check forms will be provided at the meeting. Families will also be asked to indicate preferences for parent committees. Listed below are the committees:

Equipment: Keep equipment in good repair and check the condition of the playground. Completes monthly playground inspection report.

Sewing: Mend existing classroom materials and sew new materials as needed, e.g., dress up clothes and puppets, cloth napkins.

Playdough: Make playdough once a month for classroom

Fundraising: Assist in planning and carrying out fund raising projects.

Book Orders: Collect book orders and distribute books. Maintain class library inventory.

Social: Plans 1-2 social events during the school year for all preschool families (restaurant nights, park meetups, youth matinee events, etc.). Coordinates food and items needed for the parent orientation, preschool open house, and the end-of-year celebration. Sends cards to Adventures families to acknowledge life events.

Classroom Materials Upkeep: Coordinates sanitizing/washing classroom materials with the classroom teachers. Helps maintain and rotate supplies in the emergency kits as needed. Purchases supplies for the emergency kits as needed.

While each family is asked to serve on a committee, parents are encouraged to participate at whatever level they are comfortable. If you are interested in becoming more involved, preschool board positions may be

available. Currently, we are in need of an equipment chair, social chair, and secretary. Board meetings are held monthly August-May (except December) and are open to all Adventures Preschool parents.

Summer Picnic: Please join us for a picnic at Inis Grove Park on Thursday, July 19 from 11:00-1:00. Bring a lunch for your family and meet new and returning preschool families. We have reserved the Walnut Shelter. Walnut Shelter is next to the green space, playground and parking lot off of Duff Avenue. Picnic will be held rain or shine!

Please call or email me if you have questions, concerns, or need further information. Have a wonderful summer!

Sincerely,

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