



ST. TERESA OF AVILA CATHOLIC SCHOOL

Dear Parents:

On behalf of our entire staff, I welcome you and your child to St. Teresa of Avila Child Development Center. As parents, you are the first and best educators of your children. As partners in education, we wish to support you in your endeavor of educating your child.

In a safe, Catholic learning environment, the children will actively explore and discover as they construct their own understandings from various experiences. Our program will focus on the whole child – spiritually, educationally, socially, emotionally, and physically. Our developmentally appropriate program will include language arts, mathematics, science, social studies, dramatic play, art, music, large and small motor skills, and creative expression.

Enclosed you will find a complete enrollment packet including a checklist of all forms and documents needed. All forms must be filled out and documents turned in before the first day of enrollment except for the Physician's Report. This form is due 30 days after the first day of enrollment. The last page of the handbook must be signed and returned as well.

We bill once a month in advance. Payment is due the first Monday of the month for the whole month. Accounts are considered late and charged a \$25.00 late fee after the first Tuesday. Statements will be sent the previous week as a reminder of the upcoming payment and as a detail of your preschool account.

The morning program hours for Preschool and Pre-Kindergarten are 8:45 AM to 11:45 AM, and a mid-morning snack will be provided. For children who are attending the entire day, the Center opens at 7:30 A.M. and closes at 5:30 P.M. For children who will be at the Center the whole day, please send a lunch and an afternoon snack in a labeled, insulated lunch bag. All children must be signed in and out every day in the cubby room. Be sure all personal belongings are labeled with his or her last name written with a permanent marker. Each child must have an extra set of clothes, e.g., underwear, pants, shirt and socks, which needs to be kept in a labeled, ziplock plastic bag in your child's assigned cubby.

We are excited about meeting you and our future student. We welcome all questions and concerns in our endeavor to make you and your child feel as comfortable as possible in this new environment.

Together in education,

Jan Sullivan
Director