



August

2018

Dear CKP Families,

Welcome to all of our new and returning Columbia Kids Preschool (CKP) families for another fun-filled year. Although the school year doesn't begin until September 24th, planning for the upcoming year is already underway. Please note the following important dates and be sure to mark them on your calendar.

- 🍏 **September 13th, 7:15pm** for Preschool Registration (adults only)
- 🍏 **September 18th, 9:00am to 11:30ish**, Classroom Set up (adults only)
- 🍏 **September 24th or 25th, 9:00-11:30 am**- First day of School & Orientation
- 🍏 **October 4th**, -First Parenting meeting
- 🍏 **October 25th, 7:15 pm** - General Membership Meeting (adults only)

Preschool Registration will be held in the preschool classroom at school on September 13th. This will be a busy evening with a lot of new information, and will be for adults only. Please do not hesitate to reach out to your preschool representative, Kristi Dubay at (360) 607-1461 with any questions or concerns after this initial meeting. You will also be paired with a returning preschool family who can help you learn the ropes.

We will begin at 7:15pm for **new and returning CKP families** with a brief discussion regarding our policies and procedures, after which the parents will be given an opportunity to sign up for parent work days, snack days, committee assignments and child/ren's orientation times.

There will be an opportunity to complete your enrollment paperwork so please bring the following with you:

- 🍏 Emergency contact information
- 🍏 Your child's pediatrician's contact information
- 🍏 Your personal calendar
- 🍏 Your checkbook or credit card (Sorry, but no American Express)

During registration, you will also complete/update the following forms to ensure that your child is ready for the first day of school:

- 🍏 Physician's Statement, completed and signed by your child's doctor
- 🍏 Completed Medical Release and Field Trip forms
- 🍏 Membership Agreement
- 🍏 Tuition Agreement
- 🍏 Emergency Information Card

All these forms can be downloaded from our website at www.columbiakids.org. We encourage you to download them and fill them out beforehand. *Please note that your child may require a doctor's visit or check-up to complete the Physician's Statement. If this is not possible before school starts, your child can still enroll.* Please turn in the form (put it in Laurie Perron Mednick's file in the kitchen) as soon as possible.

- If you are unable to attend registration night, or if you have reserved a space but do not plan to have your child attend Columbia Kids Preschool, please contact Kristi DuBay, the preschool representative at: (360) 607-1461 as soon as possible.

Classroom Set Up on September 18th is the time we use to prepare the classroom for the start of school. Everyone's participation is needed and appreciated. Please note that classroom set up is for adults only and that there is no childcare provided at the school during this time. However, parents may volunteer to provide childcare for other parents at their home. Please watch your email for any such announcements.

Child's Preschool Orientation will be held at school on September 24th or 25th. You will have an opportunity to sign up for a specific day and time for this during registration. Orientation is for both new and returning students and consists of a short "sample" day to give children the idea of what preschool will be like. Parents will stay with their children at school for the duration.

Preschool Parent Meetings will take place approximately monthly. There are three parenting meetings a quarter. Meetings are offered both in the afternoon and evening for your convenience. Childcare is provided at school during the afternoon meetings for a \$5/per child fee. There is no childcare for the evening meetings. In addition to covering regular preschool business, these required meetings are devoted to presenting and discussing topics related to parent education and guidance.

Tuition for Columbia Kids Preschool is as follows (additional children are 10% off the lesser tuition for the first child and 15% off for the third child):

- \$35.00 registration fee per child per year
- \$60.00 parent education class fee per family per quarter.
- 2 days a week - \$252.00 per quarter
- 3 days a week - \$377.00 per quarter
- 4 days a week - \$504.00 per quarter

Tuition can be paid in full at the beginning of each term, and is due by the second week of the term. For example, Fall term begins on September 24, and tuition is due before Friday, October 5th. **The parent education class fee must also be paid in full at the beginning of each term.** If you withdraw early, tuition will be 100% refundable during the first week of class and 50% refundable up to 30 days after the start of the quarter. The pre-registration fee is nonrefundable. If you need to make other tuition payment arrangements, please contact the school registrar.

We look forward to seeing all of you in September. Feel free to call anyone below should you have any questions. Enjoy the rest of your summer!

Board of Directors 2018-2019

Chair: Justin Keeler, keeler.justin@gmail.com, (307) 399-2165

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Co-treasurer, Katie Campbell, katie80campbell@gmail.com, (360) 909-4291

Registrar: Donielle Thompson, donielle0684@gmail.com, (360)207-9471

Preschool Rep: Kristi DuBay, dubay.kristi@gmail.com, (360) 607-1461

Seeds Rep: Monika Tansy, metansy@yahoo.com, (360) 666-8012