

Getting ready for the 2015-2016 Juneau Co-op Preschool year!

Welcome to the Juneau Co-op Preschool community. We hope this message finds you enjoying your summer. Below are some important dates to mark on your calendar with details about each event and contact information to help you get ready for preschool. As always, please don't hesitate to contact teachers if you have any questions. Contact information is at the end of this letter.

VOLUNTEER WORK DAY SCHEDULES

Your Class Representative will be contacting you this month to begin putting together a draft of the daily volunteer work schedule (i.e. who volunteers on which days, and which of the 2 families scheduled for that day is also responsible for providing snack.)

A work day is from 8:30am - 12:30pm and in a class of 20 there are about 10 work days a year for the MWF class and 7 for the TR class. You will receive more details about what is entailed in an actual preschool work day during your orientation visit, as well as in the Parent Handbook.

Please send your Class Rep input about when you are and are not be available to be scheduled for a workday by **Fri, August 14**. While best attempts are made to accommodate requests, it is rarely possible to accommodate all requests when coordinating 20 families. Your understanding is appreciated. The class reps will be working towards having a draft schedule available at the Orientation Visits for families to review and make any last changes before it is finalized.

MWF Class Rep	Lori Thomson	723-7654	lcthomson18@gmail.com
TR Class Rep	Paige McGuan	635-4409	pzmcguan@gci.net

IMMUNIZATION RECORDS

Returning preschoolers: Preschooler immunization records are kept on file and you do not need to provide an updated copy *unless your child received or needs additional shots this year*.

New preschoolers: Provide a copy of your child's immunization record which: (1) lists dates and dose numbers for each vaccine and (2) has been signed or stamped by a medical provider.

New and returning families requesting exemptions for medical or religious reasons must submit current forms with required doctor signature (medical) or notarization (religious) each year.

Please mail or drop by a copy of your child's immunization records by **Fri, August 21** to:

*Juneau Co-op Preschool, ATTN: Immunization Coord
400 W 11th Street, Juneau, AK 99801*

Alternately, you can scan a legible copy of the records (front and back) and email them to:
juneaucoopreschool@gmail.com

Detailed information is available at the [AK Immunization Program](#) website, including [Alaska Child Care & School Immunization Requirements Packet, Revised 6/2013](#) (*Exemption requirements, information and forms are included in this document.*) You can also contact this year's Preschool Immunizations Coordinator, Deborah Koelsch, at deborah_koelsch@hotmail.com if you have questions.

PRESCHOOL SET-UP

Preschool has been packed away for the summer and we need to unpack and set up the preschool rooms for Orientation Visits and teacher prep the week prior to the start of preschool. Many hands make light work, so we ask each family to contribute 2 hours of time to help get preschool ready for another great year! Please contact Jessy Kidd, one of this year's 2 set-up coordinators, to schedule your time slot. Email jessykidd@gmail.com or phone 209-8784. Time slots are as follows:

<i>Thu, August 20</i>	<i>Fri, August 21</i>	<i>Sat, August 22</i>
12 - 2pm	10am - 12	10am - 12
4 - 6pm	12 - 2pm	12 - 2pm
6 - 8pm	2 - 4pm	

While childcare arranged during at set-up (one parent per shift will be assigned to watch children if necessary), parents should note that this is not an ideal time to introduce your child to preschool, since the children present will be a wide range of ages and teachers will not be available to spend quality time with your preschooler. We do encourage you to bring your preschooler along during the Preschool Orientation Visits, when we can welcome them properly.

PRESCHOOL ORIENTATION VISITING HOURS

Mon - Wed, August 24 - 26	10:00am - Noon
Thu, August 27	5:30 - 7:00 pm

It's vital that at least one parent from each new preschool family come in for a Preschool Orientation Visit. This is a time to meet teachers, other families and board members, and learn more about being a part of the Co-op Preschool. You can take a tour of the preschool, complete and turn in paperwork, ask questions about and get signed up for a family job. Rough drafts of the parent volunteer workday schedule will be available for review. Below is a checklist of the items and forms needed prior to the start of preschool. The enrollment forms can be found on our website at www.juneaupreschool.org and will also be available at preschool when you come in for your orientation visit.

- Preschooler "*Getting to know you*" Questionnaire
- Field Trip Consent / Auto Insurance info for volunteer drivers
- Permission to Administer First Aid form
- Photo Consent form
- Parent Background Check form
- Medical Information Card. *Available at preschool.*
- Immunization Records / Notarized Waiver
- 1st and last month's tuition: (MWF) \$410, (TuTh) \$270

We understand that providing first and last month's tuition may be challenging for some families. Please connect with our treasurer Averyl Veliz, averylveliz@gmail.com to make alternative payment plans if needed. We are happy to make accommodations.

- Tuition Assistance Forms
- Extra change of clothing *Provide a spare shirt, pants, socks and underwear in a bag labeled with your child's name and class.*

- 4" x 6" Photo of your preschooler
- 4" x 6" Photo of your whole family

Photos can be sent to preschool at juneaucooppreschool@gmail.com

FIRST DAYS OF PRESCHOOL

Tue, Sept 1 or Thu, Sept 3 9:15 am - Noon T/Th class - First days of preschool

Wed, Sept 2 or Fri, Sept 4 9:15 am - Noon MWF class - First days of preschool

The transition to preschool is easier if ½ the class attends at a time on the first days of preschool. This means that preschoolers will only attend one morning during this first week. Families will have the opportunity to sign up for one of these days during their Orientation Visit.

CONTACTS

Preschool:		586-2656	juneaucooppreschool@gmail.com
Teachers:	Rhonda Gardinier	463-3749	rhondulei@gmail.com
	Mary Sweeney	586-1792	marysweeney333@gmail.com
	Kathleen Nyssen	619-456-5395	katnyssen@gmail.com
MWF Class Rep	Lori Thomson	723-7654	lcthomson18@gmail.com
TR Class Rep	Paige McGuan	635-4409	pzmcguan@gci.net
Immunizations	Deborah Koelsch		deborah_koelsch@hotmail.com
Set-up Coord:	Jessy Kidd	209-8784	jessykidd@gmail.com
Registration:	Krisztina Bury	954-415-4153	kristinanagy@yahoo.com