

WELCOME PRESCHOOL FAMILIES!

We hope everyone is having a relaxing and fun summer. We look forward to our new school year 2018-19, and the excitement it brings! We are all so honored to be able to serve God and our St. Mary's community by loving and teaching your preschool children. This letter is to help you become aware of some upcoming dates to add to your family's calendar.

We are so excited to welcome back our friends from last year and meet our new friends. We will have an opportunity to get to know you and your child better during our Preschool Open House. This open house will occur during August. (See the information below). During the open house we will have fun meeting each other and meeting other families. You will have the opportunity to explore the classrooms and become familiar with preschool activities.

OPEN HOUSE Schedule for Pre-K M/W/F Sessions:

Wednesday, August 22, PreK morning class 10:30 AM - 12 PM

Wednesday, August 22, PreK afternoon class 12:00 PM - 1:00 PM

Please join us anytime during these times. Please enter the preschool through our St. Mary's Preschool main entrance found on 13th Street. You can park on 13th Street, South Street, or in the church parking lot.

School Supplies (please bring to Open House):

- 2 large size glue sticks
- 1 package thin line Crayola markers
- 2 containers Clorox clean-up wipes
- 1 two pocket folder (to be kept in backpack)
- 1 backpack large enough to hold their folder and a change of clothes
- Your child's Immunization Forms if you have not turned them in yet

FIRST DAY OF PRESCHOOL for Pre-K M/W/F Sessions:

Friday, August 24, PreK AM: 8:30 - 11 am, PreK PM: 12:15 - 2:45 pm, PreK All Day: 8:30 am - 2:45 pm

ALL DAY students will also need a blanket and packed lunch in addition to their backpack.

BEFORE SCHOOL CARE PROGRAM: 7:30 - 8:30 am begins on the first day of school, August 22. It is offered to all children attending the morning preschool classes. You do not need to pre-register for the Before School Care Program; it is set up to be on an "as need basis". Cost is \$4/hour (morning) or \$30/month (depending on frequency of use). We take attendance each morning and charge accordingly.

We are looking forward to seeing you and your child at the Open House! Keep watching the mail for a special note from your child's teacher later this summer! If you have any questions, please contact me at thompsonk@lcss.org or cdeboy@lcss.org.

Sincerely,

Karen Thompson and Cathy DeBoy

Stephanie Potter, Andrea Roszell and Melanie Douglas

St Mary Preschool | 2018-2019 CALENDAR

- 21** Open house 3's
- 22** Open house Pre K
- 23** First day for 3's
- 24** First day for Pre K

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 13** Valentine Party Pre K
- 14** Valentine Party 3's
- 15** Kindergarten Registration Day
- 18** NO SCHOOL
- 19** NO SCHOOL

- 3** Labor Day NO SCHOOL

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH '19						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 25 - 29** NO SCHOOL -Spring break

- 25** No SCHOOL fall break
- 26** NO SCHOOL fall break
- 29** NO SCHOOL
- 30** NO SCHOOL
- 31** Halloween Party Pre K

OCTOBER '18						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '19						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1** School resumes
- 19** NO SCHOOL Good Friday
- 26** NO SCHOOL

- 1** Halloween Party 3's
- 15** Little Brave Feast 3's
- 16** Thanksgiving Feast Pre K
- 19** Parent conferences
- 20** Parent conferences
- 21, 22, 23** NO SCHOOL
- Happy Thanksgiving

NOVEMBER '18						
S	M	T	W	Th	F	S
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25	26	27	28	29	30	

MAY '19						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10** Mother's Day Tea Pre K
- 17** Graduation Pre K
- 21** Watermelon Party 3's
- 22** Beach Party Pre K Last day of school
- 23** Beach Party 3's Last Day of school

- 19** Christmas Party Pre K
- 20** Christmas Party 3's
- 21 - 1/7** NO SCHOOL
- Christmas break
- 25** Merry Christmas!!

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '19						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 16** Father's Day

- 8** School resumes
- 27** LCSS Winter Open House
- 2019/20 Preschool Registration Begins

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY '18						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 4** Independence Day



PRESCHOOL BILLING & PAYMENTS

Hello Parents and Welcome to Preschool for the 2018-19 school year. Your preschool invoices and payments are processed through the tuition payment service company, FACTS.

Preschool billing will be August thru May as follows:

- 1st of each month, you will receive an *emailed* invoice from FACTS,
- 10th of each month will be the payment due date.

Your September through May invoices will also include Early Drop Off charges from the previous month (if applicable).

If you do not already have a FACTS account, the Business Office will create one for you. Instructions for logging into your account will be on your first *emailed* invoice.

TO MAKE A PAYMENT:

- Log-in to your FACTS account, make an online payment by the 10th.
- Log-in to your FACTS account, to set up automatic payments from your bank account or to your debit or credit card (note the 2.85% convenience fee).
- Pay by check or cash at the preschool by the 10th. (The August payment can be paid the first day of school since school will not be in session on August 10th.)

Questions? Please contact:

Barb Schummer
Business Associate/Student Aid Coordinator
Email: bschummer@lcass.org
Phone: 765.607.4898

St. Mary Preschool Tuition Fees

3 yr-old TTH class	\$100/month
4 yr-old MWF class	\$140/month
4 yr-old – 3 day (MWF) All Day	\$290/month
Early Drop Off 7:30-8:15am	\$4.00/day OR T/Th - \$20/mo MWF - \$30/mo

* A \$25 late fee will be assessed if not paid by the 20th of the month