



Congregational Preschool * 1050 E. 23rd Ave. * Eugene, OR 97405 *
(541) 343-5730

August 22, 2011

Dear Parents:

Welcome to Congregational Preschool for the 2011-12 school year!

To prepare you for your child's upcoming school year, registration and parent orientation will be held on **Thursday, September 8th, from 6:30 to approximately 8PM** in the Congregational Church Fellowship Hall. All parents who have children with confirmed preschool placements are asked to attend. This is a parent-only evening and childcare will not be available, but we have scheduled an open house for you and your child for the following day. The evening schedule will be as follows:

1. Registration (starts at 6:30PM)
 - a. Confirm receipt of September tuition
 - b. Pay June 2012 tuition (1/2 month only)
 - c. Pay required accident insurance fee in the amount of \$5.00
 - d. Receive the Emergency Medical Treatment Authorization Form and the Certificate of Immunization Status. Fill the paperwork out at home and bring it to the open house the next day.
****Please Note: By law, Immunization forms and Emergency Medical Treatment Authorization Forms are required to be complete and on file before your child attends their first day of school**
 - e. Receive the 2011-2012 Parent Handbook
 - f. Receive other forms and information
 - g. Enjoy refreshments and meet other parents
2. Introductions and information
3. Classroom orientation with teachers

There will be an Open House on **Friday, September 9th** for you and your child. This will be a great opportunity for your child to see his or her classroom and meet the teachers before the first day of school.

The schedule for the Open House is as follows:

MWF 2's	9:00-10:00	Meet Kathy and Nell
TTH 2's	10:30-11:30	Meet Kim and Amy
MWF 3's	9:00 - 10:00	Meet Heidi and Aimee
TTH 3's	10:30-11:30	Meet Heidi and Kirsten
MWF 4's	10:30-11:30	Meet Elisa and Shannon
M-F 4's	10:30-11:30	Meet Sarah and Teresa

Before and after school extended care will be offered on a daily basis. Early Bird hours are from 8:00-9:00 AM for children 30 months of age and older. For children three years of age and older (and potty trained), Lunch Bunch will also be available from noon to 1:00 PM. For further information about extended care and/or to register, please call me at (541) 953-7758 or e-mail me at tarasnumber@comcast.net. Extended Care is available starting the very first day of school.

School will begin on Monday, September 12th at 9:00 AM. If you have questions before the school year begins, or if for some reason your child will not be attending CPS this Fall, please contact me as soon as possible.

Along with the teachers and the advisory board, I look forward to seeing you on September 8th!

Sincerely,

Tara Parrillo
CPS Director
Phone: 953-7758
e-mail: tarasnumber@comcast.net