

Dear Parents,

Welcome to Sherman Oaks Lutheran Children's Center. We look forward to a great year of growth and fun for your child. If your child is on the wait list, keep in touch. You will want to inform us of any address or phone number changes. It is important that you read the Admissions Agreement/ Parent Handbook in order to be familiar with the Center's procedures.

Registration fee: \$75.00 of the registration fee was paid when you returned the registration form. The \$100.00 balance will be due when an opening is accepted.

Enrollment information: We must have the completed enrollment pack 1 week prior to the first day of your child's attendance. Bring your child and pick up a school t-shirt. Children will not be admitted without current immunization records.

Tuition: Tuition is due the first of each month. There is a \$5.00 per day late fee for payments made after the 5th of the month.

Nap time: You will need a small crib size blanket for naptime. Downstairs children store their blanket on their cot. Upstairs children rest on mats and must bring a standard size pillowcase for storing their blanket. Large blankets will be returned to you. **Put your child's name on all nap items.**

Lunches: There are two options available to you for lunch. We offer school lunches. The monthly menu and order form is available on our website at lutheranchildrencenter.org. Your child may also bring a lunch from home. We trust you will put nutritional items in your child's lunch. Although the teachers will encourage the children to eat their "growing food" first, they will be permitted to eat anything in the lunch box in whatever order they choose. No refrigeration or heating of lunches from home is available. Children may not be given bottles or pacifiers at school.

Change of clothes: Please keep a complete change of weather appropriate clothing for your child at school. The teacher will have a box for these items. Put your child's name on each individual piece of clothing. Children who are in diapers need to maintain a one-week supply of diapers and wipes at school. Please no pull-ups. These items are stored in the baskets provided by the Center. Diaper bags are not necessary. Children who are being potty trained should have two complete changes of clothes available. To be potty trained means the child must be able to tell the teacher and take care of their own bathroom needs. Remember to replace extra clothes as they are used.

Shoes: The children need to be able to climb, run, jump and ride bikes without slipping or losing their shoes. All shoes must have a back or a back strap and low heels. If your child arrives without appropriate shoes, you will be called to bring a change.

Separation: You may stay on the first day to help your child be more comfortable and confident to explore and discover the classroom, teacher and new friends. Help your child to direct his/her needs and attention to the teacher. You may want to visit the kitchen for a cup of coffee or leave for an hour or two. When you decide to leave, please try to make your good-bye quickly. Long good-byes can be hard on everyone. Verbally say good-bye to your child and let the teacher know you are leaving. Children usually recover quickly from a sad good-bye, but you are encouraged to call later to see how your child is doing. You may also choose to pick up your child early. We want to work together for the success and comfort of everyone.

Please stop by the office at any time. We are pleased to have you be a part of our school family.

Sincerely,

Diane Nixon, Director

Leslie O'Byrne, Administrator