



August 2011

Dear Parents,

Welcome to Playschool Academy! Please let me introduce myself. My name is Lisa Knoepel. I am the new Playschool Academy Supervisor this year. I have over 8 years of experience teaching preschool and am excited to start my new position in a supervisory role. We are excited about our new and existing staff and we will continue the excellent education you have come to expect from our preschool.

That being said, we would like to welcome all our new and returning families to the Playschool Academy Preschool for the 2011-2012 school year. Our staff is busy planning for the upcoming school year with some new concepts and activities. We are so excited with the growth of the preschool program thus far and hope for continued expansion.

Enclosed with this letter you will find:

- School Calendar
- Parent Handbook
- Direct Pay procedures
- Approved birthday snack list
- Child Information form (yellow copy)
- Release form (salmon copy)

We ask that you read the information thoroughly, as many questions you might have will be answered in the handbook. Please mail in or drop off the two colored forms enclosed. These completed forms are required prior to the opening of the school year. If your child has an allergy or another medical condition, please call me so we can discuss the medical plan before the opening of school. This is important for your child's safety.

Your child will be receiving a welcome note from their teacher before the start of school. This year we are asking that you bring your child into the classroom. This will give your child one last chance to say goodbye and will give you a chance to see what we've been doing! We know that for many children this will be their first time attending preschool and we are here to help make the transition easy for both of you. A simple hug, kiss, and goodbye are always the best for both of you. When tears present themselves, please be assured, that they disappear once our teachers comfort your little one and get them actively engaged in an activity.

Our numbered pick-up system will start the second week of school. Until then, please pick your child up at the classroom door. For your child's safety, we are also asking that you sign your child in and out. We appreciate your patience while we collectively get the new systems under way.

Our Meet and Greet Days are shortened classes, held at the location you signed up for. You are invited to spend the hour with your child exploring our classroom and meeting your teacher. Please note that you will be meeting at your child's designated classroom.

<u>Date</u>	<u>Location</u>	<u>Time</u>
<b><u>Monday, September 12</u></b>		
Y 3's W F 9:30 - 11:00 AM	Village Hall	9:00 - 10:00 AM
4's M W F 9:00 - 11:30 AM	Hain House	9:00 - 10:00 AM
4's M W F 9:00 - 11:30 AM	Indian Trail	9:00 - 10:00 AM
3-5 M W F 12:30 - 3:00 PM	Indian Trail	12:30 - 1:30 PM

**Tuesday, September 13**

3's T Th 9:00 - 11:30 AM	Hain House	9:00 - 10:00 AM
3's T Th 9:00 - 11:30 AM	Indian Trail	9:00 - 10:00 AM

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**Wednesday, September 14**

|                           |              |                                             |
|---------------------------|--------------|---------------------------------------------|
| Y 3's W F 9:30 - 11:00 AM | Village Hall | 9:30 - 11:00 AM <i>First full class day</i> |
| 4's M W F 9:00 - 11:30 AM | Hain House   | 9:00 - 11:30 AM <i>First full class day</i> |
| 4's M W F 9:00 - 11:30 AM | Indian Trail | 9:00 - 11:30 AM <i>First full class day</i> |
| 3-5 M W F 12:30 - 3:00 PM | Indian Trail | 12:30 - 1:30 PM <i>First full class day</i> |

**Thursday, September 15**

|                          |              |                                      |
|--------------------------|--------------|--------------------------------------|
| 3's T Th 9:00 - 11:30 AM | Hain House   | 9:00 - 11:30 AM First full class day |
| 3's T Th 9:00 - 11:30 AM | Indian Trail | 9:00 - 11:30 AM First full class day |

The first day of regular classes is Wednesday, September 14. Please follow your class time/day after that. If you have any questions, please feel free to call me at 847-960-7460 or e-mail at [lknoepfel@lith.org](mailto:lknoepfel@lith.org). On behalf of the Lake in the Hills Playschool Academy Preschool Staff, we look forward to seeing you soon and beginning a wonderful new school year.

Sincerely,  
Lisa Knoepfel

Playschool Academy Preschool Supervisor