



Dear Parents and Guardians,

- 1) **FIRST DAY OF SCHOOL** The first day of school for the school year 2019-2020 will be Tuesday September 3rd, 2019. Your child is expected to be in his/her **proper school uniform every day**. Please refer to the Parent Handbook for our uniform policy.
- 2) **SCHOOL SUPPLIES** The supplies with which the student should begin the year are listed below. Consumable supplies must be replaced throughout the year as needed. Non-consumable supplies must be labeled with the student's name.

General Supplies

- 3 large boxes of tissues (**Unopened**)
- 1 large box of baby wipes 100 counts or more (**Unopened**)
- 1 special blanket
- 1 complete **change of clothes** including socks and underwear all labeled and placed in a gallon-sized Ziploc bag.
- Small toothbrush & toothpaste labeled
- 2-Pocket Folder for Homework
- 1 marbled Composition Book

Note: Consumable supplies must be replaced as needed throughout the year.

- 3) **BREAKFAST:** If you want your child to have breakfast at the Center please have him/her in early. **Breakfast ends at 8:45 am and classes start at 9:00 am.**
- 4) **SICK DAYS AND ABSENCES:** To maintain our high standard of quality, we budget for everyday costs relating to our dedicated teachers and educational resources. To cover these costs, we will charge a full week's tuition.
- 5) **WITHDRAWING YOUR CHILD** Should you need to withdraw your child, we usually require two week's written notice prior to your leaving. We do not refund the security deposit for cancellations less than two weeks notice.

We couldn't do what we do without the support of each and every one of you. We look forward to an excellent new school year. Thank you for your cooperation and God bless you.

Sincerely,

Ms. Agnes, Executive Director