

## Preschool Information

Dear Parents,

Welcome to Holy Rosary Preschool! We look forward to a year for fun and learning with your child. Together we can make this a wonderful, positive experience. We are eager to get off to a great start and are very excited about all the learning and fun that will happen this year!

There is a great deal of information to pass on to you at the beginning of the year. Hopefully, we will be able to answer many of your questions in this letter. Please feel free to call us about any questions or concerns you may have.

Please note the following:

1. **Hours of operation:** The facility opens at 6:30 a.m. and closes at 5:30 p.m. All preschool classes start at 7:45 a.m. Half day students must be picked up by 12:15 p.m. Full day students must be picked up by 5:30 p.m.
2. **Clothing:** Please make sure you have your child's name on all extra clothes they bring to leave at school. This includes jackets, sweaters, and sweatshirts. They will need a complete set of clothes, including socks, to keep at school in case of an emergency. Please send clothing in a large zip lock bag, with their name on the outside of the bag.
3. **Snack:** Each child will be given a snack calendar every month of his/her day. Snacks must be prepackaged/ store bought. Holy Rosary will provide white milk.
4. **Absence:** If your child is absent for any reason you will need to notify the office by 8:00 a.m. so we can get lunch count in by 8:30 a.m.
5. **Toys:** Please leave all toys at home. We have plenty!!!

6. **Birthdays:** If your child has a birthday, you are welcome to bring in a treat for the celebration. The treat will be given out during snack time. If your child is having a party we ask that you not hand out invitations at school, unless everyone is invited to the party.
7. **Book Orders:** We will send home Scholastic Book order forms with your child monthly. If you order from more than one form you may write one check to Scholastic. This is a great way to add to your child's library and earn new books for the classroom. Ordering books from Scholastic is completely optional.
8. **Payment Plan:** All payments must be made on the first day of the week/month that your child attends per your signed contract. Cash payments will receive a receipt. Please keep a record of all receipts and canceled checks for tax purposes. A year end statement will be issued upon request.
9. **Hot Lunch:** Our hot lunch program will not begin until August 26th.\* **Due to a change in administrative policy there is now a daily charge for hot lunch.** Please make a separate payment weekly for the number of anticipated lunches. There will be a hot lunch menu posted in all the rooms. You will know at least two weeks in advance what your child/ children will be having for lunch. **A milk punch card may also be purchased (20 punches for \$8.00) for those children who will be taking cold lunch. All children will have their choice of chocolate or white milk.**

\* We hope this information is helpful, please feel free to speak with our Director Deborah Larsen, should you have any further questions. The school's numbers is 262-652-2771 ext. 23 or email [dlarsen@hrosary.org](mailto:dlarsen@hrosary.org).

We are looking forward to a terrific year! Thank you for choosing Holy Rosary preschool.

Sincerely,  
Deborah Larsen, Director  
Holy Rosary Preschool Staff

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