



# WARD Preschool

40000 Six Mile Road Northville, MI  
wardpreschool.org 248.374.5911

## WELCOME NEWSLETTER

We feel honored and blessed that you have chosen Ward Preschool for your child. We want to make sure your experience is as wonderful as possible. The Ward Preschool office will be open through June 14 and will re-open August 15. If you have any questions or need to contact us during the summer months, please call the Ward Preschool office at 248-374-5911 and leave a message.

### FIRST DAYS OF SCHOOL

Your child's first day of school will be a meet and greet day either September 4<sup>th</sup> or 5<sup>th</sup>. This will be a shortened session where the parent/guardian and child will spend time getting acquainted with the room, teacher, and classmates. Information regarding the first few weeks of school, assigned time and details will be distributed by email from your child's teacher in late August. Regular schedules will begin the week of September 9<sup>th</sup> for all classrooms. During the week of September 9<sup>th</sup> parents/guardians will be asked to meet with the Preschool Director for a short meeting regarding transitioning and the policies/procedures of Ward Preschool.

### TUITION AND FORMS

All required online enrollment forms are due within 72 hours of registration. The first tuition auto payment is processed on **JUNE 15** (refundable until August 1). If your child's COMPLETED enrollment forms **and** 1st tuition payment are not received by this date, a \$25.00 late fee will be applied to your account and your child's placement will be at risk.

**Health Appraisal** - It is a state law that no child may enter school without proper immunization records along with evidence of a yearly physical. This form must be signed and dated by your child's physician. Your child's physical must have taken place within one year of the start of school. **Health Appraisals are due back either by email, mail or in person to the Ward Preschool Office no later than August 15.**

**Immunization Waivers** - As of December 2014, parents/guardians of children not up to date on vaccines are required to contact their county health department to receive immunization waiver education and a current digital State of Michigan Immunization Waiver. Once information is shared with the parent/guardian, the waiver is entered directly into the immunization system for the preschool administration to see vaccines that have been waived. There is no form for the parent to submit to us. **Digital immunization waivers are due by August 15<sup>th</sup>.** Should you have a waiver on file with Ward Preschool from a previous school year, you are not required to complete an additional form.

**Epi-pen/Medication** - If you will be sending an Epi-pen or other medication to school for your child, please print the required "Epi-Pen Waiver" form from our website and have them completed by your child's physician. Epi-Pens and medications are not accepted in the Ward Preschool Office until the first day of school.

### **ENROLLSY**

We are using Enrollsy for communication, absence reporting, signing children in and out and billing.

1. We are now digital for drop off, pick up and absence reporting!
2. Please be sure to sign-in to your Enrollsy account (you previously setup billing with this account) on your phone before you arrive for drop-off or pickup.
3. This is how you will be signing your child(ren) in and out each day or reporting them absent.
4. You can either login with your browser at [app.enrollsy.com/r/FiZs9sjxi](http://app.enrollsy.com/r/FiZs9sjxi) or download their free app from your apple or android device.

**If any of your contact information changes at any time during the school year it is very important that you update it in Enrollsy AND at the Preschool Welcome Desk ASAP!**

### **SCHOOL CALDENDAR**

Our school calendar will be published by August 1<sup>st</sup> on our website and available to access during the school year at [www.wardpreschool.org/forms](http://www.wardpreschool.org/forms).

### **A WORD FROM OUR DIRECTOR!**

Welcome to Ward Preschool! We are so happy to have you here. We look forward to a fun and exciting year together as we make new friends, learn new skills, and grow closer to Christ.

As you prepare your child for the beginning of the school year, it may be helpful to:

- Establish routines-a regular bedtime, laying out clothes the night before, etc.
- Practice self-care skills such as washing hands properly, wiping their nose, caring for bathroom needs and putting their own coat on.
- Share your excitement with your child about starting school. Your enthusiasm will add to their excitement and help to temper their anxiety.
- Discuss the fun things they will be able to do at school-paint, play with play dough and blocks, play on the playground, make new friends, and learn new things.
- Identify the classroom name to the child. In late August you will receive an email regarding your child's classroom placement. It may be helpful to tell your child, "You get to be in the Friendly Frogs classroom!"

Enjoy your summer! A happy child is often more willing and able to face new challenges.

See you this fall,

Amy Werthman  
Ward Preschool Director