

OUUMC PRESCHOOL PROGRAMS
A Ministry of
OXFORD-UNIVERSITY UNITED METHODIST CHURCH
424 SOUTH TENTH STREET
OXFORD, MS 38655
662-234-3371

Dear First Discoveries Parents,

We look forward to having your child and your family in our First Discoveries program this fall. In the coming weeks, you will receive a welcome letter from your child's teacher which will include the room number for your child's class.

First Discoveries Parent Orientation Night will be at 6:00 on Thursday, August 31 in the OUUMC gym. Parent Orientation is designed to enhance your child's FD experience and make your child's transition to the new year easier. We have intentionally planned a time after the work day, so that parents have more childcare options for their young one attending FD as well as any siblings. ***Children will not attend Parent Orientation night.*** Parent Orientation will last approximately 45 minutes.

Please plan to arrive at the OUUMC gym promptly at 6:00 PM and find your child's class table. Approximately one week prior to Parent Orientation, your child will receive a welcome note from the teacher, which will include your child's room number and class name - Hummingbirds, Peacocks or Penguins. FD teachers and assistants will be at their class tables to greet and guide you through the orientation paperwork. You will turn in tuition checks, the FD Student Introduction Form and the Student Update Form. Both forms are found in the FD Parent Handbook which will be posted online next week. You will verify your contact information on a class list to be distributed to other parents in your child's class for the purpose of setting play dates and sending birthday party invitations. You will also sign up for your individual appointment time for **FD Classroom Visit Day** to be held on Tuesday, September 12.

We will quickly follow with a brief, but important group meeting to go over FD guidelines and changes to the Parent Handbook. You will have the opportunity to ask questions.

After the meeting, you will complete and turn in the Handbook Signature form which MSDH requires. You may wish to go by your child's classroom so you know where to take your child on Tuesday, September 12. We hope you will make every effort to have at least one parent attend orientation as we believe taking care of the "grown-up" business ahead of time will allow you and your child's teacher to focus on helping your child transition happily to a school setting during Classroom Visit Day.

FD Classroom Visit Day on Tuesday, September 12 is your opportunity to accompany your child on a short visit, allowing your child to meet the teachers and become familiar with the classroom prior to the first day of school. No children will be dropped off on Classroom Visit Day. To avoid confusing and overwhelming our students, each child (or each family, in the case of twins and triplets) will have a specific fifteen minute appointment time, which you will choose at Parent Orientation. We find a short, happy visit prior to the first day of school often eases the transition for our youngest students. Thursday, September 14 will be the first regular school day.

Please go to our website, www.ouumc.org to prepare for **FD Parent Orientation Night**:

1. **Print and read the First Discoveries 2017-2018 Parent Handbook** in its entirety and familiarize yourself with the contents prior to our meeting on August 31. This information will be vital to you and your child throughout the school year. *The handbook will be posted online by our church communications director by August 1. If you do not have access to a printer, contact me immediately to receive a hard copy.* **Bring the handbook, along with a highlighter, pen and any questions you have regarding the handbook information.**

2. **Print and complete the Student Information Update** form in the handbook. You will also turn in this form at Parent Orientation.
3. **Print and complete the First Discoveries Student Introduction Form** at the end of the FD Parent Handbook.
4. Note the **2017-2018 OUUMC Preschool Calendar** dates on your family calendar.
5. **Bring your tuition checks for the year**, payable to “**OUUMC Preschool Programs**”. Your child’s snack and supply fee are covered by the \$175.00 registration check, which you turned in last spring. You prepaid your September tuition last April to hold your child’s place for fall, therefore you will bring post-dated checks for only seven months, October through April. Please put your child’s name on the “For” line.

To save time for yourself and other parents in line, please have your checks pre-written using one of our three payment options:

- a. One tuition check dated October 1, 2017 for \$1,155.00.
- b. Two semester checks – One check dated October 1, 2017 for \$495.00 and the other dated January 1, 2018 for \$660.00.
- c. Seven monthly checks – Postdated for the first day of October through April, for \$165.00 each.

To help our lines move quickly, please paper-clip your pre-written checks and have the checks ordered October through April. Regardless of which payment plan you choose, **all tuition checks for the year are due on August 31, 2017.**

If you have two children in FD, you may combine tuition and put both children’s names on the “For” line. Please do NOT combine tuition for a child in FD with tuition for a child in DDS.

Throughout the year, please only use paper clips to attach forms to checks. The bank’s check deposit system does not like staples and they are time-consuming for us to remove.

Please write all checks in blue or black ink only as the automated check reader machines do not recognize most other color inks.

If you are notified by phone and / or email that your child’s enrollment is not official because we are waiting for you to supply us with information required on your enrollment form and/or an updated, computer-generated Form 121, please remember that you must supply us with the information and/or paperwork not later than Thursday, August 31 or risk forfeiting your child’s placement to a family on our waiting list.

As always, please contact me by email (dds@ouumc.org) or phone (662-234-3371) if you have any questions or concerns. If you will not be able to attend Parent Orientation Night, please let me know as if we do not hear from you, we will assume your plans have changed and offer the opening to another child on our waiting list.

If your plans have indeed changed and your child will not attend FD this September, please let me know immediately so any opening can be made available to a family on our waiting list.

We look forward to an exciting year working together with you to provide a nurturing and stimulating preschool experience for your child!

Sincerely,

Susan Schove Phillips, Director
OUUMC Preschool Programs