



Sunshine Preschool at Breiel Church
2000 N. Breiel Blvd
Middletown, OH 45042
(513) 424-1887
June 1, 2011

Dear Parents of Prospective Students,

Thank you for inquiring about enrolling your child at Sunshine Preschool at Breiel Church. Registration for current, returning students at Sunshine Preschool wishing to enroll for the 2011/2012 school year began on Thursday, March 24, 2011. Open registration began Monday, April 4, and is on a first come basis. The early bird reduced registration fee (\$50) will be available until May 31, 2011. The regular registration fee (\$60) will go in to effect on June 1, 2011.

Attached please find:

- A registration form (on gold paper) – fill out completely
- A Child Enrollment and Health Information form (JFS 01234) – please leave “Acknowledgement of Policies and Procedures” on page 3 blank – you will receive these at the beginning of the 2011/2012 school year and sign it then.
- A survey form (on blue paper) – fill out both sides
- A child medical statement form (JFS 01305) to be signed by your child’s physician (valid for one year from the date of the exam)
- A class preference form (on green paper) – mark with 1st and 2nd choices and
- A reduced tuition coupon for recommending Sunshine Preschool at Breiel Church to a family member or a friend.

The completed enrollment form and class preference form, along with the registration fee (\$50 on or before May 31, 2011, and \$60 after June 1), must be submitted to Sunshine Preschool in order to reserve a place in one of the classes. If your child will be turning 3 in the fall of 2011, but after September 1, we can only save a classroom slot for them if tuition is paid for the month. You must meet with me in person, with the child you are enrolling, either at registration or schedule a visit.

The classes we plan to offer at Sunshine Preschool at Breiel Church for the 2011/2012 school year include:

Morning classes meet from 9am until 12noon, Afternoon classes from 12:30pm to 3:30pm.

Pre-Kindergarten – 2, 3, or 5 days/wk 2 teachers: 12 students

Three-year /Four-year old class – 2 days/wk 2 teachers: 10 students

Please make your class preference choices on the green form included in this packet.

If registration warrants, more classes will be added as staff is found to teach. If any class has fewer than 8 children registered by August 1, 2011, it may be closed until sufficient students and staff members are available. Students will be notified and placed in other classes, if there is room available.

Be sure to visit our website: www.sunshinechildren.com

Tuition rates for the new school year will be \$150/month if enrolled in a 2-day/week class, \$175/month if enrolled in a 3-day/week class, and \$250/ month if enrolled in a 5-day/week class. Tuition is due on or before the 10th of each month, unless other arrangements are made in advance. There is a 5% discount if you pay for the entire year in September.

The school year basically runs from Labor Day to Memorial Day, with breaks at the major holidays. There will be a parent and child orientation just before Labor Day, a Thanksgiving carry-in lunch, an evening Christmas program, fall and spring field trips, parent/teacher conferences, and an evening Graduation ceremony.

The Daily Routine incorporates:

- Circle Time - teacher directed time on the carpet with books, songs and activities
- Work Time - child directed time in centers set up by the teachers according to monthly themes
- Clean – Up Time
- Large Muscle Time - either in the gym or on the playground
- Snack Time - light snacks provided by families or school
- Devotions - simple Bible stories and Sunday School songs in the Chapel
- Closing - a song or book to the end of the day

Each classroom has its actual schedule posted for you to view.

We are also accepting applications for teachers and substitute teachers for the 2011/2012 school year. If you are interested, or know of someone who would be interested in this outreach to our community, please contact me for more information. We do offer reduced tuition rates for children of teachers and substitutes enrolled as students.

We look forward to serving you and your child during these formative years. If you have any questions, please call me (513-424-1887 ext. 211) or come visit (Room 115). My summer office hours are Tuesday and Thursday, from 10 am to 1 pm, and by appointment. The assistant director, Angie Day, will be available to answer questions if I am out of the office. You may also contact us through the website, www.sunshinechildren.com.

Orientation at the beginning of the school year will be held on Wednesday, August 31, and Thursday, September 1, depending on which days your child's regular class days will be. We are also announcing that the church is one of the sites around Middletown that is participating in the Carel Cosby Summer Food for Kids program, serving free meals to children under 18 years old, Monday through Friday, from 12 – 1pm. Call for more information.



Sincerely,

A handwritten signature in black ink that reads "Nancy B. Clark".

Nancy B. Clark
Administrator

Enc.

Registration form (gold)
JFS 01234 (2 pages)
JFS 01305

Survey form (blue)
Class request form (green)
Reduced tuition coupon