



360 Bray Station Road Collierville, TN 38017 901-861-5414 Fax 901-854-0536
www.incarnationpreschoolmdo.com

July 27, 2010

Dear Parents:

I would like to welcome you and your child to the Catholic Church of the Incarnation Preschool and Mother's Day Out. It is hard to believe that the beginning of the 2010-11 school year is just around the corner. Classes will begin **Tuesday, September 7th** with a staggered schedule of attendance the first week. While each day will be a full day, only half the class will attend each day. This will enable the teachers to give your child individualized attention and help them adjust to their new surroundings.

We will hold our annual Parent Orientation as shown below. This night helps to calm everyone's "first day" fears, answer questions and gives us an opportunity to get acquainted. Orientation will be for **parents only**. We will meet in the Fellowship Hall and then dismiss to the classrooms to meet with the teachers. For your convenience, a list of classroom supplies is enclosed. To assist the teachers in setting up their classrooms, please bring these supplies to orientation. You may drop them off at the classroom prior to coming to the Fellowship Hall.

If Your Child Attends Class on:

Monday/Wednesday/Friday
Tuesday/Thursday
5-Year-Old Transition Class

Your Orientation Date Will Be:

Wednesday, September 1st at 7:00 p.m.
Thursday, September 2nd at 7:00 p.m.
Thursday, September 2nd at 7:00 p.m.

To complete your child's paperwork, the following documents must be submitted at orientation: 1) child's birth certificate, 2) enrollment summary, 3) child's health history checklist, 4) photo release and 5) Diocese of Memphis Health/Medical Release. These forms can be downloaded from the website **after August 13, 2010**.

In addition, the Tennessee Department of Health has revised the required immunizations for preschool and school age children. As a result, **everyone** must obtain a new "Certificate of Immunization" from your pediatrician. This certifies your child's immunizations are up-to-date and that they have had a current physical for the upcoming school year. Your certificate must be submitted at orientation. If you are unable to obtain this certificate prior to orientation, please notify me immediately. Additional information regarding the immunization changes is enclosed.

The Parish Accounting Office will mail you a tuition coupon book in August. You have previously prepaid May's tuition with your Registration and Activity Fees. Tuition is due the 1st of each month and a late fee will be assessed after the 10th. September's tuition will be due on your child's first day of preschool.

If you have any questions, please do not hesitate to call me. I look forward to seeing you at orientation and to another successful school year.

Sincerely,
Connie Harlow
Director