



Thank you for enrolling in Little Lehi Learners. We are very excited for the upcoming year at Lehi High School. Please check your e-mail periodically because we will be sending important updates and information via e-mail. If for some reason your child will not be attending anymore, please let us know ASAP as we always have a waiting list.

Pre-school Orientation and Parent Meeting (9:30-10:45)

On **September 17th** we will have Pre-school Orientation Meeting at **9:30am**. You will drop your child off at our pre-school center room 108 at 9:30. Your child will be introduced to our center, teachers, and high school students that will be working with your child. A parent meeting will then take place in room 152 at 9:45. This meeting is important for a parent to attend as we will be going over crucial information for the year. If you cannot attend please let me know. Please feel free to contact me at lstott@alpinedistrict.org or littlelehilearners@alpinedistrict.org with any questions. You will receive a hardcopy of our Early Childhood Training Center handbook at our orientation meeting. An electronic version is attached in this e-mail. Please look over this packet before the meeting so we can address any questions, comments, or concerns. You will also be receiving an invitation to Brightwheel through your e-mail. This is our check-in and out system that we will be using this year. If possible, set up an account prior to the meeting. If not there will be instructions on how to do this during the meeting.

Most parents have filled out most of the documentation but make sure we have done the following:

- **Copy of immunizations from child's physician or Health Department**
- Enrollment Form
- Alpine School District Student Health Information (required by the school nurse)
- Consent Form
- **Make sure you have stopped by financial office to fill out the monthly deduction form.** Don't do this until August. The financial office will need a voided check or something with your account number on it. All checks were shredded at the end of May so we need a new one from everyone starting in August 2019.

All forms including immunizations must be turned in by **September 3rd**. Pre-school Orientation will take place on September 17th and the first full day of Preschool will begin on **September 19th**.

Saving/checking withdrawal information

Tuition will be withdrawn directly through a saving or checking account each month. **YOU MUST go to Lehi High School's financial office to turn in the form along with a voided check.** It will be withdrawn on the 15th of each month. It is your responsibility to make sure there are funds in the specified account. If the payment does not clear there will be a \$25 insufficient fund fee, which will need to be paid along with tuition in order for your child to remain in the program.

Immunizations

According to State Law and Regulations, we are required to have immunization records of your child before they can enter our program. We must have a copy of immunizations or an exempt form by Sept 3rd for pre-school children from either your child's pediatrician or the Health Department. If possible, have them fill out the official pink immunization card as well. You can also obtain one from the center if needed. If your child receives further immunizations throughout the year you must bring a copy of this record so we can add it to your file. The school nurse will be checking to make sure your child has all required immunizations up to date. **Your child cannot attend until we have documentation of immunizations-no exceptions.** If you have specific questions regarding immunizations, please contact the school nurse at ciensenrn@alpinedistrict.org
Please e-mail me with any questions that you may have. We are excited for a great year.

Thanks,

Michelle Stott-Child Care Director

lstott@alpinedistrict.org or littlelehilearners@alpinedistrict.org