Imagination Childcare Academy, Inc.

August 1, 2021

Dear Universal Pre-Kindergarten Parents/Guardians,

I want to welcome you to the Imagination Childcare Academy (ICA) family. My name is Erin Medlar, and I am the owner/director here at ICA. We are all eager to get the school-year started and to begin getting to know you and your child! The first day of school is Thursday, September 9, 2021. The program runs from 9:30am-2:30pm, Monday through Friday.

It is going to be an exciting and new experience for your family. We hope to make this transition go smoothly as we work together this year. We have scheduled a Parent Informational Night, on Wednesday, September 1, 2021, from 5:30pm-6:30pm. This meeting will give you an opportunity to meet all the staff, learn about our program, and have your questions answered. We ask that even if your child already attends our program to please take the time to attend this very important meeting. We will be handing out paperwork and providing A LOT of information. Please arrive ten minutes early to ensure you are settled before our meeting starts. We ask that you arrange for a babysitter that night for your child, so we can have your full attention! Unfortunately, we are only able to accommodate one adult per child, due to the size of our facility.

We will be having an open house on Wednesday, September 8, 2021, from 9am-4pm. You can come at any time throughout that given time frame. That will be the opportunity for your child to see his/her classroom, bring in his/her belongings, and get to meet the teachers. We find that giving children a chance to see where their classroom is and meet their teachers prior to the first day really helps settle any first day jitters.

Here at Imagination Childcare Academy, we feel that family involvement is crucial towards helping a child reach his/her fullest potential. That being said, we have lots of opportunities for families to get involved in our school community. We offer parent enrichment sessions, where parents can learn from each other as to how they address their child’s challenging behaviors. We also have a Parent Teacher Association that allows parents, teachers and administrators to come together and share their ideas to help improve our program. We have lots of family events and parent volunteer opportunities.

If you need wrap around care before or after the UPK day, please contact me ASAP to get your child registered so we can plan for staffing accordingly. We offer care from 7am-9:30am and 2:30pm-6:00pm. We also offer full day care for the days when UPK is not in session. For those families who choose to use our wrap around program, the deposit and registration fee will cover the week on September 6-September 10, 2021, as our tuition is prorated and this covers the cost of staffing for the week to get classrooms prepped and ready for the school year.

We look forward to meeting you and your child, and to beginning a partnership filled with many fun and exciting learning adventures! For more information about our facility, please go to our website: [www.imaginationchildcareacademy.org](http://www.imaginationchildcareacademy.org). Feel free to call or e-mail me with any questions or concerns you may have: (585) 413-3948 or emedlar@rochester.rr.com.

Warmly,

Erin Medlar



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WHAT TO BRING ON THE FIRST DAY OF UPK

FOOD ITEMS

1. Lunch (peanut/nut free), if your child is not ordering food. (We will talk more about this at the Parent Information Night).

2. Water Bottle

CLOTHING

3. At least two extra sets of clothes, including underwear and socks (labeled)

4. Snow pants, boots, hats & gloves (weather depending)

5. Bathing Suit & Towel (weather depending)

MISCELLANEOUS

6. Bug spray & Sunscreen

Feel free to bring anything else that you think will help your child feel most comfortable here at school! We are looking forward to getting to know your family!

*PLEASE DO NOT LEAVE PLASTIC BAGS IN YOUR CHILD’s CUBBY AS THAT IS AGAINST NYS REGULATIONS!*