

Dear Parents,

This letter shares information for the upcoming school year. **The office will be closed for the summer after May 24.** I will be checking my school email regularly: monica.sunshinehouse@comcast.net.

The 2019-2020 School Calendar was emailed previously and will be updated on the school website the last week of May. I am attaching the Registration Materials. **PLEASE PRINT WHEN RECEIVED AND BRING TO REGISTRATION ON AUGUST 22 OR AUGUST 23.** The following are end of August dates to add to your calendar:

August 22 9:30-12:00 New Students visit and turn in the following:

1. **Registration Packet** which includes: 1) **Registration Form** with at **least 3 pick up/emergency** authorizations. 2) **Insurance information form** 3) **Medical Statement and Immunization forms** signed and dated by your child's physician 4) **Parent Acknowledgement Form** 5) **Parent Questionnaire**
2. **School Supplies** which include 1) Labeled change of clothes to be left at school 2) **Stick** of Sunscreen-labeled 3) Toothbrush-labeled 4) Slippers

August 23 9:30-12:00 Returning Students visit and turn in

1. **Registration Packet** which includes: 1) **Registration Form with at least 3 pick up/emergency** authorizations 2) **Insurance Information Form** 3) **Medical statement and Immunization forms** signed and dated by your child's physician 4) **Parent Acknowledgement Form**
2. **School Supplies** which include: 1) Labeled change of clothes to be left at school 2) Stick of sunscreen-labeled 3) Toothbrush-labeled 4) Slippers

August 26-August 30: Orientation week. School hours are from 9:00-12:00

(New students will phase-in. Those students will be notified in early August about their start date.)

August 26: Monday **9:00-12:00 First day of school for all "5 day choice"** students that attended last year. They will attend school all 5 days.

August 27: Tuesday **9:00-12:00 First day for all "3 day choice" students that attended last year.** They will attend school on Tuesday, Wednesday and Thursday. *New children phase in.*

September 2: Labor Day. School Closed

September 3: **Regular school hours 8am-1pm**

The Registration paperwork must be completed in full each year before your child may attend Sunshine House. We need full Immunization Records and the Medical Statement signed for by a Doctor for all students. Please ask your physician to use the form we provide. Files are inspected by the Health Department and the Department of Human Services, and incomplete medical files may affect our license. Therefore, incomplete medical files may result in your child being asked to stay home from school until the files are complete.

Thank you for taking the time to complete this paperwork before your child returns to school in August. We are looking forward to welcoming everyone for the 2019-2020 school year!

Thanks,

Monica