



Hello John McMillan Preschool families,

I hope you and your children are enjoying the summer and having lots of fun together! I had a wonderful summer – my son got married in Chicago at the end of July and my daughter just went back to Germany after a two week visit!



For those of you who don't know much about me, this is my fourth year as Director at John McMillan Preschool. I was a preschool teacher for over 10 years and an administrator for three years at Westminster Nursery School. I have always been a strong advocate for children as a parent, educator, and church and school volunteer. I feel blessed to have this opportunity at John McMillan and promise to make our school the best it can be!

As we get closer to the start of school, I need to make sure that the information in each child's file is complete. To that end, you will find three forms attached to this email:


- Emergency Contact/Parental Consent – **Due by Monday, August 26**
- Child Health Report – **Due first day of school**
- Food Allergy Action Plan (**only if your child requires an Epi-Pen on site**) – **Due first day of school**, only if needed

**The Emergency Contact/Parental Consent form** lets us know who to contact in case of illness or an emergency in addition to you (**parents will always be contacted first**). It also states who you authorize us to release your child to. Please think about who you would want us to contact and who you would allow us to release your child to, as they may not be the same people. The teachers will have a copy of this form in the classroom and will refer to it at dismissal if someone new shows up to pick-up your child. This form will be reviewed half way through the year to make sure that all information is still correct. **Throughout the school year, please notify the office of any changes via email.** Thank you!

**The Child Health Report** needs to be completed and signed by your child's doctor, or you can bring in a print out from your doctor, as long as it contains the same required information and immunization record. If your child is not scheduled for a well-visit this summer, as long as their last check-up was within a year from their first day of school, the information from that visit can be used. An updated form can be brought in at the time of the next well-visit.

**The Allergy Action Plan** needs to be completed **only if your child has a food allergy that requires an Epi-pen on site and it is documented on his/her Health Report.** Please have your child's doctor fill out an Allergy Action Plan for us so we know all the details. We are not allowed to have the Epi-pen without the Action Plan which includes a photo of your child. Your doctor may also prescribe Benadryl and if so, we will need a new, unopened bottle of Benadryl to be kept with your child's Epi-pen. Thank you!

I will send out your child's teacher assignments next week. We will have visit days during our In-service week (the last week of August), so your children can see their new rooms and meet the teachers they will have in the fall. I will let you know as soon as we are ready to schedule visitors!



Please remember to check your emails regularly during August so you will know what's happening here at John McMillan Preschool! Registration forms for new, fun afternoon enrichment classes will be ready shortly. All you need to know and all the forms will also be available on our website for your convenience.

In the meantime, beginning next week I'll be in the Preschool office Monday – Friday, 8:30am to noon-ish. Please call or email with any questions, or just stop in and see me!

I'm excited to see you and your children very soon! Enjoy the rest of the summer!

Lori

**Important Dates:**

Thursday, August 29 – Parent Kick-Off Night (more info to come)

Tuesday, September 3 – Pre-K & TThF 4's classes begin & Intro Day for MTTh & TTh 3's

Wednesday, September 4 – MWF 4's class begins

