

Dear New & Returning Co-op Families,

The beginning of the 2023-2024 school year is just a few weeks away. Our Teachers, the Parent Board of Directors, & I, are planning another exciting & busy year for you & your child/ren. We are eager to share those plans & more with you at the **Orientation Meeting for Parents**.

This important meeting will be held on Thursday, August 17th at 6:00pm at our school & the adjacent church sanctuary. At least one adult representative from each family must attend this meeting. The Teachers will discuss classroom organization, curriculum, Level 1/1.5 classroom Aide responsibilities, & other important information. Calendars for August Classroom Aides will be available for sign-up. The interim Parent Board Members will be introduced & they will discuss some of their plans for the school year. The Director will share some school policies & answer any questions you may have. This evening is for adults only. It is a great time to get information about our preschool program & your child’s class, meet the Teachers & Director, & check out the school & classrooms.

**The Orientation meeting will begin promptly @ 6:00pm.** If you selected for your child to attend school on TTh (2-4s) or TThF (Pre-K) you will go directly to your child’s classroom to meet the Teacher. If your child will be attending school on MW (2-4s) or MWF (Pre-K/ transition to Pre-K), you will come directly to the sanctuary -large building just north of the school. After approximately 30 minutes all will switch; TTh & TThF will then go to the sanctuary, MW & MWF parents will then go to see the Teachers & classrooms.

**Please put the following dates on your calendar:**

\*August 17–Parent Orientation Night 6:00pm start @ classroom or sanctuary per directions above.

\*August 19–Mandatory All-School Clean-Up Day. Come to complete your job between 7am–12pm.

One adult from each family will need to sign up for our first Clean-Up Day, taking place on Saturday, August 19. The sign-up lists will be posted in front of the sanctuary on Orientation Night. Specific jobs are available on a first-come, first-served basis. This is a Mandatory ALL-School Clean-Up Day! If you need to make special arrangements talk with me, the school Director, as soon as possible. Thank you!

\*August 21/22-First Days of School! School hours are 8:30 – 12:00.

**Reminder of important paperwork due to office before attendance:**

\*Physician’s Report & copy of Immunization Record for your child/ren

\*Proof of negative TB test results, & proof of Pertussis (DTaP/ Tdap), & Measles (MMR) vaccinations for all Level 1 & 1.5 family classroom Aides, & their representatives. These must be turned in before working in the classroom.

\*All Parents must submit copies of Driver’s License & proof of Automobile Insurance coverage.

\*Any other documents not yet completed for file

**See you Thursday, August 17th @ 6:00 p.m. If you have any questions, please feel free to call 805.238.5059 or email** [director@pasoroblescooppreschool.com](mailto:director@pasoroblescooppreschool.com).

Sincerely,

Johna’ DeBellis, Executive Director

Paso Robles Cooperative Preschool, Inc.