



June 17, 2019

Dear Parents:

Welcome to the Weekday Preschool at Sugar Hill Church. Our staff looks forward to partnering with you in the development of your child this year. Following are some summer and school start-up dates for your planning purposes. These dates and the school supply list are also available on our website if needed at any time.

The first tuition payment for your child is due July 1<sup>st</sup>, 2019 to maintain your child's enrollment for the fall. Payments can be made by check, cash, or online with a debit/credit card. Please note: A card processing convenience fee of \$3 will be assessed for any credit/debit card payments. Payments by check can be mailed to Sugar Hill Church Weekday, 5091 Nelson Brogdon Blvd, Sugar Hill GA 30518 or dropped off by our Weekday Office, which is open Monday – Thursday, 9:00 AM – 1:00 PM. Please be aware, however, that our office is closed the week of July 1<sup>st</sup> – July 5<sup>th</sup>, so please plan accordingly. You can make online payments by selecting the “pay your bill online” option on your automated invoice, which you should receive in a separate email this week. If you have questions concerning online payments, please contact Jill Garrison in our Weekday Office at 770.945.8681 or [jill@sugarhillchurch.com](mailto:jill@sugarhillchurch.com).

If you have interest in automatic drafting of your monthly tuition payments, we will provide the sign-up form at Open House to begin automatic payments for the September 1<sup>st</sup> tuition cycle. However, if you were already signed up for EZ-EFT automatic payments in the last school year, you will continue to receive this service for the July 1<sup>st</sup> payment unless you had previously notified our Registrar, Sarah Aliaga to discontinue the service or of any other account changes.

Please plan to provide a current immunization record for your child (if we do not already have one on file) by August 1<sup>st</sup>. Immunization forms can be mailed, emailed ([donna@sugarhillchurch.com](mailto:donna@sugarhillchurch.com)), or fax'd (770-271-8632). If you have questions, concerns, or pertinent health information concerning your child, please contact our nurse, Donna Nowak at [donna@sugarhillchurch.com](mailto:donna@sugarhillchurch.com).

We will kick-off the 2019-20 school year with our **Parent Open House** on Thursday, August 29<sup>th</sup>, at 6:00 PM for all classes, except our T/Th and T/Th/F classes, which will attend at 7:00 PM. The **first day of school** will be on September 3<sup>rd</sup>, except for our M/W/F and M/W classes, which will have their first day on Wednesday, September 4<sup>th</sup>. On your child's first day, we ask that all parents say a quick goodbye, reassure your child that you will soon return, and then leave for the remainder of the morning. Parents are asked to walk their child into school and pick him/her up at the classroom throughout the first week of school. Carpool will begin the 2<sup>nd</sup> week of school on Monday, September 9<sup>th</sup>.

Your child's teacher will call you in late August to introduce herself, remind you of

the start-up events, and answer any questions you may have.

A list of the school supplies we are asking each family to provide for the upcoming school year is below. If you have multiple children enrolled in Weekday next year, you will only need to provide supplies for one child. Please bring your school supplies to the Parent Open House; there will be staff members at the front entry to collect your supplies when you arrive. Each child will be given a new SHC Weekday book bag for the upcoming school year, so please don't feel you need to purchase one.

The preschool years are such a precious time in the life of a child and his/her parents. We thank you again for the opportunity to share this year of loving, learning, and growing together with your family. We are looking forward to a great year!

Gratefully,

Julie Whaley  
Director, Weekday Preschool  
Sugar Hill Church



### **2019-20 Weekday Preschool Supply List**

- 1 – Ream White Copy Paper
- 1 – Box Kleenex
- 1 – Roll Paper Towels
- 1 – Container Baby Wipes (Unscented)
- 1 – Pkg Ziploc Bags – Gallon Size
- 1 – Pkg Ziploc Bags – Quart Size
- 2 – Bottles Pump Hand Soap (Preferably Foaming)
- 1 – Bottle Pump Hand Sanitizer
- 1 – Can Lysol Disinfecting Spray
- 1 – Box of Crayola “Washable” Markers
- 1 – Box of 8 “Large” Crayola Crayons...*No “Jumbo” size, please*
- 1 – Bottle Elmer’s Glue
- 2 – X-Large Glue Sticks... *No small size, please*
- 1 – Pair Child Size Scissors w/Blunt Tip

If you have more than one child attending Weekday, you are only asked to provide one set of supplies. Please bring these supplies to Open House on August 29th.

A book bag will be provided for each child on the first day of school. Thanks!

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