



# Hilltop Herald



## WELCOME TO HILLTOP!

We trust your summer was a pleasant one. As the summer comes to a close, the Hilltop staff is looking forward to the sounds of preschoolers in the halls again. We look forward to working with you and your child!

The summer session in July was enjoyable! We wish to thank Mrs. Sears and Mrs. Miller for all the hard work they put into the program to make it successful.

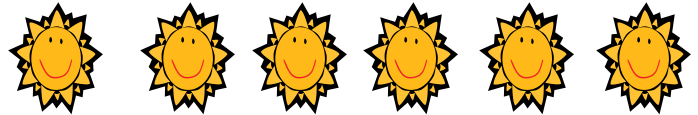
There have been many preparations happening over the summer. In addition to the annual deep cleaning of the building, we had some repairs completed, including wall repair and paint touch ups. The most exciting project was the addition of our new climber in the Playroom!

August/September, 2017



## PARENT ORIENTATION

Remember to set aside an hour of time on Tuesday evening, September 5<sup>th</sup> beginning at 7:00 p.m. This will be a time **for parents only**. We will start the evening in the upstairs fellowship hall and then break into classrooms providing the teachers an opportunity to share about the classroom activities and expectations. You will have an opportunity to meet the staff during this time. We look forward to welcoming you!



## TUITION

Jean Schlapfer St. Paul's bookkeeper and Rachel Harrel, the Church Secretary, handle the tuition payments. You should have received the tuition schedule in the packet you received in the spring or at registration this summer. You should have already paid two month's tuition for September and October. If you haven't, then you are delinquent in payments. The church office phone number is (860)482-3555, if you have any questions. Please make checks payable to "**St. Paul's**" and put your child's name and class he/she attends in the "memo section" of the check.

## FORMS ON FILE

In the packet you received in the spring or at registration over the summer, there were some other forms that need to be completed. If you haven't already, please be sure return the completed forms into the office before the first day of school. The forms include the Parent Agreements, the Emergency Contact Form, and the Child's Health Record. A letter has been mailed if any these forms are missing from your child's records. The state requires these forms to be in your child's file as a licensing requirement. If you can't find it, please stop in to the church office or visit our website and get a new packet! Office hours are M-F 9-4.

## SCHOOL PARKING

Please park in the parking area closest to the school entrance area. **DO NOT PARK along the curbs. This is a fire safety zone and needs to be kept clear in case of emergencies.**

Please **DO NOT** leave children unattended in your vehicle while you drop-off or pick-up your child. If you anticipate a problem, please discuss it with your child's teacher so we can assist you with arrangements.

For safety, **please hold your child's hand in the parking lot AT ALL TIMES.**

## DAYS AND DATES OF THE FIRST WEEK OF SCHOOL

Visitation Day is the first day that your child is scheduled to attend class at St. Paul's Hilltop Christian Early Learning Center. This session will be *one hour long*. Your child will attend this day accompanied by Mom, Dad or another designated adult. This will help transition your child into the program, give the children an opportunity to meet others in their class, and give the grownups an opportunity to meet others. The class routine will be different from a usual day due to the shortened time. Your child's usual schedule will begin the next scheduled day.

The days, dates and times of the First Week of School are as follows:

### VISITING DAYS:

Wednesday, September 6, 2017—9:00-10:00 a.m. 3 year olds

Wednesday, September 6, 2017—10:15-11:15 a.m.: MWF 4 year olds **and** School Readiness

Thursday, September 7, 2017—9:30-10:30: 2 year olds

Thursday, September 7, 2017—10:15-11:15.: T/Th 4 year olds (M-F 4s may attend both days)

### FIRST FULL DAYS OF SCHOOL:

Thursday, September 7, 2017—9:00 a.m.-3:00 p.m.: School Readiness

Friday, September 8, 2017—9:00-11:30 MWF and M-F 4 year olds

Friday, September 8, 2017—9:00-11:30: Friday 3 year olds

Monday, September 11, 2017—9:00-11:30 a.m.: MW 3 year olds

Thursday, September 12, 2017—9:00-11:30 a.m. 2 year olds **and** T/Th 4 year olds



### 2017-2018 ENROLLMENT

- We have a limited number of spaces available in the School Readiness class. Please note that the School Readiness class has income and residential guidelines in order for students to be included in that class.
- There are a limited number of spaces available in the 2 year old class.
- We still have spaces available in the 3 year old class.
- There are limited spaces available in the MWF/M-F 4 year old class. However, there are a number of spaces available in the T/Th 4 year old class.

If you know of any friends, family or acquaintances that might be looking for a high quality early education program for their child, please refer them to Hilltop.

### PARENT GROUP

Hilltop Helping Hands (HHH) is a parent's group which was founded and led by a parent in 2012. This group sponsors school wide activity nights, community service activities, parent/teacher enrichment as well as helping the staff with various jobs. They also host the Annual Art Show and other events which raise money for our Tuition Assistance Fund.

We are looking for parents who are ready to take on the challenge of keeping this group going. Many of you expressed that you are interested in this group from the packets that were returned this summer. Thank you in advance for your willingness to serve.

Once we have established a parent or two to take the lead, a communication will come out to let you know of the first meeting date.

**NUT FREE**

### PEANUT/NUT SAFE SCHOOL

Hilltop is a peanut, nut safe school. NO PEANUTS, NUTS, PEANUT OIL OR NUT OIL PRODUCTS. We do have children enrolled with peanut or nut allergies. If you bring a treat or snack to school be sure that you have checked the ingredients for the safety of our children.

### ALLERGY, DIETARY AND OTHER CONCERNS

If your child has an allergy, medical issue, or dietary issue, or you are concerned about an area of your child's development please call the school office before the first day of school. A care plan needs to be developed if your child has any of the above listed concerns.

## HILLTOP STAFF

We are pleased to have welcomed many of last year's staff members back to Hilltop this fall! Miss Scott has left us to pursue her 4 year degree through UCONN. We wish her well! Mrs. Basso was unable to return to us this year due to some family commitments. We look forward to inviting them back as substitutes when they are available.

Mrs. Michelle Miller continues as the lead teacher in the 2 and 3 year old classes. She joined us last year has been a true blessing to us!

Ms. Jessica Topor will assist Michelle in the 2 year old class. She has been working toward her Associate's Degree in Early Childhood and is thrilled to start her career here at Hilltop. Her enthusiasm and energy will be an asset to Hilltop.

Ms. Lauren Phelan will be Michelle's Co-Teacher in the 3 year old class. She has been the teacher assistant in the School Readiness class the last couple of years and we are excited to provide her the opportunity to gain more experience by taking on more responsibilities as a teacher.

Across the hall, Mrs. Nicole Sears returns as the lead teacher in the four year old classes which meet Monday/Wednesday/Friday and Tuesday/Thursday. Mrs. Laurie Chepiga will continue to be Mrs. Sears' assistant. Additionally, Mrs. Sears and Mrs. Chepiga will cover for staff breaks in the School Readiness classroom. Mrs. Heather Stewart will assist them as needed on Mondays, Wednesdays and Fridays.

All the way down the hall, our School Readiness class will be taught by Mrs. Monica Valente and Mrs. Lezlie Fosbrook. Ms. Phelan will also be back as that classroom assistant on Tuesday and Thursday mornings as well as every afternoon. Ms. Topor will assist Mrs. Valente and Mrs. Fosbrook on Monday, Wednesday and Friday mornings.

Mrs. Sosnicki continues as the Director /Head Teacher of the school. Besides her many administrative duties to attend to, she has recently trained to be our Music Together® Music Specialist! She will be leading your child's music classes each week. Though her schedule is quite busy, she always makes herself available to staff, children and parents when needed. If there are ever any concerns please feel free to stop by and speak with her. Her office hours will be Monday through Friday 8:30-4:30.

**Hilltop continues to be blessed with a loving team of dedicated teachers!**

## FIND HILLTOP ON THE WEB

Please "like" us on Facebook! There will be some announcements made there for school families as well as pictures and information about what is happening at school! Please share with friends and family which will help tell others about our program and what we have to offer. Photos of children will only be shared on Facebook if you so approved on the permission sheet in the package you completed this summer. Only the administrator of the page will be able to post on the page.

Please be sure to stop by and visit Hilltop's website. Once the school year starts, posting announcements and newsletters will be posted there. You will also be able to find the monthly snack and lunch menu on the website. Please "SUBSCRIBE" to the RSS feed so you will receive an alert when something new has been added to the "blog". You will find all the information you need to know, including any upcoming dates and announcements. You will find a link to subscribe on the home page. The newsletter will be distributed on the website exclusively to save on printing costs, so your subscription is necessary. Also, if someone else regularly picks up or drops off your child, (such as grandparents, babysitters etc.) it would be a good idea for them to subscribe as well. There will be a limited number of paper copies available in the entryway, so if you would rather have a paper copy, feel free to pick one up or let us know so we can get one to you.

Follow this link now and subscribe to the website:

[www.hilltopchristianELC.com](http://www.hilltopchristianELC.com)