

NEWSLETTER

September 2016



★ Important Dates during September:

September 5 – 7 there is NO SCHOOL OR EXTENDED CARE, Labor Day Holiday

Dear Parents/Guardians,

The teachers and I feel blessed to have you with us as we head into the Episcopal Day School's 57th year! Your children are very fortunate to have such an outstanding group of teachers at the Day School. Here is a list of our current teachers:

- *2-Day, 3-Day and 5-Day 2K Blue Bird Classes:* Mrs. Haskins & Mrs. Campbell
- *3-Day 3K Yellow Bird Class:* Mrs. Duncan & Mrs. Andrus
- *5-Day 3K Yellow Bird Class:* Mrs. Russell & Ms. Laura
- *4K Red Bird Class:* Mrs. Nash & Mrs. Henry
- *Early Morning Care:* Mrs. Andrus (MWF) and Mrs. Haskins (TuTh)
- *After School Care:* Mrs. Nash (MTuWF), Ms. Laura (M-F), and Mrs. Haskins (Th)
- *Creative Movement:* Mrs. Duncan
- *Music:* Mrs. Andrus
- *Spanish:* Mrs. Russell

As a reminder, you may drop off children between 8:45 and 9:00 in the morning for class. Please value the importance of prompt arrival for your child, even at this early age. Late arrival can be upsetting to a child when he/she misses the beginning of class and has to "fit in" to an activity already in progress. How he/she starts off the day, sets the tone for his/her day. If you arrive after 9:00 and do not see a teacher greeting cars, please park in a parking space and walk your child to his/her classroom. Do not leave your car in the pick-up/drop-off line area. The doors are locked around 9:10 a.m. and all classes go to chapel from 9:15-9:30, during which the doorbell will not be answered. Please be respectful if you arrive during chapel time and wait until after 9:30 to ring the doorbell.

During drop-off and pick-up, the first car should pull up one car length past the end of the sidewalk ramp. The parking lot allows for about five vehicles to be accommodated safely. The teachers are still learning to recognize parents/guardians and their vehicles, so we appreciate your patience **during pick-up. Put your vehicle in park and stay inside until a teacher brings your child to you.** Teachers will gladly help children in and out of vehicles. Please do not get out of line to pull around vehicles that are in the process of loading their children. It is very dangerous for both the kids and adults in the parking lot. We want *all* of our students to be safely delivered to their vehicles and safely transported to their next destination. Properly fastening a child into his/her car seat does take some time, so please be patient. If you park and walk up to pick up your child, please stay under the bell tower and wait for a teacher to bring your child to you. We would greatly appreciate everyone's help in ensuring that safety is a priority during drop-off and pick-up times.

This month, invoices and statements were sent out by e-mail on September 1st. Please tell me immediately if you did not receive an invoice and/or a statement. The invoice shows details about the monthly fees, while the

statement shows a running log of invoices, payments and your account balance. **Tuition and Extended Care payments are due by the 15th** of each month. A grey payment box is located beside my office door for checks, or you can mail your check to: Episcopal Day School, 193 Old Greenville Hwy., Clemson SC 29631. If you are paying cash, do not drop off the cash without receiving a receipt. **I do not keep a cash box to make change, so it is important that you bring the exact bills and coins.** Any overpayment received will be credited toward the following month's bill. **An automatic late payment fee of \$20 will be added if your payment is not received by the 15th, regardless of what day of the week it falls on or which days your child attends.**

I welcome you to bring any questions or concerns that you have to my, or to the teachers, attention. We can only address questions and solve problems if we have been informed of the situation. You may call (864-654-0298), e-mail, or speak with us to schedule a meeting date/time to discuss your concerns or questions. The e-mail addresses of the Lead Teachers are provided on pages 8-9 of the school handbook:

http://holytrinityclemson.org/eds/_parents/parent-handbook/.

Sincerely,

Suzanne Watkins
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☆ **Make sure your child is wearing shoes that completely cover his/her toes and heels every day! Flip-flops, cowboy boots, and even Crocs are not safe for playground activity. Also, make sure that your child wears shorts/pants and sneakers on his/her Creative Movement day.**

☆**Please send in Box Tops and Labels for Education!**