

August 23, 2016



Dear Parents:

I would like to welcome with great pleasure, all the new and returning families to the Callingwood Lymburn Community Playschool for the 2016/17 school year.

The school year is fast approaching and in preparation for your child's year at the Callingwood Lymburn Community Playschool, your attendance is required for the General Parent Meeting.

Meeting Date: Thurs, Sept 8th, 2016 at 7 p.m.

Location: Callingwood Recreation Centre
17740 – 69th Avenue
Large meeting room – second floor

Directions: Upon entering building, go past the ice rinks, then up the stairs at the west end of the building. On the second level turn right and continue halfway down the hall – the meeting is in the large room on the right.

One parent from each family MUST attend this meeting. Please make childcare arrangements (it can get very noisy if kids are in attendance and it is important that everyone be able to hear).

At this meeting you will:

- have an opportunity to meet the teachers and parent committee members
- be oriented to how the playschool operates & plans for the 2016/17 school year
- sign up for Parent Helper days for this semester
- sign up for a Bingo date OR Toy Cleanings and other special events
- take home chocolates (one of two mandatory fundraiser for the year)

****NEW – parents can chose to pay the profit for the mandatory chocolate fundraiser. If you want this option please bring two cheques for \$50, dated September 1, 2016 and January 1 2017 to the September meeting.**

- ensure direct deposit form for monthly tuition and all cheques are submitted
- receive your CLCL Community League Membership

If you have questions about any of the above, please refer to the Parent Handbook for clarification, or contact me directly.

I have attached a list of the Summary of Fee's (2016-2017) – Monique Hampson, Treasurer (T: 780-231-8177) will be in touch with families regarding payments. **Please ensure you have submitted your Pre-Authorized Debit Agreement, and cheques for fees/deposits. If not please bring enough cheques (5-8) to ensure your registration is complete.** Prepare as much of this before-hand to save yourself time/shorten line-ups at the meeting. If you prefer, you can pay for all first semester tuition in one lump sum and submit one cheque. **Also bring your calendar so that you can try to choose helper days and events that fit with your family's schedule.**

All cheques must be submitted to the CLCP Treasurer BEFORE classes begin in order to retain your child's place in the roster.

- There will be another mandatory meeting January 12, 2017, before the second semester starts in February.

PLEASE NOTE: *The first day of class will be on September 12th (M/W/F) or 13th (T/Th) it will be 1.5 hours duration, and one parent must stay for the full time. It is intended to serve as an orientation for all families, and to describe what is involved with Parent Helper duties. The first unparented classes will be September 14th (M/W/F) & 15th (T/Th).*

Feel free to contact me with any concerns or questions. Should you be unable to attend this meeting for any reason, please contact our Registrar, Hayley Kemper, at (780) 237-8392. You will need to be in contact with your class rep to ensure the submission of all cheques prior to the first day of classes and will have helper days/toy cleanings/bingos assigned as per vacant days remaining. You will need to make arrangements with the Events Coordinator to obtain your fundraising chocolates.
I look forward to seeing you on Sept 8^h!

Sincerely,

Michelle Campbell

Chair, CLCP Parent Committee

Chair@callingwoodlymburnplayschool.com