

HILLTOP  
CHRISTIAN  
NURSERY  
SCHOOL



330 Hilltop Road  
Hummelstown, PA 17036  
717-533-8956  
[www.hcnskids.org](http://www.hcnskids.org)

A Ministry of the Evangelical Free Church of Hershey

June, 2018

Dear Parents,

While you and your child are enjoying the summer, we'd like to take this opportunity to welcome you to our nursery school program. We are delighted to have your child enrolled in Hilltop Christian Nursery School and we're looking forward to an exciting and loving year together. Some of you are returning to Hilltop this year, and we are so excited to have you back with us.

In order to better acquaint you with our teachers, and to help your child adjust to school as easily as possible, we have scheduled a special "Meet the Teacher" event on Thursday, September 6<sup>th</sup>, from 9:30-10:30 a.m. We will all meet together at 9:30 a.m., and then you will be able to visit your child's classroom and meet the teachers. Please bring your child with you to share in this activity.

We will have a short first day of class on Tuesday, September 11<sup>th</sup>, from 9:30-10:30 a.m. At the same time, we will have a get-acquainted coffee for the parents. Parents will then be available in the event that your child needs some reassurance. On Thursday, September 13<sup>th</sup>, we will have a slightly longer day from 9:30-11:00 a.m. Beginning Tuesday, September 18<sup>th</sup>, we will go to a full schedule from 9:30-11:45 a.m. This is the schedule we will keep for the rest of the year. We hope that this introductory schedule will help ease your child's adjustment to nursery school.

Enclosed is a school calendar for your use during the year. We've also included a special "Welcome to Hilltop" calendar which highlights important back to school information.

We know your child's health is very important to you. It is important to us here at Hilltop, too. That is why we want to make sure that your child gets all the immunizations doctors recommend to prevent childhood illnesses. Please visit the CDC website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) for more information regarding current recommended immunizations for children from birth to eighteen years of age.

To help us prevent illness at Hilltop, we need to know that all of the children that are enrolled here get the immunizations they need. That is why we are asking you to submit proof of your child's immunizations to us before August 31, 2018. Also, we require yearly updates of immunization records, so even if your child was with us in the past, we will still need a new copy to be submitted to us by the date referenced above.

A copy of Hilltop Christian Nursery School's tuition policy and schedule for the year is enclosed. You may choose to pay tuition for the entire year, with a 5% discount, or pay tuition in ten (10) monthly installments. Whether you choose to pay monthly or pay for the entire year in advance, the first payment is due July 10, 2018, and by the tenth of each month thereafter through April, 2019. Tuition is \$130.00 per month for the 2 day a week program. Payments for July and August should be sent to the above address along with the enclosed payment stub. If you are paying by

credit card, please complete the attached Credit Card Payment Form, and mail it back to us. If you will not be attending Hilltop, please indicate this on the stub and return it to us as soon as possible. Partial scholarships are available on a limited basis. **Applications for scholarships need to be submitted before July 1<sup>st</sup>.** If you've already submitted your scholarship application, information will be mailed to you after July 1<sup>st</sup>. For more information, please contact me at the nursery school office.

We do require each child to bring a tote bag to school. This is necessary to take home any papers or projects made, as well as "show and share" items that are brought into school. We would like you to provide a tote bag that opens easily at the top. Please do not send in backpacks with zippers. Clearly label the tote bag with your child's name on the outside. If you don't have a tote bag, we will have some with our logo available for you to purchase at our Meet the Teacher Event. We will also have our colorful Hilltop T-shirts available for purchase as well.

Please be aware that several new child protection laws were passed in Pennsylvania recently. One of the newly enacted key requirements adds another layer of protection through more stringent background checks for volunteers who minister to children or students under the age of 18. **If you expect to volunteer in your child's classroom in any way, such as booksharing, helping with parties, or assisting on special days, you are required to have three background clearances.** I have included detailed information and instructions in this packet to help you obtain your background clearances. I would encourage you to begin the process of obtaining these clearances as soon as possible as some of them take several weeks to process. **You will not be allowed to volunteer in your child's classroom without the three clearances.** Please also be aware that obtaining all of these clearances will be at your own expense.

When class assignments are made in August, your child will be receiving a postcard from his/her teacher. We look forward to seeing you at the Meet the Teacher event, and we also look forward to an enjoyable school year for your child.

Sincerely,



Becky Chocklette, Director

Enclosures -

- Payment Slips
- Credit Card Payment Form
- Tuition Schedule
- Calendar
- Important "Welcome to Hilltop" Events Calendar
- Background Clearance Information (Includes: Introduction Letter, FBI Fingerprinting Information, FBI Residency Certification, Criminal Record Check Form, and Pennsylvania Child Abuse History Clearance Form)