

HILLTOP
CHRISTIAN
NURSERY
SCHOOL



330 Hilltop Road
Hummelstown, PA 17036
717-533-8956
www.hcnskids.org

A Ministry of the Hershey Free Church

July, 2023

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 look 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 **Meet the Teacher Event** for our **5 year old class on Wednesday, August 30, from 6:00-7:00 p.m.** We will all meet together starting promptly at 6:00 p.m., and then you will have the opportunity to visit your child's classroom and meet the teachers. Please bring your child with you to share in this activity.

Our five year old class meets Mondays through Thursdays, from 9:15-11:45 a.m. **Note that our first day of school is Wednesday, September 6th.** This same day, we will hold a parent/guardian coffee from 9:30-10:30 am.

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 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, 2023.** COVID-19 vaccinations are encouraged for eligible participants, but no proof of that vaccine is required to attend Hilltop.

A copy of Hilltop's tuition policy and schedule for the year is enclosed. We ask that you pay your tuition in ten (10) monthly installments from August 10th through May 10th, 2024. Tuition is \$300.00 per month for the 4 day a week program (5 year old class) if you pay by check or cash. If you choose to pay by credit card, your monthly payment is \$305.00. Payment for 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. **PLEASE NOTE: If we do not receive your payment by August 10th, we will assume you are not attending this year, and your child will be withdrawn from Hilltop. We must have the payment by the 10th in order to finalize classes.**

We do require each child to bring a tote bag to school. This is necessary to take home any papers or projects made. 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.

Please be aware that several new child protection laws were passed in Pennsylvania recently. One of the 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 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 and on our website 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 on file at Hilltop.** Please also be aware that obtaining all of these clearances will be at your own expense.

We look forward to seeing you at the Meet the Teacher event and having a wonderful year with your child. Thank you for choosing Hilltop!

Sincerely,



"Miss" Becky Chocklette, Director

Enclosures:

August Payment Slip
Credit Card Payment Form
Tuition Schedule
Calendar
Important "Welcome to Hilltop" Events Calendar
Background Clearance Information (Includes: Introduction Letter, FBI Fingerprinting Information, FBI Disclosure Statement Application for Volunteers, Criminal Record Check Form, and Pennsylvania Child Abuse History Certification)