**Trinity Catholic School**

**Preschool – Sixth Grade**

**115 East Fifth Street**

**Oswego, NY 13126**

**(315) 343-6700**

 **www.oswegotrinitycatholic.org**

July 22, 2016

Dear Parents,

I hope that your summer has been enjoyable and relaxing. At school, we have been busy preparing for your child’s transition into Pre School. Your child will receive a letter from his/her teacher in early August, however, the following is information to help get your school year off to a good start:

**Pre K Parents’ Information Night**: Our Pre K parent’s night will be held on Thursday, September 8th from 6:00 p.m. to 6:30 p.m. for 3 year olds and 6:30 to 7:00 for 4 year olds. These meetings will be held in your child’s classroom and will provide time for the teacher to explain routines and answer any questions you may have.

**Pre K Meet the Teacher:** At this time your child may visit the classroom to meet the teacher, classmates and become familiar with the classroom. Meet the teacher for our 3yr. old 2 day Pre K program will be on Thursday, September 8th from 10:30 a.m. to 11:30 a.m. Meet the teacher for our 3yr. old 3 day and all 4 yr. old classes will be held on Friday, September 9th from 10:30 a.m. to 11:30 a.m. For the comfort of your child, parents may stay during this time.

**Opening day:** Pre K classes begin the week of September 12th. We ask that you use the front entrance on East 5th street to enter and exit the school. This is also where you will sign your child in and out. All classes begin at 9:00 a.m. and end at 11:30 a.m. Please inform the teacher if your child will be staying for aftercare.

**Parking:**

We remind everyone to adhere to all signage. The school will not be responsible for parking tickets. For the safety of our students, please avoid parking in any bus zones, student drop off areas, or no parking areas.

**Before/After Care:** Supervised care for our students is available both before and after school for working parents. The hours are from 7:30 a.m. to 9:00 a.m. and 11:30 a.m. to 5:30 pm after school. If before care is needed prior to 7:30, please contact the school office. Enclosed is a registration form that must be completed prior to use of the Before/After Care program. There is a yearly registration fee of $25 per family for use of this service. This fee must be paid at the time of registration. Families will be charged a flat rate based on usage. Billing is done through the school office at the end of each month. No registration will be accepted from a family with an outstanding balance. Students may bring their own lunch or opt to buy lunch in the school cafeteria for $2.25. A school menu will be sent home monthly.

**Absences:** We ask all parents that if your child will be absent from school on any day please call the school office at 343-6700 by 9:15 a.m. to let us know.

**Photographs**: From time to time, student photos are used in school publications or by local media. If you prefer not to have your child’s photo included in those kind of publications, please put your request in writing and submit it to the school office.

If you should have any questions, please don’t hesitate to call me at 343-6700 or e-mail me bsugar@syrdiocese.org. Enjoy the rest of the summer, and we look forward to seeing everyone in a few weeks.

Sincerely,

Barbara E. Sugar, Principal