

March 2018

Dear GCCNS Parents,

I would like to welcome all new and returning families who will be attending GCCNS during the 2018-2019 school year! We are very excited you will be involved with our great school! Before school ends for the summer, we would like to get a few "housekeeping chores" completed!

The following documents are DUE: MONDAY, APRIL 30TH, 2018

1. **ONLINE ENROLLMENT FORMS:** The Enrollment Forms are ***different*** than the registration or application. The Enrollment Forms are all DCFS required forms which include the Emergency Form, Caregiver Information, Driving Schedule, and Child's History. These all are included in one **ONLINE ENROLLMENT FORM!**

It is a pdf writeable document capable of uploading pictures that then can be printed and/or emailed to GCCNS.

To access the Enrollment Forms, go to:

- www.GCCNS.com
 - For GCCNS Parent Resources
 - Enrollment Forms

2. **CURRENT MEDICAL FORMS ARE DUE ON Monday, April 30th, 2018.**

GCCNS requires each child to have their ***current annual physical including all immunizations*** on file. Now is a good time to get into a routine of scheduling annual physicals, as all schools require current annual physicals to be on file for each child at the ***start*** of the new school year. Enclosed is a copy of the DCFS Medical form to be completed at your child's physical exam. The medical form can be found on the website: <http://gccns.com/enrollmentforms/>

3. **NEW STUDENTS: BIRTH CERTIFICATE: DCFS requires** all parents or guardians provide a ***copy*** of the child's certified birth certificate or other reliable proof of identity and age of the child. If a ***copy*** of the certified birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a ***copy*** of the certified birth certificate.

The Birth Certificate is DUE: MONDAY, April 30th, 2018.

All forms are DUE: MONDAY, April 30th, 2018.

- ✓ Completed Enrollment Form ***for each child*** you have enrolled at GCCNS for the 2018-2019 school year.
- ✓ Email it to JULIE EVANS julie@gccucc.org -OR- place a hardcopy in the Preschool Dropbox.
- ✓ Provide child's current medical and if a new student, a copy of their birth certificate

~over please~

ADDITIONAL INFORMATION:

1. **CHILDREN WITH ALLERGIES or MEDICATION needs:** If your child has an allergy (food or other) that requires medication or other medication need, GCCNS requires all medications be labeled with the current PX and expiration date. All medication/food allergy forms must be signed by the prescribing DR. and on file.
 - All forms can be found on our website at: <http://gccns.com/enrollmentforms/>.
 - All forms must be provided to Director on or before **Wed. Aug. 29th, 2018.**
 - In addition, if your child has allergies (food or other) or other medication need, parents must attend a meeting regarding medical procedures the night of **Parent Orientation, Wed. Aug. 29th, 2018.**

2. **PARENT ORIENTATION NIGHT for ALL PARENTS:**
Wednesday, August 29TH, 2018 -7:00pm – During the evening there will be a series of parent information sessions. Your child's teacher will acquaint you with our Early Childhood Program, including the daily schedule, developmental curricula activities, and age-appropriate expectations. Also, a Q & A session will be conducted by the Director regarding all you need to know GCCNS as well as the various modes of communication throughout the school year.

3. **AUGUST/SEPTEMBER SCHEDULE:**
"The First Week of School" information will be sent in August. During the last week of August, you will be receiving a telephone call from your child's teacher. This is an opportunity for you to ask questions and discuss anything about your child that you believe his/her teacher should know before school begins.
Further details will be included in the August mailing.

4. **FALL-WINTER-SPRING ENRICHMENT CLASSES:**
The Enrichment session dates for FALL-WINTER-SPRING sessions are on the website. The Enrichment booklet will be available on the website by May 1, 2018. Fall Enrichment registration will occur on Sept. 5th and families will be notified on Sept. 7th of their child's placement in Enrichment classes.
Further details will be included in the August mailing.

**A lot has been mentioned in this letter as well as many dates!
Now is a good time to add all the dates to your calendar.
Thank you in advance for your prompt attention to the dated deadlines!**

Marcia

Marcia Kiraly
~Director