



Parent Checklist 2019/2020

Complete the following to prepare well for the new school year ☺

- Supply fee paid
- Most recent Immunization Record or Affidavit for Exemption turned in to office
- Statement of Health turned in to office – a note signed by your child's physician stating that he/she is medically cleared to participate in child care/preschool
- Vision & Hearing Screening Record turned in to office – 4 year olds and Pre-K only
- FARE Allergy form signed by your child's physician AND Allergy/Medical Action Plan turned in to office – required by Licensing if anything is included in the "Allergies/Medical Issues" portion of the Admission form
- Complete and submit the [Preschool Questionnaire](#). You can also use the link on our website under the "Current Families" tab (page linked below)
- Digital family photo with family member's names emailed to lea@hhps.org ☺
- Once confirmation email has been received from HHPS, register for Parent Portal access at www.hhps.org/current-families.html if not already registered

Important Dates

- * August 1st – ALL required forms must be submitted by NO LATER THAN 8/1
- * August 1st – Supply fee deadline
- * August 28th - Parent Orientation & Meet the Teacher**
- * August 29th - Parent Orientation & Meet the Teacher**
- * September 3rd – First day of school for TUESDAY students
- * September 4th – First day of school for WEDNESDAY students
- * August 21st through August 30th - Teacher In-Service → we CANNOT receive drop-in visits during this time, appointments must be SCHEDULED IN ADVANCE

**Parent Orientation Info:

NOTE: Documents and payments WILL NOT be accepted at this event – please make arrangements to drop these items off with the office at another time.

Meet the Teacher:

- Mon/Wed families: prior to Orientation @ 6:15pm on 8/28 or 9:45am on 8/29
- Tue/Thu families: following Orientation @ 7:15pm on 8/28 or 10:45am on 8/29

This is a very important opportunity for you and your child to familiarize yourselves with your teacher team and your assigned classroom. Feel free to look around the class and ask your teachers questions. Please DO NOT leave children in classrooms unattended. We have allotted 10-15 minutes for this meet and greet. Please adhere to this schedule to respect everyone's time and keep our Orientation on track ☺

CONTACT INFO

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SUMMER OFFICE HOURS

Jun-Aug: Tue – Fri, 9am to 3pm
Closed Mondays, Holidays, and periodically for church events**
**Please check our website for info updates on office closing