

# January

## Happy New Year!!

This year we are implementing an electronic system called Procure. Please be patient with staff as they help you register your fingerprints into the system. Only those with pick-up authorization on the Emergency Contact form will be assigned check in/out privileges, please let Jacqui or JJ know if you need to update your emergency contact form.

This system will allow children to be checked in with authorized user's fingerprints. It will host family accounting (balances & dues), allow credit card payments and keep all family information organized and gathered more efficiently.

### Credit card Payments

With Procure, families now have the ability to pay with a Visa, Discover or MasterCard. There is a 2% processing fee automatically added to any card payment. We DO NOT accept American Express (Sorry for any inconvenience)

As we are still learning this software, we ask that you please bear with us and in turn, feel free to ask any questions you may have.

## Preschool Parents

Please remember to empty your child's mailboxes and cubbies on a regular basis.

Children's cubbies and mailboxes are overflowing.

This leads to lost items or personal belongings going home with other families.

Thanks for your cooperation.

Thank you to those who joined us at our OPEN HOUSE!

The teachers enjoyed getting to know their student's families and showing you all the hard work the preschool children have been putting in.

Friendly reminder that blankets need to be brought from home the beginning of each child's school week.

We do not store extra blankets for children who do not bring one. This may affect your child's schedule as most do not fall asleep when they do not have a blanket. Reminders are placed in the children's cubbies if they are missing items. Please check your cubby daily.