



Lake Mills Comm. Preschool & Daycare

December 2010 Newsletter * Rachel Determann, Director

Christmas Optional Days: This year our optional days at Christmas will be: December 23-31. You will find a survey attached to this newsletter asking about child care needs during those optional days. **We ask every family to return this survey by Friday, December 10th so we can plan our staffing accordingly.**

The rules for optional days are:

1. You will be billed for the care you sign up for on this survey.
2. If you sign up for care and then decide you do not need care any more, you will still be billed for the care you signed up for.
3. If you didn't sign up for care and need our services, you will be billed the drop-in rate.
4. If you do not need any care during this optional day period, you will not be billed and you do not need to use absentee days either.

If you have any questions about this policy, please feel free to ask anyone in the office.

Account Balances: All account balances are to be paid in full before the end of the calendar year. Account statements will be distributed on Wednesday, December 22 with the total amount families owe for the remainder of the year (will include charges for optional days as well). Please pay off all outstanding balances before the end of the business day on Friday, December 31st. If this is going to be a hardship for your family, please let Rachel know.

Fundraisers: We want to thank everyone for your cake pan orders! This fundraiser raised \$369.06 for the center.

This past week we handed out Signature Homestyles candles order forms. The candles are \$10.00/each and the center will make 50% profit on each candle sold. Order forms (and money) are to be returned to the office by **Monday, December 6th**. Candles will be here before Christmas. Please let us know if you have any questions.

Items we collect:

We are collecting Pizza Ranch box tabs. They are found on all medium & large pizza boxes and boxes of 8 & 12 pc. chicken. LMCPD receives \$0.25 for each tab returned.

We also collect Campbell's Soup Labels. We only need the UPC symbol on the back side of the label. We are able to get awesome deals on playground equipment (balls, large motor equipment, etc.) by turning these labels into the company.

We collect used ink cartridges and cell phones. We receive cash for each item we turn in.

Lastly, we collect receipts from David's Super Foods and Bill's Foods. We receive cash for each receipt turned in.

Tuition Express: Tired of writing out checks for daycare expense? Sign up for Tuition Express! This service allows you to have your payment electronically debited from your checking or savings account. Enrollment forms are available in the front entry.

Computer System: We have been working on upgrading our computer software to the next version and will be completely making the switch effective January 1st. (We were going to do this in November, but by waiting until January, it will put all of the accounting information for the calendar year on one system vs. two.)

Families will notice a different look to the check-in screen. Each family will also have two codes to enter when checking in and out. (A user ID and a password) Your new user ID and password will be given to you with your final bill in December.

Change of Clothing: With the change in seasons, please remember to re-stock your child's extra clothing. We are really running low in clothing which we can lend out and ask that you have an extra outfit at the center just in case they would need to change their clothing.

Christmas Gift Ideas: We will be placing a Christmas tree in the front entry with gift ideas for LMCPD. If you would like to help us out, please take an ornament and purchase the item written on the tag. You can then put the item under the tree or give directly to the staff in that area of the building. (You can wrap the item, if you would like, for the kids always like to unwrap the items and see what new things they have to play with.) We want to thank you in advance for your generosity!!

Menu: You can now find our weekly menu posted on our website!! The website address is: www.lmdaycare.com. We will upload the new menu each week on Thursday.

Dates to remember:

- *Monday, December 6 Candle Fundraiser Forms are due to the office
- *Friday, December 10 Optional Days survey is due to the office
- *Wednesday, December 22 School at LMCS dismisses at 2:10, PM preschool class dismisses at 2:10
- *Thurs., Dec. 23-Fri., Dec. 31 No preschool classes at LMCPD
- *Thurs., Dec. 23- Fri., Dec. 31 Optional Days, LMCPD will only be open the hours families need care.
- *Monday, January 3 LMCPD resumes normal business hours, Preschool classes resume as well
- *Friday, January 14 School at LMCS dismisses at 12:00

Please remember to send all schedule change e-mails to: lmdaycaread@wctatel.net.

Optional Days Survey

**** Please return survey by Friday, Dec. 10th. ****

Family Name _____

Please list specific times. (Example: 7 a.m. - 4 p.m.)

Thursday, Dec. 23:

Friday, Dec. 24:

Monday, Dec. 27:

Tuesday, Dec. 28:

Wednesday, Dec 29:

Thursday, Dec. 30:

Friday, Dec 31:

_____ My family WILL NOT need care from December 23-December 31.

****We need every family to return this form!!****

Thanks so much for your help!