



Diamond Bar Community Preschool

400 Rancheria Road • Diamond Bar, CA 91765 • (909) 861-2260

July 1, 2018

Re: Welcome and Enrollment Packet

Dear DBCP Families,

Welcome to the 2018-2019 school year! We are looking forward to a wonderful year of fun, learning and memorable experiences.

This will be my family's 4th year at DBCP. My daughter, Haley, graduated from the 2-day and 5-day programs and will be entering second grade this year. My son, Austin, entered DBCP as a nursery sibling and completed the 3-day program last year, and he is now headed into the 5-day program. We are excited to get to know all of you!

The Executive Board, along with our teaching staff, Ms. Mitzie Bailey and Mrs. Pamela Kathol, will be busy over the summer preparing for the new school year. In order to achieve a problem-free start, we ask that you fill out and return all the necessary enrollment forms to our Membership Chairperson, Ashley Ortiz, **no later than August 10, 2018**. If you are able to complete your forms earlier, please feel free to email, mail or drop them off at the school at your earliest convenience. This will give Ashley extra time to get things in order and notify you if there are any missing items.

The following is a list of upcoming events for DBCP:

- ☞ **Tuesday, September 4, 2018**: Orientation Night (aka "Back to School Night") for all new families in the Fellowship Hall at 7:00 pm. **At least one parent or family representative must attend. No children, please.** You will receive important information regarding tuition, committee assignments, scheduling, disaster preparedness, and a **required** walk-through of all working parent positions. Our teaching staff will be on hand to give a short preview of upcoming events and curriculum. Please be prepared to pay tuition and fees outlined in the enrollment forms. Your child will not be able to start school until all fees are paid and enrollment forms are submitted.
- ☞ **Wednesday, September 5, 2018**: New Student Day, 10:00 am to 12:00 pm. If you are a new DBCP family, please stop by to introduce your child to the teachers and tour the school.

☞ **Thursday, September 6, 2018**: First day of school for the 2-day and 5-day programs. (NOTE: 5-day students can start either on Thursday, September 6 or Friday, September 7.) School begins at 9:15 am and ends at 12:15 pm.

☞ **Friday, September 7, 2018**: First day of school for the 3-day and 5-day programs. School begins at 9:15 am and ends at 1:00 pm.

Our school offers a well-rounded program that is a great first school experience for your child and family. You will experience the personable and hands-on approach that we provide to prepare your child for kindergarten.

Should you have any questions or concerns, please contact the school at the number above or you may reach me directly via email.

Warm regards,

Rachel Pun
President
president@diamondbarcommunitypreschool.org