



Dear Touchstone Families,

Our Festival of Arts was a huge success! Each class did a wonderful job with their performances and projects. I want to thank everyone for attending and supporting our students here at Touchstone Preschool and Elementary School and thank Ms. Ginger our elementary school principal for organizing and running this event.

Spring Break is quickly approaching. If you have not filled out your Spring Break Camp registration and you are in need of care during that time, please see one of the admin team at the front desk. *All camp forms and schedule changes need to be in no later than Wednesday, March so we can plan staffing.* Spring Break is from Monday, March 26 through Friday, March 30.

As a reminder, we ask that you please check your parent folders located in the filing cabinet in the lobby daily. We place important information about upcoming events, bills, and communication from teachers in these folders. This helps us keep in contact with you and serves as an important form of communication.

Don't forget, we are currently in open enrollment for the 2018-2019 school year. Classes are starting to fill quickly and we take enrollment at this point on a first come first served basis. Our final fee schedule for the school year has been distributed to your parent folders for you to sign and return if you have already registered for the fall. Please have them signed and returned to us by March 9<sup>th</sup>. After this date cancellations will result in a forfeit of your fees paid.

We are finishing up the program details for Summer Camp and will have the finalized paperwork available to you soon. Please remember that Summer Camp is a week by week program. We ask that you make your best guess on what weeks and times you need, and if they change throughout the summer, just provide us 2 weeks- notice of any changes. Once the paperwork is completed, please turn it in with Glenda or Katie at the front desk.

Thank you,

Elise West; Principal

### **Important Dates**

**March 7-** Spring Break Camp forms are due and any camp changes

**March 26-30** -Spring Break School Closed- Camp available