



June 24, 2024

Dear Parents, and Guardians,

I hope this letter finds you well and filled with anticipation for the upcoming academic year. It is with great pleasure and enthusiasm that I introduce myself as the new Head of School at St. Michael's Episcopal Preschool. As I step into this role, I bring with me a deep commitment to educational excellence, student well-being, and fostering a vibrant school community. With over nineteen years of experience in education, I am dedicated to building upon the rich traditions and accomplishments of St. Michael's.

My vision for St. Michael's is one of collaboration, innovation, and inclusivity. I am eager to work with our talented faculty to cultivate an environment where every student feels valued, supported, and inspired to reach their full potential. Additionally, I am committed to open communication and partnership with parents, and guardians, recognizing the crucial role you play in your child's education.

We welcome you to St. Michael's Preschool for the 2024-2025 school year! Our first day of school will be Monday, August 12. Our teachers and staff are excited to welcome familiar faces on campus and meet new ones. Preschool parents will meet August 8 for a "Wine and Welcome" event in our Parish Life Center. Times will be announced soon. On Friday, August 9, students and their parents will participate in a "Meet the Teacher" day. This event will help your child become familiar with their new teachers and classroom. Please make every effort to attend this important day. Your child's teacher will notify you regarding the time to attend. Please call us at 985-626-5724 if you have not received a phone call by Monday, August 5, 2024.

All school supplies have been ordered from Ramrock School Supplies (including a nap mat) and will be delivered to your child's classroom before the first day of school. This year, every child **will be required to bring a water bottle to school daily labeled with his/her name**. Only water can be placed in these bottles, we ask that you adhere to these guidelines.

The first payment for the 2024-2025 school year will be Friday, July 5, 2024. Remember, St. Michael's Episcopal School does not accept checks unless you are set up on an annual or

semi-annual tuition. If you have not turned in the Tuition Express form, please call the school so we can set up your account. You will receive your bill via email on the first day of the month. The remaining payments are due on the 5th of each month, August through April. Tuition is always due a month in advance and there is no discount for missed days. We charge an annual tuition and divide it into ten equal payments for your convenience. Extended care billing for the preceding month is sent out on the 1st of each month and will be added to the monthly tuition payments.

In the past, communication between teachers and parents has been dependent upon each classroom. I'm excited to announce that we are integrating all classrooms with our database, *Procare*. We currently use this software for enrollment only but beginning in August, it will be the hub for all communication, updates, pictures, and any other information regarding your child. Emails will go out in August inviting parents to register their accounts. In the meantime, please download the app:



Throughout the coming weeks and months, I look forward to getting to know each of you better and working together to continue the legacy of excellence that defines St. Michael's Episcopal School. Please do not hesitate to reach out to me with any questions, ideas, or concerns you may have. Together, let us embark on this journey of growth, learning, and achievement.

Warmest regards,

Emily Sontag
Head of School
St. Michael's Episcopal School