

September 15, 2009

Dear St. Luke Preschool Families:

School has started, and so many new and exciting things are happening right before our eyes. Our teachers have been busy preparing their rooms and planning their curriculum for your child. We love your smiles and your questions as we work together in giving your child the very best preschool experience.

*Enrichment* classes, *Lunch with my Friends* and *Mommy and Me* will begin on Monday, September 21<sup>st</sup>. This week, you will receive a letter confirming the enrichments you have registered for with a reminder of payment needed. Also, we will let you know which classroom your *Enrichment* class will be. There is some room in some classes and if you would like a registration form, please check in the office. *Lunch with My Friends* will be in your child's classroom.

We are pleased to inform you that our program has met all requirements needed to be licensed by the New York State Office of Children and Family Services. This allows us to offer your child more of what St. Luke has always offered. Attached to this letter is a questionnaire, and it would be so helpful if you will complete it and bring it to my office or give it to your child's teacher by October 9<sup>th</sup>.

We want you to know that Mrs. Janet Probst will be retiring from her position with the preschool on Friday, September 25<sup>th</sup>. She will be joining her husband in retirement as they begin another transition together. I know that you wish Janet the very best in her "new life." I will miss her very much and all she does for me and all of us, and I wish her all my prayers and the very best too.

Mrs. Laura Werner will be taking on the family accounting part of Janet's position. We have purchased a software to help us with the billing of the variety of programs we provide. To help us with the transition, please be sure you are up to date with your tuition payments. (On October 1 the third monthly payment is due).

Ms. Sonia Gerges will be helping us in the office on Mondays, Wednesdays, and Fridays. Sonia is a recent graduate of C.W. Post with an early childhood education degree, and a graduate of St. Luke Preschool. We are fortunate to have Ms. Gerges join our team.

Your child is our primary focus in all of our decisions. My door is always open, you may call me, or email me at [director@st-luke-lutheran.org](mailto:director@st-luke-lutheran.org).

We look forward to a wonderful year with your child and your family. Thank you for entrusting your child in our care.

Sincerely,

Mrs. Gloria Oberkehr  
Director