



**Discovery Place Preschool**  
30 West Chestnut Street, Hanover, PA 17331  
[discoveryplace@stmattlutheran.org](mailto:discoveryplace@stmattlutheran.org)  
(717) 637-1864  
Martha Lobaugh, Director



### **Registration Completion Checklist. (STEP TWO)**

Thank you for choosing Discovery Place Preschool!

PLEASE NOTE - Your Registration Form and Fee (STEP ONE) has *temporarily* held your child's class placement. Your child's placement is confirmed upon receiving STEP TWO paperwork. Any held placements without Step Two paperwork will be released for waitlist families on August 1, 2020.

To finalize your child's enrollment into our preschool program, please complete the following forms and **return to Discovery Place Preschool by August 1, 2020.**

- ☐ **Emergency Contact and Parental Consent Form (PINK)**  
This form asks you to provide information regarding who we may call and to whom we may release your child. You also must sign your consent for us to obtain emergency medical care, administer minor first aide, and take walks close to the preschool.
- ☐ **Health Assessment Form**  
Must be completed and signed by your pediatrician. We require all students be up to date on immunizations to attend preschool.
- ☐ **First tuition payment DUE AUGUST 1, 2020.** Note this payment is double the regular tuition to assist with purchasing initial supplies. Please use the attached Payment Coupons, beginning with the bottom coupon, and include it with each tuition payment. Note the helpful reminders at the top of the form. We accept checks, Cashier's Check or Money Orders, payable to Discovery Place Preschool. **No cash, please!**

Also attached to this packet is our tentative 2020-2021 preschool calendar. This provides you with key dates, such as our Christmas Program, Preschool Farewell, and holidays when school is closed. *Please take note of our opening Orientation Night for parents, Meet-the-Teachers for students and parents/care-givers, and our first day of class.*

In addition to the above items, we ask that each student have a backpack with a full change of clothes (shirt, pants, underwear, socks and pull ups if applicable). Accidents may happen during class time and we want to be sure the children have dry clothes available at all times.

Throughout the summer, I will post news about the upcoming preschool year on our "Discovery Place" FaceBook page. You can also look for news through the St. Matthew Lutheran website: [www.stmattlutheran.org](http://www.stmattlutheran.org). Please contact me if you have any questions prior to the start of school.

Cheerfully in Christ,

Martha Lobaugh, Director