



St. Joseph School

Learning through Faith, Service, and Community

July 2020

Dear Preschool Families:

Hello! My name is Virginia Garcia and I am so happy to be your Preschool Director/Teacher. I would like to take this opportunity to welcome you to St. Joseph Preschool. I look forward to working with you and your family this school year. Please reference the following steps to register in St. Joseph Preschool:

- 1) Complete the online Admission Application form that can be found on our website at www.stjosephpinole.com under the ENROLLMENT tab – select Application Process and follow the instructions
- 2) Pay the \$45 Application Fee (paid online as part of the application process)
- 3) Reserve a time for a Preschool Parent Interview with the Director by scheduling an appointment with the Office.

It is important to take time for me to get to know your family and your child as well as answer any questions that you might have. I hope the meeting will establish trust and give you comfort in sending your little one to our preschool. To confirm your decision to enroll your child, we will send you an acceptance letter and Mrs. Winter will send you a link to complete your Registration online. The invitation to enroll will be sent to you via email from lwinter@csdo.org. You can reference a video via a link on our webpage at www.stjosephpinole.com under the Enrollment tab.

Secondly, you will need to enroll into our easy-to-use cloud based tuition management solution called Curacubby. It will be the method by which you pay and manage your invoices. There, you will pay the balance of your Registration/Enrollment fee. If you need to break this amount into two payments, please pay ½ now, and your final payment by July 31, 2020. Reference the instruction sheet along with this letter. Once you complete the form and paid the initial Registration/Enrollment fee, your child's place will be held in his prospective grade. If your situation has changed because of the pandemic, please email Ms. Infante at minfante@csdo.org.

Thank you for trusting your child to us. I want you to know that I acknowledge that you are your child's first teacher and my goal is not to replace you, but to partner with you on this journey.

The staff and I look forward to everyday being magical and exciting for your child. Thank you for your trust, support and your time.

With Gratitude,

Virginia Garcia