

School Pictures Re-Scheduled

Jim Elkins will take pictures of HELC children February 20th-22nd. The schedule for individual and classroom pictures will be:

Wednesday (February 20)

Rooms 101-106

Thursday (February 21)

Rooms 112-116

Friday (February 22)

Rooms 107-111



Sibling photos will be made on the day of the youngest child's class day. Parents are not required to buy pictures.

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HELC Website
www.harriselc.org



HELC Administrative Staff

Robbie Roberts, *Director of Teacher Training and Outreach*
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Diana Blackwell, *Director of Children's Programs*
dblackwell@harriselc.org

Carla Hardy, *Administrative Assistant/Office Manager*
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Lesla Harris, *Assistant Director/Fiscal Manager*
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Vickie Wiley, *Administrative Assistant, Personnel Manager*
vwiley@harriselc.org



HELC Office Hours

7 A.M.—6 P.M.



2019-2020 Reenrollment

Next week, you will receive re-enrollment material via SchoolCast. This includes information about the new school year and a form to indicate whether your child or children will be enrolled at HELC for the 2019-2020 School Year. This form will be for all children (except 4/5 year olds in Rooms 107-109).

Parents of children in Rooms 107-109 will complete a different form. Rather than enrollment, you are asked to give an estimated date that your child will withdraw from the center. **The last day children in Rooms 107-109 can be enrolled is July 26th.**

In August, parents and children will meet the teachers for the new school year. Orientation Week will be August 12-16 when new and returning parents meet by age groups to get information about the new school year and meet the teachers. Transition Week will be August 19-22 when children visit their new classrooms each morning.

The center will close Thursday, August 22 at 12:30pm through Friday, the 23rd, so our teachers can have meetings and prepare for the new year. This will serve as our Fall Staff Development Day. August 26th is the first day of 2019-2020 School Year.

HELC WILL BE CLOSED ON MONDAY, February 18th FOR Staff Development DAY



Pre-K Enrollment Forms

If your child is currently in the 3 year old age group, please remember to complete the Alabama State Pre-K Pre-Registration Form. You received a letter in your child's folder containing the link as well as instructions on how to complete the form. You can also follow the link directly here:

<https://alprek.asapconnected.com/>



If you are interested in learning more about the Alabama First Class Pre-K Program, please visit the following website: <https://children.alabama.gov/firstclass/>

Reminders for Withdrawing Your Child



You may be making plans to withdraw your child in the coming months. The following are reminders based on information from page 11 in the Parent Handbook.

- * Tuition for a full month is due, even if you withdraw your child before the end of a month (tuition is not prorated)
- * Turn in at the front desk a 30-day written notice of withdrawal.
- * Please tell your child's teachers about the withdrawal date so they can have any items they may have in the classroom ready for their last day at HELC.

Returning Kindergarteners for Summer

As parents begin to make arrangements for their Kindergarteners, we are asked if HELC will have spaces available for the summer. HELC allows Kindergarteners to return for the months of June and July if:

1. Space(s) are available
2. They previously attended HELC as a Pre-K student
3. If they have a younger sibling **currently** attending HELC.

If your child meets this criteria and you are interested, you can contact Diana Blackwell (dblackwell@harriselc.org) to place your child's name on the waiting list. As soon as we know how many spaces will be available for the summer, Diana will contact families, starting at the top of the list.

2019 Important Dates

February 18—Staff Development Day—HELC CLOSED

February 20—Parent Representative Meeting

May 27— Memorial Day— HELC CLOSED

July 4th— Independence Day HELC CLOSED

July 5th— Parent Selected Staff Appreciation Day— HELC CLOSED

July 26th— Last day for PreK

