

Fairlawn-West Preschool

2095 W. Market Street
330-864-4685
preschool@fairlawnwest.org



We know summer break just began for some of you, but all of us at Fairlawn-West Preschool are already excitedly looking forward to the 2024-2025 school year! Included in this email are some items that will be needed to start the school year.

Staffing Update

Fairlawn-West Preschool has made some staffing changes to start the new school year. Ms. Rosie George, our Full-Day PreK teacher, accepted a position in her family's business and will not be returning for the 2024-2025 school year.

Mrs. Megan Hatfield, our current preschool administrator and former Full-Day PreK teacher, feels called to return to the classroom so she will now serve as our Full-Day teacher. The role of preschool administrator will be a shared position next school year. Both Megan and Beth Adams, who currently serves as a teachers' aide and enrichment teacher, will work together as co-administrators. Both women are eager and excited to serve in these positions and are currently brainstorming and planning new ideas to make this the best year yet!

Communication App

The preschool will be using the Brightwheel app for classroom management, communication, secure online bill payments, photos and more. It will also have easy access to download and upload the state and preschool forms that are linked below.

If you have not done so already, download the app and join Fairlawn-West Preschool. Once your account is set, confirm that your child's profile and information is correct – you can even add their picture!

State Forms

The following forms are required by the state of Ohio to be on file for each child:

Returning families - if there were no major changes (new address, phone number, emergency contacts, etc.) you do not need to refill out the Child Enrollment and Health form. The preschool office will notify you if your child needs an updated medical before the start of school.

- **Child Enrollment and Health form** - All boxes must be filled in if applicable. This form can be filled out and emailed back to us, uploaded onto the Brightwheel app, or returned to the preschool office prior to the first day of school. [Enrollment Form](#)
- **Child Medical Statement** - This form is to be taken to your child's doctor and filled out; immunization records must be attached. If your child has had a physical in the last 12 months, that date can be used with a valid doctor's signature. This form can be scanned and emailed

back to us, uploaded onto the Brightwheel app, returned to the preschool office, or faxed to our building at 330-864-2241. New students have up to 30 days after the start of school to return the medical statement. [Medical Statement](#)

The following forms need to be filled out ONLY if a child has a medical condition, allergy, or needs medication during school hours.

- **Child Medical/Physical Care Plan for Child Care** - This form shall only be completed when a child has a condition that requires monitoring for symptoms which requires staff to take action, ongoing administration of medication or medical foods, procedures which require staff training, or avoiding specific food(s), environmental conditions, or activities. [Child Medical/Physical Care Plan](#)
- **Request for Administration of Medication for Child Care** - This form is to be completed for each prescription or non-prescription medication that a child needs to receive while in care. If the medication is already part of the Child Medical/Physical Care Plan, this form is not required to be completed. [Request for Administration of Medication](#)

Preschool Forms

The following forms are required by Fairlawn-West Preschool to be on file for each child. These forms can be filled out and emailed back to us, uploaded onto the Brightwheel app, or returned to the preschool office:

Returning families - your child already has these forms on file. If you are making any changes to their Pick-Up Authorization or Permission to Photograph, we ask that you fill out new forms.

- **Pick-Up Authorization form** - Fairlawn-West Preschool will only release a child to the guardians listed on the Child Enrollment and Health form or those listed on this form. [Pick-Up Authorization](#)
- **Permission to Photograph form** - Fairlawn-West Preschool will not photograph or use photographs of a child without permission from a guardian. [Permission to Photograph](#)

Upcoming Dates

Click the link below to view our full school calendar. It does not follow a specific school district so be sure to mark these dates in your personal calendar.

[2024-2025 Preschool Calendar](#)

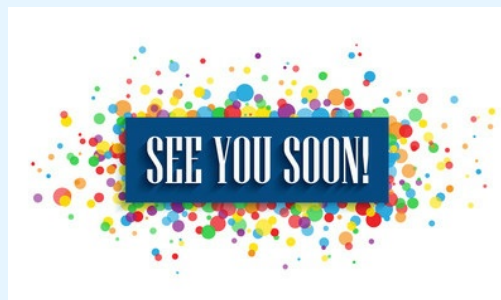
We have a few important dates to kick off the start of the year:

Parent Orientation and Meet Your Teacher - Wednesday, August 28th - we are still working out the times and details to make this event as efficient as possible for all to attend. We will send out more information soon.

First Day of School for 2-Day and 5-Day classes - Tuesday, September 3rd

First Day of School for 3-Day classes - Wednesday, September 4th

Parent Orientation and Meet Your Teacher are perfect opportunities to drop off any needed paperwork



Fairlawn-West Preschool has only 3 remaining spots for the 2024-2025 school year - all in our Half-Day PreK class. If you know a family that may be interested in joining us, please pass our information along. If you have any questions or need to get a hold of us, feel free to contact the preschool administrators, Beth Adams and Megan Hatfield, via the Brightwheel app or the preschool office.

Fairlawn West United Church of Christ | 2095 W. Market St. | Akron, OH 44313 US

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