

**MOST PRECIOUS BLOOD  
EARLY LEARNING CENTER  
2024-2025 BACK TO SCHOOL NEWS**

IMPORTANT PAPERWORK

Dear Parents,

The ELC staff and I would like to welcome you to Most Precious Blood Early Learning Center for the 2024-2025 school year! The packet you have just received contains paperwork that needs to be returned to the ELC no later than Friday, August 2<sup>nd</sup>. If your paperwork is not turned in by this date, your child will not be guaranteed a space in our program.

In addition to your paperwork and classroom supplies, we ask that you donate:

- two rolls of paper towels
- 1 box of facial tissue
- 2 bottles of Method foaming hand soap

on or before your child's first day of attendance. Please label the items and turn them into the office. MPBELC classes begin Monday, August 19<sup>th</sup>.

DATES TO REMEMBER

FRI. AUG 16 <sup>th</sup>	PRESCHOOL OPEN HOUSE 9:00-10:30
FRI. AUG 16 <sup>th</sup>	PRE-K OPEN HOUSE 9:00-10:30
MON. AUG 19 <sup>th</sup>	FIRST DAY OF SCHOOL
TUES. AUG 20 <sup>th</sup>	PRESCHOOL BACK TO SCHOOL NIGHT 5:30
THURS. AUG 22 <sup>nd</sup>	PRE-K BACK TO SCHOOL NIGHT 5:30
TUES. AUG 27 <sup>th</sup>	BBQ FOR ELC AND KINDER FAMILIES
MON. SEPT. 2 <sup>nd</sup>	<b>ELC CLOSED FOR LABOR DAY</b>

TUITION

Two years ago, the ELC transitioned to a new billing system called ProCare. On ProCare you will have the option to pay your tuition, pizza charges, and hot lunch fees with an E-check, or a credit card. If you choose to make your tuition payment with a credit card, you will be charged a two percent processing fee. If you choose to make your tuition payment with a bank card or ACH, the ELC will absorb the fee. On my end I can see if you are paying with a credit card, debit card, or ACH when you set up your preferred payment option. If you were previously paying with a credit card and wish to change to a bank card or ACH please do so before school starts.

The first step for new parents is to download the ProCare app on your smartphone. You will receive an email from ProCare on Thursday, July 18<sup>th</sup> inviting you to sign up with a registration code and a link to download the ProCare Parent mobile app. Download the app and enter the

registration code from your email to connect to your child's (or children's) account. Once you have downloaded the ProCare app the staff and I will be able to keep you in the loop on upcoming events and time-sensitive information.

September through May invoices for tuition will be sent out by ProCare at the beginning of the month. Tuition will be due by the 10<sup>th</sup> of the month. After the 10<sup>th</sup> you will be assessed a late fee. **Tuition for the first two weeks of school will be billed at half of your child's monthly tuition rate.** Invoices for the first two weeks of school will be sent out the week before school starts. Also included in your packet are the ELC Tuition Schedule/Rates for the 2024/2025 school year. Please do not forget to return the signed and dated white copy of your tuition contract.

ProCare will also be used to sign your child in and out for the day. There is an iPad set up on the sign in/out table where you will sign your child in/out using a four-digit pin and your signature. If you have any questions concerning ProCare, please contact the Director, Kellie Peterson at [kellie@mpbdenver.org](mailto:kellie@mpbdenver.org).

### MATERIAL/FIELD TRIP/AUCTION FEE

The material fee, field trip fee, and auction fee will be included on your September invoice. If you have children in the "big school" you will not be charged the auction fee as you will be paying it to the "big school." The auction fee is a new fee that Fr. Daniel has asked me to charge all new families. The fee will cover your tickets to the school auction in the spring. The material fee helps us purchase items for the classrooms. The field trip fee will cover field trips taken by your child's classroom during the school year.

### MUSTANG BUCKS

Mustang Bucks is an e-card/gift card program that raises funds for the "big school" as well as the ELC. Depending on which card you purchase through the program a percentage of the purchase amount goes back to the school. This year the ELC would like to be more involved in the fundraising program. We are asking each family to buy \$2,000.00 worth of gift cards between August and May. This may sound like a lot, however if you buy a \$200.00 King Soopers gift card once a month you will meet the \$2,000.00 goal. In lieu of making the \$2,000.00 purchase, you may also choose to opt out by writing a check payable to *MPB Home & School* for \$250.00. Families who have siblings in the big school are already required to purchase Mustang Bucks so they would not be asked to buy any more for the ELC. The fundraising dollars go to the Home and School account and come back to the ELC in many ways such as classroom materials, funds for professional development, and bonuses for the teachers. Katie Charlton and ELC board members will be at the back-to-school nights to discuss and answer any questions about the program. Katie is on the Mustang Bucks committee and is a former ELC, now MPB parent of 4<sup>th</sup> & 7<sup>th</sup> grade students.

### LUNCH INFO.

Students will have the choice of either a cold or hot lunch. Lunch boxes/bags must have the child's name written on the outside. Cold lunches can be put in the classroom lunch basket. We will provide milk or water for lunch. Hot lunch is \$3.50 per day. Hot lunch charges will be totaled and billed at the end of the month for the previous month on ProCare (the tuition billing system). We will have a hot lunch sign-up sheet located on the sign in table in the front lobby. Your child must be signed up by 9:00 a.m. to be included in the lunch count. We pick up hot lunch at the school cafeteria and bring it back to the classroom. **Warning: Hot lunches coming from MPB School cafeteria may contain peanuts or tree nuts.**

### PIZZA

Each **Monday** when we are in school, we will order cheese and pepperoni pizzas. In addition, we will serve fruit and milk. The cost for each slice is \$2.00. Pizza charges will be totaled and billed at the end of the month for the previous month on ProCare. The sign-up sheet will be located on the sign in table in the front lobby. **Sign-up for pizza and payment must be done by 9:00 a.m. Friday of the previous week**, in order to have the pizza delivered for Monday mornings. We will usually have several weeks for you to sign up ahead of time. The first pizza Monday will be August 26<sup>th</sup>.

### OLIVER'S LABELS

Along with the Mustang Bucks/Scripts fundraising program we will also be fundraising through Oliver's Labels. This is a voluntary program that I thought would be helpful to parents as well as the ELC.

Whether you're bringing your baby to music class, your tot to preschool, or your child to sports camp, everything needs to be labeled.

The super-durable name labels are completely waterproof so go ahead and stick them on items that go in the dishwasher, microwave, freezer or outdoors.

Please check out Oliver's Labels before your kiddos start school. They have some great products!

### PARENT ADVISORY COMMITTEE

The Parent Advisory Committee is a group of parents who have children enrolled at the Early Learning Center. We meet three to four times a year to discuss stewardship, staff and parent concerns, and events such as our Christmas Family to Family project. The 2024-2025 school year board members are Megan Mann, Brittany Kindgren, Kathryn Jost and Dan Young. If you would be interested in serving on the committee, please let me know.

## STAFF UPDATE

A great many thanks to Ms. Isa and Ms. Gabs for helping with summer camp. We hope they have a great school year!

## SCHOOL YEAR CURRICULUM

We have combined the Archdiocese of Denver's Early Childhood Curriculum with the NAEYC's (National Association for the Education of Young Children) curriculum for children ages 3 to 5. The archdiocese curriculum includes Religion, Language Arts, Math, Science and Social Studies. We will be continuing with our Bible school curriculum that we have used the past few years called "Allelu! Growing and Celebrating with Jesus."

## 2024-2025 PARENT VOLUNTEERS

Parent volunteers are needed for the following ELC events:

Halloween Trunk or Treat

Teacher Appreciation

Christmas Adopt-A-Family Program

If you can help, please sign up on the parent board.

## IMPORTANT INFO.

**Sign In/Out Kiosk...**Signing your child in & out is required by Licensing. Please do not forget to sign in & out each day.

**Message Board...**If someone else is picking up your child please let us know so that we can write it on the Message Board. A photo I.D. will be required when someone new is picking up your child.

**Medicine...**We are required by Licensing to have a permission for medication form filled out by your child's physician before we can give any medication. **If you do not have the medication form, we cannot administer the medication.**

**Mailboxes...**To facilitate better communication between teachers & parents, we have "paper only" mailboxes located near the classroom doors.

**MPBELC closes daily at 5:00 p.m. Please have your child picked up by then or you will be charged a late fee. The late fee is \$1.00 per minute, per child. Please be considerate of our staff and pick up your child on time.**

I look forward to seeing you soon!

Kellie Peterson  
Director, MPBELC

[kellie@mpbdenver.org](mailto:kellie@mpbdenver.org)