

Dearest Bergamo at Serrano families,

I want to warmly welcome you to our school. We're so grateful to have you as a part of our community, and feel incredibly excited for the journey ahead. Welcome, welcome, *welcome*.

I wanted to share a bit of helpful information as our ball begins to roll.

Every Tuesday, you'll receive a weekly Bulletin in your email. This fun update will feature student photos, details about upcoming events, and great information we'd love to share with you about our staff and classrooms. Please notify the office if you aren't receiving this weekly update!

Please take the time to review your Parent Handbook. It is a valuable resource and contains information about our school, programs and procedures. If you have misplaced your Parent Handbook, feel free to contact me and I'll make sure you receive another copy.

You can fill out your child's Emergency Card online: SerranoEmergencyContact.Bergamoschools.com

Did you know that we have an [online calendar](#), a [blog](#) for each classroom (see the dropdown menu after the jump), a blog [sidebar](#) containing online versions of all relevant documents, permissions, etc., as well as [Facebook](#), [Pinterest](#), and [Instagram](#) accounts updated regularly? It's easy to keep up with the latest anecdotes, happenings, and paperwork!

School Information

Hours of operation: 7am – 6pm, Monday through Friday

Telephone number: [\(916\) 358-3835](tel:(916)358-3835)

Address: 4521 Serrano Parkway

El Dorado Hills, CA 95762

www.bergamoschools.com

Important Email Addresses

Dayna Brennan, School Director and Guide in Casa Uno: dayna@bergamoschools.com

Liza Hobbs, Guide in Casa Due: liza@bergamoschools.com

Gabi Bustamante, Guide in Bambino: gabi@bergamoschools.com

Maria Moreno, Guide in Piccolo: maria@bergamoschools.com

Lucy Cruz, Guide in Nido: lucy@bergamoschools.com

Matt Hillis, Executive Director: matt@bergamoschools.com

Frequently Asked Questions

Arrival: Our school day begins at 8:30am and children are welcome to arrive as early as 8am to play outside before class begins. Children enrolled in before and aftercare programs are welcome to arrive as early as 7am.

Infants in the Nido environment will begin at 9am.

Late Arrival: For your child's safety, the front doors lock at 9am and your code will no longer work. Please give us a call if you will be late and let your child's teacher know of any upcoming appointments. In honor of your child(ren), we appreciate your family arriving to school on time!

Dismissal: Casa Uno, Casa Due, Bambino, and Piccolo's school day ends at 3pm and carline is available between 3:00pm and 3:15pm. If your child is enrolled in the aftercare program, they can be picked up at any time after 3pm. If a relative or friend is picking up your child, please contact the office to let us know. It is always helpful to us, and to your child, to know that there is going to be a change in their routine.

Infants in the Nido classroom can be picked up at any time between our open hours of 7am to 6pm.

Early Departure: Please notify the front desk and your teacher, either by phone call or email, if you are planning on picking up your child earlier than the dismissal time of 3pm. Your child will meet you at the entrance of the campus where you can sign him or her out.

Absences: If your child is sick or will not be at school, please contact the front desk and your child's teacher. Please remember that if your child is sick, s/he needs to be symptom free for 24 hours before returning to school. We appreciate your consideration for your child and our community!

Medications: If your child needs to take a prescribed medication during the day, you'll need to fill out a Medication Form located at the front desk or online [here](#). All medications need to be in their original container. The medication will be labeled with your child's name and stored in a locked cabinet during the day. The time that the medication is given to your child must be recorded on the medical form. Please do not send over the counter medications to school with your child.

Snack: Snack is provided throughout the day for your child in the Casa Uno and Piccolo classrooms. If your child is in the Nido or Bambino classrooms, please provide lunch, formula, breast milk, and snacks for your child. Breast milk and formulas will be stored in each classroom's refrigerators and safely warmed up before being given to your child.

I am so thrilled to be sharing this new and exciting experience with you. If you have any questions, please don't hesitate to ask.

All the best,
Dayna Brennan