

Sensory Table, Dramatic Play

Room 106 (Red Room)- Large muscle toys and equipment, Large Blocks, Manipulative, Reading Center, Sensory Table, and Climbing Wall.

Room 105 (Yellow Room)-Manipulative, Sensory Table, Dramatic Play, Reading Corner, Unit Blocks, Special Centers.

Outside
Snack
Room Rotation

We plan to go outside daily, weather permitting
—to include the use of large muscle equipment -
climbers with slide and running area etc.

*Rain and -10° will keep us inside,

Please dress your child for outdoor play. (jacket and appropriate shoes)
Home room—Story, music and dismissal.

**You may contact us at 4430 McCulloch Street,
Duluth, Minnesota 55804, (218) 525-1967
www.lakesidepresnurseryschool.com**

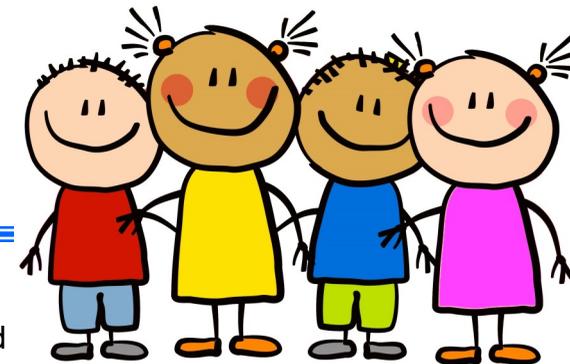
miracles & milestones

PARENT BOOKLET

**Lakeside Presbyterian Nursery School
2019—2020**

www.lakesidepresnurseryschool.com

**WEL-
TO
LAKESIDE PRES-
NURSERY**
We are glad



COME
**BYTERIAN
SCHOOL!**
to have you as part

of our family. Families always have questions about how things are done, so this booklet tries to answer the most frequently asked questions. To help us run smoothly, please give us your ideas, suggestions, and concerns. Please do not hesitate to call or visit us anytime during the year. Our doors are open and we will be happy to see you.

TUITION

Tuition for five-weeks of school was due by August 8, 2019. The next tuition payment is due October 1st.. **Please remit to payment box** with “payment stub,” located outside your child’s classroom. Tuition can easily be lost in children’s backpacks: adults only should handle it.

Tuition fees:

Morning Session – \$215.00 per 4 weeks

Afternoon Session – \$120.00 per 4 weeks

Combine session—\$335.00 per 4 weeks

There are eight 4 week periods, for a total of 33 weeks of school; this does not include the winter and spring recess. Since the yearly budget is dependent upon total enrollment fees, no refunds of tuition will be made. Children enrolled in the Fall are expected to continue in attendance for the full year’s term.

***There is a \$200.00 charge for early withdrawal from the School’s program.**

Scholarship Fund – The Mimi Saver Scholarship Fund has been established to assist families with tuition payment in an **emergency** situation. Contact Sandy Uttley, Treasurer, at 525-1967 for an application. A scholarship committee will review all requests and will award assistance based on need.

CARPOOLS

The school assumes no responsibility for transportation. An enrollment list will be given to each family within the first few weeks of school. This will enable you to set up carpools in advance. After your carpools have been set up, please give the teachers a list of children in your carpools. Please inform the teachers if someone other than yourself or a carpool driver is picking up your child. We cannot release your child to someone we do not know without your written permission.

Please try to arrange your arrival time no sooner than 8:25 A.M. for mornings and 12:25 P.M. for afternoons. The teachers need this time to make preparations for the day. It is important to be prompt about pick-up time. Teachers are always understanding when occasional tardiness happens. However, chronic lateness (10 minutes past dismissal time) will result with a late fee of \$5.00/time, due with your next tuition payment.

LUNCH PROGRAM

Children have the option of bringing a cold lunch and staying an extra hour (am) or **arriving** an hour early (pm). Cost is \$5.25 per session, payable to

drawing, painting and working with clay.

2. **Large and Small Muscles:** Children have daily opportunities to develop small muscle skills through play activities such as pegboards, puzzles, painting, cutting and other similar activities. Large muscle skills are developed through play activities with climbers, wheel toys, large building blocks and through games using items such as balls, hoops and bean bags.
3. **Aesthetic:** Children experiment and enjoy various forms of music. A variety of art media such as easel and finger painting, washable markers and clay are available for creative expression.
4. **Motivation:** Children’s natural curiosity and desire to make sense of their world are used to motivate them to become involved in learning activities.
5. **Emotional:** Multicultural and nonsexist activities and materials are provided to enhance each individual child’s self-esteem and to enrich the lives of all children with respectful acceptance and appreciation of differences and similarities.

NO CELL PHONE ZONE

**We respectfully request that all cell phones are not used at school.
We firmly believe that all of your attention should be directed to your child, especially at drop off and pick up time.**

A copy of our complete child care plan is given to each family at the Open House.

NURSERY SCHOOL SCHEDULE

Welcome, free play, and small group time

Free Choice Time—every room offers a variety of activities such as -

Room 207 (Blue Room) – Art, Reading,
Manipulative and Housekeeping
Center,



4. MONTHLY NEWS LETTER that describes activities “inside scoop” on what’s happening in nursery school will be sent home.
5. We will offer information on available community parent programs.
6. Do you have a special talent, interest, hobby, or pet you would like to share with the children? Let us know!
7. Please share with the teachers any experience that is new for your family (ex: new sibling, new pet, illness or death of family member, etc.) This knowledge will help us help your child at school.
8. An Open House will be held in early spring—date to be announced.
9. Parents will be invited to evaluate the school near the end of the school year by completing a parent questionnaire.
10. If you have a concern about any aspect of your child’s care at the center, please contact the teacher or director immediately so a conference can be set up. Parents are always free to call directly to the Licensing Division of the Department of Human Services at 612-296-3971 or the State Licenser at 218-723-4905 with concerns about the operation of a child care center.
11. If you have any concerns about suspected child abuse or neglect you may call:
 - A. St. Louis County Family Initial Intervention 726-2012
 - B. Local Law Enforcement 727-8770
 - C. Department of Human Services 651-296-3971

Teachers are mandated reporters and any person may also voluntarily report abuse or neglect. A complete copy of the reporting policy for services to children is available to the public. This policy includes definitions of abuse and neglect.

PROGRAM

Children construct their own knowledge when provided with developmentally appropriate materials. Our two-year program assists this development in the following areas:

1. **Cognitive**: Math, science, social studies, health and other content areas are integrated through meaningful and age appropriate activities such as building with blocks; measuring sand, water, or cooking ingredients; working with wood and tools; sorting objects; exploring animals and plants; working with water wheels and gears; singing, listening, and making music and

the teacher. Lunch needs to include a protein, a fruit and a vegetable, or two vegetables. Milk will be provided.

DISMISSAL

We have formulated a calm and orderly dismissal policy. When you arrive, please pick up your child’s name card and hand it to the teacher when she opens the door. Your child will be called to walk out with you. We would like to know if your child will not be in school. A phone call to the church office (525-1967) or a text/email to the teacher will be fine.

NURSERY SCHOOL VACATION SCHEDULE:

School begins	September 10
Thanksgiving	November 28
Christmas	School ends December 19
	Resumes January 7
Winter Break	February 18-20
Spring Break	April 7-9
School Ends	May 21

SNOW DAYS – We follow the Public School closings. There will be no refunds for snow day closings.

GUIDANCE POLICIES

The Nursery School Staff will strive to help children grow and develop into individuals who are confident, competent, and caring. Staff uses positive approaches to help children behave constructively.

Guidance methods include:

- Redirection
- Planning ahead to prevent problems
- Modeling and encouraging expected behavior
- Consistent, clear rules developed in conjunction with children and discussed with them to make sure they understand
- Encouragement of children’s negotiating and problem solving skills – conflict resolution
- Logical or natural consequences applied in problem situations

HEALTH

Center’s Responsibilities:

1. All staff are required to pass a basic First-Aid Course. Teachers are trained in CPR. On-site first-aid will be administered for minor problems (bumps/scratches).

2. In the event of an accident or onset of illness at the center, the staff will contact the parents first. If a parent cannot be reached, we will contact the physician and emergency number you have provided. If necessary, we will see that the child gets to the hospital of your choice for treatment while we continue our efforts to reach you. If an illness is not an emergency, we will isolate him or her and request you or one of the persons designated by you to come and take the child home.
3. If we know of an infectious or communicable disease going around school, a note will be sent home with each child.
4. Medications will not be administered by the Nursery School Staff, with the exception of Epi-pens used in an emergency situation.
5. We are a peanut free school. No snacks are served that contain nuts or traces of nuts.
6. A child who is ill or acting ill will be sent home as a protection for that child and the others.
7. We provide information for state services on our website, go to the more tab then to Parent Aware.

Parent's Responsibilities:

1. Each parent must see that the child has a complete physical examination by his or her physician prior to entering the center. All immunizations must be kept up-to-date and recorded on provided forms.
2. Parents must provide us with the name of the child's doctor, hospital of choice, and emergency numbers in the event of an illness or accident.
3. In fairness to your child and the others here, the parent should keep the child at home for at least 24 hours if obvious signs of illness are present. These would include: inflammation of eyes, ears, and throat; cold, temperature, skin rash, or listlessness.
4. If a child is ill, parents are requested to call the center and let us know that the child will not be attending that morning.
5. Parents should inform us if the child has any allergies or reactions to certain foods, and provide us with a complete list of any foods the child cannot eat or any special dietary information.
6. Please notify the center within 24 hours when a child has a contagious disease.

SNACKS

Each student will be asked to donate \$30.00 to be used for snacks and cooking projects for the school year.

Our snacks are mindful of allergy sensitivities. If your child requires a special diet, please inform the teacher.

We ask you to bring the food from home if we cannot easily

accommodate the diet.

CLOTHING

Children develop by exploring with all their senses and muscles - activities are designed with their needs in mind. This is sometimes messy! Please keep it worry-free by having them wear play clothes only. Please no slip on style shoes (especially flip flops or Crocs). Rubber soled shoes also are necessary for climbers and large muscle activities.

Please label shoes, boots, and outdoor clothing.

BIRTHDAYS

Birthdays are celebrated in school simply and age appropriately. NO special treat is needed. However, you are welcome to bring a **non-food favors** on your child's birthday.

PETS

Pets are allowed in school as a special visit such as show and tell. Prior arrangements with your teacher are necessary so parents can be notified of the animal visitor.

REQUIRED PERMISSION SLIPS

We will take only walking fields trips with a specific destination. Parents will be given the information and required to sign a permission slip. Parents will not be notified for an impromptu walk around the block. Parents will be notified of the details of any special activity held at school.

LIABILITY INSURANCE

The Lakeside Presbyterian Nursery School is covered by liability insurance for \$1,000,000: *this insurance is required for licensing by the State of Minnesota Department of Human Services.

COMMUNICATIONS:

1. Please feel free to visit the school at any time!
2. Parent volunteers are encouraged to help out in the classroom. To make this a special time for your preschooler, please arrange child care for siblings.
3. Conferences are offered twice a year; One in the fall, and another in January. Time is set aside in place of class session for February conferences. There is no class time scheduled Wednesday afternoon Feb 5, 2020 for the afternoon children and Thursday morning, Feb 6, 2020 for morning children.