NURSERY SCHOOL SCHEDULE

LPNS values free Choice play time
Every room offers a variety of activities such as –

Room 207 (Blue Room) - Art, Reading, Manipulative and Housekeeping Center, Sensory Table, Dramatic Play

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

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

Snack

Outside-Please dress your child for outdoor play.
(Jacket and appropriate shoes) We plan to go outside daily, weather permitting. *Rain, –10° and unhealthy (red) air quality will keep us indoors.

Classroom- Story, Music & Dismissal.

You may contact us at

4430 McCulloch Street,
Duluth, Minnesota 55804
(218) 525-1967

Miracles & Milestones

CAREGIVER BOOKLET

Lakeside Presbyterian Nursery School

2025—2026

www.lakesidepresnurseryschool.com

WELCOME TO LAKESIDE PRESBYTERIAN NURSERY SCHOOL!
We are glad to have you as part of our family.

QUESTIONS

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

September Tuition was due August 4th, 2025. The next tuition payment is due October 7th 2025. **Please remit to payment box** with "payment stub," located outside your child's classroom. Tuition can easily be lost in your child' backpack: Adults only should handle it.

Tuition fees:

Morning Session –	$225.00 month
Afternoon Session –	$127.00 month
Combine session—	$352.00 month

Plus Lunch- Payable to Teacher $5.25 each session.

Snack Fee $40.00 Material Fee $80.00

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. Tuition will increase annually by $5.00 with the possibility of additional increase to higher inflation. **There is a charge amount equal to tuition 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 a ***emergency*** situation. Contact Sandy Uttley, Treasurer, 218 525-1967 for an application. A scholarship committee will review all requests and will award assistance based on need.

Lunch Program

Children have the option of bringing a cold lunch and staying an extra hour (am) or **arriving** an hour early (pm). The cost is $5.25 per session, payable to the teacher. Lunch needs to include a protein, a vegetable, and a fruit or another vegetable. Milk will be provided.

NURSERY SCHOOL VACATION SCHEDULE:

School begins	September 9th
Thanksgiving	November 27th
Christmas	December 23rd - Jan. 1st.
	Resumes January 6th
Winter Break	February 17th-19th
Spring Break	March 31st– April 2nd.
School Ends	May 20th PM. May 21st AM

PROGRAM

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

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 drawing, painting and working with clay.

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.

Aesthetics: Children experiment and enjoy various forms of music. A variety of art media such as easel and finger painting, washable markers and play dough are available for creative expression.

Motivation: Children's natural curiosity and desire to make sense of their world are used to motivate them to become involved in learning activities.

Social/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.

A copy of our complete childcare plan is given to each family.

COMMUNCATIONS:

Please feel free to visit the school at any time!

- Caregiver volunteers are encouraged to help out in the classroom.
- To make this a special time for your preschooler, please arrange childcare for siblings.
- Conferences are offered twice a year; one in the fall, and another in February. Time is set aside in place of class session for February conferences. There is no class time scheduled for children and Thursday morning, Feb 5,2023 .
- A weekly email will be sent each Monday it will contain the weekly lesson, snack menu, and reminders.
- Do you have a special talent, interest, hobby, career or pet you would like to share with the children? Let us know!
- 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.
- An Open House will be held in early spring—date to be announced.
- Caregivers will be invited to evaluate the school around February Conference time by completing a parent questionnaire.
- 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. Caregivers are always free to call directly:

Licensing Division Department of Human Services
at 612-296-3971 State Licenser at 218-723-4905 with concerns about the operation of a childcare center.

If you have any concerns about suspected child abuse or neglect you may call:

St. Louis County Family Initial Intervention	726-2012
Local Law Enforcement	727-8770
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. **https://mn.gov/dhs/report-abuse/**

EARLY CHILDHOOD SCREENING

The State of MN requires all children to have a free Early Childhood screening done before children enter kindergarten. It is recommended that this screening happens at age 3. At LPNS, if your child has not had this screening yet, the appointment must be made within 30 days of class beginning. Parents must accept any further evaluations and services offered on the recommendations of the Screeners and Teachers. This ensures we can help children in the best possible way and ensure a fair environment for children and teachers.

Arrival/Dismissal

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. Please inform the teachers if someone other than yourself 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 always understand 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.

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 218 525 1967 or a text/email to the teacher will be fine.

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

CANCELLED CLASSES DUE TO STAFF ILLNESS:

It is never our desire for this to happen, but on rare occurrences, a class may be cancelled due to staff becoming ill. Every attempt will be made to find a substitute. Please let us know if you are interested in being on our sub list. Please note: We apologize, but no refunds will be issued for classes cancelled due to staff illness.

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, an email will be sent.
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 caregiver must see that the child has a complete physical examination by their physician prior to entering the center. All immunizations must be kept up-to-date and recorded on provided forms.
2. Caregivers 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 caregiver 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, caregivers are requested to call the center and let us know that the child will not be attending that morning.
5. Caregivers 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 can not eat or any special dietary information.
6. Please notify the center within 24 hours when a child has a contagious disease.

SNACKS AND SUPPLY

Each student will be assessed a fee of $120.00. to be used for supplies ($80.00), for the school year and snacks ($40.00) 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. 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 non-food favors on your child's birthday.

REQUIRED PERMISSION SLIPS

In the event of a walking field trip, Caregivers will be given information on destination and required to sign a permission slip. Caregivers will not be notified for an impromptu walk around the block. Caregivers 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.