



May 12, 2017

Hello preschool family,

Thank you for enrolling your child in Hartley Nature Preschool! We're looking forward to spending another great year with your child learning in, from, and about the natural world. You will find the following documents included with this letter:

For you to keep:	To be returned by August 1, 2017:
<ul style="list-style-type: none"> <li>• Oakiwear coupon</li> <li>• 2017-18 School Calendar</li> <li>• Hard copy of the Parent Handbook IF your child is new to the full day class (otherwise, please read the handbook online)</li> <li>• Checklist of required forms and what to send each day (attached to this letter) and scholarship information (back page)</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Information Form and Preschool Services Contract/Parent Handbook Agreement</li> <li>• Hartley Nature Center membership</li> <li>• Emergency Information Form</li> <li>• Sunscreen and Bug Spray Form (full day only)</li> <li>• Payment Options Form</li> </ul>

We are required to have annually updated versions of the enrollment forms included in this packet. Please complete and return the forms by August 1, 2017. A friendly reminder that the September tuition payment, including your Hartley Nature Center membership renewal, is due on or by your **first day** of school. You will receive your September 2017 invoice in August. The first day of school is also the last day to take advantage of the discount for paying the full year's tuition in one payment. A copy of the Parent Handbook is only included in this packet if your child is moving between the full and half day classrooms. All families returning to the same classes are asked to review the Parent Handbook online.

If you need to update an immunization record, health care summary, Individualized Child Care Plan, or medication administration forms, please download the forms from the preschool website ([www.hartleynature.org](http://www.hartleynature.org)) or contact Kaitlin or Maria for a copy of the forms.

We look forward to seeing you at Parent Orientation on August 29<sup>th</sup> (full day orientation) at 5:30 pm or August 30<sup>th</sup> (half day orientation) at 5:30 pm. All new and returning parents are encouraged to attend parent orientation; please leave children older than infants at home. We look forward to meeting you and your child at Preschool Meet and Greet on August 31<sup>st</sup> at your class's assigned time. Please look below to find your class's time for Meet and Greet with your teachers and classmates on August 31<sup>st</sup>. Older and younger siblings are welcome at Meet and Greet.

M/W/F AM preschool meet and greet time 8:30-9:30 AM

Full Day M/W preschool meet and greet time 8:30-9:30 AM

T/TH AM preschool meet and greet time 10:30-11:30 AM

Full Day T/TH preschool meet and greet time 10:30-11:30 AM

M/W PM preschool meet and greet time 12:30-1:30 pm

T/TH PM preschool meet and greet time 2:30-3:30 pm

If you are interested in scholarship funds to help you pay for HNP, please look at page four of this letter for more information about where and how to apply for county and state scholarship funds. We ask that you apply for these scholarships before applying for a Hartley Nature Center scholarship.

Please feel free to contact me or Maria ([mhopkins@hartleynature.org](mailto:mhopkins@hartleynature.org)) with any questions about the forms and the upcoming preschool year. We can't wait to spend another year with your child. Have a great summer!

Sincerely,

Kaitlin Erpestad

Preschool Director

218-724-6735

[psdirector@hartleynature.org](mailto:psdirector@hartleynature.org)



**3001 Woodland Avenue**

**Duluth, MN 55803**

**218-724-6735**

**Fax: 218-724-4891**

**[www.hartleynature.org](http://www.hartleynature.org)**

## Returning Student Enrollment Form Checklist

The following forms must be updated annually, are included in the Enrollment Packet, and must be submitted **prior to your child's first day of preschool:**

- Enrollment Information Form which includes the Preschool Service Contract and Parent Handbook Agreement
- Hartley Nature Center family membership renewal (at least \$50 level)
- Emergency Information Sheet
- Sunscreen and Bug Spray Form (full day only)
- Payment Option Form

### **Update and submit only if there are changes:**

- Immunization History
- Health Care Summary
- IEP, ICCP from a previous year

### **Parent/guardian will provide the following for every HALF DAY preschool session:**

- Hearty, healthy snack
- Small backpack       Water bottle
- Seasonally appropriate outdoor clothing and boots

### **Can be left at preschool each day:**

- Indoor shoes
- 1-2 complete changes of clothes

**Submit If Applicable**—Please download these forms from the preschool website or contact a preschool staff member for a copy of these forms. Please arrange a meeting to discuss your child's care with his/her teachers:

- Individualized Child Care Plan for health or special needs
- Medication Administration Form (prescription and/or over-the-counter)

**\*\*If you have more than one child attending HNP please fill out separate forms for each child.**

### **Parent/guardian will provide the following for every FULL DAY preschool session:**

- Hearty, healthy lunch
- Healthy morning AND afternoon snacks
- Small backpack       Water bottle
- Seasonally appropriate outdoor clothing and boots

### **Can be left at preschool each day:**

- Blanket and pillow for rest time
- Security toy for rest time
- Indoor shoes
- 1-2 complete changes of clothes

## Scholarship Information

There are resources available to help you pay for Hartley Nature Preschool! If you are interested in scholarship funds, please apply for the following before applying for a Hartley Nature Center scholarship:

### Early Learning Scholarships

State of MN Early Learning Scholarships are for 3-4 year old children whose families meet financial requirements. Up to \$5,000 per scholarship will be awarded.

- Please contact Families First NOW to get information about applying for the scholarships as soon as the new application form is out in July.
- There are a limited number of scholarships available, so make sure to apply right away in July when the new application is available.
- <http://www.familiesfirstmn.org/>
- Call Families First of MN for an application and to be guided through the application process: 507-287-2020 or 1-800-462-1660 or  
Families First of MN  
126 Woodlake Drive SE  
Rochester, MN 55904

### Child Care Assistance Program (CCAP)

The CCAP program can help families pay for child care so that families can work, look for work, or attend school. Families pay a copayment to Hartley based on gross income and family size.

- Contact Information for CCAP: [childcare@stlouiscountymn.gov](mailto:childcare@stlouiscountymn.gov)
- Call the child care worker of the day: 218-726-2000
- For more information, go to <http://mn.gov/dhs/people-we-serve/children-and-families/economic-supports/> and click on Child Care Assistance

If you are not eligible for or do not receive a State of MN scholarship or county assistance, we will have information on Hartley scholarships available in August. Please contact preschool teacher Maria Hopkins ([mhopkins@hartleynature.org](mailto:mhopkins@hartleynature.org)) for more information about scholarships or if you need any help printing, completing, or mailing any of the scholarship applications.