



April 27, 2018

Hello preschool family,

Thank you for enrolling your child in Hartley Nature Preschool! We're looking forward to spending a 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, 2018: |
|---|--|
| <ul style="list-style-type: none"> • 2018-19 School Calendar • Parent Handbook • Checklist of required forms and what to send each day • Scholarship Information (back page) • Discount information for outdoor gear from Polarn O. Pyret & Oakiwear | <ul style="list-style-type: none"> • Enrollment Information Form and Preschool Services Contract/Parent Handbook Agreement • Emergency Information Form • Immunization Form • Health Care Summary • Payment Options Form • Hartley Nature Center membership • Allergy action forms and/or special care plans, if applicable |

Please complete and return the forms by **August 1, 2018**. You will receive your September 2018 invoice in August. The September tuition payment, including your Hartley Nature Center membership, is due on or by your first day of school. 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.

We must have your child's immunization record and health summary form and an Individual Child Care Plan for all mild and severe allergies or other special medical or education needs BEFORE your child may attend preschool. Feel free to have your doctor's office mail or fax the health forms straight to Hartley at 218-724-4891. If you need medication administration forms or an Individualized Child Care Plan, please contact preschool staff for a copy of the forms or download the forms from the preschool website at www.hartleynature.org.

We look forward to seeing you at Parent Orientation on August 28th (full day orientation) at 5:00 pm or August 29th (half day orientation) at 5:00 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 30th at your class's assigned time. Please look below to find your class's time for Meet and Greet with their teachers and classmates on August 30th. 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 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 preschool teacher Maria Hopkins (mhopkins@hartleynature.org) with any questions about the forms and the upcoming preschool year. We can't wait to get to know your family and to welcome your child to Hartley Nature Preschool. Have a great summer!

Sincerely,

Kaitlin Erpestad

Preschool Director

218-724-6735

psdirector@hartleynature.org



3001 Woodland Avenue

Duluth, MN 55803

218-724-6735

Fax: 218-724-4891

www.hartleynature.org

New Student Enrollment Form Checklist

The following forms 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 (\$50 level)
- Emergency Information Form (*including dentist and doctor information*)
- Immunization History (*remember to sign the correct box on page 2*)
- Health Care Summary
- Payment Option Form

Submit if applicable PRIOR to your child's first day of preschool: Please download these forms from the preschool website or contact preschool staff for a copy of these forms and arrange a meeting to discuss your child's care with their teachers:

- Individualized Child Care Plan for allergies, medical conditions, 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.**

Bring the following every HALF DAY preschool session:

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

Can be left at preschool:

- Indoor shoes
- 1-2 complete changes of clothes

Bring the following 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:

- Small blanket and pillow for rest time inside a reusable shopping bag or similar sized bag
- Small comfort item 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 and 4 year old children whose families meet financial requirements. HNP is a four star Parent Aware rated program, so up to \$7,500 per scholarship will be awarded. Children who turn 5 before September 1 are not eligible for Early Learning Scholarships.

- Please contact the Northland Foundation NOW to get information about applying for the scholarships as there are a limited number of scholarships available.
- <https://northlandfdn.org/special-initiatives/>
- Or call the Northland Foundation for an application and to be guided through the application process:

218-260-2736 or 1-800-433-4045

Northland Foundation

202 W. Superior St. Ste 610

Duluth, MN 55802

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
- 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

Hartley Nature Center Scholarship

If you are not eligible for or do not receive a State of MN scholarship or county assistance, we have a small Hartley Nature Center scholarship available. Download the application from our website www.hartleynature.org or contact preschool staff for more information.

Please contact preschool staff with any questions about scholarships or if you need any help printing, completing, or mailing any of the scholarship applications.