



May 10, 2019

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, 2019:
<ul style="list-style-type: none"> <li>• 2019-20 School Calendar</li> <li>• Hard copy of the Parent Handbook <b>only</b> if your child is moving between full and half day, otherwise please review the Parent Handbook online to help save paper!</li> <li>• Checklist of required forms and what to send each day</li> <li>• Scholarship information (back page)</li> <li>• Discount information for outdoor gear from Polarn O. Pyret &amp; Oakiwear</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Information Form and Preschool Services Contract/Parent Handbook Agreement</li> <li>• Emergency Information Form</li> <li>• Payment Options Form</li> <li>• Updated immunization and/or health care summary forms (if applicable)</li> <li>• Allergy action forms, medication forms, and/or special care plans (if applicable)</li> <li>• Hartley Nature Center membership</li> </ul>

We are required to have annually updated versions of the enrollment forms included in this packet. Please complete and return these forms by **August 1, 2019**. You will receive your September 2019 invoice in August. A friendly reminder that the September tuition payment is due on or by your first day of school as is your Hartley Nature Center membership if it's time for you to renew. 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.

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

We look forward to seeing you at Parent Orientation on August 27<sup>th</sup> (full day orientation) at 5:00 pm or August 28<sup>th</sup> (half day orientation) at 5:00 pm. All returning parents are encouraged to attend parent orientation to learn more about the year to come. Please leave children older than infants at home. We look forward to seeing you and your child at Preschool Meet and Greet on August 29<sup>th</sup> 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 29<sup>th</sup>. 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 state and county scholarships before applying for a Hartley Nature Center scholarship.

Please feel free to contact preschool staff 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



**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 **by August 1st, 2019:**

- Enrollment Information Form which includes the Preschool Service Contract and Parent Handbook Agreement
- Hartley Nature Center family membership renewal
- Emergency Information Sheet (including dentist and doctor information)
- Payment Option Form

**Submit if applicable by August 1st, 2019: —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 his/her teachers:**

- Individualized Child Care Plan for mild or severe allergies or other health care needs
- Medication Administration Form (prescription and/or over-the-counter)
- Copy of your child’s IEP for special needs

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

- Immunization History  
(remember to complete the correct box on Page 2)
- Health Care Summary

**\*\*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 with at least TWO food groups  
**\*\*Trash free is the way to be!\*\***
- 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 each with at least TWO food groups  
**\*\*Trash free is the way to be!\*\***
- 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 three star Parent Aware rated program, so up to \$5,000 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](mailto:childcare@stlouiscountymn.gov)
- Call the child care worker of the day: 218-726-2400
- 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](http://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.