



June 2020

Hello 2020-21 preschool family,

Thank you for enrolling your child in Hartley Nature Preschool! We're looking forward to spending a wonderful year with your child learning in, from, and about the natural world. You will find the June preschool newsletter, Parent Handbook, and your child's enrollment forms included in the email with this letter. Please return the following enrollment forms to Hartley electronically or by mail by **August 14th**:

- Enrollment Information Form
- Payment Options Form
- Emergency Information Form
- Immunization Form*
- Health Care Summary*
- *For those eating lunch at Hartley:* Lunch Beverage Permission Form
- Allergy action forms, medication forms, and/or special care plans (if applicable)

*Returning children only need to submit the Immunization Form and Health Care Summary if there are updates

You will receive your September 2020 invoice in August. A friendly reminder that the September tuition payment is due on or by your first day of school. You will also see your Hartley membership fee added to your September invoice if you are a new member or if it's time to renew your membership. 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 Individual Child Care Plans for all mild and severe allergies or other special medical or educational needs **BEFORE** your child may attend preschool. Feel free to have your doctor's office fax the health forms straight to Hartley at 218-724-4891. If you need medication administration forms or an Individualized Child Care Plan for allergies or other medical special needs, please contact Maria at mhopkins@hartleynature.org for a copy of the forms or download the forms from the preschool [website](#).

We look forward to seeing you at VIRTUAL Parent Orientation on September 1st (full day orientation) at 5:00 pm or September 2nd (half day orientation) at 5:00 pm. ALL parents, new and returning, are encouraged to attend parent orientation to learn more about the year to come. We will definitely spend part of orientation talking through health and safety policies and procedures related to COVID-19. We look forward to meeting you and your child in person as well during Meet and Greets to be held September 1-3. We are still determining the format for Meet and Greet and will be in contact to share more details in mid-August.

These are truly unprecedented times that have impacted finances for many families. 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. Please apply for state and county scholarships before applying for a Hartley Nature Center scholarship as Hartley's funds are severely limited due to the impact COVID-19 has had on Hartley programming.

Please feel free to contact Kaitlin or Maria with any questions about the forms and the upcoming preschool year. Have a safe and healthy summer!

Sincerely,

Kaitlin Erpestad
Preschool Director
218-724-6735

psdirector@hartleynature.org

Maria Hopkins
Assistant Preschool Director
218-724-6735

mhopkins@hartleynature.org



3001 Woodland Avenue

Duluth, MN 55803

218-724-6735

Fax: 218-724-4891

www.hartleynature.org

Enrollment Form Checklist

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

- Enrollment Information Form
- Emergency Information Form (*including dentist and doctor information*)
- Payment Options Form

For those eating lunch at Hartley: Lunch Beverage Permission Form with doctor's signature if needed

New Students Only: Immunization Form

New Students Only: Health Care Summary

Submit if applicable PRIOR to your child's first day of preschool: Please download these forms from the preschool [website](#) or contact Maria at mhopkins@hartleynature.org for a copy of these forms and arrange a meeting to discuss your child's care with their teachers:

- Individualized Child Care Plans for allergies, medical conditions, or special needs
- Medication Administration Form (prescription and/or over-the-counter)

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
- Seasonally appropriate outdoor clothing and boots

Can be left at preschool:

- Indoor shoes
- TWO 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
- 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
- TWO 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
- Call the child care worker of the day: 218-726-2400
- For more information, go to St. Louis County Health and Human Services [website](#) 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 may have a small Hartley Nature Center scholarship fund available. Download the application from our [website](#) 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.