

♥ Welcome to Preschool!

Dear Parents,

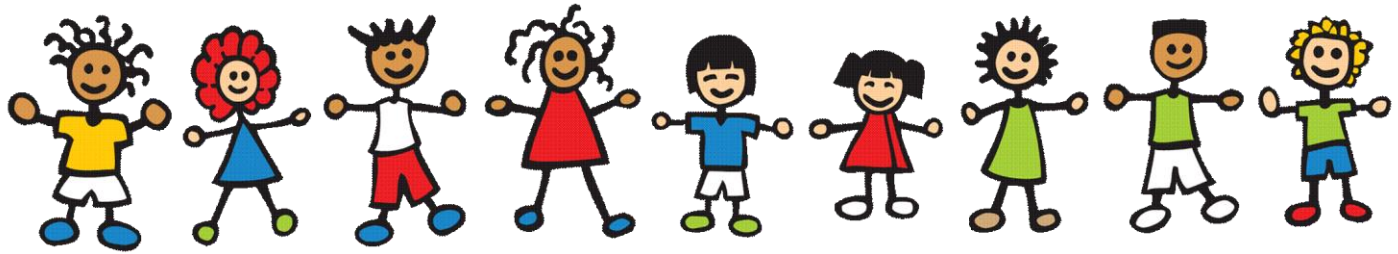
Congratulations on the decision to enroll your child in our Preschool Program at Herman Norcross Community School! Research shows children have rapid brain development between the ages of 2-4, so you are giving your child a wonderful opportunity to grow and learn! We are excited to have you join our great school, and we look forward to a terrific year!

In this handbook you will find information regarding the Herman Norcross School Readiness Program. Please review it and feel free to ask questions. You can reach me at the school, or by emailing at mpaul@hncs.k12.mn.us.

My name is Molly Paul and I am the School Readiness Preschool Teacher, and ECFE Coordinator at HNCS. I graduated from the University of Minnesota, Morris with an elementary education degree. I feel fortunate to be in such a great community and school. I look forward to helping your child grow, learn, and develop in a nurturing environment. I am excited about the chance to work together for a successful and rewarding year! We believe in building a strong foundation for future learning!!

Sincerely,

Molly Paul
School Readiness Coordinator & Teacher
Herman-Norcross School
320-677-2291
mpaul@hncs.k12.mn.us



A Little Bit About Preschool....

Preschool is a special time each week designed for ALL children who will be eligible to attend Kindergarten the following school year. We have also chosen to open our program to those children who were 3 and a half years old by August 31st of this year, **and** potty trained. There are no special requirements or income guidelines needed to qualify for the program. The purpose of Preschool is to provide children with an environment that will prepare them to begin school.

Its focus is readiness oriented. This includes self-help skills, social skills, health and safety issues and other skills as identified by our school district. Although parents are not required to attend with their child, we feel that parent participation is an important component of this program. After our routine is established, parents are welcome and encouraged to help out in the classroom.

Our Philosophy...

We believe that young children learn by doing and that children's learning is a result of the experiences they have with their world. Knowledge is gained through physical and social interactions, through play, objects and people. It is something that cannot be forced. Part of our curriculum includes alphabet and number recognition, and pre-math and pre-literacy skills. We learn how to print first and last names correctly. We use puzzles, games, centers and stories to get ready to read. Fine motor and large motor skills are practiced, and we experience science and art activities as well. It is our responsibility to prepare the environment to provide stimulating materials and activities that challenge children and encourage them to think. This provides a good solid foundation for a child's school experience.



Preschool Goals: Our overall goal is to foster a joy of learning and discovery that will serve children for a lifetime. Other goals include:

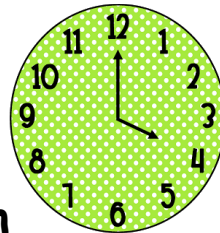
1. Strengthen families.
2. Help parents understand the development of preschoolers.
3. Guide young children as they develop physically, emotionally, cognitively, and socially.
4. Realize the capabilities of young children.
5. Help prepare children for kindergarten and the transition that comes with that experience.
6. Develop children intellectually, socially, emotionally, and physically (be well-rounded).
7. Stimulate curiosity, encourage creativity, and promote problem solving skills.





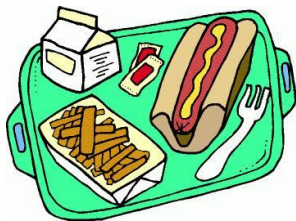
GENERAL PROGRAM INFORMATION

Our Preschool Program is offered through Herman-Norcross Community Education. We are funded through School Readiness Funds and Parent Fees. Our room is located in the Elementary wing of the Herman-Norcross School.



Hours and Days of Operation

Those students eligible for Kindergarten next school year will meet on Monday, Tuesday, Wednesday and Thursday that there is regular school. 3 1/2 year olds will meet on Mondays and Wednesdays that there is regular school. When school is not in session (ie. teacher workshop day or vacation day) we will NOT have preschool. A yearly calendar will be sent home the first day. Hours of class are from 8:00-12:00 p.m. Please try your best to have children dropped off no earlier than 8:00 and picked up by 12:00 at the latest.



Breakfast and Lunch

The students will be going to breakfast as soon as they arrive at school in the morning. Breakfast will be free to each of our preschool-elementary students. At approximately 11:10 the students will go to lunch, a menu will be handed out at the beginning of each month, it will also be posted weekly in the newspaper. Lunch will be \$2.20/regular or free (these prices may be subject to change before the first day of school), according to your qualification for free/reduced lunches. There is

absolutely NO CHARGING allowed, so lunches need to be paid in advance. Most people pay for 20 lunches at a time, and the office notifies by means of a note home, when lunches get down to 5 and under. If you would like to join your student for lunch, adult meals are \$3.75.

Fees and Payments

The fee for preschool is on a sliding fee schedule based on family income. We use the same guidelines that are used for the school lunch program. There is an income eligibility form available in the office if you are interested in filling it out. We can confirm your eligibility the same day the form is completed. The fee may be paid in full at the beginning of the year or you may follow the payment plan we have set up. We will send notices home when your payment is due, for those of you who choose the payment plan. **Fee Schedules are based on free/reduced lunch qualification:**

Yearly Fees- 4 days/week

Payment Plan

Schedule A- Regular

\$675.00
\$225/\$225/\$225

Schedule B- Reduced

\$455.00
\$152/\$152/\$151

Schedule C- Free

\$330.00
\$110/\$110/\$110

Yearly Fees- 2 days/week

Payment Plan

Schedule A- Regular

\$338.00
\$113/\$113/\$112

Schedule B- Reduced

\$228.00
\$76/\$76/\$76

Schedule C- Free

\$165.00
\$55/\$55/\$55



Classroom Volunteers

We ask that parents, grandparents, special friends, etc. volunteer in the classroom. Feel free to contact me with any times you have available to help out. Helping in the classroom is an enjoyable learning experience for both the volunteer and the children. It is also a way to make your child feel extra special! I especially need help during our holiday parties. Notes are sent home in advance of these parties. Please let me know if you are interested.



Transportation

The school district allows the preschool children to ride a bus to school if you live on an existing route. If you have questions on this, please contact the school.

Getting HOME FROM preschool is the ultimate responsibility of the parent.

However, if we can help you to connect with others looking to share rides or car pool we would be happy to do so. It is very important that the teacher knows if your child will be riding the bus to school, and also who will be picking him/her up after school. It is also good to let the teacher know which bus number your child rides, or if he/she rides with an older sibling. If we are in doubt of where your child is to go, and we haven't been contacted by you, we will keep them here and try to contact you for further instructions, so please be courteous and keep us informed.



Parent Information

Throughout the year, newsletters and handouts will be sent home with your child. These will include parent topics, activities to do with your child, book orders and different school related information. Please take a few moments each time to read through this info, and as always feel free to contact me with any questions or concerns you may have.



Snow Policy

If Herman-Norcross School is canceled for the day or had a late start, the preschool class will also be canceled. **If Herman-Norcross School has a late start of 1-2 hours, preschool class will be canceled for the day.**

If Herman-Norcross School closes early, preschool will also close early if it's in the morning, the students will go to the regular places they are to go to (ex. Daycare, home on the bus, etc.), unless you let us know otherwise. A snow home is requested on the Emergency Care Form in case buses are ever unable to get out on routes.

*****Please listen to KMRS radio and watch KSAX TV for weather related announcements.***



Clothing

Please dress children in clothes that are comfortable for play and work. We use washable paints and try to make sure all children wear paint smocks when doing those messy projects. However, there are times when children may get paint or other things on their clothes that may not wash out, so please take this into consideration when choosing clothes for school. It is very important to provide an extra set of pants, shirt, socks, and undergarments, just in case we have an occasional accident. These things can be marked with your child's name on them and we will keep them in a bag for them in the classroom closet. We do have clothing available in our lost and found, but sometimes it's less traumatic to the child if they have their own clothing to change in to.

Shoes- Tennis shoes are required. They are the safest for both the classroom and the playground. We will also occasionally use the gym and tennis shoes are required in there. It is school policy that our students wear shoes at all times.

Winter Dress- We will try our best to get outside each day, even on winter days. Please dress the children appropriately in the winter for outside play - hats, snow pants, mittens, boots. All students are required to go outside when we do.

Please label as much of your child's outside gear as you can with their name....it keeps our lost and found items to a minimum!!



Health

You can help safeguard the health of your child as well as that of other children by:

1. Checking for:

cough	restless night	skin rash
runny nose	earache	diarrhea
headache	upset stomach	sore throat
fever	inflamed eyes	

2. Keep your child home if she/he has:

persistent cough or runny nose	
sore throat	earaches
swollen glands	rashes or sores
nausea or vomiting	head lice
headache	pink eye
general signs of illness	other contagious illnesses

3. Notify the school if your child is sick and won't be attending class that day.

Also let us know if your child has a contagious illness so that other children may be watched more closely. This way, we can provide helpful information to the parents to prevent the spreading of the illness.

4. Teach your child good health habits. These especially include: when coughing/sneezing, teach your child to cough into their elbow. and proper hand washing techniques. Together we can keep our children healthy, which will make for a much more enjoyable preschool experience.

Reading the Handbook.....

I, _____, the parent(s) of

_____, have read and

understand the preschool handbook.