

Barnesville Public School and Community Education

# School Readiness | Trojan Preschool

## Information packet

### 2022-2023



**Registration April 11th - April 22nd**

**Preschool Program, ECFE, Screening questions:**

Laura Lempe - *Early Childhood Coordinator, Preschool teacher, Early Childhood Screening*  
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**Registration questions:**

Chris Ellefson - *Community Education Secretary*  
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218-354-2638

# SCHOOL READINESS - TROJAN PRESCHOOL 2022-2023 INFORMATION PACKET

School Readiness-Trojan Preschool is a program of Barnesville Public Schools and Community Education for children ages 3-5. The goal of our program is to provide high quality preschool experience for all children. We provide developmentally appropriate learning opportunities through play and teacher guidance to support social/emotional, physical, creative, and academic growth needed to start kindergarten. We can't do this without the support of a child's first teacher - their parent. For this reason we maintain open and daily communication.

## SCHOOL READINESS - TROJAN PRESCHOOL STAFF

Jon Ellerbusch - *Superintendent, Community Education Coordinator*  
Laura Lempe - *Early Childhood Coordinator, Preschool Teacher, Early Childhood Screening*  
Breanna Chuinard - *Preschool Teacher* / Stacey Rotz - *Preschool Para*  
Chris Ellefson - *Community Education Secretary*

## SCHOOL READINESS PRESCHOOL PROGRAM

In both Junior and Senior preschool classes we follow the **Early Childhood Indicators of Progress: Minnesota's Early Learning Guidelines**. The early childhood years are an important time of rapid growth and learning. Children's brains are developing more quickly at this time than at any other. They are exploring what they can do with their bodies and creating relationships with loved ones. They are investigating how the world works and their place in the world. Because of this complex and rapid development in young children, a shared set of expectations of what children can know and do is necessary to build successful early childhood programs and supports. In Minnesota, this set of shared expectations is called the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards (ECIPs). The ECIPs, which are aligned with the K-12 Academic Standards, ensure equitable access to a robust education across programs for all children.

## PROGRAM OBJECTIVES

1. Assist children in learning to live comfortably in a social environment.
2. Provide opportunities for the children to interact.
3. Enhance a child's self-esteem, self-awareness, and self-confidence by offering many opportunities for a child to succeed, express ideas, and understand his/her emotions and to attain skills to control them.
4. Provide opportunities for math, science, literacy and social science.
5. Increase attention span and follow simple directions.
6. Foster creativity and self-expression through art, music, and dramatic play.
7. Develop small motor skills by using scissors, glue, clay, blocks, puzzles, beads, pegs, etc.
8. Develop large motor skills through group games and outdoor activities.
9. Stimulate and encourage curiosity and provide opportunities for problem solving.
10. Encourage children to take care of their own needs with support from adults.

Our program is designed to maximize individual development and promote developmentally appropriate practices. The activities focus on the *process* of learning. Therefore, **the emphasis is on the experiences the children have rather than the results of those experiences**. Each child has his or her own set of possibilities and we help those possibilities unfold. Days are filled with planned and spontaneous moments of learning. There is time allowed for active outdoor play, imaginative games, independent discoveries, and group activities.

## JUNIOR PRESCHOOL INFORMATION

This is the first step in our preschool program. The children in this classroom learn through large and small group activities and experiences. They begin to work on early writing and scissors skills as well as number, letter, color and shape recognition. It is our goal for the children to have many real world learning opportunities through building, pretend play, art, science, and math. We believe it's important that children of this age have time to create, explore, and pretend every single day.

### Requirements:

- Must be 3 years old by September 1st, 2022
- Attend kindergarten fall 2024
- Current residents of Barnesville Public School District #146
- Toilet trained by the first day of class
- Complete Early Childhood Screening (Scheduled for May 11-12, 2022). Information will be mailed out prior to screening dates.

## JUNIOR PRESCHOOL CLASS OPTION

### • Option (JP1) 3 days/morning

September 12th - April 26th (80 total days)  
Days: Monday, Wednesday, Friday  
Time: 8:10-11:10  
Registration Fee: \$30 (non-refundable)  
Fee: \$140/month \$1,120/year  
Reduced Fee 1: \$95/month \$760/year  
Reduced Fee 2: \$55/month \$440/year

### • Option #2 (JP2) 2 days/afternoon

September 13th - April 27th (59 total days)  
Days: Tuesday, Thursday  
Time: 12:10 pm - 3:10 pm  
Registration Fee \$30 (non-refundable)  
Fee: \$105/month \$840/year  
Reduced Rate 1: \$70/month \$560/year  
Reduced Rate 2: \$40/month \$320/year

**Class is Full as of 4/14/2022**

## SENIOR PRESCHOOL INFORMATION

Our senior preschool program guides children in learning all of the kindergarten readiness skills they need. There are planned large group activities and games as well as scheduled small group learning with the teacher. They have opportunities to work on writing skills at the art center, social skills at the pretend play center and have many hands-on experiences in the math and science centers. We believe that through play children are able to discover, pretend, test, classify, organize, and interact with others. The preschool children are encouraged to problem solve with their friends and to become independent in daily routines.

### **Requirements:**

- Must be 4 OR 5 years old by September 1st, 2022
- Attend kindergarten fall 2023
- Current residents of Barnesville Public School District #146
- Toilet trained by the first day of class
- Complete Early Childhood Screening (Scheduled for May 11-12, 2022). Information will be mailed out prior to screening dates.

### **A few notes about the Senior Preschool ALL DAY class:**

- We do not recommend this class for younger 4 year olds (turned 4 in June, July, or August) or for children who haven't been in group care. It gets to be a very long day for the children. Please keep in mind this is not a child care program.
- **Breakfast/Lunch/Snack**
  - We will not be serving breakfast in preschool. We will do a morning snack instead.
  - We are requesting cold lunch be sent each day. This gives us more flexibility in our daily schedule. (If we participate in the hot lunch program we would have to eat at 10:45 am. This makes for a very long afternoon). If you qualify for free or reduced meals your child will be provided a lunch each day.
  - A snack calendar will be sent out in August.
- **Rest Time**
  - Daily rest time for approximately a hour. The first 20 minutes the teacher reads to the children and everyone takes a bathroom break. Then all children will be required to rest their bodies for 20 minutes. After that they will be given quiet activities on their rest time mats if they didn't fall asleep.

## SENIOR PRESCHOOL CLASS OPTIONS

### • **Option #1 (SP1) 4 days/morning**

September 12th - April 27th (115 total days)  
Days: Monday, Tuesday, Wednesday, Thursday  
Time: 8:10am - 11:10am  
Registration Fee \$30 (non-refundable)  
Fee: \$200/month \$1600/year  
Reduced Fee 1: \$135/month \$1080/year  
Reduced Fee 2: \$80/month \$640/year

### • **Option #2 (SP2) 2 days/all day**

September 13th - April 27th (59 total days)  
Days: Tuesday, Thursday  
Time: 8:10 am - 3:10 pm  
Registration Fee: \$30 (non-refundable)  
Fee: \$215/month \$1,720/year  
Reduced Fee 1: \$140/month \$1,120/year  
Reduced Fee 2: \$85/month \$680/year

### • **Before and after school care options** Kid's Club is a Community Education Program

*MUST BE 4 YRS ON 9/1/2022*

SP1 - Before school 6:45 am - 8:10 am \$3/hour (broken down into 1/4 hour increments)

SP2 - Before school 6:45 am - 8:10 am and after school 3:00 pm - 5:45 pm \$3/hour (broken down into 1/4 hour increments)

SP3 - After school 3:00 pm - 5:45 pm \$3/hour (broken down into 1/4 hour increments)

*Kid's Club registration is separate from Preschool registration. Please let us know if you are interested.*

*\*The times and rates are subject to change for the 2022-23 school year.*

## REGISTRATION INFORMATION

Registration will take place **starting at 6pm on April 11th online**. Anyone registering after **April 22nd** will not be guaranteed a spot for the 2022-2023 school year. **A confirmation email will be sent with class information in May**. We will do our best to get your child in your first choice option however, this isn't always possible due to limited space, IEPs, and transportation needs.

Registration link: <https://www.locallevelvents.com/events/org/barnesville-schools>

\*If you cannot register online please contact the Community Education Office at 218-354-2638 to arrange a time to drop off paperwork and payment. Paperwork will be accepted beginning on April 12th.

### **Registration Process:**

1. Complete a registration form for EACH child (preferably online)
2. If you are interested in a reduced fee - complete the reduced fee application form and drop it off or Mail it to the office by April 22nd.
3. Pay the non-refundable \$30 registration fee.

We will try our best to get everyone placed in their first class choice. However, we cannot guarantee your child will be in the first class choice.

## SCHOOL READINESS TROJAN PRESCHOOL PAYMENT AND CALENDAR INFORMATION

### Payment Policy

Tuition is due on the **First day of class each month beginning in September.**

### Paying Tuition

Making payments can be done in one of the following ways:

1. Pay on *Payschools* at [www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)
2. Put tuition payment in your child's folder. This is checked daily by the teacher.
3. Bring tuition payment to the Community Education office.
4. Mail tuition payment to Community Education office at PO Box 189

Refunds will not be made due to illness, vacation, or weather days. Exceptions made when class is cancelled due to teacher illness and/or more than three weather cancellation days.

### Reduced Rates

We offer reduced rates for all children attending school readiness programming if you qualify. Please fill out the application included in this packet. If you choose to apply for a reduced rate you will be notified after the registration period if you qualify and what your reduced rate will be.

### Transportation

Students that live in the Barnesville School District and are on a bus route may ride the bus. Students that live within walking distance to the school do not qualify to ride the bus.

### Morning Classes

- May ride to school if on a route - otherwise parent drop off between 8:05 - 8:10
- Parents responsible for arranging pick up at 11:10am
- May attend before school care at Kid's Club. A teacher will pick the children up in the Kid's Club room before class. (Senior Preschool)

### Afternoon Classes

- Parents responsible for dropping off between 12:05 pm - 12:10pm
- May ride bus home - otherwise parent pick up at 3:10pm
- May attend after school care at Kid's Club. A teacher will drop the children off in the Kid's Club room after class.

### All Day Class

- Parents responsible for dropping off between 8:05 am - 8:10 am and picking up between 3:10 pm - 3:15 pm
- May ride bus to and from school
- May attend before and after school care at Kid's Club. A teacher will pick up the children before class and drop them off after class.

### School Calendar

We follow Barnesville Public Schools District Calendar for no school days. An official calendar will be emailed to parents before school starts.

### School Closures Due to Weather

We follow the BPS district procedure. We will not refund for storm days and cannot guarantee days will be made up.

- BPS closed - preschool is cancelled
- BPS starts late - no morning preschool
- BPS gets out early - no afternoon preschool
- CPT Fridays - BPS late start - no morning preschool

## EARLY CHILDHOOD SCREENING

### What is Early Childhood Screening?

Screening is a brief, simple procedure used to identify potential health or developmental problems in infants and young children who may need a health assessment, diagnostic assessment or educational evaluation. Screening in early childhood supports children's readiness for kindergarten and promotes health and development.

### Screening includes:

- Vision and hearing,
- Height and weight,
- Immunization review
- Large and small muscles,

**Early childhood screening is a requirement for any child entering school in Minnesota including our preschool program.**

Information will be sent to all households with children age 3-5 that haven't been screened. Students complete screening one time.

## QUESTIONS and CONTACT INFORMATION

### Preschool Program, ECFE, Screening questions:

Laura Lempe  
Early Childhood Coordinator, Preschool Teacher, Early Childhood Screening  
[llempe@barnesville.k12.mn.us](mailto:llempe@barnesville.k12.mn.us)

### Registration questions:

Chris Ellefson  
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# Barnesville Public School and Community Education SCHOOL READINESS - TROJAN PRESCHOOL

2022-2023 Registration Form

## CHILD INFORMATION

Child's Name(First, Middle, Last) \_\_\_\_\_ Preferred name of child \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age on 9/1/2022 \_\_\_\_\_ Sex M F  
Child lives with \_\_\_\_\_

## FAMILY INFORMATION

**Parent/Guardian** \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address (If different than child's address) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Phone number \_\_\_\_\_ (Circle one) Cell Work Home  
Phone number \_\_\_\_\_ (Circle one) Cell Work Home

**Parent/Guardian** \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address (If different than child's address) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Phone number \_\_\_\_\_ (Circle one) Cell Work Home  
Phone number \_\_\_\_\_ (Circle one) Cell Work Home

## PRESCHOOL CLASS OPTIONS

**JUNIOR CLASS OPTION** Child must be *3 or 4 years by 9/1/2022* and plan on attending kindergarten fall 2024.

**Morning Half Day 8:10am - 11:10am**

\_\_\_ JP1 3 days/week M,W,F

**Afternoon Half Day 12:10 - 3:10 pm**

\_\_\_ JP2 2 days/week T, TH

**SENIOR CLASS OPTIONS** Child must be *4 or 5 years by 9/1/2022* and plan on attending kindergarten fall 2023.

Please mark your choices in order from 1-3.

**Morning Half Day 8:10am - 11:10am**

\_\_\_ SP1 4 days/week M,T,W,TH

**All Day 8:10-3:10**

\_\_\_ SP2 2 days/week T,TH

Is there a specific reason your child needs to be in a certain class? \_\_\_ YES \_\_\_ NO

If yes, please list the reason. If it is a ride share issue please be specific and list who will be riding together. We will do our best to accommodate. \_\_\_\_\_

\_\_\_ YES \_\_\_ NO

Are you interested in Kid's Club before and after school care? (Senior Preschool only)

\_\_\_ YES \_\_\_ NO

Does your child live in the Barnesville School District?

\_\_\_ YES \_\_\_ NO

Does your child have an IEP (Individualized Education Plan)? If yes, explain \_\_\_\_\_

\_\_\_ YES \_\_\_ NO

Has your child completed Early Childhood Screening? (Screening will be held in May)

**TRANSPORTATION**

Will your **MORNING preschool student** ride the bus to school? \_\_\_ YES \_\_\_ NO

If yes, please list location \_\_\_ Home \_\_\_ Other (Please list the name and physical address) \_\_\_\_\_  
\_\_\_\_\_

Will your **AFTERNOON preschool student** ride the bus after school? \_\_\_ YES \_\_\_ NO

If yes, please list location \_\_\_ Home \_\_\_ Other (Please list the name and physical address) \_\_\_\_\_  
\_\_\_\_\_

**PHOTO PERMISSIONS**

I give permission to Preschool staff to photograph, videotape, or audio record my child. (Circle yes or no)

Classroom/Hallway/Yearbook	YES	NO	Barnesville Public Schools Website	YES	NO
School Readiness/ECFE Facebook Page	YES	NO	News Media	YES	NO

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HEALTH INFORMATION**

Does your child have any health problems? \_\_\_ YES \_\_\_ NO If yes, please explain \_\_\_\_\_

Please list any known allergies \_\_\_\_\_

Does your child have any vision (wears glasses?), hearing, or speech problems? \_\_\_\_\_

Does your child take medications regularly? \_\_\_ YES \_\_\_ NO If yes, please explain \_\_\_\_\_

Physician to call in emergency \_\_\_\_\_ Phone \_\_\_\_\_

Dentist to call in emergency \_\_\_\_\_ Phone \_\_\_\_\_

I hereby grant permission for Preschool Staff to take whatever steps may be necessary to obtain emergency medical care if warranted. I release Barnesville Community Education and ISD #146 of any responsibility for any problem that may arise while my child is at the program.

The steps may include, but are not limited to, the following:

1. Attempt to contact parent/guardian or emergency contact.
2. Attempt to contact the child's physician.
3. If we cannot reach your child's physician we will do any or all of the following:
  - A. Call another physician
  - B. Call an ambulance
  - C. Have the child taken to the emergency hospital in the company of a staff member.
4. Any expenses incurred due to item 3 will be the responsibility of the family.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**EMERGENCY NUMBERS**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**INSURANCE RELEASE**

Barnesville Public Schools does not carry insurance that covers students during preschool classes. This form confirms that your child is covered by your own policy, thereby releasing the school from any financial obligations you may encounter during an injury in this program.

Do you have insurance? YES NO **Parent/Guardian Signature** \_\_\_\_\_

If yes, name of company \_\_\_\_\_ Policy Number \_\_\_\_\_