



September 2011

## Welcome to Lake Harriet UM Preschool

We are beginning our 59th year of educating young children in this community and we welcome all of you to a year of learning, new experiences, and good fun! A newsletter from the Co-Directors will be posted on our website and at the Preschool at the beginning of each month. An email will be sent notifying you that the website has been updated. If you are not receiving emails from us please be sure to let us know.

Your child's teacher will also post a monthly newsletter on our website and at the Preschool.

The monthly newsletters and the website are important ways we communicate with families throughout the year. Please be sure to read them carefully.

[www.lakeharrietumpreschool.org](http://www.lakeharrietumpreschool.org)

## TUITION PAYMENTS

The tuition for the 2011 – 2012 school year is \$1,890.00. Tuition statements will be sent monthly via email. Paper copies are available by request.

Payments are due by the 25<sup>th</sup> of each month – September through April. Balances must be paid in full prior to the last day of school in May.

Checks should be made payable to Lake Harriet UM Preschool and placed in the payment box located in the hallway near room 102. We also accept electronic payments which you may set up directly with your financial institution. Sorry, we do not accept credit cards.

## Handbook Corner

Our Family Handbook contains important information for all Preschool families. Most of the information is also available from our website. The Handbook can be downloaded from our website and copies are available in each classroom.

The Family Handbook addresses Preschool policies. These policies have been developed in accordance with our state license. They are reviewed annually by our Health Consultant and the MN Department of Human Services.

Policy areas in the Handbook include Philosophy & Goals, Program Plan, Discipline, Communication, Confidentiality, Grievances, Health & Safety, Special Needs, Illness, Medications and Maltreatment.

Please take a moment to look at the Family Handbook.

## *Purple School Bags*

We are back to our traditional purple school bags this year! Please have your child bring his/her purple bag to Preschool each day and check it daily for important information from school. Please be sure that his/her name is on the bag. With so many purple bags they can be easy to mix- up!

## *Apple Orchard Field Trip*

On Thursday, September 29<sup>th</sup> we are heading to Minnetonka Apple Orchard for our first field trip! We are taking the whole school at one time – 8:45am to 11:30am. Please see the flyer for important details.

## **Playground Time**

The children will be going outside everyday, weather permitting. Please make sure your child has the appropriate clothing each day – including tennis shoes.

## **Transportation Plans**

It is very important that we know who is transporting your child each day. Please fill out the Transportation Plans sheet and return it to your child's teacher by September 30<sup>th</sup>. If a caregiver regularly transports your child, be sure to provide us with his/her name. Please let us know if these plans change at any time during the year.

## **Drop Off and Pick Up**

For the safety of the children please park in the parking lot when dropping off and picking up your child or car pool. Please do not use the gate on the playground. Keeping the gate closed at all times helps us prevent children from leaving the playground without an adult. Please pay close attention to children in the parking lot and never leave children or valuables in your car.

The time before and after each session is important preparation time for our staff. Please arrive as close as possible to our scheduled start and end times – morning session: 9am & 11:30am; afternoon session: 12:30pm & 3pm. Please check in with your child's teacher in the classroom upon arrival. Children should not be in the classroom without an adult. At pick up, immediately check in with your child's teacher and collect your child's preschool bag.

Thank you!

## **LUNCH BUNCH**

In the Enrollment packet you received a flyer with information about our Lunch Bunch program. Lunch Bunch begins in October. Sign up for October begins Tuesday September 20<sup>th</sup>. We welcome to the staff our new Lunch Bunch coordinators – Lori & Kris! Please contact Lori with questions: 651.503.3450.

## **Staff Bios**

Each Lake Harriet UM Preschool staff member has written a short bio giving you a glimpse into who we are. Look for it in your child's cubby. Our staff is a dedicated group of professionals as you'll see.

## **PEACE COFFEE**

This year is our eleventh year of offering the opportunity to buy Peace Coffee through the Preschool on a monthly basis. The coffee is shade grown in Guatemala. Your purchase supports both the Preschool and fair-trade farming. Please see the flyer for more information.

## **SCHOLASTIC BOOK ORDERS**

We will also be offering the opportunity to order books from Scholastic on a monthly basis. The books available are usually well known titles at a discounted price. Your purchases help the Preschool acquire new books for our classroom libraries (with extra books earned with online ordering). Paper copies of the book orders will be sent home monthly but ordering is also available online. Log on to [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs) for the current order forms. Please set up your own account using this code GJR7N. Our school's account lists Sue Jordan as teacher for all students. If you have any questions, please contact Sue in Room 104.

## **Family Info Boards**

Please look for our Family Info Boards at the bottom of the stairs and near the payment box between Rooms 101 & 102. We post the monthly calendar, Lunch Bunch Schedule and Co-Director's newsletters there. Our license and accreditation certificate are posted there, too. We also post info about upcoming family-friendly events, early-childhood news, and community resources – anything we find that our families may want to know about. If you have something you'd like us to share, please let us know. We'll try to include it!

## Playground Guidelines

Our Playground Guidelines have been developed for the safety of the children using the equipment. Please help us enforce them so everyone using the playground is safe and has fun:

\*Preschoolers are under the supervision of the Preschool staff until the end of the session. When you have picked up your child's preschool bag, supervision of your child becomes your responsibility. Please supervise non-preschool children at all times.

\*Shoes must be worn at all times.

\*Children are to slide down slides – not climb up.

\*Toys should remain in their designated areas:  
Sand toys in sand box  
Big trucks in mulch area  
Hula hoops & balls on grass

\*Please do not allow children to play in the shrubs and flower gardens.

\*Please take turns with the toys and equipment so everyone gets an opportunity to play.

You are welcome to use the playground before and after preschool. We ask that you enforce the guidelines even when our staff are not present.

## woofstock

Dog owners and dog lovers – Saturday, September 10<sup>th</sup> is the Linden Hills Woofstock. It's a dog friendly family event benefiting Reading Education Assistance Dogs (R.E.A.D.). There will be entertainment, dog tricks, sales, deals and specials all in the 43<sup>rd</sup> and Upton area. More information is available at [lindenhillswofstock.net](http://lindenhillswofstock.net).

## Ink Jet Cartridge & Cell Phone Recycling

Turn your used ink jet cartridges into cash for the Lake Harriet UM Church Youth Group and help the environment at the same time. Please place your used cartridges in the bin located near the Preschool payment box. If you have any questions, please contact Kim, Director of Youth Ministries at 612.926.7645.

Help us provide used cell phones for women in crisis (and cash for the Preschool) by turning in your old cell phones. A collection bin is located near the Preschool payment box. Please contact Nicolle Rockhold in Room 101 with any questions.

**facebook**

Have you “liked us” on facebook yet? Our new page is connecting current preschool families, former preschool families and even preschool graduates with happenings at the Preschool and in our community. We welcome your comments on what kind of information you'd like to see posted. Find us at:  
<http://www.facebook.com/home.php#!/lakeharrietumpreschool>

## CONTACT US

As always, if you have any concerns, questions or comments, please share them with us. You may leave us a voice mail: 612.926.8043, use one of our email addresses: [info@lakeharrietumpreschool.org](mailto:info@lakeharrietumpreschool.org), [mrs.caskey@lakeharrietumpreschool.org](mailto:mrs.caskey@lakeharrietumpreschool.org), [mrs.rockhold@lakeharrietumpreschool.org](mailto:mrs.rockhold@lakeharrietumpreschool.org) or talk with us at school.