

Welcome to Summer Safari!



Dear Preschool Parent(s),

I am very excited to welcome each and every one of you to Community of Saints Preschool Summer Safari Program! Our summer preschool program is for children ages 3 and 4 who will be in preschool in the fall. As you and your child prepare for a fun summer, I wanted to give you a brief overview of our summer program...

A Typical Day

Although it is summer, our staff is dedicated to providing your child with an outstanding education! We will be incorporating curriculum each and every day to ensure that your child is learning while having fun. We will continue to have circle time and story time along with small group work and plenty of large muscle activity!

Field Trips

In order to help your kiddos enjoy their summer time, we will be going on a field trip once a week! Parents and grandparents, aunts and uncles are always welcome to join us (you must pay for your own admission). Permission slips will be given out a week in advance for each trip. In addition to our weekly field trips, we will be exploring weekly themes this summer! This will always give your child something to look forward to when going to Community of Saints.

On-Site Visitors

Community of Saints Summer Safari will have many guests this summer to provide hands-on learning for our preschoolers. Some of these guests might include the Como Zoo and MN Sealife Aquarium, a professional juggler and a puppet lady!

Weekly Calendar

To help you keep everything organized, we will provide a Weekly Calendar board that will let you know what is going on in Preschool each day along with times and what to bring if anything.

Breakfast, Lunch, & Snacks

Breakfast will be provided each day for your child. Breakfast starts promptly at 8:30 and ends at 9:00. If your child arrives after 9:00, we will be unable to provide breakfast for him/her.

Community of Saints will also provide morning and afternoon snacks. ***A cold lunch from home must be brought every day unless otherwise noted in the calendar.*** Please do not pack anything that may need to be heated up for your child's lunch.

What to Bring Each Day

Your child should ***always*** have the following items at preschool...an extra pair of clothes, a blanket, lotion brand of sunscreen labeled with your child's name, and a labeled water bottle.

Quiet Time/Nap

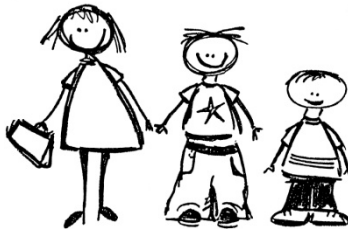
Every preschooler is required to lie down and rest for at least 30 minutes. This does not mean that they have to go to sleep. Any children who are still awake after 30 minutes will be allowed to go into the other classroom and do quiet activities such as reading, coloring, or puzzles.

In closing, I would like to thank you for choosing Community of Saints Preschool. I am so excited to get to know your child and build a relationship with him/her. I am committed to providing your child with hands-on, positive learning experiences in a creative, loving school environment. If you ever have any questions or concerns, please feel free to contact me at school (651) 457-2510 ext. 109 or by email khartz@communityofsaints.org.

Summer Safari starts on Monday, June 11. I am looking forward to a fun-filled summer!

Sincerely,

Katie Hartz
Director of Preschool/Lead Teacher





Community of Saints Regional Catholic School
Preschool Registration Form
Summer



A \$125.00 non-refundable fee must accompany this registration.

Date: _____ School Last Attended: _____

Child's Name: _____ Date of Birth: _____
 (First) (Last)

Mother/Guardian:

Father/Guardian:

First Name: _____

First Name: _____

Last Name: _____

Last Name: _____

Address: _____

Address: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Place of Employment: _____

Place of Employment: _____

Work Phone: _____

Work Phone: _____

Email: _____

Email: _____

Contract Information:

Start Date: _____

Please indicate the schedule of care your child will need on a weekly basis. This will be considered your contracted hours and you will be billed accordingly. If your child is attending half-day preschool (8:30-12:00) or full day preschool (8:30-3:00), please indicate the days and times within the following contract information. You may schedule your child between the hours of 6:30 and 6:00 as needed.

Preschool Program

(Please circle one)

4 Year Old Preschool

3 Year Old Preschool

<i>Day</i>	<i>Arrival Time</i>	<i>Pick Up Time</i>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please fill out back side

Emergency Contacts/Authorized Pick Ups:

You must list TWO emergency contacts authorized to take your child from Community of Saints as a back up if parent(s) or guardian(s) cannot be reached. *This may not include parent(s) or guardian(s) listed previously.* Please make sure to list someone your child is comfortable with.

<i>Name</i>	<i>Address</i>	<i>Phone #</i>	<i>Relationship to Child</i>
1	_____	_____	_____
2	_____	_____	_____

Medical Information:	<i>Name</i>	<i>Address</i>	<i>Phone #</i>
Doctor	_____	_____	_____
Dentist	_____	_____	_____
Hospital	_____	_____	_____

Please indicate any health concerns: _____

In the case of an emergency, the police or paramedics may take your child to the nearest hospital for medical treatment. There may be a charge for ambulance service. Your signature below authorizes program staff to use emergency services if necessary, and indicates your agreement to the above mentioned hospital policy.

Parent/Guardian Signature: _____

Should Poison Control need to be contacted, and upon their advice, we may administer Syrup of Ipecac to your child to counter-effect an ingestion of poison. Please sign below, hereby giving program staff permission to follow this policy.

Parent/Guardian Signature: _____

Ethnic Affiliation (for statistical purposes only):

- | | | | |
|--|---|---|--------------------------------|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Latino/Hispanic | <input type="checkbox"/> African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Other | |

Main Language(s) Spoken at Home: _____

Policies and Releases:

By signing this registration form, I grant permission to the Community of Saints Preschool Program to use names, pictures, and anecdotes for the purposes of educating the public about the services available. I also agree that I have received a copy of the program policies and agree to abide by these guidelines.

Parent/Guardian Signature

Date

Community of Saints Summer Preschool Policies

Please keep these policies on hand to refer to when questions arise.



A. Basic Rates and Payment Policies

* **Tuition rates are outlined on a separate tuition form.** *

1. All fees are based on blocked billing.
2. You will be charged the blocked billing rates for which you register your child.

Rates are as follows:

Extended Preschool Options:

- **Mornings (6:30-8:30)** **\$8.00/day**
- **Afternoons (3:00-6:00)** **\$12.00/day**
- **Drop-in Days** **\$15.00/day**

3. Contracted hours will be billed as follows:
Preschool half days, preschool full days, and preschool packages will be billed monthly. Morning and afternoon extended preschool options will be billed monthly.
4. Monthly payments are due by 3:00 p.m. on or before the 25th day of care for the month. Extended preschool options will be billed the following month and payment is due on or before the 25th of each month. If payment is not received by 3:00 p.m. on the due date, you may be assessed a late fee of \$10.00.
5. Any check returned to us unpaid (ie: NSF, account closed, etc...) will be assessed a \$30.00 fee and the total amount due including this fee must be paid within 5 days of notification. After 2 returned payments, personal checks will no longer be accepted and future payments must be received in certified funds (ie: money order, cashier's check, etc...).
6. Cash payments will not be accepted.
7. If you are unable to pay your tuition as agreed upon, please talk to the Director of Preschool. Under special circumstances, we will accept a reasonable payment arrangement. The approval of such a payment is at the discretion of the Director of Preschool and/or the Principal of Community of Saints.
8. Each week, contracted hours must be consistent. For example, you can sign up for just Mondays and Wednesdays, but you CANNOT contract for Monday & Wednesday one week, and Tuesday and Friday the following week. Days and hours of care must be consistent each week to reserve a spot and allow us to staff accordingly. Any changes in contracted hours need to be approved by the Director of Preschool and a ***Change of Contract*** form must be filled out. This DOES NOT apply for drop-in days between the hours of 6:30-8:30 a.m. and 3:00-6:00 p.m.
9. Accounts with continuous non-payment may be referred to an outside collection agency.
10. Accounts with continuous non-payment may result in the termination of care for your child.

B. Overtime Rates and Policies

1. Parents must inform Community of Saints of any additional care required outside of contracted hours. Failure to do so may result in a \$5.00 penalty, plus the regular weekly or monthly charge. If additional care is required on a consistent basis, you may be asked to change your contract.
2. ***Our preschool closes promptly.*** Closing penalty fees will be begin immediately. \$5.00 for the first 15 minutes, or any portion thereof, and \$1.00 for each additional minute shall be paid

- directly to the staff member(s) on duty. This fee is to be paid immediately to the staff member(s) upon your arrival at Community of Saints. Failure to pay this fee within 24 hours may result in a termination of your contract.
3. There is no credit given for late arrival or early pick-up from the preschool.

C. Holidays and Absences

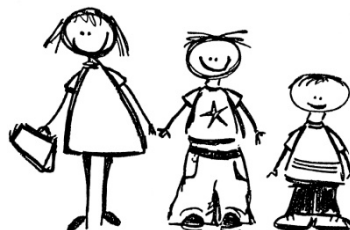
1. Community of Saints Preschool will be closed on the following days/holidays without credit given on contracted hours: **New Year's Eve, New Year's Day, Presidents Day, Martin Luther King Jr. Day, Easter Break, Memorial Day, 4th of July, Labor Day, MEA Break, Thanksgiving Break, and Christmas Break.**
2. All holidays and breaks are included in the regular monthly and yearly tuition. You will not be reimbursed for the days that preschool is closed for holidays and breaks.
3. Our program will be closed just prior to the start of the summer and the fall programs to allow for staff training, room cleaning, and possibly one or two other days throughout the year. Exact dates will be announced and posted at least 2 weeks prior to the closing date.
4. Community of Saints preschool reserves the right to close occasionally throughout the year as determined necessary by the Director of Preschool in cooperation with the Director of Education. These occasional closings due to weather, etc. will not be reimbursed.
5. You must inform the Director if your child will not be at preschool (ie: sickness, dr. appointment, vacation, etc...). Regular payment is due regardless of occasional absences.

D. Contract Changes and Preschool Information

1. Written notice is required two weeks in advance to change your contracted hours or you may be charged accordingly.
2. Termination of preschool requires a two week written notice.
3. It is your responsibility to make sure the information on your child's emergency card is up-to-date. If at any time we discover the numbers on an emergency are no longer valid, we will request updated information within 24 hours. If a new emergency card is not provided within 24 hours, your child may not return to our preschool until a new card is submitted to the Director and approves your child's re-enrollment.

E. Persistent Unacceptable Behavior

1. A note will be sent home to inform parents if there is separation from the group. If a child requires separation three times in one day, the director and parents/guardians will be alerted. If a child requires separation more than three times or more in one day, the result may be the exclusion of that child for the remainder of the day.
2. Consistent negative and/or unsafe behavior may result in the exclusion of the child for the remainder of the day. If persistent negative and/or unsafe behavior persists, parents/guardians will be called to pick up child. If parents/guardians cannot be reached, all persons listed on emergency form will be contacted. Consistent negative behavior may result in more extensive behavior guidance plans as negotiated by the director, teachers, and parents.
3. We reserve the right to terminate the enrollment of any child by giving a one week written notice.





Community of Saints Preschool

Drop Off and Pick Up Procedures

- All Preschoolers should be dropped off and picked up at the Haskell street entrance #7.
- You will receive a keypad code to enter the building. Please only share this code with people that will be regularly picking up or dropping off your child.
- We recommend that you park your car on the entrance side of the street.
- All parents, grandparents, or guardians dropping off and picking up your preschooler should sign your child in and out every day in the attendance book to the right as you walk in the entrance. Children's names are listed in alphabetical order by last name.
- Parents need to walk their child into the classroom and help them hang their backpacks, jackets, etc. Please ensure that a teacher sees your preschooler so they know they have arrived for the day.
- When dropping off for half day or full day Preschool/PreK, you may put your child's things on their hook and drop them off in either the Turtle room. Oftentimes, the preschoolers will be in the gym or outside from 8:00-8:30.
- There are signs posted on the doors indicating where the preschoolers are at all times if they are not in the classroom.
- When picking up your child from half day preschool at 12:00, please wait outside the classroom doors. Your child will meet you in the hallway.

