

Barnesville Community Education



Preschool 2019-20 Registration Packet

Thank you for your interest in the Barnesville Community Education Preschool program. Enclosed you will find the preschool registration form that should be submitted when registering. Registrations will be held on Tuesday, March 26 in the evening. Please read through the information in this packet carefully and contact the office with questions.

REGISTRATION DATE & LOCATION: Tuesday, March 26 at the Community Education Office– located at the High School at 302 3rd St SE. Come into the building using outside door # 8 or #3. Signs will be up directing you to the Community Ed. office. Please do not mail your registration form to the office. All participants must register in person on the 26th or after that time.

REGISTRATION TIME:

- Parents of 4 & 5 year olds- Register Tuesday, March 26 from 7:00 p.m. to 7:30 p.m.
- Parents of 3 year olds -Register Tuesday, March 26 from 7:30 p.m. to 8:00 p.m.

*if you have a 4 year old that you are registering for the Junior Class– you will want to come to the 7:00 pm registration time frame to guarantee your child gets the Junior class

REGISTRATION PROCESS: Follow these steps to register your child:

- Complete a registration form for each child before you come.
- Complete the reduced fee application form and return that when you register (if interested in reduced fee).
- Bring a \$30 non-refundable Registration Fee made out to Community Education when registering.
- Bring the completed registration form and \$30 fee into the Community Education office during the registration period on March 26
- If you cannot make it in on the registration night for your students age group, you can bring your registration form into the office the following day, but there will be no guarantee that spots will be available. You may also have a relative or friend bring the form into our office on the 26th if you call and let us know ahead of time and have a valid reason for not coming on the 26th yourself.
- If you are registering students in both the Sr. Classes & Jr. Classes you will need to get in line for the Sr. Class and then back in line for the Jr. Class

We will try our best to get everyone placed in their first class choice. Please be advised, that this might not be possible for every student due to the class size. We cannot guarantee that your child will be in the first class choice or any class. A confirmation letter will be sent to you in June or earlier indicating which class your child will be placed in. If you have any questions, please call the Community Education office at 354-2638.

INSTRUCTORS: Julie Johnson is the Preschool Instructor and Gloria Lee is the Classroom Aide.

GENERAL INFORMATION: There will be different classes of preschool to choose from. The class options are listed on page 4 along with the cost and details of each class.

REQUIREMENTS

- Students must be current residents of Barnesville Public School District #146. Contact Com. Ed at 354-2638 before registration if you are not a resident of ISD #146 District to find out your options.
- Students must be potty trained by the first day of class
- Students attending Senior Preschool must be 4 or 5 years old by Sept. 1, 2019
- Students attending Junior Preschool must be 3 or older by Sept. 1, 2019
- All students must have a registration form filled out in order to attend Preschool.





Preschool 2019-20 Class Information

TRANSPORTATION: Students that live in the Barnesville School District and those that live in town and are on a bus route may ride the bus to the morning preschool classes (SPS1 & JPS1) and children in the afternoon preschool class (SPS2, SPS3 or JPS2) may ride the bus home. Transportation at the conclusion of the morning class and the start of the afternoon class will be up to the parents. This will only apply to children that live on the bus route. Students that live within walking distance to the school will not be picked up in the morning or dropped off after school. Detailed Transportation information will be collected after class lists are completed. The students that ride the bus are dropped off at High School Door #7.

TUITION POLICY: Like every other business, Community Education operates on a budget. Tuition is set with the budget in mind for our program. Tuition is due on the first class day of each month from September thru April. Tuition can be paid in one of 4 ways on the first class day of your child's class each month

- 1) Pay on payschools at www.barnesville.k12.mn.us
- 2) Bring payment of check or cash to class and give to teacher
- 3) Bring payment of check or cash into the Community Education Office
- 4) Mail the payment to office at PO Box 189

We do not currently have a late fee for preschool payments. However, we would like everyone to make their preschool payments as close to the first of each month as possible. Refunds will not be made during the 2019-20 Pre-school year due to absences from illness, vacation, or weather days.

REDUCED RATES: We offer reduced rates for all of the classes. If you choose to apply for a reduced rate, we will let you know after the registration period if you qualify for a reduced rate and what the reduced amount will be. If you do not qualify for a reduced rate and need to drop your child out of the class due to financial reasons, you will receive a refund as long as you drop within one week of being notified. Parents will be expected to pay the full fee listed on page 4 unless they apply for and are notified that they will pay one of the reduced rate amounts. Please submit 'Application for ISD 146 Preschool Reduced Tuition' form when you register. This is the last page of the registration packet.

CONTACT INFORMATION: It is very important that all student's emergency contact information be up-to-date. If you move or change any of your telephone numbers, please notify the office immediately. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available. We collect email addresses in order to communicate with parents regarding various things. Please give us any updated email addresses during the year. We use this for schedule changes, cancelled classes, tuition reminders and general information.

EMERGENCY MEDICAL TREATMENT: We will collect emergency information on the registration form. This information will be used in the event of an emergency. In the event of an emergency, the Preschool staff will administer the necessary First Aid and or CPR. An ambulance will be called and your child will be transported to the nearest hospital. You will be notified immediately. The parent or guardian of the injured child is responsible for all costs involved in the emergency medical treatment, including emergency transportation, if required

CPT Class Days: What is CPT? Barnesville Public Schools has students come to school 2 hours late on 5 Fridays during the school year. The teachers have in-service workshops during this time. This means that we cannot hold Preschool Classes during these days. There are 4 days that would affect the Senior Preschool 1 class due to CPT. We are looking at having class on the CPT days but holding it in the afternoon from 12:15-3:15 for those 4 days. This would increase the cost of this class by a little bit and parents would need to do different transportation on those 4 days. The CPT days are Sept. 20, Oct. 25, Nov. 15 & April 17. Please answer the questions on the registration form regarding your preference for holding preschool on CPT days in the afternoon versus not having preschool on those 4 Fridays. We will go with the majority when we make a decision regarding the class.

Register March 26

Preschool 2019-20 Class Information



SCHOOL CLOSURES: Our Preschool operates from the week of September 9 through May 4 (approx.) We follow the Barnesville Public School District Calendar in regards to no school days when the School is not in session. We will have a one week break in November from the 25th– 29th for the Instructor to work on Student Assessments & Thanksgiving break. We will also have a one week break in February from the 17th to 21st which will be used for Parent/ Teacher conferences. We will give parents an official calendar when we mail paperwork in the summer.

In the event of inclement weather, we follow the School District procedure. If School closes than Preschool will be canceled for the day. If school starts late than we will not have the morning class. If school gets out early we will not have the afternoon class. We cannot guarantee that we will make up any storm days lost, nor will parents be reimbursed for lost days.

INSTANT ALERT: We use the Honeywell Instant Alert System for notifying parents of closed school days. When school starts in the fall, please make sure your information is all up-to date on the Instant Alert System. Directions on how to check on this will be handed out in the fall.

SICK POLICY: Fever: With a temperature of 100 degrees or above, parents will be notified to pick up their child. Please keep your child home until he/she is free of fever and fever reducing medications for twenty-four hours.

IMMUNIZATIONS: Every student needs to have a new immunization form turned into class every year. We will mail out a blank immunization form in late summer that you should use for completing. This form will then be turned back into our office before classes start in the fall.

QUESTIONS: Please feel free to contact Chris Ellefson or Julie Johnson if you have questions regarding this Preschool Packet, the registration procedure or any other questions. Julie Johnson: 354-2638 Ext 335 or jjohnson@barnesville.k12.mn.us and Chris Ellefson: 354-2638 or cellefson@barnesville.k12.mn.us



Register March 26

Early Childhood Screening Information

Minnesota law requires that ALL children must participate in early education screening. All students need to be screened before they start preschool or within a month of starting preschool. Students that do not attend preschool are required to be screened before starting kindergarten. It is best to have your child screened when they are 3 so any developmental issues can be addressed right away. Students that will be 3, 4 or 5 by May 14 will be screened in May and a letter will be sent in the mail to families in the next few weeks. Students that will be 3 after May 14 and those that turn 3 in June, July or August and are attending Preschool in the fall will be screened at a later date.

Students only need to be screened once, so if your preschooler was screened in May of 2018 or June of 2017 they do not need to go through the screening again. If that is the case, you will not receive a letter regarding screening this May.

When you receive the Early Childhood Screening form, if you receive a letter, but your child has already been screened, please contact the Community Education office at 354-2638 so we can update our records.

Screening will take place in the early part of May in the Preschool Room at the High School. Watch your mail for information regarding the screening. If you have a student in this age category that has not been screened yet and you do not receive anything by April 19th, please call the Community Education Office at 354-2638 or email Chris at cellefson@barnesville.k12.mn.us.



Preschool 2019-20 Class Options and Rates

The classes at the top are those that we will for sure hold. The classes at the bottom are the extra classes that we might hold if we need extra spots. Some students might be asked to move to extra class options if the first classes are full.

SPS1- Senior Preschool 1: 4-5 year olds : Mornings: 3 days per week

Days: Mondays, Wednesdays & Fridays

Fee: \$140 per month for total of \$1120

Dates: Sept. 9 and ends Approximately May 1

Reduced Fee 1: \$100/month-\$800

Time: 8:15-11:15 a.m.

Reduced Fee 2: \$50/month-\$400

Age: For children 4 to 5 years old by Sept. 1, 2019

Reduced Fee 3: \$0/month-\$0

Registration Fee: \$30 non-refundable due at Registration These rates are with No classes on CPT days

Fee if we do hold classes on the 4 CPT Days

Fee: \$145 per month for total of \$1160

Reduced Fee 1 with CPT: \$102/month -\$816 year

Reduced Fee 2 with CPT: \$54/month- \$432

SPS2- Senior Preschool 2: 4-5 year olds: Afternoons: 2 days per week

Days: Mondays & Wednesdays

Fee: \$100 per month for total of \$800

Dates: Sept. 9 and ends Approximately May 4

Reduced Fee 1: \$69/month -\$552

Time: 12:15-3:15 pm

Reduced Fee 2: \$37/month- \$296

Age: For children 4 to 5 years old by Sept 1, 2019

Reduced Fee 3: \$0/month-\$0

Registration Fee: \$30 non-refundable due at Registration

JPS1- Junior Preschool 1: 3-5 year olds: Mornings: 2 days per week

Days: Tuesdays & Thursdays

Fee: \$95 per month for total of \$760

Dates: Sept. 10 and ends Approximately April 30

Reduced Fee 1: \$63/month-\$504

Time: 8:15-11:00 a.m.

Reduced Fee 2: \$32/month-\$256

Age: For children 3 to 5 years old by Sept. 1, 2019

Reduced Fee 3: \$0/month-\$0

Registration Fee: \$30 non-refundable due at Registration

Extra Class Options

SPS3- Senior Preschool: 4-5 year olds: Afternoons: 2 days per week

Days: Tuesdays & Thursdays

Fee: \$100 per month for total of \$800

Dates: Sept. 10 & ends Approx. April 30

Reduced Fee 1: \$69/month -\$552

Time: 12:15-3:15 pm

Reduced Fee 2: \$37/month- \$296

Age: For children 4 to 5 years old by Sept. 1, 2019

Reduced Fee 3: \$0/month-\$0

Registration Fee: \$30 non-refundable due at Registration

JPS2- Junior Preschool 2: 3-5 year olds: Afternoons: 2 days per week

Days: Tuesdays & Thursdays

Fee: \$95 per month for total of \$760

Dates: Sept. 10 and ends Approximately April 30

Reduced Fee 1: \$63/month-\$504

Time: 12:30-3:15 pm

Reduced Fee 2: \$32/month-\$256

Age: For children 3 to 5 years old by Sept. 1, 2019

Reduced Fee 3: \$0/month-\$0

Registration Fee: \$30 non-refundable due at Registration

Depending upon the number of registered students, we would only have either the SPS3 or the JPS2 class

Barnesville Community Education Preschool 2019-20 REGISTRATION FORM



Please fill out registration form completely & return it on March 26

STUDENT INFORMATION

Child's Name (First) _____ (Last) _____ Nickname _____
Age on 9/1/19 _____ Date of Birth _____ Male _____ or Female _____
Mailing Address _____ City & Zip _____
Physical Address _____ City & Zip _____
Student Home Telephone Number _____

If the main phone for your family is a cell-phone number, please list it here as Home Phone.

PARENT INFORMATION Marital Status (circle one): Married Widowed Divorced Single Other

Father's Name (First & Last) _____ Father Employer _____
Father Work Phone _____ Father Work Hours _____
Cell Phone Number of Father _____ Father Home Phone _____
Father email address _____

Mother's Name (First & Last) _____ Mother Employer _____
Mother Work Phone _____ Mother Work Hours _____
Cell Phone Number of Mother _____ Mother Home Phone _____
Mother email address _____

Student lives with _____ both parents _____ mom _____ dad _____ split between both houses _____ other

SENIOR CLASS PREFERENCE & INFORMATION—Please indicate first, second & third class preference & answer yes or no regarding the Senior Preschool 3 class

Senior Preschool— Must be 4 or 5 by 9/1/19

_____ SPS1— 3 days per week; Mon. & Wed. & Fri.: 8:15-11:15 am

_____ SPS2— 2 days per week; Mon. & Wed.: 12:15-3:15 pm

_____ SPS3- Yes or No— 2 days per week; Tues. & Thur.: 12:15-3:15— Please circle your answer regarding SPS3 Class

If your child does not get into either SPS1 or SPS2 would you be willing to send him/her to this SPS3 class

SPS1 Class Question: We will determine if we hold class on these 4 Fridays based on majority

There are 4 CPT class mornings during Preschool. Please answer this question regarding the CPT days below

_____ Yes- Would be willing to do CPT days from 12:15-3:15: on 9/20; 10/25; 11/15; 4/17 and cost would be \$1160/year

_____ Yes— we realize that the class would be in the afternoon & we would need to find our own transportation to class on those 4 days and bussing would be after class on those 4 days

_____ No— Would rather not send our child in the afternoon for the 4 CPT days. There would be no Preschool on these 4 mornings

JUNIOR CLASS PREFERENCE & INFORMATION- Please indicate first & second class preference & answer yes or no regarding the Junior Preschool 2 class

Junior Preschool— Must be 3 by 9/1/19

_____ JPS1— 2 days per week; Tues. & Thur.: 8:15-11:00 am

_____ JPS2- Yes or No— JPS2— 2 days per week; Tues. & Thur.: 12:30-3:15 pm If your child does not get into the Junior Preschool 1 class would you be willing or able to send him/her to the JPS2 class

Turn Over to finish registration form

Is there a reason for your first choice of class? Daycare, work schedule, rides ____ Yes ____ No

If Yes what is the reason? Be specific if it is a ride share issue with others please indicate who your child would be riding with so we will know which students to put together _____

____ Yes ____ No Does your child live in the Barnesville School District

____ Yes ____ No Does this child has an (IEP) Individual Education Plan

____ Yes ____ No Early Childhood Screening Complete—We will hold screening in May

____ Yes ____ No Would your child be riding the bus to one of the morning classes– SPS1 or JPS1

____ Yes ____ No Would your child be riding the bus home after one of the afternoon classes-SPS2, SPS3 or JPS2

____ Yes ____ No If your child is eligible to ride the bus will he/she be picked up/dropped off at your home?

If your child would be bussed to or from a different location, please list name and physical address of the other location & indicate if this location is daycare, grandparent or other person:

HEALTH INFORMATION

Does your child have any health problems? Yes or No If yes, explain _____

Any known allergies? (Please list) _____

Are there any foods your child cannot eat? _____

Any vision, hearing, or speech problems? _____

Does your child wear glasses? Yes or No If yes, for what and how often _____

Are there any medications given regularly? _____

Physician to call in Emergency _____ Phone _____

Dentist to call in Emergency _____ Phone _____

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

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

1. Attempt to contact a parent or guardian or emergency relative or friend.
2. Attempt to contact the child’s physician.
3. If we cannot reach your or the 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 an emergency hospital in the company of a staff member.
4. Any expenses occurring due to item number 3 will be the responsibility of the family

Signature (parent/guardian) _____ date _____

EMERGENCY NUMBERS

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

INSURANCE RELEASE

Barnesville Public Schools does not carry insurance that covers students during Preschool. A parent or guardian signature on this form confirms that your son or daughter is covered by your own policy, thereby releasing the school from any financial obligations you may encounter during an injury in this program.

Have own insurance YES ____ NO ____ Parent Signature _____

If yes, name of company _____ Policy Number _____

Name and date of birth of other children living in your household between the ages of 0 to 5 (for Census)

Name Date of Birth Name Date of Birth

