



Northfield Nursery School

1401 South Maple Street
Northfield, MN 55057

SUMMER LETTER

The summer letter is an overview of "Need-to-Know" information for the upcoming school year including but, not limited to, dates and times of events, school supplies, and what to expect on your child's first day of school.

Dear Northfield Nursery School Parents/Guardians:

Welcome to Northfield Nursery School! We have an exciting year planned and look forward to seeing you and your child in September!

Teaching assignments for the coming year are as follows:

Kathy Lansing	M/W/F Afternoon
Penny Tschann	M/W/F Morning T/TH Morning M/W/F Afternoon
Pat Rogne	M/W/F Morning T/TH Morning
Shari Wadleigh	T/TH Morning (Serving as Aide)

ORIENTATION:

Nursery school orientations will be **Tuesday, September 6 (T/TH class)** and **Wednesday, September 7 (M/W/F classes)**.

Orientation is strongly encouraged for parents and their enrolled child – whether your family is new to NNS, or returning alumni. We request that each family send at least one adult – either parent or a responsible guardian – to attend the full orientation. *Because this is a special time for you and your child, we request that you do NOT bring siblings.*

Orientation times are as follows:

Tuesday, Sept. 6	9-10:30 a.m.	(T/TH a.m. class)
Wednesday, Sept. 7	9-10:30 a.m.	(M/W/F a.m. class)
Wednesday, Sept. 7	1-2:30 p.m.	(M/W/F p.m. class)

Orientation is held at Northfield Nursery School located in the United Methodist Church, 1401 S. Maple St., Northfield, MN.

During the first 30 minutes of orientation, parents and children have an informal time to play, explore, and meet their teachers and classmates.

Following the first 30-minute session, parents will gather in a nearby room for an informational meeting. Our priority is that your child feels safe and happy on his/her first day in the classroom. If your child needs you in the classroom, please feel free to stay as long as necessary. Our Director, Kathy Lansing, will provide all the necessary information to you at another time.

SCHOOL SUPPLIES:

To help defray operation costs, we will periodically ask for donations of school supplies.

We will, however, collect the following items at orientation:

Folder (2-pocket, middle-clasp)	M/W/F a.m.	~	red
	M/W/F p.m.	~	green
	T/TH a.m.	~	blue

- 1 box of Crayola washable markers (children with a last name beginning with A-I)**
- 3 glue sticks (children with a last name beginning with J-R)**
- 1 box of facial tissue (children with a last name beginning with S-Z)**

VOLUNTEER OPPORTUNITIES:

Northfield Nursery School is a cooperative school; therefore, we rely on parent involvement to keep us up and running. We understand families are busy but hope that you are able to find some time during your child’s school year to volunteer! On the last page of this letter you will find a list of volunteer opportunities including estimated time commitments. An opportunity to sign up for a volunteer activity will be made possible during orientation. Know in advance that your time is valued and your efforts greatly appreciated by all at NNS!

FIRST DAY OF SCHOOL:

Your child’s first FULL day of school will either be **Thursday, September 8 (T/TH class)** or **Friday, September 9 (M/W/F classes)**. Morning sessions meet from 9:00 – 11:30 a.m. Afternoon session meets from 1:00 – 3:30 p.m.

TUITION:

Tuition may be paid in full, in two equal payments, or in nine equal payments as follows:

<u>3 Day Session – M/W/F</u>	(1) Payment in full:	\$1,228.50 due August 15, 2011
	(2) Semi-annual:	\$614.25 due August 15, 2011 \$614.25 due January 15, 2012
	(3) 9 monthly payments:	\$136.50 beginning Aug. 15, 2011
<u>2 Day Session – T/Th</u>	(1) Payment in full:	\$990.00 due August 15, 2011
	(2) Semi-annual:	\$495.00 due August 15, 2011 \$495.00 due January 15, 2012
	(3) 9 monthly payments:	\$110.00 beginning Aug. 15, 2011

Payment coupons can be found on NNS’s website at www.northfieldnurseryschool.com. Click on the “Registration” tab and then select “Fees”. Payment coupons should always accompany your tuition payments. **It is the responsibility of the parent(s)/guardian(s) to make sure payments are received by NNS on time.**

Payments are made one month in advance so, **your first tuition payment is due August 15.** Payments received after the 30th day of the month may be charged a 10% finance charge. Payments not received within 30 days of the due date will be considered delinquent and your child may not be permitted in the classroom until the delinquent account is settled.

If you are unable to meet any payment deadline, please contact the Treasurer, Pamela McDowell at 507-334-0085 or treasurer@northfieldnurseryschool.com or the Director, Kathy Lansing at 645-4607 immediately.

Northfield Nursery School is a non-profit organization. Tuition policies are not intended to be unduly harsh. However, due to our non-profit status, Northfield Nursery School does not have cash reserves to carry delinquent accounts. (Please see your NNS Handbook for additional information regarding tuition policies and procedures.)

Tuition payments may be placed in the Treasurer’s locker at NNS or may be mailed to:

Treasurer, Northfield Nursery School
1401 S. Maple Street
Northfield, MN 55057

NORTHFIELD NURSERY SCHOOL GROUP PLAY DATES:

Northfield Nursery School recognizes the value of social interaction between the families who choose this pre-school for their children. We encourage families to spend time getting to know each other and interacting with other NNS families. The following play dates have been scheduled at the school's playground:

Monday, August 29 10a.m.-11a.m.
Tuesday, August 30 10a.m.-11a.m.

Please feel welcome to attend one or both events! *Siblings ARE welcome to attend these informal get-togethers* (NOTE: staff is NOT present; the school is NOT open). As the year progresses, we encourage parents to take initiative to plan additional events which facilitate parent and child social interactions.

REMINDER:

If you have not returned your registration form, *medical forms and emergency card, **please return them to NNS by August 1.** You can find these forms on NNS's website at www.northfieldnurseryschool.com. Click on the "Registration" tab and then select "Newly Enrolled and Returning Families".

*Children who attended NNS last year do not need to complete another medical form or immunization form.

These forms can either be dropped in the Treasurer's locker at NNS or may be mailed to: Director, Northfield Nursery School, 1401 S. Maple Street, Northfield MN 55057.

If there are changes in your address or phone number, please notify the Registrar at your earliest convenience.

If you choose to withdraw your child from Northfield Nursery School -in order to avoid withdrawal penalties- you must notify the Registrar, Tracy Modory, at 645-3176 or registrar@northfieldnurseryschool.com before August 15. Withdrawals after August 15 are responsible for tuition if the opening is not filled.

We hope you enjoy the summer and we look forward to seeing you and your child(s) in September! Please contact our Director, Kathy Lansing, at 645-4607 if you have any concerns or questions!

Sincerely,
The 2011-2012 Northfield Nursery School Board of Directors

Board Members:

President	Sara Ailabouni	645-9123
Vice President	Beth LaCanne	507-333-2389
Secretary	Betsy McLaughlin	663-8916
Treasurer	Pamela McDowell	507-334-0085
Registrar	Tracy Modory	645-3176
Fundraising	Drew Dixon	952-406-2457
Volunteer Coordinator	Jamie Forbord	301-3319
Community Relations	Amy Willkomm	664-9302

Volunteer Opportunities

You will have the opportunity to sign up for volunteer positions at the fall orientation meeting. Below are descriptions of the positions and time commitment estimates.

Room and Toy Cleaning: 3 hours, two Saturday mornings per year

15 volunteers needed, including a lead volunteer who organizes/schedules cleaning times. Twice a year classrooms and toys need to be thoroughly cleaned (vacuumed, dusted, wiped down, etc).

Property Maintenance: Less than 12 hours per year

2-3 volunteers, including a lead volunteer, to call and organize the group. These parents maintain and repair classroom and playground equipment. They may also be asked to build certain items with school provided supplies.

Librarian: every 2 weeks for 3 months of the year

3 volunteers, including a lead volunteer to call and organize the group, are needed to checkout and return books and materials from the public library. Book check-out is usually done every 2 weeks. Teachers notify volunteers of books they need. In the past, volunteers have split the year into thirds and have each taken a third.

Book Orders: 3-4 hours per month for 7 months

One volunteer needed to place book orders through Scholastic Books (online or by mail) and sort the order when it arrives. This person may also need to meet with teachers or the Director to review the process and expectations for book ordering.

Fundraising: time commitment varies

This is much more fun than it sounds! Volunteers will work closely with the Special Events board member to help organize and run various fundraising events. Some examples are: helping with coffee sales & sorting, and gas card sales and sorting.

Staff/Volunteer Appreciation: once per year (either fall or spring)

Volunteers needed to provide snacks to staff during parent/teacher conferences. This group may also show support for staff/volunteers by providing a thank you event or small tokens of appreciation.

Family Fun Events: 4-5 hours per year

10 volunteers are needed for fall and 10 for spring. This group will plan, organize and facilitate a Family Fun Event in the fall and spring. Activities in the past have included crafts, gym activities, and snacks. This group is also in charge of set-up, clean up, collecting money and making food for the event.

Winter Social: 2-3 hours once per year

2 volunteers from each class needed to plan and organize a winter social gathering for families. Some activities that have been done in the past include sledding, ice-skating and a potluck meal. Responsibilities include sending out invitations and organizing the event.

Room Parent: 2-4 hours per year

One parent from each class needed to be "on call" for the teachers. Responsibilities include assisting with miscellaneous tasks for the class and notifying families of school closing due to unforeseen circumstances.

Marketing Specialist: 1-2 hours per month

This volunteer will be responsible for stocking brochures and fliers at various locations throughout town. Please share any other marketing expertise you may have.

Breakfast With Santa Coordinators Varies

Organize volunteers into one-hour time slots and help out on the day of the event.

Healthy Kids Day 2 hours- once in the spring plus some additional planning time

Create a theme, set up and staff the NNS table at the Healthy Kids Day event.