



# Northfield Nursery School

1401 Maple Street  
Northfield, MN 55057

## SUMMER LETTER – 2016-2017 School Year

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.

The Summer Letter is an overview of information for the upcoming school year, including dates and times of events, school supplies needed, and what to expect on your child's first day of school.

Teaching assignments for the coming year are as follows:

<b>Kathy Lansing</b>	M/W/F Afternoon
<b>Penny Tschann</b>	M/W/F Morning T/TH Morning M/W/F Afternoon
<b>Pat Rogne</b>	M/W/F Morning T/TH Morning

### **ORIENTATION:**

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

Whether your family is new to NNS or returning alumni, orientation is strongly encouraged for parents and their enrolled child. 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:**

<b>Tuesday, Sept. 6th</b>	<b>9:30-11:00 AM</b>	<b>(T/TH AM class)</b>
<b>Wednesday, Sept. 7th</b>	<b>9:30-11:00 AM</b>	<b>(M/W/F AM class)</b>
<b>Wednesday, Sept. 7th</b>	<b>1:00-2:30 PM</b>	<b>(M/W/F PM class)</b>

Orientation is held at Northfield Nursery School located in the United Methodist Church, 1401 South Maple Street, 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. NNS 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.

*The following items will be collected at orientation:*

- 1 box markers (classic colors) All classes
- Kleenex All classes
- 1 ream of printer paper All classes
  
- 1 package 3 ounce disposable cups T/TH AM
- 1 dry erase pen package T/TH AM
- Toilet paper rolls T/TH AM
  
- 1 package 5 ounce disposable cups M/W/F AM and M/W/F PM
- Tape for tape dispenser M/W/F AM and M/W/F PM
- Paper towel rolls M/W/F AM and M/W/F PM

A school bag is necessary for transporting items such as: completed projects, parent mailings and winter clothing/shoes. Please choose a backpack or tote bag that is of reasonable size for your child and is easy for him/her to open and close.

Note: If you have difficulty finding any of these supplies before orientation you may bring them in at a later time.

**VOLUNTEER OPPORTUNITIES:**

Northfield Nursery School is a cooperative school and 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. Please know 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 8th (T/TH class)** or **Friday, September / 9th M/W/F classes**. Morning classes meet from 9:00-11:30 AM. Afternoon classes meets from 1:00-3:30 PM.

**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:	\$1,485.00 due August 15, 2016
	(2) Semi-annual:	\$742.50 due August 15, 2016 \$742.50 due January 15, 2017
	(3) 9 monthly payments:	\$165.00 beginning Aug. 15, 2016
<u>2 Day Session – T/TH</u>	(1) Payment in full:	\$1,170.00 due August 15, 2016
	(2) Semi-annual:	\$585.00 due August 15, 2016 \$585.00 due January 15, 2017
	(3) 9 monthly payments:	\$130.00 beginning Aug. 15, 2016

Payment coupons are located on NNS’s website at [www.northfieldnurseryschool.com](http://www.northfieldnurseryschool.com). Click on the “**Enrollment**” tab and then select “**Fees**”. Payment coupons should always accompany your tuition payments. **It is the responsibility of the parents/guardians to make sure payments are received by NNS on time.**

Payments are due one month in advance making your first tuition payment due August 15<sup>th</sup>. It is essential to get payments in on time to keep the school running efficiently. Due to our non-profit status, Northfield Nursery School does not have cash reserves to carry delinquent accounts. If payment is overdue by 30 days there will be a dis-enrollment meeting, after 60 days your child will be unenrolled. (Please see the Northfield Nursery School Handbook for additional information regarding tuition policies and procedures.)

If you are unable to meet any payment deadline, please contact NNS Treasurer Jessica Heilman at [treasurer@northfieldnurseryschool.com](mailto:treasurer@northfieldnurseryschool.com) or NNS Director, Kathy Lansing, at 507-645-4607.

**Tuition payments may be placed in the Tuition Locker at NNS or mailed to:**

Treasurer, Northfield Nursery School / 1401 South 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 preschool 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:

**Thursday, August 18th    10:00 AM - 11:00 AM**  
**Thursday, August 25th    5:00 PM - 6:00 PM**

Please feel welcome to attend one or both events. Siblings are welcome to attend these informal get-togethers. **Please note: Staff is NOT present and 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. In case of rain, group play dates will be cancelled.

**REMINDER:**

If you have not turned in your Registration & Permission Form, Emergency Card, and medical forms (Immunization Record and Health Care Summary\*), **please return them to NNS by August 1<sup>st</sup>.** You can find these forms on NNS's website at [www.northfieldnurseryschool.com](http://www.northfieldnurseryschool.com). Click on "Enrollment" and then select "All Enrolled Families".

*\*Children who attended NNS last year do not need to complete another Health Care Summary or Immunization Record.*

**These forms can either be dropped in the Tuition Locker at NNS or mailed to:**

Director, Northfield Nursery School,  
1401 South Maple Street, Northfield MN 55057

If there are changes in your contact information, please notify the NNS Registrar, Jennifer Klaers, at [registrar@northfieldnurseryschool.com](mailto:registrar@northfieldnurseryschool.com) immediately.

If you choose to withdraw your child from Northfield Nursery School, in order to avoid withdrawal penalties, you must notify NNS Registrar, Jennifer Klaers at [registrar@northfieldnurseryschool.com](mailto:registrar@northfieldnurseryschool.com) before **August 15, 2016**. Withdrawals after August 15<sup>th</sup> 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 in September! Please contact NNS Director, Kathy Lansing, at 645-4607 if you have any concerns or questions.

Sincerely,

The 2016-2017 Northfield Nursery School Board of Directors

**Board Members:**

President	Amy McBroom	<a href="mailto:president@northfieldnurseryschool.com">president@northfieldnurseryschool.com</a>
Vice President	Kari Engle	<a href="mailto:vicepresident@northfieldnurseryschool.com">vicepresident@northfieldnurseryschool.com</a>
Secretary	Kara Voigt	<a href="mailto:secretary@northfieldnurseryschool.com">secretary@northfieldnurseryschool.com</a>
Treasurer	Candace Godfrey	<a href="mailto:treasurer@northfieldnurseryschool.com">treasurer@northfieldnurseryschool.com</a>
Treasurer	Emma Otterblad	<a href="mailto:treasurer2@northfieldnurseryschool.com">treasurer2@northfieldnurseryschool.com</a>
Registrar	Jennifer Klaers	<a href="mailto:registrar@northfieldnurseryschool.com">registrar@northfieldnurseryschool.com</a>
Fundraising	<b>Open Position</b>	<a href="mailto:fundraiser@northfieldnurseryschool.com">fundraiser@northfieldnurseryschool.com</a>
Volunteer Coordinator	Julia Bengston	<a href="mailto:volunteer@northfieldnurseryschool.com">volunteer@northfieldnurseryschool.com</a>
Community Relations	Pasha Quaas	<a href="mailto:community@northfieldnurseryschool.com">community@northfieldnurseryschool.com</a>

## Volunteer Committees

*Parents will have the opportunity to sign up for volunteer positions at the fall orientation meeting.*

**Room and Toy cleaning:** 15 volunteers are needed, including a lead volunteer who organizes and schedules cleaning times. Classrooms and toys need to be thoroughly cleaned (vacuumed, dusted, wiped down, etc...).

**Time commitment:** ONE Saturday morning of cleaning either in the fall, winter or spring.

**Property Management:** 5 volunteers are needed, including a lead volunteer who will call and organize the group. These parents maintain and repair classroom and playground equipment or build certain items with school provided materials. This group will also be asked to help with weeding and spreading mulch on the playground.

**Time commitment:** Less than 12 hours per year.

**Librarian:** 3 volunteers are needed, including a lead volunteer. These parents will check out and return books and materials from the public library. Book check-out is usually done every two weeks.

**Time commitment:** Each member of the committee will only be asked to commit to a third of the year.

**Book orders:** One volunteer is needed to place book orders through Scholastic Books (online or by mail) and sort the order when it arrives.

**Time commitment:** 3-4 hours per month for seven months (the whole NNS school year).

**Fundraising:** 8 volunteers are needed to work closely with the Fundraising Board Member to help organize, run and distribute various fundraising materials.

**Time commitment:** Varies

**Staff/Volunteer Appreciation:** 8 volunteers are needed, including a lead volunteer. This committee provides snacks and meals to staff during parent teacher conferences in the fall and in the spring.

**Time commitment:** Each member of the committee will only be asked to commit to either the fall or spring meals.

**Family Fun Events:** 10 are needed for the fall event and 10 are needed for the spring event. These events typically include a potluck, crafts and games in the gym. The groups will set-up, clean-up and promote the events. The fall event is in the beginning of October and the spring event date has yet to be determined.

**Time commitment:** 3-4 hours either in the fall or the spring.

**Room Parent/Annual Spring Meeting Class Representative:** Two volunteers from each class are needed to be "on call" for the teachers. Responsibilities include assisting with tasks for the class and notifying families of school closings due to unforeseen circumstances. These parents will also need to attend the annual spring meeting.

**Time commitment:** 1-4 hours per year including the annual spring meeting.

**Parent Coffees:** One volunteer from each class is needed to plan and organize parent coffees throughout the year at a location of your choice.

**Time commitment:** 3-4 hours per year.

**Marketing Help:** One volunteer is needed for stocking brochures and fliers at various locations throughout town.

**Time commitment:** 1-2 hours per month from December to August.

**Healthy Kids Day:** 6 volunteers are needed to set up, take down and run the NNS booth at Healthy Kids Day in the spring.

**Time commitment:** One Saturday morning in the Spring

**Picture Helper:** 2 volunteers are needed to distribute picture order forms to families prior to picture day, distribute pictures when they arrive from the company and collect money.

**Time commitment:** 3-4 hours in the fall.

**Classroom Material Scavenger:** 1 volunteer is needed to find freebies on office supplies, craft materials, books, etc... around town (i.e. St. Olaf, Carleton or other businesses).

**Time commitment:** Varies

**Technology Support:** 1 volunteer is needed to help the Staff and Board with computer and technology questions and help with the NNS website as needed.

**Time commitment:** Varies