

Updated May 20225



# Preschool Parent Handbook

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## Welcome to School Readiness Programs

Wrenshall Early Learning Preschool is a 4-star Parent Aware rated program for children 3 to 5 years of age. This program, through age-appropriate curriculum, prepares children to enter into kindergarten with the necessary skills, behavior and stability they need to flourish and progress. The program is staffed by qualified licensed teachers.

Characteristics of Wrenshall Early Learning Preschool include:

Child observation and assessment

Emphasis on emerging literacy

Enhancing personal, social, and physical development

Collaboration with Early Childhood Special Education

## **Staff**

Our preschool staff consist of a licensed Teacher and a Program Assistant.

Wrenshall Preschool staff appreciate parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect your child's day.

We encourage parents to share any special skills, activities, or their profession with the class. We want to introduce the children to new experiences, and including family members is a great way to make connections and provide additional knowledge from a variety of areas. Any scheduled visitors will be welcomed and appreciated!

The staff is required, by Minnesota State Law, to report any suspected cases of child abuse or neglect to authorities.

## **What classes we offer**

Hatchlings (3 & 4 year olds): Students must be 3 years of age on or before September 1st. This class meets on Tuesday and Thursday mornings from 8:30 - 12:30 PM.

Little Wrens (4 - 5 year olds): Students must be 4 by September 1st. Four year old classes run on Mondays, Wednesdays, and Fridays. Class runs from 8:30 - 3:00 PM.

## **Fees**

### **Option 1 - Hatchling (3-4 year olds) - Class size limited to 20**

- Fill out the Hatchling Program Sliding Fee Scale - attached
- Tuesday & Thursday 8:30 AM - 12:30 PM

### **Option 2 - Little Wrens (4-5 year olds) - Class size limited to 20**

- Fill out the Little Wrens Program Sliding Fee Scale - attached
- Monday, Wednesday & Friday 8:30 AM - 3:00 PM

### **Option 3 - Both Hatchling & Little Wrens - Must register & Pay tuition for both programs**

- See options 1 & 2 for registration

### **Program Extra Options:**

#### **Option 4 - bus ONLY (if space is available & 4 years) with breakfast & 30 minutes of child care before start of class (8:00-8:30) - \$5/week**

- Monday, Wednesday & Friday
- Tuesday & Thursday
- Monday-Friday

#### **Option 5 - wrap around child care 12:30 - 3:00 PM**

- Each Child: \$80/month

# Hatchlings

## Mixed Ages (3 & 4's) Program Fee Chart 2025-2026

Student Name \_\_\_\_\_

**Please read and complete this form. Sign and date below!**

1. Locate your family size and total annual income.
2. Follow the column down to find your program fee and the monthly payment breakdown.
3. Payments may be made monthly via credit card in the Brightwheel system. Payment by check will be accepted for full tuition only.

Sliding Fee Scale - Annual Income					
Family Size					
2	below 19,720	19,721-36,482	36,483-56,201	56,202 - 66,061	66,062+
3	below 24,860	24,861-45,991	45,992-50,729	50,730 - 67,639	83,281+
4	below 30,000	30,001-55,500	55,501-63,989	63,990 - 85,319	100,500+
5	below 35,140	35,141-65,009	65,010-77,249	77,250 - 103,999	117,719+
6	below 40,280	40,281-74,518	74,519-90,509	90,510 - 120,679	134,938+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$69	\$81	\$92	\$103	\$114
Annual Fee	\$625	\$725	\$825	\$925	\$1,025
For reference	\$2.40/hour	\$2.79/hour	\$3.17/hour	\$3.56/hour	\$3.94/hour

**Please note: If your family is in category A, you will likely qualify for FREE tuition through a Pathways scholarship. Category B may also qualify. To see if you qualify, you will need to fill out additional paperwork.**

I understand that my fee is \$\_\_\_\_\_ and payment will be processed or due at or around the 15th of each month.

I certify that this information is true and correct. I understand that school officials may verify the information via tax forms and that deliberate misrepresentation may subject me to prosecution under applicable laws.

Signature of responsible adult (required) \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

# Little Wrens

## Mixed Ages (4 & 5's) Program Fee Chart 2025-2026

Student Name \_\_\_\_\_

**Please read and complete this form. Sign and date below!**

1. Locate your family size and total annual income.
2. Follow the column down to find your program fee and the monthly payment breakdown.
3. Payments may be made monthly via credit card in the Brightwheel system. Payment by check will be accepted for full tuition only.

Sliding Fee Scale - Annual Income					
Family Size					
2	below 19,720	19,721-36,482	36,483-56,201	56,202 - 66,061	66,062+
3	below 24,860	24,861-45,991	45,992-50,729	50,730 - 67,639	83,281+
4	below 30,000	30,001-55,500	55,501-63,989	63,990 - 85,319	100,500+
5	below 35,140	35,141-65,009	65,010-77,249	77,250 - 103,999	117,719+
6	below 40,280	40,281-74,518	74,519-90,509	90,510 - 120,679	134,938+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$208	\$219	\$231	\$242	\$253
Annual Fee	\$1,875	\$1,975	\$2,075	\$2,175	\$2,275
For reference	\$2.72/hour	\$2.86/hour	\$3.00/hour	\$3.15/hour	\$3.29/hour

**Please note: If your family is in category A, you will likely qualify for FREE tuition through a Pathways scholarship. Category B may also qualify. To see if you qualify, you will need to fill out additional paperwork.**

I understand that my fee is \$\_\_\_\_\_ and payment will be processed or due at or around the 15th of each month.

I certify that this information is true and correct. I understand that school officials may verify the information via tax forms and that deliberate misrepresentation may subject me to prosecution under applicable laws.

Signature of responsible adult (required) \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

[2025-26 School Calendar](#)

**Preschool/School Readiness**

**Hours of Operation (2025-2026)**

First day of Little Wrens - Monday September 8th 2025

Last Little Wrens class Wednesday May 27th 2026

**Little Wrens Monday/Wednesday/Friday**

**8:30 am - 3:00 pm**

First day of Hatchling - Tuesday September 9th 2025

Last Hatchling class Thursday May 28th 2026

**Hatchling Tuesday/Thursday**

**8:30 am - 12:30 pm**

First day of wrap around childcare - Tuesday September 9th 2025

Last day of wrap around childcare - Thursday May 28th 2026

**Wrap around Tuesday/Thursday**

**12:30 pm - 3:00 pm**

**No Hatchling class:**

Thursday October 16th 2025 - MEA

Thursday November 27th 2025 - Thanksgiving Break

December 24th - January 2nd 2025/26 - Holiday Break

March 23rd - 27th 2026 - Spring Break

**No Little Wrens class:**

Friday October 17th 2025

Friday October 31st 2025

November 26th & 28th - Thanksgiving Break

December 24th 2025 - January 2nd 2026 - Holiday Break

Friday January 16th 2026

Monday January 26th 2026

Friday February 13th 2026

Monday February 16th 2026

Friday February 27th 2026

Friday March 6th 2026 - Kindergarten Round-up

Friday March 20th 2026

Monday - Friday March 23-27th - Spring Break

Friday April 3rd 2026

Friday May 1st 2026

Monday May 25th 2026

\*No Preschool classes (hatchling or little wrens) on early release or late start days.

**\*Childcare would be available if you sign up for before/after or wrap around childcare**

**\*If school is closed due to inclement weather all programs will be closed**

**Special Days for Preschool:**

Hatchling/Little Wrens

October 23rd & 24th 2025 - Pumpkin carving

February 25th & 26th 2026 - I love to read month

May 27th & 28th 2026 - End of the year picnic

Time: TBD

## **Bussing**

Bussing is available for Wrenshall residents that are **4 years of age** and others if space is available and you have signed up for child care.

## **Program Standards**

Our preschool programming and staff are approved by the Wrenshall Public School Board. Our teachers are licensed with a Bachelor degree in Education, and have many years of experience working in a preschool setting. All staff are required to be CPR and first aid certified.

We maintain a two staff to twenty children ratio.

## **Arrival**

Students can arrive at **8:30 AM** unless you have signed up for the wrap around bussing/breakfast option. Please do not arrive at the classroom before that as the teachers are getting ready for the day.

## **Departure**

Some children get quite nervous if all of the children are picked up and their parents have not arrived for pick up. *Please make sure to arrive to pick your child up prior to class dismissal.* If no one picks up the child within 5 minutes of class dismissal we will begin calling the parents. If we cannot reach one of the parents we will begin calling their emergency contacts. If you arrive late, not only does this add stress to your child's day, but it takes away from time needed for staff prep. Thank you for making every effort to arrive on time when picking up at the end of class.

## **Correspondence**

We have multiple ways we communicate with parents. It is very important that parents monitor all communication routes.

Our first, and most common route of connecting with parents, is through brightwheel. Please make us aware of any changes the night prior to class or morning drop off.

We also use daily folders.. Parents are required to provide a communication folder (a two pocket folder with prongs inside). This folder is used regularly for teachers to send messages home after class, and to send projects home for your child to share with you. It is very important that parents monitor this folder each day after class to keep up with school happenings.

## **Authorization to pick up child**

No child will be released to a person not authorized by a parent to pick up the child. If you have a new person picking up your child, not on the emergency pick up list, we will need a note stating that you approve this pick up.

If someone attempts to pick your child up who is unauthorized or incapacitated we will immediately attempt to call you. Please ensure that we have updated phone numbers for you at all times. If we cannot reach you we will call 911.

## **Emergency Closing or Dismissal**

When Wrenshall schools are closed due to severe weather, or emergency, School Readiness will also close. If Wrenshall school releases early, our program will also be dismissed at that time. (ex. If they send out an alert that school will be closing at 1pm, due to weather conditions, we will also close at 1pm)

## **General Health, Illness or Emergency**

In an instance of severe illness or injury the staff will bring your child to the nurse, and will notify parents. At other times, staff will make an evaluation and contact the parents. **DO NOT** bring a sick child to school. This not only does not benefit your child, but it leaves room for spreading of germs and illness. Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately. If necessary, the child will be transferred to a local hospital (we will send your child to a parent specified hospital only if you had specified on the emergency card), by the local emergency responders, for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

The staff is required, by Minnesota State Law, to report any suspected cases of child abuse or neglect to authorities.

## **Medications**

- Under NO circumstances shall School Readiness staff give prescription medications or over the counter medicines without a physician's instruction and signed parent permission.
- All medications will be distributed by the staff during school days. Children may not take medication on their own.
- For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during preschool hours is required to be on file.
- The medication will be stored in a safe and appropriate place, with access restricted to our preschool staff only.
- NO medication should be sent with the child - parents must deliver it personally. The medication must be in the original bottle and properly labeled. The medication cannot be labeled in containers such as plastic bags or envelopes.
- EPI-Pens must be dropped off by parents the first week of school.

## **Food Allergies**

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrenshall Early Learning Student Health Summary page of the enrollment paperwork.

Please be specific about possible reactions.

## **Snack**

We ask that you send your child, each day, with a healthy snack (veggies, fruit cups/applesauce, crackers, etc) and a water bottle. Please try your best to avoid sugary snacks. We only allow the children to have one snack for snack time. Please make sure to only send one item along with them.

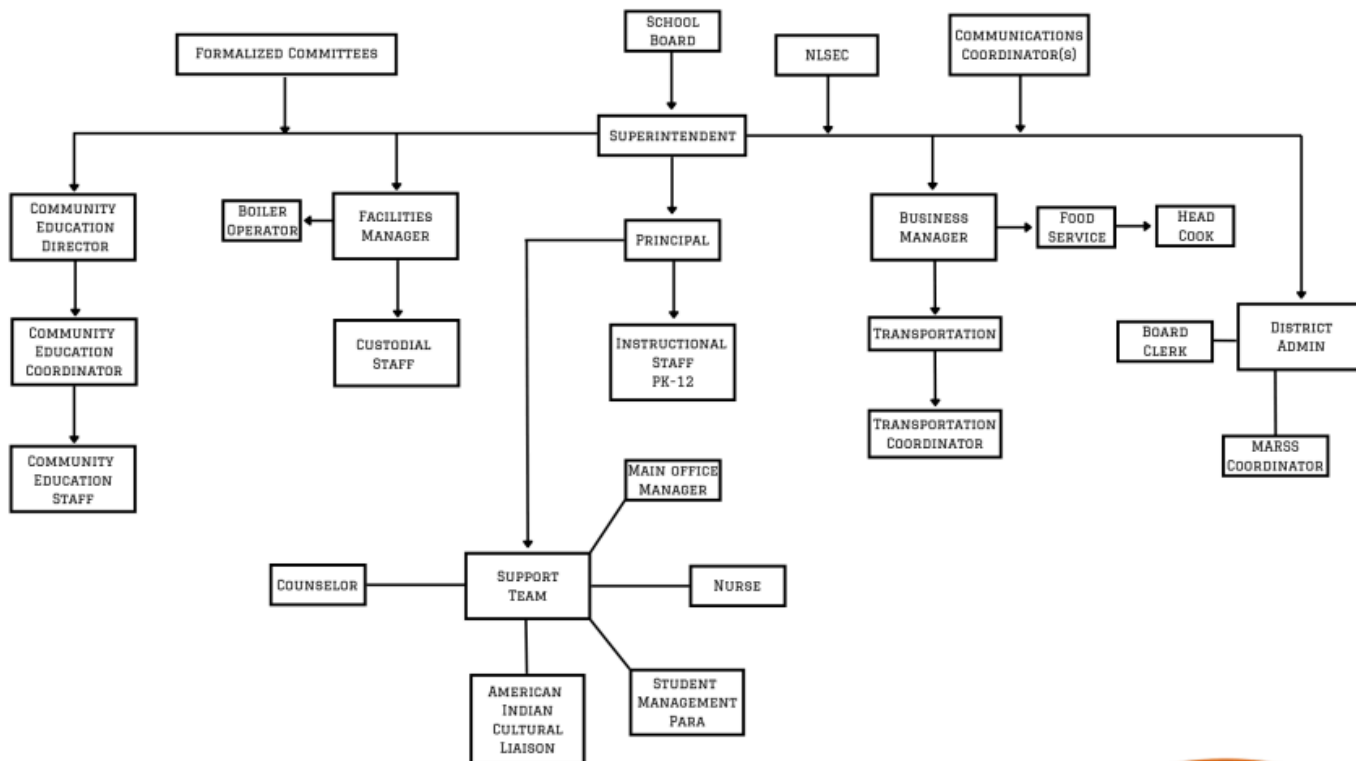


When more are sent along they have to choose, and that makes for unhappy children - as they may want both items.

We do not allow any snacks which include any peanuts or tree nuts. Please read the ingredients on your child's snack before sending them along with your child. **Our classrooms are Peanut and Tree Nut Free.** Please help us to keep this policy and provide a safe space for all of our children.

**Organization Chart**

## WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



## **Community Education Coordinator Schedule**

To be finalized fall 2025

### **Birthday Policies/Pre-K Spotlight**

- Each week we will have 1 student from each preschool class in our “Pre-K Spotlight”. The week before your student’s spotlight week, they will receive a yellow folder with a packet to fill out all about them. Please take some time to fill this out together. Please return this folder and packet, along with up to 5 pictures that will be displayed in class by the beginning of the spotlight week.
- This is also when we will celebrate birthdays.
  - Students will be in the Pre-K Spotlight on or around their birthday depending on how many birthdays there are that week.
  - If a birthday lands on a week day we will celebrate the day of.
  - If a birthday lands on a weekend or Summer birthday, we will celebrate the Monday/Tuesday of their spotlight week.
- You are more than welcome to bring in birthday treats for the class. We just ask that treats are store bought in their original boxes so we can check labels for allergies if needed.
- We only allow handing out birthday invitations in class if you plan to invite the entire class. If you are inviting only a few we ask that you make alternate arrangements to get invitations to those particular children. Thank you for your help with this!

### **Clothing/Belonging Policy**

Children should be adequately dressed each day for indoor and outdoor activities. Please make every effort to dress students for each day’s weather. Also, keep in mind that if there should be a case of an emergency (fire, evacuation, etc) where we need to leave the building immediately, we do not stop to put on coats/sweaters/sweatshirts. Whatever your child has on is what they will be walking outdoors with should an emergency arise.

Outerwear should be labeled with the child’s name on each individual item. The Wrenshall Preschool program is not responsible for any lost or stolen articles.

Please provide an extra set of clothing to keep at school in a gallon sized ziplock bag with their name clearly written on it. We will store these bags of clothing at school for the year. This clothing will need to be replaced if we end up using it as a change of clothes for your child during a particular school day. The intent of having this change of clothing is as a backup plan. (For example: a toilet accident, spilling something on themselves, or playing outdoors and accidentally slipping on mud or sliding into a puddle) If soiled clothing is ever sent home with your child you should send a new set along with your child for the next class date in a clean labeled bag.

Please do not allow your child to bring toys or games along - unless it is for their personal show & tell day. These extra items can be distracting to the classroom, and they also run the risk of breaking or being misplaced.

Remember to send extra shoes along during boot season. You may leave a pair of shoes at the school during the boot season so that you don’t have to keep sending them daily. Each class has a shoe bin to store extra shoes. These shoes must be labeled with children’s names on each shoe.

## **Teaching Responsibility**

Our Little Wrens class (4-5 year olds) will be teaching the children personal responsibilities. They will need to be able to unload and load their own items into their backpacks, zip their bags up, and put on their own outerwear as needed. Please keep this in mind as you prepare your child for school throughout the year. Practice at home will make this learning process run far more smoothly. Also, please keep this in mind when picking out the size of their backpack, and when allowing students to bring items from home. We realize that many of our students also attend Wrens Club child care, and have some items they need for that time of day (lunch, blanket, etc). We want you to start thinking about how your child is going to handle all of the items independently, and help to set them up for success.

Our Hatchlings class (3-4 year olds) will get a bit more support with this learning experience, but as the year progresses they will also be expected to handle these tasks independently. Please begin practicing these skills at home. Although it seems easier to help children when learning how to put on coats and boots, in the long run, they need to be able to handle these tasks themselves. It is definitely a step-by-step developmental process. They will need your modeling and support.

## **Registration Process**

To register your child for any preschool programs, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Signed the last page of the preschool parent handbook
- Enrollment Form.
- \$50 registration fee
- Any past due balances with Community Education are paid in full.  
(*This may include past due balances for School Readiness or Wrens Club bills.*)
- ALL registration materials listed in brightwheel

**PARENTAL HAND BOOK NOTIFICATION FORM**

Please sign and date below, indicating that you have read and understand all of the information provided in this preschool parent handbook

*This form must be returned to Community education with any other paperwork prior to their first day in the preschool program or signed on brightwheel (one form per family).*

Name of Child/Children:

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Print Parent/Guardian Name:

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Parent/Guardian Signature

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Date

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