

# OPEN DOOR PRESCHOOL NEWS

507-645-8532

www.opendoorpreschoolnorthfield.org

SEPTEMBER 2016

## **AUGUST 29**

Cleaning Day

## **AUGUST 30th**

Orientation and tuition due

## **SEPTEMBER 6&7**

3-day class split, full days

## **SEPTEMBER 8&9**

2-day class split, full days

## **SEPTEMBER 12-14**

3-day class regular session

## **SEPTEMBER 15 &16**

2-day class regular session

## **SEPTEMBER 20**

3-day class family potluck 5:30

## **SEPTEMBER 22**

2-day class family potluck 5:30

## **OCTOBER 1**

Tuition payment due

3 day conferences

## **OCTOBER 11or 13**

Parent meeting

## **OCTOBER 12**

3-day class photos

## **OCTOBER 13**

2 day class photos

## **OCTOBER 20&22**

MEA Break, No School

## **A NOTE FROM THE DIRECTOR**

Welcome! I hope that all of you had a wonderful summer. To those of you who are new, and to those returning, we are glad to have you and your child at Open Door. Once again, we are offering expanded day options and hope you will find them beneficial. One of my goals as director is to keep you informed and help you feel truly involved in your child's experiences. Should questions arise throughout the year, please feel free to call me. The Open Door Board, teaching staff and I look forward to meeting you and getting to know you and your child.

- Barb Howe

## **OPTIONS AT OPEN DOOR**

In addition to our two and three day morning sessions, you can sign your child up for a combination of five mornings. A parent provided lunch is an additional option from 11:30-1:00. You may sign up for the entire year, a month at a time or for the occasional one lunch at a time option.

## GET-ACQUAINTED POT-LUCK

The whole family is invited to our annual Get-Acquainted Potluck at Oddfellows Park. This will be an opportunity for you to have some fun and meet your child's classmates and their families. Playtime begins at 5:30 p.m. We'll begin to eat at 6:00 p.m. Please bring utensils, plates, beverages, and a dish to share. Volunteer to help clean up before or after the picnic by calling your volunteer coordinator or by signing up on the sheet posted near the take-home box.

*There will be two events:*

3-Day classes - Tuesday, September 20

2-Day classes - Thursday, September 22

## UPCOMING THEMES FOR SEPTEMBER

In hopes of encouraging input from home, we list the themes for the upcoming month in each newsletter. The children are always delighted when their parents can come to class and bring something from home that relates to the theme of the day/week/month. Allowing for flexibility within each class, the following will be discussed during September:

- Welcome to school: orientation and safe use of equipment
- Family and friends
- Insects: any size, shape or form

## WE NEED YOUR HELP

Open Door is a non-profit organization. We appreciate the time you have taken to sign-up for parent volunteer opportunities. Throughout the year, our volunteer coordinators may be contacting you as needs arise. We operate smoothly because of your involvement. Thanks for your support; we couldn't do it without you!

## OPEN DOOR CALENDAR

We attempt to have our school calendar coincide as closely as possible with the public school's calendar. Please keep the Open Door calendar posted near your calendar at home for easy reference.

## LOST AND FOUND

There is a lost and found box located underneath the take-home box near the entry to Open Door.

## AT THE END OF THE DAY

To avoid congestion, please stand in the northeast hallway facing the red wall. We must keep the doorways open for exiting. When the children are ready for dismissal, the door will be opened. We ask parents to enter in to the room to pick up their child. For further information, see "Pick-Up Time Procedure" in the Parent Handbook.

## TUITION

Please see our tuition policy in the handbook. Remember that all payments to Open Door must be placed in the drop box at the school or remitted by mail to our volunteer treasurer. We now implement a late fee. If you have not submitted your tuition payment (or contacted the treasurer to make arrangements), by the 10<sup>th</sup> of the month, **there will be a \$10.00 late fee/month added to your payment.** Be sure to include your child's name and class with the check. Should you need to contact our volunteer treasurer:

Heidi Grant

513 Loomis Ct  
Northfield, MN 55057

heidi@opendoorpreschoolnorthfield.org

## SHOW AND TELL

*3-day classes:* Effective immediately, your child may choose to bring an item for the show and tell table any day/every day. Please, only **one** item at a time and we ask you to consider:

- items of interest for the science table
- items of special interest such as souvenirs from trips
- a special project completed at home

*2-day classes:* To accommodate the differences in the needs of the 2 day younger classes, show and tell will not begin at

the start of the year. It will be incorporated into the school year at a later time. Please watch for further information. More information regarding show and tell can be found in the handbook.

### **Fall Parent/Teacher Goal Setting Conferences**

You will notice on the school calendar that conferences are offered twice a year. The first is a goal setting conference in the Fall. The second is held later in the year. The sign-up sheets posted near the inside entrance to our school are the official notifications of conferences. The newsletter will inform you that conferences are coming up; then look for the sign-up sheets for your class. We ask that you sign-up and record the date, day and time of your conference for your own reference.

Should you find that you have to cancel, we ask that you notify the teacher. Be aware, please, that no other times will be set aside for one-to-one conferences. You may wish, then, to check with your child's teacher to see if a phone conference might be held at the convenience of parents and teachers.

### **HANDBOOK HIGHLIGHTS**

Please take time to read through the handbook before school begins. This will help clarify procedures and answer questions you might have. Throughout the year, frequent references will be made to information contained in the handbook. Keep it handy! Be sure to keep the school calendar and class list for easy reference throughout the year as well.

Some items we'd like to draw your attention to:

**Absences**      **Good-bye and Hello**      **Birthdays**

**Messages**      **Pick-up time procedures**

### **“IN” and “OUT”**

Our “OUT” and “IN” signs are up each day and will be hanging in the north window by the entrance. As you arrive at school each day, check to see if you should go OUT to the playground or come IN to the classroom. Please stay until the staff arrives. If for some reason you must leave early please arrange for another parent to watch your child. The staff uses the time prior to school to prepare for the upcoming day's activities.

### **OUTDOOR PLAY**

Weather permitting; we will start our day outside on the playground. (Please see policy for outdoor play in the handbook.)

### **PLAYGROUND POLICY**

Out of concern for the safety and well-being of all children, use of the playground during nursery school playground time is limited to class members only. We regret that we are unable to accommodate siblings or friends.

### **GOOD-BYES**

While separation from parents may be difficult for some children at certain times (particularly at the beginning of the year) rest assured that it is not at all uncommon. We have found that it is helpful if the parents say a brief good-bye and then leave. Please know that if we need you we will be certain to call you.

### **SNACKS**

For your convenience a copy of the snack-provider schedule for all four classes will be posted on the bulletin board in the hallway. (Remember, the asterisk next to your child's name indicates the day for the birthday celebration.) The teachers often have only a quick five minutes to set the table for snack so please send food ready to be served. Be certain to check the handbook for snack suggestion and additional important information.

### **THE TAKE HOME BOX**

The take home box contains important communications and art work. Please check the box everyday for EACH child who rides with you. Names are alphabetical by first name. Be sure to look BEHIND the name for items to be taken home. (Occasionally there may be smaller items attached behind the name by paper clips.) To avoid possible loss of work/messages, we ask that parents, not children, check the Take Home Box.

## MESSAGES

If your child is ill/will not be coming to school, please call the school and leave a message. We do not have the opportunity to check email messages at school during the day. If there will be a change in pick-up time you may call or leave a note in the message bag. Please be sure to read page 2 of the handbook for further information regarding messages.

## RESOURCES

A listing of all available community resources is posted on the bulletin board located in the hallway. This includes important information regarding services such as CCAP, scholarships, MFIP, health care coverage and public health. If you have further needs, please contact Barb Howe.

## WE WELCOME NEW STAFF TO ODP

We are thrilled to welcome new staff members to our assistant teacher positions. Deb Christensen was previously a speech pathologist and will be our new 2 day assistant teacher. Heidi Grant was previously an occupational therapist. She will be our new 3 day assistant teacher. We are so pleased to have them join our team at Open Door.

## OPEN DOOR PRESCHOOL STAFF & BOARD

Director/Lead Teacher 3 day

Barb Howe [barb@opendoorpreschoolnorthfield.org](mailto:barb@opendoorpreschoolnorthfield.org)

507-645-8532 x1

Lead Teacher 2 day

Sue Anderson [sue@opendoorpreschoolnorthfield.org](mailto:sue@opendoorpreschoolnorthfield.org)

507-645-8532 x2

Assistant Teacher 3 day

Heidi Grant

[heidi@opendoorpreschoolnorthfield.org](mailto:heidi@opendoorpreschoolnorthfield.org)

507-645-8532 x3

Assistant Teacher 2 day

Deb Christensen

[deb@opendoorpreschoolnorthfield.org](mailto:deb@opendoorpreschoolnorthfield.org)

507-645-8532 x4

Chairperson

Marja Cox

[marjasteinberg@yahoo.com](mailto:marjasteinberg@yahoo.com)

507-664-1030

Registrar

Barb Howe/Sue Anderson

Treasurer

Heidi Grant

Secretary

Katie Ebling

katiesue55419@yahoo.com  
612-437-0246

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Beth VanDeWalker  
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507-202-2809

3day Volunteer Coordinator  
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Maintenance  
Chad Pribyl  
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