

OPEN DOOR PRESCHOOL NEWS

507-645-8532

www.opendoorpreschoolnorthfield.org

SEPTEMBER 2020



Welcome! To say that the past half year has been memorable would of course be an understatement! This coming year will be one of changes and great flexibility. To those of you who are new, and to those returning, we are glad to have you and your child at Open Door. Thank you for trusting your child to our care. 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. I look forward to getting to know you and your child and to making many wonderful memories.

- Barb Howe

BILLING CHANGES THIS YEAR:

Tuition will be due the first of the month. The payment which is due by August 31 will be your September payment. The Next payment will be due October 1st. Should Covid19 require us to close for more than two weeks at a time throughout the year we will apply payment toward the upcoming month when we are able to return. Be sure to review our COVID-19 reimbursement information in our handbook.

BEFORE COMING TO SCHOOL

Each child will be required to have their temperature taken DAILY before coming to school. In addition, should your child or anyone in your family show covid19 signs, children MUST remain home AND contact Open Door immediately. **BE CERTAIN TO REVIEW COVID-19 SIGNS TO LOOK FOR FOUND IN OUR COVID-19 PREPAREDNESS PLAN.** We will contact all families asap should we have anyone test positive for Covid19.

SEPTEMBER 15

3-day class begins

SEPTEMBER 16

2-day class begins (no children from the 3 day class today)

SEPTEMBER 17

3 and 2 day class in session

OCTOBER 1

Tuition payment due

GET-ACQUAINTED POT-LUCK

Unfortunately due to Covid19, we will not hold our beginning of the year pot-luck.

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, safe interactions and 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, we 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.

We follow the Northfield elementary Covid19 practices. If the Northfield elementary schools should move to a distance learning format, ODP will NOT be in session.

A NOTE FROM THE DIRECTOR

LOST AND FOUND

If your child is missing an item that you believe was left at school, be sure to let us know. Unfortunately, we cannot allow parents to enter the building to check our lost and found box.

DROP OFF AND PICK UP

We will ask parents to park in the parking lot (NE corner of building by the ODP playground) and wait until we come to your car to take your child into the room.

Please take your child out of the car and wait there until we can pick up your child. (We will be taking each child's temperature daily before they are allowed to join in the session.) We will ask you to sign in your child at that time.

PLEASE BRING YOUR OWN PEN DAILY. At the end of each day we will bring the children to each car. **PARENTS MUST BE WEARING MASK AT ALL TIMES. It will be important to arrive on time for both the drop off and pick up times.**

TUITION

Please see our tuition policy in the handbook. Remember that all payments to Open Door must be given to staff or remitted by mail to Open Door. If you have not submitted your tuition payment (or contacted the Director to make arrangements), by the 10th of the month, **there will be a \$10.00 late fee per month added to your payment.** Be sure to include your child's name and class with the check. Should you need to contact our Director:

Barb Howe 507-645-8532x1
barb@opendoorpreschoolnorthfield.org

SHOW AND TELL

This year, due to Covid19, children will not be able to bring items for show and tell. We will still look forward to the "tell"!

Fall Parent/Teacher Goal Setting Conferences

Fall Conferences will be offered via zoom or phone conferencing. 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. Staff will provide a sign-up sheet for conferences. We ask that you record the date, day and time of your conference for your own reference. Should you find that you have to cancel, be sure to notify the teacher. 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:

COVID19 information – including exclusion plan
Absences Beginning of the day Messages
drop off and Pick-up time procedures

OUTDOOR PLAY

Weather permitting; we will start our day outside on the playground. We hope to be outside as much as possible. **Be sure to dress your child appropriately.**

PLAYGROUND POLICY

Out of concern for the safety and well-being of all children, use of the playground is limited to class members only.

We regret that due to COVID-19 only children enrolled will be allowed in the playground area.

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

To comply with Covid19 and DHS licensing, we will provide all snacks. This will include a special muffin/cupcake treat for your child's birthday celebration. There will be a fee for each family of \$35.

MESSAGES

If your child is ill/will not be coming to school, please call the school and leave a message with your teacher. We do not always have the opportunity to check email messages at school during the day. Please be sure to read page 2 of the handbook for further information regarding messages.

COMMUNICATION

At the end of each week we will send an email letting you know the activities, stories, movement and fingerplays we introduced that week. In addition there will be a monthly newsletter that will tell you of the upcoming months themes and include a calendar of upcoming events. Be sure to read these as the information may be important as well as providing useful insight. We also encourage you to let us know if there are changes going on at home that may affect your child's day, questions/concerns you may have, as well as letting us know if your child will be absent. Feel free to call us or email us. The phone number will be directed to the teachers cell phone so that we can be reached evenings as well.

Backpack

Communications and art work will be sent home in your child's backpack each day. Please check their bag daily. In the winter we will ask you to

send an additional plastic/canvas bag for their snowpants so that art work will not be destroyed when being transported home.

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, Rice County Public Health and Pre-School screening through Northfield District #659. If you have further needs, please contact Barb Howe

OPEN DOOR PRESCHOOL STAFF & BOARD

Director/
Barb Howe
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Lead Teacher 2 day
Sue Anderson
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Chairperson
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Registrar/Treasurer/Scholarship
Barb Howe
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507-645-8532x1

Publicity/Webmaster
Emily Mitchell emilybakko@yahoo.com
Beth VanDeWalker
bethvandewalker@msn.com
507-645-7951

Fundraiser
Claire Ryan
Claire.kocina@gmail.com
952-202-2809

Maintenance
TBD

WHICH CLASS IS MY CHILD IN?

We are operating in a different format this year.
3 DAY: The older children who will be eligible for Kindergarten in 2021-22 have enrolled in the 3 day WHERE SHOULD class. This meets Tuesdays with Mrs Howe. On Wednesday and Thursday they will join those enrolled in the two day class (ages 3-4) with Mrs Anderson. **2 DAY:** The younger children (ages 3-4) are enrolled in the 2 day class and attend only on Wednesday and Thursday.

Due to Covid-19, there are MANY changes in our operating procedures. Be SURE to read the newsletters each month and review and refer to your handbook throughout the year. For those who have sent children before, there are still MANY changes.