



GSL School Readiness Preschool

PARENT HANDBOOK

2025-2026

Glencoe-Silver Lake Public Schools

Mission: Creating an environment where education is valued, excellence is expected and lifelong learning thrives.

Vision: To Connect, To Lead, To Inspire

Core Values:

- All students can learn
- All students are valued
- All students can be successful
- All students have gifts and talents
- All students have the right to a safe and positive learning environment
- All members of the district are valued stakeholders



GSL Early Childhood Learning Center
1621 16th St E - Door 18
Glencoe, MN 55336



www.gsl.k12.mn.us → SCHOOLS → ECLC



TJZajicek@gsl.k12.mn.us



320.864.2681



On Facebook at GSLECFESR

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Welcome to GSL School Readiness Preschool!

We look forward to working with you as a team in providing rich, rewarding learning experiences for you and your child.

Address & Phone Numbers

Safety and security are our first priority. Please notify the school immediately if family names, addresses, email addresses, and phone numbers change while your child is a student at Glencoe-Silver Lake schools.

Arrival & Departure (parent pick-up/drop-off)

- When transporting your child yourself, please park in a parking space and walk your child into the front foyer of the building (Door 18). A staff member will be there to greet you, and walk your child to their classroom. **No parents past the front foyer at drop-off please.**
- Preschool classes run from 8:30am-11:00am or 12:00pm-2:30pm. Please do not arrive more than 5 minutes before class time. Our teachers are preparing the room, and there is no staff available for supervision until this time.
- Arrive for pick-up 5 minutes before the end of class. Please wait in the front foyer and a teacher will dismiss your child to you.
- If your child will not be at school, or there is a change in pick-up person/transportation for the day, please notify us.
- Preschool Office: **320.864.2681**
Email: TJZajicek@gsl.k12.mn.us
Please state your child's name and absence reason

School Transportation

You will be notified of your student's transportation time by email just prior to the start of school, as soon as we receive it from the transportation company. Keep in mind that all times are approximate and may vary slightly (by 5-10 minutes) as schedules regulate at the start of the year. Please have your child dressed and waiting for the bus at least 5 minutes before your scheduled time.

When your child is dropped off by the school bus/van a parent/adult/caregiver **MUST** be visible to the driver before the driver will dismiss the student (waving out the door/window is fine).

Drivers cannot leave the vehicle:

- Please watch/listen for their arrival
- You are responsible for getting your child to/from the vehicle
- Your child should be able to buckle themselves into the seat

Transportation Changes

You may **ONLY** change the location of student pick-up/drop-off if it is a permanent change. We will not accommodate any temporary changes.

Bus Safety

Please review basic bus safety with your child.

- Look both ways before approaching the bus/van
- Always cross in front of the bus/van so the driver can see you
- Sit near the front of the bus or in the seat the driver indicates
- Fasten your seat belt as soon as you get on
- When the bus/van is moving, you **MUST** remain sitting
- Listen and follow the directions that the driver gives

Birthdays

Students are welcome to bring a special, store-bought, treat on their birthday. No home-baked items. Please keep in mind we are a nut/peanut free facility, and all items should state "made in a nut-free facility" sticker/label.

Birthday party invitations are not to be brought to school as it disrupts our learning environment. Please make arrangements to deliver invitations in an alternate way.

Calendar

Pay close attention to the Preschool calendar, as it is different from the K-12 calendar. Preschool has a different start/end date, longer winter break, and different make-up days (if any). Any changes to the calendar will be emailed or found on our website.

Closings/Delays

- **2 Hour Late Start: AM Preschool Classes are cancelled.** PM Classes **WILL** be **IN SESSION**. There will be no refunds.
- **Cancellations:** School Readiness Preschool has 5 make-up days built into the calendar. In the event more than 5 classes are missed due to inclement weather, the Early Childhood Coordinator & Director will re-evaluate make-up days.

Communication

Be sure to check your child's backpack/folder after each session. We will check the purple Communication Folder in your child's backpack for tuition checks or notes. Teachers will send program updates by email, or in the SeeSaw app. Please check these frequently for information about school activities, special guests, field trips, etc.

Custody

Schools and parents need to be aware of the rights possessed by both custodial and non-custodial parents. Generally, a divorce does not sever the noncustodial parents ability to make inquiries and obtain information about his or her child's progress or achievement in school. By law, a noncustodial parent has the right to access and receive copies of school records, to attend conferences, and to be informed about their child's welfare, progress, and status. If a noncustodial parents rights are limited or prohibited **by a court order**, the custodial parent is responsible for providing the school with a copy of any legal documentation. Administration and staff who have supervision of the child or the child's records will be made aware of the order.

Data Privacy

We do not share your information with anyone not directly involved in your child's program or the administration of programs. Our class lists are only shared with those who "need to know" (school nurse, district office, etc.). For Valentine's exchange, preschool teachers will send home a class list with first names only. If a parent does not wish to have their child's first name on a class list, please make sure to inform the teacher.

Drills

There will be five fire drills, one tornado drill, and one lockdown drill conducted each school year. These may be at any time during the school day, and your child's class may/may not be affected.

Drug Free Environment (District Policy 418)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the District tab on the homepage. To request a paper copy, please contact your child's school.

Emergency Contacts

The name, address, and phone number for two or more emergency contacts must be on file for your student. It is essential that this record is kept up to date. Please notify the Preschool Office if there are any changes or additions throughout the school year.

Fees & Tuition

Tuition is divided into 9 monthly payments. Payment #1 is due August 15th. Payments #2-9 are due by the 15th of each month, September through April. GSL School Readiness Preschool also offers reduced fees based on income eligibility for the Federal Free & Reduced Lunch Program.

You can make payments online through the school website at www.gsl.k12.mn.us/page/979

Payments can be made monthly, OR as a single payment for the full year (due August 15).
A 5% discount is applied to tuition paid in full if payment is made by August 15th, 2022.

If you withdraw your child from Preschool during the school year, you will be responsible for your child's tuition for the current month. You will also be responsible for future months until written notice is received that your child will no longer be enrolled.

An email reminder will be sent to you within 5 days of a missed payment. A late notice will be emailed when the payment is 15 days, 30 days, and 60 days past due. Preschool services will be discontinued after 90 days of nonpayment until the account is made current. Please contact the preschool office if your financial situation has changed, as scholarships or alternative payment plans are available for families who qualify.

Tuition Payments (Due on the 15 th of the month August-May)			
Class	Monthly Tuition	Reduced (Tier 1)	Reduced (Tier 2)
Cubs \$1,050.00/Year (Mon/Wed AM or Tues/Thurs AM)	\$105.00	\$50/Month	\$10/Month
PreK 4 \$1,900.00/Year (Monday-Thursday PM)	\$190.00	\$95/Month	\$19/Month
PreK 5 \$2,300.00/Year (Monday-Friday AM or PM)	\$2,300.00	\$115/Month	\$23/Month
Payment In Full: A 5% discount applies to tuition that is paid in full by <u>August 15th, 2024</u> Cubs - \$998.00 PreK 4 Day - \$1,805.00 PreK 5 Day - \$2,185.00			

Field Trips

Permission slips (if needed) and information about the trip will be sent home with students. Permission slips must be signed and returned for each child prior to the trip in order for them to participate. No student will be denied the opportunity to go on a field trip due to financial considerations. Please contact the preschool office for details.

Health

Immunizations

From the Minnesota Department of Health: "The DTaP, polio, MMR, chickenpox, pneumococcal, Hib, and Hepatitis A and B shots are required for child care and early childhood programs. Rotavirus and flu vaccines are not required but are highly recommended for all infants and young children. The only children who are not required to be immunized are those who have medical reasons for not receiving certain shots or who are legally exempt because of their parents' personal beliefs. A child care or early childhood program provider can refuse to admit your child if he or she doesn't have documentation of either the shots or a legal exemption."

Please visit www.health.state.mn.us to learn more about which immunizations your child needs or to print a copy of the "Early Childhood Immunization Form" if needed. Your child's immunization information must be complete and current prior to enrollment. Please contact Glencoe-Silver Lake's District Nurse at 320.864.2446 or Bjerabek@gsl.k12.mn.us with questions or for additional information.

Fever of 100.4+ Degrees

Please keep your child home until he/she is fever free without fever reducing medication for 24 hours

Vomiting/Diarrhea

Please keep your child home for 24 hours after their last episode of vomiting

Pink Eye

Please keep your child home until they have been on an antibiotic for 24 hours, or until their doctor has determined they are no longer contagious. This includes no more drainage from the eye

Strep Throat

Please keep your child home until you have received "negative" strep test results, or until he/she has been on antibiotics for 24 hours

Head Lice

Preschool has a "No Live Lice" policy. If your child is suspected to have head lice, they will be evaluated by the school nurse. If they have confirmed head lice, they will need to be picked up from school, and cannot return until they have had appropriate treatment

Toilet Independence

Children enrolled in the program are expected to use the toilet independently at school. Staff may help with buttons or zippers, but are not able to assist in actual toileting/wiping. Children may have occasional accidents, and we ask that you send an extra set of clothes in a bag with their name on it to keep at school. **Children with special needs on an IEP are exempt.**

Illness/Accident

If a child becomes injured or ill at school, the parent/guardian will be notified. If you cannot be contacted, we will call the emergency contact names listed on your child's Emergency Information form.

Insurance

The school district does not provide health or accident insurance for injuries incurred by students at school or during school activities

Locked School Doors

For safety and security, the main preschool door (Door 18) will be locked at all times. We will unlock the door 5 minutes prior to drop-off/pick-up. If you need to be let in, please call 320.864.2681 or notify the preschool office prior to arrival and we will let you in.

Mandated Reporting

School personnel are required by law to report any suspected abuse or neglect to the proper authorities.

Parent Involvement

Parents are encouraged to participate in their child's education in a variety of ways in order to promote a successful transition to preschool! We also offer the following opportunities for you to be involved in your child's preschool education:

- **Parent Advisory Committee:** Your input on the program and policies is welcomed! If you are interested in joining the committee, please email the preschool office and let us know.

- **Volunteer:** If you enjoy reading, planting, baking, or have a career you'd like to teach us about, we'd love to have you here! Please contact your child's teacher directly to make arrangements. Please find care for younger siblings when you come to volunteer.
- **ECFE Parent-Child Classes:** These classes are held at various days/times and sometimes in the evening. Preschool families receive a 50% discount.

Registration

Parents may register their child in the preschool office at any time during the school year. We encourage parents to register in person and to bring their children with them. If there are spots available in preschool classes, the students will be placed as soon as paperwork and transportation requests are completed. If no spots are available, the student will be added to the waiting pool and notified if/when a spot is open.

Restraint of Students

Minnesota Statute 121 A.582 states: "A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary to correct or restrain a student to prevent bodily harm or death to another." "A school employee, school bus driver, or other agent of a school, in exercising the person's lawful authority, may use reasonable force when it is necessary to restrain a student to prevent bodily harm or death to another."

Snack

Snack is provided through the GSL School District's food service. Please make sure to notify the preschool office of any food allergies so accommodations can be made for your child.

Student Progress

The GSL Preschool program uses the "Desired Results" system to assess progress during the year. Our focus will be on: **personal and social development, language and literacy, mathematical thinking and approaches to learning.**

Fall parent-teacher conferences are usually held in November and focus primarily on adjustment to school and the personal-social area. At spring conferences, the teacher will share information from observations, check lists, and collected work samples. Parents are encouraged to share their own insights about their child's progress and bring any questions to the conference. If your child is eligible for kindergarten, this is a good time to talk about his/her readiness.

Tobacco Free Schools

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the Our District tab on the homepage. To request a paper copy, please contact your child's school.

Questions or Concerns

Please call, email, or schedule an appointment whenever a question or concern arises. Your ideas and input are important to us and we want you to feel comfortable sharing them. We are looking forward to a great school year!

