



HAYFIELD ELEMENTARY PRESCHOOL MINI VIKES & BOOST

2026–2027

STUDENT & FAMILY HANDBOOK

DISTRICT MISSION

To provide a safe learning environment that prepares, challenges, and inspires students for life.

Hayfield Community Schools • ISD #203

www.hayfield.k12.mn.us

WELCOME TO HAYFIELD PRESCHOOL

Dear Hayfield Families,

Welcome to Mini Vikes and Boost! Preschool is an important beginning, and I am excited to partner with families as children learn, grow, build relationships, and develop the independence and confidence that will support future school success.

This handbook is designed to make preschool expectations and routines easy to find. Please keep it as a reference throughout the year and reach out to your child’s teacher or the elementary office whenever you have questions.

I value family partnership and encourage you to reach out whenever you have a question, concern, or something you would like us to know about your child. Working together makes a difference, and I look forward to a wonderful year with our Hayfield learners.

Warmly,
Kayla Stanton
Hayfield Elementary Principal

DISTRICT INFORMATION

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:
Elementary Principal, High School Principal, 504 Coordinators, Superintendent, Title IX Coordinator

VISION	A Caring Community Inspiring Lifelong Learning
MISSION	To provide a safe learning environment that prepares, challenges, and inspires students for life.

Hayfield Community Schools believes active parental involvement, consistent communication between school and home, and student engagement in school and community activities are important in inspiring lifelong learners.

FAMILY QUICK GUIDE

MINI VIKES SCHOOL DAY

Student Arrival	8:30 a.m.
Half Day	8:30 – 11:30 a.m.
Late Start	No School

BOOST SCHOOL DAY

Student Arrival + Breakfast	7:45 a.m.
Full Day	8:05 a.m. – 2:50 p.m.
Late Start	No School
Early Release	8:05 a.m. – 12:30 p.m.

WHO CAN HELP?

Elementary Office & Screening	Jill Otterbein ☎ 507-671-1518 ✉ jotterbein@hayfield.k12.mn.us
Nurse	Michele Nelson ☎ 507-671-1558 ✉ nelsonmi@hayfield.k12.mn.us
Principal	Kayla Stanton ☎ 507-671-1522 ✉ kstanton@hayfield.k12.mn.us
School Age Child Care (SACC)	Rachel Dublin ☎ 507-671-1517 ✉ dublira@hayfield.k12.mn.us
Special Services	Terri Thompson, Special Education Coordinator ☎ 507-671-1555 ✉ tthompson@hayfield.k12.mn.us Tanya Reiken, Office Manager ☎ 507-671-1587 ✉ rieketa@hayfield.k12.mn.us
Taher Food Service	Andrew Morales ☎ 507-671-1548 ✉ amorales@hayfield.k12.mn.us
Transportation	Salena Knudson ☎ 507-671-1612 ✉ sknudson@hayfield.k12.mn.us

PROGRAMS & PHILOSOPHY

Our Preschool Philosophy

At Hayfield Elementary, we believe the early years are critical in building a strong foundation for lifelong learning. Our preschool programs are designed to provide a safe, nurturing environment where children develop confidence, independence, and a love of learning. Led by Minnesota licensed teachers, the program meets the developmental needs of both 3- and 4-year old learners through engaging, play-based experiences that build strong early foundations for school success.

We focus on the whole child by supporting:

- Social and emotional development
- Independence and self-confidence
- Positive relationships with peers and adults
- Motor skills
- Early literacy and math skills

Our preschool programs are designed to be everyday, half/full-day experiences; however families have the flexibility to select a four-day attendance option at the full-time tuition rate. When a varied attendance schedule is chosen, students will miss instructional lessons and learning activities that are taught on non-attendance days.

Mini Vikes

Mini Vikes is Hayfield's half-day preschool program for children who turn 3 years old before September 1 of the current school year. Children who turn 4 on or after September 1 of the current school year are not eligible for the program. Under the direction of a Minnesota-licensed teacher, children learn through play, routines, relationships, social-emotional development, motor experiences, early literacy, and early mathematics.

Mini Vikes is intended to be an everyday program. Families may choose a four-day schedule; however, tuition remains at the full-time rate. When a varied schedule is chosen, children will miss the lessons, experiences, and activities provided on the days they are not in attendance.

Boost

Boost is Hayfield's all-day preschool program for children who turn 4 years old before September 1 of the current school year. Children who turn 4 on or after September 1 of the current school year are not eligible for the program. Under the direction of a Minnesota-licensed teacher, children build kindergarten readiness through relationships, independence, social-emotional development, motor experiences, play, early literacy, early mathematics, and other whole-child learning opportunities.

Boost is intended to be an everyday program. Families may choose a four-day schedule at the full-time tuition rate. When a varied schedule is chosen, children will miss the lessons, experiences, and activities provided on the days they are not in attendance.

TUITION

Families may select annual, biannual, monthly, or bimonthly payment options. Monthly payments are due on the first of each month. Bimonthly payments are due on the first and 15th of the month.

A tuition contract is signed at the beginning of the year and outlines the family's responsibility for preschool tuition. Failure to meet the terms of the tuition agreement may affect continued preschool enrollment.

CALENDAR

The preschool program follows the Hayfield Community Schools calendar, including scheduled school breaks, holidays, and weather-related changes.

Late Start Days

On scheduled district Late Start days, preschool is not in session to allow Early Childhood staff to conduct Early Childhood Screening. SACC will be available for families who need childcare. Preschool will not be in session the following scheduled Late Start days: October 5, December 7, February 1, March 1, April 5, May 3

School and Weather Related Closings

School closings, late starts, early dismissals, and other other weather-related schedule changes follow district decisions. The superintendent makes these decisions after careful consideration of the health and safety of students and staff. As a rural district with many students traveling by bus, road and weather conditions throughout the district are carefully considered.

Official updates are shared through the district's family communication system and other school communication channels. Families should keep phone numbers and email addresses current in JMC to ensure they receive timely information.

Families are encouraged to plan ahead for transportation and childcare changes that may occur due to weather-related delays, early dismissals, or school closings. Please rely on official district communication rather than calling the school for closing or schedule information so that school phone lines remain available for urgent and emergency needs.

During severe weather, families should follow district directions regarding student pickup and travel. If a sudden severe storm or emergency makes travel unsafe or impossible during the school day, the district will safely shelter and care for students until safe travel arrangements can be made.

FAMILY-SCHOOL PARTNERSHIP

Hayfield Community Schools values active family involvement, consistent communication between school and home, and student engagement. Preschool is strongest when families and school work together.

Ongoing Communication

We believe that strong communication between home and school is essential to supporting each child's success.

All communication will be shared in accordance with any court orders on file. We are committed to ensuring that all families receive information in a consistent, respectful, and legally appropriate manner. Families will receive one printed copy of important communications for each child. These updates are shared using the teacher's preferred method of communication, which may include email, apps, social media, or other digital platforms.

Back-to-School Night

Back-to-School Night is scheduled for Tuesday, September 8, 2026. Families and students will meet in an open house fashion, to learn about classroom expectations, complete beginning-of-year activities, and build a strong home-school connection before the first day of school on Wednesday, September 9, 2026.

Parent-Teacher Conferences are scheduled for Tuesday, November 17 and Thursday, November 19, 2026. We encourage student participation in conferences. To provide consistency in scheduling and communication, one conference time will be scheduled per student. An additional or separate conference time will be provided when required by a court order on file with the school. Please remember that you do not need to wait for a scheduled conference to connect with your child's teacher; additional meetings are encouraged whenever a family or teacher feels they would be helpful.

BEHAVIOR EXPECTATIONS & SUPPORT

Preschool behavior support is focused on teaching. Children are learning how to manage emotions, solve problems, follow routines, communicate needs, and participate as members of a classroom community. Staff use developmentally appropriate guidance, modeling, redirection, encouragement, and consistent expectations to build these skills. PRIDE gives students and adults a common language for how we learn, work, and care for one another:

PRIDE at Hayfield

- Positivity — Choose Your Attitude
- Respect — Respect Everyone
- Integrity — Do the Right Thing
- Dependable — Others Can Count on Me
- Effort — Effort in Everything

Families are important partners in helping children build self-control, self-respect, responsibility, and respect for people and property.

HEALTH & WELLNESS

Health Services

School health services support student wellness, required screenings, illness response, and coordination of health needs during the school day. Please let the school know if your child has a health concern or physical need that may affect participation at school. The nurse is available for consultation and health education for a variety of topics including illnesses and diseases.

Illness. A child should not come to school, and will be sent home from school, if they have or have had the following symptoms:

- A fever of 100 degrees for the past 24 hours
- Vomiting or diarrhea for the past 24 hours
- Undiagnosed skin rash
- Dry cough, runny nose, and/or sore throat
- Shortness of breath

If a student becomes ill during the school day and needs to go home, a parent/guardian or authorized adult will be contacted. Families should report to the elementary office when picking up a student.

Medication. Whenever possible, medication should be given at home. When medication must be administered during the school day, families must follow district health procedures. School personnel can only give:

- prescription medication with the written order of a health care provider
- over-the-counter medication (Tylenol, ibuprofen, etc.) with the written consent of a parent/guardian

The consent form is available on the school website or can be printed for you from the health office. All medicine must be in the original pharmacy containers.

Immunizations. Students must meet current Minnesota immunization requirements or have an allowable exemption on file. Families are responsible for keeping immunization information current with the school. Questions may be directed to the school nurse.

Early Childhood Screening (ECS)

Early Childhood Screening is mandatory before kindergarten enrollment and is intended to identify developmental or health needs early. Hayfield Community Schools offers various screening opportunities throughout the year. If you have a child 3 or 4 years of age, and are not contacted during the school year, please contact Jill Otterbein at 507-671-1518 or jotterbein@hayfield.k12.mn.us. If you are unable to attend an ECS offered by the District, you may obtain the screening through a health care provider.

DRESSING FOR PRESCHOOL

Preschool clothing should be simple, comfortable, and easy for children to manage independently. Children participate in active, creative, and sometimes messy learning experiences, so clothing should allow them to fully participate.

Children should come prepared for outdoor play and changing Minnesota weather. Closed-toe shoes are expected for playground play to help protect children's feet.

As seasons and temperatures change, the elementary office will communicate outdoor/recess attire guidelines for fall and spring and again for winter. If your family needs assistance obtaining appropriate outdoor clothing, please contact the elementary office so we can help connect you with available resources.

NUTRITION

Snacks

All preschool students have snack opportunities during the school day. Families will be asked to contribute classroom snacks during the year.

Meals

Boost students may bring lunch from home or participate in the school lunch program. It is important to note that all Boost students will be able to have breakfast and lunch for free for the 2026–2027 school year.

Payment Information. Meal payments can be made at any of the school offices or online through JMC. The responsibility lies with the student and parent/guardian to maintain an adequate balance.

Your family lunch account information at Hayfield Schools is available on JMC. You can go online and view the balance of your family's account, see the amount and date of the last payment, receive automatic emails when your account balance is \$5.00 or less.

If you see any errors in your account, please notify the school as soon as possible. If your family's account has a negative balance, your child(ren) will not be allowed any additional entrees or milk for breakfast or lunch until the account is adequately funded.

If you have any questions about the Food Service program, please contact Andrew Morales, Food Services Director, at 507-671-1548.

TRANSPORTATION

Mini Vikes transportation is arranged by families. Families may coordinate transportation with family members, friends, or other approved adults.

Bus Safety & Conduct

Students receive bus safety instruction and are expected to follow bus rules throughout the school year. Riding the bus is a privilege, and students are expected to treat the driver, other riders, and bus property with respect.

Bus cameras may be used to support student safety and help staff review concerns. Consequences for unsafe or inappropriate behavior may include assigned seating or loss of bus-riding privileges.

Bus Service

Bus service is provided for eligible students who live over a mile from the school. Students assigned to a bus route are notified by the bus owner about the time and place of pick-up and delivery. There are several bus pick-up points within the communities of Brownsdale, Hayfield, Sargeant, and Waltham.

Families must complete the required Bus Registration form before a student rides the bus. This form is located on our district website.

Students will be sent home using their regular transportation plan unless the school and bus company receive appropriate notice of a change. The following procedure is required for students to ride as guests on a bus:

- The guest must have a note signed by his or her parent/guardian to show the teacher, the office, and the bus driver. This note must include the date and the place the child is going to visit.
- The hosting child's parent/guardian must contact the bus driver to make sure the number of guests will not cause a problem. The parent/guardian must then write a note to show the teacher, the office, and the bus driver. This note must include the date and the guest/s who are riding the bus.

THANK YOU FOR PARTNERING WITH US!

Preschool is the beginning of a meaningful school-family partnership. Thank you for helping us create a safe, welcoming, and joyful place where children can learn, grow, and belong.