



Dear Nativity Early Learning Center Families,

My name is Nicole Clausen and I am your child (ren)'s center director. I am very excited for this summer. We have many new activities and field trips planned. Our roles as teachers help shape and guide children to become successful in years to come. At the NELC, we strive to provide a safe, healthy, nurturing and responsive setting for children.

As the summer camp approaches, I wanted to share some important information with you.

### **Frequently Asked Questions about the Summer Camp Program**

#### **Tuition for the Summer Camp Program**

5 days a week (M-F): \$1032.00 per month

4 days a week (M-TH): \$826.00 per month

3 days a week (MWF): \$619.00 per month

2 days a week (TTH): \$413.00 per month

#### **If my child attends the Nativity Summer Sports Program (Nativity children entering grades 2<sup>nd</sup>-6<sup>th</sup>) and/or summer classes at Nativity this summer, how will they be transported back and forth:**

If your child chooses to participate in any activities that Nativity School offers over the summer we will make sure that one of our staff members transports them back and forth. Throughout the programs offered at Nativity School there may be field trips at the NELC that will overlap these programs. We will do everything in our power to make sure that your child is able to participate in both activities.

Although, there are a couple of field trips where we may have to pick children up early from the Nativity activities; especially field trips that are for the whole center. Please let me know if you have any further questions.

#### **For new families only:**

Included in your summer packet you will find the NELC half-sheet emergency form, admission and emergency contact form, permission form, health care summary, immunization record, and FOB (your access key card to get in the building) form. These forms must be completed prior to your child's start date.

#### **Parking:**

When dropping off or picking up your children, we ask that you please park in front of the building between the 15-minute drop off signs. You may also pull in through the lot across the street and temporarily park in the school lot. The opposite side of the street is marked No Parking. It is difficult to see children who are walking across the street when cars park in undesignated areas. Please be cautious.

**Where do I drop my child off and how do I get in the building:**

Please enter the building on the east side, the left door labeled “Nativity Early Learning Center.” We are a secured building; you will need a FOB (your access key card to get in the building) to enter. The Director’s office is located in the lower level of the NELC.

**How do I get a hold of Nicole (Director) or my child’s teacher during the day?**

Nicole Clausen Direct Line: 651-696-5437 or [nclausen@nativity-mn.org](mailto:nclausen@nativity-mn.org)

Tweety Classroom: 651-696-5450

Munchkin 1 Classroom: 651-696-5449

Munchkin 2 Classroom: 651-696-5451

The Crocs (those entering 1<sup>st</sup> Grade): 651-696-5446

The Gators (those entering 2<sup>nd</sup> Grade): 651-696-5448

Zone (those entering 3<sup>rd</sup>-6<sup>th</sup> Grade): 651-696-5447

**Toilet training:**

When a child is enrolled in the NELC, he or she must be completely potty trained, this includes both potty and BMs. The child should be in cloth underwear and not in diapers, training pants or pull-ups.

In the event that an enrolled child is found not to be fully potty trained, the parent(s) will be notified that they will need to make other arrangements for childcare. The child may only return to the NELC upon completion of potty training. Unfortunately, the center is not staffed nor equipped to handle potty training procedures on a daily basis in the classrooms.

**Hours and days of operation for the Summer Camp Program:**

The NELC is open 6:30am-6:00pm Monday-Friday. The NELC Summer Camp Program will start on Monday, June 13<sup>th</sup>. The NELC will be closed Monday, July 4<sup>th</sup> in observance of Independence Day. The last day of the summer camp program will be on Tuesday, August 30<sup>th</sup>.

**Financial arrangements:**

Lynn McConnell (651-696-5435) is the NELC’s tuition manager. She will send out monthly bills. Families have the option of paying the full monthly rate at the beginning of the month, or paying half at the beginning and half by the 15<sup>th</sup> of each month. Any account that is not paid in full by the last day of the month will incur a \$15.00 late fee. Checks can be placed in the blue drop box by the front bulletin board.

**Late fee:**

All children must be picked up no later than 6:00pm. A fee of \$5.00 per child up to the first five minutes, and \$1.00 per child for each additional minute that follows will be charged. Children become upset when parents are late picking them up. Additionally, when you are late, NELC faces staffing and licensing issues. The late fee is intended to deter parents from picking up their children after closing. This includes any delay in exiting the building. The late fee should be paid directly to the closing teacher at that time. The building doors will be locked at 6:00pm.

**Adding and trading days within a week:**

With prior written notice to the Director, you may have the option of adding single days. Requests will be honored or denied based on availability of space. The rate to add a day your child is not normally scheduled to attend is \$37.50 per day. **Trading days within a week in NOT allowed.**

**Vacations:**

If your child attends the NELC three days, your family is eligible for one week of vacation credit during the summer. The vacation credit allows you to pay ½ of the regular weekly tuition rate. A two week notice is required when taking a vacation.

**Schedule changes/withdrawal from the NELC:**

The NELC requires a two week written notice prior to any changes in your child's schedule, including withdrawal from the center. Your account balance must be paid in full at time of withdrawal.

**Daily drop off and pick up procedures:**

A parent or authorized person will be responsible to bring your child into the center each day and sign them in. We recommend that your child be in attendance between 8:30-9:00am. Please be aware that some field trips require early departure times. Please notify the NELC if your child will be late or absent for any reason. NELC staff will call home to verify children's whereabouts when they are not present at school. When leaving the NELC, please be sure to notify staff and sign your child out with the appropriate staff member.

**Health and illness:**

The goal of the NELC is to provide a safe, secure and healthy environment for the children in our care. Since the NELC is equipped and licensed to care for well children, a child that shows signs of illness in the morning (fever, sore throat, headache, rash, upset stomach, or unusual fatigue) should NOT be brought to the NELC. Please arrange for alternative care for your child in the event of illness.

**Peanut and Nut Free:**

The NELC is a **peanut and nut free** program. This change has been made due to the increasing number of children that are allergic to peanuts, nuts, and peanut oil. Nut allergies can be life threatening. This is not only through direct ingestion, but can be through smell, and touching of only trace amounts. We require that you do not send any lunch items, snacks or birthday treats which contain peanuts or nuts or are processed on shared equipment. We request your cooperation and thank you in advance for adhering to this policy for the safety of all children.

\*\*\*For further information on the Nativity Early Learning Center's Policies and Procedures please see your Parent Handbook\*\*\*