



SOWASHCO EARLY LEARNING  
11283 Eagle View Blvd.  
Woodbury, MN 55129  
[commed.sowashco.org](http://commed.sowashco.org) | 651-425-7160

# EARLY LEARNING PROGRAMS

## 2023-24 PRESCHOOL OFFERINGS & INFORMATION

**FALL 2023 PRESCHOOL REGISTRATION WILL BEGIN ON JANUARY 9, 2023.**

### REGISTRATION INFORMATION AND ENROLLMENT REQUIREMENTS

#### Early Learning Enrollment Contacts

**Brenda Griffin**, Early Learning Office Coordinator | 651-425-7160

**Katie Van Overmeiren**, Early Learning Office Coordinator | 651-425-7181

**Sherrie Rohr**, Early Childhood Screening Secretary | 651-425-6175

**Early Learning Office Fax Number** | 651-425-2720

#### Online Registration

Preschool registration will take place online at [ce.sowashco.org](http://ce.sowashco.org) beginning on January 9 through February 10, 2023. After that time an initial lottery for placement at your designated school site will take place. Registrations that are fully completed will be placed in the initial placement lottery. After February 10, registrations will be taken on a first come, first served basis.

If your family does not have access to a computer or need assistance, the Early Learning office staff will be happy to assist you with your registration by phone. If you have questions or need support with your registration, please call: 651-425-7160.

#### Selecting Your Class & Required Documents

Upon making class selections, indicate your first choice by selecting that class at the beginning of the registration process. There will be an opportunity during the registration process to indicate your second choice. You will also need to provide a birth certificate, immunization records and proof of screening. If you have questions related to documents necessary for enrollment, please call our Early Learning Office: 651-425-7160. Please note: If you are registering for the 4-year-old program, your child will not be placed in a class until Early Childhood Screening has been completed. Please call: 651-425-6175 or email [srohr@sowashco.org](mailto:srohr@sowashco.org) to schedule an appointment if your child has not completed Early Childhood Screening.

#### Tuition

- Nine monthly payments will be due on the 1st of each month, beginning September 1, 2023 through May 1, 2024.
- Payments received after the 5th of each month will be charged a \$25 late fee.
- If your financial situation changes, please contact our office immediately to make arrangements for payment. Because our program is primarily supported by fees our fees are relied upon for operating expenses. Any nonpayment that becomes delinquent will be required to be sent to our collections if an alternative financial plan is not made with our office.
- A two-week notice is required when withdrawing your child from class. Failure to do so may result in additional charges. All outstanding balances must be paid in full.

## Registration Fee

A registration fee of \$85 is required at the time of enrollment. If you pay your registration fee by credit card, your charge card will not be processed until your child is placed into a class. All checks will be processed upon receipt. The registration fee is a one-time charge and is nonrefundable once your child has been placed in a class.

## Financial Assistance

Financial assistance is available for families that meet certain State eligibility requirements. Financial assistance can be applied for online when you are registering for preschool. Families may be required to provide proof of income. Those qualifying for assistance will also be required to complete a State Pathways Scholarship application. Limited district scholarships are available.

## Transportation

We are sorry but transportation for the 2023-24 program year will be limited to Newport Elementary based on State funding eligibility parameters and current availability.

## Class Confirmations

Processing of your registration fee will be confirmation of your child's placement and you will receive an auto email response no later than March 31, 2023. Typically, all children will be placed in either a first or second choice.

## How to Register

1. Go to [sowashco.ce.eleyo.com](http://sowashco.ce.eleyo.com)
2. Click "Sign in" to sign in or "Create an Account"
3. Select "Explore All Programs"
4. Select "Preschool Three's & Multi-Age," or "Pre-k Four's"
5. Click "Learn More"
6. Select your first choice of class and "Enroll Now"
7. Select "Attending Child" and follow prompts
8. Mail, fax, or drop off a copy of your child's birth certificate and immunization records.
9. Schedule an Early Childhood Screening by calling: 651-425-6175 or by email: [srohr@sowashco.org](mailto:srohr@sowashco.org)

## THREES PRESCHOOL

AGE	DAY	TIME	SITE LOCATION	COST PER MONTH	COURSE
3 by 9/1/23	T/TH	9:15-11:45 a.m.	Valley Crossing Elementary	\$184	VC613-7*
3 by 9/1/23	M/W/F	9:15-11:45 a.m.	District Program Center	\$184	DP301-25*
3 by 9/1/23	T/Th	9:15-11:45 a.m.	District Program Center	\$184	DP601-24* DP603-25*
3 by 9/1/23	T/Th	1:15-3:45 p.m.	District Program Center	\$184	DP605-26

## MULTI-AGE PRESCHOOL

AGE	DAY	TIME	SITE LOCATION	COST PER MONTH	COURSE
3.5 to 4 by 9/1/23	M/W/F	8:40-11:10 a.m.	Pine Hill Elementary	\$215	PH320-8 PH620-8
	T/TH	8:40-11:10 a.m.		\$184	
3.5 to 4 by 9/1/23	M/W/F	8:40-11:10 a.m.	Liberty Ridge Site 2	\$215	LR345-8 LR645-8
	T/TH	8:40-11:10 a.m.		\$184	
3 to 4 by 9/1/23	M/W/F	9:15-11:45 a.m.	Valley Crossing Elementary	\$215	VC307-7*
3 to 4 by 9/1/23	T/TH	9:15-11:45 a.m.		\$184	VC612-7*
3.5 to 4 by 9/1/23	M/W/F	9:15-11:45 a.m.		\$215	VC315-8*
3.5 to 4 by 9/1/23	M/W/F	1:15-3:45 p.m.		\$215	VC313-8
3 to 4 by 9/1/23	M/W/F	9:15-11:45 a.m.	District Program Center	\$215	DP303-26*
3 to 4 by 9/1/23	T/TH	1:15-3:45 p.m.		\$184	DP602-25
3 to 4 by 9/1/23	M/W/F	1:15-3:45 p.m.		\$215	DP608-25
3.5 to 4 by 9/1/23	M/W/F	1:15-3:45 p.m.		\$215	DP305-26

**\*OPTIONAL PARENT DISCUSSION GROUP** - These preschool sections provide an option for parents to register for a parent discussion group as part of the class registration. The parent groups will meet on Wednesdays at the District Program Center and Fridays at Valley Crossing Elementary from 9:15-10:45 a.m. Childcare will be provided if you wish to register for the parent discussion group and your child does not attend preschool at the same as the group meets. Childcare will also be provided for other siblings. If you choose to register for the parent portion and/or childcare, there will be an option as you register to indicate that you would like to participate.

## PRE-K FOURS PRESCHOOL – LOCATED AT ELEMENTARY SITES

AGE	DAY	TIME	SITE LOCATION	COST PER MONTH	COURSE
4 by 9/1/23	M-F	8:40-11:10 a.m.	Armstrong Elementary	\$371	Armstrong-1A Armstrong-1P
	M-F	12:40-3:10 p.m.			
4 by 9/1/23	M-F	9:20-11:50 a.m.	Bailey Elementary	\$371	Bailey-1A Bailey-1P
	M-F	1:20-3:50 p.m.			
4 by 9/1/23	M-F	8:40-11:10 a.m.	Cottage Grove Elementary	\$371	Cottage Grove-1A Cottage Grove-1P
	M-F	12:40-3:10 p.m.			
4 by 9/1/23	M-F	7:55-10:25 a.m.	Crestview Elementary	\$371	Crestview-1A Crestview-1P
	M-F	11:55-2:25 p.m.			
4 by 9/1/23	M-F	8:40-11:10 a.m.	Hillside Elementary	\$371	Hillside-1A Hillside-1P Hillside-2A Hillside-2P
	M-F	12:40-3:10 p.m.			
	M-F	8:40-11:10 a.m.			
	M-F	12:40-3:10 p.m.			
4 by 9/1/23	M-F	8:40-11:10 a.m.	Liberty Ridge Site 2	\$371	Liberty Ridge 2-2A Liberty Ridge 2-1A Liberty Ridge 2-2P Liberty Ridge 2-3P Liberty Ridge 2-1P
	M-F	9:20-11:50 a.m.			
	M-F	12:40-3:10 p.m.			
	M-F	12:40-3:10 p.m.			
	M-F	1:20-3:50 p.m.			
4 by 9/1/23	M-F	7:55-10:25 a.m.	*Newport Elementary	\$371	Newport-1A Newport-1P
	M-F	11:55-2:25 p.m.			
4 by 9/1/23	M-F	12:40-3:10 p.m.	Pine Hill Elementary	\$371	Pine Hill-1P
4 by 9/1/23	M-F	8:40-11:10 a.m.	Pullman Elementary	\$371	Pullman-1A Pullman-1P
	M-F	12:40-3:10 p.m.			
4 by 9/1/23	M-F	7:55-10:25 a.m.	Royal Oaks Elementary	\$371	Royal Oaks-1A Royal Oaks-1P
	M-F	11:55-2:25 p.m.			
4 by 9/1/23	M-F	1:15-3:45 p.m.	Valley Crossing Elementary	\$371	Valley Crossing-1P
4 by 9/1/23	M-F	8:40-11:10 a.m.	Woodbury Elementary	\$371	Woodbury-1A Woodbury-1P
	M-F	12:40-3:10 p.m.			

\*Newport preschool is available only to Newport school boundary residents only based on school specific State funding. All other school sites are available to residents and non-residents based on availability.

## **OTHER IMPORTANT INFORMATION ABOUT PRESCHOOL IN SOWASHCO**

### **Highly Qualified Staff**

Our staff are highly qualified! Preschool teachers in South Washington County Schools Preschool Program are required to have a solid knowledge of early childhood education and child development and hold a minimum of a 4-year college degree. Paraprofessionals are required to be “highly qualified” through their education or district assessment.

### **Curriculum and Assessment**

The curriculum and assessment utilized in our preschool program follows the Minnesota Department of Education guidelines for public school preschool programs.

### **Toilet Skills**

Children attending preschool should be mostly bathroom independent, knowing when they need to use the bathroom, and are having few accidents. \*Special circumstances are accommodated due to medical needs.

### **Safe Practice Protocols/Expectations for Drop-Off and Pick-Up**

As the district preschool programs grow in the elementary buildings, it is our duty to partner with parents to ensure that safe practices are followed for our youngest learners. The district expectations for dropping off and picking up preschool students are listed below as well as the transportation practices expected. We also ask that you follow your school site procedures for those safety expectations unique to the school or community site your child attends.

### **Arrival**

Parents or another designated adult individual must escort children to and from the classroom or the designated place where the staff will greet children each day. Preschool children will only be released to designated individuals. Please indicate on your child’s emergency card if there are other adults who may pick up your child. An ID will be requested anytime and adult other than the child picks up. If there is an emergency where another adult that is not listed on your child’s emergency card, must pick up your child, contact your child’s teacher and inform them in writing (email or written note) the name of the person that will pick up your child. Teachers will not release a student to a person not authorized by the parent or legal guardian.

### **Prompt Pick-Up**

Arrive 5 minutes prior to the end of class to be prompt in picking up your child. Young children often get very concerned when the other children have been picked up and they are left to wait. Ensuring prompt pick-up demonstrates consideration of the teaching staff and their time as well.