

## **Wrenshall ISD 100 Wrenshall Board of Education Work Session**

Thursday, June 5, 2025 - 6:00 PM

Wrenshall School Library Media Center

This is a work session of the Wrenshall Board of Education. No action nor public comment period will take place at this meeting.

1. Call to Order  
Chair
2. Preview of Regular Meeting Agenda for June 9.  
Jeff Pesta
  - a. Board Committee Reports  
Chairperson
    1. Consideration of School Safety and Security Grant Application  
Ben Johnson
    2. Consideration of Acknowledgment of Ad-Hoc Committee for Student Drop-off and Pick-up Procedures  
Mary Carlson
3. Strategic Planning  
Jeff Pesta
  - a. Preview of Community Education Handbooks  
Jeff Pesta  
Consideration of staff discounts for programming as a recruitment and retention incentive.
  - b. Proposed Administrative and Fiscal Hosts for Raptor Sports Cooperative  
Mary Carlson
  - c. Preview of 2025-2026 Staffing and Master Schedules  
Jeff Pesta
  - d. Possible Modification of Incoming Superintendent Start Date  
Mary Carlson  
Consideration of modifying the incoming part-time superintendent contract to provide an opportunity for transition time.
  - e. Consideration of Marketing Initiative  
Ben Johnson and Mary Carlson
  - f. Budget Update  
Jeff Pesta

Review the latest funding information from the State Capitol and consider available sharing and pairing opportunities with other districts.

- g. Board Retreat and New Strategic Plan  
Mary Carlson

- 4. Adjournment  
Chair



# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## Board of Education Committee Acknowledgement

Date: Jun 9, 2025

Committee Title: AD HOC **Student Drop Off + Pick Up Procedures**

Statutory Reference: A district strategic plan for student drop off and pickup is not mandated in state statute, but the powers and responsibilities of school boards, including their authority to manage and superintend the schools are outlined in the following:

### **Minnesota Statute 123B.09**

### **BOARDS OF INDEPENDENT SCHOOL DISTRICTS**

Members: Board Liaisons: Mary Carlson and Ashley Laveau  
Staff: Kirk Hill, Michelle Blanchard, Josiah Davey

Participant Compensation:

- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

Budget: None.

Annual Reporting Date: August 2025, whereafter the committee will no longer exist.

### **Mission:**

The mission of the Wrenshall School District ISD 100 **Student Drop-Off and Pickup Procedures Committee** is to develop and recommend a safe and efficient plan for student arrival and departure, ensuring smooth operations for both parents and buses. The committee will consider current drop off and pick up procedures and recommend any necessary changes - both long and short term - to enhance student safety during these transitional times.

The committee will present its findings to the school board in August 2025.

Updated: June 2025



# Wrens Club Child Care Handbook – Summer 2025

207 Pioneer DR Wrenshall MN 55797  
wrensclub@isd100.org

## Welcome to Wrens Club!

Wrenshall Public School in conjunction with Community Education, offers the Wrens Club program which is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in pre-kindergarten through grade six. Wrens Club offers a fun, safe, caring environment that fosters recreational, social, educational and developmentally appropriate experiences that compliment your child’s school day. Wrens Club is a state certified child care program allowing us to accept CCAP payments for families using assistance.

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## Program Standards

Community Education is part of the Wrenshall School District and all district policies apply to and are followed by Community Education personnel. Wrens Club staffing and program standards are approved by the Wrenshall Public School Board. School policies are determined by the school board. The Board of Education is elected by the people of this district and reflects their will and their authority. The determination of school policies rests solely with the school board. The superintendent and administrators execute these policies. The district reserves the right to change policies and procedures at any time. The Wrens Club staff meet the required qualifications and training and they dedicate themselves to making a positive difference in the lives of children. Wrens Club staff are under the direct guidance of the Wrens Club Coordinator and Community Education Coordinator. The Wrens Club program maintains a 1 staff to 15 children ratio in K-5, and 1-10 ratio for Pre-K as recommended by the Minnesota School Age Child Care Alliance.

## Staff

In accordance with MN State Statute section 123B.03, all staff are required to have a background study done. Certified centers require 6 hours of study in child development and behavior guidance every year. Coordinators must have 16 hours of training.

The Wrens Club staff consists of experienced and well-trained people who care about children. They provide successful experiences, safety, appropriate developmental tasks, and a caring environment. Staff members attend training throughout the year provided by the school district, community education, and other community resources.

Wrens Club staff always appreciates parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect how your child's day might go.

We also encourage parents to share any special skill, activity or occupation with children and staff. We want to model this program around the children and families. Any suggestions or ideas would be welcomed and appreciated.

### **According to MN State Statute 245H.14 our staff are required to be trained in...**

- First aid and Cardiopulmonary resuscitation annually.
- Abusive head trauma.
- Child development.
- Blood borne pathogens.
- We are required to have in service hours each year.

### **Abuse Reporting (Mandatory Reporters):**

According to MN Statute 626.556, a professional or his or her delegate, who is engaged in the practice of... education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, liaison officer, or the County Sheriff..." An oral report shall be made immediately by telephone or otherwise...and shall be followed within 72 hours, exclusive of weekends or holidays, by a report in writing. For matters occurring within the family unit, concerned school personnel will contact the Children's Service Intake Worker - Carlton County Human Services at 218-879-4583.

Staff must promptly inform a building principal of all reports filed and documentation will be kept on file. Principals, counselors, and the school psychologist are available to assist in the process.

### **Data Privacy:**

All staff must be familiar with the Data Privacy Act. No verbal or written information about a student's school performance should be shared except within the school district for educationally relevant reasons. As a rule of thumb, any data arising out of the education of a student which identifies a student, except for directory information, is private data. Directory information is defined as a student's name, date and place of birth, major fields of study, weight and height of athletic team members, etc. Care should be taken to ensure students cannot overhear private data shared in conferences or telephone calls with staff, students, or parents; care should also be taken so that students do not view other students' grades.

### **Emergency Preparedness**

According to MN State Statute 245H.15 Wrens Club has a written safety plan including...

- Fire related emergencies.
- Weather related emergencies.
- Intruder based emergencies.
- We follow the district's guidelines for fire and lockdown drills.
- In the event of an actual emergency, parents would be notified through the District communication site.

### **Emergency Closing or Dismissal**

If Wrens Club has to close due to severe weather, or other emergency, Wrens club will notify parents, and you will have 1 hour to pick up your child.

## Medications

### According to MN State Statute 245H.13 Health and Safety Requirements...

- Exclusion of sick children and infectious disease outbreak control. We must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. We must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, or scabies, impetigo, ringworm, or chicken pox.
- Immunizations. By a child's date of attendance we must maintain or have access to a record detailing the child's current immunizations or applicable exemption.
- Administration of Medicine. We may administer personal prescriptions under the following guidelines:
  - We will not administer the first dose of any medication due to possible reactions.
  - For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during Wrens Club hours must be on file.
  - The medication will be stored in a safe, appropriate place with access restricted to the Wrens Club staff only.
  - Under NO circumstances shall Wrens Club personnel give aspirin, Tylenol, cough medicines, etc. without a physician's prescription and signed parent permission.
  - NO medication should be sent with the child – parents must deliver it personally. The medication must be in the original bottle, properly labeled. The medication cannot be improperly labeled in containers such as plastic bags or envelopes.
  - EPI-Pens must be dropped off by the parent the first week of school.

## Illness or Emergency

In an instance of severe illness or injury, the staff will make an evaluation and contact parents. PLEASE DO NOT bring a sick child to Wrens Club. **A sick child must be fever/vomit-free without medication for 24 hours before returning to child care programs.** The site is not equipped to handle sick children. You must email Wrens Club. No call/No Show fee will be billed to you.

Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately and, if necessary, the child will be transported to a parent-specified hospital by the local emergency responders for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

## Food Allergies

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrens Club Enrollment Form. Please be specific about possible reactions. You should send an Epi-pen for severe reactions. Please consider sending snacks with your child or provide a list of approved snacks so we can accommodate them better.

## Breakfast, Lunch & Snacks

- Catered Breakfast, Lunch and snack from Chickadee Catering a menu will be provided to families before the start of the next month.
- Breakfast will be provided - 8:00 AM
- Lunch will be provided - 11:00 AM
- Afternoon snack will be provided - 3:00 PM

## Eligibility

- Children must be three years old
- Children must be able to use the toilet and clean themselves independently.
- Children should not be wearing diapers or pull-ups as we do not have adequate facilities or training for changing diapers. Please notify staff regarding any concerns in this area.
- Recurring bathroom accidents will require a parent meeting with Child Care Coordinator and Community Education Coordinator and could lead to potential discontinuation of services.

## Wrens Club Child Care Employee Discount Policy

- Applies To: Bus drivers, school board members and half time or greater employees/staff may partake in the 20% discount on Wrens Club Child Care for before and after, wrap around and/or summer child care.

## Free Child Care for Program Staff

- Employees who work directly within the Wrens Club Child Care Program are eligible to receive free child care during their scheduled working hours. This includes the following positions:
  - Community Education Coordinator
  - Child Care Coordinator
  - Child Care Assistant

## Eligibility and Conditions

- Discounts and free care apply only while the employee is actively working.
- These benefits are non-transferable and apply only to the children or dependents of the eligible employee.
- Substitute employees are not eligible for any Wrens Club Child Care discounts or free services.
- All child care arrangements are subject to space availability and compliance with licensing requirements.

## Children with Special Needs/IEPs

- Every effort will be made to accommodate children with special needs.
- We can not guarantee one on one care for students.
- Parents must schedule a meeting with the program coordinator to provide information about the child and devise a plan for Wrens Club to meet the needs of the child prior to enrollment.
- If the family expresses a need for accommodations for their child to participate in Wrens Club or Wrens Club staff determines special accommodations are needed for participation, Wrens Club will work with the family to come up with a plan to help the child succeed in the program. Items to consider:
  - The student's ability to function in an environment of 20-30 kids.
  - The student's ability to function on the playground without individual supervision.
  - The student's ability to function with a staff to child ratio of 1:15.
- Accommodations that are agreed upon will be outlined in a document to be shared with the family and entered into the child's record at Wrens Club.
- It is important that our program is assessed to determine if we are able to provide the best care for every child.

## Registration Process

To register your child for Wrens Club, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Signed the last page of the Family Handbook.
- Wrens Club Enrollment Form.
- \$50 registration fee per family.
- Any past due balances with Community Education are paid in full.  
(*This may include past due balances for School Readiness or Wrens Club bills.*)
- ALL registration materials listed in brightwheel

## Parent's To-Do List...

- Sign your child "In" & "Out" each day. This means walking your child to the Wrens Club room. Parents will need to sign out in our software-brightwheel program each day when they pick up.
- Keep your child's enrollment information up-to-date to ensure your child's safety.
- Make sure your child is picked up by **5:30 pm** to avoid a late pick up fee.
- **Adequately dress your child for indoor and outdoor play.**
- Label your child's personal belongings.
- **Water bottle daily.**
- **Please sign the sunscreen & bug spray document**
- **We will provide breakfast, lunch and afternoon snack**
- **Do not send your child with any electronic devices - There will be special days**

## Children's Clothing/Belongings

Children should be adequately dressed each day for indoor and outdoor activities. Wrens Club follows the same policy regarding outerwear as the Elementary School. Outerwear should be labeled with the child's name. The program is not responsible for lost or stolen articles. For younger children, please send an extra set of clothing. Please do not allow your child to bring any toys, games, or electronic toys. For preschoolers please remember to send indoor shoes during the wintertime.

**Children at any age are NOT allowed to be on any electronic devices while at care. If a child brings a cell phone or electronics to care, it will be kept at the desk until the parent picks up the child.**

## Hours of Operation (2025)

### Summer 2025

Wrens Club Child Care is open 6:30 am - 5:30 pm

**Summer program begins Tuesday June 3rd 2025**

**Summer program ends Friday August 22nd 2025**

Closed Summer dates:

Thursday June 19th 2025

Friday July 4th 2025

## Program Fees

Annual registration fee per family: \$50

### Option 1 - Per month

Child 1: \$700 - full time - everyday we are open - (\$36 / day)

Sibling: \$560 - full time - 20% discount

### Option 2 - Per month

Child 1: \$450 - part time - 3 days a week during each week - (\$37.50 / day)

Sibling: \$360 - part time - 20% discount

### Option 3

Wondering Wednesdays - field trip or participation in Northern Outdoors Club - ONLY

\$45 / per child - for every Wednesday - Must be registered and approved five days before

**Schedules need to be entered or messaged in the Brightwheel program a minimum of one week prior to care.**

### Financial assistance through CCAP

Billing will be conducted off the monthly schedule submitted. Cancellations made less than one week in advance for any reason will not be deducted from billing. This will help us maintain our staff numbers.

\*No Call/No Show Finders fee           \$10

\*Show up fee – child here without being scheduled \$10

\*Late Pick-up/Early drop-off fee (before 6:30 AM/after 6:00 PM)\*\$10 first minute-\$1 per minute after 1<sup>st</sup> minute

\*Refunds are NOT issued for absences from scheduled days. To avoid No Call/No Show fee, email Wrens Club staff before **10 am** when they will not be attending child care for any reason. \*Parents who have frequent **No Call No Shows** or late pick up charges may have their child care suspended

**If your payments are not made and you go over 30 days you will be charged a \$20.00 late fee. If your payments are not made and you go over 60 days you will be charged a \$40.00 late fee. If your payments are not made and you go over 90 days you will automatically be sent to collections and your child care will be discontinued. If you are sent to collections you will be charged an extra 37% to your bill for collection fees.**

Invoices will be made available to pay online. A 2% convenience fee is added to all credit card/debit card payments. ACH (checking account transfers) have a .6% fee added to them. Checks or money orders will be accepted during Community Education Office hours. Community Education hours are:

Summer Community Education Coordinator Schedule:

Monday 8:30 – 4:30 PM

Tuesday 8:30 – 2:30 PM

Wednesday 9:00 – 2:00 PM – On field trip

Email: [kbeck@isd100.org](mailto:kbeck@isd100.org)

Phone number: 218-384-4274 Ext. 3100

### **In the event your schedule changes....**

**Absent Notification:** – The safety of your child(ren) is our primary concern. **Please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) or message on brightwheel-** You may email at any time. If we are not here, we will get the message first thing in the morning.

In the event that you will not be able to pick up your child on time, notify the Wrens Club staff immediately of the alternate arrangements. A late pick-up fee of \$10 for the first minute and \$1 each additional minute after 5:30 PM will be assessed. In addition, the following will happen:

**Attempt to Contact Time Frame:** If you are late in picking up your child, the following procedure will be followed:

After 10 minutes:                   Call parent/guardian

After 15 minutes: Call emergency contacts listed for child

After 30 minutes: Call the police. If you are more than thirty minutes late and we are unsuccessful in reaching you or an emergency contact person, the police **will** be called for further assistance.

**If you have picked up your child late more than once, or if you cancel your child's schedule on a consistent basis you are subject to discontinuation of child care.**

### **Release of Children**

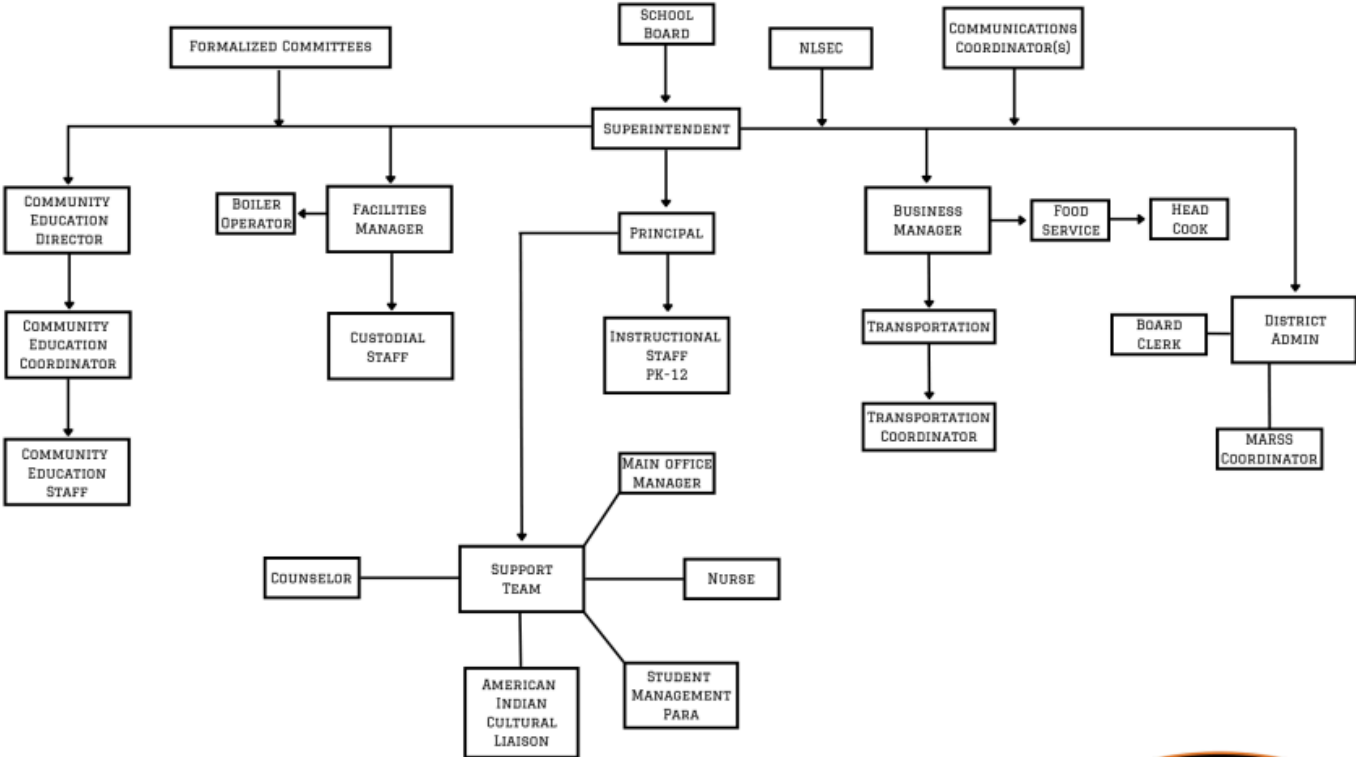
Wrens club will only release children to the parent or person authorized on your emergency pick up list. They must be at least 16 years old to sign out your child. Please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) or message us on brightwheel to inform us if someone other than you will pick up your child/ren. If a parent or other person appears physically/emotionally impaired to the extent that the staff is concerned that the child is at risk of danger, the staff person will call other people listed on the emergency list. If no one can be reached, we may need to call 911.

### **Wrens Club Child Care offers:**

- Educational and Recreational theme-based activities.
- Audio, Visual & Hands-on play and learning experiences.
- Physical Activity – Gym, Outside.
- Manipulative & Sensory Play.
- Quiet/Homework Time.
- Food Service Breakfast and Lunch Program
- Afternoon snack.
- Technology.
- Skill Building.
- Games.
- Free Choice, Creative Play.

Wrens Club Child Care Organization Chart:

# WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



LAST UPDATED FEBRUARY 2025



Wrens Club seeks to provide a quality program where:

- Kids can be kids.
- The atmosphere is comfortable, relaxed, happy, and busy.
- The environment is conducive to a wide-range of opportunities both active and passive.
- There are a variety of age-appropriate activities and choices offered.
- The activities offered provide children with educational, social and recreational experiences.
- Individual differences are respected and valued.
- Staff are flexible and responsive to meet the needs of all children enrolled.
- There are clear and consistent rules enforced that ensure safety.
- Kids learn to resolve conflicts in a positive and effective manner.
- Parents are well informed about the program and feel comfortable with their choice of childcare.
- Families find the program to be flexible and affordable.

**Behavior**

**Wrenshall Public Schools Policy 514 expressly prohibits bullying, and outlines the procedures and regulations for bullying prevention and intervention, including:**

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for the act in accordance with school district’s policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

**Wrens Club Behavior Expectations**

Please see attached behavior policy plans, one for PreK-2<sup>nd</sup> grade and one for grades 3-5. It is the goal of the Wrens Club program to guide children to be happy, responsible, cooperative participants in the program. We use positive, nonthreatening techniques that help the child become responsible for his/her actions. The child should also respect the rights and feelings of others.

- Be prompt and prepared.
- Respect authority.
- Respect the rights of others.
- Respect property.
- Display a concern for learning.
- Display appropriate social skills.

Wrens club Discipline Plan: Grades 3-6

Behavior	Step 1	Step 2	Step 3
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**Wrenshall Community Education ISD 100**

<p align="center"><b>Mild Behaviors</b></p> <p>Behaviors that demonstrate a lack of respect for the feelings of other IE: name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting and related behaviors.</p>	<p>*Staff has a conversation with student about behavior</p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Child writes Fix It plan</li> <li>• Staff documents incident &amp; parents sign</li> <li>• Staff talks face to face with parent about behavior &amp; goes over Fix It plan and student, staff &amp; parents sign &amp; date</li> </ul>	<p>*Staff has conversation with student about behavior</p> <ul style="list-style-type: none"> <li>• Time Out 2-5 minutes</li> <li>• Review Fix It Plan with staff</li> <li>• Logical consequence (loss of privilege in the activity for the day-going up the slide the wrong way/no slide for the day)</li> <li>• Staff documents the incident in the binder</li> <li>• Staff talks face to face with parent about behavior and go over Fix It plan and student, staff, and parent sign &amp; date</li> </ul>	<p>*Removal from program area</p> <ul style="list-style-type: none"> <li>• Removal from program for the rest of the day. Staff calls parent to come &amp; pick up child from program.</li> <li>• Letter of apology written by student</li> <li>• Personal Behavior Plan developed by student, parent, and Coordinator</li> <li>• Incident reported to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Staff talks face to face with parent about behaviors, Review Fix It plan &amp; all parties sign &amp; date</li> </ul>
<p align="center"><b>Moderate Behaviors</b></p> <p>Behaviors that may cause injury IE: damaging property, rough play, exclusion, gossip/spreading rumors, insults, negative written notes, negative behaviors toward a specific person, and related behaviors.</p>	<p>Anyone with moderate behaviors should have a Fix It plan in place</p> <ul style="list-style-type: none"> <li>• Review Fix It plan</li> <li>• Removal from program for the rest of the day, staff call parents to pick up child</li> <li>• Letter of apology from child</li> <li>• Personal Behavior plan developed by student and parent. Return to Coordinator.</li> <li>• Staff documents in binder</li> <li>• Staff talks face to face with parents, goes over Fix It plan and all parties sign and date</li> </ul>	<ul style="list-style-type: none"> <li>• Review Personal Behavior plan</li> <li>• Removal of program for the rest of the day plus 1 day. Staff call parent to pick up child from program</li> <li>• Incident reported to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Parents and Coordinator must meet before the child can return to the program</li> </ul>	<ul style="list-style-type: none"> <li>• Child is removed from the program for a minimum of 5 program days. Staff call parent to pick up child.</li> <li>• Staff documents incident in binder</li> <li>• Parents, Coordinator, and Director must meet before child returns to the program</li> </ul>
<p align="center"><b>Severe Behaviors</b></p> <p>Behaviors that cause injury IE: biting, harassment,(racial, ethnic, gender, or religious), stealing, hitting, kicking, punching, repeated/chronic failure to comply with rules, spitting, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeling, damaging property, and related behaviors.</p>	<p>Student with severe behaviors should have a Personal Behavior Plan in place already</p> <ul style="list-style-type: none"> <li>• Review Personal Behavior Plan</li> <li>• Removal from program for remainder of day plus 3 program days. Staff calls parents to pick up child.</li> <li>• Report incident to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Parent and coordinator must meet before child can return to program</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of program for the rest of the day plus 9 program days. Staff calls parents to pick up child</li> <li>• Staff documents incident in the binder</li> <li>• Parents, Coordinator, and Director must meet before child can return to the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Child is removed from program for a minimum of 27 program days</li> <li>• Staff documents incident in binder.</li> <li>• Parents, Coordinator, Director, and Elementary Principal must meet before child returns to program</li> </ul>

\*\* Behavior is categorized as mild, moderate, or severe. Each incident in a category requires moving up a step in consequence.

Wrens Club "Individual Behavior Plan"

To be filled out by student & parent the evening of the event

Name\_\_\_\_\_

Date\_\_\_\_\_

I chose a behavior at Wrens Club that violates our behavior policy.

What I did\_\_\_\_\_

Because I have violated the behavior policy multiple times, and I did not follow my Fix It plan, the next time I break behavior rules, I will

\_\_\_\_\_ Not participate in group play for the rest of the day

\_\_\_\_\_ Time Out for 10 minutes and verbal apology to all people affected including other kids in the program

\_\_\_\_\_ Time Out for 20 minutes and write a letter of apology to all people affected including other kids in the program/ The letter will be read aloud to the group.

I will also choose a better behavior when I am feeling \_\_\_\_\_(fill in feeling at time of rule violation)

The behavior I will choose when I feel this way is\_\_\_\_\_

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Staff Signature\_\_\_\_\_ (sign when returned)

Date signed by Staff\_\_\_\_\_

Wrens Club "Fix It" Plan

Name \_\_\_\_\_

Date\_\_\_\_\_

I chose a behavior at Wrens Club that violates our behavior policy.

What I did\_\_\_\_\_

In the future I am going to make better choices. When I feel like I am going to break a behavior rule, I will choose to do this instead-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I continue to violate the behavior rules in Wrens Club, I know I will be put on an individual behavior plan which could lead to suspension from the program.

Student Signature\_\_\_\_\_

Staff Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Date Signed (parent)\_\_\_\_\_

**Wrens Club Behavior Plan  
Grades PreK- 2**

For students ages 3/4 through grade 2, we will continue to use the Red Choices/Green Choices Pyramid model for handling behavior.

If children bring home a red slip due to making "red" choices, please take time to talk through the behavior with your child and write out thoughtful answers to return the following day that they attend Wrens Club. We appreciate your help!

Behavior Intervention Form

Child's Name: \_\_\_\_\_

I broke the rules of behavior at Wrens club today.

What I did: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I believe I made others feel \_\_\_\_\_

(emotion/physical feeling)

with the way I acted.

In the future, I can stop breaking the behavior rules in Wrens Club by doing this instead

\_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

(please have students attempt to write their name)

Our door is always open. Feel free to drop by our Wrens Club program any time. If you have concerns, concerns, or problems with our program, please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) or message me on brightwheel or call 218-384-384-4274 Ext. 3100 (Community Education Coordinator-Katie Beck) - please check summer schedule or Blythe in the Wrens Club room at 218-384-4274 Ext. 3105

Summer Wrens Child Care Club Registration Process

To register your child for Summer Wrens Club you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Wrens Club Enrollment Form
- Signed last page of the Family Handbook
- Pay the \$50 Registration fee
- Schedule Request
- Must have a minimum of 3 scheduled days per week per child

- Fill out all forms on brightwheel
- Any past due balances with Wrenshall Community Education are paid in full.

### Hours of Operation for Summer 2025

Wrens Club is open 6:30 am – 5:30 pm, Monday–Friday

- Wrens Club first day of Summer care will be Tuesday June 3rd
- Wrens Club will be closed: Thursday June 19th & July 4th
- Wrens Club last day of Summer Care will be Friday, August 22nd.
- We plan occasional Wednesday (mostly on Wed.) field trip days. If you attend you must come for a full day, all teachers go on the field trip.
- Breakfast, lunch and afternoon snack is provided
- Please provide sunscreen & bug spray for use in the summer program.

### Summer Program Fees

- Monthly summer rate, agreement 3 days or full time or wandering Wednesday rate
- Late pick-up fees are \$10.00 for the first minute past 5:30 pm and \$1.00 every minute past 5:31 pm

*\*\*Parents who have frequent late pick up charges may have their child care discontinued.*

*If you do not pay your bill, your child’s care will be discontinued until the balance due is paid in full. NO REFUNDS for any schedule changes if the child is called off after Wednesday prior to the next week.*

### PARENTAL HAND BOOK NOTIFICATION FORM

Please sign and date below, indicating that you have read and understand all of the information provided in this Wrens Club Family Handbook.

*This form must be returned to Wrens Club staff along with your child’s Enrollment Form and schedule, prior to their first day in the Wrens Club Program (one form per family).*

Name of Child/Children:

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Print Parent/Guardian Name:

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Parent/Guardian Signature

Date

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Updated June 2025



# Preschool Handbook

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207 Pioneer DR Wrenshall MN 55797  
[kbeck@isd100.org](mailto:kbeck@isd100.org)

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## Welcome to School Readiness Programs

Wrenshall Early Learning Preschool is a 4-star Parent Aware rated program for children 3 to 5 years of age. This program, through age-appropriate curriculum, prepares children to enter into kindergarten with the necessary skills, behavior and stability they need to flourish and progress. The program is staffed by qualified licensed teachers.

Characteristics of Wrenshall Early Learning Preschool include:

Child observation and assessment

Emphasis on emerging literacy

Enhancing personal, social, and physical development

Collaboration with Early Childhood Special Education

## **Staff**

Our preschool staff consist of a licensed Teacher and a Program Assistant.

Wrenshall Preschool staff appreciate parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect your child's day.

We encourage parents to share any special skills, activities, or their profession with the class. We want to introduce the children to new experiences, and including family members is a great way to make connections and provide additional knowledge from a variety of areas. Any scheduled visitors will be welcomed and appreciated!

The staff is required, by Minnesota State Law, to report any suspected cases of child abuse or neglect to authorities.

## **What classes we offer**

Hatchlings (3 & 4 year olds): Students must be 3 years of age on or before September 1st. This class meets on Tuesday and Thursday mornings from 8:30 - 12:30 PM.

Little Wrens (4 - 5 year olds): Students must be 4 by September 1st. Four year old classes run on Mondays, Wednesdays, and Fridays. Class runs from 8:30 - 3:00 PM.

## **Preschool (School Readiness) Employee Discount Policy**

Applies To: Bus drivers, school board members and half time or greater employees/staff may partake in the 20% discount on preschool (school readiness programs - Hatchling / Little Wrens)

## **Free Preschool for Program Staff**

- Employees who work directly within the Preschool Program are eligible to receive free child care during their scheduled working hours. This includes the following positions:
  - Preschool Teacher
  - Preschool Teacher Assistant

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**Fees**

**Option 1 - Hatchling (3-4 year olds) - Class size limited to 20**

- Fill out the Hatchling Program Sliding Fee Scale - attached
- Tuesday & Thursday 8:30 AM - 12:30 PM

**Option 2 - Little Wrens (4-5 year olds) - Class size limited to 20**

- Fill out the Little Wrens Program Sliding Fee Scale - attached
- Monday, Wednesday & Friday 8:30 AM - 3:00 PM

**Option 3 - Both Hatchling & Little Wrens - Must register & Pay tuition for both programs**

- See options 1 & 2 for registration

**Program Extra Options:**

**Option 4 - bus ONLY (if space is available & 4 years) with breakfast & 30 minutes of child care before start of class (8:00-8:30) - \$5/week**

- Monday, Wednesday & Friday
- Tuesday & Thursday
- Monday-Friday

**Option 5 - wrap around child care 12:30 - 3:00 PM**

- Each Child: \$80/month

# Hatchlings

## Mixed Ages (3 & 4's) Program Fee Chart 2025-2026

Student Name \_\_\_\_\_

**Please read and complete this form. Sign and date below!**

1. Locate your family size and total annual income.
2. Follow the column down to find your program fee and the monthly payment breakdown.
3. Payments may be made monthly via credit card in the Brightwheel system. Payment by check will be accepted for full tuition only.

Sliding Fee Scale - Annual Income					
Family Size					
2	below 19,720	19,721-36,482	36,483-56,201	56,202 - 66,061	66,062+
3	below 24,860	24,861-45,991	45,992-50,729	50,730 - 67,639	83,281+
4	below 30,000	30,001-55,500	55,501-63,989	63,990 - 85,319	100,500+
5	below 35,140	35,141-65,009	65,010-77,249	77,250 - 103,999	117,719+
6	below 40,280	40,281-74,518	74,519-90,509	90,510 - 120,679	134,938+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$69	\$81	\$92	\$103	\$114
Annual Fee	\$625	\$725	\$825	\$925	\$1,025

For reference      \$2.40/hour      \$2.79/hour      \$3.17/hour      \$3.56/hour      \$3.94/hour

**Please note: If your family is in category A, you will likely qualify for FREE tuition through a Pathways scholarship. Category B may also qualify. To see if you qualify, you will need to fill out additional paperwork.**

I understand that my fee is \$\_\_\_\_\_ and payment will be processed or due at or around the 15th of each month.

I certify that this information is true and correct. I understand that school officials may verify the information via tax forms and that deliberate misrepresentation may subject me to prosecution under applicable laws.

Signature of responsible adult (required) \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

## Little Wrens

### Mixed Ages (4 & 5's) Program Fee Chart 2025-2026

Student Name \_\_\_\_\_

**Please read and complete this form. Sign and date below!**

1. Locate your family size and total annual income.
2. Follow the column down to find your program fee and the monthly payment breakdown.
3. Payments may be made monthly via credit card in the Brightwheel system. Payment by check will be accepted for full tuition only.

Sliding Fee Scale - Annual Income					
Family Size					
2	below 19,720	19,721-36,482	36,483-56,201	56,202 - 66,061	66,062+
3	below 24,860	24,861-45,991	45,992-50,729	50,730 - 67,639	83,281+
4	below 30,000	30,001-55,500	55,501-63,989	63,990 - 85,319	100,500+
5	below 35,140	35,141-65,009	65,010-77,249	77,250 - 103,999	117,719+
6	below 40,280	40,281-74,518	74,519-90,509	90,510 - 120,679	134,938+
Category	A	B	C	D	E
<b>Full and Monthly Class Fees</b>					
Category	A	B	C	D	E
Monthly Fee	\$208	\$219	\$231	\$242	\$253
Annual Fee	\$1,875	\$1,975	\$2,075	\$2,175	\$2,275
For reference	\$2.72/hour	\$2.86/hour	\$3.00/hour	\$3.15/hour	\$3.29/hour

**Please note: If your family is in category A, you will likely qualify for FREE tuition through a Pathways scholarship. Category B may also qualify. To see if you qualify, you will need to fill out additional paperwork.**

I understand that my fee is \$\_\_\_\_\_ and payment will be processed or due at or around the 15th of each month.

I certify that this information is true and correct. I understand that school officials may verify the information via tax forms and that deliberate misrepresentation may subject me to prosecution under applicable laws.

Signature of responsible adult (required) \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

[2025-26 School Calendar - Wrenshall School Calendar](#)

# Wrenshall Hatchlings and Little Wrens Preschool 2025-2026 CALENDAR

Save the dates! Check monthly calendars/newsletters sent home in folders for any updates or changes.

*August*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*September*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*October*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*November*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*December*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*January*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Little Wrens: Monday/Wednesday/Friday @ 8:30-3:00  
Hatchlings: Tuesday/Thursday @ 8:30-12:30

**AUGUST**  
27: Open House

**SEPTEMBER**  
8: Little Wrens – First Day of School  
9: Hatchlings – First Day of School

**OCTOBER**  
14-17: No School (MEA Weekend)  
23: Hatchlings – Family Pumpkin Carving Day  
24: Little Wrens – Family Pumpkin Carving Day  
31: No Preschool (Half Day for K-12)

**NOVEMBER**  
20: Conferences @ 3:30-7:30  
25: Conferences @ 3:30-7:30  
26-28: No School (Thanksgiving Break)

**DECEMBER**  
24-31: No School (Holiday Break)

**JANUARY**  
1-2: No School (Holiday Break)  
16: No Preschool (Half Day for K-12)  
26: No School

**FEBRUARY**  
13: No Preschool (Half Day for K-12)  
16: No School (President's Day)  
19: Conferences @ 3:30-7:30  
24: Conferences @ 3:30-7:30  
25: Little Wrens – I Love to Read Family Celebration  
26: Hatchlings – I Love to Read Family Celebration  
27: No School

**MARCH**  
6: No Preschool (Kindergarten Round-Up)  
20: No Preschool (Half Day for K-12)  
23-27: No School (Spring Break)

**APRIL**  
3: No School (Good Friday)

**MAY**  
1: No School  
25: No School (Memorial Day)  
27: Little Wrens – Last Day of School  
27: Little Wrens – Preschool Family Picnic  
28: Hatchlings – Last Day of School  
28: Hatchlings: Preschool Family Picnic

**If there is a 2-hour delay or school cancellation due to inclement weather, Preschool will be canceled.**

*February*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*March*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*April*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*May*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*June*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*July*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

\*No Preschool classes (hatchling or little wrens) on early release or late start days.

**\*Childcare would be available if you sign up for before/after or wrap around childcare**

**\*If school is closed due to inclement weather all programs will be closed**

### **Bussing**

Bussing is available for Wrenshall residents that are **4 years of age** and others if space is available and you have signed up for child care.

### **Program Standards**

Our preschool programming and staff are approved by the Wrenshall Public School Board. Our teachers are licensed with a Bachelor degree in Education, and have many years of experience working in a preschool setting. All staff are required to be CPR and first aid certified.

We maintain a two staff to twenty children ratio.

### **Arrival**

Students can arrive at **8:30 AM** unless you have signed up for the wrap around bussing/breakfast option. Please do not arrive at the classroom before that as the teachers are getting ready for the day.

### **Departure**

Some children get quite nervous if all of the children are picked up and their parents have not arrived for pick up. *Please make sure to arrive to pick your child up prior to class dismissal.* If no one picks up the child within 5 minutes of class dismissal we will begin calling the parents. If we cannot reach one of the parents we will begin calling their emergency contacts. If you arrive late, not only does this add stress to your child's day, but it takes away from time needed for staff prep. Thank you for making every effort to arrive on time when picking up at the end of class.

### **Correspondence**

We have multiple ways we communicate with parents. It is very important that parents monitor all communication routes.

Our first, and most common route of connecting with parents, is through brightwheel. Please make us aware of any changes the night prior to class or morning drop off.

We also use daily folders.. Parents are required to provide a communication folder (a two pocket folder with prongs inside). This folder is used regularly for teachers to send messages home after class, and to send projects home for your child to share with you. It is very important that parents monitor this folder each day after class to keep up with school happenings.

### **Authorization to pick up child**

No child will be released to a person not authorized by a parent to pick up the child. If you have a new person picking up your child, not on the emergency pick up list, we will need a note stating that you approve this pick up.

If someone attempts to pick your child up who is unauthorized or incapacitated we will immediately attempt to call you. Please ensure that we have updated phone numbers for you at all times. If we cannot reach you we will call 911.

### **Emergency Closing or Dismissal**

When Wrenshall schools are closed due to severe weather, or emergency, School Readiness will also close. If Wrenshall school releases early, our program will also be dismissed at that time. (ex. If they send out an alert that school will be closing at 1pm, due to weather conditions, we will also close at 1pm)

### **General Health, Illness or Emergency**

In an instance of severe illness or injury the staff will bring your child to the nurse, and will notify parents. At other times, staff will make an evaluation and contact the parents. DO NOT bring a sick child to school. This not only does not benefit your child, but it leaves room for spreading of germs and illness. Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately. If necessary, the child will be transferred to a local hospital (we will send your child to a parent specified hospital only if you had specified on the emergency card), by the local emergency responders, for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

The staff is required, by Minnesota State Law, to report any suspected cases of child abuse or neglect to authorities.

### **Medications**

- Under NO circumstances shall School Readiness staff give prescription medications or over the counter medicines without a physician's instruction and signed parent permission.
- All medications will be distributed by the staff during school days. Children may not take medication on their own.
- For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during preschool hours is required to be on file.
- The medication will be stored in a safe and appropriate place, with access restricted to our preschool staff only.

- NO medication should be sent with the child - parents must deliver it personally. The medication must be in the original bottle and properly labeled. The medication cannot be labeled in containers such as plastic bags or envelopes.
- EPI-Pens must be dropped off by parents the first week of school.

**Food Allergies**

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrenshall Early Learning Student Health Summary page of the enrollment paperwork.

Please be specific about possible reactions.

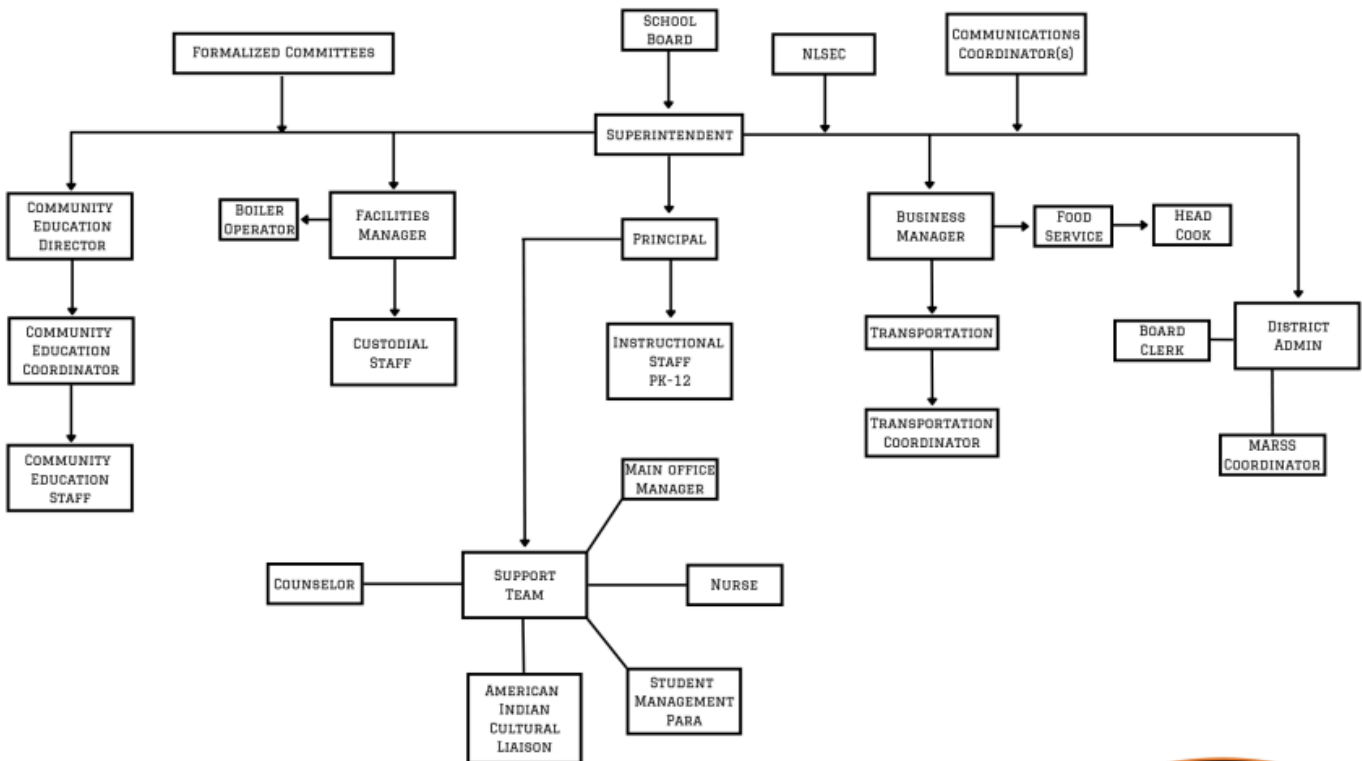
**Snack**

We ask that you send your child, each day, with a healthy snack (veggies, fruit cups/applesauce, crackers, etc) and a water bottle. Please try your best to avoid sugary snacks. We only allow the children to have one snack for snack time. Please make sure to only send one item along with them. When more are sent along they have to choose, and that makes for unhappy children - as they may want both items.

We do not allow any snacks which include any peanuts or tree nuts. Please read the ingredients on your child’s snack before sending them along with your child. **Our classrooms are Peanut and Tree Nut Free.** Please help us to keep this policy and provide a safe space for all of our children.

**Organization Chart**

**WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART**



## **Community Education Coordinator Schedule**

To be finalized fall 2025

### **Birthday Policies/Pre-K Spotlight**

- Each week we will have 1 student from each preschool class in our “Pre-K Spotlight”. The week before your student’s spotlight week, they will receive a yellow folder with a packet to fill out all about them. Please take some time to fill this out together. Please return this folder and packet, along with up to 5 pictures that will be displayed in class by the beginning of the spotlight week.
- This is also when we will celebrate birthdays.
  - Students will be in the Pre-K Spotlight on or around their birthday depending on how many birthdays there are that week.
  - If a birthday lands on a week day we will celebrate the day of.
  - If a birthday lands on a weekend or Summer birthday, we will celebrate the Monday/Tuesday of their spotlight week.
- You are more than welcome to bring in birthday treats for the class. We just ask that treats are store bought in their original boxes so we can check labels for allergies if needed.
- We only allow handing out birthday invitations in class if you plan to invite the entire class. If you are inviting only a few we ask that you make alternate arrangements to get invitations to those particular children. Thank you for your help with this!

### **Clothing/Belonging Policy**

Children should be adequately dressed each day for indoor and outdoor activities. Please make every effort to dress students for each day's weather. Also, keep in mind that if there should be a case of an emergency (fire, evacuation, etc) where we need to leave the building immediately, we do not stop to put on coats/sweaters/sweatshirts. Whatever your child has on is what they will be walking outdoors with should an emergency arise.

Outerwear should be labeled with the child’s name on each individual item. The Wrenshall Preschool program is not responsible for any lost or stolen articles.

Please provide an extra set of clothing to keep at school in a gallon sized ziplock bag with their name clearly written on it. We will store these bags of clothing at school for the year. This clothing will need to be replaced if we end up using it as a change of clothes for your child during a particular school day. The intent of having this change of clothing is as a backup plan. (For example: a toilet accident, spilling something on themselves, or playing outdoors and accidentally slipping on mud or sliding into a puddle) If soiled clothing is ever sent home with your child you should send a new set along with your child for the next class date in a clean labeled bag.

Please do not allow your child to bring toys or games along - unless it is for their personal show & tell day. These extra items can be distracting to the classroom, and they also run the risk of breaking or being misplaced.

Remember to send extra shoes along during boot season. You may leave a pair of shoes at the school during the boot season so that you don’t have to keep sending them daily. Each class has a shoe bin to store extra shoes. These shoes must be labeled with children’s names on each shoe.

### **Teaching Responsibility**

Our Little Wrens class (4-5 year olds) will be teaching the children personal responsibilities. They will need to be able to unload and load their own items into their backpacks, zip their bags up, and put on their own outerwear as needed. Please keep this in mind as you prepare your child for school throughout the year. Practice at home will make this learning process run far more smoothly. Also, please keep this in mind when picking out the size of their backpack, and when allowing students to bring items from home. We realize that many of our students also attend Wrens Club child care, and have some items they need for that time of day (lunch, blanket, etc). We want you to start thinking about how your child is going to handle all of the items independently, and help to set them up for success.

Our Hatchlings class (3-4 year olds) will get a bit more support with this learning experience, but as the year progresses they will also be expected to handle these tasks independently. Please begin practicing these skills at home. Although it seems easier to help children when learning how to put on coats and boots, in the long run, they need to be able to handle these tasks themselves. It is definitely a step-by-step developmental process. They will need your modeling and support.

### **Registration Process**

To register your child for any preschool programs, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Signed the last page of the preschool parent handbook
- Enrollment Form.
- \$50 registration fee
- Any past due balances with Community Education are paid in full.  
(*This may include past due balances for School Readiness or Wrens Club bills.*)
- ALL registration materials listed in brightwheel

**PARENTAL HAND BOOK NOTIFICATION FORM**

Please sign and date below, indicating that you have read and understand all of the information provided in this preschool parent handbook

*This form must be returned to Community education with any other paperwork prior to their first day in the preschool program or signed on brightwheel (one form per family).*

Name of Child/Children:

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Print Parent/Guardian Name:

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Parent/Guardian Signature

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Date

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Updated: June 2025



# Wrens Club Child Care Handbook

Fall/Spring

207 Pioneer DR Wrenshall MN 55797  
wrensclub@isd100.org

2025-2026

Before and After school care and wrap around for preschool child care

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## Welcome to Wrens Club!

Wrenshall Public School in conjunction with Community Education, offers the Wrens Club program which is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in pre-kindergarten through grade six. Wrens Club offers a fun, safe, caring environment that fosters recreational, social, educational and developmentally appropriate experiences that compliment your child's school day. Wrens Club is a state certified child care program allowing us to accept CCAP payments for families using assistance.

## Program Standards

Community Education is part of the Wrenshall School District and all district policies apply to and are followed by Community Education personnel. Wrens Club staffing and program standards are approved by the Wrenshall Public School Board. School policies are determined by the school board. The Board of Education is elected by the people of this district and reflects their will and their authority. The determination of school policies rests solely with the school board. The superintendent and administrators execute these policies. The district reserves the right to change policies and procedures at any time. The Wrens Club staff meet the required qualifications and training and they dedicate themselves to making a positive difference in the lives of children. Wrens Club staff are under the direct guidance of the Wrens Club Coordinator and Community Education Coordinator. The Wrens Club program maintains a 1 staff to 15 children ratio in K-5, and 1-10 ratio for Pre-K as recommended by the Minnesota School Age Child Care Alliance.

## Staff

In accordance with MN State Statute section 123B.03, all staff are required to have a background study done. Certified centers require 6 hours of study in child development and behavior guidance every year. Coordinators must have 16 hours of training.

The Wrens Club staff consists of experienced and well-trained people who care about children. They provide successful experiences, safety, appropriate developmental tasks, and a caring environment. Staff members attend training throughout the year provided by the school district, community education, and other community resources.

Wrens Club staff always appreciates parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect how your child's day might go.

We also encourage parents to share any special skill, activity or occupation with children and staff. We want to model this program around the children and families. Any suggestions or ideas would be welcomed and appreciated.

### **According to MN State Statute 245H.14 our staff are required to be trained in...**

- First aid and Cardiopulmonary resuscitation annually.
- Abusive head trauma.
- Child development.
- Blood borne pathogens.
- We are required to have in service hours each year.

### **Abuse Reporting (Mandatory Reporters):**

According to MN Statute 626.556, a professional or his or her delegate, who is engaged in the practice of... education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, liaison officer, or the County Sheriff..." An oral report shall be made immediately by telephone or otherwise...and shall be followed within 72 hours, exclusive of weekends or holidays, by a report in writing. For matters occurring within the family unit, concerned school personnel will contact the Children's Service Intake Worker - Carlton County Human Services at 879-4583.

Staff must promptly inform a building principal of all reports filed and documentation will be kept on file. Principals, counselors, and the school psychologist are available to assist in the process.

### **Data Privacy:**

All staff must be familiar with the Data Privacy Act. No verbal or written information about a student's school performance should be shared except within the school district for educationally relevant reasons. As a rule of thumb, any data arising out of the education of a student which identifies a student, except for directory information, is private data. Directory information is defined as a student's name, date and place of birth, major fields of study, weight and height of athletic team members, etc. Care should be taken to ensure students cannot overhear private data shared in conferences or telephone calls with staff, students, or parents; care should also be taken so that students do not view other students' grades.

### **Emergency Preparedness**

According to MN State Statute 245H.15 Wrens Club has a written safety plan including...

- Fire related emergencies.
- Weather related emergencies.
- Intruder based emergencies.
- We follow the district's guidelines for fire and lockdown drills.
- In the event of an actual emergency, parents would be notified through the District communication site.

### **Emergency Closing or Dismissal**

If Wrenshall schools are closed due to severe weather, or other emergency, Wrens Club will be closed. **If there is a 2 hour late start, we will open at 9:00 AM.** You **must** email Wrens Club if your child will not be coming before the late start or you will be charged a No Call/No Show fee of \$20. **If Wrenshall schools are closed early, parents must pick up 1 hour after school closes.** Please tune in to local radio and television stations for this information.

### **Parent Emergency**

You must sign up for the Wrenshall Public schools' electronic notification system, an essential tool for notification and communication. Within minutes of an emergency, school officials can use the system to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. It can also be used to notify you of a school closing due to inclement weather. **Wrens Club will send out a message out on brightwheel as well.**

If you need assistance with setting up a profile, please contact Michelle Blanchard at 218-384-4274 Ext 2101 and she will assist you. If you do not have access to a computer please feel free to come to the school to use our facilities.

## Medications

According to MN State Statute 245H.13 Health and Safety Requirements...

- Exclusion of sick children and infectious disease outbreak control. We must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. We must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, or scabies, impetigo, ringworm, or chicken pox.
- Immunizations. By a child's date of attendance we must maintain or have access to a record detailing the child's current immunizations or applicable exemption.
- Administration of Medicine. We may administer personal prescriptions under the following guidelines:
  - We will not administer the first dose of any medication due to possible reactions.
  - For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during Wrens Club hours must be on file.
  - The medication will be stored in a safe, appropriate place with access restricted to the Wrens Club staff only.
  - Under NO circumstances shall Wrens Club personnel give aspirin, Tylenol, cough medicines, etc. without a physician's prescription and signed parent permission.
  - NO medication should be sent with the child – parents must deliver it personally. The medication must be in the original bottle, properly labeled. The medication cannot be improperly labeled in containers such as plastic bags or envelopes.
  - EPI-Pens must be dropped off by the parent the first week of school.

## Illness or Emergency

In an instance of severe illness or injury, the staff will bring your child to the nurse, if it is during school hours, and will notify parents. At other times, staff will make an evaluation and contact parents. **PLEASE DO NOT** bring a sick child to Wrens Club. **A sick child must be fever/vomit-free without medication for 24 hours before returning to child care or preschool programs.** The site is not equipped to handle sick children. You must email Wrens Club and also notify the Elementary attendance office when your child is sick and won't be attending the program, or the No call/No Show fee will be billed to you.

Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately and, if necessary, the child will be transported to a parent-specified hospital by the local emergency responders for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

## Food Allergies

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrens Club Enrollment Form. Please be specific about possible reactions. You should send an Epi-pen for severe reactions. Please consider sending snacks with your child or provide a list of approved snacks so we can accommodate them better.

## Breakfast, Lunch & Snacks

- All Students (except for preschool children) will be dismissed at 8:00AM for breakfast
- Lunch
- Snacks for wrap around students will be provided at 2:00 PM
- Snacks will be provided at 3:45 PM for After school program

## Eligibility

- Children must be three years old by September 1 of the school year and enrolled in one of our School Readiness programs.
- Children must be able to use the toilet and clean themselves independently.
- Children should not be wearing diapers or pull-ups as we do not have adequate facilities or training for changing diapers. Please notify staff regarding any concerns in this area.
- Recurring bathroom accidents will require a parent meeting with Wrens Club Coordinator and Community Education Coordinator and could lead to potential discontinuation of services.

## Wrens Club Child Care Employee Discount Policy

- Applies To: Bus drivers, school board members and half time or greater employees/staff may partake in the 20% discount on Wrens Club Child Care for before and after + wrap around

## Free Child Care for Program Staff

- Employees who work directly within the Wrens Club Child Care Program are eligible to receive free child care during their scheduled working hours. This includes the following positions:
  - Community Education Coordinator
  - Child Care Coordinator
  - Child Care Assistant

## Eligibility and Conditions

- Discounts and free care apply only while the employee is actively working.
- These benefits are non-transferable and apply only to the children or dependents of the eligible employee.
- Substitute employees are not eligible for any Wrens Club Child Care discounts or free services.
- All child care arrangements are subject to space availability and compliance with licensing requirements.

## Children with Special Needs/IEPs

- Every effort will be made to accommodate children with special needs.
- We can not guarantee one on one care for students.
- Parents must schedule a meeting with the program coordinator to provide information about the child and devise a plan for Wrens Club to meet the needs of the child prior to enrollment.
- If the family expresses a need for accommodations for their child to participate in Wrens Club or Wrens Club staff determines special accommodations are needed for participation, Wrens Club will work with the family to come up with a plan to help the child succeed in the program. Items to consider:
  - The student's ability to function in an environment of 30-50 kids.
  - The student's ability to function on the playground without individual supervision.
  - The student's ability to function with a staff to child ratio of 1:15.
- Accommodations that are agreed upon will be outlined in a document to be shared with the family and entered into the child's record at Wrens Club.
- It is important that our program is assessed to determine if we are able to provide the best care for every child.

## Parent's To-Do List...

- Sign your child "In" & "Out" each day. This means walking your child to the Wrens Club room. Parents will need to sign out in our software program each day when they pick up.
- Let your child's classroom teacher know your child's Wrens Club schedule.
- Email Wrens Club and your child's teacher when your child will not attend a scheduled day at child care, by 10:00 am.
- Keep your child's enrollment information up-to-date to ensure your child's safety.
- Make sure your child is picked up by **5:30 pm** to avoid a late pick up fee.
- **Adequately dress your child for indoor and outdoor play.**
- Label your child's personal belongings.
- **Do not send your child with any electronic devices**

## Children's Clothing/Belongings

Children should be adequately dressed each day for indoor and outdoor activities. Wrens Club follows the same policy regarding outerwear as the Elementary School. Outerwear should be labeled with the child's name. The program is not responsible for lost or stolen articles. For younger children, please send an extra set of clothing. Please do not allow your child to bring any toys, games, or electronic toys. For pre-schoolers please remember to send indoor shoes during the wintertime.

Children at any age are NOT allowed to be on any electronic devices while at care. If a child brings a cell phone or electronics to care, it will be kept at the desk until the parent picks up the child.

## Registration Process

To register your child for Wrens Club, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Signed the last page of the Family Handbook.
- Wrens Club Enrollment Form.
- \$50 registration fee per family.
- Any past due balances with Community Education are paid in full.  
(*This may include past due balances for School Readiness or Wrens Club bills.*)
- ALL registration materials listed above are complete.

# Before/After School & Wrap Around for Preschool 2025-2026 CALENDAR

Save the dates! Check monthly calendars/newsletters sent home in folders for any updates or changes.

*August*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*September*

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
19	20	21	22	23	24	25
26	27	28	29	30		

*October*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*November*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*December*

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*January*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Monday/Wednesday/Friday @ 6:30-8:00 and 3:05-5:30**  
**Tuesday/Thursday @ 6:30-8:00 and 12:30-5:30**

**ALL DAY FUN DAYS**  
Wrens Club will be open on early release and no school days due to teacher in-service days. This will be free for registered Wrens Club before/after school families and wrap around PreK families. \*Note: Wrens Club Fun Days will not be open on holidays or holiday breaks.

**AUGUST**

**SEPTEMBER**  
2: First Day of Wrens Club

**OCTOBER**  
16-17: Closed (MEA Weekend)  
31: All Day Fun Day!

**NOVEMBER**  
26-28: Closed (Thanksgiving Break)

**DECEMBER**  
24-31: Closed (Holiday Break)

**JANUARY**  
1-2: Closed (Holiday Break)  
16: All Day Fun Day!  
26: All Day Fun Day!

**FEBRUARY**  
13: All Day Fun Day!  
16: Closed (President's Day)  
27: All Day Fun Day!

**MARCH**  
20: All Day Fun Day!  
23-27: Closed (Spring Break)

**APRIL**  
3: Closed (Good Friday)

**MAY**  
1: All Day Fun Day!  
25: Closed (Memorial Day)  
29: Last Day of Wrens Club

If school is closed due to inclement weather, all programs will be closed.

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*February*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*March*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*April*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*May*

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*June*

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*July*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

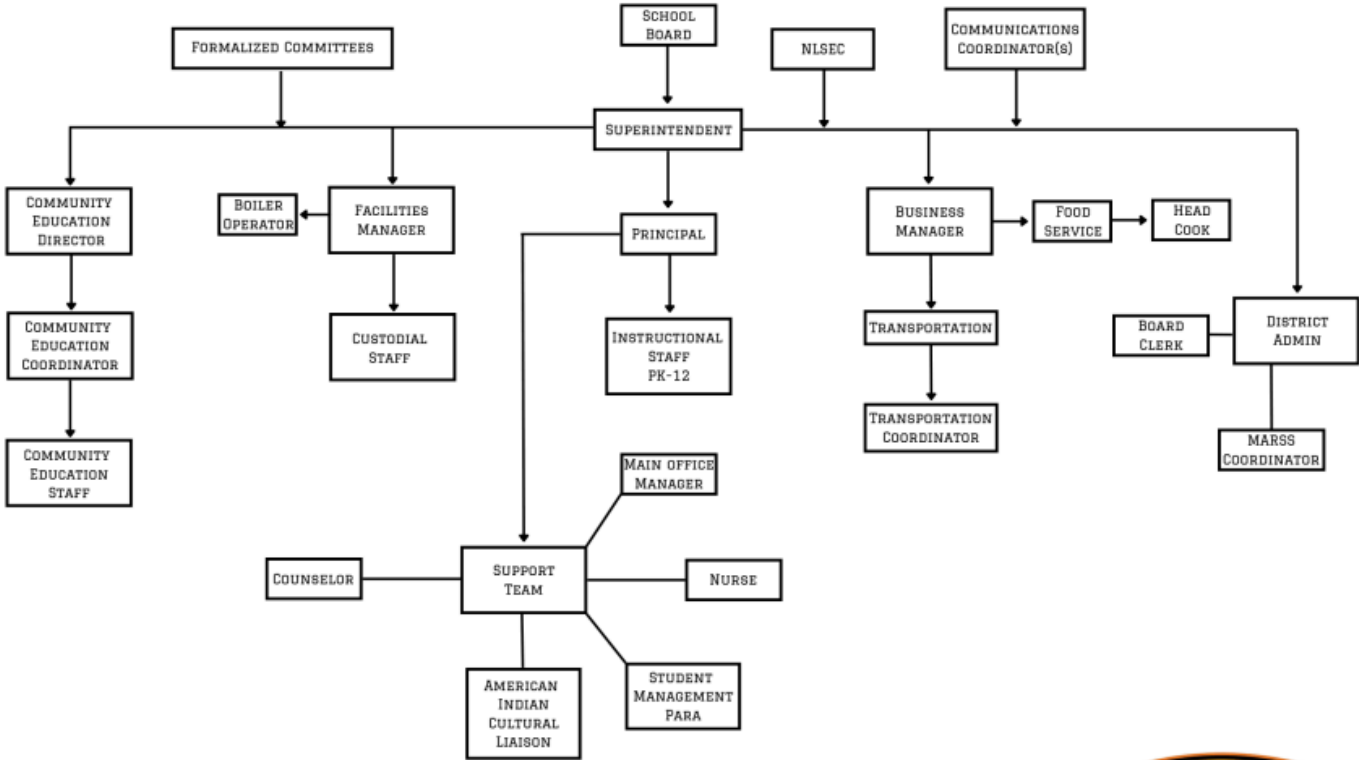
**\*If school is closed due to inclement weather all programs will be closed**

[2025-26 School Calendar - Wrenshall School Calendar](#)

Our door is always open. Feel free to drop by our Wrens Club program any time. If you have concerns, complaints, or problems with our program, please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) or [kbeck@isd100.org](mailto:kbeck@isd100.org)

Wrens Club Child Care Organization Chart:

## WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



LAST UPDATED FEBRUARY 2025



Community Education Coordinator Schedule fall/spring schedule:

Monday 7:00 AM - 12:00 PM

Tuesday & Thursdays 9:30 AM - 3:30 PM

**Program Fees**

Annual registration fee per family: \$50

**Flat rate for preschool wrap around (3 & 4 year olds) care: (School year 2024-25)**

- \$80 / month Tuesday & Thursdays - 12:30-3:00
- \$20 / month bus pick up & drop off with breakfast (30 minutes of care 8:00-8:30 AM)

**Before & After School (K-6) Flat Rates:**

Option 1 - Before School (20 days average per month / \$4.00 each morning)

(6:30 AM - 8:00 AM)

- Child 1: \$80/month
- Sibling: \$64/month - 20% discount

Option 2 - After School (has the option to attend after early release days)

(3:05 PM - 5:30 PM) (20 days average per month / \$6.00 each night / \$2.40 hour)

- Child 1: \$120/month
- Sibling: \$99/month - part time - 20% discount

Option 3 - Both Before & After School (has the option to attend when there is a teacher in service days - not on holidays, winter break or spring break)

- Child 1: \$160/month
- Sibling: \$128 - 20% discount

**After school snacks are provided**

**Lunch on days school is not in session and we provide childcare - families are responsible for packed lunches**

Schedules need to be entered in the Brightwheel program a minimum of one week prior to care or emailed to [wrensclub@isd100.org](mailto:wrensclub@isd100.org).

Billing will be conducted off the monthly schedule submitted. Cancellations made less than one month in advance for any reason will not be deducted from billing. This will help us maintain our staff numbers.

\*No Call/No Show Finders fee           \$10

\*Show up fee – child here without being scheduled \$10

\*Late Pick-up/Early drop-off fee (before 6:30 AM/after 6:00 PM)\*\$10 first minute-\$1 per minute after 1<sup>st</sup> minute

\*Refunds are NOT issued for absences from scheduled days. To avoid No Call/No Show fee, email Wrens Club staff before **10 am** when they will not be attending child care for any reason. \*Parents who have frequent **No Call No Shows** or late pick up charges may have their child care suspended

**If your payments are not made and you go over 30 days you will be charged a \$20.00 late fee.**

**If your payments are not made and you go over 60 days you will be charged a \$40.00 late fee.**

**If your payments are not made and you go over 90 days you will automatically be sent to collections and your child care will be discontinued.**

**If you are sent to collections you will be charged an extra 37% to your bill for collection fees.**

Invoices will be made available to pay online. A 2% convenience fee is added to all credit card/debit card payments. ACH (checking account transfers) have a .6% fee added to them. Checks or money orders will be accepted during Community Education Office hours. Community Education hours are:

**In the event your schedule changes....**

**Absent Notification:** – The safety of your child(ren) is our primary concern. **Please email Wrens Club before 10:00 am if your child will not be coming after school. We are discontinuing the use of the B app.** You may email at any time. If we are not here, we will get the message first thing in the morning. **\*The elementary office cannot call to inform us of absences. The classroom teachers are also unable to call us if your child is absent.** If your child is scheduled to be at Wrens Club and does not come to us, we must look for them. This takes time and takes staff away from the other children. Our staff usually has at least 30 kids to check in after school and we need to know where they all are. To avoid a **No Call/ No Show fee**, please email Wrens Club staff before **10:00 am** if your child will not be attending child care for any reason. **Email to Wrens Club is the best form of notification so please send us an email if your schedule changes for any reason.** [Wrensclub@isd100.org](mailto:Wrensclub@isd100.org)

In the event that you will not be able to pick up your child on time, notify the Wrens Club staff immediately of the alternate arrangements. A late pick-up fee of \$10 for the first minute and \$1 each additional minute after 6:00 PM will be assessed. In addition, the following will happen:

**Attempt to Contact Time Frame:** If you are late in picking up your child, the following procedure will be followed:

After 10 minutes: Call parent/guardian

After 15 minutes: Call emergency contacts listed for child

After 30 minutes: Call the police. If you are more than thirty minutes late and we are unsuccessful in reaching you or an emergency contact person, the police **will** be called for further assistance.

**If you have picked up your child late more than once, or if you cancel your child's schedule on a consistent basis you are subject to discontinuation of child care.**

## Release of Children

Wrens club will only release children to the parent or person authorized on your emergency pick up list. They must be at least 16 years old to sign out your child. Please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) to inform us if someone other than you will pick up your child/ren. If a parent or other person appears physically/emotionally impaired to the extent that the staff is concerned that the child is at risk of danger, the staff person will call other people listed on the emergency list. If no one can be reached, we may need to call 911.

## Wrens Club offers:

- Educational and Recreational theme-based activities.
- Audio, Visual & Hands-on play and learning experiences.
- Physical Activity – Gym, Outside.
- Manipulative & Sensory Play.
- Quiet/Homework Time.
- Food Service Breakfast and Lunch Program (Summer requires a packed cold lunch).
- Morning and Afternoon snack.
- Technology.
- Skill Building.
- Games.
- Free Choice, Creative Play.

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**Wrens Club seeks to provide a quality program where:**

- Kids can be kids.
- The atmosphere is comfortable, relaxed, happy, and busy.
- The environment is conducive to a wide-range of opportunities both active and passive.
- There are a variety of age-appropriate activities and choices offered.
- The activities offered provide children with educational, social and recreational experiences.
- Individual differences are respected and valued.
- Staff are flexible and responsive to meet the needs of all children enrolled.
- There are clear and consistent rules enforced that ensure safety.
- Kids learn to resolve conflicts in a positive and effective manner.
- Parents are well informed about the program and feel comfortable with their choice of childcare.
- Families find the program to be flexible and affordable.

**Behavior****Wrenshall Public Schools Policy 514 expressly prohibits bullying, and outlines the procedures and regulations for bullying prevention and intervention, including:**

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for the act in accordance with school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

**Wrens Club Behavior Expectations**

Please see attached behavior policy plans, one for PreK-2<sup>nd</sup> grade and one for grades 3-5. It is the goal of the Wrens Club program to guide children to be happy, responsible, cooperative participants in the program. We use positive, nonthreatening techniques that help the child become responsible for his/her actions. The child should also respect the rights and feelings of others.

- Be prompt and prepared.
- Respect authority.
- Respect the rights of others.
- Respect property.
- Display a concern for learning.
- Display appropriate social skills.

Wrens club Discipline Plan: Grades 3-6

Behavior	Step 1	Step 2	Step 3
<p><b>Mild Behaviors</b> Behaviors that demonstrate a lack of respect for the feelings of other IE: name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting and related behaviors.</p>	<p>*Staff has a conversation with student about behavior</p> <ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Child writes Fix It plan</li> <li>● Staff documents incident &amp; parents sign</li> <li>● Staff talks face to face with parent about behavior &amp; goes over Fix It plan and student, staff &amp; parents sign &amp; date</li> </ul>	<p>*Staff has conversation with student about behavior</p> <ul style="list-style-type: none"> <li>● Time Out 2-5 minutes</li> <li>● Review Fix It Plan with staff</li> <li>● Logical consequence (loss of privilege in the activity for the day-going up the slide the wrong way/no slide for the day)</li> <li>● Staff documents the incident in the binder</li> <li>● Staff talks face to face with parent about behavior and go over Fix It plan and student, staff, and parent sign &amp; date</li> </ul>	<p>*Removal from program area</p> <ul style="list-style-type: none"> <li>● Removal from program for the rest of the day. Staff calls parent to come &amp; pick up child from program.</li> <li>● Letter of apology written by student</li> <li>● Personal Behavior Plan developed by student, parent, and Coordinator</li> <li>● Incident reported to Elementary Principal</li> <li>● Staff documents incident in binder</li> <li>● Staff talks face to face with parent about behaviors, Review Fix It plan &amp; all parties sign &amp; date</li> </ul>
<p><b>Moderate Behaviors</b> Behaviors that may cause injury IE: damaging property, rough play, exclusion, gossip/spreading rumors, insults, negative written notes, negative behaviors toward a specific person, and related behaviors.</p>	<p>Anyone with moderate behaviors should have a Fix It plan in place</p> <ul style="list-style-type: none"> <li>● Review Fix It plan</li> <li>● Removal from program for the rest of the day, staff call parents to pick up child</li> <li>● Letter of apology from child</li> <li>● Personal Behavior plan developed by student and parent. Return to Coordinator.</li> <li>● Staff documents in binder</li> <li>● Staff talks face to face with parents, goes over Fix It plan and all parties sign and date</li> </ul>	<ul style="list-style-type: none"> <li>● Review Personal Behavior plan</li> <li>● Removal of program for the rest of the day plus 1 day. Staff call parent to pick up child from program</li> <li>● Incident reported to Elementary Principal</li> <li>● Staff documents incident in binder</li> <li>● Parents and Coordinator must meet before the child can return to the program</li> </ul>	<ul style="list-style-type: none"> <li>● Child is removed from the program for a minimum of 5 program days. Staff call parent to pick up child.</li> <li>● Staff documents incident in binder</li> <li>● Parents, Coordinator, and Director must meet before child returns to the program</li> </ul>

<p><b>Severe Behaviors</b> Behaviors that cause injury IE: biting, harassment,(racial, ethnic, gender, or religious), stealing, hitting, kicking, punching, repeated/chronic failure to comply with rules, spitting, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeing, damaging property, and related behaviors.</p>	<p>Student with severe behaviors should have a Personal Behavior Plan in place already</p> <ul style="list-style-type: none"> <li>• Review Personal Behavior Plan</li> <li>• Removal from program for remainder of day plus 3 program days. Staff calls parents to pick up child.</li> <li>• Report incident to Elementary Principal</li> <li>• Staff documents incident in binder</li> <li>• Parent and coordinator must meet before child can return to program</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of program for the rest of the day plus 9 program days. Staff calls parents to pick up child</li> <li>• Staff documents incident in the binder</li> <li>• Parents, Coordinator, and Director must meet before child can return to the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Child is removed from program for a minimum of 27 program days</li> <li>• Staff documents incident in binder.</li> <li>• Parents, Coordinator, Director, and Elementary Principal must meet before child returns to program</li> </ul>
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\*\* Behavior is categorized as mild, moderate, or severe. Each incident in a category requires moving up a step in consequence.

Wrens Club "Individual Behavior Plan"

To be filled out by student & parent the evening of the event

Name\_\_\_\_\_

Date\_\_\_\_\_

I chose a behavior at Wrens Club that violates our behavior policy.

What I did\_\_\_\_\_

Because I have violated the behavior policy multiple times, and I did not follow my Fix It plan, the next time I break behavior rules, I will

\_\_\_\_\_ Not participate in group play for the rest of the day

\_\_\_\_\_ Time Out for 10 minutes and verbal apology to all people affected including other kids in the program

\_\_\_\_\_ Time Out for 20 minutes and write a letter of apology to all people affected including other kids in the program/ The letter will be read aloud to the group.

I will also choose a better behavior when I am feeling \_\_\_\_\_(fill in feeling at time of rule violation)

The behavior I will choose when I feel this way is\_\_\_\_\_

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Staff Signature\_\_\_\_\_ (sign when returned)

Date signed by Staff\_\_\_\_\_

Wrens Club "Fix It" Plan

Name \_\_\_\_\_

Date\_\_\_\_\_

I chose a behavior at Wrens Club that violates our behavior policy.

What I did\_\_\_\_\_

In the future I am going to make better choices. When I feel like I am going to break a behavior rule, I will choose to do this instead-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I continue to violate the behavior rules in Wrens Club, I know I will be put on an individual behavior plan which could lead to suspension from the program.

Student Signature\_\_\_\_\_

Staff Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Date Signed (parent)\_\_\_\_\_

**Wrens Club Behavior Plan  
Grades PreK- 2**

For students ages 3/4 through grade 2, we will continue to use the Red Choices/Green Choices Pyramid model for handling behavior.

If children bring home a red slip due to making "red" choices, please take time to talk through the behavior with your child and write out thoughtful answers to return the following day that they attend Wrens Club. We appreciate your help!

**Behavior Intervention Form**

Child's Name: \_\_\_\_\_

I broke the rules of behavior at Wrens club today.

What I did: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe I made others feel \_\_\_\_\_

(emotion/physical feeling)

with the way I acted.

In the future, I can stop breaking the behavior rules in Wrens Club by doing this instead

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

(please have students attempt to write their name)

**PARENTAL HAND BOOK NOTIFICATION FORM**

Please sign and date below, indicating that you have read and understand all of the information provided in this Wrens Club Family Handbook.

*This form must be returned to Wrens Club staff along with your child's Enrollment Form and schedule, prior to their first day in the Wrens Club Program (one form per family).*

Name of Child/Children:

-----

Print Parent/Guardian Name:

-----

Parent/Guardian Signature

Date

-----

INDEPENDENT SCHOOL DISTRICT 93  
Carlton Minnesota 55718



Agreement between Carlton Public Schools and Wrenshall Public Schools  
For Administrative Host Duties

This Agreement ("Agreement") is made and entered into between Carlton Public Schools ("Carlton") and Wrenshall Public Schools ("Wrenshall") effective as of July 1st, 2024 and shall continue in effect until June 30th, 2025 ("Term").

**Services:** Wrenshall Schools agrees to contract with Carlton Schools for their proportional share of administrative host services for the The Carlton/Wrenshall Raptor Student Activities Cooperative. Carlton Schools shall provide (all) administrative host services (to include employing a qualified Activities Director) for a total of 5 hours per week for 52 weeks at a rate of \$50.00 per hour

**Payment:** Total cost of services equals \$13,000. Wrenshall shall pay Carlton half of the total cost of services equal to the sum of \$6500.00 per year for all administrative host services provided by Carlton School District. Carlton will invoice Wrenshall at the end of the fiscal year, at which time payment of \$6500.00 will be required.

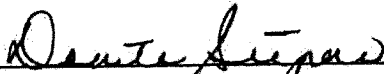
**Termination:** This Agreement shall commence on 7/1/24 and shall continue in effect until 6/30/2025, unless earlier terminated by mutual agreement of the Parties or as otherwise provided herein. Either Party may terminate this Agreement upon request.

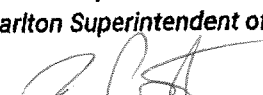
**Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of MN, without regard to its conflict of law provisions.

**Entire Agreement:** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter.

**Amendment:** This Agreement may be amended only by a written instrument executed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

  
\_\_\_\_\_  
Donita Stepan - Carlton Public Schools  
Carlton Superintendent of Schools  
Date 6-21-24

  
\_\_\_\_\_  
Jeff Pesta - Wrenshall Public Schools  
Wrenshall Superintendent of Schools  
Date 6/24/24

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District Offices PO Box 310 405 School Ave Carlton MN 55718 (218) 384-4225 Option 1 (218) 384-3543 Fax	South Terrace Elementary School PO Box 620 530 Stine Drive Carlton MN 55718 (218) 384-4225 Option 3 (218) 384-4039 Fax	Carlton High School PO Box 310 405 School Ave Carlton MN 55718 (218) 384-4225 Option 2 (218) 384-3607 Fax
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# WRENSHALL PUBLIC SCHOOL DISTRICT

Jeff Pesta – Superintendent  
Michelle Blanchard – Principal

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Agreement between Carlton Public Schools and Wrenshall Public Schools

For Administrative Host Duties

This Agreement ("agreement") is made and entered into between Carlton Public Schools ("Carlton") and Wrenshall Public Schools ("Wrenshall") effective as of July 1st, 2025 and shall continue in effect until June 30th, 2026 ("Term").

**Services:** Carlton School District agrees to contract with Wrenshall School District for their proportional share of administrative host services for the The Carlton/Wrenshall Raptor Student Activities Cooperative. Wrenshall School shall provide (all) administrative host services (to include employing a qualified Activities Director) for a total of 8 hours per week for 52 weeks at a rate of \$50.00 per hour

**Payment:** Total cost of services equals \$20,800. Carlton shall pay Wrenshall half of the total cost of services equal to the sum of \$10,400 per year for all administrative host services provided by Wrenshall School District. Wrenshall will invoice Carlton at the end of the fiscal year, at which time payment of \$10,400 will be required.

**Termination:** This agreement shall commence on 7/1/2025 and shall continue in effect until 6/30/2026, unless earlier terminated by mutual agreement of the Parties or as otherwise provided herein. Either Party may terminate this Agreement upon request.

**Governing Law:** This agreement shall be governed by and construed in accordance with the laws of the State of MN, without regard to its conflict of law provisions.

**Entire Agreement:** This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter.

Amendment: This Agreement may be amended only by a written instrument executed by both Parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first above written.

\_\_\_\_\_ Date \_\_\_\_\_

Laura Nilsen - Carlton Public Schools  
Board Chair

\_\_\_\_\_ Date \_\_\_\_\_

Jeff Pesta - Wrenshall Public Schools  
Wrenshall Superintendent of Schools



# WRENSHALL PUBLIC SCHOOL DISTRICT

Jeff Pesta – Superintendent  
Michelle Blanchard – Principal

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Agreement between Carlton Public Schools and Wrenshall Public Schools

For Administrative/Fiscal Host Duties

This Agreement ("agreement") is made and entered into between Carlton Public Schools ("Carlton") and Wrenshall Public Schools ("Wrenshall") effective as of July 1st, 2025 and shall continue in effect until June 30th, 2026 ("Term").

**Services:** Carlton School District agrees to contract with Wrenshall School District for their proportional share of administrative host services for the The Carlton/Wrenshall Raptor Student Activities Cooperative. Wrenshall School shall provide (all) administrative and fiscal host services.

For the duration of this agreement, Carlton will employ the current Raptor's Athletic Director. Wrenshall will reimburse their 50% of that athletic director's contract to Carlton. If the current athletic director leaves their position, Wrenshall will hire a new athletic director. The athletic director will report to Wrenshall's Superintendent.

**Payment:** Total cost of services equals \$8000. Carlton shall pay Wrenshall half of the total cost of services equal to the sum of \$4000 per year for all administrative host services provided by Wrenshall School District. Wrenshall will invoice Carlton at the end of the fiscal year, at which time payment of \$4000 will be required.

**Termination:** This agreement shall commence on 7/1/2025 and shall continue in effect until 6/30/2026, unless earlier terminated by mutual agreement of the Parties or as otherwise provided herein. Either Party may terminate this Agreement upon request.

**Governing Law:** This agreement shall be governed by and construed in accordance with the laws of the State of MN, without regard to its conflict of law provisions.

**Entire Agreement:** This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter.

Amendment: This Agreement may be amended only by a written instrument executed by both Parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first above written.

\_\_\_\_\_ Date \_\_\_\_\_

Laura Nilsen - Carlton Public Schools  
Board Chair

\_\_\_\_\_ Date \_\_\_\_\_

Jeff Pesta - Wrenshall Public Schools  
Wrenshall Superintendent of Schools

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	PERIOD 6	PERIOD 7
	8:20-9:15	9:19-10:09	10:13-11:03	SH 11:07-11:57 JH 11:37-12:31	12:35-1:25	1:29-2:19	2:23-3:13
SWANSON	English 8	English 8	Mythology	English 12	LUNCH DUTY	English 10	PREP
	English 8	English 8	History of Cinema	English 12	LUNCH DUTY	English 10	PREP
CONOVER	English 11	English 9	English 7	English 9	Composition I (CIS)	English 7	PREP
	English 11	English 9	English 7	English 9	Intro to Literature (CIS)	English 7	PREP
WOLFE	Algebra II	FST	Earth Systems 9	PREP	Earth Systems 9	Study Hall	Data Analyst
	Algebra II	FST	Earth Systems 9	PREP	Earth Systems 9	Study Hall	Data Analyst
NORTH	American Gov 12 (CIS)	Civics 9	Geography 8	Civics 9	Study Hall	Geography 8	PREP
	Economics	Civics 9	Geography 8	Civics 9	Study Hall	Geography 8	PREP
WARGIN	PREP	Study Hall	American History 10	World History 11	American History 7	American History 7	Student Status Liaison
	PREP	Study Hall	American History 10	World History 11	American History 7	American History 7	Student Status Liaison
KROGSTAD	PREP	Life Science 7	Physical Science 8	Biology 10	Life Science 7	Physical Science 8	Chemistry 11
	PREP	Life Science 7	Physical Science 8	Biology 10	Life Science 7	Physical Science 8	Chemistry 11
TBD	Pre-Algebra 7	PREP	Pre-Algebra 7	LUNCH DUTY	Algebra I	Geometry 9	Geometry 9
	Pre-Algebra 7	PREP	Pre-Algebra 7	LUNCH DUTY	Algebra I	Geometry 9	Geometry 9
C. SWANSON	Pre-K Lib/Honors	Media Production	Photojournalism	PREP	Elementary Library	Media Spec/Honors	Media Spec/Honors
	Pre-K Lib/Honors	Media Production	Photojournalism	PREP	Elementary Library	Media Spec/Honors	Media Spec/Honors
KIDD	PREP	Ceramics	Elementary	7/8 Art	Elementary	Elementary	Study Hall
	PREP	Printmaking	Elementary	7/8 Art	Elementary	Elementary	Study Hall
STENSAAS		PREP	Study Hall	7/8 Exploratory Language	Spanish I	Spanish II	Resource 8
		PREP	Study Hall	7/8 Exploratory Language	Spanish I	Spanish II	Resource 8
GUSTAFSON	DE/Tech 9	Grant Writing	PREP	7/8 Industrial Tech	Construction	Construction	WBL
	DE/Tech 9	Grant Writing	PREP	7/8 Industrial Tech	CADD	Construction	WBL
ANDERSON	Personal Finance/Careers 9	PREP	Tech Duty	7/8 Computer Science	Intro to Business	Graphic Design	WIN 7/8
	Personal Finance/Careers 9	PREP	Tech Duty	7/8 Computer Science	Intro to Business	Graphic Design	WIN 7/8
FENLASON	Tech Training Transition/SH	Elementary	Elementary	PREP	Elementary	Elementary	Band
	Tech Training Transition/SH	Elementary	Elementary	PREP	Elementary	Elementary	Band
TBD	PE 7/8	PE 7/8	PE/Health 9	LUNCH DUTY	PREP	PE/Health 9	Weight Training
	PE 7/8	PE 7/8	PE/Health 9	LUNCH DUTY	PREP	PE/Health 9	Weight Training
PETERSON	Mod English 11 or Push in	Mod Math 11 or Push in	Resource 11/12	Mod English 12 or Push in	PREP	Mod Math 9 or Push in	Mod Science 11
	Mod English 11 or Push in	Mod Math 11 or Push in	Resource 11/12	Mod English 12 or Push in	PREP	Mod Math 9 or Push in	Mod Science 11
LATTU	Mod Math 10 or Push in	Mod English 9 or Push in	PREP	LUNCH DUTY	PAES	Mod Eng 10 or Push in	Resource 9/10
	Mod Math 10 or Push in	Mod English 9 or Push in	PREP	LUNCH DUTY	PAES	Mod Eng 10 or Push in	Resource 9/10
JENSEN	Mod Math 7 or Push in	Mod English 8 or Push in	Mod English 7 or Push in	LUNCH DUTY	Mod Math 8	PREP	Resource 7
	Mod Math 7 or Push in	Mod English 8 or Push in	Mod English 7 or Push in	LUNCH DUTY	Mod Math 8	PREP	Resource 7



Independent School District #100  
207 Pioneer Drive  
Wrenshall, MN 55797-9000  
Telephone: 218-384-4274  
FAX: 218-384-4293

# WRENSHALL PUBLIC SCHOOLS

Superintendent-Jeff Pesta, Ed.D  
Principal-Michelle Blanchard

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25-26

## Elementary staffing

Early Childhood Special Ed-Sherri Fossen

Pre-School-Jillian Engstrom-Brula

Kindergarten-Anna George

1st Grade- Natalie Cass

2nd Grade-Nicole Rowland

3rd Grade- Theresa Vermeersch

4th Grade-Suzy Berger

5th Grade-Ross Tollgaard

6th Grade-Kenny Mattinen

Elementary Phy. Ed/Stem-Laura Lembke

*A small school where WE cultivate big futures.*

## 2025 - 2026 School Year

Updated 6/5/2025

Grade	Projection	Target	Variance	Waitlist	Inquiries
K	20	20	0		1
1	29	23	+6		
2	23	23	0		1
3	29	25	+4		2
4	22	25	-3		
5	28	25	+3		1
6	23	25	-2		
7	27	28	-1		2
8	25	28	-3		
9	31	30*			1
10	20	30*			
11	28	30*			
12	27	30*			
<b>TOTAL</b>	<b>332</b>				<b>8</b>

Updated: 6/5/25

	<b>FY 26 Adopted</b>			<b>FY 26 Revised</b>			
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	
General Fund							
Fund 1 General	4,999,462	4,857,681	141,781	5,141,834	4,878,354	263,480	
Fund 3 Transportation	253,307	432,272	(178,965)	253,307	432,272	(178,965)	
Fund 5 Capital Expenditures	149,909	155,196	(5,287)	149,909	155,796	(5,887)	
Total General Fund	5,402,678	\$ 5,445,149	(42,471)	5,545,050	5,466,422	78,628	1.44%
Food Service Fund	216,700	215,346	1,354	216,700	215,346	1,354	
Community Service Fund	188,427	190,043	(1,616)	206,764	194,417	12,347	
Debt Service Fund	966,060	947,210	18,850	966,060	947,210	18,850	
	6,773,865	\$ 6,797,748	(23,883)	-0.35% 6,934,574	6,823,395	111,179	1.63%
Net Change in Surplus (Deficit)				160,709	25,647	135,062	

**Changes:**

**Revenues**

**Fund 1**

211 Gen Ed Aid	\$ 120,372.00	Compensatory Rev Using FY24
300 Rev State	\$ 2,000.00	American Indian Education Aid
369 Hourly Unemployment	\$ 20,000.00	Summer unemployment- fully funded
		142,372

**Fund 4**

050 Fees	864	
300 ECFE, SR, Preschool Screening	(18,001)	Pathways
369 Misc State Rev (Wrens Club)	(1,200)	(18,337)

**Total increase/ (decrease) 160,709**

**Expenses**

**Fund 1**

1%,2%	Wages & Benefits	\$	6,284.00	Additional Increase in TRA to 9.81%
	303 Fed Subaward <\$25,000	\$	3,721.00	SPED Coop Budget
	305 Consulting Fees/Services	\$	2,000.00	American Indian Education Expenses
	311 Prof & Tech Services	\$	417.00	SPED Coop Budget
396,397	Sped Sal Pur From Other Distr	\$	2,573.00	SPED Coop Budget
	401 General Supplies	\$	2,756.00	SPED Coop Budget
	405 Non-Instructional Software	\$	2,188.00	SPED Coop Budget
	570 Land Leases	\$	74.00	SPED Coop Budget
			20,013	

**Fund 4**

1%,2%	Wages & Benefits	2,374	Revised School Readiness & Wrens Club Budgets
	490 Food	2,000	Wrens Club Summer Meals
	820 Dues & Memberships	4,374	

**Total Increase**

25,647

Net increase (decrease)

135,062