



**Parent Policy Handbook  
2018-2019**



Dear Parents,

Thank you for choosing Cheyenne Hills Preschool for the care and education of your child. Cheyenne Hills Preschool is an extension of Cheyenne Hills Church. We view our role as a joint undertaking between home and school and consider it an honor that you have entrusted your child to us.

Over the years we have had many parents ask if we have thought of offering a preschool for the Cheyenne community. The truth is we have, but the timing was never quite right. We feel God's timing is now and we cannot be more excited! Our programs provide each child with the same excellence as our weekend Sunday school classes. We consider it a privilege to continue our tradition of excellence by providing well-planned, hands-on learning experiences to foster emotional, mental, spiritual, social, and physical development in every child. We respect each child as a competent, capable, unique creation of God.

It's our desire to create an environment of nurture and guidance that will enable every child to experience the love of Jesus through us. We hope to provide a setting where students will regard school as an exciting and safe place to explore, learn, build confidence, and make new friends.

You are cordially invited to visit us, ask questions, and make suggestions. We value partnering with parents as their children develop consistent, positive learning experiences both at school and at home. We encourage you to be actively involved in your child's education this year and in the years to come.

We thank God that you have entrusted your child's development to our care. We look forward to working together with you this year.

This handbook outlines our policies and procedures. However, like any handbook, it is unable to cover all of the questions that may arise from time to time. Please feel free to contact me with any questions you may have.

Thank you again for choosing Cheyenne Hills Preschool.

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## Statement of Faith

1. The Word of God. We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
2. The Trinity. We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.
3. God the Father. We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
4. Jesus Christ. We believe in Jesus Christ, God's only begotten son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
5. The Holy Spirit. We believe in the Holy Spirit who came forth from the Father and Son to convince the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.
6. Regeneration. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.
7. The Church. We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.
8. Christian Conduct. We believe that a Christian should live for the glory of God and the well-being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full structure of maturity in Christ.
9. The Ordinances. We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.
10. Religious Liberty. We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by an ecclesiastical or political authority; therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.
11. Church Cooperation. We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether it is the Conference or a district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary, independent basis.
12. The Last Things. We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.





**Mission:**

Cheyenne Hills Preschool exists, in partnership with parents and the local church, to provide a loving, nurturing, Christ-centered environment of discovery and learning for preschoolers. The Preschool staff, rooted in a personal relationship with Jesus, seeks to lay the foundation that will encourage each child to become a disciple of Christ as well as lifelong learners.

**Vision:**

Cheyenne Hills Preschool strives to become Cheyenne's clear choice for early education by providing a Biblically based, Christ-centered environment that will minister to the total child. This instruction will encompass the spiritual, physical, cognitive, social, and emotional areas of child development.

**Philosophy:**

At Cheyenne Hills Preschool, we believe that children learn best by being engaged in the learning process through developmentally appropriate practices. This is accomplished by providing children with inviting, stimulating classrooms and a comprehensive curriculum that addresses the spiritual, cognitive, physical, social and emotional needs and development of each child. Our staff will guide children to learn and grow as children learn and grow best by touching, seeing and doing. It is imperative that teachers model Christ-like attitudes and actions. As a faith-based preschool, owned and operated by Cheyenne Hills Church, the child's spiritual development is a very integral component of our program.

**Educational Goals:**

At Cheyenne Hills Preschool, children will create and build, paint and draw, laugh and play, sing and dance, run and jump, and love and pray. Our goal is to create a Christ-centered atmosphere of love, respect, trust and safety where children will strive to achieve their maximum potential. We endeavor to minister to the total child to help them grow emotionally, social, physically, intellectually, and spiritually.

**Curriculum:**

Our Preschool offers a structured learning program in a warm and secure environment. Children hear a Bible story, participate in music, and memorize Bible verses. Colors, shapes, letters, numbers, and phonics are taught through a variety of teaching methods. We also incorporate language development, arts and crafts, manners and safety into our busy days.

**School Year:**

CHP's school year, for the most part, coincides with Laramie County District #1's calendar (September-June). See CHP 2018-2019 School Calendar. The first day of school will be Wednesday September 5<sup>th</sup> or January 5<sup>th</sup> for those children starting the beginning of the 2019 year. The last day of school is May 24<sup>th</sup>.

**Staff:**

Our loving, dedicated Christian teachers are qualified to promote the best development of your child. Each member is motivated by a desire to serve God and to share His love with young children. All of our staff has training in Early Childhood and/or Elementary Education with either a Child Development Associate credential/an Early Childhood Education certificate/an AA, Bachelor's or Master's degree. In addition, each staff member is fingerprinted and has been CPR/First Aid certified. The CHP Administrator/Director is Stephanie Snow and the Assistant Administrator/Director is Ashley Weiser. Both Mrs. Snow and Mrs. Weiser also teach in the classroom.

**Communication through Email & Text:**

Cheyenne Hills Preschool is a green school, meaning that we make every effort to eliminate paper by communicating with parents through email and text. Parents are encouraged to check emails at least once a week.

**Admissions:**

*Non-Discriminatory Policy* - Cheyenne Hills Preschool is committed to admit and welcome students of any race, color, nationality, or ethnic origin who are between the ages of three and five AND potty trained. No employee or student shall undertake, participate in or support any action, verbal or otherwise, which is intended to harm, injure, harass or insult any other student on the grounds of sex, race, color, nationality or ethnic origin. Furthermore, students do not need to come from a Christian family to attend Cheyenne Hills Preschool.

### *Students with Special Needs*

CHP clearly understands that it cannot meet the needs of all children. Children with special needs will be assessed for school placement on an individual basis. We reserve the right to deny admittance or request the withdrawal of any child whose needs we cannot meet.

### *Enrollment Procedure*

Each February enrollment begins for the following school year. The following items are necessary for enrollment in the preschool:

1. Complete Cheyenne Hills Preschool registration packet.
2. Submit the non-refundable \$85.00 student registration fee (\$45.00 for January start date).
3. Submit the non-refundable \$50.00 materials fee (\$25 for January start date).
4. Immunization records submitted to the preschool office prior to the first day of school.
5. A copy of the child's birth certificate submitted to the preschool office prior to the first day of school.
6. Approval by the Preschool Director.

### *Re-enrollment Procedure*

Re-enrollment takes place during the month of February each year and is a three-step process.

1. Fill out the re-enrollment packet.
2. Submit the non-refundable \$85.00 registration and \$50.00 materials fees to the business or preschool office.

**If these steps are not completed, then your child is not re-enrolled. It is imperative that these 2 steps are followed.**

\*The registration fee helps cover the startup costs for the year and reserves a place for your child in the program. Registration is on a first come basis. Church members whose children have attended CHP will receive the highest priority in enrollment followed by currently enrolled students and siblings, and then church members and previously enrolled families. After these groups have been served, enrollment will be opened to the public. A waiting list will be kept of children wishing to enter the program. Openings will be filled in the order the names are placed on the list with respect to age. A child will be considered enrolled when the registration form is completed and turned in and the registration and materials fees are paid in full.

**NOTE: In order to re-enroll, a student's account must be current.**

### **Withdrawal Policy:**

Withdrawals from the Preschool must be made in writing (signed by the parent/guardian) and submitted to the Preschool Director. The written notice should include the date of and reason for withdrawal. Students attending any day of the month will owe the full month's tuition. If a child will be absent for an extended period of time, the Preschool Director must be notified and the tuition bill must be kept current. A student may be automatically withdrawn if their bill becomes 30 days past due. **NOTE:** A \$200.00 withdrawal fee will be applied to the account, regardless of the reason for withdrawal.

### **Hours/Classes/Tuition:**

CHP offers morning classes (MWF 9:00 a.m. - 11:30 a.m.) for students age three and four years and afternoon classes (M-F 1:00 p.m. - 3:30 p.m.) for students ages four and five years. Students must have turned the appropriate age required, for each class, by September 1<sup>st</sup> in order to be accepted into that class. Only those students who are at least 4 years and 6 months old may enroll in the afternoon PreK-4 class. Exceptions may be made at the discretion of the director.

### *Hours of Operation*

The Preschool doors are open for the morning session from 8:50 a.m. to 11:35 a.m., MWF and from 12:50 p.m. to 3:35 p.m., MWF for the afternoon session. So that your child may receive the full benefit of our program: 3 and 4-year-olds participating in the morning session should be signed into class with hands washed by 9:00 am; 4 & 5-year-olds participating in the afternoon session should be signed into class with hands washed by 1:00 p.m.

The time before and after classes is vitally important in planning and evaluation for teachers and staff. Your timeliness in arriving and pick-up of your child will make our program run smoothly and is greatly appreciated.

Cheyenne Hills Church members will receive a 10% discount on their monthly tuition. Families with more than one child enrolled at CHP will receive a 10% discount on additional child(ren)'s tuition.

#### Classes/Tuition

| Class    | Age  | Days of Week | Time                   | Tuition            |
|----------|--|--------------|------------------------|--------------------|
| PreK-3/4 | 3years by Sept. 15, 2018<br>(Dec. 31 <sup>st</sup> for January start date) | MWF          | 9:00 a.m. – 11:30 a.m. | \$190.00 per month |
| PreK-4/5 | 4 years by March 15, 2018  | MWF          | 1:00 p.m. – 3:30 p.m.  | \$190.00 per month |

#### **Additional Fees:**

All students must pay a non-refundable registration fee of \$85.00 and materials fee of \$50.00. These fees are due upon receipt of application and will reserve a spot for your child in our program. Those who choose to pay a year's tuition in full by August 1st will earn a 3% discount.

#### *Withdrawal Fee*

Students withdrawn during the school will be assessed a \$200.00 withdrawal fee, regardless of the reason for withdrawal.

#### *Late Payment Fee*

A \$30.00 late fee will be applied if tuition is not paid by the **6th of the month**. A returned check fee will be billed to the account for any returned checks.

#### *Graduation Fee*

For those students entering kindergarten, the following school year, a graduation fee will be billed during the month of March to their account. This fee is used to help defray the costs associated with the graduation program and reception that is presented at the end of the year.

#### *Extended Care Fee*

Extended care **may** be available a half-hour before and after the classes (8:30-9:00 a.m. and 3:30-4:00 p.m.) and during the lunch hour (11:30-12:30). Please contact the director, in advanced, to see if accommodations are available. The rate for extended care is \$20.00 per hour and will be added to your monthly statement. If your child will be staying over the lunch hour a sack lunch from home must be provided and shall be clearly marked with the child's name. Please refer to snack/lunch guideline within this handbook for more details.

#### **Account Payments:**

Monthly tuition is due on the 1<sup>st</sup> of each month with the first payment being September 1<sup>st</sup> or January 1<sup>st</sup> for students starting at the beginning of 2019. Any payment received after the fifth day of the month will be considered late and your account will be assessed a \$30.00 late fee. Tuition not paid by the 10<sup>th</sup> of each month may result in student being dismissed from program until account is made current. If your payment has not been received by the end of the month, your child will be suspended until payment arrangements have been made.

Payments can be mailed to CHP or hand delivered by an adult to the director or a teacher. All cash payments **MUST** have a receipt issued to ensure proper credit application. Please take cash payments to the Director. We also have available a way to pay online. If you are interested in online billing please request information from the school director. All billing will be sent out electronically through email.

**Refund Policy:**

Because our expenses continue whether or not every child is present every day, no tuition refunds can be made in the case of absence for illness or any other reason. As long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a pro-rated refund for tuition may be made.

**Health/Medication/Insurance/Immunization Requirements:**

Wyoming law requires the Preschool to maintain on file, up-to-date Health and Immunization records, signed by a licensed physician.

*Medication*

Medication will NOT be administered during the preschool program with the exceptions for treatment of asthma and/or allergic reactions. In order for our staff to administer medications for the aforementioned conditions the following MUST be adhered to:

1. A medication waiver and consent form must be completed and signed by a parent/guardian AND the prescribing physician.
2. A Food Allergy Action Plan (if applicable) must be on file in your child's record.
3. An Asthma Action Plan (if applicable) must be on file in your child's record.
4. All medications must be in original container and must be clearly labeled with child's name.

*Student Medical Insurance*

All children enrolled in Cheyenne Hills Preschool are required to maintain primary health insurance. If a student is injured, the claim should be made with the parent's insurance.

*Immunizations*

In compliance with the State of Wyoming all students attending CHP are required to have current immunizations in order to be accepted to our program. Immunization records must accompany each application upon registration. The following are acceptable documents that will be accepted as evidence of a pupil's immunization history.

1. An immunization record from any local or state Public Health Department or unit indicating compliance with W.S. § 35-1-240(a)(ii), W.S. § 35-4-101, W.S. § 21-4-309, and W.S. § 14-4-116, and the Wyoming Administrative Procedure Act of W.S. § 16-3-101, et seq.
2. A certificate signed by a physician licensed to practice medicine in any jurisdiction of the USA indicating compliance with W.S. § 35-1-240(a)(ii), W.S. § 35-4-101, W.S. § 21-4-309, and W.S. § 14-4-116, and the Wyoming Administrative Procedure Act of W.S. § 16-3-101, et seq.
3. An Official State Record of Immunization report generated from the Wyoming Immunization Registry.
4. A report from a certified laboratory or acknowledgement from a pupil's healthcare provider that confirms serologic immunity to measles, mumps, rubella, hepatitis A, hepatitis B, or varicella.

**Illness Policy:**

In case of illness, you will be notified and are to pick up your child within thirty minutes of when you were first notified. If you are called to pick up, your child will not be admitted to school the next day and must be out until all symptoms subside. Please understand that this is for the health of the children. No child will be admitted to school under the following conditions:

1. A child with a fever of 100 or above. He/she must be without a fever for 24 hours (without a fever reducer) before returning to school. Please ***DO NOT*** administer a fever reducer before dropping your child off. When the medication wears off, your child's fever will spike again and we will have to call you to pick up. Also, the other children and teachers will have been exposed to whatever your child has.
2. A child with diarrhea or vomiting may not come to school. They may return after 24 hours or the last episode.
3. A child will not be allowed in class with a green or yellow runny nose. If the runny nose is due to allergies, we must have a doctor's note before the child will be allowed to return to class.
4. A child with excessive coughing.
5. A child who is experiencing severe pain or discomfort.
6. A child with head lice, until after the first treatment
7. A child with scabies, until treatment is completed.
8. A child with any infectious disease will not be allowed in school. (Conjunctivitis, measles, chicken pox, etc.).
9. A child with a sore throat needs to be seen by the doctor to rule out strep throat or any other contagious disease.
10. A child with conjunctivitis (pink eye) until after 24 hours of the first treatment.
11. A child with an unexplained skin rash.
12. A child with yellowish eyes or skin unless due to a non-infectious condition as verified by a licensed healthcare professional.
13. A child with swollen joints or visibly enlarged lymph nodes, unless verified by a licensed healthcare professional, in writing, the child is not contagious.

We reserve the right to ask for a doctor's note before accepting a child back to class.

**Please remember: An ill child must be out of school for at least 24 hours and until all symptoms subside.**

**NOTE:** NO MEDICATION will be administered during the preschool program except, as mentioned earlier: Inhalers, EPI-pens and Benadryl may be kept on hand at the preschool on individual's doctor's orders, in the case of severe allergies requiring emergency treatment. Soap and water will be used to clean skin wounds when needed.

**Emergency Information:**

Parents must provide Emergency Contact Information within the registration packet. **It is the parents' responsibility** to update emergency information (home or work phone numbers, new address, email address, etc.). It is crucial that this information remain current so that we are able to contact you in the event of an emergency.

*Emergency Closings:*

Regarding a natural disaster, we will be governed by authorities and notified by broadcast on radio and television.

*Inclement Weather Closings:*

CHP, for the most part, will follow Laramie County School District #1's protocols and closings due to inclement weather. CHP reserves the right to make all inclement weather and closing decisions as deemed necessary. Parent/Guardians will be notified by email and or text messages regarding school closures. In the event that inclement weather arises during a preschool session and the director deems it necessary for students to be picked up, parents/guardians will be expected to have their child picked-up within thirty minutes.

*Emergency Drills:*

The Preschool participates in the following school-wide emergency drills: fire, tornado, and lock down. These drills prepare children for what to do in case of a true emergency.

### *Emergency Communication:*

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Tune to news media for emergency instructions. In times of emergency, information about the status of schools, are communicated through a variety of media.

The preschool requests that parents do not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- Local media
- The preschool website: <http://www.cheyennehills.org/preschool>
- Facebook page: Cheyenne Hills Preschool
- Mass text communication through our data base

### *Relocation Sites*

Onsite:

Cheyenne Hills Church Barn  
(directly south-east of the preschool parking lot)  
7505 U.S. Hwy 30  
307-778-6431

Offsite:

Saddle Ridge Elementary School  
6815 Wilderness Trail  
Cheyenne, WY 82001  
307-771-2360

### **Preschool Discipline Policy:**

We strive to maintain a warm, loving environment that nurtures children's development, including self - discipline. We attempt to make all our interactions with children positive, while maintaining the safety and well-being of all children. We will first attempt to redirect children when problems arise. If this does not work, we will use a brief time-out, still striving to maintain a positive environment. If this approach is not effective, parents will be contacted and a conference set up to find a solution. Further discipline procedures have been established and may be utilized when appropriate.

### **Biting Policy:**

Unfortunately, at some time during the year, your toddler may come home with "teeth marks" on his/her body. Biting can be a scary incident and every effort is made by teachers to watch children carefully so that biting does not occur. However, when young children do not have the verbal skills necessary to communicate their feelings, they often lash out at the nearest person, whether that person is the cause of the frustration or not. Fortunately, this should be a short, passing phase and only warrants concern if it continues. When a biting incident occurs in a room of children younger than 4 years of age, both children are dealt with by the teachers and the following steps are taken:

1. The biter is told firmly, "No biting, that hurts" and is separated from the other child. The victim is consoled and any medical attention needed is given. Any biting incident will be reported in writing and verbally to the parents of both children.
2. If a second bite occurs, a social story about not biting will be sent home for the parents to read with the child and reinforce at home.
3. If a third bite occurs, there will be a parent meeting with teachers and a plan of action will be established.
4. If the behavior continues, the parents will be asked for the child to take a "short break" from school (usually 2 - 3 weeks) to see if time away can solve the problem.
5. If biting continues after the break, the family will be asked to leave our school.

## **General Information:**

### *Potty Training:*

***All children enrolled in Cheyenne Hills Preschool are expected to be potty trained.***

Your child needs to be potty trained before entering preschool. An occasional accident happens but a child in diapers or pull-ups will not be accepted for enrollment. Your preschooler is expected to:

- Be able to TELL an adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- be able to wipe themselves after using the toilet.
- be able to get off the potty by themselves.
- Be able to wash and dry hands.

If your child has a bowel movement accident you will be called to come to your child's aid; the child may return to class after bathing. For many children this is a sensitive situation and they are most comfortable with their parent taking care of it. For the infrequent wetting accident, please keep a change of clothing in a labeled zip lock type baggie in your child's schoolbook bag all year. Thank you for your cooperation.

### *Dress Code:*

Children will be painting and doing lots of messy activities so please send them in play clothes, not dress clothes. Teachers often help more than one child at a time unsnap, unhook, unbuckle, untie, etc., so keep your little one's clothing simple. No overalls please as the straps are difficult for preschoolers to manage alone and often end up wet. You can help your child toward independence, in dressing, by selected clothing he/she can manage easily on his/her own.

Each child should bring an extra set of clothing in a plastic Ziploc bag for emergency use. Please remember to label clothing with your child's name. For safety reasons, cowboy boots, sandals, and open-toed shoes are NOT allowed to be worn at school. Sneakers are the shoes of preference and children must wear socks at all times. Clothing with inappropriate slogans or advertising will not be allowed. Please dress students warmly during cold weather for outside play.

### *Pets/Animals:*

Please do not bring your pets to the preschool when you come to sign in or sign out your child. Even good-natured, well-mannered pets can become agitated by so many people, and react with unexpectedly hurtful behavior. Safety is a primary concern.

### *Birthdays:*

Parents are welcome to bring in a special treat for their child on his/her birthday. Please contact your child's teacher at least 2 weeks in advance to make the arrangements and discuss any classroom allergies. Children love birthday parties! If you are having a party at your house or elsewhere, we ask that you either invite the whole class or do the inviting away from school. This helps protect the feelings of all our children and parents.

**Birthday Club:** We encourage each family to share their preschooler's birthday with their classmates by giving a book to build our preschool library. This may be done in conjunction with or in lieu of a special treat.

If your child would prefer to donate an educational toy or game, the school staff is available to discuss needed items. Each present will be inscribed by the teacher with your child's name, birthdate and year it was presented to be a lasting memento. This promotes the spirit of sharing, giving the child an opportunity to give, as well as receive, on their special day. It also builds our preschool library! Please choose books that teach or encourage values, listening, forgiving, thankfulness, imagination, picture books and no wordbooks. If you'd like specific titles check with the staff for a book list.

*Toys from home:*

We ask that you leave your child's toys at home or in the car. Each child will have opportunities to share his treasures at Show & Tell. Teachers will let you know when those days are. Toy guns, knives or weapons of any kind are not allowed.

*Transportation:*

CHP does NOT transport children for any reason, (medical or otherwise) EXCEPT in the rare need to evacuate the premise. In such cases children will be transported by a Laramie County School District #1 transportation system.

*Lost and Found:*

Any "found" and/or unclaimed items from the preschool will be placed in the "Lost and Found" bucket in the preschool lobby. Every quarter, unclaimed items will be donated to a charitable organization. Valuable items that are found will be held in the preschool office until claimed. Marking items with your child's name allows us to return them to whom they belong.

*Prohibited Items:*

The use or possession of the following items is strictly prohibited on the CHP facility: any beverage containing alcohol; any controlled substance or dangerous drug; any firearm.

*Conferences—Parent/Teacher:*

Families at CHP are provided two formal conferences, in the fall and towards the end of the school year. Informal conferences are encouraged throughout the school year. To schedule an informal conference, email your child's teacher as to what day you want to meet and she will confirm the meeting. Please refrain from discussions with the teacher during the school day when she is conducting class. Please address any classroom concerns you may have with the classroom teacher first. If you still have concerns, please address them to the Preschool Director.

*Hand Washing Policy:*

The State of Wyoming Health Department requires children to wash their hands upon arrival to the preschool and prior to entering their classroom. The purpose of this requirement is to facilitate personal hygiene and help eliminate the spread of illness. Every child must wash his/her hands prior to entering the classroom. Parent/guardian's may use the main preschool bathrooms to wash their child's hands before taking their child to their classroom. This practice must be established as a parental routine from the beginning of the school year.

*Sign In/Out Procedure:*

The State of Wyoming requires that all children be signed in and signed out each day. The sign in/out sheet is located at the door of your child's classroom. Please sign your first initial and full last name, and wait until the teacher receives your child into the room before leaving.

**Each day children must be accompanied, by an adult, to and from the parking lot and the classroom.**

It is our policy that no child is to be released without authorization by the parent or guardian.

Please keep the emergency form in our office up-to-date, as we must have written authorization for changes of this nature. Include spouses of emergency contacts if there is any possibility they might pick up your child. We will ask to see a photo I.D. to verify identity.

If children are going home with someone other than the custodial parent/guardian the office must be notified prior to pick-up. Children will ONLY be released to those individuals specified on the child's **Emergency Contact (EC) and/or Authorized Adult for drop-off /pickup (AADP)** form. It is imperative that changes to the **EC and/or AADP** form be updated ASAP. State requires that students are signed in and out daily, providing a system for noting where your children have gone at the end of each day.



**End of the Day Transition:**

At the end of the preschool program the parents stand at the door to pick up their child. Parents are required to sign their child out. The teacher is adept at significant conversations as the child is picked up. There is intentionality in greeting the parents, bringing the child to the parent and providing information on the child's day.

*Parking Policy*

Please use caution in the parking lot and park in marked spaces only. Never park in fire lanes along the curbing, and please do not leave your car running as you leave the car to drop off your children. Please do not leave siblings or other children unattended in your car for any reason. Watch out for children and keep those in your care with you at all times. The Handicap spaces directly in front of the preschool entrance may be used, during preschool hours, for drop off and pick up only. If you plan on parking for more than 5 minutes please do not park in the handicap spaces

*Fund Raising*

The Preschool may participate in school fundraisers. If we deem it necessary to fundraise, parents are encouraged to actively participate in these fundraisers to help raise funds for the preschool.

*Parental Involvement*

Parents are encouraged to be active participants in their child's education. Each class is in need of Room Parents who are willing to help the teacher in various areas. We also have a parent organization called PAWS (Parents Always Willing to Serve) which is a group of parent volunteers who help with special school projects such as fundraisers, Teacher Appreciation Week, etc. Note: Anyone volunteering who is in direct contact with children are required to undergo a full fingerprint based national criminal history record background check through the State of Wyoming.

*Pictures*

Individual school pictures will be scheduled during the fall and/or spring. Parents will be made aware of the picture dates ahead of time and will be able to purchase the pictures when they are returned for preview.

*Snacks/Lunch*

Food allergies are a concern for any child in our program. Because a snack will be provided during each day at preschool, it is important to let the preschool know of any allergies your child has. In some cases, it may be necessary for us to request you provide your child's daily snack. Because we are a state regulated preschool, there are specific guidelines on snack packaging, preparation and distribution. If you will be providing a snack, from home, further instructions will be given. In the event a child, attending preschool, has a severe known allergy we will not include that food in our snack menu. If your child will be staying over the lunch hour, you will be notified of any known severe allergies and then asked not to include that in the lunch you send for your child.

\*Please alert the director if your child has any known allergies or nutritional needs.

*Complaints*

If there is a concern that the preschool is not meeting licensing requirements, a complaint can be made to the DFS Child Care Licensing Staff. Examples would include, but are not limited to:

Denise Holte-Child Care Licensor-

307-777-5175

<http://Dfsweb.wyo.gov/>

*Open Communication*

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our preschool. We are always open to suggestions and feel communication is a very important part of a quality preschool. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling



## 2018-2019 School Calendar

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

  

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

- School Closed/ Holidays
- Parent/Teacher Conferences (No School)
- First and Last Day of School