



## **HANDBOOK AND POLICIES**

**2016-2017 School Year**

**Director - Heidi Limmer**

**411 S. Walsh Drive**

**Casper, WY 82609**

**(307)277-0535**

**discovery.depot@yahoo.com**

**A faith-based atmosphere designed to get children  
on-board for the adventure of lifelong learning.**

Dear Parents:

Welcome to Discovery Depot Preschool! We are honored that you are considering us for the next step in your child's development, and we are aware of the excellence and quality needed to provide your child with a strong foundation for school and life.

Here at Discovery Depot, we believe in cultivating your child's curiosity, imagination, and love of learning. We want children to discover the world around them, and we feel privileged to be able to act as the facilitators to that process. We want to prepare our children physically, mentally, socially, and spiritually for tomorrow's world through enriching, hands-on, experiences, positive peer interaction, child and teacher initiated instruction, and creative experiences in science, art, math, practical life, language arts, music, and dance. Through these experiences, we are striving to instill an attitude of health and excellence in our children.

At Discovery Depot, we utilize Christian values, principles, and beliefs in our program, not only as a curriculum but integrated in practical ways for everyday life. These early childhood years serve as our children's launching point for the rest of their education. They form a child's outlook on life in a way that no other time period will. We want the children who come to Discovery Depot to understand that God loves them tremendously and created them for a purpose. We truly believe the words of Jeremiah 29:11, "'For I know the plans I have for you,' says the LORD. 'They are plans for good...to give you a future and a hope.'" Not only do we want children to realize their potential, but we also know that these children are our "future and hope" as well. We do not take this investment lightly.

It is such a pleasure to serve you in your early childhood education needs. Feel free to contact me at (307)277-0535 with any questions you may have. I trust you will find in this handbook all of the information you need to take the next step and contact us concerning your child's future. We look forward to meeting you and your child very soon!

Sincerely,

Heidi Limmer

Director/Owner

Discovery Depot Preschool

## Staff

Director/Owner - Heidi Limmer\*

Assistant Director/Lead Teacher - Jennifer Herrback\*

Teaching Assistant/Lead Teacher - Linda Snead

Substitute Teachers - Trudy Leinonen, Mary Raver, Jennifer Koslowsky

\*Teachers that have received a bachelor's degree in Elementary Education and are licensed.

A background check and fingerprinting has been conducted on all staff, and they are also certified in CPR and First Aid procedures.

## Student/Teacher Ratio

As mandated by the State of Wyoming, we always maintain a classroom ratio of 10 students to 1 teacher. We cap our group size at 24 students.

## Non-Discriminatory Policy

Discovery Depot Preschool admits students and does not discriminate on the basis of race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school in administration of its educational and admissions policies.

## Enrollment Requirements

- **Child must be 3 years of age by September 15, 2016** (We recommend children only have 2 years of preschool prior to entering kindergarten. If your child has a summer birthday, consider whether she/he will be in kindergarten right as they turn 5 or if you will wait until they turn 6).
- **Child must be potty-trained.**

## Enrollment Process

- 1) Before enrolling, we like to meet our prospective students and parents. We are available for tours after preschool from 11:45-12:30. Please plan on taking the time to come observe at the preschool, and give us a chance to get to know you and your child.
- 2) Fill out application and mail back to director with the \$40 registration fee.
- 3) Upon enrollment, acquire current copies of child's immunization records.
- 4) Schedule a developmental screening with the Child Development Center (CDC) at (307)235-5097 to be completed before the beginning of school, if possible. Please send Discovery Depot a copy of the screening.
- 5) Attend the Open House (Date TBD).

## Tuition

A **\$40 registration fee** is due for each child upon enrollment. This helps cover our curriculum costs. Tuition is due by the **5<sup>th</sup> of each month**. A late fee of \$10.00 will be applied to any

payment made after the 15<sup>th</sup> of the month, as well as to any returned checks. If tuition payments are consistently late, another student may fill the position in our program. No reimbursement will be given for sick or vacation days. Please make all checks payable to **Discovery Depot Preschool**. We do not accept credit cards.

**Tuition fees are as follows:**

- **5 mornings per week = \$215.00/month**
- **3 mornings per week = \$140.00/month**
- **2 mornings per week = \$105.00/month**
- **Daily rate = \$14/day**

A 10% discount will be given off the tuition of each younger sibling attending.

If parents desire to withdraw their child during the school year, the director must be notified by phone or written notice 2 weeks prior to withdrawal. If no advance notice is given, tuition for the month will still be charged.

**Pick-Up and Drop-Off**

Preschool instruction begins at 8:30 a.m. and ends at 11:30. In order to aid parents in getting to work, Discovery Depot will be open for drop-off by 7:45 a.m. at no additional cost. Please be prompt in picking up children after preschool is over. Parents and guardians are required to sign children in and out. Only persons designated on the child's application will be allowed to pick children up. A written note from the parent must be received by the teacher in order for a new person to pick up a child, and he/she will be required to show a photo I.D.

**Daily Schedule**

- 7:45-8:40 Children arrive, write their name with parents, free play at centers
- 8:45-9:00 Circle Time (calendar time, phonograms, counting, weather)
- 9:00-9:30 Literacy Lesson
- 9:30-10:00 Gym and Bathroom Break
- 10:00-10:20 Snack
- 10:20-10:30 Storytime
- 10:30-10:45 Math/Science Lesson
- 10:45-11:15 Centers
- 11:15-11:30 Bible Devotional/Memory Verse

\*Every other Monday the Natrona County Public Library Bookmobile visits during Center Time.

\*\*Art time happens alternate Thursdays or Fridays before Gym.

## Toileting Policy

Children must be completely potty trained and function independently to enroll in all preschool programs. Please send your child in underwear, not pull-ups. Although we expect that very young children may have occasional accidents, parents will be notified in the event of frequent potty accidents. Frequent accidents will require a meeting with a teacher or Director to assess your child's needs. We cannot clean clothing that has been soiled. Children will never be disciplined for toileting accidents.

## Illness Policy

To prevent the spread of sickness and disease, please keep your child home if he/she is sick. Out of courtesy to our children and families, please notify the preschool if your child is diagnosed with a communicable disease (pinkeye, chickenpox, strep throat, etc.). The parent will be called to pick up their child under the following circumstances:

- Fever over 100 degrees
- Excessive diarrhea
- Vomiting (must stay home for 24 hours after last vomiting episode)
- Hives or unexplained rash
- Severe coughing, sore throat, or other severe cold symptoms
- Any other communicable disease (such as but not limited to; chickenpox, head lice, strep throat, conjunctivitis/pinkeye, etc.)

After parent or emergency contact is notified, the child will be isolated from the other students (within sight of a staff member) until he/she is picked up.

Discovery Depot does not administer medication to children.

## Parent/Home Involvement

Research shows that students are more likely to succeed when home and school environments are interconnected. Discovery Depot requires parents or guardians to spend **5 volunteer hours per school year** in some capacity. This can be fulfilled in a variety of different ways. We love to have parents come help in the classroom, help coordinate holiday parties, or participate in field trips. We understand that some work schedules do not allow for parents to help during daytime hours. In this event, parents are encouraged to help with one of our fundraisers or coordinate with their child's teacher to help prepare projects outside of preschool hours.

## School Schedule

Discovery Depot will operate according to the Natrona County School District Calendar (NCSD) with the exception of the starting and ending date. Details regarding the calendar will be available upon registration.

## Inclement Weather

Discovery Depot will delay in opening or be closed due to weather in conjunction with Natrona County School District. Please watch the local news or listen to local radio stations for these updates during inclement weather.

## Belongings

We are not responsible for any stolen, broken, or lost toys brought from home. We provide a variety of toys to play with in the classroom, so we ask that you leave personal toys and belongings at home. If a child does bring a toy to school, it must be of a non-violent nature (no weapons) and can be played with during gym time (children may bring 1 toy to gym).

## Dress

Our days are full, busy, and sometimes messy. Please dress your child in play clothes. Dress up shoes and clothes are beautiful, but they can inhibit movement and dampen fun. It is important for children to be able to manipulate belts, buckles, buttons, and zippers on whatever they wear. **All children should have a complete set of spare clothing and 2 extra sets of underwear at Discovery Depot in case of an accident.**

## Birthdays

We love birthdays at Discovery Depot! If you would like to provide a special birthday snack (no cupcakes, too messy!) for the class, please coordinate it with your child's teacher. Please do not bring party favors, and do not pass out party invitations at school unless the entire class is invited. This helps minimize the hurt feelings associated with not being included. If your child has a birthday that falls on a holiday break or during the summer months, we can celebrate as close to your child's birthday as possible.

## Snacks

All children will be provided with a snack mid-morning. Snacks will be healthy, wholesome, nutritious, and low in sugar. Please inform us if your child has food allergies. We love to receive snack donations, but this is not required. If you do choose to donate snacks, please check with your child's teacher to make sure it coincides with their plans. We do not serve meals at Discovery Depot.

## Field Trips

We will be going on field trips for "hands-on" enrichment that corresponds with our lesson activities. Destination, contact number, time of departure, and time of return will be communicated to parents in advance and posted on the preschool door. Attendance will be taken before departing from school and returning to school. All children will be accounted for at all times. Parents are always welcome and encouraged to help chaperone.

## Discipline Policy

At Discovery Depot, we model our discipline policy after a classroom management method titled *Conscious Discipline*. It utilizes creating a sense of responsibility for one's actions through choices and natural consequences. If you would like to find out more about this method, please go to [www.consciousdiscipline.com](http://www.consciousdiscipline.com). *Conscious Discipline* classes are also periodically offered through Restoration Church.

Our goal in all discipline is to promote the child's ability to exercise self-control as part of a healthy development process and learn to become intrinsically motivated to make right choices. If persistent, harmful behavior is consistently displayed at school, it will be documented by the staff involved and parents will be contacted. A staff/parent meeting will occur at this time. A child may be suspended for the remainder of the school day based on, but not limited to, continual hitting, biting, cursing at staff or other classmates, other types

of inappropriate touching, destruction to school property, etc. If a child is repeatedly suspended, a referral to Child Development Center will be made for an emotional/behavior evaluation (parents may request a referral to a different counselor or facility if they wish) so that professional intervention can occur. If the behavior persists, he/she may be expelled from Discovery Depot's program.

### **Religious Affiliation**

Discovery Depot is a non-profit, independently operated preschool. Though we are not owned by Restoration Church, we are affiliated with it and its core tenets of belief. In preschool, we teach various Bible stories and Bible verses that are widely accepted by the majority of evangelical Christian churches.



## **Emergency Preparedness Plan**

### Emergency Plans & Procedures

#### Fire:

- In the classroom and the gym, there will be a building diagram displaying appropriate ways to exit during a fire. Children will be evacuated either through the main front doors, or the exit in the back of the gym.
- Participants will practice fire drills monthly.
- Participants will be instructed to exit the building at the aforementioned exits, and to meet at the dumpster in the parking lot.
- If unable to return to the building immediately, children will be transported to the Wyoming Athletic Club (WAC) (307-265-6928) or Dairy Queen (eastside) and parents will be called to pick them up.

#### Bomb Threats:

- In case of a bomb threat, participants will evacuate the building and transported to the WAC and parents will be notified immediately to pick up their children.

#### Natural Disasters:

- Earthquakes: In case of an earthquake, participants will find cover under a heavy table or doorway structure.
- Blizzard: Participants will be instructed to stay inside where extra emergency supplies will be on hand.
- Floods: Participants will be instructed to stay inside where extra emergency supplies will be on hand. If evacuation is recommended, children will be transported to the WAC and parents will be notified.
- Tornados: Participants will be instructed to go to stay in the classroom which is an interior room, or take refuge in the classroom bathroom where the provider will have extra emergency supplies, including a battery operated radio and flashlights.
- If threat only affects the preschool facility and we are unable to return to the facility immediately, children and staff will be evacuated to the WAC and parents will be notified to pick them up immediately.

#### Power Failures:

- Appropriate utility personnel will be contacted; if the power outage is anticipated to last a short time (up to 1 day) then participants will stay at the building, where emergency supplies including food and water will be available. If the outage happens during colder weather and heat is not available for a long period of time than parents will be notified to pick up their children from the facility.

#### Medical/Behavioral/Missing Person Emergencies:

- If a medical emergency occurs, appropriate emergency personnel will be notified, as well as the child's parent/guardian, and DFS. If the criterion meets DFS's Notice of Incident Reporting Process a report will be filed immediately after assuring the Health and Safety of the child.

Safety during violent situations: Appropriate emergency management will be notified.

Vehicle Emergency: If a vehicle breaks down, a towing company will be called and the provider will call a family member or church staff to help transport participants. If in an accident, provider will ensure that children are safe and then will call for emergency assistance. If the criterion meets DFS's Notice of Incident Reporting Process an incident report will be filed immediately after assuring the health and safety of the participant.

Supervision: The provider will be able to provide adequate supervision in that she and her authorized staff will be the primary care-givers. The provider and staff are certified in First Aid and CPR. Background checks and tuberculosis tests have been conducted on all staff as well.

#### Policies on Smoking, Pets and Weapons

- The provider maintains a no smoking policy.
- The provider has no pets at the preschool facility.
- The provider has no weapons in the building.