



HANDBOOK AND POLICIES

Director – Heidi Limmer

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Casper, WY 82609

(307)277-0535

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discoverydepotpreschool.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, and music. 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

Discovery Depot Preschool

Staff

Director – Heidi Limmer*

Assistant Director/Lead Teacher – Brandy Marshall

Substitute Teacher/Assistant Director – Jennifer Koslowsky*

Substitute Teachers – Mary Raver, Vicki Keil

*Teachers that have received a bachelor's degree in Elementary Education and are licensed through the state of Wyoming.

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 20 students. Video and/or audio monitors shall not be used to fulfill staff supervision requirements.

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 August 1, 2022**
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 tour 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 \$50 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 us a copy of the screening.

Tuition

A **\$50 non-refundable registration fee** is due for each child upon enrollment. This helps cover our curriculum costs, as well as any school supplies needed. **In addition, the first month's tuition is due by August 1st.** This payment will be applied toward September's tuition and is also non-refundable. Subsequent tuition payments are due by the **5th of each month**. A late fee of \$10.00 will be applied to any payment made after the 15th 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. We accept cash, checks, ACH drafts, and credit cards (a small service fee applies to online transactions). Please make all checks payable to **Discovery Depot Preschool**.

Brightwheel App

Our program utilizes an app called Brightwheel for check in/check out procedures, teacher to parent communication and online payment options. Detailed instructions will be given at the time of enrollment. Please download the app as it is our primary source of communication with parents. Staff will also check in and out via Brightwheel.

Tuition fees

- **5 mornings per week = \$275.00/month**
- **3 mornings per week = \$180.00/month**
- **2 mornings per week = \$135.00/month**
- **Daily rate = \$15/day**

A 10% discount will be given off the tuition of each younger sibling attending. A 5% discount will be given if the year's tuition is paid in full prior to the start of the school year.

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 or message from the parent must be received by the teacher for a new person to pick up a child, and he/she will be required to show a photo I.D.

Daily Schedule

7:45-9:00	Arrival, free play at centers
9:00-9:30	Circle Time (calendar time, phonograms, counting, weather)
9:30-9:50	Literacy Lesson
9:50-10:25	Gym (gross motor play)
10:25-10:30	Bathroom Break
10:30-10:45	Snack
10:45-11:00	Storytime
11:00-11:15	Math/Science Lesson
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. **All children should have a complete set of spare clothing at Discovery Depot in case of an accident.**

Immunizations

All children enrolled in our program need to have a copy of their current immunization records on file, or a waiver for medical or religious exemption signed and notarized from the Wyoming Department of Health. Waivers can be found on their website at <https://health.wyo.gov>.

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, COVID, etc.). The parent will be called to pick up their child under the following circumstances:

- Fever over 100 degrees (must be fever-free for 24 hours)
- Excessive diarrhea (must stay home for 24 hours after last episode of 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, COVID, 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.

Staff who become seriously or suspiciously ill with a communicable disease during the hours of operation for preschool will also be isolated from students and will not provide care or be used to meet staff ratios until their symptoms have cleared, and/or they have been examined or treated by a licensed physician, PA, or NP and verified to be non-infectious to others.

Medication Administration

Medication (including sunscreen) will not be administered to students by Discovery Depot Preschool staff. If a student has a special medical need, please provide appropriate documentation for any emergency medication (inhalers, epi-pens, etc.). Any such medication must be in the original prescribed container with the child's name printed on it and the appropriate dosing information. Staff will work with parents of children with special health needs to develop a written health plan.

Sanitation Procedures

Handwashing and hand sanitizer will be used frequently between activities. Toys and surfaces will be sanitized with a bleach solution on a daily basis.

Parent/Home Involvement

Research shows that students are more likely to succeed when home and school environments are interconnected. Discovery Depot requests parents or guardians 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) except for 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. There will be no makeup days for snow days.

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.

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.

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. If your child has a birthday that falls on a holiday break or during the summer months, we will celebrate a "pretend birthday" sometime throughout the school year. Every student will get a chance to be celebrated at school!

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. All children with food and other allergies should have an emergency care plan in place. For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs,

including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications. The same shall be developed and in place for children with any other allergy. All persons who come in contact with the children who have a plan for emergencies shall be fully aware of the plan and the plan shall be followed. Menus are posted in the classroom and available for parent review. We do not serve meals at Discovery Depot.

Special Health Care Needs

All children with special health care needs (i.e. asthma, seizures, diabetes, etc.) who require scheduled daily medication or medications to be given on an emergency basis (Benadryl, Epi-pen, rescue asthma inhaler, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly. All persons who come into contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

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, and attendance checks will be done every 30 minutes while away from school using the Brightwheel app. All children will be accounted for at all times. Teachers will also designate appropriate boundaries for students while on field trips, so children are aware of where they are allowed to be. Parents are always welcome and encouraged to help chaperone.

Transportation

Transportation is not a regular service offered by our facility. However, students may be transported during a preschool field trip. Children will only ever ride with their parent, authorized pick-up person, or staff. A list of approved vehicles that staff may use is listed on the Transportation Waiver that is part of our required paperwork. Staff members transporting will have a printed list of all children inside the vehicle and will use car seats provided by each parent.

Animals and Pets

In general, there will not be animals and pets at preschool. However, if an animal is brought in, it will be current on all vaccinations (where applicable) and not demonstrate any aggressive or dangerous behavior.

Liability Insurance

Discovery Depot Preschool carries liability insurance through Church Mutual Insurance.

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. *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.

Suspension/Expulsion Policy

At Discovery Depot Preschool, we strive to make every child's experience a positive and nurturing environment however sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

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 Protestant Christian churches.

Complaints/Appeals

It is our goal and greatest desire for your family to have an overwhelmingly positive experience at our facility. However, if a problem develops regarding your child's experience within Discovery Depot and you feel it needs addressed, please follow our procedure to work towards resolution

- 1) Discuss your issue with our director, Heidi Limmer (307-277-0535) by scheduling a meeting either before or after preschool.
- 2) If your concerns are not resolved, contact one of the following board members to set up additional intervention.
 - Jennifer Koslowsky (Vice President) 307-267-9653
 - Randy Raver (Secretary) 307-235-9100
- 3) A board meeting will be called, and a determination will be made on your behalf.
- 4) If you feel your concerns merit outside intervention, contact Teddie Schroyer at the Department of Family Services (307-473-3964) to make a more formal complaint.
- 5) A complaint and compliance history of Discovery Depot Preschool can be obtained from the DFS licenser listed above. All inspections and visits from DFS, the Health Department, and the Fire Department are available for public inspection upon request.

As a licensed childcare facility, all staff of Discovery Depot Preschool are mandated reporters. Employees are required to report any suspected child abuse to the Department of Family Services for further investigation.



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 Dairy Queen (eastside), 307 Tennis or Wells Fargo Bank and parents will be called to pick them up.
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Bomb Threats:

- In case of a bomb threat, participants will evacuate the building and transported to Dairy Queen, 307 Tennis or Wells Fargo Bank 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 Dairy Queen, 307 Tennis or Wells Fargo and parents will be notified.
- Tornados: Participants will be instructed 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 Dairy Queen, 307 Tennis or Wells Fargo 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.

Reporting: If any part of the Emergency Preparedness Plan is activated during hours of operation, it shall be reported to our DFS child care licenser within 24 hours.

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.