



It starts in the heart!

2011-2012

Walnut Hills Early Education

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www.wheepreschool.com

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This policy and procedure parent handbook published and compiled by W.H.E.E. Preschool, introduces parents to our philosophy of education, our commitment to the families, and to the responsibilities we jointly assume for our school.

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LETTER FROM THE DIRECTOR

August, 2011

Dear Parents:

Welcome to the 2011-2012 school year! On behalf of myself and the W.H.E.E. Preschool staff, we extend a warm welcome to our school. The 2011 school year marks our 39th anniversary of teaching young children. We are pleased that you have chosen W.H.E.E. Preschool and look forward to an exciting year of learning and creating with your child.

W.H.E.E. Preschool certainly understands the importance and legitimacy of focusing on a positive early educational experience. This experience helps children toward becoming productive and responsible adults. However, we want their childhood years to be full of joy. And it is our responsibility to cultivate the child's learning with delight in exploring and learning to understand their world.

Our dedicated professional staff provides a well-balanced curriculum which is developmentally appropriate for young children between the ages of 3 and 5. Teachers carefully prepare a variety of learning opportunities which foster social, intellectual, emotional and physical growth.

W.H.E.E. Preschool respects parents as the primary and most important provider of care and nurturing for their children. We believe parents and teachers are partners in children's care and education and are looking forward to establishing this partnership.

The W.H.E.E. Parent Handbook was written to help familiarize families with our school procedures and policies. It's a quick and handy reference guide with useful information that can be used throughout the school year.

Thank you for trusting us with the education of your child. As I move into my 18th year at W.H.E.E., I feel W.H.E.E. has the best staff, dedicated parents, and wonderful children. Please feel welcome to stop by the office, email me or call if you have any questions. I welcome your comments and am available to help you in any way that I can. I look forward to another exciting year!

*Sincerely,
Nancy Rullo
Director*

MISSION STATEMENT

W.H.E.E. Preschool's mission is to provide a meaningful early childhood educational experience that empowers children, honors varied learning styles and emphasizes the joy and wonder of learning.

THE FOUR COMMITMENTS TO W.H.E.E. PRESCHOOL

- Parents will volunteer for 5 hours per year.
- Minimum donation of \$40.00 for Fall Fundraiser.
- A minimum of \$25.00 donation or solicitations for an item/items to be auctioned at Spring Gala Event.
- Use the W.H.E.E. rechargeable King Soopers gift card when shopping at King Soopers.

HISTORY

Walnut Hills Early Education is a non-profit corporation founded and licensed by the State of Colorado in 1972. The school was incorporated by the State of Colorado in 1973. It began in Walnut Hills Elementary school and moved to the current location in 1984. The school is governed by a Volunteer Board of Directors that is comprised of W.H.E.E. Preschool parents. A new board is elected each spring.

Over the past 36 years W.H.E.E. has evolved into an outstanding, high quality early childhood program that serves families from several communities in our area.

STATEMENT OF PHILOSOPHY

We believe all children deserve the right to quality education. We are committed to the development of the whole child. We believe this is accomplished through large group, small group and individual experiential learning experiences. W.H.E.E. provides the opportunity for children to learn and build positive self-images through meaningful play, age appropriate activities and interaction with experienced and educated teachers.

Children deserve a nurturing, safe and happy environment that promotes their natural curiosity and desire to learn. Our school provides a variety of experiences designed to extend the childrens' awareness and understanding of their environment and community. W.H.E.E. is centered and based on the belief that play is the best way for children to learn. A child's "work" is their play.

PURPOSE AND GOALS

W.H.E.E.'s goal is to guide young children toward developmental growth and social competence. To accomplish this we provide a comprehensive approach that addresses the needs of the whole child. A balance between social, emotional, lingual, cognitive, and physical activities is the framework for our developmentally appropriate curriculum. We strive to enrich the lives of the children in such a way that they may reach their own optimum developmental growth. W.H.E.E. Preschool encourages our children to become future leaders by promoting the following:

- Honesty and integrity
- Opportunity to succeed
- A love of learning
- Dignity and respect
- Growth and discovery
- Diversity
- Self reliant

DESCRIPTION OF APPLICATION PROCESS

W.H.E.E. Preschool is open to all children three, four or five years of age by October 1st of the enrollment year. The preschool admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs. We welcome all children who may benefit from our program.

- A registration fee of \$60.00 and a deposit of one month's tuition, which is to cover the last month that the student attends W.H.E.E. Preschool, is required for each child. The deferred tuition is non-refundable after June 15th of the year registered.
- Returning families have priority for the following year.
- All health and medical forms must be completed, dated, signed by a physician and returned to the director by the first day of school.
- Each child must have a parental release liability form signed and dated.
- Any other pertinent information regarding the child will be helpful and will be kept confidentially on file in the school office.
- Parent will sign contract for 5 volunteer hours per year, commitment to fundraise: minimum donation of \$40.00 for Fall Fundraiser, \$25.00 donation or solicitation for auction items.
- Children must be toilet trained.
- The registration fee is non-refundable.

CLASSROOM PLACEMENT

Our policy for age eligibility is in accordance with Cherry Creek School District guidelines. A child must be age three by October 1st for the 3's class, four by October 1st for the Pre-K 4's class, four by March 15th for PM 4's class and five by March 15th for the Jr. K program.

PAYMENT SCHEDULE AND FEES

Tuition is due the first class day of each month. Tuition begins in September. The deferred fee paid during registration is tuition for the month of May not September. You will be expected to pay each month's tuition in full regardless of whether your child is in attendance or not.

MONTHLY TUITION

- 3's Tuesday, Thursday \$146 per month
- Pre-K 4's Monday, Wednesday, Friday \$219 per month
- Young PM 4's Monday, Tuesday, Thursday \$219 per month
- Jr. K. Monday, Tuesday, Wednesday, Thursday \$275 per month

PREFERRED METHOD OF PAYMENT

Please pay with check or direct payment from bank, made payable to W.H.E.E. Preschool. You may give your payment to the director or place it in the envelope provided outside your child classroom. We do not accept credit cards.

ADVANCE TUITION PAYMENTS

An advance payment of one full month's tuition is required to reserve a child's place for preschool. This advance tuition payment is considered the tuition for the month of May and is non-refundable after June 15th of the year registered.

WITHDRAWAL FROM SCHOOL

Families who leave during the school year must submit written notice to the director 30 days prior to the child's last day. Families who leave the school may not apply their advance tuition toward the tuition due for the child's last month in attendance at W.H.E.E. Preschool.

DELINQUENT ACCOUNTS

Any family unable to make tuition payment should contact the director before the due date to arrange an alternate payment schedule. Any family that fails to make appropriate payment on two regular or specially arranged due dates without the consent of the director will be referred to the Executive Parent Board for possible further considerations, such as suspension or expulsion.

EDUCATIONAL ACTIVITY FEE

This \$25.00 fee is used to cover educational activities and parties sponsored by the school such as storytellers, puppeteers, etc.

SCHOLARSHIP FUND

W.H.E.E. has a Scholarship Fund that is available to qualified families who require assistance. Ask the director for an application form. Scholarship information is kept confidential between the director, treasurer, and the family.

DAILY SCHEDULE

Each class session is two-and-a-half-hours. Each session includes individual, small and large group experiences. The centers include art, drama, manipulative activities, math, science, block building, large and small motor movements, language and listening. Children use the playground every day except during extreme weather.

Two Day 3 year olds Tuesday/Thursday or Monday/Wednesday 9:00 - 11:30 AM

Three Day Pre-K 4 year olds Monday, Wednesday & Friday 9:00 – 11:30 AM or

Tuesday, Thursday, and Friday 9:00 - 11:30 AM

Three Day PM 4 year olds Monday, Tuesday, & Thursday 12:30 - 3:00 PM

Four Day Jr. Kindergarten Monday, Tuesday, Wednesday, Thursday 12:30 - 3:00 PM

LUNCH ENRICHMENT PROGRAM

Lunch Enrichment is an optional program designed to extend the morning. It was created to enhance and offer more active learning for the children. Children bring their own sack lunch daily (please see allergy information for food restrictions). The child supplies the lunch and W.H.E.E. supplies the fun.

- AM 3's have the option of attending one or two lunch sessions per week from 11:30 AM to 12:30 PM. The monthly cost is \$20.00 per lunch session attended.
- Young PM 4's have the option of attending on Monday, Tuesday and/or Thursday from 11:30 AM to 12:30 PM. The monthly cost is \$20.00 per lunch session attended.
- Jr. Kindergarten have the option of attending on Monday, Tuesday, Wednesday and/or Thursday from 11:30 AM to 12:30 PM. The monthly cost is \$20.00 per lunch session attended.
- Pre K 4's have the option of attending on Wednesday* and/or Friday from 11:30 AM to 1:30 PM (2 hours). The monthly cost is \$40.00 per lunch session attended.
*There is limited space available on Wednesdays.

8:30 AM - EARLY DROP OFF PROGRAM

Early drop off is an optional program, at a minimal cost, designed to help parents who need an earlier drop off. The child must re-register to attend this program.

ARRIVAL TIME

Please make sure to bring your child to school on time. It is critical to the beginning of their day and makes it much easier on your child emotionally to enter the group and participate in opening activities.

- Children should not be brought to the classroom before 9 a.m. or 12:30 p.m.
- An adult must accompany each child to the classroom. Do not drop off your child and leave.
- Each child must be signed in with parent's/caregiver's initials and time of arrival. Carpool drivers are responsible for signing in each child that they drive to school.
- Do not leave your child in the classroom when a teacher is not present.
- A parent or guardian must contact W.H.E.E. Preschool if a child will be delayed for the start of the school day or will not be attending class.

Time before and after class is the teachers' time for preparation, gathering supplies and obtaining any information needed for the day. Our teachers are happy to meet with you, but please make arrangements to do so in advance.

RELEASE PROCEDURE

- No child will be released to anyone under the age of 16.
- We ask that you be prompt when picking your children up at dismissal time. Please call if you are running late. This allows us to give your child an explanation when you are late.
- No child will be released to an unauthorized person.
- After the child has been signed out by the parent or caregiver, the child should remain under close supervision by that adult until they have left the premises. This includes the parking lot and the surrounding church property.

LATE PICK-UP

- Parents need to arrive on time for child pick-up. Children are distressed when parents are late, and teachers are prevented from proceeding with their day. To underscore the importance of timely pick-up, W.H.E.E. assesses a late fee of \$5.00 per minute after 11:35 for AM session or 3:05 for PM session. Punctuality is a respect issue to your child and the school staff.
- All children not picked up at dismissal will be brought to the office and be in the director's care. In the afternoon children will be brought to Room 1 to be cared for by the director.
- Please notify the teacher and/or director with a written note prior to pick-up if someone other than the parent or guardian will be picking up your child.

PICK-UP BY AN UNAUTHORIZED PERSON

- If an unauthorized person comes for your child, we will not release your child until you can be reached to approve the pick-up.
- If we are unable to contact the parent, the child will not be released to the individual.
- Any staff member who encounters an individual who exhibits hostile behavior in response to this policy will call the police immediately.

PARENT INVOLVEMENT

Parent involvement enriches a child's school experience. The parents, teachers and director share the responsibilities and the rewards of operating a non-profit school. Parents play an essential role in our classrooms. Parent participation is required in the following areas:

- A parent must attend orientations to be well informed regarding the upcoming school year.
- Families are required to volunteer a minimum of 5 hours per school year. There are many opportunities to meet this requirement, such as August clean up day, washing materials and equipment, helping with sales of King Soopers Certificates, making play dough for your child's classroom, helping with our fundraising projects, etc.
- Each family is required to participate in the two (fall and spring) school fundraisers.
- Each parent is responsible for reading all newsletters that are sent home from the school and being aware of the information contained within them.
- A parent is required to attend three major functions during the school year. The first event is an orientation meeting on the child's first day of school in early September. The second is the Open House; it is scheduled during the month of October and is an evening event for children and parents. The third event is the Annual Meeting and Spring Auction. This event is held in April and is when the new Board Members are elected.
- We enjoy having parents come into the classroom to share their talents with W.H.E.E. Your talents help enrich the children's world and we encourage you to share them with us.

FUNDRAISING

Each year W.H.E.E. Preschool conducts two fundraisers to help support our school. Both require parent involvement.

- Our "Back to School Night – Fund Raising Event." For this event the children create a special project that we offer to the family for a donation of \$40.00 or more.
 - The Annual Meeting/ Spring Auction is a big event and we ask each family for a donation of \$20.00 or an item to be donated to the auction.
- Your participation is much appreciated by the board, staff and your children, who benefit directly from these efforts.

CONFIDENTIALITY

W.H.E.E. Preschool is a community in which the staff, parents, and children work together closely. It is imperative that we respect each other's privacy in matters of a personal nature. Our strength as a school comes from our parents' involvement and the time and commitment parents give to our school. Please direct any concerns, comments or questions to the director or your child's teacher. Sensitive information about children needs to be kept private and should never be part of your casual classroom conversations. We appreciate your sensitivity and professionalism in regard to this matter of confidentiality.

CHILDREN WITH SPECIAL NEEDS

W.H.E.E. Preschool provides equal opportunity for children with special needs. A reasonable effort will be made to accommodate any child's needs and to integrate the child with other children, within the capacity of the existing staff. Upon enrollment of a child with special health care needs, we must obtain a copy of an existing individualized health care plan for the child that can be reviewed, adopted, and implemented by our staff. We will inform our nurse consultant about the needs of the child and work together, with you the parent, to develop an accommodation plan. Admittance will be evaluated on a case-by-case basis. After the evaluation we will admit special needs children on a trial basis of one month. During this time we will work closely with the child's parents, our nurse consultant, teachers and any other person(s) responsible for the child's growth and well being. At the end of one month, we will meet with the parents (and any other necessary case workers) to determine if we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs, we will give parents the time and assistance needed to find more appropriate care.

DIAPERING AND TOILET TRAINING

All children who attend W.H.E.E. Preschool need to be toilet trained.

DISCIPLINE AND GUIDANCE

The preschool's staff makes every attempt to discipline and guide children in a manner with love and dignity. The term guidance is used because it is a positive term and implies working WITH children to develop internal control of their behavior.

Our goal is to encourage children to become creative, independent, responsible and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms:

- Environment: A place that is designed for children. Centers are clearly designed and arranged to promote hands-on learning and discourage inappropriate behaviors, such as running inside.
- Logical Rules: Rules such as keeping your hands to yourself and taking care of the learning environment are discussed with the children, as well as the reasons why rules are needed.
- Curriculum: Is developmentally appropriate, based on children's interest and level of readiness.
- Positive Behavior: We reinforce the behaviors we encourage. We love to catch them being good.
- Redirection: Often, engaging a child in another activity can eliminate a potential difficulty. We might ask them to help us or send them to a different area to play.
- Positive Reminder: Telling the child what we want them to do, rather than using "no" or "don't".
- Renewal Time: Occasionally a child needs to be removed from the situation for a brief time, allowing them to consider alternate behavior.

Any ongoing situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: No verbal abuse will be allowed, such as humiliation, ridicule, threat or coercion.

CHRONIC DISRUPTIVE BEHAVIOR

We make every effort to work with the parents of children having difficulties in preschool. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior that has been determined to be upsetting to the physical or emotional well being of another child may require the following actions.

- Initial Consultation: The director may require the parent(s) of any child who attends the preschool to meet for a conference. The problem will be defined on paper, goals will be established and the parent will be involved in creating approaches toward solving the problem.
- Second Consultation: If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. A second attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.
- Suspension: When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the preschool indefinitely. The director may immediately suspend a child at anytime he/she exhibits a behavior that is harmful to him/ herself or others. A parent may be called at any time if a child exhibits uncontrollable behavior that cannot be modified by the preschool staff. The parent may be asked to take the child home immediately. Suspensions from the Preschool Program may vary from a few hours to an indefinite period.

GRIEVANCE PROCEDURES

At W.H.E.E. the parents, director, teachers and assistants bring their respective knowledge, skills, and experience into their relationship. This relationship is built through communication, sharing and knowledge that arrives at common understanding. When a complaint arises and a staff member or parent want to file a grievance, the following chain of command procedure should be followed:

- Take the grievance to the other party involved for a resolution.
- Take the grievance to the director.
- Take the grievance to the board of directors.
- Take the grievance to an appointed mediator.

The mediator will report his/her recommendation in writing to the board of directors, which will make the final decision.

CHILD ABUSE POLICY

All staff members at W.H.E.E. have completed an intensive background check through the Central Registry of Child Protection and the Central Bureau of Investigation. Also, in accordance with the State of Colorado, W.H.E.E. Preschool requires that all staff members be on the lookout for and report to the State Department of Social Services all cases of suspected abuse. The parent will also be contacted at the same time.

VISITORS AT W.H.E.E. PRESCHOOL

All visitors will sign in at the office with name and phone numbers. Proof of identity may be needed.

PARENT BOARD OF DIRECTORS

W.H.E.E. Preschool is governed by a volunteer Parent Board of Directors. The Board works with the director to act upon decisions involving the preschool as a whole. The members of the parent board are all W.H.E.E Preschool parents. A general election is held each spring for the new board. Meetings are generally held once a month on the second Monday. Meetings are open to the general school community.

The Parent Board of Directors consists of:

- Executive Board
- President
- Vice President
- Secretary/Treasurer
- Director
- Members at Large
- Volunteer Coordinator
- King Soopers Chairperson
- Person to Person Chairperson
- Spring Auction Chairperson
- Spring Auction 2nd Chairperson
- Scholastic Books Chairperson
- Directory Coordinator

CHILDREN'S PERSONAL BELONGINGS & ATTIRE

- All children are provided with a plastic tote bag at orientation. Please send it with him/her every day. Check it each day for projects they have made and very important notes from the teachers and/or the director.
- We recommend that children not bring personal toys or other valuables, including jewelry and money, to school. This avoids much heartbreak when items become lost or broken. "Show & Tell" day is the exception. All show and tell items must be easily transportable.
- The lost and found box is located in the office. Please come and check for any lost items.
- Children should wear simple clothing. Whenever possible, provide clothing with fastenings that your child can manipulate independently.
- Velcro or slip-on shoes help children to develop independent skills.
- Dress shoes, sandals and cowboy boots are dangerous and/or uncomfortable for the children on our playground.
- All outer garments, including hats and boots, should be labeled prominently with you child's name.
- All 3 year-olds need to have an extra set of clothing in their tote.

OUTDOOR PLAY GUIDELINES & POLICY

We play outside almost every day. If your child is not healthy enough to play outside then your child is not healthy enough to come to school. Please dress your children appropriately for the weather. In the event of extreme hot or cold weather the director and teachers will determine the safety of children playing outdoors.

Please send labeled snow pants, boots, mittens, coats and hats as needed. In fall and spring the weather often changes while your child is at school, so please send a jacket just in case.

COMMUNICATION

Communication between the school and parents is a priority at W.H.E.E. Preschool. Families will receive, via email, 1 all school newsletter and 1 classroom newsletter per month. Also each class will email a monthly news blast.

A school directory will be distributed to each family at "Back to School Night." Out of respect for the privacy of all families and staff members, please limit the use of the information, e-mail and home addresses from the school directory to school purposes.

Concerns in the classroom should be discussed with the classroom teachers directly. (Please see the Confidentiality section.) Concerns about school policies should be discussed with the director of the school. It is up to you to read your newsletters and find out what is happening at school. Watch the parent bulletin boards and read what comes home with your child. Don't forget to stay informed.

ASSESSMENT OF CHILD PROGRESS

W.H.E.E. Preschool uses different assessment strategies as an integral part of our program. We use the assessments to support children's learning by planning program improvements and adapting teaching practices in order to meet individual needs of children. We use a variety of methods such as observations, checklists, and individually administered screening tools which are standardized and approved by NAEYC (National Association for the Education of Young Children). Our assessment plan includes the following:

Developmental Screening: All new children to W.H.E.E. receive a developmental screening within the first three months of program entry, identifying children's abilities and using results in establishing eligibility for special services. Referrals are made when needed.

Parent/Teacher Conferences: Parents will receive an informal phone conference in November to inform you of your child's adjustment to school. Please use this time to share information with your child's teachers and ask questions. A formal conference will be held in late January for the three- and four-year-old classrooms, and in early March for Jr.-K. If at any time you need additional communication with the teachers or the director, please feel free to set up an appointment.

CONFERENCES

You will receive an informal phone conference in November to inform you of your child's adjustment to school. Please use this time to share information with your child's teachers and ask questions. A formal conference will be held in late January for the three- and four-year-old classrooms, and in early March for Jr.-K. If at any time you need additional communication with the teachers or the director, please feel free to set up an appointment.

SHOW AND TELL

The teachers in your child's classroom will determine the Show and Tell days. One item only! Help your child to select the item, have it marked with his/her name and place it in their tote bag until the Show and Tell period of the day. The Show and Tell items must fit in the tote. PM Young 4's, Pre-K 4's, and Jr. K "Show and Tell" involves the "Letter of the Week". No weapons! W.H.E.E. Preschool is a weapon free zone. This includes light sabers and swords.

TELEVISION AND VIDEO VIEWING

Television and videos are not used in our preschool curriculum. The philosophy behind our curriculum is that young children learn best by actively doing. We encourage and provide an environment in which children can be active and creative explorers.

PARTIES AND PROGRAMS

W.H.E.E. plans four parties during the year: an October Fest, a December Winter party, a Valentine party and an End of the Year Program. Parents will be asked to donate supplies to make these days special.

There are many other opportunities for parents to donate to the classroom during the year. Watch for sign-up sheets on your child's classroom bulletin board.

SNACKS

In all classrooms, parents will be assigned specific times to provide a healthy snack for their child's class. No drinks are necessary since we encourage drinking water. PLEASE SEND ENOUGH SNACKS, CUPS, AND MARKING FOR 10 CHILDREN AND 2 TEACHERS (10

Remember...NO NUTS!

****NOTE:** If your child has a food allergy, please notify the director and your child's teachers. These allergies will be posted in the child's classroom

BIRTHDAYS

Your child will be assigned the week of his/her birthday (or close as possible) to bring the snack. A special snack may be sent to celebrate their birthday. Children with summer birthdays will celebrate their ½ year birthday sometime during the school year.

Please do not send personal party invitations through the class. It can hurt the feelings of the children who are not invited.

CAR POOLS

Car pools are to be arranged by the parents involved. You will receive a class list that includes addresses and phones numbers. All car pool drivers are responsible for seat belts and safety seats and escorting the children into their respective classrooms and signing in each child. They also are responsible for ensuring the children are returned safely to their homes. All parents involved in the carpool must sign a carpool release form.

FIELD TRIPS

In the interest of safety, there will be no field trips at W.H.E.E. Preschool.

PHONE LISTING

W.H.E.E. Preschool is listed in the phone book under the acronym, W.H.E.E. (with periods), not Walnut Hills Early Education Preschool.

SOCIAL SERVICES SUPPORT ROLE

W.H.E.E. is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child-care facility. If you have not yet done so, please ask to see the license.

Most facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Arapahoe County Department of Social Services is (303) 795-4825. Colorado law requires that the child-care providers report all known or suspected cases of child abuse or neglect.

Child-care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials and staff. For additional information regarding licensing or if you have concerns about the child-care facility, consult with the Colorado Office of Child-Care Services at (303) 866-5948.

CHILD HEALTH AND SAFETY POLICIES

Your child's health is a matter of major importance us all. Our health and safety program is in compliance with the Nurse Practice Act and has a nurse consultant that delegates the administration of medications. Upon enrollment, you must file with us a health and immunization form signed by a physician. The health form must include all allergies, chronic illnesses and special health situations, as well as names and phone numbers of emergency contacts.

Do not bring a sick child to W.H.E.E. If our staff feels a child is showing any signs of an on-coming illness or has prematurely returned to school, we will call the parent (or emergency number) and have the child picked up. Please be certain that your child has been free of fever, has not vomited, has no constant coughing, sore throat or other symptoms for at least 24 hours before returning to school. This is in the best interest of all concerned.

- We send home a child when they cannot participate in normal activities.
- To return to school, a child must be well enough so that taking care of them does not interfere with the teacher's ability to care for other kids in the classroom.
- It is not our policy to keep children indoors after an illness. If your child needs to stay indoors, please keep him/her at home an extra day to be sure he/she is over the illness.
- If your child comes down with a contagious disease, please contact the director so that a classroom note can be posted to alert other parents.

It is recommended that the following procedures be adopted to handle the following contagious diseases:

- **Strep throat:** A child with a positive strep culture must be kept at home until he/she has been on the appropriate antibiotic for 24 hours. Children with sore throats who are awaiting the results of a culture should be kept at home until the results are known.
- **Impetigo:** Impetigo is highly contagious. The first signs of this disorder are little red spots usually on the exposed parts of the skin, such as hands, face or legs. Impetigo may be cleared with over-the-counter Neosporin or other antibiotic creams or, if severe, needs to be evaluated by your health care provider. Your child may return to school after 24 hours of treatment.
- **Colds:** Preschool children average between six to eight colds per year. Please keep your child at home if he/she has a fever, persistent cough, and/or excessive nasal discharge.
- **Conjunctivitis** (pink eye): The causative agent can be transferred from one eye to the other or the eyes of other children by fingers or cloth. The discharge associated with this contains the contagious and infectious organisms. Conjunctivitis should be treated early and by a doctor. Your child may attend school after 24 hours of treatment.
- **Fever:** A child has a fever if his/her axial temperature is 99.0F or above, or if his/her oral temperature is 99.5F or above. A child must be free of fever for twenty-four hours before returning to school. Otherwise, please keep him/her home. If a fever is developed during school, the parent will be called upon to pick-up the child immediately.
- **Flu:** Most flu symptoms are similar to those previously discussed. However, the flu often begins with a generalized complaint of "I don't feel well." Please be sensitive to this.

If a child has a condition that might require medication on an emergency basis (e.g. in the case of a child's allergic reaction, asthma attack, etc.), the child's family shall provide all necessary information and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures. All emergency medication will be stored in a locked box in the office. The medication must be brought to school in the original container that is labeled with the child's name, emergency phone number, and name of a contact person.

MEDICATION

Recent legislation requires that strict and specific documentation and practices must be in place before W.H.E.E. Preschool can administer any medication to any child, for both prescribed and over the counter medications.

- Parents are strongly encouraged to administer medication before or after school.
- If medication needs to be given while your child is attending school, there are forms (obtainable in the director's office) that must be completed first.
- We cannot dispense medicine without prior written instructions (specific to a child by name) by a physician.
- ALL medication must be brought to the school and given to the director with required written instructions from a parent.
- Medications must be kept in their original container.
- Prescription medications need to have a pharmacy label.
- Only specific staff with state-approved training will administer medications.
- The above is in compliance with the Delegatory Clause of the Nurse Practice Act.

NUT ALLERGIES AND NUT SENSITIVE PREMISES

Due to the severity of children's allergies to nuts, the school is "NUT SENSITIVE PREMISES" and no nut policy. Any nuts, especially peanuts, tree nuts and nut by-products (for example, peanut butter), are not allowed in the building. This applies to but is not limited to:

- snacks
- special evening events
- school activities and parties
- Lunch Enrichment

Parents will be given a list of appropriate nut sensitive snacks for your child's snack day. Please note that many store-bought items that do not contain nuts are made in facilities that handle nuts. These packages carry a nut-allergy warning and may not be used at W.H.E.E. Preschool.

ALLERGIES

In cases where a child has severe food and/or drink allergies, the parent must furnish their child's snack. This snack should be in a secure container (ziplocks are fine) and labeled with the child's name.

SUNSCREEN POLICY

The W.H.E.E. staff is not licensed to apply sunscreen to any child. Please apply sunscreen to your child before sending them to school.

INJURIES OR ILLNESS AT SCHOOL

Children are constantly in motion and sometimes they will bump, scratch or bruise themselves while playing. For more serious accidents, the teacher in charge will fill out an accident report. One copy of the report will be given to the parents and one copy to the director for the child's file. The teacher and/or director will decide whether the parents should be called or if the written notice will suffice. In the case of severe injury or illness, 911 and the parents will be called immediately.

EXPOSURE CONTROL PLAN FOR POTENTIALLY INFECTIOUS MATERIALS

Federal regulation by the Occupational Safety & Health Administration has mandated that caregivers have a written Exposure Control Plan for exposure to blood and other potentially infectious materials.

- All staff are trained in the use of Universal Precautions for infectious diseases.
- For all incidents when any child is bleeding, the staff uses gloves and cleans up with a bleach solution.
- Children will be taught how to use universal precautions for their own safety as well as others.

GENERAL SAFETY GUIDELINES

Close supervision and frequent “head count” will be performed in all situations. The doors in the hallway are closed and locked during class times.

Parents can greatly enhance the safety of their children by closely supervising them on school property before and after class.

PARENT SAFETY GUIDELINES

It is very important that the emergency numbers you leave are not just people you would trust your child with, but also people who are available to come get your child when called. When leaving work numbers as emergency contacts, please make sure W.H.E.E. has the direct line into the office, as well as the main number of the business. If an emergency situation arises we will:

- Do everything possible to notify you or your emergency contact person of the situation before resorting to calling 911.
- In the event of a life or death situation, please be assured the paramedics will be called without delay. If your child needs to go to the emergency room, he/she will be transported by ambulance for medical and safety reasons.
- All W.H.E.E. staff members are trained in first aid and CPR.

CHILD SUPERVISION AND LOST CHILD

Children attending W.H.E.E. are supervised at all times. Attendance is kept via our sign-in sheets on the corresponding clipboard outside each classroom. Absences are noted. Children are counted frequently during their class time and especially when the class exits and enters the classrooms. When classes are leaving and returning to the classroom, one teacher is in front of the line and the other teacher follows behind the last child.

In the unlikely event that a child is lost (cannot be found in the building or on the playground), 911 will be called and the parents will be called immediately.

EMERGENCY/CRISIS PROCEDURES

During a crisis situation, W.H.E.E. Preschool will evacuate the children and staff across the street to the clubhouse at:

Alara Greenwood Village Apartments
5400 South Park Terrace Ave
Greenwood Village, CO 80111
Phone 303-220-7086

If an emergency situation arises the staff will do the following:

- Call 911 as we are evacuating the school
- Walk the children to Brookside Village Apartments (located across the street) where a head count will occur.
- The director will complete a final walk-through to insure clearance of all children and staff.
- An email will sent to all school families.
- Children will be released only to parents or another adult who has written permission to pick up the child.
- A follow-up phone call will be placed to all parents regarding action taken for the emergency/crisis situation.

TORNADO POLICY

Tornadoes are unlikely during the months to go in the event of a tornado warning.

- The staff will first ensure children's safety by leading all children into the hall area.
- Children will sit on the floor with arms and hands crossed over their heads.
- The staff will conduct a head count.
- One staff member per classroom will stay with the children while another staff member closes all windows and doors. Children will be released to parents once the severe weather or tornado warning is over.

FIRE PREVENTION AND SAFETY

The director or the South Metro Fire Department will conduct a monthly fire drill.

- Each classroom has a posted evacuation plan.
- For drills or actual fire, teachers will lead their group of children to the designated evacuation location until an "all clear" is announced.
- The director will take the sign-in sheet, close the door and check that all children are in the evacuation area.
- If a child is missing, the teachers will stay with their class and notify the director. The director is then responsible for alerting the firefighters, and following through with efforts to find the child.
- The director is responsible for calling 911 and carrying the emergency cards to the evacuation sight.
- The director is responsible for checking the classrooms and making sure each group evacuates the building.

SNOW DAYS/EMERGENCY CLOSURES

W.H.E.E. will close on days when weather conditions are determined to be dangerous for transporting children to school or when Cherry Creek School District closes.

- The director will decide any school closures.
- School cancellation information will be listed on the three major television stations & KOA Radio the W.H.E.E. Preschool website, www.wheepreschool.com
- If morning classes are canceled due to bad weather, the afternoon classes also will be canceled.
- If there is a storm schedule (delayed start) in the Cherry Creek schools, W.H.E.E. will begin its day at the regular time.

Note: Since conditions can vary greatly across the greater Denver area, please use your own judgment in determining whether it is safe to transport your child to and from school.

STAFF DIRECTORY 2011-2012

AM 3's

Janet Fuqua
Janet Hernandez
Eva Mate
Kathy Rudy
Connie Silver
Vicki Wheeler

PRE-K 4's

Janet Fuqua
Janet Hernandez
Eva Mate
Ruthanne Raymond
Kathy Rudy
Vicki Wheeler

PM 4's

Nancy Rullo
Vicki Wheeler

JRK4

Janet Hernandez
Barb Pavel
Damaris Rainwater
Kathy Rudy

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