

# WASATCH PRESBYTERIAN PRESCHOOL

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[www.wasatchpreschool.org](http://www.wasatchpreschool.org)

(Handbook revised 2010)

Note: Wording for many of the policies contained in this handbook is taken from the Utah Department of Health, Bureau of Child Care Licensing and NAEYC Accreditation requirements. Although we are license exempt, our program meets requirements of both entities. To understand State Licensing Requirements visit [www.utahdepartmentofhealth.utah.gov](http://www.utahdepartmentofhealth.utah.gov) and click on "Licensing and Certification," then "Child Care Centers." Visit [www.naeyc.org](http://www.naeyc.org) for Accreditation requirements. For a Copy of our Policies and Procedures you may visit our website at [www.wasatchpreschool.org](http://www.wasatchpreschool.org).

## Philosophy and Curriculum

At Wasatch Presbyterian Preschool (WPP) our philosophy--**play is the work of young children**--is based on research which shows children learn best by doing. Play is therefore a very important part of our program. Teachers use play as a learning tool to help children discover and learn about language, mathematics, science, art, music, problem solving and socialization skills.

To incorporate learning into play WPP teachers use an approach called "The Creative Curriculum" (TCC) in daily activities and assessments. In this system learning takes place when children explore their world, try out new ideas, test individual skills, find out how to get along with others, and learn how their muscles work. Under this curriculum children try out new ideas, think creatively, and build self-confidence. TCC identifies goals in four major areas of development: social, emotional, physical, and cognitive. Organization of classroom environment, the daily schedule, activities, lesson plans, and communication all help accomplish these developmental goals.

Teachers divide each day into two parts: snack-time, outside time and "circle-time" comprise one-third of the day and free-choice activities the other two-thirds.

The program helps each child:

- Develop a positive self-concept
- Learn the social skills necessary to interact appropriately with peers and adults
- Pursue natural curiosity and a desire to learn
- Increase verbal expression
- Enjoy creative pursuits
- Feel comfortable away from home
- Develop trust in others
- Identify positively with people of all backgrounds, cultures and religions
- Be excited to pursue education in coming years

Wasatch Presbyterian Preschool offers a Toddler program for 24-36 month old children and a preschool program for 3-5 year old children. Programs follow the Salt Lake City School District calendar.

## GENERAL PRESCHOOL INFORMATION

### Accidents and Injuries

Children are very active by nature, and even with the best supervision, accidents may occur. All of our teachers are trained in First Aid and CPR. It is our first priority to protect the health and safety of all children while at Wasatch Presbyterian Preschool.

In the event of any injury, an accident report is written, signed by the teacher and parent, and then placed in the child's file. If the injury is life threatening, 911 will be called. The parents will then be contacted. Please keep current emergency numbers on file with the teachers and the office.

### Birthdays

Classes celebrate each child's birthday at school. If a child's birthday falls during the school year, we celebrate it on the closest school day. When it falls during the summer, choose any day during the school year and coordinate with the teachers for an "un-birthday" celebration. Students may bring birthday treats to school but no birthday gifts. Parents may use the file folders outside classrooms to deliver invitations to a private birthday party if they invite everyone in the class so that there are no children who feel left out.

### Check-in and Check-out

**For the safety of your child, parents are required to bring their child to the teachers in the classroom.** At this time, parents need to "sign-in" the child on the form provided. Each child must be picked up in the classroom by the parent or guardian and signed out at that time. Car pool drivers are responsible for signing in and out each child in their care. Dropping off children in the parking lot will not be allowed.

Release forms must be completed and returned to the office to authorize people who are eligible to pick up your child.

### Clothing

Children participate in many art, science and cooking activities while at preschool. Children should be dressed in comfortable, washable play clothes. While we encourage the use of smocks, we cannot guarantee that children's clothing will not become soiled or stained. Children should wear appropriate clothing for current weather conditions, as the children go outside daily. Please label all loose items with permanent marker or printed nametags.

### Communication with Families

WPP uses a variety of strategies to communicate with families. These strategies include: a Parent Information Board in the office, bulletin boards outside the classrooms, and file folders for each child (containing completed work, notes, a monthly newsletter, etc.), parent participation in an advisory board, a website, Parent-Teacher Conferences, a Parent Orientation, information packets and tours of the school.

### Collection of Health and Safety Information

Utah State Law requires records of current immunizations, medical and other important information for admittance of children to schools. Fill out all registration forms and submit them to our office no later than the first day of school each year. They may also be given to staff members at Parent Orientation, just before school starts.

These forms provide us with required health and safety information needed to perform preschool operations. WPP keeps all information confidential and locked in files in the preschool office. It is updated as needed.

The following individuals have access to these files during the school year:

1. The Health department: when auditing immunizations
2. Special Needs Consultants: in cases where special assessment is necessary (with parent approval)
3. Teachers and Office staff: to keep children's files up to date with required forms
4. Parents: at any time; usually to add name to the list of persons authorized to pick up their children.
5. Regulatory authorities, upon request.

Stop by the office to update these records if telephone number, address, or emergency contact people change during the school year.

### Communication with Families

WPP uses a variety of strategies to communicate with families. These strategies include: a Parent Information Board in the office, bulletin boards outside the classrooms, and file folders for each child (containing completed work, notes, a monthly newsletter, etc.), parent participation in an advisory board, a website, Parent-Teacher Conferences, a Parent Orientation, information packets and tours of the school.

### Extended Care

WPP offers Extended Care as a service to parents who need to leave children later than usual or who need to bring them in early. Parents pay a separate fee for each extended care period attended by a child. These fees accrue on the day of service but may be collected monthly with the next month's tuition.

Extended Care during lunch extends from 11:40 a.m.-12:30 p.m. Only children three to five years of age may attend for seven dollars a day. Parents pick children up by 12:30 p.m. or pay a late fee.

Parents also use Extended Care early in the morning from 8:00-8:45 a.m. Eight students may attend at three dollars and seventy five cents a day, ages three to five years.

### Fees

#### Late Pick-up Fee

Parents receive late fees when they pick up children more than ten minutes after class is over. WPP charges ten dollars for each additional five minutes after the first ten minute period. Late fee money is given to teachers who stay late to care for children.

10 minutes late = \$10  
15 minutes late = \$20  
20 minutes late = \$30, etc.

#### Late Tuition Fees

Tuition is due on the first day of each month. A late fee of \$5/day is charged after the 10<sup>th</sup> of each month. Parents then have one week to pay the balance on their account. All outstanding balances not discussed with the director after that date will result in termination of a child's enrollment at the

school. Re-enrolling a child will require re-payment of the yearly registration fee and all outstanding charges.

### Returned Check Fee

A \$20 fee is charged on all returned checks.

### Medications

Medications will only be given to a child with prior written authorization from the parent. Instructions must include when and how to medicate the child. Please give the medication to the teacher to be properly stored.

### Parent Opportunities

Parents volunteer at our school in many ways, including: helping with the spring fundraiser, Teacher Appreciation, Teacher Birthdays, Parent Teacher Conference child-care, classroom parties, etc. A Parent Advisory Board meets quarterly to make decisions and to discuss issues facing the program. This board consists of a teacher, the program Director or other office staff member, and any parents who want to participate.

### Parent-Teacher Conferences

Parents and students attend two parent-teacher conferences each year. At these conferences, participants focus on a child's interests and talents, setting goals for growth and development. Parents may request extra conferences as needed.

### Party Days

In October, February and April, students participate in Party Days. All of the classrooms meet together to enjoy large group activities.

### Records

If your schedule, telephone number, address, or emergency contact people change during the school year, please be sure to call or stop by the preschool office to update your child's record. To enable us to deal with emergency situations, we need current information.

### Sick Days and Vacation

Students that miss two or more consecutive weeks of school may pay half of the tuition for that month. This discount only applies for one month out of each school year.

### Visiting/Volunteering in the Classroom

Parents are welcome to visit the school at anytime. Volunteers in the classroom are valuable to our program. Please arrange a time with the teachers to volunteer in the classroom. Other children, neighbors, cousins, friends, etc. who are not enrolled in the program may not attend.

## **Policies**

### **Allergy-Free Environment Policy**

Teachers maintain an allergy-free environment in the following ways:

1. WPP allows no pets with fur or dander in the classroom.
2. Teachers post food allergies (with parent permission) in the food preparation area and inform other parents not to send problem foods to class.
3. Teachers keep rooms clean and free of dust.
4. Teachers wash “Dress-ups” and stuffed animals frequently.

Parents of children with special health care needs or food allergies inform the school of these needs by filling out a health form upon registration in the school. Parents and their health provider give the program an individualized care plan prepared in consultation with family members and specialists involved in the child’s care. Teachers protect these children from exposure to pets or problem foods. Parents give permission to post information about food allergies in the class food preparation area and to inform other parents assigned to bring snacks for the class of the special needs in the room. Classrooms are kept clean and free from dust and other allergy irritants. Other special health concerns are dealt with in a similar fashion.

### **Animal and Pet Policy**

WPP does not allow pets (except goldfish) in the classroom (including reptiles because of the risk for salmonella infection) on a daily basis. Visiting animals are discouraged from coming to class if there are children with animal allergies. When parents do bring animals to class, program staff members separate children with allergies from the animals.

Pets that come to class for a visit they must be in good health with documentation (dog tags) from a veterinarian or an animal shelter to show the animals are fully immunized (if the animal should be so protected) and suitable for contact with children. Teaching staff members supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

### **Assessment Policy**

Wasatch Presbyterian Preschool uses assessment as part of their system for tracking a child’s progress in our program. Each year WPP uses both formal and informal testing including primarily checklists and observations. With parental permission WPP uses formal testing when teachers suspect that a child may need diagnosis and/or placement in another program for services we cannot provide.

Teachers do Informal testing at least twice a year; once at the beginning of the year to obtain accurate information on what teaching level to begin teaching, and again at the end of the year to

document each student progress. Teachers test at other times of the year, as dictated by each child and their specific needs. They also gather information from parents and other caregivers.

Assessment helps teachers know how to design curriculum to best meet the needs of each individual child as well as the group as a whole. It makes the experience each child has unique from other children's experiences and gives teachers information to pass on to parents, keeping them informed about children's progress during the year. Periodic assessment enables each child to progress as far and as quickly as he/she is ready to progress. When students with IEP's/IFSP's attend our program we incorporate that information into curriculum planning.

### Bathroom and Diapering Policy

Teachers follow State of Utah and NAEYC diapering procedure guidelines. Toddlers (2 year olds) may wear diapers. Teachers check diapers every two hours and change them when wet or soiled. Parents send commercially prepared diapers or pull-ups (unless the child has a medical reason that does not permit their use) and wipes daily, along with a set of clean clothes in a backpack or diaper bag to be stored at school until needed. Cloth diapers must have an absorbent inner lining, contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Teachers put soiled clothing and diapers in a plastic bag (without rinsing or avoidable handling) and send them home.

Staff members change diapers on a designated, elevated surface area and not elsewhere in the facility. Teachers keep one hand on the child being changed. They follow posted diaper changing procedures in the diaper changing area. Surfaces used for changing diapers are not used for other purposes. Staff member place soiled diapers and diapering materials in a container with a lid that opens and closes tightly by using a hands-free device. Children cannot access these containers. Staff members that prepare food do not change diapers until their food preparation duties are completed for the day.

Two year olds attending our program may wear diapers. Three and four year olds must tell the teacher they need to go to the bathroom and then get there without an accident to attend our school. Occasional accidents occur and teachers assist children as necessary. The life skill of cleaning one's self after using the toilet is encouraged.

A teacher's responsibility:

- 1- Escort child to the restroom
- 2- Instruct child verbally to assist in all aspects of using the restroom
- 3- Help with clean-up if child needs help
- 4- Assist in fastening clothes, if child needs help
- 5- Insure child washes hands

When accidents occur the teacher's responsibility is as follows:

- 1- Change the child without calling the parents.
- 2- Inform parents of the accident at pick-up time.
- 3- Call parents if a change of clothes is needed or appropriate sized diapers are not available.

\*Teachers call parents of a child with diarrhea and the child is sent home.

The parents' responsibility:

- 1- Provide a clean set of clothes and diapers/underwear to be kept in classroom.
- 2- If accidents become a routine occurrence, the child may be asked to leave the class or the parent asked to come to school and change the child.

### Building Maintenance Policy

Part-time custodians and the Building and Grounds Committee of Wasatch Presbyterian Church clean and maintain the building that houses the preschool daily. Teachers disinfect tables, sensory bins, and toys in the classroom. They follow all cleaning guidelines of NAEYC and State Licensing.

## Child Abuse and Neglect Policy

If a teacher suspects that one of her/his students is being abused or neglected the following procedures should be followed:

- Teachers should become familiar with “Appendix F” in the Teacher Handbook.
- The teachers report the suspected abuse or neglect to the Director.
- The teachers document what they have seen to cause them to be suspicious.
- The Director then report the suspected abuse or neglect to the proper authorities, making sure to make a record of the steps taken in the preschool files.

Any teacher who is accused of abuse or neglect will be dealt with in accordance with the preschool grievance policy listed in the “Parent Handbook.”

- The complaint must be brought to the director or the Parent Advisory Board in writing.
- The director will then investigate the accusations and if necessary put the teacher on immediate “administrative leave” until the matter is resolved.
- Any teacher being found to abuse or neglect children will be immediately dismissed and replaced by another teacher.
- Any teacher being found to abuse or neglect children will be reported to the proper authorities.

## Child Arrival and Departure Policy

Parents bring children to teachers and drop them off at designated classes. At this time parents talk to teachers about questions and concerns and get a report about each day. Parents sign children in and out of class on the form provided on carts by classroom doors. Car pool drivers sign each child in their care both in and out of class. **Dropping off children in the parking lot is not allowed.** Only adults authorized by parents pick children up at the end of the class. Accommodations are made to facilitate pick up and drop off of those with disabilities. Late fees accrue when parents are late picking up their children (see late fee policy).

Many parents come into the classroom and visit with friends at “drop-off” time. We always want parents to feel welcome at school however making a habit of talking with friends in the room causes several problems.

1. It distracts the children at a time when teachers try to greet them and get them focused and ready for the day.
2. It often interferes with teaching “Self-help Skills.” These skills include such things as: putting coats on and taking them off, tying shoes, buttoning, zipping, putting gloves on and taking them off, etc. Children master these skills by using them at arrival and departure times.
3. Lingering parents interfere with teaching preschoolers how to separate from home and family. This is a skill that children must learn for entrance into Kindergarten. Leaving your child immediately after giving them a hug and a kiss goodbye helps them achieve this skill more easily. We call you at home if your child does not calm down.
4. Children are harder to watch in large groups of people. When too many people linger, it is harder to keep track of the children.
5. Younger siblings of preschoolers often wander around the room, distracting preschoolers and playing with materials that teachers arrange in a specific way to be used at a later time in the day. This requires the teacher to take valuable time away from children during class to set the classroom back up in the appropriate way.

WPP encourages volunteer help in our program. Arrange a time with your child's teachers to help or to observe at our school. Because of the problems listed above, limit the amount of time you spend in the classroom at arrival and departure time and visit with friends outside classrooms.

### Confidentiality Policy

Teachers and staff members keep personal information confidential. WPP obtains written permission before giving this information to other agencies, schools, programs or people. Office staff members keep it locked in file cabinets in the preschool office.

Formal testing results go to only the child's parents and teachers. Informal Screening or testing results done in the classroom go into individual classroom portfolios for the children. Teachers use these results when designing activities and curriculum. This helps individualize the curriculum to the levels and needs of each child. Teachers send portfolios of children's work home with parents at the end of each school year. Records are given to the parent if they are requested, or stored for several years and then destroyed.

The following individuals may access personal and assessment information during the school year:

1. Health department: when auditing immunizations
2. Special Needs Consultants: in cases where special assessment is necessary (with parental permission)
3. Teachers and Office staff: to keep children's files up to date with required forms
4. Parents: at any time, usually to add name to the list of persons authorized to pick up their children
5. Teachers: to refer to formal testing
6. Courts: during divorce proceedings
7. Regulatory authorities upon request

### Criminal Background Check Policy

All employees of WPP submit to a criminal background check at the time of hiring.

### Discipline Policy

Our program uses guidelines and suggestions outlined in the NAEYC brochure "Helping children Learn Self Control." Discipline is:

1. An environment created to prevent problems
2. A few clear rules that children understand
3. Positive reinforcement
4. Building self esteem and social/emotional growth
5. Solving problems.

Our goal is to build a positive self-concept. Future success in school and in life depends largely upon handling social situations and interactions with other people. Teachers use the following guidelines to ensure proper class discipline.

1. Teachers encourage children to settle disputes by using their "words" and expressing their emotions.
2. Teachers remind students of classroom rules in a positive manner ("You can walk inside and run outside.")
3. Teachers direct children as they make choices and learn about classroom expectations. (After you pick up the blocks you may play with the puzzle." Or, "You may choose to keep the water in the water table or you choose a different area to play in").

4. Teachers intervene in situations where children may hurt themselves or others. They explain the situation to the child with emotions expressed and encourage them to use their words to solve the problem. (“He was really scared when you hit him. That hurt him.”).
5. Children give input in the establishment of class rules to give them a feeling of ownership and a reason to abide by them.
6. Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion (NAEYC requirement)
7. Teaching staff never use threats or derogatory remarks and do not withhold nor threaten to withhold food as a form of discipline. (NAEYC requirement)

### Dress Code

The dress code at WPP is simple. Teachers encourage children to (1) dress, (2) to wear shoes with closed toes and heels (so that they are safe on the playground) and (3) to prepare for the weather in the way they dress.

### First Aid Kit Policy

First-aid kits are compiled in “fanny packs’ at the beginning of each year. They are restocked as needed from supplies kept by the preschool in the staff workroom in a cupboard that is out of reach to the children. Teachers have the kits with them outside and on field trips. They also bring them outside during emergency drills. The school has a large emergency kit with larger items, kept in the staff room. It is replenished as often as it is used.

### Field Trip Policy

The following guidelines help children remain safe as they participate in the developmentally appropriate, “hands-on” learning that takes place during field trips.

1. Each class determines the number of field trips each year. Parents help decide the number of field trips taken each year. WPP suggests that classes take field trips once per quarter year.
2. Parents transport their children to and from field trips. If parents cannot transport their own child they make arrangements for their child to carpool with another child.
3. Teachers bring class sign-in and sign-out sheets with them so that parents can sign their children in and out as usual.
4. Teachers bring at least one cell phone for emergency use.
5. All parents sign a form stating that they do not hold the preschool liable for any accident or injury that comes to their child on the way to or from a field trip or during a field trip.
6. Parent volunteers participate to keep the student/adult ratios down to a manageable level (three to five students to each adult).
7. Students wear identifying vests or nametags on the trips to make them easier to spot in a crowd.
8. Teachers bring first-aid kits on the trip.

### Firearm Policy

WPP does not allow firearms inside the building or on the playground unless carried by a police officer or other appropriate authority responding to an emergency situation or making an inspection of the facility.

### First Aid Kit Policy

WPP compiles First-aid kits for each child each year. Teachers use “fanny packs’ filled with first-aid supplies in class, on Field Trips, emergency drills and on the playground. Staff members restock them as needed from supplies kept by the preschool in the staff workroom in a locked cupboard that is out of reach to the children. The school keeps a large emergency kit with larger items in the staff room. It is replenished as often as it is used.

### Fiscal Accountability Policy

The administrative Assistant at Wasatch Presbyterian Preschool maintains an annual operating budget, amendments of that budget, quarterly reconciliation of budget with expenses, and a yearly audit. WPP keeps these records on file in the office area, on computers and in file cabinets.

The fiscal year begins in September and runs through August 31<sup>st</sup>. Records include revenue and expenditure statements, balance sheets, banking reconciliation, etc. The director of the program checks these records periodically and is given a monthly update. The director and Administrative Assistant and Preschool Advisory Board review tuition annually and adjust it to meet the needs of the school. Each classroom is given a yearly classroom budget from which they buy needed

### Governing Board Policy

Wasatch Presbyterian Preschool does business as part of Wasatch Presbyterian Church. The Pastor oversees the church’s staff members. The staff member over the Children’s Ministry oversees the Preschool. Her job as it relates to the preschool is as follows:

1. Meets monthly with the preschool director
2. Participates in the “Preschool Advisory Board”
3. Gives direction from the Church to the Preschool
4. Takes input from the preschool to the church
5. Reports to the “Church Education Committee” about the preschool
6. Negotiates pay increases and donation (rent) increases, new policies, etc.

Copies of their job descriptions are maintained upstairs in the church office.

The preschool Advisory Board contains church members, preschool staff, the preschool Director, the Children’s Ministry director, a teacher and a parent. As a governing board it meets monthly or as needed regarding different issues pertaining to preschool operations.

### Grievance Policy

Staff members care deeply about the satisfaction of the students and their parents. WPP encourages parents to express questions, suggestions, and concerns about the care children receive at the program to teachers and administrative personnel. Parents express these concerns to teachers first, scheduling a conference outside class time for a more lengthy discussion when needed. The director may also attend this Parent-Teacher Conference or a separate conference can be set up with the Director alone.

The WPP Parent Advisory Board Committee consisting of parents, teachers, and community representatives can also be used to help solve different issues that arise in the preschool. If concerns are not resolved by a teacher or the administration, parents can put concerns in writing and then notify a representative of this committee. The Board then addresses the issues and reaches a solution. Anyone interested in being on the Advisory Board should contact the Preschool Director for further information.

### Hand Washing Policy

WPP follows these practices regarding hand washing:

1. Staff members and children learn personal hygiene and hand-washing procedures.
2. The procedures are periodically monitored.
3. All staff members, volunteers, and children wash hands when it reduces the risk of transmission of infectious diseases to themselves and to others.
4. Staff members assist children with hand washing as needed to successfully complete the task. Independent hand washing is encouraged.

Children and adults wash their hands

1. On arrival for the day;
2. After diapering or using the toilet (use of wet wipes is acceptable for infants);
3. After handling body fluids (e.g., blowing a nose, coughing on a hand, or touching any mucus, blood, or vomit).
4. Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
5. After playing in water that is shared by two or more people;
6. After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and when moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos.

Adults also wash their hands properly by

1. Using liquid soap and running water;
2. Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

\*Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.

1. Staff may wear gloves when contamination with blood may occur.
2. Staff members do not use hand-washing sinks for bathing children or for removing smeared fecal material.
3. In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

\* Note: NAEYC (National Association for the Education of Young Children) does not recommend the use of alcohol-based hand rubs in lieu of hand washing in early childhood education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer's instructions. Wearing gloves is not a substitute for hand washing in any required hand-washing situation listed above. Gloves are used when contamination with blood or fecal material is likely.

## Health Policy/Promoting Wellness

To promote safety and wellness our program does the following:

1. Hires custodians to clean the school each day to prevent spread of infectious disease and uses a building maintenance crew to maintain equipment and building.
2. Keeps rooms picked up and free from tripping hazards.
3. Requires evacuation of the building if unusual smells or other environmental hazards are noted.
4. Enforces the Illness Policy, requiring separation of sick children and adults from the rest of the school. Children rest on a cot in the office till parents pick them up.

5. Administers medications when necessary, with parental permission.
6. Posts teachers in specific places on the playground to promote management and safety of children.
7. Requires teachers to have Food Handlers Permits to promote healthy eating during snack time.
8. Requires that snacks be nutritious. Parents send sweet snacks only on birthdays and holidays.
9. Maintains a current list of support services for stress, depression and other issues that arise.
10. Maintains and practices emergency preparedness procedures

### Health, Nutrition, and Safety Policy

- Staff members do not prepare food for meals and snacks.
- Parents take turns sending snacks from the store for their child's class.
- All teachers have Food Handler's Permits and are ready to prepare food properly should the need arise.
- Parents are instructed to send only whole fruits or prepackaged foods in factory sealed containers.
- Extra snacks are stored in the staff lunchroom cupboard.
- Each classroom has its own small refrigerator for storing snacks.
- Lunches brought from home by the children are kept in individual lunch boxes or sacks labeled with their names.
- Liquids and foods that are hotter than 110 degrees are kept out of children's reach.
- All snacks are cut into pieces no larger than ½ inch-square for toddlers/twos, according to each child's chewing and swallowing capability.
- Parents are instructed not to send Hot dogs (whole or sliced into rounds), whole grapes; nuts, popcorn, raw peas and hard pretzels, chunks or raw carrots or meat larger than can be swallowed whole.

### Illness Policy

Utah State Law requires that a current immunization and physical examination be on file before a child can be admitted to any school. These records need to be turned into the office on or before the first day of school.

To help prevent illness from spreading, staff members exclude children from the classroom if they display any of the following symptoms or conditions:

1. Fever of 100 degrees or above,
2. Nausea, vomiting, or abdominal pain,
3. Diarrhea,
4. Unusual drowsiness or tiredness,
5. Sore throat, acute cold, or persistent cough (non allergic),
6. Red, inflamed, or discharging eyes,
7. Swollen glands around jaws, ears, or neck,
8. Impetigo, until 24 hours after an acceptable antibiotic treatment has been started,
9. Any skin sore oozing fluid, yellow pus in blisters, or pus which has an odor,
10. Chicken pox, until all pox scab over.

Note: Children of preschool age can become very ill when exposed to many common diseases. We notify parents, in a written notice, posted in the school, of any contagious diseases frequenting the school. Basic Rule of Thumb: *If your child is not well enough to play outdoors, the child is not well enough to come to school.* Please call the school and report any infectious disease your child has.

### Insurance Policy

WPP maintains accident and liability insurance coverage for children and adults.

### Lunch Bunch Guidelines

1. Back-up teachers need to check every day to see if they need to stay. When there are more than 9 students signed up, we need two teachers to care for them.
2. 14 students may attend Lunch Bunch.
3. Children are dropped off at 11:40 am and no sooner.
4. If a parent is late picking up their child from your class, you may sign them into Lunch Bunch if there is room for another child. If not, bring them to the office. Call the late parents and remind them to pick up their children.
5. Children eat lunch and then go outside or up to the gym to play. Please be considerate and clean up the classroom you are in, putting toys back where you found them before you leave. The same rule applies to the playground and gym. Clean up the toys before you come back inside.
6. Five or ten minutes before Lunch Bunch is over, take children back in to the room and read a story to them on the Circle Time Rug. They may leave their coats on to wait for "Mom" or "Dad."
7. Do not allow children to get toys out again.
8. Encourage parents to pick their children up in the building, not on the playground.
9. Remember we are all paid to be here one half hour after school every day. So, you are being paid to be here for late children whether they are late or not.

### Maintenance of Ratios Policy

WPP staff members maintain developmentally appropriate teaching staff-child ratios in all classrooms, outdoor and indoor play times, on field trips, and in every other setting at Wasatch Presbyterian Preschool, at all hours of the day. This facilitates adult-child interaction, constructive activities among children, and contributes to their well-being. Groups of children may be limited to one age or may include multiple ages. Two teachers work with each class and keep watch over the students. These teachers provide ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed to protect children.

### Medication Administration Policy

Most children attending WPP take needed medications at home before they attend classes here. Teachers occasionally administer medications with prior written authorization from the parent and a child's doctor. Parents provide medications that are then properly stored.

When a parent or legal guardian gives the program written permission, staff members administer both prescription and over-the-counter medications to a child as instructed by the child's physician. WPP keeps children's permission slips in files in the office. The record includes instructions from the licensed health provider who prescribed or recommended medication for that child; alternatively, the licensed health provider's office may give instructions by telephone to the program staff.

Administration provides staff training once a year by a health professional on the practice of administering medication. They teach teachers to verify that:

1. The right child receives the medicine
2. The right medication
3. In the right dose
4. At the right time
5. By the right method.

Staff members document all of the above.

Teachers label all medications with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the provider, the expiration date of the medication or the period of use of the medication, instructions on how to administer and store it. Staff members keep all medications in a locked container.

### New Employee Policy

New Staff members serve an introductory period of employment during which the administrator or other qualified person makes a professional judgment as to their physical and psychological competence for working with children. The new employees co-teacher will be given a chance to give input during this process.

New staff members will also complete a background check and complete all forms included in the "New Teacher Packet." New teachers will turn in weekly lesson plans instead of monthly lesson plans for a period of time deemed appropriate by the director.

### Nondiscrimination policy

Wasatch Presbyterian Preschool admits students and teachers of any religion, race, color, disability, and national or ethnic origin.

### Orientation Policy

WPP welcomes new students through emails, phone calls, and also a tour that is given on Tuesdays at 10:00 a.m. During this tour the Director shares the school philosophy and curriculum goals as well as discipline and guidance techniques used in classes. She gives brochures to parents and an outline of school policies and state licensing requirements.

WPP introduces students and parents to their teachers at the time of enrollment or at the beginning of each school year (whichever comes first). Parents attend a "Parent Orientation" just before school starts. At this meeting, staff members again share policies, procedures of the school. Parents turn in required forms, ask questions, locate their child's classroom and meet their child's teachers.

### Pest Control Policy

"Terminix" handles pest control in the building and outside on the playground. They come periodically throughout the year and as needed. They spray for bees on the playground in the spring after children have left the school. The contract copy is kept upstairs in the church office files and a copy in the preschool files.

### Protection from Hazards Policy

Program staff will protect children and adults from hazards, in the following ways:

1. Water used in the classrooms and restrooms is luke-warm.
2. Outlets are covered with outlet covers.
3. Furniture is secured to the wall or the floor if it is tall enough to be unstable.
4. Floor coverings are in good condition and lie flat on the floor so that they children or adults will not trip or slip on them.

5. The program does not use baby walkers.

### Protection from Elements Policy

To protect against cold, heat, sun injury, and insect-borne disease, the program ensures that:

1. Children dress appropriately for the weather they encounter outdoors. They wear layered clothing for warmth in cold weather. Parents label all loose items with permanent marker or printed nametags. Children go outside to play every day unless the health department recommends indoor play.
2. Children do not play in direct sun when outside until the end of the year, because of the retaining wall at our school. Children are outside on the playground one half hour each day. Because of allergies, and because the Health Department views sunscreen as a medication, we request that parents apply sunscreen on their own children before they come to class. Sunscreen with UVB and UVA protection of SPF 15 or higher should be used.
  3. When public health authorities recommend use of insect repellents due to high risk of insect-borne disease, only repellents containing DEET are used and applied to children older than two months. Parents apply insect repellent before they bring children to school. WPP protects children from hazardous things such as air pollution, lead or asbestos

### Recruitment/Hiring Policy

WPP recruits teachers and assistants trained in Early Childhood Education and in accordance with NAEYC guidelines for teacher qualifications. We make an effort to recruit from colleges and Early Childhood training programs. When trained teachers cannot be found, teachers and assistants must gain experience and pursue training to qualify them for teaching in an early childhood facility.

All employees must: pass a criminal background check, be free from any history of child abuse or neglect, be at least 18 years or older, have completed high school or the equivalent, provide personal references and a current health assessment showing that he/she is not a health risk to children and that he/she is capable of performing the duties required for the position. WPP makes an effort to hire staff with cultural and racial characteristics of the families served.

### Resignation, Termination and Grievance Policy

The preschool reserves the right to terminate any teacher for cause, including, but not limited to:

- 1-failure to exercise proper decorum while present at the school,
- 2-failure to properly prepare for and conduct the required curriculum,
- 3-inability to effectively present or instruct the assigned curriculum,
- 4- and failure to maintain appropriate order and control.

Appeals: An individual may appeal a decision for termination to the Advisory Committee of Wasatch Presbyterian Preschool, who will review the circumstances and recommend their decision to the Christian Education Committee, who will then present the matter to the Session of Wasatch Presbyterian Church for the final decision.

Termination by the Teacher: The teacher may terminate this contract upon then (10) working days advanced notice in writing presented to the Director of the Preschool at the following address:

Julie Johnson  
WASATCH PRESBYTERIAN PRESCHOOL

1626 South 1700 East  
SLC, UT. 84108

In the event a teacher is terminated by the Preschool or by herself/himself prior to its completion, the preschool is obligated to pay the teacher's salary only throughout the last date of actual work performed.

## Safety Policy

### Responding to Medical Emergencies and Serious Injuries

The director directs action in the event of an emergency. When he/she is not on site, the administrative assistant takes charge. In order to assure that our center is a safe place, WPP follows these procedures:

1. Teachers bring emergency cards and sign-in and sign-out clipboards for the children outside with them when they exit the school with their children.
2. Teachers bring cell phones also to notify parents in the event of an emergency.
3. The director brings out emergency phone numbers, a cell phone, and thermal blankets when the school evacuates.
4. Children go through the exit in the fence by the lower parking lot, to a grassy area at the top of the park next door. Teachers account for all children by counting them. Then teachers/Director evaluate further steps to be taken.
5. If needed we walk a block to Clayton Jr. High School to house the children until they are picked up by parents.
6. Office staff posts a sign on the door of the preschool noting the location of the children for parents in case they weren't contacted when we called to tell them.

### FIRE PROCEDURES

We do the following in the event of a fire in the building:

1. The office staff calls 911.
2. Teachers teach children to "stop, drop, and roll" if they are on fire.
3. Teachers and children evacuate the building.

\*NOTE: FIRE DRILLS ARE PRACTICED MONTHLY, OTHER DRILLS TWICE A YEAR

### EARTHQUAKE PROCEDURES

We do the following in the event of an earthquake:

1. Teachers teach children to get under tables and cover their heads with their arms.
2. The building manager turns off gas, electricity and/or water if necessary.
3. Teachers and children evacuate the building.

### FLOOD PROCEDURES

We do the following in the event of a flood in the building:

1. Teachers and students evacuate the preschool level of the building and go to the gym located on the main floor of the building.
2. If necessary teachers and children evacuate the building and contact parents to pick up the children.

### POWER FAILURE PROCEDURES

We do the following in the event of a power failure:

1. We continue class as usual unless it becomes too cold because there is no heat.
2. Class is cancelled and parents notified to pick up their children if it gets too cold.

### WATER FAILURE PROCEDURES

We do the following in the event of a water failure:

1. We use the water stored in the children's emergency kits in their classrooms for drinking.
2. If the problem cannot be fixed in a reasonable period of time, we cancel class for a day until water use is restored.

### PREDATOR WITH A GUN

*If someone were to enter the building with a gun our policy is as follows:*

1. We lock the door that provides entrance to the area where the children's classrooms are and the director calls 911.
2. If he/she starts shooting through windows or somehow gets into the classroom area, we are advised to get the children out of the building as quickly as possible. Although it is dangerous while children leave the building, fewer people end up hurt in the long run. If children stay in the building they may eventually be located by the killer and possibly hurt.

### MISSING CHILD

If a child is missing in our program:

1. Searches the building and surrounding area for the child.
2. Calls 911 if the child cannot be found.
3. Notifies parents of the child

### MEDICAL EMERGENCY

1. If a medical emergency occurs we call 911.
2. EMT provides emergency transport if needed:
3. WPP notifies parents immediately.
4. If parents have not expressed a preference for hospitals to be used, we use Primary Children's Medical Center.
5. WPP consults needed information such as insurance information and individual emergency care plans for children with special medical needs in the child's office file and gives that information to appropriate authorities.

### DENTAL EMERGENCY

1. If a dental emergency occurs, WPP notifies parents immediately.
2. Parents pick up their child and take them to get help.
3. In all medical/dental emergencies, teachers trained in CPR/First-aid administer needed help until EMT personnel arrive.

### GAS, WATER AND ELECTRICITY TURN-OFF

During an emergency, the gas, water and electricity will be turned-off by the building manager. If the building manager is not here the Preschool Director/ Administrative Assistant will turn it off. The gas and water turn-off's are located on the east side of the building outside the boiler room.

\*NOTE: IN ANY OF THE ABOVE SITUATIONS WPP TAKES EMERGENCY KITS WITH US IF RELOCATION FOR LONG PERIODS OF TIME IS DEEMED NECESSARY. OTHERWISE, THE KITS ARE USED IN THE CLASSROOM AS NEEDED.

#### GENERAL SAFETY PROCEDURES

1. Parents sign children in and out of class.
2. WPP releases children only to people on the list submitted by parents as authorized to do so.
3. Teachers supervise children at all times.
4. WPP uses office or classroom phone to communicate with one another or emergency personnel at a moment's notice.
5. WPP trains teachers and office personnel about what to look for when suspicious people enter the premises.
6. EMT train teachers and Director in CPR and First Aid at the beginning of each school year.
7. WPP provides teachers with first aid kits for use in each room as well as in a Fanny Pack that they wear outside with the children. Supplies for these kits are kept in the office workroom.
8. Teachers complete an Accident Report Fin the event of an accident. Office staff put these reports in the child's file in the preschool office.
9. Both teachers go with children outside to play on the playground. Teachers place themselves so that one teacher can see one half of the play playground area and the other teacher can see the other half.
10. Teachers supervise children in using the bathroom.
11. Teachers remind children of safety issues in a positive way, "Walk in the hall" vs. "Don't run." "Feet on the floor" vs. "Get off the table."
12. At the first of the year parents sign a release form for all field trips. Teachers send notes home for each trip, informing parents of details regarding the trip. Parents volunteer to help supervise children and to transport their own child to the field trip location. The ratio on the field trips should be a minimum of one adult to every 4 or 5 children. Children wear yellow vests to make it easy to identify them in a crowd. Teachers take the children's emergency forms with them.

#### Scholarship Policy

Students may obtain scholarships according to the following Policy guidelines.

- Ten scholarships are offered each school year. They give families a fifty percent discount off of tuition each month. These include five, two-day scholarships and five, three-day scholarships. Only one scholarship will be given per family/employee.
- Scholarships are distributed first to children of preschool teachers and/or church staff members employed at the time of application for the scholarship.
- After these scholarships are given out, WPP distributes the remainder to students whose parents document they are in financial need. They are given on a "first-come first-served basis."
- Only one Student Scholarship is allowed per family.

#### Sexual Harassment Policy

Wasatch Presbyterian Preschool provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristics are not tolerated. Overt and subtle harassment creates an offensive, hostile and uncomfortable work environment and is strictly prohibited. Sexual Harassment may be defined as, but not limited to:

1. Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
2. Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
3. Unwelcome sexual advancement or flirtation.
4. Using sexually degrading words.
5. Sexually suggestive or erotic comments regarding a person's body or mannerisms.
6. Display of graphically sexual depiction and/or object in the workplace.

#### Sexual Harassment Complaint Procedure:

Report any sexual harassment complaints immediately to the preschool Director. When it is inappropriate to notify the director, contact the Pastor of Wasatch Presbyterian Church. The church phone number is 801-487-7576. Sexual harassment complaints are investigated promptly and all information kept confidential. Investigation results require the Pastor's/Directors action and resolution. Sexual harassment investigations confirming allegations require swift and prompt corrective action, disciplinary action or possible termination of the offending party. Any employee accused of such allegations is put on paid administrative leave while investigation ensues.

#### Smoking Policy

Wasatch Presbyterian Church is a smoke free facility with no smoking permitted in the building or on the playground of the preschool.

#### Snack, Health/Nutrition, and Safety Policy

Staff members do not prepare food for meals and snacks. Parents take turns sending commercially prepared snacks from the store for their child's class. All teachers obtain a Food Handler's Permits and prepare food properly should the need arise.

Teachers instruct parents to send only whole fruits or prepackaged foods in factory sealed containers on the day they send snacks. Extra snacks are stored in the staff lunchroom cupboard or in the refrigerator. Teachers/parents cut food into pieces no larger than ½ inch-square for toddlers/twos, or the appropriate size for a child's chewing and swallowing capability. Teachers instruct parents to not send hot dogs (whole or sliced into rounds), whole grapes; nuts, popcorn, raw peas and hard pretzels, chunks or raw carrots or meat larger than can be swallowed whole. Foods brought from home must meet the USDA's/CACFP food guidelines.

The school provides paper cups, napkins, and eating utensils. The Health Department requires parents to bring only commercially prepared snacks in factory sealed containers. They discourage snacks made at home because health inspectors cannot inspect home kitchens.

##### Snack Ideas

Snack Crackers (graham, soda, Ritz, cheese, animal, etc.),  
 Cereal and Milk, Fruit Wrinkles, Fun Fruits, Raisins,  
 Canned Fruit (peaches, pears, fruit cocktail, applesauce, etc.),  
 Alphabet Soup, Frozen Pizza, Fruit, Bin Snacks, Bagels & Cream Cheese,  
 Rice Cakes, Cheese Slices or String Cheese, Muffins.

Children bring lunches kept in individual lunch boxes or sacks labeled with their names when they stay for lunch. Teachers keep liquids and foods that are hotter than 110 degrees out of children's reach.

#### Snow and Inversion Day Policy

### Introduction

Large amounts of snow on the roof of the church can slide into the Southwest Playground area and be hazardous. When this is the case the children go upstairs to the gym for play. Children do the same when air quality reaches harmful levels as determined by the Health Department.

### Procedures

1. Declare a "Snow Day" or "Inversion Day" when there is a significant potential danger to anyone in the Southwest playground.
2. Notify all the teachers.
3. Do not use the southwest playground on a "Snow Day/Inversion Day."
4. Hold playtime or recess in the Multipurpose Room (Gym).
5. Continue this Status until the playground is safe (i.e. the South roof above the playground is clear of significant snow or inversion is gone).
6. Coordinate the Multipurpose Room in a way that supports Children's Ministry and Preschool activities. WPC's administration and Building and Grounds Committee will do this.

### Sign in and Sign Out Policy

Each child must be signed in and out of extended care and his/her classroom every day. These records are kept on file in the office for seven years. A copy of people authorized to pick-up each child will be given to teachers. This should be referred to when someone you don't recognize comes to pick a child up. Make sure there is proper picture identification (driver's license) before you release a child to any person you don't recognize. The original copy of authorized people will be filed in the office.

The morning extended care provider will take and sign each child into its morning classroom no sooner than 8:40 a.m. Morning teachers must sign each child out of their classrooms and into "lunch-bunch" rooms no sooner than 11:50 A.M.

### Special Needs Policy

WPP includes children with special needs in classes at WPP whenever possible. Teachers incorporate IFSPs and IEPs into the classroom curriculum. We refer students for district testing services when children require help not available through our program. This gives children early intervention and help when needed.

Although we do not want to deny any child services at our program, The American Disabilities Act (ADA) gives several legal reasons a childcare program may need to deny care to a child with a disability. These reasons include:

- Instances where integrating the child into the program would require changes in policies, practices, or procedures that would fundamentally alter the nature of the program, and there are no reasonable alternatives.
- Instances where taking the necessary steps to accommodate the child's special needs would impose an undue burden on the provider, or would fundamentally alter the nature of the program or the facility, and there are no alternative steps that could be taken.
- Instances where accommodating the child's needs would require architectural changes that are not readily achievable, and there are no reasonable alternatives that are readily achievable.

- Instances where the child’s condition poses a direct threat to the health or safety of the other children or staff in the program and there is no reasonable way of eliminating the threat through changes in policies, practices, procedures, equipment or services.
- Instances when care for a child significantly decreases the level of necessary supervision of the other children in the classroom, requiring the center to hire additional staff, increasing the cost of attendance to the family, and the family cannot pay.

After a trial period of one month, Parents and/or Wasatch Presbyterian Preschool have the opportunity to withdraw or refuse enrollment of a child with disabilities for any of the above listed reasons. If the child leaves WPP the last month’s tuition will be refunded.

### Staff Health Information

Our program maintains current health information for all paid staff who work more than forty hours a month and have contact with children. This health assessment is updated every two years. It includes immunizations and TB test results. These results are not updated unless there is reason to believe that an employee develops symptoms causing concern that he/she is infected.

### Standard Precautions Procedure Policy

Procedures for standard precautions include the following:

1. Surfaces that may come in contact with potential infectious body fluids must be disposable or made of material that can be sanitized.
2. Staff use disposable gloves and techniques that minimize contact of mucous membranes or of openings in skin with potential infectious body fluids and that reduce the spread of infectious disease.
3. When spills of body fluids occur, staff members clean them immediately with detergent followed by water rinsing.
4. After cleaning, staff sanitizes nonporous surfaces.
5. Staff members blot rugs and spot clean them with a detergent/disinfectant. Janitors clean rugs by shampooing or steam cleaning.
6. Staff members dispose of contaminated materials and diapers in a plastic bag with a secure tie. They then place it in a closed container.

### Student Termination Policy

Children may be terminated from our program based on abuse or neglect of the preschool policy and procedure guidelines. WPP takes the following steps in the event of violations:

1. Notifies offending family in writing to bring the situation to their attention.
2. Enforce a three day suspension when there is no response from the offending party (the child may not attend for three days)
3. Termination from the program if the situation continues. Written notice stating reason for termination.

Reasons for termination:

- 1- Absenteeism extends beyond five days per month without an explanation to the director or teacher
- 2- Unpaid fees
- 3- Medical information or other required forms not up to date

4- Behavior problems that need special attention or need for Special Education

Sunscreen Policy

Children play in the sun on our playground one half hour each day. We request that parents put sunscreen on their own children before they come to class because of allergies, and because the Health Department views sunscreen as a medication. Sunscreen with UVB and UVA protection of SPF 15 or higher should be used.

Supervision Policy

Teaching staff members supervise infants and toddler/twos by sight and sound at all times. Teachers arrange classrooms so they can see all the children all the time. The changing table faces students so that teachers can supervise even while changing diapers in the toddler room.

In the older classes, staff members supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight. Teachers count children whenever the class leaves the room or the playground to make sure all students are accounted for. Restrooms have "Dutch Doors" where the top half of the door remains open while the children close the bottom half for privacy. Teachers can watch the children while their fellow students cannot. The playground is enclosed. One teacher stands on the courtyard side of the playground and the other stands on the equipments side. This makes it possible to supervise all children appropriately.

Teacher Request Policy

The director decides which classroom a child is placed in based on the following criteria:

1. Age of the children
2. A proper balance of boys and girls when possible.
3. Consideration as to where a child can most likely succeed based on the overall make-up of a classroom and input from teachers and parents.
4. Preschool classrooms must have an equitable number of children in each classroom.
5. If a parent has a compelling reason to request a specific teacher, the request will be considered and we will do our best to honor that request. A request may be denied however, if the director decides that it is in the best interest of the whole Preschool.
6. A parent may make a request for a specific teacher by filling out a "Teacher Request Form." This can be obtained in the office.
7. "Blanket requests" where a large number of parents want the same teacher will not be considered. The director will notify the parents by mail of the decision regarding the teacher request. A copy of the decision will be kept in child's personal file.

Toy Contamination Policy

Toys placed in children's mouths or that are otherwise contaminated by body secretion or excretion are washed by hand using water and detergent, then rinsed, sanitized and air-dried before they are used by other children.

Transition Planning Policy

Wasatch Presbyterian Preschool addresses issues surrounding transitions by carefully placing students in classes each year.

1. At registration time each year, parents request the number of days they want their child to attend class when they fill out their registration forms, listing two preferences in case the Director cannot give them their first choice. In this instance the director places the student in the parent's second choice for classes.
2. The Director collects information from parents regarding unusual needs or circumstances that deem it necessary to look at their specific situation separately from the rest of the school. This occurs in the spring when parents register for another year of preschool. The information deals with issues like separating or keeping twins (triplets) together, separation of one student from another to enhance discipline in the classroom, etc. WPP keeps all information gathered confidential.
3. Next, the Director collects information from teachers regarding recommendations on student placement. She considers issues like separation of students that have socialization issues and other problems that require careful thought before placement occurs from year to year. Again, WPP keeps all information gathered confidential.
4. Finally, the Director puts students into classes, keeping in mind an appropriate balance of boys and girls in each room as well as information gathered from both parents and teachers.

In addition, the school does the following:

1. Holds an Open House day each year where parents bring children to meet teachers and get acquainted with the new classroom.
2. Provides a Parent Orientation night where parents turn in forms, meet teachers, pay tuition, find classrooms, etc.
3. Provides information about other programs and relevant activities on a Parent Information Bulletin Board or on the Information Counter located in the office area of the school.
4. Provides copies of policies and procedures of the school and other important information like licensing guidelines to parents at the beginning of school each year and keeps it available all year long.
5. Provides information about registration dates and times of Kindergartens for students who will be moving from our school to another at the end of each year.

As students enter the school each day the following things occur:

1. Parents sign a form outside of class and drop children off for the day.
2. Parents sign the same form when they pick children up at the end of their class time.
3. If children go to another room during the day, teachers take them there and sign them into class at the appropriate time.

### Use of Specialized Consultants Policy

Teachers inform the director of any challenging student behaviors or unusual variations in development in their classes. Conferencing then occurs with parents to formulate a plan together about how to help these students acquire/improve the skills and behaviors in question. If needed, WPP refers a child identified as needing outside help to "The Children's Center" or to the Salt Lake City School District for evaluation and Special Education help. These entities then provide early intervention and help where we cannot.

### Volunteer Policy

WPP welcomes parents in our classrooms. Volunteers help our program. They may volunteer or observe any time they like. Just talk to teachers ahead of time about the best time to come. Other children, neighbors, cousins, friends, not enrolled in the program may not attend.

When parents desire to be more involved in our preschool and/or learn more about what goes on in our classes, they may do one or all of the following:

1. Ask teachers for information.
2. Volunteer in the classroom at a prearranged time.
3. Talk to the director. WPP could use help with many things at our school.
4. Observe children through the window of the classroom. This allows parents to see what goes on in the room without being noticed; thus maintaining our efforts to lessen separation anxiety and teach children to be happy away from home.
5. Help with a party day or some other activity that occurs once in a while, actively participating in planned activities for the day.
6. Look at the "Parent Information Bulletin Board" outside the classroom and in the office to learn more about what children learn in class.

### Water Play Policy

WPP takes precautions to ensure that communal water play does not spread infectious disease in the following ways:

1. No child drinks the water,
2. Children with sores on their hands do not participate in water play,
3. Teachers use fresh water in sensory bins.
4. Teachers change the water in sensory bins before a new group of children come to play.