

Welcome to Caughlin Preschool !

We are so glad to have your child join us! Our preschool forms include a signature page for you to sign that you agree to ALL of our policies so please carefully read this information and let us know if you have any questions!

CAUGHLIN PRESCHOOL FIRST DAY CHECKLIST

Infant through PreFirst:

_____ Caughlin Preschool forms completed

_____ Immunization Records

_____ Payment for the first week and payment plan selected / Tuition Express form completed.

_____ Doctor's note stating child is in good health & free of communicable diseases - permission to give over the counter medications if needed

_____ A complete lunch including ice pack, drink & utensils
(Please label all belongings).

_____ Complete change of clothing

Toddlers and above:

_____ A nap mat is required if child is staying for nap time (Please buy one from us - we sell them here for \$30.00)

Infants & Toddlers only:

_____ Diapers and wipes

_____ Bottles/Sippy Cups

_____ 2 extra changes of clothes

_____ Crib sheet & blanket

_____ bibs, spoons, bowls, & appropriate foods

ARRIVALS AND DEPARTURES

Caughlin Preschool hours are 7:00 AM to 6:00 PM, Monday through Friday. We encourage children to arrive by 9:00 AM in order to fully participate in the morning's curriculum and activities. Full day curriculum hours are 9am to 3pm. Before and after school care is provided at no additional charge.

Half day curriculum hours are 9am to 12:30pm (children may arrive as early as 7am). Please pick up morning half day children by 12:30 pm. Afternoon half day programs begin at 12:30 pm. Our school closes at 6:00pm. Please be punctual. A late fee of \$1.00 per child per minute will be assessed after 6:00 pm. This fee is payable in cash to the teacher on duty.

Parents must always accompany their child into and out of the school building, and check their child in and out each day (before entering the building) using the automated time clock.

Please list names of the individuals who are authorized to pick your child up on the Registration Form and All About Me Form. If it is necessary for someone other than those listed on the form to pick your child up, please call or leave a written message at the front desk. Please notify us of any changes in address, phone numbers, or emergency contacts. ☺

BEHAVIOR

We utilize positive reinforcement and redirection as our primary means of discipline. Teachers provide opportunities for students to make appropriate choices in order to facilitate intrinsic ***** Our goal is to refrain from the punitive as much as possible. "Thinking Time" is used for severe or repeated misbehavior (hitting, biting). Our staff has been trained in the Love and Logic philosophy. You may learn more about this on our website or visit www.loveandlogic.com. We also have many resources available to borrow in our lending library.

Repeated misbehavior that results in frequent classroom disruption will warrant a parent / child / teacher / administrator intervention meeting. A behavior plan will be devised and implemented at this meeting. We believe in the importance of collaboration between school and family to create the most effective plan for your child. Caughlin Preschool shall make every effort to help your child succeed and/or improve a behavior or issue. When

all our available resources are exhausted, we may recommend a change of school. We do not permit guns, war toys, or other toys of destruction.

BIRTHDAYS

If your child would like to celebrate his or her birthday at school, please notify the child's teacher in advance. Cake and ice cream are difficult to serve; we suggest cupcakes or any other foods easy to serve.

PARENT & FAMILY INVOLVEMENT

We are a family oriented preschool and encourage parent participation, feedback, and support. It is our desire that parents feel secure and comfortable with leaving their precious children at Caughlin Preschool. Parental help is always appreciated during special occasions, field trips, or in the classroom, especially during special projects.

COMMUNICATION

Caughlin Preschool has an open door policy and encourages parents (and other relatives or guardians) to visit the school any time during the day. Please check with your child's teacher!

We invite parents to share any problems, concerns or suggestions with the staff. Conferences can be scheduled with the directors and/or the child's teacher at the request of either the parents or the teacher. Developmental progress reports will be conducted for each child during the school year. Twice a year (mid and end of the year) copies of the reports will be sent home. Parents are encouraged to schedule an appointment for a conference if they have any questions regarding their child's progress.

A monthly calendar is posted in each classroom showing the upcoming month's activities. A copy will be sent home with your child. In addition, individual weekly home notes shall be provided. Please look for daily and monthly updates on the classroom white and bulletin boards. A quarterly newsletter will be sent home to keep you informed of school updates as well.

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EMERGENCY INFORMATION

Each child must have on file a current Registration Form with home, work, and emergency contact telephone numbers and addresses. The emergency contacts are persons in the area who are authorized, by the parents, to care for the child in case of illness or emergency. Please be sure the person whose names you give are aware that they have been listed for this purpose.

Please notify the directors of changes in address or work numbers so the Registration form can be updated.

STAFF

Another important component of Caughlin Preschool is our excellent and highly trained staff. By state law staff are required to obtain 15 hours of training in the child care field per year. All staff members are CPR and First Aid certified.

In accordance with Washoe County Social Services, our staff is required to obtain a work permit which involves a complete background and fingerprint check. We take great care in selecting our staff, and provide them with on going training and opportunity to grow.

INCLEMENT WEATHER POLICY

The following procedures are in place for inclement weather. We have adopted them to ensure our staff and families will stay safe in the event of a major winter storm or emergency.

In the event of questionable weather and/or road conditions, PLEASE WATCH CHANNEL 4 NEWS FOR INFORMATION IN THE MORNING. We will relay necessary changes regarding school closure to this news station. Caughlin Preschool **WILL NOT FOLLOW WASHOE COUNTY SCHOOL DISTRICT POLICY FOR A DELAYED START**. We will open at 7:00 am unless extreme circumstances arise. However, we ask that you be patient and understanding if we are running late due to road conditions. Please realize that safety is our first concern. If we do need to close, that information will be relayed by Channel 4 News. Please feel free to contact us if you have any questions.

FIELD TRIPS & SPECIAL PROGRAMS

Field trips & special programs are an integral part of our experiential learning process. Notes will be posted or sent home, so please look on the bulletin boards and check cubbies so you can stay informed as to dates and

times. Children must be four and forty pounds in order to be transported in the Caughlin Preschool van. Volunteers are welcome!

HEALTH

For the well being of all children and teachers, please keep ill children at home. For your child's protection, as well as others, we follow Washoe County District Health Department Recommendations for prevention and control of Communicable Diseases in Schools and Child Care Centers.

We are particular about hand washing before and after meals, toileting/diapering, outside play, and at other times during the day. Our facility is cleaned nightly and we have a weekly sanitizing service for our restrooms. We do quarterly deep cleaning and sanitizing also. Our staff follows proper diaper changing procedures per Washoe County Health Department regulations.

If a child has any symptoms of illness, he or she will be isolated from other children. Parents are required to pick up the child within one hour. A child will be permitted to return to school the same day with a doctors' note, or 24 hours after the symptoms have ceased. Children with a need for antibiotics must have medication for 24 hours before returning to school.

Please call the school when your child is going to be absent, either due to illness or vacation. Also, notify the school if your child has had possible exposure to a communicable disease (pink eye, measles, etc.).

If a child needs to have medicine administered during school hours, a doctor's note is required. Please complete a Parent Medication Authorization Form at the front desk. Please leave all medications with the director or your child's teacher, so the medications can be properly stored in a locked place. Thank You! ☺

NUTRITION

Caughlin Preschool provides morning and afternoon snacks. Snack menus are posted monthly. Parents are also welcome to send special snacks to school. Children may choose something from their lunch during snack time provided it is unopened and has been stored properly with an ice pack. **WE WILL NOT SERVE PREVIOUSLY SERVED OR IMPROPERLY STORED FOOD.**

Please place an ice pack in your child's insulated lunch box to help keep foods fresh until lunch time. Please send a well balanced meal and refrain from including sugary foods and candy. Soda is not allowed at school, but we do encourage juice, water, or milk.

NUT FREE UNDER 3!

We follow the Pediatric Associations recommendations in order to help prevent nut allergies. No nut products are allowed until your child is 3 years old. At this age we are able to provide a nut and nut free table, have children wash their hands after eating nut products, and are able to prevent children from sharing food!

SUNSCREEN

We recommend using sunscreen YEAR-ROUND. Please send your child to school already wearing sunscreen. During the summer months, we will reapply sunscreen to our full day students. Please write your child's name on the sunscreen and store it in the provided containers.

SUPPLIES AND CLOTHING

All Caughlin Preschool students are required to have a labeled lunchbox, a complete change of seasonal clothing in a labeled zip-lock bag (accidents and weather changes do occur), and a nap mat (available for \$30 from Caughlin Preschool) if the student naps at school. Diapers and wipes must also be provided if applicable.

Many children need the security of a stuffed animal or blanket from home for nap time, therefore these types of "toys" will be allowed at school. Please leave all other toys at home. The school will make every effort to safeguard personal belongings brought by the child, but will not be responsible for lost or broken items.

TUITION

Caughlin Preschool utilizes Tuition Express to process tuition payments automatically in the easiest, most secure and cost effective way possible. Tuition Express is an automatic billing program that complements our offering of services to our families, collect payments in a timely manner, reduce administrative expenses, and more importantly, give us more time to care and nurture our children. Mastercard, Visa, and Debit cards are accepted. Credit cards will be charged for monthly tuition on the 5th of each month. Debit cards will be charged biweekly on Fridays, or monthly on the 5th. A list of specific biweekly EFT withdrawal dates is posted at the front desk. Copies are available for your convenience. Parents may use TuitionExpress.com to access payment information, print receipts, and receive email payment confirmations.

Check payments will be accepted once a month by the 5th for the entire month. A late fee of \$25 will be assessed on the 6th. An additional \$10 per day will be charged thereafter. After 5 business days, if payment has not yet been received, children may not attend school and shall forfeit their space. An enrollment fee of \$100 will be applied to the unpaid balance due in order for a child to return.

Thank you for taking the time to read our policies.

There is an additional Tuition & Scheduling page attached. This page is also duplicated in our enrollment packet.

TUITION AND SCHEDULING

TUITION:

- CP uses Tuition Express to process tuition payments automatically
- Credit card charges are posted monthly on the 5th or the next business day thereafter (Visa and Mastercard)
- EFT withdrawals are conducted biweekly on Friday prior to the week of attendance. Monthly EFT withdrawals are posted on the 5th or the next business day thereafter. A schedule of the EFT withdrawal dates is available at the front counter.
- A return item fee of \$25.00 will be charged for returned payments
- Check payments may be made in advance for the upcoming month by the 5th. A late fee of \$25 and \$10 per day thereafter will be charged. After 5 days, students will forfeit their space and are subject to a re enrollment fee of \$100 in addition to the balance due.
- Absentees and/or holidays during the course of the week do not effect the weekly tuition.
- Annual registration fee is \$100.00 per family due upon enrollment
- An annual supply fee of \$60.00 per child is due September 1
- Additional Drop-in Days may be requested for enrolled children.

VACATION:

- We offer a one week vacation credit per year of enrollment. After six months of continuous enrollment, you may use the one week vacation credit. Vacation credits must be used in full week increments (Monday-Friday). Your request for a vacation credit must be submitted in writing to the directors at least one month in advance (forms are available at the front desk).

HOLIDAYS:

****Caughlin Preschool will be closed in celebration of the following holidays: Labor Day, Nevada Day, Veteran's Day, Thanksgiving Day & Family Day, Christmas Day and the day after, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, & Independence Day.**

****Caughlin Pre-First and Pre-K classes will follow Washoe County School District Christmas and Spring Break vacations. An Enrichment program will be provided for these students during those times. Regular tuition is due for these time periods regardless of attendance. No additional fees will be charged for enrichment.**

****Caughlin Preschool will be closed on days when the administration deems it necessary due to weather, or during unforeseen circumstances.**

****Two weeks notification of a child's withdrawal is required. Payment is required during this time period.**