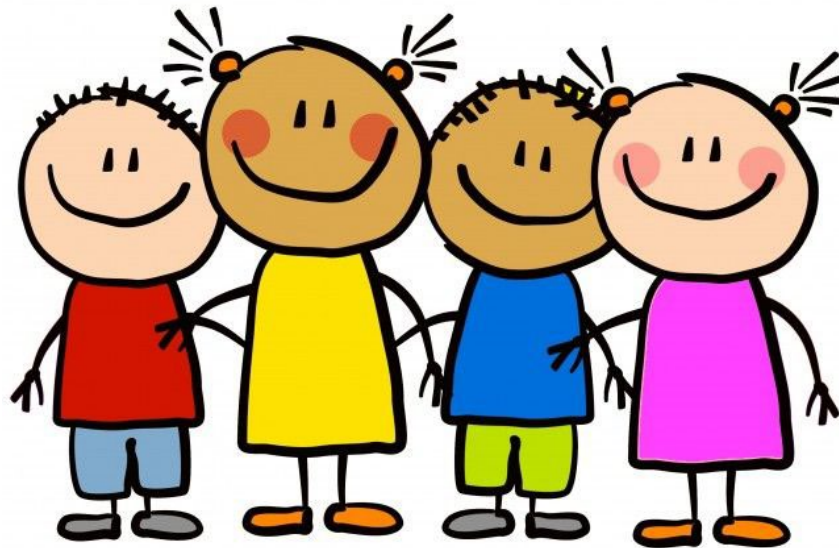


Wolverine Cubs Preschool Lab Policy Manual 2023-2024



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2023-2024

Dear Preschool Children and Parents,

We hope that you are as excited as we are for the 2023-2024 preschool year to begin.

We anticipate the following emphasis in our preschool lab this year:

1. Emphasis for 3-year old's is on peer socialization, following the preschool routine and learning in a developmentally appropriate environment.
2. Emphasis for 4- and 5-year old's is on preparation for kindergarten with an emphasis on pre-math and language skills, as well as peer interactions.

WOLVERINE CUBS PRESCHOOL LAB BELIEF STATEMENT:

We believe that every child's first school experience should be positive, caring, educational, and fun. Organization makes learning effective and creativity makes learning enjoyable. The primary purpose for Hunter High's Preschool is to offer Hunter High Early Childhood Education students practical hands-on experience working with young children in a quality preschool setting. Your child will have an excellent school experience directed by qualified professionals and taught by dedicated, select high school students.

WOLVERINE CUBS PRESCHOOL LAB MISSION STATEMENT:

The mission of The Wolverine Cubs Preschool is to provide Early Childhood Education students at Hunter High School an opportunity to prepare the tools and develop the skills for becoming effective childcare providers and future teachers. We offer preschool and pre-kindergarten children socialization experiences, while teaching them in the areas of language, math, science, dramatic play, creative art, music and movement, and food experiences. We also give children many opportunities to develop large and small motor skills. Emphasis for high school and preschool students is on organization, creativity, and positive attitude as well as "do and be your best." Our students work closely with the program director and head preschool teacher to maximize the educational experience for each preschooler.

PROGRAM POLICIES:

1. Children must be at least 3 on or before September 1st and potty trained to be eligible to enroll.
2. Parents may apply for admission to our preschool by filling out a registration application. Registration is complete and your child is accepted into our program when the application is accepted, a non-refundable deposit is paid, and the child's immunization records have been received.
3. Enrollment is limited to 15 children total.
4. We encourage parents to commit to having their child remain enrolled for the full preschool year (October 2023 through May 2024). Keeping your child in a preschool program consistently and having him/her attend regularly will greatly enhance his/her learning experience and will help him/her to exceed in kindergarten.

HOURS OF OPERATION AND PRESCHOOL SCHEDULE:

Start Date: October 2, 2023

End Date: May 9, 2024

Monday-Thursday (no preschool on Fridays)

Drop off time: 9:05am-9:10am

Pickup time: 11:55am

Because the Preschool session is so closely related to the high school schedule, we ask that you pick up your child promptly by 11:55am. Parents/caregivers must sign their child/children ***in and out*** of preschool.

TUITION:

Tuition is \$140 per month and due on the 1st of each month.

A \$140 deposit reserves your spot and pays for October tuition.

Pay by calling the finance office and paying over the phone (385-646-5360 #3).

HOLIDAYS

We know that children enjoy celebrating holidays and we do too. In the classroom we plan to do activities related to Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Easter. If you have a holiday that is special to you and your student, please let us know. We'd love to learn about and celebrate it in our classroom.

POLICIES GOVERNING SICK CHILDREN

1. To protect other preschool children and teachers, please keep your child at home if he/she is ill.
2. If a child becomes ill while at preschool, every effort will be made to contact the parent or caregiver to pick up the child from school. It is important that we have an emergency phone number(s) to reach the parent or a substitute caregiver.
3. If a child feels ill or tired and needs to rest, he/she will be taken to the cozy corner and will be able to lie down until he/she feels better or until a parent or specified caregiver picks him/her up to take home.
4. Due to District liability concerns, we cannot be responsible to administer medications of any kind to preschool children. No high school student is allowed under any circumstances to give medication to a preschooler. High school students may give Band-Aids to preschool children or a cold pack (if the child gets a bump).

ACCIDENT POLICIES

In the event of a serious accident, every effort will be made to contact the parents as soon as possible. High school administration will also be informed immediately and a decision as to emergency procedure will be followed at the Administrator's discretion. After initial treatment has been made, an accident report will be completed, (Granite District report form) and will be filed with the high school administration within 24 hours.

CHILD ABUSE AND NEGLECT POLICIES

The State of Utah and Granite School District require that we report any suspected cases of child abuse and/or neglect. The procedure for this would be as follows:

1. Suspicious instances will be documented in the child's preschool file.
2. When suspicions are sufficient to warrant some kind of action, a verbal report will be made to the high school administration and action taken as per their recommendations.

RESPONSIBILITIES OF PARENTS

1. Please be sure your child is dressed appropriately for the weather outside. Make sure they have coats, gloves, etc. Have your child's name clearly written on tags with a permanent marker (you could write their name on a piece of tape and stick that on the article of clothing).
2. Please provide a change of clothing in a labeled Ziplock bag
3. A snack will be given to the children during preschool. Please notify us in writing if your child has any special dietary considerations, such as food allergies. Be sure to talk to the preschool director and head teacher about these concerns. Please feed your child breakfast before bringing them to the preschool. Do not send your child with food or drinks (unless it is a prearranged birthday treat). A water bottle is permitted and must be labeled with the child's name. We will provide adequate and nutritious snacks for your child during snack time (unless other plans have been discussed with the director and head teacher). **We appreciate your support as we encourage children to try new foods during snack time.**
4. Please be punctual in dropping off/picking up your child/children at preschool. Only those people you authorize to pick up your child will be allowed to do so.
5. Please remember that we are in a high school setting, and that a lot of noise in the hall may disrupt classes being held nearby. Help your child learn the importance of walking quietly in the school hallways.
6. Please notify us of any extended absence your child will have due to illness, family vacation, family problems which may affect your child, or at-home accident or injury to your child. You will still be responsible for paying the full amount of tuition.
7. No toys should be brought to school unless it is for show and tell. Show and tell items will remain put away until sharing time and then will be put away again. They are not to be played with during free time.

Have your child bring the following items to school:

- A backpack for your child to bring home schoolwork.
- A change of clothes in backpack if you think your child could soil his/her clothing extensively or have a toileting accident.

GRIEVANCE POLICIES FOR PARENTS AND STUDENTS

Any problems or concerns you may have regarding the preschool should be directed to the preschool director to be dealt with. If the problem is not resolved, you may then go to the High School Administration (Mr. Ryan Oaks, Principal), and then Granite School District to resolve the concern.

Our preschool is run as independently as possible through the Family and Consumer Science Department. Our Early Childhood program focuses on teaching the high school students how to prepare, teach, and work with young children. Working out any problems we encounter will bring us to a higher level of education and understanding. We welcome parent and high school student's suggestions, and we encourage open communication.