



Policies and Procedures

Welcome to Caughlin Preschool!

Caughlin Preschool is fully licensed by Washoe County Human Services Agency.

We invite you to tour our preschool and meet our staff in person. We do require an in person application for enrollment and placement on our wait list. Our experienced administrative staff shall take time to inform you of our curriculum and classroom placements. Please call our school to schedule a tour. We will be able to give you a thorough tour with an appointment.

We are so glad to have your child join us. Our preschool forms include a signature page for you to acknowledge and agree to our policies. Please read this information carefully and let us know if you have questions!

CAUGHLIN PRESCHOOL FIRST DAY CHECKLIST

Infant(Koalas) through Pre First(Bears):

_____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

_____Two snacks (at a minimum) and a complete lunch including ice pack, drink & utensils

(Please label all belongings).

_____Complete change of clothing

_____A nap mat is required if child is staying for nap time (Please buy one from us - we sell them here for \$40.00), or a crib sheet for under 15 months of age

ARRIVALS AND DEPARTURES

Caughlin Preschool hours are 6:30 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 curriculum and activities. Full day curriculum hours are 9am to 5pm. Half day curriculum hours are 9am to 12:30pm (children may arrive as early as 6:30am). Please pick up morning half day children by 12:30 pm. Afternoon half day programs begin at 12:30 pm. Our school closes at 6:00 pm. Please be punctual. A late fee of \$1.00 per child per minute will be assessed after 6:00 pm (or 12:30 for half day). 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 DO NOT open the door for anyone unless they are checking their child in or out. 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. We will check identification of all persons picking up to verify their identity. Please notify us of any changes in address, phone numbers, or emergency contacts by logging into the MyProcure software and updating your information.

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 regulation. Our staff refers to Conscious Discipline practices and 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, and administrator intervention meeting. A behavior plan will be devised and implemented based on the content of 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. Caughlin Preschool collaborates with local intervention programs including Nevada Early Intervention Services, Northern Nevada Child and Adolescent Services, and Child Find to offer additional support and resources. A meeting between parent, teacher, and administrator shall occur wherein we discuss a referral to these programs.

Extremes in behavior shall not be tolerated. Physical and/or verbal aggression towards other students and staff members shall not be tolerated. Students shall be sent home and/or expelled for physical behaviors.

BIRTHDAYS

If your child would like to celebrate his or her birthday at school, please notify the child's teacher in advance. We encourage a special activity for birthday celebrations. Some ideas are birthday hat decorating, sharing a scrapbook/family photos, a classroom game, and/or favorite book to share with the class. Please refrain from bringing food items in to share.

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. Special helpers are always appreciated during special occasions, in the classroom, and 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. Students up to age 3 shall utilize our KidReports application to receive daily notes and documentation regarding their care. When communicating through the KidReports application, please allow 24 hours to respond to emails sent. For immediate questions or comments, please call the school.

ASSESSMENTS

Each student enrolled at Caughlin Preschool has a portfolio which shall include a copy of current and prior assessments, informal observations, and samples of his or her work. Developmental progress reports are generated upon enrollment and for each child at the beginning and end of the school year. We utilize Brigance III as our primary assessment tool. Data from Brigance screens is entered into an online management system. This data follows each child and is integrated with State of Nevada and Washoe County School District. Parents are encouraged to schedule an appointment for a conference if they have any questions regarding their child's progress.

CURRICULUM

A monthly calendar is posted in each classroom showing the upcoming month's activities. Copies of weekly curriculum are also posted on our website under classroom blogs. Curriculum aligns with the Nevada State Early Learning Guidelines and Nevada Pre-K standards. Assessments are implemented and are utilized to provide developmentally appropriate practices.

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, or update information as needed by logging onto MyProcure.

TEACHERS

An important component of Caughlin Preschool is our excellent and highly trained staff. By state law caregivers are required to obtain 24 hours of training in the child care field per year. All staff members are CPR and First Aid certified. In accordance with Washoe County Human Services Agency, our staff is required to obtain a work permit through Washoe County Sheriff's Department that involves a complete background and fingerprint check. Each staff member is a Mandated Reporter under the Nevada Revised Statutes. We take great care in selecting our staff and provide them with ongoing training and opportunity to grow. All staff are required to maintain a current membership with The Nevada Registry.

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 CHECK OUR WEBSITE AND SCHOOL FACEBOOK PAGE FOR UPDATES. PLEASE WATCH CHANNEL 4 NEWS FOR INFORMATION IN THE MORNING. We shall 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 6:30 am unless extreme circumstances arise. However, we ask

that you be patient and understanding if we are running late due to road conditions. Please understand that safety is our first concern. If we do need to close, that information will be posted on our website and school Facebook page. Please feel free to contact us if you have any questions.

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 follow hand washing procedures before and after meals, toileting/diapering, outside play, and at other times during the day. Our facility is cleaned and sanitized nightly. 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 and provide a note from your physician. Please leave all medications with the director or your child's teacher, so the medications can be properly stored in a locked place.

We follow safe sleeping practices at rest times throughout the day. For more information, please visit the Nevada Division of Public and Behavioral Health website.

NUTRITION AND PHYSICAL ACTIVITY

Nutrition and physical activity are important parts of a child's development. We follow the United States Department of Agriculture guidelines for nutrition requirements. Please send a well-balanced meal for lunch, and a minimum of two snacks daily. Please place an ice pack in your child's insulated lunch box to help keep foods fresh until lunch time... soda, candy, and other sugary foods are not allowed at school, and we require a water bottle daily. For children drinking bottles, please send the number of bottles your child will have throughout the day

to school. Bottles are warmed in a bottle warmer or crock pot. Refrigerators are provided in our infant classrooms.

Children participate in a minimum of one and a half hours of physical activity daily. Developmentally appropriate activities are planned for both structured and unstructured times of day.

NUT FREE INFANTS AND TODDLERS!

In order to limit the exposure to allergens, we implement no nut classrooms until your child is in the Elephants class (2 ½ years). At this age we can provide a nut and nut free table, have children wash their hands after eating nut products, and are able to more closely prevent children from sharing food! For children under 2 ½ that require nut products for dietary needs, please notify administration so we may make appropriate accommodations for safe feeding practices.

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 ensure your child has an ample supply of sunscreen. Please refrain from sending Aerosol spray sunscreen.

SUPPLIES AND CLOTHING

All Caughlin Preschool students are required to have a labeled lunchbox with an icepack and utensils, a water bottle, a complete change of seasonal clothing in a labeled zip-lock bag (accidents and weather changes do occur), and a nap mat (available for \$40 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.

All toileting supplies will come from home. Please send in a pack of diapers and wipes. We will notify your family through the KidReports application when supplies are running low. Families utilizing cloth diapers must provide a waterproof bag or container to store soiled diapers. Soiled diapers must be taken home daily to clean and sanitize. Please provide enough diapers and waterproof covers for each diaper change.

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, collects payments in a timely manner, reduce administrative expenses, and more importantly, give us more time to care and nurture our children. MasterCard, Visa, and Discover cards are accepted. Credit cards will be charged for monthly tuition on the first day of each month. Debit cards will be charged biweekly on Fridays, or monthly on the first. A list of specific biweekly EFT withdrawal dates is posted at the front desk and on our website. Copies are available for your convenience. Parents may use TuitionExpress.com to access payment information, print receipts, make online payments, and receive email payment confirmations. Check payments will be accepted once a month by the first for the entire month. A late fee of \$25 will be assessed on the 5th for monthly payments. For families paying biweekly, a late fee of \$25 shall be assessed at 6:30 am Monday morning for the current week of attendance. 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 \$150 will be applied to the unpaid balance due for a child to return.

**Thank you for taking the time to read our policies.
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 first or the next business day thereafter (Visa, MasterCard, and Discover)
- EFT withdrawals are conducted biweekly on Friday prior to the week of attendance. Monthly EFT withdrawals are posted on the first 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 \$150 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 \$150.00 per family due upon enrollment
- An annual supply fee of \$75.00 per family is due September 1
- Additional Drop-in Days may be requested for enrolled children if space permits.

VACATION: _____

-We offer a one-week vacation credit per year of enrollment, after six months of continuous enrollment. 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, Veterans 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 Preschool will be closed on the last Friday of the summer program for a Teacher-in-Service day

**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

Parent/Guardian Signature: _____

Date: _____