



Caughlin Preschool

www.caughlinpreschool.com

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Reno, NV 89523

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Parent Policies and Procedures 2025

Joanne Taylor Palmer, MA

Owner and Director

Established 2020

Welcome to Caughlin Preschool!

Our program philosophy:

Caughlin Preschool is fully licensed by The State of NV. Our preschool has 25 years of experience providing quality early education. We are passionate about teaching your child(ren) and helping them reach their full potential. Assessments are used to create curriculum unique to each child. The majority of our teachers have a Child Development Associate.

Caughlin Preschool provides full and part time care for infants and toddlers. We also offer full and part time preschool and PreK for children 2-6. Our hours are 6:30am to 6pm Monday through Friday.

We are fortunate your family has chosen Caughlin Preschool. Our preschool forms include a signature page for you to read, acknowledge, and sign. Please review this information thoroughly and contact us if you require clarification.

Enrollment and Paperwork:

Caughlin Preschool uses procare software to efficiently operate our school. Upon enrollment a link shall be sent to your email. Please follow the link and create your account. Other documents are sent through signnow. Please list name(s) of the individuals you authorize to pick up your child in myprocare and All About Me Form. If it is necessary for someone other than those listed on the form to pick your child up, please send an email to info@caughlinpreschool giving them written permission. A valid picture ID is required. Please ensure your information is updated in myprocare.

Caughlin Preschool uses procare engage as a tool for communication. When your child starts a link shall be sent to you with instructions to download the engage app. Teachers document daily activity, curriculum, and other necessary information with ipads in the classrooms. Please note this is a tool for communication that is quite limited. We do prioritize interaction with children. All messages through the engage app are approved by management before they are sent. This may cause a delay in receiving information. Please call if you have any concerns or questions.

Tuition Policy and Rates

Tuition is billed monthly or biweekly. Upon enrollment you shall select your preferred payment method. Caughlin Preschool utilizes Tuition Express to process tuition payments. MasterCard, Visa, and Discover cards are accepted. Credit cards will be charged for monthly tuition on the first day of each month. A 3% processing fee applies to all credit card payments. Automatic bank account payments are charged biweekly on Thursdays, 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.

Check payments are an additional option for payment. A monthly statement shall be emailed per your request.

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

Caughlin Preschool hours are 6:30 AM to 6:00 PM, Monday through Friday. We encourage children to arrive by 9:00 AM 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.

Over time

Our school closes at 6pm daily. Please be punctual. A late fee of \$1 per minute, per child shall be applied after 6pm. This payment is expected in cash and paid to the teacher(s) on duty.

Withdrawal

Two weeks notice in writing is required for withdrawal. Payment is expected for this time period. Please email info@caughlinpreschool with your withdrawal date.

Child Custody

Please list all parents and guardians when enrolling your child. We will require a court order to restrict parent or guardian access.

Arrival and Departure

Parents must check their child(ren) 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.

Parents must always accompany their child(ren) to the appropriate classroom and caregiver. Children may not be left alone.

Holidays, Vacations, and Absences

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

Caughlin Preschool will be closed on the last Friday of the summer program for Teacher-in-Service Day

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 two weeks in advance.

Caughlin Preschool will be closed on days when it is necessary due to weather, or during unforeseen circumstances.

Absentees and/or holidays during the course of the week do not affect the weekly tuition.

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 family photos, a classroom game, or favorite book to share with the class. Please no food or candy.

Enrichment programs / Curriculum

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 every six months thereafter. We use Brigance III as our primary assessment tool. A copy shall be sent home.

Parents are encouraged to schedule an appointment for a conference if they have any questions about their child's progress.

A monthly calendar is posted in each classroom showing the upcoming month's activities. Curriculum aligns with the Nevada State Early Learning Guidelines and Nevada Pre-K standards. Assessments are implemented and are utilized to enhance developmentally appropriate practice.

Emergency Information

Each child must have current emergency contact information in myprocare. 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 ensure person(s) are aware that they are listed for this purpose. Please notify the directors of changes in address or work numbers, or update information as needed my logging onto myprocare. Teachers have paper copies of student information in each classroom.

Emergency Evacuation

The fire department has determined that the two grassy areas in the front of the school are safe locations for evacuation. Each classroom door has a copy of the evacuation map.

Emergency Drills

Emergency drills for fire are conducted monthly. Drills for earthquake, active shooter, and natural disaster are conducted quarterly. A copy of our emergency drill log is located at the front office.

Snacks and Meals / Allergies

Students provide their own snacks and meals. A daily schedule shall be given with individual classroom snack and meal schedules. Allergies must be listed upon enrollment. Current allergy lists are posted in each classroom and staff are made aware of individual allergies. Staff are required to complete CPR and First AID within 90 days of employment and biannually thereafter. This training includes using an EpiPen. EpiPens are stored in the classrooms in a designated red container.

Grievance Procedures

We have an open door policy and invite you to share your concerns. Please contact us in person, via phone, or email as soon as possible. We shall do our best to address complaints and remedy the situation.

Parent Involvement

We are a family-oriented preschool and encourage parent participation, feedback, and support. It is a priority for parents to 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.

Right to Observe Program

You have the right to observe our program prior to and any time after enrollment of a child.

Your Child's Adjustment

Upon enrollment you shall receive an all about me form. This form allows you to complete information that helps us get to know your child. This form will be given to teachers before your child starts.

Our teachers have empathy and experience with helping children adjust to a new environment.

Children's Belongings

Please label all items brought to school. Children have their own cubbies and hooks for their belongings.

Clothing

All Caughlin Preschool students are required to have a complete change of seasonal clothing including shoes (accidents and weather changes do occur), and a nap mat (available for \$65 from Caughlin Preschool) if the student naps at school.

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.

Diapers and Wipes

All toileting supplies shall be provided by parents. We will notify your family through the procare application when supplies are running low.

Families utilizing cloth diapers must provide a waterproof bag or container to

store soiled diapers.

Diapers are checked/changed every two hours or as needed in between. Diaper changes are documented in the procare app.

Toilet Training

Toilet training is different for each child. Teachers and parents communicate about toilet training together when the child shows interest. We do ask that during toilet training parents send at least 2 extra sets of clothes.

Bottles and Pacifiers

Please provide your child with a clean bottle for each feeding.

Breast milk bottles are stored in the refrigerator.

Formula bottles can be mixed before feeding. Formula can be left in the child's cubby. Please prefill the bottles with water.

Bottles are heated in a bottle warmer.

Pacifiers are stored in a container in each child's cubby.

Rest Periods, Nap time, and Bedding

Each classroom has a daily schedule for nap time.

We provide a sanitary plastic mat for each child.

A nap mat is needed for each child. We offer the nap mats for sale for \$65.

Nap mats are to be taken home on Fridays to be laundered.

Medication

If a child requires 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.

Illness

Our licensing requires we follow Washoe County District Health Department Recommendations for prevention and control of Communicable Diseases in Schools and Child Care Centers.

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 is

permitted to return to school the same day with a doctors' note, or 24 hours after symptoms have ceased. Children with a need for antibiotics must receive 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 been diagnosed with a communicable disease by a medical professional.

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.

Behavior Guidance and Discipline

We utilize positive reinforcement and redirection as our primary means of discipline. Teachers provide opportunities for students to make appropriate choices that encourage 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 resources available to borrow in our lending library.

Repeated misbehavior that results in frequent classroom disruption will require a parent, child, teacher, and administrator intervention meeting.

A behavior plan shall be developed 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.

Inclusivity

At Caughlin we welcome diversity and implement this in our curriculum. We value each child as an individual.

Special Needs

Caughlin Preschool welcomes support teachers and therapists in to our environment. We have seen lots of success when services are provided at school. Our staff does not have training or ability to care for children with special needs.

Injuries / Incidents

Injuries and incidents are reported to the directors as soon as possible. A message shall be sent to the parent via our procare app. For more serious events, a phone call will be made to parents. All messages are approved through the director before they get to the parents.

Child Abuse

All staff are mandated reporters in the state of NV. We are required to take a course on Child Abuse and Neglect within 90 days of employment.

Facility Staff Training

Caughlin Preschool has an excellent and highly trained staff. By state law caregivers are required to undergo a full FBI fingerprint background check and obtain 24 hours of training in the child care field per year. All staff members are CPR and First Aid certified. We take great care in selecting our staff and provide them with ongoing training and opportunities to grow.

No Smoking, vaping, or uncontrolled substances permitted at all times.

Tuition and Scheduling signature page

- *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). A 3% processing fee is applied.
- *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 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 reenrollment fee of \$200 in addition to the balance due.
- *Absentees and/or holidays during the course of the week do not affect the weekly tuition.
- *Annual registration fee is \$200.00 per family due upon enrollment
- *An annual supply fee of \$80.00 per family is due September 1
- *Additional Drop-in Days may be requested for enrolled children if space permits.
- *Caughlin Preschool will be closed in celebration of the following holidays: Labor Day, Nevada Day, Thanksgiving Day & Family Day, Christmas Day and the day after, New Year's Day, President's Day, Memorial Day, & Independence Day.
- *Caughlin Preschool will be closed on the last Friday of the summer program for Teacher-in-Service Day
- *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 two weeks in advance.
- *Two weeks notification of a child's withdrawal is required. Payment is required during this time period

Parent/Guardian Signature:
