



W.H.E.E. Preschool
2024 – 2025
Parent Handbook

This policy and procedure parent handbook published and compiled by W.H.E.E. Preschool introduces parents to our philosophy of education, our commitment to the families, and to the responsibilities we jointly assume for our school.

Walnut Hills Early Education
5400 South Yosemite St.
Greenwood Village, CO 80111
www.wheepreschool.com 303-850-7438

“W.H.E.E. Preschool has been selected over ten years in a row for the Best of Englewood Awards for Early Education and now qualifies for the Englewood Business Hall of Fame.”

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LETTER FROM THE DIRECTOR

Dear W.H.E.E. Families,

Welcome to the 2024-2025 school year! We are so very happy you have chosen WHEE for your child's early childhood learning experience. We are excited to partner with you in creating a meaningful, fun preschool for your child!

W.H.E.E. understands the importance of creating a positive, safe and fun educational experience for young children. We believe that preschool is the first step in building their foundational tool belt. Through fun, exploring and creating, we strive to establish a lifelong love of learning.

Our dedicated and certified teaching staff truly loves what they do. Together, we cultivate a well-balanced, intentionally based curriculum. We assure our students learn through developmentally appropriate practices in order to enhance their confidence, creativity and intelligence to prepare them for kindergarten.

The W.H.E.E. Parent Handbook was written to help familiarize families with our school procedures and policies. It's a quick and handy reference guide with useful information that can be used throughout the school year.

Thank you for trusting us with the education of your child. As our motto is "It starts in the heart." With our staff and you the parents, we are laying the cornerstone for our future generations.

*Sincerely,
Brigit McNair
Director*

MISSION STATEMENT

W.H.E.E Preschool's mission is to provide a meaningful early childhood educational experience, empower children, honor varied learning styles, and emphasize the joy and wonder of learning.

THE FOUR COMMITMENTS TO W.H.E.E. PRESCHOOL

- Parents will volunteer for 5 hours per year.
- Minimum donation of \$60.00 for Fall Fundraiser.
- A minimum of \$60.00 donation or equal valued solicitation for item/items to be auctioned at the Spring Gala Event.
- To link your King Soopers Card to WHEE Preschool so that 5% of all your purchases will be donated to our school.
Go to www.kingsoopers.com/communityrewards and register for a loyalty card or connect your existing one. Then link your account to "WHEE Preschool" or XK802.

HISTORY

Walnut Hills Early Education is a non-profit corporation founded and licensed by the State of Colorado in 1972. The school was incorporated by the State of Colorado in 1973. It began in Walnut Hills Elementary school and moved to the current location in 1984. The school is governed by a Volunteer Board of Directors that is composed of W.H.E.E. Preschool parents. A new board is elected each spring.

Over the past 50 years, W.H.E.E. has evolved into an outstanding, high quality early childhood program that serves families from several communities in our area.

STATEMENT OF PHILOSOPHY

We believe all children deserve the right to quality education. We are committed to the development of the whole child. We believe this is accomplished through large group, small group and individual experiential learning experiences. W.H.E.E. provides the opportunity for children to learn and build positive self-images through meaningful play, age appropriate activities and interaction with experienced and educated teachers.

Children deserve a nurturing, safe and happy environment that promotes their natural curiosity and desire to learn. Our school provides a variety of experiences designed to extend the children's awareness and understanding of their environment and community. W.H.E.E. is centered and based on the belief that play is the best way for children to learn. A child's "work" is their play.

PURPOSE AND GOALS

Our goal is to guide young children toward their own developmental growth and social competence. To accomplish this, we provide a comprehensive approach that addresses the needs of the whole child. Creating experience and learning opportunities to grow and learn socially, emotionally, cognitively and physically is the framework for W.H.E.E.'s developmentally appropriate curriculum. We strive to enrich the lives of children in such a way that they may reach their own optimum growth. W.H.E.E. preschool encourages children to become the best they can be by promoting the following:

- Honesty and Integrity
- A love of learning
- Dignity and Respect
- Growth and discovery
- Diversity
- Self reliance

DESCRIPTION OF APPLICATION PROCESS

W.H.E.E. Preschool is open to all children three, four or five years of age by October 1st of the enrollment year. The preschool admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the pre-school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs. We welcome all children who may benefit from our program.

- Due at the time of registration: Registration fee of \$160.00 and a deposit of one month's tuition. Deferred tuition is *non-refundable after June 1st*.
- Returning families have priority for the following year.
- All health and medical forms must be completed, dated, signed by a physician and returned to the director by the first day of school, and updated annually based upon the date of the doctor's signature.
- Each child must have a parental release liability form signed and dated.
- Any other pertinent information regarding the child will be helpful and will be kept confidential.
- Parents will sign a contract for 5 volunteer hours per year, commitment to fundraise: minimum donation of \$60.00 for Fall Fundraiser, and \$60.00 donation or solicitation for auction items.
- Children must be toilet trained.
- The registration fee is non-refundable.

CLASSROOM PLACEMENT

Our policy follows the Cherry Creek School District age guidelines. The following are W.H.E.E. Preschool age requirements:

AM 3's – 3 by October 1st

PM Young 4's – 4 by March 15th

Pre-K 4's – 4 by October 1st

Jr K – 5 by October 1st

PAYMENT SCHEDULE AND FEES

Tuition is due the first of each month. The deferred fee paid during registration is tuition for the month of September. **You will be expected to pay each month's tuition in full regardless of whether your child is in attendance or not.**

MONTHLY TUITION

3's Tuesday/Thursday	\$288.00 per month	8:20 to 11:20
3's Monday/Wednesday/Friday	\$432.00 per month	8:20 to 11:20
Pre-K 4's Monday/Wednesday/Friday	\$538.00 per month	8:20 to 11:20
Pre-K 4's 5-morning classes	\$672.00 per month	8:20 to 11:20
Young PM 4's Monday/Tuesday/Thursday	\$432.00 per month	11:45 to 3:15
Jr. K. Monday/Tuesday/Wednesday/Thursday	\$604.00 per month	11:30 to 3:15

PREFERRED METHOD OF PAYMENT

Tuition payment will only be paid via "Bill Pay" from your personal bank. This option allows your preferred bank to automatically send a check to WHEE.

Check made payable to **W.H.E.E. Preschool** and mailed to **5400 South Yosemite St, Greenwood Village, CO 80111**

ADVANCE TUITION PAYMENTS

An advance payment of one full month's tuition is required to reserve a child's place for preschool. This advance tuition payment is considered the tuition for the month of September and is non-refundable after June 15th of the year registered.

WITHDRAWAL FROM SCHOOL

Families who leave during the school year must submit written notice to the director **30 days** prior to the child's last day.

DELINQUENT ACCOUNTS

Any family unable to make tuition payment should contact the director before the due date to arrange an alternate payment schedule. Any family that fails to make appropriate payment on two regular or specially arranged due dates without the consent of the director will be referred to the Executive Parent Board for possible further considerations, such as suspension or expulsion.

EDUCATIONAL ACTIVITY FEE

This \$60.00 fee is used to cover educational activities such as storytellers, yoga instructors, etc.

SCHOLARSHIP FUND

W.H.E.E. has a Scholarship Fund that is available to qualified families who require assistance. Ask the director for an application form. Scholarship information is kept confidential between the director, treasurer, and the family.

DAILY SCHEDULE

Morning sessions are 3 hours, 8:20am-11:20am. Afternoon sessions are 3.75 hours, 11:30-3:15. Each session includes individual, small and large group experiences. Centers include art, drama, manipulative activities, math, science, block building, large and small motor movements, and “handwriting without tears” curriculum. Children use the playground for 45 min a day, with the exception of extreme weather conditions. W.H.E.E. also provides a monthly Yoga class, incorporated into the session.

- AM 3’s Tuesday & Thursday Mornings 8:20-11:20am
- AM 3’s Monday, Wednesday & Friday Mornings 8:20-11:20am
- AM Pre K – Monday, Wednesday & Friday Mornings 8:20-11:20 am
- AM Pre K -5 Mornings – Monday, Tuesday, Wednesday, Thursday & Friday Mornings 8:20-11:20 am
- PM Young 4’s – Monday, Tuesday and Thursday Afternoons 11:30-3:15pm
- PM Jr. Kindergarten 4’s – Monday, Tuesday, Wednesday & Thursday Afternoons 11:30-3:15pm

LUNCH ENRICHMENT PROGRAM

Lunch Enrichment is an optional program on Wednesdays, 11:30-1:30. It was created to enhance and offer more active learning and give the children the experience eating lunch together. Children bring their own sack lunch (please see allergy information for food restrictions).

- Offered for:
 - AM M/W/F 3s,
 - AM pre-K M/W/F 4s
 - 5 morning Pre-K
- \$50.00 added to monthly tuition

ARRIVAL TIME

Please make sure to bring your child to school on time. It is **critical** to the beginning of their day and makes it much easier on your child emotionally to enter the group and participate in opening activities.

- Children should not be brought to the classroom before 8:20 am. or 11:45 am.
- Jr K children should not be brought to the playground before 11:30 am.
- Each child must be signed in with the parent/caregiver’s initials and time of arrival. Do not leave your child in the classroom when a teacher is not present.
- Carpools are responsible for signing in each child that they drive to school.
- A parent or guardian must contact W.H.E.E. Preschool, via phone call or email, if a child will be delayed for the start of the school day or will not be attending class.

RELEASE PROCEDURE

- No child will be released to anyone under the age of 18.
- Please notify the teacher and/or director with a written note prior to pick-up if someone other than the parent or guardian will be picking up your child.
- No child will be released to an unauthorized person.
- Police will be called if an individual exhibits hostility within the school or school grounds.

LATE PICK-UP

- A \$5.00, per minute, late fee is assessed once a parent is over 5 minutes late.
Punctuality is a respect issue to your child and the school staff.
- Please notify the teacher and/or director with a written note prior to pick up, when someone other than the parents or guardian will be picking up the child. Please call the school if you are going to be late.

PARENT INVOLVEMENT

Parent involvement enriches a child's school experience. The parents, teachers and director share the responsibilities and the rewards of operating a non-profit school. Parents play an essential role in our classrooms. Parent participation is required in the following areas:

- A parent *must* attend orientations to be well informed regarding the upcoming school year.
- Families are required to volunteer a minimum of 5 hours per school year. There are many opportunities to meet this requirement, such as washing materials and equipment, making play dough for your child's classroom, helping with our fundraising projects, etc.
- Each family is required to participate in the two (fall and spring) school fundraisers.
- Each parent is responsible for reading all newsletters and information from the school.
- A parent is asked to attend three major functions during the school year.

Orientation

Back to School Evening

Annual Meeting/Spring Auction Gala

FUNDRAISING

Each year W.H.E.E. Preschool conducts two fundraisers to help support our school. Both require parent involvement.

- Our "Back to School Night – Fundraising Event." For this event, the board comes up with a product that you will receive at the back to school night for a minimum family for a donation of \$60.00 or more.
- The Annual Meeting/ Spring Auction is a big event and we ask each family for a donation of \$60.00 or an item to be donated to the auction.

CONFIDENTIALITY

W.H.E.E. Preschool is a community in which the staff, parents, and children work together closely. It is imperative that we respect each other's privacy in matters of a personal nature. Our strength as a school comes from our parents' involvement and the time and commitment parents give to our school. Please direct any concerns, comments or questions to the director or your child's teacher. Sensitive information about children needs to be kept private and should never be part of your casual classroom conversations. We appreciate your sensitivity and professionalism in regard to this matter of confidentiality.

CHILDREN WITH SPECIAL NEEDS

W.H.E.E. Preschool provides equal opportunity for children with special needs. A reasonable effort will be made to accommodate any child's needs and to integrate the child with other children, within the capacity of the existing staff. Upon enrollment of a child with special health care needs, we must obtain a copy of an existing individualized health care plan for the child that can be reviewed, adopted, and implemented by our staff. We will inform our nurse consultant about the needs of the child and work together, with you the parent, to develop an accommodation plan. Admittance will be evaluated on a case-by-case basis. After the evaluation we will admit special needs children on a trial basis of one month. During this time we will work closely with the child's parents, our nurse consultant, teachers and any other person(s) responsible for the child's growth and well-being. At the end of one month, we will meet with the parents (and any other necessary case workers) to determine if we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs, we will give parents the time and assistance needed to find more appropriate care.

DIAPERING AND TOILET TRAINING

All children who attend W.H.E.E. Preschool, need to be toilet trained.

DISCIPLINE AND GUIDANCE

The preschool's staff makes every attempt to discipline and guide children in a manner with love and dignity. The term guidance is used because it is a positive term and implies working WITH children to develop internal control of their behavior.

Our goal is to encourage children to become creative, independent, responsible and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms:

- Environment: A place that is designed for children. Centers are clearly designed and arranged to promote hands-on learning and discourage inappropriate behaviors, such as running inside.

- Logical Rules: Rules such as keeping your hands to yourself and taking care of the learning environment are discussed with the children, as well as the reasons why rules are needed.
- Curriculum: Is developmentally appropriate, based on children's interest and level of readiness.
- Positive Behavior: We reinforce the behaviors we encourage. We love to catch them being good.
- Redirection: Often, engaging a child in another activity can eliminate a potential difficulty. We might ask them to help us or send them to a different area to play.
- Positive Reminder: Telling the child what we want them to do, rather than using "no" or "don't".
- Renewal Time: Occasionally a child needs to be removed from the situation for a brief time, allowing them to consider alternate behavior.

Any ongoing situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: No verbal abuse will be allowed, such as humiliation, ridicule, threat or coercion.

CHRONIC DISRUPTIVE BEHAVIOR

We make every effort to work with the parents of children having difficulties in preschool. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior that has been determined to be upsetting to the physical or emotional well-being of another child may require the following actions.

- Initial Consultation: The director may require the parent(s) to meet for a conference. The problem will be defined on paper, goals will be established and the parent will be involved in creating approaches toward solving the problem.
- Second Consultation: If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. A second attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.
- Suspension: When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the preschool indefinitely. The director may immediately suspend a child at any time he/she exhibits a behavior that is harmful to him/ herself or others. A parent may be called at any time if a child exhibits uncontrollable behavior that cannot be modified by the preschool staff. The parent may be asked to take the child home immediately. Suspensions from the Preschool Program may vary from a few hours to an indefinite period.

GRIEVANCE PROCEDURES

At W.H.E.E. the parents, director, teachers and assistants bring their respective knowledge, skills, and experience into their relationship. This relationship is built through communication, sharing and knowledge that arrive at common understanding. When a complaint arises and a staff member or parent want to file a grievance, the following chain of command procedure should be followed:

- Take the grievance to the other party involved for a resolution.
- Take the grievance to the director.
- Take the grievance to the board of directors.
- Take the grievance to an appointed mediator.

The mediator will report his/her recommendation in writing to the board of directors, which will make the final decision.

CHILD ABUSE POLICY

All staff members at W.H.E.E. have completed an intensive background check through the Central Registry of Child Protection and the Central Bureau of Investigation.

All staff members have completed training in the prevention of child abuse and neglect.

Also, in accordance with the State of Colorado, W.H.E.E. Preschool requires that all staff members be on the lookout for and report to the State Department of Social Services all cases of suspected abuse. The parent will also be contacted at the same time.

SECOND/ THIRD HAND SMOKE POLICY

W.H.E.E. provides a safe environment for all students and staff. Second and third hand smoke can be very toxic to the children, classroom and staff. If a child or staff smells like smoke, they may be asked to change into new clothes. If clothes provided by family contain the smell of cigarette smoke as well, W.H.E.E. will provide extra clothing. A discussion with family will be had to ensure Second and or Third hand smoke is not in the W.H.E.E. school environment.

VISITORS AT W.H.E.E. PRESCHOOL

All visitors will sign in at the office with their name and phone numbers. Proof of identity may be needed.

PARENT BOARD OF DIRECTORS

W.H.E.E. Preschool is governed by a volunteer Parent Board of Directors. The Board works with the director to act upon decisions involving the preschool as a whole. The members of the parent board are all W.H.E.E. Preschool parents. A general election is held each spring for the new board. Meetings are generally held once a month on the second Monday. Meetings are open to the general school community.

The Parent Board of Directors consists of:

- President
- Vice President

Secretary
Director
Member at Large
Volunteer Coordinator
Community Engagement
Spring Auction Committee
Directory Coordinator

CHILDREN'S PERSONAL BELONGINGS & ATTIRE

- All children are provided with a plastic tote bag at orientation. Please send it with your child every day. Check it each day for projects they have made and very important notes from the teachers and/or the director.
- Children should not bring personal toys or other valuables, including jewelry and money, to school. This avoids much heartbreak when items become lost or broken. "Show & Tell" day is the exception. All show and tell items must be easily transportable.
- The lost and found box is located in the office. Please come and check for any lost items.
- Children should wear simple clothing. Whenever possible, provide clothing with fastenings that your child can manipulate independently.
- Velcro or slip-on shoes help children to develop independent skills.
- Dress shoes, sandals and cowboy boots are dangerous and/or uncomfortable for the children on our playground. Please provide weather appropriate shoes they can play easily in.
- All outer garments, including hats and boots, should be labeled prominently with your child's name.
- All children should have an extra set of clothing in their tote.

OUTDOOR PLAY GUIDELINES & POLICY

Our motto is: There is no bad weather, just bad clothing. We play outside almost every day. If your child is not healthy enough to play outside then your child is not healthy enough to come to school. Please dress your children appropriately for the weather. In the event of extreme hot or cold weather the director and teachers will determine the safety of children playing outdoors.

Please send labeled snow pants, boots, mittens, coats and hats as needed. In fall and spring the weather often changes while your child is at school, so please send a jacket just in case.

COMMUNICATION

Communication between the school and parents is a priority at W.H.E.E. Preschool. Families will receive a monthly classroom newsletter and weekly FYI's from the director. Both will be sent via email.

A school directory will be distributed, via email, to each family. Out of respect for the privacy of all families and staff members, please limit the use of the information, e-mail and home addresses from the school directory for school purposes.

Concerns in the classroom should be discussed with the classroom teachers directly. (Please see the Confidentiality section.) Concerns about school policies should be discussed with the director.

ASSESSMENT OF CHILD PROGRESS

W.H.E.E. Preschool uses different assessment strategies as an integral part of our program. We use the assessments to support children's learning by planning program improvements and adapting teaching practices in order to meet individual needs of children. We use a variety of methods such as observations, checklists, and individually administered screening tools which are standardized and approved by NAEYC (National Association for the Education of Young Children). Our assessment plan includes the following:

Developmental Screening: A development screening may be administered to a child if a staff member has a need to further identify children's abilities. The screening results help to establish eligibility for special services. Referrals are made when needed.

CONFERENCES

Parents will receive an informal phone conference the last week of September or first week or two in October. This conference is to inform you of your child's adjustment to school and any concerns. Please use this time to share information with your child's teachers and ask questions. A formal conference will be held in late January for all classes. If at any time you need additional communication with the teachers or the director, please feel free to set up an appointment.

TELEVISION AND VIDEO VIEWING

Television and videos are not used in our preschool curriculum. The philosophy behind our curriculum is that young children learn best by actively learning. We encourage and provide an environment in which children can be active and creative explorers.

SPECIAL ACTIVITIES AND PROGRAMS

W.H.E.E. plans three parties during the year: a December Winter party, a Valentine party and an End of the Year Program/ Celebration. Parents will be asked to donate supplies to make these days special.

SNACKS

Parents will provide their own child's healthy snack. No drinks are necessary since we encourage drinking water. Please send all snacks ready to serve in a labeled reusable container.

W.H.E.E. is a nut-sensitive school. It is important to read the label of store purchased items to ensure the snack does not contain nuts or a nut-warning.

****NOTE:** If your child has a food allergy, please notify the director and your child's teachers. Any allergies will be posted in the child's classroom.

Healthy snack ideas:

- cheese and crackers
- fruit of any kind
- mini sandwiches
- bagels and cream cheese
- cheese sticks, pretzels
- yogurt
- vegetables and dips
- little pizzas
- nut-free gorp / trail-mix
- tortilla sandwiches

Remember...NO NUTS!

BIRTHDAYS

Your child will be assigned a day to celebrate their birthday with his/her classmates. Children with summer birthdays will celebrate their ½ year birthday sometime during the school year.

CARPOOLS

All parents involved in the carpool must sign a carpool release form.

PHONE LISTING

W.H.E.E. Preschool is listed in the phone book under the acronym, W.H.E.E. (with periods), not Walnut Hills Early Education Preschool.

SOCIAL SERVICES SUPPORT ROLE

W.H.E.E. is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child-care facility. If you have not yet done so, please ask to see the license.

Most facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Arapahoe County Department of Social Services is (303) 795-4825. Colorado law requires that the child-care providers report all known or suspected cases of child abuse or neglect.

Child-care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials and staff. For additional information regarding licensing or if you have concerns about the child-care facility, consult with the Colorado Office of Child-Care Services at (303) 866-5948.

CHILD HEALTH AND SAFETY POLICIES

Your child's health is a matter of major importance to all of us. Our health and safety program is in compliance with the Nurse Practice Act and has a nurse consultant that delegates the administration of medications. Upon enrollment, you must file with us a health and immunization form signed by a physician. The health form must include all allergies, chronic illnesses and special health situations, as well as names and phone numbers of emergency contacts.

Do not bring a sick child to W.H.E.E. If our staff feels a child is showing any signs of an on-coming illness or has prematurely returned to school, we will call the parent (or emergency number) and have the child picked up. Please be certain that your child has been free of fever, vomiting, constant coughing, sore throat or other symptoms for at least 24 hours before returning to school. This is in the best interest of all concerned.

- We send home a child when they cannot participate in normal activities.
- To return to school, a child must be well enough so that taking care of them does not interfere with the teacher's ability to care for other kids in the classroom.
- It is not our policy to keep children indoors after an illness. If your child needs to stay indoors, please keep him/her at home an extra day to be sure he/she is over the illness.
- If your child comes down with a contagious disease, please contact the director so that a classroom note can be posted to alert other parents.

It is recommended that the following procedures be adopted to handle the following contagious diseases:

- Strep throat: A child with a positive strep culture must be kept at home until he/she has been on the appropriate antibiotic for 24 hours. Children with sore throats who are awaiting the results of a culture should be kept at home until the results are known.
 - Impetigo: Impetigo is highly contagious. The first signs of this disorder are little red spots usually on the exposed parts of the skin, such as hands, face or legs. Impetigo may be cleared with over-the-counter Neosporin or other antibiotic creams or, if severe, needs to be evaluated by your healthcare provider. Your child may return to school after 24 hours of treatment.
 - Colds: Preschool children average between six to eight colds per year. Please keep your child at home if he/she has a fever, persistent cough, and/or excessive nasal discharge.
 - Conjunctivitis (pink eye): The causative agent can be transferred from one eye to the other or the eyes of other children by fingers or cloth. The discharge associated with this contains contagious and infectious organisms. Conjunctivitis should be treated early and by a doctor.
- Covid 19 – WHEE follows the Guidance for Cases and Outbreaks in Child Care and Preschool. Found at <https://covid19.colorado.gov/cases-and-outbreaks> child-care-schools Children may return after 24 hours of symptom and fever free. Testing is required for anyone with symptoms or known exposure to Covid 19.
- Fever: A child has a fever if his/her axial temperature is 99.0F or above, or if his/her oral temperature is 99.5F or above. A child must be free of fever for twenty-four hours before returning to school. Otherwise, please keep him/her home. If a fever is developed during school, the parent will be called upon to pick-up the child immediately.
 - Flu: Most flu symptoms are similar to those previously discussed. However, the flu often begins with a generalized complaint of “I don’t feel well.” Please be sensitive to this.

If a child has a condition that might require medication on an emergency basis (e.g. in the case of a child’s allergic reaction, asthma attack, etc.), the child’s family shall provide all necessary information and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures. All emergency medication will be stored in a locked box in the office. The medication must be brought to school in the original container that is labeled with the child’s name, emergency phone number, and name of a contact person.

MEDICATION

Recent legislation requires that strict and specific documentation and practices must be in place before W.H.E.E. Preschool can administer any medication to any child, for both prescribed and over the counter medications.

- Parents are strongly encouraged to administer medication before or after school.
- If medication needs to be given while your child is attending school, there are forms (obtainable in the director’s office) that must be completed first.

- We cannot dispense medicine without prior written instructions by a physician and must be submitted by the first day of school.
- ALL medication must be brought to the school and given to the director with the required written instructions from a parent. **Emergency** medication will be stored according to the current regulation and should be kept in each child’s room. Per consultation of the school nurse.
- Medications must be kept in their original container and stored in a lock container in the school office.
- Prescription medications need to have a pharmacy label.
- Only specific staff with state-approved training will administer medications.
- The above is in compliance with the Delegator Clause of the Nurse Practice Act.

NUT ALLERGIES AND NUT SENSITIVE PREMISES

Due to the severity of children’s allergies to nuts, the school is “NUT SENSITIVE PREMISES’ and no nut policy. Any nuts, especially peanuts, tree nuts and nut by-products (for example, peanut butter), are not allowed in the building. This applies to but is not limited to:

- snacks
- special evening events
- school activities and parties
- Lunch Enrichment

Please note that many store-bought items that do not contain nuts are made in facilities that handle nuts. These packages carry a nut-allergy warning and may not be used at W.H.E.E. Preschool.

ALLERGIES

In cases where a child has severe food and/or drink allergies, the parent must furnish their child’s snack. This snack should be in a secure container (ziplocks are fine) and labeled with the child’s name.

SUNSCREEN POLICY

All children must come to school with sunscreen applied. All children at W.H.E.E. Preschool for longer than 2 hours will have sunscreen applied to exposed skin prior to going outside. Sunscreen will be reapplied before going outside if it has been longer than 2 hours since the last application. Sunscreen may be applied by a child over 4 years of age with direct supervision of a staff member (7.702.52D5).

Sunscreen may not be applied if there are open wounds or broken skin unless there is a written order by a prescribing practitioner. A medical provider’s note is required if sunscreen will not be used (i.e. Skin condition, allergy), and alternate protection from the sun is required (i.e hat, gloves, long sleeves, etc).

Sunscreen will be applied according to manufacturer instructions. The preschool will provide and apply sunscreen Rocky Mountain SPF 50 Broad Spectrum 400nm UVA / UVB with Avobenzone or parent will provide an unexpired sunscreen, labeled with the child's first and last name to be kept at the preschool.

INJURIES OR ILLNESS AT SCHOOL

Children are constantly in motion and sometimes they will bump, scratch or get a bruise while playing. For more serious accidents, the teacher in charge will fill out an accident report. One copy of the report will be given to the parents and one copy to the director for the child's file. The teacher and/or director will decide whether the parents should be called or if the written notice will suffice. In the case of severe injury or illness, 911 and the parents will be called immediately.

EXPOSURE CONTROL PLAN FOR POTENTIALLY INFECTIOUS MATERIALS

Federal regulation by the Occupational Safety & Health Administration has mandated that caregivers have a written Exposure Control Plan for exposure to blood and other potentially infectious materials.

- All staff are trained in the use of Universal Precautions for infectious diseases.
- For all incidents when any child is bleeding, the staff uses gloves and cleans up with a bleach solution.
- Children will be taught how to use universal precautions for their own safety as well as others.

GENERAL SAFETY GUIDELINES

Close supervision and frequent "head count" will be performed in all situations. The doors in the hallway are closed and locked during class times.

Parents can greatly enhance the safety of their children by closely supervising them on school property before and after class.

PARENT SAFETY GUIDELINES

It is very important that the emergency numbers you leave are not just people you would trust your child with, but also people who are available to come get your child when called.

When leaving work numbers as emergency contacts, please make sure W.H.E.E. has the direct line into the office, as well as the main number of the business. If an emergency situation arises we will:

- Do everything possible to notify you or your emergency contact person of the situation before resorting to calling 911.

- In the event of a life or death situation, please be assured the paramedics will be called without delay. If your child needs to go to the emergency room, he/she will be transported by ambulance for medical and safety reasons.
- All W.H.E.E. staff members are trained in first aid and CPR.

CHILD SUPERVISION AND LOST CHILD

Children attending W.H.E.E. are supervised at all times. Attendance is kept via our sign-in sheets on the corresponding clipboard outside each classroom. Absences are noted. Children are counted frequently during their class time and especially when the class exits and enters the classrooms. When classes are leaving and returning to the classroom, one teacher is in front of the line and the other teacher follows behind the last child.

In the unlikely event that a child is lost (cannot be found in the building or on the playground), 911 will be called and the parents will be called immediately.

EMERGENCY/CRISIS PROCEDURES

During a crisis situation, W.H.E.E. Preschool will evacuate the children and staff across the street to the clubhouse at:

Isabella Greenwood Village Apartments
 5400 South Park Terrace Ave
 Greenwood Village, CO 80111
 Phone 303-220-7086

If an emergency situation arises the staff will do the following:

- Call 911 as we are evacuating the school
- Walk the children to Isabella Greenwood Village Apartments (located across the street) where a head count will occur.
- The director will complete a final walk-through to ensure clearance of all children and staff.
- An email will be sent to all school families.
- Children will be released only to parents or another adult who has written permission to pick up the child.
- A follow-up phone call will be placed to all parents regarding action taken for the emergency/crisis situation.

TORNADO POLICY

- The staff will first ensure children's safety by leading all children into the hall area.
- Children will sit on the floor with arms and hands crossed over their heads.
- The staff will conduct a head count.

- One staff member per classroom will stay with the children while another staff member closes all windows and doors. Children will be released to parents once the severe weather or tornado warning is over.

FIRE PREVENTION AND SAFETY

The director or the South Metro Fire Department will conduct a monthly fire drill.

- Each classroom has a posted evacuation plan.
- For drills or actual fire, teachers will lead their group of children to the designated evacuation location until an “all clear” is announced.
- The director will take the sign-in sheet, close the door and check that all children are in the evacuation area.
- If a child is missing, the teachers will stay with their class and notify the director. The director is then responsible for alerting the firefighters, and following through with efforts to find the child.
- The director is responsible for calling 911 and carrying the emergency cards to the evacuation site.
- The director is responsible for checking the classrooms and making sure each group evacuates the building.

SNOW DAYS/EMERGENCY CLOSURES

W.H.E.E. will close on days when weather or other conditions are determined by Cherry Creek School District **or** the director to be dangerous for children to attend school.

- When school is closed an email will be sent by 6:00 am. School cancellation information will be listed on the three major television stations (ABC, NBC, CBS).
- If morning classes are canceled due to bad weather, the afternoon classes also will be canceled.
- If there is a storm schedule (delayed start) in the Cherry Creek schools, W.H.E.E. will begin its day at the regular time. **W.H.E.E. PRESCHOOL HAS NO STORM OR DELAYED SCHEDULE.**

Note: Since conditions can vary greatly across the greater Denver area, please use your own judgment in determining whether it is safe to transport your child to and from school.

STAFF DIRECTORY 2022- 2023

DIRECTOR

Brigit McNair

AM 3's

Lindsay March

Tiffany Patel

Julia Prendergast

Brigit McNair

PRE-K 4's

Sarah Dempster

Janet Fuqua

Leslie Harrington

Lindsay March

PM 4's

Tiffany Patel

Julia Prendergast

Nancy Rullo

JR K

Janet Fuqua

Jodie Bratten

Lindsay March

Megan Kunz

PARENT BOARD OF DIRECTORS
2024– 2025

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Secretary/

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Spring Auction Chair: Kirsten Jackson

Spring Auction Committee: Sarah Oyedele

Spring Auction Committee: Kate Haaf

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Directory: Christina Jones

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