

GARDINER SNOOPY COOPERATIVE PRESCHOOL GUIDELINES and POLICIES

Philosophy:

From the founders in 1975: The philosophy of the Gardiner Snoopy Cooperative Preschool is to provide fun and enjoyment in a learning environment that would make all experiences self-rewarding to each child. Snoopy School focuses on the development of the “whole” child: socially, emotionally, physically, and cognitively. Our emphasis is in social development, providing every opportunity for the child to learn acceptable social behavior. Snoopy School accentuates kindergarten readiness, concentrating on the “whole” child. Academic development (i.e. ABC’s, writing their names) is part of the experience and not the emphasis. This is a play-based curriculum.

The purpose of this cooperative preschool is to provide an environment where children between the age of three and kindergarten, may generate a strong sense of self-esteem as well as respect and appreciation for the world in which they live, while preparing for kindergarten.

Daily Schedule/Routine:

Time	Event
7:45 - 8:30	Morning Jobs & Morning Activities
8:30 - 8:50	Opening Calendar Time
8:50 - 9:40	Centers (Reading / Math / Handwriting)
9:45 - 9:50	Brain Break and Bathroom
9:50 - 10:25	Snack and Prep for Recess
10:25 - 10:50	Recess (Outdoors/Gym/Mat Room)
10:50 - 11:20	Project Time
11:20 - 11:30	Closing Circle Time
11:30 - 11:45	Pick Up Time

Discipline:

Children are encouraged to solve their own social problems. When problems occur that children cannot solve by themselves, the teacher helps children define the problem and seek a reasonable solution. The teacher guides children to effectively resolve conflicts by using active listening and acting as models of positive social behavior. The goal is to have the children learn to solve their own conflicts using their words and negotiation skills. In this way, discipline is carried out with dignity for the child, emphasizing learning. Verbal guidance is brief, firm, and positive. A child will be asked to retreat to a “calming corner” when s/he needs to be removed from a situation to regain his/her self-control.

Gardiner Snoopy Cooperative Preschool promotes positive social and emotional growth and includes age appropriate behavior support based on the *Zones of Regulation* behavioral curriculum. This practice enables us to offer the most proactive and supportive environment for children. However there may be a time when we have exhausted all efforts to help a child interact in a safe and positive manner in our program. If this situation should arise with your child we will take the following steps:

1. Thorough account of the child and staff’s actions will be documented.
2. Share with parents in writing behavioral concerns and what steps the facility has taken to change those behaviors.
3. Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
4. If expulsion or suspension is warranted, discuss with parents terms of child returning and length of suspension.
5. Dismissal must be approved by a 2/3 vote of the board members following a discussion of the problem.

General Policies:***Enrollment:***

Students must be three years of age and potty trained by the first day of preschool to enroll. An exemption to the age requirement can be made in writing to the board and will be considered if the child’s birthday falls within two weeks of the cutoff date. To ensure success for all students, children entering in January will attend on a three week trial basis to make certain that the child is socially and emotionally able to actively

participate in our preschool program. Enrollment for the spring semester will open December 1, 2023. Placement in the spring semester Snoopy School program is not guaranteed and will depend on Fall enrollment.

The Snoopy School program is designed for children to attend three mornings per week. As such, a full time student is any student attending three mornings per week during a semester. Full time enrollment registrations will be given priority for each semester over part time registrations. We understand that this schedule might not work for all families. Families may request part time enrollment for their child/children. If space allows, part time enrollments will be considered on a case by case basis for each semester and tuition will be prorated accordingly. Part time enrollment may be two days per week. The part time schedule will be determined by the Board of Directors for each semester.

A vaccination record is required for all students and a copy signed by a doctor or nurse must be provided within 30 days of beginning school. A religious exemption waiver may be requested using the Wyoming Department of Health's Exemption form. This form must be taken to public health or the child's physician for approval and then a copy of the form must be submitted to Snoopy Cooperative Preschool for the child's file. In the event of a vaccine-preventable disease outbreak, all children who are not fully immunized against the specified disease, or those granted an exemption for the vaccine that prevents the specified disease, shall be excluded from attendance of the child caring facility for a period of time determined by the State Health Officer or County Health Officer (for more information, see <https://health.wyo.gov/publichealth/immunization/schools-and-daycare/>.) All families with children attending Snoopy Cooperative Preschool will be notified of any outbreaks that occur.

Classroom Operation:

Children between the ages of three and kindergarten age may enroll in the preschool. Children must be toilet trained. The maximum number of scheduled, enrolled students in any daily group is ten per teacher. The class will be a combination of three to five year old students. Each child attending Snoopy School receives group interaction in a learning environment, individualized guidance and direction, an opportunity to explore materials, and freedom to develop self-esteem. The Teacher will be responsible for the curriculum and daily activities of the school. Any questions or concerns should be directed to Miss Amy.

- Amy Tuning, Teacher and Director (541) 460-2632
- Emily Auippa, Chairperson for the Board of Directors (307)250-8424
- Serious concerns about the Snoopy School Program should be directed to the Director and/or Chairperson and then to the Department of Family Services: Amanda Jarrett (307) 587-6246 *31

Drop Off/Pick Up:

Please bring your child into the classroom between 7:45 and 8:10 am and sign them in. Please do not drop your child off earlier than 7:45 am unless you've made individual arrangements with the Teacher. Children should be picked up at 11:30 and will only be released to parents or authorized persons listed on the child's registration form. If a parent will not be picking up a student, the parent must contact the preschool teacher prior to dismissal time and indicate this on the "sign in" form. Photo Id is required for anyone other than the parent who comes to pick up a student. Students will not be allowed to leave school with someone other than a parent without notification of the teacher.

What to Send With Your Child:

Please send a water bottle with your child to keep in their cubby for snack time. Water bottles cut down on the number of paper cups we have to use for snack time drinks. PLEASE bring inside shoes for use during the school day. Please dress your child in play clothes. As accidents sometimes do happen please bring a change of clothes to keep in your child's cubby at school (inside a ziplock bag). Children should not bring toys to school as they are a distraction. Items brought for share time will be left in cubbies till share time after recess.

We will be playing outside almost every day throughout the school year, so please send outside clothing appropriate for the weather conditions (ex: snow suits, coats, mittens, hats, snow boots, rain jackets, etc.). Please bring a change of shoes for your child for wet/snowy weather.

Birthdays:

Birthdays can be celebrated at school during the last half hour of the school day. If you would like to bring in a special treat or plan a short activity for the class please let the teacher know. If your child's birthday falls during the summer or another vacation time you may pick a day to celebrate. Sometimes half birthdays are a great day to pick.

Weapons:

Weapons of any kind are NOT allowed on the preschool premises.

Medications:

Medications will not be administered at Snoopy School unless necessary. If you have a concern about this, please contact the Director or Teacher. Both Ms Amy and Miss Becca are medication certified if needed, as well as any

Parental Involvement:

As a cooperative preschool, we operate only with the assistance of parents. Parents will sign up as either Helping or Non-Helping Parents. Helping Parents will volunteer for Snoopy a total of 30 hours/semester. Non-Helping Parents are those who are unable to volunteer and will pay a higher tuition and will help for 10 hours/semester. All parents are expected to help by assisting with all of our fundraisers. If this is something you would like to lead, let Amy Tuning know.

To meet Wyoming State licensing requirements all parents who will be helping in the classroom (unsupervised) will need to be fingerprinted, certified in CPR/First Aid, have a completed background check and TB test on file, and complete orientation training. This may occur if more than 10 students are enrolled, and if parent helpers then function as staff and count towards the required staff to child ratio.

GARDINER SNOOPY COOPERATIVE PRESCHOOL TUITION RATES AND FINANCIAL POLICIES

2023 - 2024 School Year Dates and Times: August 28, 2023 - May 23, 2024

Mondays thru Thursdays 8:00 am-11:30 am

(Drop off no earlier than 7:45, pick up no later than 11:45)

Rate Categories

	Helping Parent	Non-Helping Parent
Time Commitment	30 Hours AND Fundraisers	10 Hours AND Fundraisers
Options	<ul style="list-style-type: none"> *Sanitize the classroom toys *Help prepping classroom materials *Help teachers with cleaning rags (at home) *Help with odd jobs from teachers (at home) *Fundraisers *Classroom Helper One Day 	<ul style="list-style-type: none"> *Fundraisers *Family Work Days (Weekends Fri - Sun) *Cleaning classroom toys
Rate charged for tuition	\$3.75 per hour \$13.25 per day Fall Semester: \$901.00 Spring Semester: \$1,113.00 Yearly: \$1,961.00	\$5.25 per hour \$18.50 per day Fall Semester: \$1,184.00 Spring Semester: \$1,480.00 Yearly: \$2,664.00

Snoopy School has been designed as a cooperative institution. We hope most parents fit into the parent helper categories.

Financial Policies

Payment: Parents will choose a payment plan and pay tuition according to that plan's schedule. Semester and Monthly payments are due the first day of the month. For all plans: if payment has not been received by the 5th day past due, a courtesy phone call will be made. If payment is not received by the 10th day past due, a \$10 late fee will be added to the account. Failure to make a payment could result in the student's

dismissal. Past due accounts must be paid in full before a student can be re-enrolled. Fees paid to the school are non-refundable and non-transferable.

***COVID-19 Amendment: Should Snoopy Cooperative Preschool be closed to comply with state regulations regarding the COVID-19 pandemic, only 25% of tuition for the closed days shall be non-refundable. Please contact the Chairperson and/or Director with questions concerning your account.

Registration Fees: Registration fees are non-refundable.

Scholarships: Scholarships may be given upon application and at the discretion of the board. Applications are available from the teacher and board members. Scholarships will be awarded based on financial need by the beginning of the second week of each semester.

Snoopy School is a cooperative preschool established to be exclusively charitable and educational. It operates only with the assistance of the parents. Each family is required to pay tuition and serve as a parent helper as scheduled.

Fundraising Requirements: Each family is required to help with all fundraisers. Helping can mean volunteering your time or donating funds/supplies per the Fundraiser Coordinator's discretion. Fundraisers generate approximately \$15,000 towards our operating budget each year and they are only successful if all families help in planning and implementing the event. Our projected fundraising events are: GIVE-A-HOOT in July and hopefully a new winter fundraiser this year. Additional fundraising ideas are always appreciated.

Absences: Snoopy School does not issue refunds for absences due to illness or vacation. However, monthly tuition may be pro-rated due to weather-related closures.

Weather-Related Closures: In the event that Snoopy School must cancel or close early due to weather, that month's tuition may be prorated (subject to board approval).

Enrollment Numbers: If enrollment is below 8 students, the board has the right to cancel the remainder of the semester.

Gardiner Snoopy Cooperative Preschool Parent Helper Duties (if in class)

1. Please arrive 5 minutes before class begins.
2. Check the "Parent Helper Basket" for the day's plan. Perform any tasks listed on the plan.
3. Assist the teacher in any way necessary during free choice and activity time. This

may include helping with painting aprons, helping children wash up after an activity, or playing games with the children in any of the play areas. Interact with the children and be one yourself. They love it!

4. Help the children with cleanup by making positive remarks and suggestions.

Please do not do it for them.

5. Check to see if there are any projects or notes to send home. Assist the teacher in passing these out.

6. At the end of class, assist with putting equipment away and check all centers for neatness.

7. Assist teacher in sanitizing toys.

8. Vacuum the carpet after the children have gone home.

9. Please remember to empty all trash containers. Trash bags are located on the bookshelf by the door.

11. On Thursdays: put dress up clothes and other dirty laundry in the mesh bag and give to the teacher/parent who has signed up to wash dress up clothes.

Thank you!

Exclusion from Care for Illness of Children and Staff

Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

Red Light Symptoms

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 100.4 degrees Fahrenheit or severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria; or Purulent conjunctivitis
- Fever over 100.4 degrees Fahrenheit

- Children with known recent exposure of Covid (the 5 days of isolation after exposure)

Children with the following symptoms should be excluded from the classroom unless they are under the care of a physician, they are being treated if symptoms are treatable, and the physician has approved in writing their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

***If you have a question about your child's illness, please call your doctor.*

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

Green Light Symptoms (OK to attend preschool)

- Child on antibiotics for 24 hours
- Ear infections that are being treated—the ear infection is not contagious, but the germs that cause it are.
- Mild sniffles not requiring special care.
- For Hand Foot and Mouth disease, fever-free and rash-free for 24 hours

Health education is integrated into the daily curriculum. Children wash hands at appropriate times (i.e. before eating, after using the bathroom). Children and parents work together to keep the classroom clean. Children are also encouraged to learn self-care routines including using the bathroom, nose wiping, dressing if appropriate, etc.

***Due to our short hours Snoopy School's Director, Teacher, or staff will not be administering medication.*

Exclusion of sick staff

- No person with a communicable disease, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List shall work in a childcare facility, unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or

nurse practitioner (NP) or they have been declared or approval has been given by the local or State Department of Health.

- In the case of Hepatitis B, Hepatitis C, or HIV the infected individual has received bloodborne pathogen training and has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician and the facility director.
- In the case of a sexually transmitted disease the infected individual has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician, physician assistant, or nurse practitioner.
- No person shall work in a child care facility while they are experiencing purulent conjunctivitis, head lice (until after the first treatment) and scabies (until treatment is complete.)
- No person shall work in a child care facility while they are experiencing Jaundice, skin infection or rash unless the lesion can be completely covered and drainage contained by an impervious dressing, all other persons are prevented from having contact with the lesion, and the affected person can practice adequate hand hygiene.
- If staff have any of the above symptoms in the child exclusion list at the top of this document, they will not report to the child care facility.

EMERGENCY PROCEDURES

First Aid

The Snoopy School Director and Teacher are certified in CPR and First Aid. All Parent Helpers must also be certified in First Aid/CPR before they can begin working in the classroom. These first aid procedures will be used if justified circumstances occur. A written report of all accidents and emergencies will be kept on file at the preschool. Parents are responsible for all emergency medical care costs.

The staff will follow these procedures in case of injury or emergency:

1. **MINOR ACCIDENTS:** For a minor cut or bump, first aid is administered and the parents are notified at the end of the session.
2. **SERIOUS ACCIDENTS:** For a more serious injury, bump or cut; especially bumps/injuries to the head, first aid is administered and the parents are notified immediately. If parents or emergency contacts cannot be reached, an ambulance will be called and a staff member will accompany the child to an immediate-care facility.
3. **EMERGENCY SITUATIONS:** For severe bleeding, unconsciousness, broken bone, respiratory failure, etc. First Aid/CPR will be administered. 911 will be called and

parents will be notified immediately.

Fire

Regular monthly fire drills will be conducted and fire drill instructions and paths will be posted in each classroom. Students will exit the classroom door onto the back porch and meet behind the tennis courts, or exit the door closest to the bathroom and proceed out the main door of the MCC and meet at 101 Pinyon Terrace Street.

Lockdown

In case of civil or personal threat or a request from Law Enforcement, formal lockdown procedures will be instituted. Doors will be locked, and children kept away from windows. Phone communication via cell phones will be maintained, parents will be notified with a phone call.

Severe Storms/Weather Related Emergencies

If a severe storm or other weather related emergency has been forecasted and has hit the area, the Director will determine if the school will open for the day. Parents will be notified of a school closure by telephone. If a storm develops during the school day the Director or Teacher will Shelter in Place and stay with students until parents can pick them up.

Evacuations

In case a building evacuation ever occurred, emergency lists would be taken and parents called. Children would be available for pick up at our emergency shelter location: 101 Pinyon Terrace Street in Lower Mammoth. The Director and Teacher(s) will carry cell phones to communicate with parents. Amy Tuning, Snoopy Teacher/Director, can be reached at (541) 460-2632.