



## 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 this “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.

### 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.

If your child is having continuous behavior problems, the teacher will use discretion in handling the situation with reasonable disciplinary action. The problem will be brought to the attention of the parent and/or Director. If no concern or action is taken to resolve the problem, the child will be dismissed from the preschool. Dismissal must be approved by a 2/3 vote of the board members following a discussion of the problem.

### Daily Schedule/Routine:

8:00 - 8:05	Table Centers
8:05 - 8:30	Opening Circle Time
8:30 - 8:45	Handwriting Centers (small group)
8:45 - 8:55	Yoga, Gross Motor, or Perceptual Motor Skills
8:55 - 9:00	Explain Learning Centers or Project Time (small group)

9:00 - 9:40 Learning Centers (small groups) or Project Time (whole group)  
9:40 - 10:00 Bathroom and Snack Break  
10:00 - 10:20 Free Choice  
10:20 - 10:50 Outdoor Playtime  
10:50 - 11:20 Art or Science/Nature Activity  
11:20 - 11:30 Closing Circle Time

### **General Policies:**

#### Enrollment:

Students must be three years of age and potty trained by September 5, 2017 to enroll for the Fall Semester or three years of age and potty trained by January 9, 2018 to enroll for the Spring Semester. 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, 2017. Parents may put their child's name on a wait list for the spring semester at any time. 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.

#### 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. 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 Director and Teacher will be responsible for the curriculum and daily activities of the school. Any questions or concerns should be directed to either the Director or Teacher.

Classroom Phone number (307) 344-7464

Jenni Burr (Director-Teacher) (406) 224-7287

Serious concerns about the Snoopy School Program should be directed to the Director and then to the Department of Family Services (Penny Hotovec (307) 754-2245 ext 22.)

### Drop Off/Pick Up:

Please bring your child into the classroom by 8:00am and sign them in. Please do not drop your child off earlier than 15 minutes before school starts. 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. Due to licensing requirements we are not allowed to do dishes in our classroom. Water bottles cut down on the number of paper cups we have to use for snack time drinks. You may 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. Children should not bring food, drinks, or toys to school.

### Birthdays:

Birthdays can be celebrated at school. If you would like to bring in a special treat for your child please let the teacher know. If you are not the parent helper that day please let the parent helper know you will be bringing the snack for that day. If the birthday falls during the summer or another vacation time you may pick a day to celebrate.

### Weapons:

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

### Medications:

Medications will not be administered at Snoopy School. If you have a concern about this please contact the Director or Teacher.

### 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 in the classroom 2 to 3 times a month depending on how many days per week their child attends school. If your child attends three times a week, you are to help in the classroom three times a month. "Non-Helping" Parents are those who are unable to volunteer and will pay a higher tuition.

**To meet Wyoming State licensing requirements all parents who will be helping in the classroom will need to be fingerprinted, certified in CPR/First Aid, have a completed background check, and TB test on file, and complete orientation training.**

# GARDINER SNOOPY COOPERATIVE PRESCHOOL

## TUITION RATES AND FINANCIAL POLICIES

2017-2018 School Year Dates and Times:  
September 5, 2017 - May 17, 2018  
Tuesdays, Wednesdays, and Thursdays 8:00 am-11:30 am

### Rate Categories

Helping parents: Must be available to work as the classroom helper 2 or 3 times each month for children registered for 2 or 3 days per week. Snoopy School has been designed as a cooperative institution. We hope most parents fit into this category.

Non-Helping Parents: Those unable to volunteer in the classroom will pay a higher tuition in order to meet state supervision standards.

### 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 5<sup>th</sup> day past due, a courtesy phone call will be made. If payment is not received by the 10<sup>th</sup> 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.
- 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.
- Absences: Snoopy School is under no obligation to refund any amount of money or to offer make-up days for classes missed.
- If enrollment is below 8 students, the board has the right to cancel the remainder of the 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. Each family is also required to help with at least one fundraiser per semester.

## **Gardiner Snoopy Cooperative Preschool Parent Helper Duties**

1. Please arrive 10 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. Check the bathrooms, lightly clean counters and sink.
9. Vacuum the carpet after the children have gone home.
10. 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 red mesh bag and give to the parent who has signed up to wash dress up clothes.

Thank you!

# HEALTH WATCH

## Red Light Symptoms

Please keep your child home if they have one or more of the following symptoms:

- Temperature over 100°F
- Vomiting or diarrhea within the last 24 hours
- Persistent coughing that interrupts normal activity
- Coughing that sounds like the barking of a seal
- First day cold symptoms—lots of coughing, sneezing, runny nose, achy joints (colds are much more contagious the first day)
- Stomach aches that make the child not want to eat, make them hold their stomach area or feel nauseous
- Sore throat that keeps the child awake at night or child can't talk. White spots on the throat or tonsils maybe meaning strep throat or tonsillitis and a doctor ought to be consulted
- A rash that might resemble chicken pox
- A red, gooey eye (pink eye)
- Undiagnosed rash

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

## 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.

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.

# 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. Exception: Bumps or injuries to the head that require first aid are reported immediately.
2. **SERIOUS ACCIDENTS:** For a more serious injury, bump or cut, 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.

## **Emergency Procedures**

### **Fire**

Regular monthly fire drills will be conducted and fire drill instructions and paths will be posted in each classroom. Students will exit the door closest to the playground and meet behind the tennis courts.

### **Lockdown**

In case of civil or personal threat or a request from Law Enforcement, formal lock down 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 will carry cell phones to communicate with parents. Jenni Burr (Director-Teacher): (406) 224-7287.