



Wee Love Preschool Handbook

3800 W. 20th Street

Greeley, CO 80634

(970) 339-3305

Email: info@weelovepreschool.org

website: www.Weelovepreschool.org

We are a leading non-profit preschool dedicated to fostering your child's intellectual, social, and emotional development. Educating children in Northern Colorado for over 30 years.

WELCOME TO WEE LOVE PRESCHOOL	3
Philosophy.....	4
Goals.....	4
Application Process.....	5
Tuition.....	5
Curriculum.....	6
Field Trips.....	6
Class Times, Class Ratios & Continuity of Care	7
Class Schedules.....	7, 8 & 9
Snacks Days & Snack.....	10
Operations.....	11
Attendance.....	11
Arrival & Student Emotional Support	11
Facility Access.....	11
Departure	11
Vacations & Closures.....	12
Immunizations.....	12
Illness.....	12
Medication & Sunscreen	12
Mental Health/Trauma & Screenings	13
Transitions, Resources, Questions/Concerns, Withdrawal from Preschool.....	13
Behavior Guidance Policy.....	14
Emergency Protocol	15
Medical-Lost Child-Fire or Evacuation-Tornado Warning-Active Shooter.....	15
Misc.	16
Conferences	16
Birthdays	16
Media Access	16
Conferences.....	16
Personal Toys, Books, Food, & Misc. Items.....	16
Attire.....	16
Coat Hooks.....	17
Notice of Nondiscriminatory Policy As To Students.....	17
UPK.....	18
UPK Classroom Yearly Hours.....	18
Organization.....	18
Parent Governing Board and Board Meetings	18
Interpreter & Resources to Communications.....	18
Volunteer-Clean up Days-Classroom Volunteer.....	18
Annual Family Survey.....	19
Screening: Vision-Dental-Speech-Hearing.....	19
Referrals to Outside Agencies.....	19
Toothbrushing: Policy Statement-Purpose-Procedures.....	19,20
Conclusion.....	20



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A premier non-profit preschool program in Northern Colorado. Come play, learn and grow with us!

Dear Parents and Guardians of Wee Love Preschool,

WELCOME TO WEE LOVE PRESCHOOL!

Wee Love is a premier non-profit preschool that offers a high-quality program while fostering peer relationships and promoting positive self-esteem. Since our founding in 1994, we have proudly served the Northern Colorado community for 32 years.

We would like to extend a warm welcome to all our new and returning families for the upcoming school year. We appreciate your choice of Wee Love! We are committed to supporting your child's intellectual, social, and emotional development, and we look forward to a rewarding and exciting year ahead.

At Wee Love Preschool, we are dedicated to providing a strong education in a safe and supportive environment. We focus on maintaining a neutral stance on cultural trends, controversial topics, and the latest social ideas, allowing parents to instill their values at home. Our academic approach is designed to help your child reach their full potential and prepare them for success in their future education.

We create a welcoming and friendly atmosphere where every child is cherished! With our small class sizes and low student-to-teacher ratio, we can tailor our learning to each child's unique needs. We believe that families play an important role in our community, and we encourage parents and guardians to volunteer and get involved at the school. Together, we can make Wee Love an even more joyful place for our children to grow and learn!

Thank you for being part of our family!

Warm regards,
Rhonda Bentz
Executive Director
Wee Love Preschool

Philosophy

Children have the right to access the best educational, care, and guidance practices available, informed by modern knowledge.

Play is a vital component of a child's development and is an essential part of the educational process.

Children should have the freedom and opportunity to develop their social, physical, and mental abilities at their own pace, fostering a sense of success.

Positive relationships with adults can help children build a sense of self-worth and encourage their independence.

It is essential to provide consistent adult guidance that meets a child's needs while, when necessary, setting limits on their actions to promote gradual growth toward self-control.

Goals

Our main goal is to provide children with experiences that empower them to feel successful in a warm yet challenging environment.

- We are dedicated to helping children discover themselves, understand others, and explore the world around them.
- We instill a spirit of inquiry by encouraging children to observe, investigate, seek information, and think critically.
- We guide children in learning to play cooperatively with their peers and in group settings.
- We offer abundant opportunities for children to learn through:
 - firsthand experiences
 - sensory exploration
 - discovery
 - testing ideas during play
- We support each child in cultivating their sense of self-worth and uniqueness.
- We inspire a lifelong love of learning.
- We promote the development of language skills, enabling children to express themselves through play, storytelling, music, art, and physical activities.
- We actively collaborate with parents and guardians to enhance the well-being of the child and their family.

Application Process

Application forms for Wee Love Preschool can be downloaded through our website, requested by email, or by calling (970) 339-3305.

Priority placements are given to returning students, siblings of current students, and members of Trinity Episcopal Church. New students will be enrolled on a first-come, first-served basis. Enrollment for returning families begins in December for the upcoming school year, while new student registration opens to the community in January.

To finalize registration, a completed application form and a non-refundable registration fee of \$125.00 must be submitted to Wee Love Preschool.

Age requirement

To qualify for the Beginner 3-year-old class, a child must be 3 years old by the start of the school year and be potty trained. For the Pre-K 4-year-old class, children must be four years old by October 1st of the school year in which they are enrolled. The Pre-K classrooms participate in the Colorado UPK program, and the preschool will reserve a few spots for tuition-based students.

Tuition

Tuition is paid for in nine/ten monthly installments, due on the first of each month, starting in September. A \$25.00 late fee will be charged for tuition payments made after the 10th of each month. The final installment is due on May 1st. Participants in the Colorado UPK program have their tuition covered by the state.

Current tuition:

Below is for the Beginner Classes

\$2,000.00/year (10 payments of \$200) Beginner AM Class (3-year-olds)

Below is for the Pre-K Classes, not participating in UPK

\$2,500.00/year (10 payments of \$250) Pre-K 3-day Class (4-year-olds)

\$3,375/year (9 payments of \$375) Pre-K 5-day Class (4-year-olds)

\$2,520/year (9 payments of \$300) Pre-K PM 4-day Class (4-year-olds)

\$125 Registration Fee for tuition-paying classes

(Class options may change due to enrollment demand.)

Please make all tuition checks payable to Wee Love Preschool. You can place them in the Wee Love Preschool Tuition Drop Box located in the Preschool hallway. Please remember to include your child's name and class on the check.

We do not accept cash; only checks, money orders, or Brightwheel payments are allowed.

If your child's tuition is not paid by the middle of the month, you will receive a 5-day notice to remit full payment; otherwise, your child may be unenrolled. If you are experiencing financial hardship, please inform the Executive Director. When registering your child for a class, tuition is due regardless of whether they miss time because they are not old enough when school starts or if they take time off for vacation.

Curriculum

Wee Love Preschool is committed to creating a nurturing, caring, and stimulating environment where every child can learn at their own pace while being appropriately challenged to support their development. Our comprehensive curriculum encourages each child to explore and understand themselves and the world around them. The preschool follows the Learn Every Day curriculum and adheres to the Colorado Early Learning Developmental Guidelines to ensure standards are met and to assess each student throughout the school year.



Science: We encourage children to engage with the physical world by speculating and questioning their surroundings, fostering curiosity and exploration.



Art: We prioritize self-expression through a range of creative media, emphasizing that the creative process is far more significant than the end result.



Music: Children learn songs, rhythms, and movement through a mix of structured and free activities, enhancing their creative capabilities.



Math: We equip students with essential reasoning and problem-solving abilities, helping them understand numbers, geometry, and patterns with confidence.



Social Studies: Our students gain a deeper understanding of the relationships between people and their environment, preparing them for a diverse world.



Literature and Language: We ignite a passion for literature through engaging picture books and interactive storytime. Students are introduced to the alphabet, letter sounds, blends, and vital early reading skills.



Physical Education: Our program focuses on developing body awareness, spatial awareness, and essential motor skills, ensuring children are active and healthy.



Social-Emotional: Social-emotional development in early childhood is a vital journey where children learn to understand and express their emotions and build meaningful relationships. Supporting this growth helps them form connections and fosters a sense of belonging that benefits them throughout life.

Field Trips

Wee Love Preschool offers your child numerous experiences, including the opportunity to explore our community through field trips.

On field trip days, parents and guardians, or designated carpool drivers, are required to transport children to and from the field trip location and remain for the duration of the trip. Parents and guardians are responsible for supervising their children during the field trip. Children are expected to follow the same rules applicable at school. If a student and/or a parent or guardian becomes disruptive or fails to respect the field trip environment, they may be asked to leave.

Please note that siblings should not accompany children on field trips. Additionally, no child may participate in field trips without written authorization from a parent or guardian, which is provided on the enrollment form.

Field trip dates and times will be posted in the newsletter, and notifications will be sent through the Brightwheel app.

FIELD TRIP GUIDELINES

To ensure the safety of each child during field trips, the following precautions will be taken:

- A first aid kit that complies with Colorado licensing regulations will be made available.
- At least one faculty member trained in first aid will be present.
- Each child will have identification that includes the school's name and phone number but does not show their name.
- Parents, guardians, and caregivers are encouraged to participate to enhance the success of the field trip. A field trip permission slip must be signed by the parent or guardian on the current year's enrollment form.

Field Trip Activities

- Parents and guardians must be informed in advance about each field trip activity.
- The date, time, and location of the field trip must be posted in a visible area at least two working days prior to the event.
- Written parental permission must be obtained through a general or event-specific permission slip.
- If special circumstances prevent the notification from being posted for two working days, individual permission slips must be obtained from the custodial parent or legal guardian for each child participating in the field trip.
- Emergency contact information for each child on the field trip, including those participating in walking field trips, must be kept on hand by childcare personnel.
- A method of instant communication must be available to the childcare personnel responsible for the children during all field trips, including walking trips. Acceptable forms of communication include cellular phones, two-way radios, and citizen band radios.
- Documentation of parental permission for field trips must be kept on file for at least 12 months from the date of the trip.

Class Times and Student Ratios

Wee Love Preschool maintains classroom ratios below the number established by the Colorado Department of Early Childhood.

Beginner AM Class Classroom 9	Up to 15 students per class, 1:8 ratio	Tuesday and Thursday	8:30-11:30 AM
Pre-K AM 3-Day Class Classroom 9	Up to 15 students per class, 1:11 ratio	Monday, Wednesday & Friday	8:15-11:45 AM
Pre-K AM 5-Day Class Classroom 8	Up to 15 students per class, 1:11 ratio	Monday through Friday	8:00-11:00 AM
Pre-K PM Class Classroom 8	Up to 15 students per class, 1:11 ratio	Monday, Tuesday, Wednesday & Thursday	12:30-3:30 PM

Continuity of care

While enrolled in our program, your child will be placed in a classroom appropriate for their age and developmental stage. They will remain in this classroom until they either reach the maximum age limit or surpass the learning objectives established for that classroom. Throughout the school year, your child will have the same teachers.

Class Schedules **Classroom 8 Email: classroom8@weelovepreschool.org**

Pre-K MTWTHF AM 5-Day Class

8:00-8:15	Startup: Check in, store belongings, and wash hands. & Whole Group: Carpet play
8:20-8:45	Whole Group: Language, Calendar, Social Studies, and intro to the learning centers. & Whole Group: Movement Music
8:50-9:25	Break: Health Break outside & Large Motor Activity
9:30-9:45	Break: Snack, Health Break
9:50-9:55	Whole Group: Story
9:55-10:55	Free Choice: Children choose learning centers for purposeful practice. Literacy Teaching Table, Math/Science Teaching Table, and Learning Center: Teaching Table-Teacher-led lesson.
10:55-11:00	Wrap up: Recall-Departure

Class Schedules Classroom 8 & 9**Pre-K PM MTWTH 4-Day Class**

12:30-12:45	Startup: Check in, store belongings, and wash hands. & Whole Group: Carpet play
12:50-1:15	Whole Group: Language, Calendar, Social Studies, and intro to the learning centers. & Whole Group: Movement Music
1:20-1:55	Break: Health Break outside & Large Motor Activity
2:00-2:15	Break: Snack, Health Break
2:15-2:20	Whole Group: Story
2:20-3:25	Free Choice: Children choose learning centers for purposeful practice. Literacy Teaching Table, Math/Science Teaching Table, and Learning Center -Teaching Table-Teacher-led lesson.
3:25-3:30	Recall-Departure

Class Schedules Classroom 9 Email: classroom9@weelovepreschool.org**Beginner AM 2- Day Class (3-year-olds)**

8:30-8:45	Startup: Store belongings, wash hands, and check in. & Whole Group: Carpet Play
8:50-9:05	Whole Group: Language, Calendar, Social Studies, and intro to the learning centers.
9:00-9:15	Whole Group: Music & Movement.
9:20-10:20	Free Choice: Children choose learning centers for purposeful practice. Literacy Teaching Table, Math/Science Teaching Table, and Learning Center -Teaching Table-Teacher-led lesson.
10:25-11:00	Break: Health Break outside & Large Motor Activity
11:05-11:25	Break: Snack, Health Break
11:25-11:30	Recall-Departure

Pre-K MWF AM 3-Day Class

8:15-8:30	Startup: Store belongings, check in, wash hands, and work on writing their names. & Whole Group: Carpet Play
8:35-8:55	Whole Group: Language, Calendar, Social Studies, and intro to the learning centers.
8:55-9:05	Whole Group: Music & Movement
9:10-9:35	Break: Snack, Health Break
9:40-9:45	Whole Group: Storytime
9:50-10:25	Break: Health break outside & Large Motor Activity
10:30-11:30	Free Choice: Children choose learning centers for purposeful practice. Literacy Teaching Table, Math/Science Teaching Table, and Learning Center -Teaching Table-Teacher-led lesson.
11:35-11:45	Recall & Departure

Snacks Days

Each month, students will be assigned snack days. The executive director will try to schedule these days on or near your child's birthday to allow for a celebration. For students with summer birthdays, their snack day will be scheduled on their half-birthday.

If a student does not bring a snack on their assigned day, the preschool will charge the household a flat fee of \$12.00 that will be invoiced through the Brightwheel app, or ask you to replenish the snacks in our preschool snack cabinet.

Snacks

Please be aware that Wee Love Preschool does not allow peanuts and tree nuts in our school.

Please **DO NOT** bring any food containing peanuts.

Parents or guardians should bring snacks, utensils, and other necessary items for the number of children in the class and for the teachers.

The Colorado Department of Public Health and Environment has regulations regarding snacks provided by parents or guardians for use at preschools. A copy of regulation 7-101(h) follows:

When parents or guardians provide snacks for children other than their own, the snacks must be prepackaged and sourced from commercial suppliers. **These foods should be non-potentially hazardous or shelf-stable and must be received in their original sealed packaging.** Once opened and served, any remaining potentially hazardous snacks must be discarded. However, this section does not restrict the occasional serving of food during a single event or celebration.

Fresh fruits and vegetables are acceptable if prepared in a commercial kitchen or can be washed at preschool. Water will be served at every snack time. We will allow 100% juice for preschool parties.

Snack time is a transition and relaxation period. The children have an opportunity to relax, visit, and practice good table manners.

A prayer or a song of thankfulness will be chosen by the child who is the leader for the day and sung before the snack is eaten.



Operations

Attendance

If your child is late or absent from school, please call to notify us. This way, we will not worry or wait for an activity. Please call **970-339-3305**, **send a message on BrightWheel**, or **email your classroom teacher**.

Arrival

Please do not bring your children to class more than 2 minutes before the scheduled start time, as we will not open the doors early. We kindly ask that you take your child to school and sign them in at their assigned classroom—please do not drop them off at the door.

The safety of children is of paramount concern to Wee Love Preschool. To track all drop-offs and pickups of children, parents/guardians are required to sign children in/out on the daily attendance in the preschool's Brightwheel app or chart sheet. It is the responsibility of the person dropping off the child to check in with the teacher upon leaving and to check in using the Brightwheel app.

Student Emotional Support with Extended Stay at Drop-Off Time

Parents and guardians are always welcome to stay while their child eases into the routine and feels comfortable being at school.

Facility Access

Our school is locked during classes to ensure the safety of the children. All outside doors remain locked while the children are present, except during arrival and departure times. If you need to enter the school while the doors are locked, please knock on the main doors, and a staff member will assist you.

Departure

Please ensure that you pick up your child promptly at the end of each class session. To check out your child, use the Brightwheel app and scan the QR code provided. If we are outside after class, please exit through the playground gate.

If you anticipate being late, please call us at (970) 339-3305. Most children feel upset when they are the last ones remaining in the classroom.

If a child is not picked up within 15 minutes after a class session ends, we will contact the parents or guardians. If we are unable to reach them, we will contact the person listed as the "Emergency Contact." If your child is not picked up within 30 minutes, a late fee of \$25 will be added to your next month's tuition or account. A member of the preschool staff will continue to care for your child until an authorized person arrives to pick them up.

If a child has not been picked up within one hour after school closing time, we will contact Social Services as required by Colorado State Department of Child Services regulations.

Anyone picking up children must be at least 18 years of age and present a valid photo identification. When children are picked up from preschool, staff will verify that the person is authorized to pick up the child and appears sober and in good health.

Pickup by an Unknown Person

If an individual attempts to pick up a child and is not recognized by a staff member, the staff will consult with other staff members to see if anyone else knows whether this person is authorized to pick up the child. If no staff members recognize the individual, the child's file will be checked for the person's name, and photo identification will be required.

If the unknown person is not authorized to pick up the child, the parent or guardian will be contacted for permission. If the parent(s) cannot be reached, the child will not be allowed to leave with an unauthorized individual. At Wee Love Preschool, we prioritize the safety of our children by ensuring they are not released to anyone who is not authorized.

To grant permission for someone else to pick up their child, parents or guardians must provide written authorization.

In emergencies, a child may be released to an adult if the parent or guardian has given verbal authorization to the executive director or assistant director. Staff will verify the identity of any adult they do not recognize before releasing the child to them.

If an individual attempts to pick up a child without both written and verbal authorization, the child will not be released. The parent or guardian will be contacted immediately, and if necessary, the police will be notified.

Vacations and Closures

The calendar synchronizes with the Greeley/Evans School District 6 schedule. Our preschool typically adheres to the guidelines set by School District 6 concerning snow day closures. If we decide to close due to snow or any other reason, you will be informed via email, in-app messages, and on the Wee Love Preschool Facebook and Instagram pages.

Immunizations

Every child is required to have a medical examination and up-to-date immunizations. Please note that some students at Wee Love Preschool may be exempt from vaccination due to religious, personal, or medical reasons. In the event of an outbreak, we may request that your child stay home from school during the quarantine period.

All immunization records must be submitted by the first day your child attends preschool, and health forms must be on file within 30 days to comply with Colorado State Child Service Laws. Your child will not be allowed to participate until all required forms are submitted.

Illness

If a child becomes ill while at preschool, parents or guardians will be notified immediately. The child will be separated from the group and cared for by a staff member until the parent or guardian arrives.

Please do not send your child to school until they have been fever-free for 24 hours without the use of fever-reducing medication or have not vomited for a full 24 hours.

Wee Love Preschool will promptly inform all parents and guardians and the Weld County Health Department of any communicable illnesses, including but not limited to chicken pox, hepatitis, measles, mumps, meningitis, diphtheria, rubella, tuberculosis, shigella, salmonella, or giardia, contracted by either a staff member or a child at the preschool. This notification will occur immediately by the preschool director or an assistant director upon learning of any communicable disease.

Parents and guardians are encouraged to report any exposure their child has had to communicable illnesses outside of preschool. At the director's discretion, the child may be excluded from school for a period determined by the child's physician or the local health department. The confidentiality of children will be maintained throughout this process.

Medication

All prescription and non-prescription medications, as well as any special medical procedures, are administered by preschool staff only upon receipt of a written order form signed by a physician. Parents or guardians must sign a consent form before any medication is given to their child.

Medications must be kept in their original containers, which must include the pharmacy label showing the prescription number, the name of the medication, the date it was filled, the physician's name, the child's name, and the dosage instructions. When the medication is no longer needed, it will be returned to the parent or guardian.

Staff members receive training in medication administration. This training covers school procedures for maintaining records, administering medications under a physician's supervision, pharmacy requirements, and measuring correct dosages. A written record is kept for all medications administered.

All medications are stored in a location inaccessible to children and are kept in accordance with the pharmacy's instructions.

Sunscreen

We are a part-time preschool and do not apply sunscreen. We kindly request that parents or guardians apply sunscreen to their children before they arrive at school. Weather permitting, we go outside every day.

Mental Health Consultant/Trauma Assistance

The preschool can help families who need additional support by providing referrals to mental health professionals. Our mental health consultant also collaborates with teachers in the classroom to promote positive social-emotional development. If you or a family member requires assistance, please speak with the executive director.

The United States Department of Education (2016) emphasizes the importance of trauma-informed care in the Early Learning section of The Every Student Succeeds Act. It highlights the importance of implementing school-wide models of positive interventions and supports promoting healthy social, emotional, and behavioral development, particularly in preschool classrooms.

Routine questions are added to the Brightwheel app for all parents or guardians to answer when checking in their child.

Transitions for families

Wee Love Preschool supports your child's transitions in several ways. Before your child starts, new families will receive a tour of the preschool. This tour aims to help reduce your child's anxiety by allowing them to observe the teacher while you are in the classroom. During this time, important information will be provided, and any questions parents or guardians may have will be answered. Families can also share details about their child, discuss any concerns about their child's start at school, and receive general information about the school's policies.

Additionally, a parent and guardian orientation will be held one week before school starts. All students and their parents or guardians are invited to a short session with the other students who will be in their classroom for the school year. During this session, school policies and procedures will be reviewed while the children play with their classmates. This will also be the first opportunity for the children to meet their teachers during the check-in process as they enter the classroom.

In November, we assist with the local school district's open enrollment process. Wee Love Preschool aims to make the transition to kindergarten as smooth and easy as possible for each student. Throughout the school year, we will have discussions in the older classes about transitioning to kindergarten the following year.

To help with this transition, we will display pictures of nearby schools, highlighting their playgrounds and entrances. These images will be available in the classroom reading area.

Whenever possible, we will invite a former student to visit and share their experiences, emphasizing the fun of attending kindergarten.

Questions and/or Concerns

Please help us keep communication lines open. If a problem arises, please speak directly with the individuals involved. If the issue cannot be resolved, then contact the Executive Director or the Parent Board President.

If you remain unsatisfied with these steps, you can write to or call the Colorado Department of Human Services at:

Colorado Department of Human Services
Division of Childcare
1575 Sherman St., 1st Floor
Denver, CO 1-800-799-5876

Withdrawal from Preschool

If parents or guardians wish to withdraw their child from Wee Love Preschool, they must notify the director in writing, stating the date and reason for the withdrawal. We kindly request a two-week notice period. Tuition charges will be based on this two-week notice.

If a student's enrollment needs to be terminated, parents or guardians will receive written notification detailing the date and reason for the expulsion.

Behavior Guidance

Preschool programs cannot accommodate students who consistently exhibit disruptive behaviors that pose a safety risk to themselves or others. Examples of such behaviors include causing physical or emotional harm to other students, verbally or physically abusing staff, and ignoring or disobeying rules designed to ensure the safety of all students and staff.

We prioritize thoughtful discussion and redirection as effective strategies for managing behavior. If these strategies prove ineffective, staff members will reach out to the family to discuss additional approaches to support the student's success.

Repeated unsafe behaviors that harm others, whether physically or emotionally, will be addressed as follows:

Preschool actions:

Emotional Harm/Disruptive Behavior

- A staff member will verbally redirect the child's behavior if it becomes disruptive. If the behavior continues or recurs, the staff member will speak with the child to determine appropriate support measures.
- If disruptive behavior persists, the parents or guardians will be contacted, and a meeting will be arranged with the Wee Love team to develop a behavior plan.
- Additionally, documentation of the behavior will be maintained.

Physical Harm

If a child exhibits any behavior that involves physical harm to staff or other children, the staff member will complete a Behavior Report. This report will be shared with the parents or guardians and the Executive Director. The Executive Director will assess whether a suspension is necessary. The Executive Director and the Wee Love team will then meet with the parents or guardians to develop a behavior plan.

Parents/Guardians' actions

- Parents and guardians will listen to their child's teacher as they describe the behaviors being observed and will be open to suggestions for addressing these behaviors.
- They are encouraged to share any potential solutions to assist with behavior correction.
- Additionally, parents and guardians are expected to attend a meeting organized by the preschool that will include teachers, the Executive Director, and a mental health consultant.
- They need to consider accepting assistance from the preschool's mental health consultant.

Conclusion

After exhausting all measures, if a student continues to exhibit disruptive or harmful behaviors, the preschool and the parents or guardians may determine that Wee Love Preschool is not the right fit for the student.

Using Trinity Episcopal Church Areas

The church kindly allows us to use their facility for our events. Please ensure that your children do not run around or climb on the furniture. School rules and expectations must be followed at these gatherings.

Emergency Protocol

Medical

In the event of an emergency, necessary aid will be provided. Parents or guardians will be notified. If parents or guardians cannot be reached, the child will be taken for emergency medical or surgical care in accordance with the signed authorization forms.

Lost Child

If a child becomes lost at school or on a field trip, parents and guardians will be contacted immediately, and police will be called. If parents or guardians cannot be contacted, the people authorized on the child's "Emergency Card" will be contacted. The preschool director or assistant director will inform the Colorado Department of Child Services of the incident within 48 hours.

Fire or Evacuation

- Teachers will calmly have children line up at the nearest safe exit from their classroom.
- Teachers will lead the children, and the teacher assistant will follow as the children walk to the far end of the East parking lot of the church.
- Teachers will bring a current class roll (sign-in/out) to take attendance after reaching the meeting place in the East parking lot.
- Students will only be dismissed by their parents and guardians or the person designated by the parent or guardian on the child's emergency form.
- Teachers and students will return to the building only when an "all clear" signal has been given by emergency personnel.

Tornado Warning

- All students will be assisted in the hallway outside their classroom.
- Teachers and assistants will calmly instruct the children to sit against the wall while the teacher takes attendance.
- Students will only be dismissed by their parents and guardians or a person designated by the parent or guardian on the child's emergency form.
- Teachers and students will return to the classroom only after an "all clear" signal.

Active Shooter or on Lockdown

- Wee Love Preschool is a locked facility; during regular class times, all doors into the school are locked.
- All students will be assisted in an interior room away from windows or a lockable interior room, such as the storage closet.
- If necessary to evacuate the church premises, children will be evacuated to Day Spring School next door.
- Teachers will bring the current class roster to take attendance after reaching the meeting place and the emergency bag.
- Students will only be released to their parents and guardians or a person designated by the parent or guardian on the child's emergency form.
- Teachers and students will return to the classroom only after an "all clear" signal.

Miscellaneous

Teacher Conferences

Conferences are scheduled for October and either March or April for all classes. Throughout the year, additional conferences may be held at the teacher's discretion or upon a parent's or guardian's request. During the school year, your child will undergo assessments conducted by their classroom teacher, and the results will be shared with you during conference time.

Birthdays

Each child will have the opportunity to be the leader on their birthday or half-birthday. However, we no longer allow cupcakes or cookies as birthday treats. Please bring in a healthy two-component snack instead.

If you plan to distribute birthday invitations at school, we kindly request that you exercise sound judgment. We want to ensure that no children are left out and that no one's feelings are hurt.

Media Access

Wee Love Preschool will offer the Pre-K classroom an opportunity to watch a video once a year. If such viewing opportunities are introduced in the future, only material approved by the parent board will be shown. All material will be rated "G."

Tablet time will be limited to a maximum of 15 minutes per day or 30 minutes per week, unless a special occasion has been approved in advance.

Personal Toys, Books, & Food Items

We kindly ask that your child refrain from bringing personal items from home to school, as the preschool cannot be held responsible for any lost or broken items. However, your child's class may have designated show-and-share days.

Please ensure that toy guns, knives, and swords remain at home, as we do not encourage combative play.

Additionally, we kindly request that your child refrain from bringing gum or candy, or an extra snack to school. We appreciate your cooperation!

Attire

Play clothes are the most suitable attire for children. When children are dressed up, they may be hesitant to fully engage in activities. Many activities can be messy, involving materials like paint, shaving cream, food coloring, or mud. Despite our best efforts to protect clothing, it is common for clothes to become soiled. Therefore, please dress your child in washable play clothes suitable for these activities.

Additionally, ensure that your child is dressed appropriately for the weather, as we plan to go outside most days. On snowy days, please send mittens, hats, and boots, and be sure to label these items with your child's full name. Closed-toe shoes are ideal for active and safe play.

Some children may also need a change of clothing in case of accidents. Please provide an extra set of clothing in a bag labeled with your child's name.

Coat hooks

Each child is assigned a coat hook to keep their personal belongings.

We recommend that you provide your child with a backpack or tote bag big enough to carry their items and papers to and from school. Additionally, we ask that parents and guardians place their child's coat inside the backpack. This helps keep each child's items organized on their coat hook.

Notice of Nondiscriminatory Policy

Wee Love Preschool welcomes students of all races, genders, colors, nationalities, and ethnic backgrounds to participate in all rights, privileges, and programs offered at the school. The school does not discriminate based on race, gender, age, color, nationality, or ethnic origin in its educational and employment policies, admission policies, athletics, or other school-administered programs.

UPK followed standards: For all Pre-K Classrooms

UPK Classroom Yearly Hours

Program must provide the minimum required UPK instructional hours annually:

360 hours for the AM 3-day class (10.5 hours per week)

360 hours for the PM 4-day class (12 hours per week)

450 hours for the AM 5-day class (15 hours per week)

Organization

Parent Governing Board

Wee Love Preschool is governed by a board composed of parents or guardians who oversee the school's administration and operations. To help with involvement opportunities in programming and planning. This parent board will consist of the following members: the Executive Director/President, Vice President, Secretary, Treasurer, one parent or guardian of a Wee Love Preschool alumnus, and one member who will serve as the liaison to Trinity Episcopal Church.

Board members are recruited in the spring from among the parents or guardians of returning students. Terms last for one to two years, beginning August 1 and ending the following June.

Parent board meetings

Parent board meetings are held regularly on the first Monday of every month at 5:30 PM in the teacher's workroom. If the weather is inclement, the preschool board meetings will be conducted online. All parents and guardians are welcome to attend and are encouraged to participate in these meetings. Agendas, minutes, and Quality Improvement Plans are available in the office, and parents or guardians are welcome to review them at any time.

Interpreters and Resources to Communicate with Families in Their Home Language

Wee Love Preschool is committed to providing interpreter services for families who require support. Interpreters will be available during parent or guardian-teacher conferences and parent or guardian-student orientations. We will also strive to offer translations of newsletters and other written communications. If your family needs these services, please inform the executive director.

Volunteer

Clean Up Days

Parents or guardians may be asked to help prepare the school playground. In August, before the first day of school, we will gather on a scheduled Saturday morning to clean, pick up debris, and make necessary repairs to the playground.

Classroom Volunteer

Wee Love Preschool encourages parents and guardians to volunteer in the classroom. Volunteers are welcome from October until Thanksgiving break and again from mid-January through May. Please note that volunteers will never be left alone with the students and can volunteer for a maximum of 14 days per school year. Parents or guardians may also be asked to assist with preparation work and classroom parties. Please talk to your child's teacher to volunteer in the classroom.

Annual Family Survey

Each year, a simple family survey will be sent out to the families. The results of this survey will help us better understand and serve our current families. In addition to the preschool's annual family survey, the CDEC will share information in the spring of each program year about the family survey and how families can access it. CDEC will also email every participating family with an invitation to participate each spring.

Screening

Vision: Wee Love Preschool collaborates with the local Lions Club to conduct an annual vision screening for all students. After the results are processed, the Lions Club director will notify parents or guardians of any students who are referred to see an optometrist or ophthalmologist.

Dental: This screening will be conducted annually for students in the UPK classrooms at Wee Love Preschool. As a result of this screening, students may be referred to a dentist.

Speech: Each fall, a speech therapist from Summit Speech Therapy conducts screenings for all students enrolled in the preschool. After the screening, your child may be referred for further evaluation.

Hearing: Wee Love Preschool partners with the UNC Audiology Department in Greeley, CO, to provide hearing screenings for children in our UPK classrooms. These screenings will take place each spring during the school year. If necessary, students may be referred to an audiologist based on the results of the screening.

If any of the above screenings are not completed within the school year, Wee Love Preschool will recommend appropriate professionals to families.

Referrals to Outside Agencies

If parents or guardians have concerns about their child's development, the preschool can refer them to Child Find or Envision in Weld County. Teachers may discuss this topic during parent-teacher conferences. The preschool has referral sheets available that include contact information for these agencies. Wee Love Preschool can also assist families in finding external resources to support them in this process.

Toothbrushing (for UPK Pre-K AM & PM classrooms only)

POLICY STATEMENT

Maintaining good oral hygiene is essential for all children with teeth and should be practiced daily. Staff members are responsible for promoting effective dental hygiene among children, particularly during mealtimes. The appropriate oral hygiene procedures will vary based on each child's age and developmental stage.

PURPOSE

We aim to help children and parents or guardians understand the importance of brushing their teeth immediately after meals and promote high-quality oral hygiene practices. Our preschool strives to establish these habits as "best practices." Regular tooth brushing is essential for preventing dental cavities and gum disease. By teaching young children about dental hygiene, we encourage them to consistently care for their teeth. Classroom activities will emphasize daily self-care and oral hygiene practices. After snack time, students in both the morning and afternoon pre-k classes will brush their teeth.

PROCEDURE

1. Teachers should wear gloves while setting up, removing, or replacing the toothbrush in the holder to prevent contamination. They should only touch the toothbrush handle.
2. The teacher or classroom assistant places the appropriate amount of toothpaste on the rim of a cup. For children ages 3-5, a pea-sized amount is recommended.
3. The teacher or assistant gives each child a napkin and a toothbrush.
4. Children apply the toothpaste from the cup to their toothbrush.
5. Tooth brushing should last for 2 minutes, ensuring that all sides of the teeth are cleaned.
6. To make brushing fun, consider playing music, singing a song, showing a video, or using a timer.
7. After brushing, children should spit the excess toothpaste into the cup, wipe their mouths with the napkin, and place the used napkin into the cup. The cups should then be disposed of in the garbage.
8. Children should not rinse their mouths after brushing, as leaving the toothpaste on their teeth is beneficial.
9. The teacher or assistant should thoroughly rinse the toothbrushes under running water.
10. The teacher or assistant should return the toothbrushes to the holder.
11. Store toothbrushes in a holder with at least a two-inch distance between them to avoid cross-contamination and allow them to dry completely between uses.
12. Disinfect and sanitize the toothbrush holders according to the guidelines. Please do not attempt to sanitize the toothbrushes by spraying them directly with a sanitizing solution.
13. Replace toothbrushes every three months, or sooner if they appear worn, after illnesses, or if they become contaminated.

At Wee Love Preschool, we are dedicated to ensuring the health and safety of our children, staff members, and providers regarding tooth decay. Tooth decay is an infectious disease that can pose serious challenges for young children. Our facility recognizes its vital role in preventing tooth decay and in educating children, parents or guardians, and staff about effective prevention methods.

Conclusion

Wee Love Preschool is dedicated to adhering to all guidelines set forth by the Colorado Department of Early Childhood's UPK program, ensuring a safe and enriching learning environment for every child. Our commitment to these standards reflects our mission to provide high-quality early education that fosters growth and development in accordance with state regulations.