



Shepherd of the Hills
Child Development Center
4600 South Poplar St.
Casper, WY 82601
(307) 234-8522



Dear Parents,

Welcome to the 2026–2027 school year at the Child Development Center (CDC). Our records indicate that _____ is registered for our **FRANKLIN** class, meeting **M–TH from 8:30 - 11:30 a.m.**; doors open at 8:15 a.m. Our teachers may have other commitments after class, so please be prompt in picking up your child. If your plans have changed and you do not wish to have your child enrolled, please call our office immediately at 234-8522. **The first day of class will be Tuesday, Sept. 8, 2026.**

Your teacher is **Mrs. Kelsey Coleman**. If you would like your child's teacher to do a home visit prior to school starting, please call 307-234-8522 and she will call you back to schedule a time to visit. Our home visit program is a time for teacher and child to meet. Please don't worry about coffee, cookies, or cleaning!

There will be an Open House and Parent Meeting on **Thursday, Aug. 27th from 10:30 – 11:30 a.m.** at Shepherd of the Hills Child Development Center. This will be a time for parents to become familiar with the Suzuki method of teaching violin and for the children to become acquainted with their teachers and surroundings.

Our violin instructor, **Mrs. Bell**, has had extensive training in teaching violin to children and is filled with creative ideas to make violin a wonderful experience for your child. This meeting will last about one hour as this ensures correct sizing. Your attendance is critical for your child's success. We will measure the children for violins at this meeting. We would love to have the children come to play in the classroom centers and meet their teachers during the Parent Meeting. Please arrive a few minutes early as the Parent Meeting will begin promptly at 10:30 a.m. **Please let us know whether you will be able to attend this meeting by calling our office by Monday, Aug. 25 (you may leave a message on the machine), or informing Mrs. Coleman during her visit.**

Included in this letter is a **Child Record form** and **Physician's form** which need to be completed whether your child was enrolled at our preschool last year or not. We will also need the printout of your child's **immunizations** from your doctor's office, which must be signed by the doctor's office. The State of Wyoming is very strict on its policy that we **must** have an immunization form or waiver on file or your child may not attend preschool. Please have these items completed to give to your teacher at the Open House or by the end of September. The Parent Handbook will be emailed to you or you will have a hard copy if we don't have your email. Please take some time to go over the information provided and then sign the included form that you have read our policies.

Tuition each month is \$180.00 for our Franklin class. This fee is due the first day of the month. A late fee of \$15.00 is charged after the 15th of the month and a \$5 fee will be charged every weekday it is late thereafter. Please talk to the director if there are extenuating circumstances concerning having tuition in on time. Please make checks payable to CDC **with your child's name marked on the check** for easy handling and recording. A drop box is located in the coat room for your convenience. There is also a secure mailbox located just outside the preschool entrance if you need to drop a check off after hours. Checks returned due to Non-Sufficient Funds will be charged the bank fee. The one-time materials fee of \$30 is due with your September tuition.

Our center tries to follow the public school calendar, with a few exceptions including the start and end dates. If school is out due to inclement weather, then we will be closed as well. Please listen to the news stations or check the Remind app (@d6he769) for information.

Your child will receive a tote bag to use for school this year at the Parent Meeting unless they received one last year. If last year's bag is lost or damaged, a new one can be purchased for \$7. Your child's name will be written in large print on the outside of the bag, and you are welcome to decorate this bag anyway you would like. Bags need to be brought to school each day to carry papers and art projects safely to and from school. If your child has a backpack they would like to use for school, then that would be a good place to keep hats, mittens, snow pants and boots for cold days.

Our entrance to the preschool is on the west side of the building (by the playground).

If you have other children with you when you drop off or pick up your child, please remember that it is not safe to leave children in the car unattended. We recognize that if a child is sleeping or otherwise engaged, it is easier to not bring them inside; however, we don't want your child to become a statistic. One option would be to make arrangements with another parent to take turns watching each other's children. It may be an inconvenience, but the alternative would be unthinkable.

When bringing your child, it is necessary to **sign the check-in chart before leaving**. This is the transition of responsibility from you to us and is extremely important. At departure time, children will be dismissed to their parent or other authorized person by their teacher. Please make sure that you have noted all individuals authorized to pick up your child on your child's information card. We will be checking IDs on any unrecognized individuals picking up your child. Please sign your child out as well, especially if you are picking up your child early. These procedures help us keep track of children should we have an emergency.

We are looking forward to a delightful year. If you have any questions that your teacher cannot answer or our information book does not cover, please call our center at 234-8522.

Sincerely,

Mrs. Bolding, Director