



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



May 12, 2026

Dear Parents,

Welcome to the 2026—2027 school year at the Shepherd of the Hills Child Development Center (CDC). Our records indicate that \_\_\_\_\_ is registered for our **SPOT** class, meeting **T/TH from 8:30 to 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 the center immediately at 234-8522. **The first day of class will be an abbreviated class on Tuesday, Sept. 8, 2026.** The first full day of school will be **Thursday, Sept. 10, 2026.**

Our **open house** for parents and children to see the classroom, and meet the teachers will be **Thursday, August 27<sup>th</sup> from 9:45-10:15.** We will be providing lots of information to you at this open house, but if you are unable to attend, we will provide an information sheet on the first day of school.

Your teacher is **Mrs. Abby Chaput.** **IF you** would like a visit from your child's teacher prior to the open house, please call 307-234-8522 and your child's teacher will call to set up a time for the visit. Our home visit program is a time for teacher and child to meet. Please don't worry about coffee, cookies, or cleaning!

Included in this letter is a **Child Record form (if needed)** and **Physician's form**. We will also need a **permission slip signed that allows us to take pictures of your child.** 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.

Our center tries to follow the public school calendar, with a few exceptions including our start and end dates. If school is out due to inclement weather, then we will be closed as well. Please listen to the news or check the Remind App. (@d8fa68). If you have any questions about closures as we will make every attempt to let you know that we are closed.

**Tuition each month is \$120.00** for our Spot 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 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 \$30 materials fee is due with your September tuition.

Each child will receive a tote bag to use for school at the Open House. Your child's name will be written in large print on the outside of the bag. You are welcome to decorate this bag any way 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 bag is lost or damaged during the year, a replacement bag can be purchased for \$7.00. Your child will need a backpack for preschool; this is where a change of clothes, snow-pants, boots, hats and mittens for cold days is kept.

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 in, it is necessary to **sign the check-in chart before leaving**. This is the transition of responsibility from you to us and this 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 truly 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