



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



August 1, 2022

Dear Parents,

Welcome to the 2022–2023 school year at the Shepherd of the Hills Child Development Center (CDC). Our records indicate that «First Name» «Last Name» is registered for our **SPOT** class, meeting **T/TH from 9 to 11:30 a.m.**; doors open at 8:45 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 — Tuesday, Sept. 6, 2022 — will be an abbreviated class.** Your teacher will sign your child up for a time during the home visit. The first full day of school will be **Thursday, Sept. 8, 2022.**

Your teacher is **Mrs.** _____ and she will be visiting all children in her Spots class. Your teacher will be calling within the next few weeks to make an appointment to visit your child in your home before classes begin in the fall. If your teacher is unable to reach you due to vacation plans, she will try again at a later date. 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 and Physician's form.** 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 the home visit.

On **Thursday, Sept. 1**, there will be an **Open House** for the children and their parents to acquaint themselves with the center. The following is the Open House schedule:

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|--------------------|---------------------------|
| 9:45 – 10:15 a.m. | Mrs. Bolding's Spot class |
| 11:15 – 11:45 a.m. | Mrs. Delach's Spot class |

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 radio if you have any questions about closures as we will make every attempt to let the stations know that we will be closed.

Tuition each month is \$110.00 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. If your child has a backpack they would like to use for preschool, then that would be a good place to keep hats, mittens, snow pants, and boots for cold days.

As restrictions associated with the COVID-19 virus have eased, we will be returning to our pre-COVID routine for drop-off and pick-up. I know that our drive-thru drop-off procedure was pretty popular last year; however, that procedure required more personnel power and didn't allow for parents to have the opportunity to come into our school and see what we have been doing. Our entrance to the preschool is on the west side of the building (by the playground). You may park on either side of the building, but we request that you **do not park or drive on the road between the building and the playground as it is dangerous for the children**. If the parking lot is icy, please use the south side parking lot for the preschool entrance, the front entrance to the church, or the church office entrance, which is located on the south side of the building.

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 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,

Kristie Kline Jones, Director