



Shepherd of the Hills
Child Development Center
4600 South Poplar
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 **GROVER** class, meeting **M – W – F 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 the Center immediately at 234-8522. **The first day of class will be Wednesday, September 9, 2026.**

Your teacher this year is **Mrs. Chaput**. If you would like a visit from your child's teacher prior to the start of school, please call 234-8522. Your child's teacher will then contact you and set up a time that works for both of you. 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** 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. Even if you gave us one the previous year, we need a new one for this school year. Please have these items completed to give to your teacher at the Open House or by the end of September.

On **Thursday, August 27th**, 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:

9:00 - 9:30 a.m. Mrs. Bolding's and Mrs. Chaput's Grover 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 news stations or check the Remind app. We will do our best to inform you if we will be closed.

Tuition each month is \$150.00 for our Grover class. This fee is due on 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 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.

Each new child will receive a tote bag to use for school this year at the Open House. Children who received tote bags last year are requested to use those. If your old bag is lost or damaged a replacement bag 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 he/she would like to use for preschool, then that would be a good place to keep hats, mittens, snow pants, and boots for cold days.

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,

Kim Bolding, Director