



## Wee Love Preschool Handbook

3800 W. 20<sup>th</sup> Street

Greeley, CO 80634

(970) 339-3305

Email: [Weelovepreschoolgreeley@gmail.com](mailto:Weelovepreschoolgreeley@gmail.com)

Website: [www.Weelovepreschool.org](http://www.Weelovepreschool.org)

A premier non-profit parent cooperative school  
providing an academically focused program  
with commitment to your child's intellectual,  
social and emotional development.

Educating Northern Colorado children for over 45 years.

## Table of Contents:

WELCOME TO WEE LOVE PRESCHOOL! .....	2
Philosophy .....	3
Goals .....	3
Application Process .....	4
Tuition.....	4
Curriculum .....	5
Field Trips:.....	5
Class Times.....	5
Class Schedules.....	6
Parent Cooperative.....	7
Clean Up Days .....	7
Parent Classroom Helper/Snack Days .....	7
Your Parent Classroom Helper Day: .....	7
Expectations on Your Parent Helper Day:.....	8
Operating Policies:.....	9
Attendance .....	9
Arrival .....	9
Facility Access .....	9
Departure.....	9
Carpools .....	10
Vacations and Closures.....	10
Immunizations.....	10
Illness .....	10
Medical .....	10
Questions and/or Concerns .....	10
Withdrawal from Preschool .....	11
Emergency Procedures.....	11
Medical .....	11
Lost Child .....	11
Fire or Evacuation.....	11
Tornado Warning.....	11
Active Shooter.....	12
Conferences.....	122
Birthdays.....	122
Media Access .....	12
Personal Toys, Books, Food, and Miscellaneous Items.....	12
Attire .....	12
Cubbies .....	12
Organization.....	13
Parent Governing Board .....	133
Parent board meetings.....	133



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Dear Wee Love Preschool Parents/ Guardians,

WELCOME TO WEE LOVE PRESCHOOL!

Wee Love is a premier non-profit parent cooperative school providing an academically focused program while fostering peer relationships and positive self-esteem. Founded in 1968 we have been entrusted with the education of Northern Colorado families for over 45 years!

We want to welcome all of our new and returning families for the coming school year and thank you for choosing Wee Love! We are committed to your child's intellectual, social, and emotional development and are looking forward to a rewarding and exciting year!

Wee Love is a parent cooperative school where helping parents are an integral part. Your help is needed in running and maintaining the school. As part of this cooperative relationship, parents will be asked to serve on the parent board, participate in two scheduled clean-up days and volunteer as Classroom Helper a few times each semester.

The name of the non-profit, parent co-operative organization is  
**Wee Love Preschool.**

The school is non-discriminatory, accepting students

of all racial and religious backgrounds.

## **Operational Handbook:**

### **Philosophy**

Children are entitled to the best that modern knowledge makes available about their education, care, and guidance.

The value of play in the child's development is part of the educational process.

Children should have the freedom and opportunity to develop their social, physical, mental, and spiritual capabilities at their own pace with a feeling of success.

Warm relationships with adults can give the children a sense of their own worth and encouragement toward independence.

There needs to be consistent adult guidance which supports a child's needs, yet when necessary limits his/her actions, thus promoting gradual growth toward self-control.

### **Goals**

To provide children with experiences where they feel successful in a warm, yet challenging climate.

To help children learn about themselves, about others, and about the world around them.

To help children observe, investigate, seek and acquire information and think critically.

To assist children in learning to play cooperatively with other children and groups.

To provide opportunities for children to learn:

- \* through firsthand experience
- \* through sensory perceptions
- \* through discovery
- \* through testing ideas out in play

To assist each child in developing a sense of his/her own self-worth and uniqueness.

To foster a joy of learning.

To promote language skills and help children express themselves through play, stories, music, art, and physical activities.

To work closely with parents for the benefit of the child and his/her family.



## Application Process

Application forms are available at Wee Love Preschool, and can be mailed or emailed upon request by calling (970) 339-3305, or by downloading them from the school website.

Returning students, siblings, and Trinity Episcopal Church members will receive priority placements. New student families will be enrolled on a first come first serve basis. Enrollment begins in January for returning families for the upcoming school year. New student registration will open in February to the community.

Registration is finalized when the completed application form and a **non-refundable registration fee** has been paid to Wee Love Preschool. We take applications for future school years to keep on file on our waiting list.

No fee is required to be placed on our waiting list.

### Age requirement

To be eligible for the 3 or 4 year old classes the child must be **3 or 4 by October 1<sup>st</sup>** of the school year for which the child is enrolled. Exceptions may be made upon special individual review.

To be eligible for the 5 year old class the child must be **5 by November 1<sup>st</sup>** of the school year in which the child is enrolled. The 5 year old class candidate is determined by age and individual review process.

## Tuition

Tuition is paid in 9 monthly installments due on the first of each month beginning in September. A late fee of \$25.00 will be charged for tuition paid after the 10<sup>th</sup> of each month. The final installment will be due on the 1<sup>st</sup> of May.

Current tuition:

\$100 Registration/Supply Fee for 3 and 4 year old classes

\$150 Registration/Supply Fee for 5 year old classes

\$1035/year (9 payments \$115) 3 year old classes a.m./p.m.

\$1,170/year (9 payments \$130) 4 year old classes a.m.

\$1,305/year (9 payments \$145) 4 year old classes p.m.

\$1,575/year (9 payments \$175) 5 year old class p.m.

(\* Class options may change due to enrollment demand)

All tuition checks should be made payable to Wee Love Preschool and can be mailed to Wee Love Preschool or placed in the Tuition Drop Box located in the Art Room. Please note your child's name and their class on the check.

A

B

C



1

2

3

## Curriculum

Your child's teacher will set the stage for a nurturing, caring, and challenging environment where each child, at their own speed, can learn about himself and the world around him.



Science - learning about the physical world by being encouraged to speculate and question his/her surroundings and observations.

Social Studies - learning about the relationships between people and the world they live in.

Art - learning self-expression in a variety of creative media and understanding that it's the process rather than the product that is important.

Music - learning songs, beats, and dance in both structured and unstructured activities.

Literature and Language - learning the joy of literature thru picture books, group time, and story time. Students are also introduced to the alphabet letters and sounds and pre-reading skills.

Physical Education - learning body and spatial awareness and developing basic motor skills

Math - learning to reason, problem solve and understanding relationships through numbers, geometry, and patterns.

### Field Trips:

Included in the many experiences your child will have at Wee Love Preschool is the opportunity to see our community through field trips.

On fieldtrip days, parents or parent arranged carpools are required to drop off and pick up children to and from their child's teacher at the designated fieldtrip site. Times and location for drop off and pick up from fieldtrips will be announced when the fieldtrip is scheduled. Parents are welcome to attend the fieldtrip with their child.

Siblings are not to be brought along on field trips.

No child may participate in fieldtrips without written parental authorization.

Field trip dates and times will be posted in the newsletter and on the bulletin board.



### Class Times

3 Year Old Class A.M.	Tuesday and Thursday	9:00 - 11:00 am
3 Year Old Class P.M.	Tuesday and Thursday	12:00 – 2:00 pm
4 Year Old Class A.M.	Monday, Wednesday, and Friday	9:00 - 11:30 am
4 Year Old Class P.M.	Monday, Wednesday, and Friday	12:30 – 3:00 pm
5 Year Old Class P.M.	Monday, Tuesday, Wednesday & Thursday	12:30 – 3:00 pm

## Class Schedules

### Three Year Old Classes A.M.

9:00 - 9:15	Welcome: Opening/Theme/Story	12:00 – 12:15
9:15 - 10:15	Activity Time: Projects/Centers/Play	12:15 – 1:15
10:15 - 10:30	Group Time: Movement/Songs/Finger plays	1:15 – 1:30
10:30 - 10:45	Snack	1:30 – 1:45
10:45 - 11:00	Outdoor Play	1:45 – 2:00

### Three Year Old Class P.M.

### Four Year Old Classes A.M.

9:00 - 9:20	Welcome: Opening/Theme/Story	12:30 – 12:50
9:20 - 10:30	Activity Time: Projects/Centers/Play	12:50 – 2:00
10:30 - 10:50	Group Time: Movement/Music/Story	2:00 – 2:20
10:50 - 11:10	Snack	2:20 – 2:40
11:10 - 11:30	Outdoor Play	2:40 – 3:00

### Four Year Old Class P.M.

### Five Year Old Class P.M.

12:30 - 12:50	Welcome: Opening/Theme/Story
12:50 - 2:00	Activity Time: Projects/Centers/Play
2:00 - 2:20	Group Time: Movement/Music/Story
2:20 - 2:40	Snack/V.I.P.
2:40 - 3:00	Outdoor Play



## Parent Cooperative



Wee Love is a parent cooperative school where parent volunteers are an integral part! Taking part in a cooperative preschool allows you to be directly involved with your child's early education. Interacting with a community of other parents who share your commitment to childhood and receiving modeling by the teacher as you help, gives you opportunities to learn alongside your child. Most importantly, choosing a cooperative preschool gives you extra time to bond with your child.

As part of this cooperative relationship, we depend on parents to help in classrooms and maintaining the school. Parents or guardians will be asked to participate in two scheduled clean-up days, and volunteer as Classroom Helper a few times each semester. Other ways that parents can help include donations, cleaning, parent board involvement, or classroom maintenance. Specific needs for volunteer time or donations will be listed on the parent bulletin boards in the main hallway just outside the classrooms.

### Clean Up Days

You will be asked to help us prepare the school playground, classrooms, and materials for the beginning of each semester. In August before the 1<sup>st</sup> day of school and in January after the Christmas break we will meet on the scheduled Saturday morning to do general cleaning, disinfecting, and necessary repairs in the classroom and playground.

### Parent Classroom Helper/Snack Days

Each semester parents will sign up for Classroom Helper/snack days. The 1<sup>st</sup> sign up will be at the Orientation Meeting in August and the 2<sup>nd</sup> sign up will be at the Christmas Program in December. If you are unable to attend these meetings, the Scheduling Parent will assign days for you. These days are important to maintain adult/child ratios in the classroom as required by the Colorado state requirements.

Parents of the **3's and 4 am classes** will sign up for Classroom Helper/snack days at the beginning of each semester.

Parents of the **4 & 5 pm classes** will not be required to sign up to be Classroom Helpers but will sign up to provide snacks and are always welcome to visit and participate in the classroom.

When scheduling your Classroom Helper days, please try to schedule a day on or close to your child's birthday so that you can help the class celebrate.

### Your Parent Classroom Helper Day:

Your Classroom Helper Day is a special day for your child. Not only will you be there to observe and help your child's class, but your child will be the Classroom Leader for the day!

#### On your Classroom Helper day please follow these guidelines

Please arrive 15 minutes before the beginning of class. The teacher will give instructions and share the plans and activities for the day.

Siblings are not allowed as there will be no daycare available.

Wear comfortable clothes that are washable. Aprons are provided upon request. Remember part of the day will be spent outside, so dress accordingly.

Smoking is NOT allowed while working with the children inside or outside.



Please put your cell phone on silent/vibrate mode and only answer in an emergency.

If you feel uncomfortable interacting with the children, discuss it with the teacher. He/she may have some suggestions.

Please follow the cleanup list in each classroom before you leave for the day.

Snacks:

It will be your responsibility to provide snacks on your helper day.

**Please be aware that Wee Love Preschool is a PEANUT-FREE school. Please DO NOT bring any foods containing peanuts or processed in a facility that uses peanuts.**

Note: Parents should bring the snack, cups, napkins, utensils, and other items needed for the number of children in the class plus the teacher and classroom helper.

A list of requested snacks consistent with the themes of the week will be posted on the classroom door.

The **Colorado Department of Public Health and Environment** has regulations concerning snacks provided by parents for use at a preschool. A copy of the regulation 7-101(h) follows:

When parents or guardians furnish snacks for children other than their own child, the snacks shall consist of foods that are prepackaged and prepared from commercial sources. **Such food shall be non-potentially hazardous or shelf stable and received sealed.** Once opened and served, remaining potentially hazardous snacks shall be discarded. Nothing in this section shall prohibit the occasional serving of food in connection with a single event or celebration.

Fresh fruits and vegetables are acceptable if prepared at a commercial location.

**As mandated by the State Regulations, we are not allowed to serve any drinks with added sugar, only 100% fruit juice may be served.** Water is also a great drink choice with many snacks. Pitchers are available at school for the children to practice pouring.

Parents of 3's, 4's, and 5's may be asked to bring supplies and ingredients for a cooking experience. The finished food item will be served for the snack. Check the Alphabet Letter of the Week and fit your snack into the letter sound.

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

A prayer/grace will be chosen by the child who is the Leader for the day and said before the snack is eaten.

Expectations on Your Parent Helper Day:

If you have any questions about your child, materials, procedures, rules or anything: please ask.

The teachers should handle most interpersonal conflicts, but step in as necessary if the teacher is busy working with another child. You should assist in classroom management.



Enjoy the children and your time volunteering in class. When talking to students, get down to their level. Rather than calling across the room or playground, go to the child and converse or redirect the activity in a positive manner.

If a child is hurt, give comfort and sympathy to the child and help him/her back into the activity.

Please plan extra time at the end of class to help clean, vacuum and sweep the rooms. A list of tasks are posted in each classroom for parents to review as a guide. During the winter season when the children are unable to go outside, extra time is necessary after class to help clean.

If you are unable to attend class on your scheduled helper day, please try to find another parent to switch days. If you cannot arrange an alternate parent volunteer to switch days and a teacher assistant is used as a replacement, a charge of \$25 will be assessed to your tuition bill to cover the cost of hiring the teacher assistant as your replacement.

## **Operating Policies:**

### Attendance

If your child will be late or not be in school, please call to let us know. This way we won't worry or wait for an activity. Please call at **970-339-3305**.

### Arrival

Please do not bring children earlier than 5 minutes before class is scheduled to begin. We ask you to bring your child into the school and sign them in for the day. Please **DO NOT** drop them off at the door. Please initial the sign in/out sheet outside the classroom.

### Facility Access

We are a locked facility during classes. For the children's safety, all outside doors are locked while children are in attendance except for arrival and departure times. If you need to enter the school while the doors are locked there are doorbells installed on the two main entrances; a staff member will let you in.

### Departure

Children are to be picked up promptly at the end of each class session. Please initial the sign in/out sheet outside the classroom, and gather the items from the cubby. If we are outside at the conclusion of class, please exit from the playground gate.

If you are going to be late, please call 339- 3305. Most children are upset when they are the last person.

If a child is not picked up 15 minutes after a class session has ended, a telephone call will be made to parents/guardians. In the event that the parent/guardian cannot be contacted the person marked under "Emergency Call" will be contacted. A member of the preschool staff will be responsible for the child's care until that child is picked up by an authorized person. If the child has not been picked up within an hour of school closing time, Social Services will be called.

**Wee Love Preschool will not release children to any unauthorized person. Written authorization must be given by the parents/guardian.** In an emergency the child may be released to an adult for whom the child's parent/guardian has given verbal authorization. Identification will be checked if staff does not know the adult to whom the child is being released. If there is not written or verbal authorization for someone who insists on picking up a child from the school, the child will not be released. The parent/guardian will be contacted immediately and if necessary the police will be called.

### Carpools

The school or teachers will not arrange carpools. Carpools arranged by parents will be responsible for bringing children into the school and notifying the teacher of their arrival.

The policies and procedures are based on Colorado State Department of Child Services regulations.

### Vacations and Closures

The calendar is based on Greeley/Evans School District 6 schedule. The preschool will usually follow the directives of School District 6 for snow day closures. If for snow or any other reason we decide to close, you will be notified via phone calls, text messages, and/or the Wee Love Preschool Facebook page.

### Immunizations

Every child is required to have a medical examination and up to date immunizations. (Due to religious, personal or medical exemption, some students at Wee Love Preschool may not be immunized).

All immunization records must be on file the first day a 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 able to attend until all the required forms are on file.

### Illness

If a child becomes ill while at preschool, parents will be notified immediately. The child will be removed from the group and isolated in the care of a staff member until the parent arrives.

Please do not send your child to school until they are free of fever without fever reducing medication or vomiting for a full 24 hours.

Wee Love Preschool will report to all parents /guardians and to the Weld County Health Department any communicable illnesses including but not limited to chicken pox, hepatitis, measles, mumps, meningitis, diphtheria, rubella, tuberculosis, shigella, salmonella, or giardia contracted by a staff member or a child at the preschool. This will be done immediately by the preschool director or an assistant director, upon learning of the incidence of communicable disease. Parents are asked to report exposure of a child to communicable illness outside the preschool, and at the discretion of the director, the child should be excluded from the school for a period of time prescribed by the child's physician or by the local health department. Children's confidentiality will be maintained.

### Medical

All prescription and non-prescription medicines and individual special medical procedures are administered by preschool staff only on written order form and signed by a physician. The parents must sign a consent form PRIOR to administration of medication.

Medications are kept in the original container which bears the original pharmacy label showing the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. When no longer needed, the medication is returned to the parent/guardian.

Staff is trained to administer medications. This training includes school procedures for recording information, administering medications consistent with physician and pharmacy requirements, and measurement of correct dosages. A written record is kept of all medications administered.

All medications are kept in a storage area inaccessible to children and according to pharmacy instructions.

### Questions and/or Concerns

Help us keep the communications lines open. If a problem should arise please talk directly to the people involved. If the problem cannot be resolved, then contact the Director or Parent Board President.

Should a parent/guardian have a concern about care being provided by Wee Love Preschool, a verbal or written

communication should be made first with the child's teacher, second with the Preschool Director and if necessary, then with the Preschool's Parent Board. In extreme cases involving the child's health or safety, a report should be made with Weld County Department of Social Services or Colorado Department of Human Services Division of Child Care.

### Withdrawal from Preschool

If parents wish to withdraw their child from Wee Love Preschool, they are asked to notify the director in writing of the date and reason for withdrawal.

If it becomes necessary to terminate a student's enrollment, parents/guardians will receive written notification of the date and reason for expulsion.

## **Emergency Procedures**

### Medical

In case of an emergency, necessary aid will be given. Parents will be notified. If parents cannot be reached, the child will be taken for emergency medical or surgical care as per the signed authorization forms.

### Lost Child

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

### 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 to their parent or person designated by the parent 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 to 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 to their parents or a person designated by the parent on the child's emergency form.

Teachers and students will return to the classroom only after an "all clear" signal.

### Active Shooter

Wee Love Preschool is a locked facility, during regular class times all doors into the school are locked.

All students will be assisted to an interior hallway/room away from windows. Or to a lockable interior room such as the church office.

If necessary to evacuate the church premises children will be evacuated to Day Spring School next door or

taken by staff personal vehicles to King Soopers on 35<sup>th</sup> Ave. and 20<sup>th</sup> St.

Teachers will bring current class roll (sign in/out) to take attendance after reaching the meeting place

Students will only be released to their parents or a person designated by the parent on the child's emergency form.

## **Other**

### Conferences

Informal conferences are held in September during class visitation days. In March, conferences will be scheduled for children in all classes. During the year, conferences will be held when deemed necessary by the teacher and upon parental request.

### Birthdays

During the Parent Classroom Helper Day scheduling please try to schedule a day on or near your child's birthday. We celebrate with a special group time. Please talk with the teacher if you wish to do something else. We will be happy to help celebrate this special day in various appropriate ways.

\*\*If you pass out birthday invitations at school, please use sound judgment. We do not want any children being left out or feelings hurt.

### Media Access

Wee Love Preschool does not provide opportunity for TV or non-educational video viewing. If such viewing opportunities should be provided in the future only material approved by the parent board will be shown. All material will be "G" rated.

Video, computer and tablet time will not exceed 15 min per day or 30 min per week, unless there is a special approved occasion.

### Personal Toys, Books, Food, and Miscellaneous Items

Please discourage your child from bringing personal items to school. We will do our best to take care of a child's treasure, but the preschool cannot be responsible for lost or broken items

Keep toy guns, knives, and swords at home as we do not encourage combative play.

We ask that your child not bring gum or candy to school.

### Attire

Play clothes are the best attire. When children feel dressed up, they hesitate to enter whole- heartedly into activities. Some activities tend to be messy; we paint, use shaving cream, food coloring, mud, etc. Even though we try to be careful, clothes can become soiled. Please dress your child in washable play clothes. Dress for the weather as we will go outside most days.

Be sure to send mittens, hats, and boots on snowy days. Please label these items with your child's full name.

Closed toe shoes are the best for active and safe play.

Some children may need a change of clothing in case of accidents. Please bring clothing in a bag with your child's name on it.

### Cubbies

Each child is assigned a coat hook and a cubby in which to keep personal belongings.

Please bring a photo of your child to the class visitation. This photo will identify your child's coat hook.

We recommend you have your child bring a tote bag of some type to carry belongings and papers to and from school. This is handy for the carpool drivers. In the hall, there are plastic grocery bags available to carry belongings if tote bags are forgotten.

These cubbies are shared with other classes. If papers are left in cubbies after class they will be saved until next class period by staff. If you do not collect these papers, they will be disposed of at the end of each week.

## **Organization**

### Parent Governing Board

Wee Love Preschool is managed by a parent governing board for the administration and operation of the school. The parent board will consist of the President, Vice President, Secretary, Treasurer, Maintenance Chairperson, Newsletter Chairperson, the Fundraising Coordinator, Scholastic Books Chairperson, the Scheduling and Party Planning Parents (one to represent each class), the Director and Assistant Director or teacher, [one Wee Love Preschool alumni parent](#), and [one member appointed to be the liaison to Trinity Episcopal Church](#). The board is recruited in the spring from parents of returning students and terms are one (1) year from June 1 to the following June.

### Parent board meetings

Parent board meetings are held regularly on the second Monday of every month. Every parent is welcome to attend and encouraged to participate in board meetings. If you are unable to attend, the minutes of each meeting will be posted on the parent bulletin board.