



It starts in the heart

W.H.E.E. Preschool

2026 – 2027

Parent Handbook

This policy and procedures parent handbook published and compiled by W.H.E.E. Preschool introduces parents to our philosophy of education, our commitment to the families, and sets forth the responsibilities we jointly assume for our school.

Walnut Hills Early Education

5400 South Yosemite St.

Greenwood Village, CO 80111

www.wheepreschool.com 303-850-7438

“W.H.E.E. Preschool has been selected over ten years in a row for the Best of Englewood Awards for Early Education and now qualifies for the Englewood Business Hall of Fame.”

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LETTER FROM THE DIRECTOR

Dear W.H.E.E. Families,

Welcome to the 2026-2027 school year! We are so very happy you have chosen W.H.E.E. for your child's early childhood learning experience. We are excited to partner with you in creating a meaningful, fun preschool experience for your child!

W.H.E.E. understands the importance of creating a positive, safe and fun educational experience for young children. We believe that preschool is the first step in building their foundational tool belt. Through fun, exploring and creating, we strive to establish a lifelong love of learning.

Our dedicated teaching staff truly loves what they do. Together, we cultivate a well-balanced, intentionally based curriculum. We assure our students learn through developmentally appropriate practices in order to enhance their confidence, creativity and intelligence to prepare them for kindergarten.

The W.H.E.E. Parent Handbook was written to help familiarize families with our school procedures and policies. It's a quick and handy reference guide with useful information that can be used throughout the school year.

Thank you for trusting us with the education of your child. In everything we do, we stay mindful of our motto, "It starts in the heart." With our staff and you the parents, we are laying the cornerstone for our future generations.

*Sincerely,
Brigit McNair
Director*

MISSION STATEMENT

W.H.E.E. Preschool's mission is to provide a meaningful early childhood educational experience, empower children, honor varied learning styles, and emphasize the joy and wonder of learning.

THE FOUR COMMITMENTS TO W.H.E.E. PRESCHOOL

- Parents will volunteer for 5 hours per year.
- Minimum donation of \$70.00 for Fall Fundraiser.
- A minimum donation of \$70.00 or equally valued solicitation for item/items to be auctioned at the Spring Auction Event.
- Parents and families will work together with mutual respect to create a loving, caring, nurturing environment for all children at W.H.E.E. Preschool

HISTORY

Walnut Hills Early Education is a non-profit corporation founded and licensed by the State of Colorado in 1972. The school was incorporated by the State of Colorado in 1973. It began in Walnut Hills Elementary School and moved to the current location in 1984. The school is governed by a Volunteer Board of Directors composed of W.H.E.E. Preschool parents. A new board is elected each spring.

Over the past 50 years, W.H.E.E. has evolved into an outstanding, high quality early childhood program that serves families from several communities in our area.

STATEMENT OF PHILOSOPHY

We believe all children deserve the right to quality education. We are committed to the development of the whole child. We believe this is accomplished through large group, small group and individual experiential learning experiences. W.H.E.E. provides the opportunity for children to learn and to build

positive self-image through meaningful play, age-appropriate activities, and interaction with experienced, educated and loving teachers.

Children deserve a nurturing, safe, and happy environment that promotes their natural curiosity and desire to learn. W.H.E.E. provides a variety of experiences designed to extend the children's awareness and understanding of their environment and community. W.H.E.E. is centered and based on the belief that play is the best way for children to learn. A child's "work" is their play.

PURPOSE AND GOALS

Our goal is to guide young children in their own developmental growth and social competence. To accomplish this, we provide a comprehensive approach that addresses the needs of the whole child. Creating experiences and learning opportunities to grow and learn socially, emotionally, cognitively and physically is the framework for W.H.E.E.'s developmentally appropriate curriculum. We strive to enrich the lives of children in such a way that they may reach their own optimum growth. W.H.E.E. Preschool encourages children to become the best they can be by promoting the following:

- Honesty and integrity;
- A love of learning;
- Dignity and respect;
- Growth and discovery;
- Diversity; and
- Self-reliance

APPLICATION PROCESS

W.H.E.E. Preschool is open to all children ages three, four or five years by October 1st of the enrollment year. W.H.E.E. Preschool admits students of any race, color, sex, nationality and ethnic origin and all students are given the rights, privileges, programs and activities generally accorded or made available to students at the W.H.E.E. Preschool. We welcome all children who may benefit from our program.

- At the time of registration, a registration fee of \$160.00 and a deposit of one month's deferred tuition are due. W.H.E.E. retains \$25.00 of the registration fee if enrollment does not occur within six (6) months of payment. If enrollment occurs within six (6) months of payment of the registration fee, it is non-refundable. Deferred tuition is *non-refundable after June 1st*.
- Returning families have a one (1) week priority for registration for the following year.
- All health and medical forms must be completed, dated, signed by a physician and returned to the Director by the first day of school. These forms must be updated annually based upon the date of the physician's signature.
- Each child must have a parental release liability form signed and dated.

- Parents must volunteer five (5) hours per year, make a commitment to fundraise, donate a minimum of \$70.00 for the Fall Fundraiser, and make a \$70.00 donation or solicitation of item(s) of equal value for auction.
- Any other pertinent information regarding the child that will be helpful. All information will be kept confidential.
- Children must be toilet trained.

CLASSROOM PLACEMENT

Our policy follows the Cherry Creek School District age guidelines. The following are W.H.E.E. Preschool age requirements:

Two, Three and Four Morning 3's – three (3) years of age by October 1st

All Pre-K classes – four (4) years of age by October 1st

Jr. K – five (5) years of age by October 1st

UNIVERSAL PRE-KINDERGARTEN (“UPK”)

W.H.E.E. Preschool is a Universal Pre-Kindergarten (“UPK”) provider for children who have reached the age of four (4) years by October 1st. By application through the Colorado Department of Early Education (“CDEC”) UPK portal, applicable children can receive 10-15 hours of childcare paid for by the State of Colorado. Classes attended in addition to the UPK provided 10-15 hours are paid for by the family. For more information about UPK, please use this link, <https://upk.colorado.gov/>

PAYMENT SCHEDULE AND FEES

Tuition is due on the first day of each month. The deferred fee paid during registration is tuition for the month of September. **You will be expected to pay each month’s tuition in full regardless of whether your child is in attendance or not.**

MONTHLY TUITION

Two morning 3s (Tues. and Thurs.)	\$298.00 per month	8:20 to 11:20 a.m.
Three morning 3s (Tues., Wed.,Thurs.)	\$450.00.00 per month	8:20 to 11:20 a.m.
Four morning 3s (Mon. – Thurs.)	\$595.00 per month	8:20 to 11:20 a.m.
Four morning Pre-K (Mon. – Thurs.)	\$595.00 per month (or covered by UPK)	8:20 to 11:20 a.m.
Five morning Pre-K (Mon. – Fri.)	\$699.00 per month (or covered by UPK)	8:20 to 11:20 a.m.
Four afternoon Pre-K (Mon. – Thurs.)	\$612.00 per month (or covered by UPK)	11:30 to 3:15 p.m.
Four afternoon Jr. K (Mon. – Thurs.)	\$612.00 per month (or covered by UPK)	11:30 to 3:15

METHOD OF PAYMENT

Tuition will be paid via ProCare. Payment instructions will be provided at orientation and via email prior to the beginning of the school year.

DEFERRED TUITION PAYMENT

Upon registration, a deferred payment of one full month's tuition is required to reserve a child's place at W.H.E.E. Preschool. This deferred tuition payment is considered tuition for the month of September and is non-refundable after June 1st of the year registered.

WITHDRAWAL FROM SCHOOL

Families who withdraw during the school year must submit written notice to the Director **30 days** prior to the child's last day.

DELINQUENT ACCOUNTS

Any family unable to make tuition payment should contact the Director before the due date to arrange an alternate payment schedule. Any family who fails to make appropriate payment on two regular or specially arranged due dates without the consent of the Director will be subject to a late fee in the amount of \$50.00 per week and possible suspension or expulsion.

EDUCATIONAL ACTIVITY FEE

This \$70.00 fee is used to cover educational activities such as yoga, as well as special event supplies.

SCHOLARSHIP FUND

W.H.E.E. has a scholarship fund available to qualified families who require assistance. If interested, please ask the Director for an application form. Scholarship information is kept confidential between the Director, CPA, and the family.

DAILY SCHEDULE

Morning sessions are 3 hours (8:20 a.m.-11:20 a.m.) and afternoon sessions are 3.75 hours (11:30 a.m.-3:15 p.m.). W.H.E.E. Preschool uses our locally developed W.H.E.E. Preschool Curriculum, and each session includes individual, small, and large group experiences. Our curriculum covers all learning domains through play-based activities which include art, drama, manipulative activities, math, science, block building, as well as the proprietary curriculum, "Learning Without Tears," with its emphasis on letter and number recognition and handwriting. Children use the playground for at least 45 min. a day, serving as an intentional opportunity for children to develop gross motor skills, encourage cooperative play, and connect with the natural environment. In extreme weather conditions, we utilize an indoor

activity/recreation room. W.H.E.E. also provides a monthly yoga class, incorporated into the session. Specific class times are as follows:

Two morning 3s (Tues. and Thurs.)	8:20 – 11:20 a.m.
Three morning 3s (Tues., Wed.,Thurs.)	8:20 – 11:20 a.m.
Four morning 3s (Mon. – Thurs.)	8:20 – 11:20 a.m.
Four morning Pre-K (Mon. – Thurs.)	8:20 – 11:20 a.m.
Five morning Pre-K (Mon. – Fri.)	8:20 – 11:20 a.m.
Four afternoon Pre-K (Mon. – Thurs.)	11:30 – 3:15 p.m.
Four afternoon Jr. K (Mon. – Thurs.)	11:30 – 3:15 p.m.
Lunch Enrichment All Ages (Tues., Wed., and/or Thurs.)	11:20 a.m. – 1:20 p.m.

LUNCH ENRICHMENT PROGRAM

Lunch Enrichment is an optional program offered on Tuesdays, Wednesdays, and Thursdays from 11:20 a.m. - 1:20 p.m. It is a multi-age program designed to provide additional active learning and to give children the experience of eating lunch together in a school setting. Children bring their own sack lunch.

- Offered for:
 - Two morning 3s
 - Three morning 3s
 - Four morning 3s
 - Four morning Pre-K
 - Five morning Pre-K
- Cost: \$60.00 per day of the week attended will be added to monthly tuition. For example, if your child attends Lunch Enrichment on Tuesdays each week, a fee of \$60.00 will be added to the monthly tuition. If the child attends two days per week, a fee of \$120.00 will be added to the monthly tuition. For three days per week, a fee of \$180.00 will be added to the monthly tuition.

ARRIVAL TIME

Please make sure your child arrives at school on time. It is **critical** to the beginning of his/her day and makes it much easier for your child, emotionally, to enter the group and participate in opening activities.

- Children should not be brought to the classroom before 8:20 a.m. for morning sessions or 11:30 a.m. for afternoon sessions.
- Each child must be signed in with the authorized user's unique PIN using ProCare. Please do not leave your child in the classroom when a teacher is not present.

- A parent or guardian must contact W.H.E.E. Preschool, via phone call or email, if a child will be late for the start of the school day or will not be attending class that day.

RELEASE PROCEDURE

- No child will be released to anyone under the age of 18.
- Please notify the teacher and/or Director with a written note (email is fine) prior to picking up if someone other than the parent or guardian will be picking up your child. The person picking up the child will be required to show photo identification.
- No child will be released to an unauthorized person.
- Police will be called if an individual exhibits hostility within the school or school grounds.

LATE PICK-UP

- Please call the school if you are going to be late. A \$5.00, per minute, late fee is assessed once a parent is over 5 minutes late. Punctuality is a respect issue to your child and to the school staff.

PARENT INVOLVEMENT

Parent involvement enriches a child's school experience. The parents, teachers and Director share the responsibilities and rewards of operating a non-profit school. Parents play an essential role in our classrooms. Parent participation is required in the following areas:

- A parent *must* attend orientation to be well informed for the upcoming school year;
- Families are required to volunteer a minimum of 5 hours per school year. There are many opportunities to meet this requirement, such as washing materials and equipment, making play dough for your child's classroom, helping with our fundraising projects, etc.;
- Each family is required to participate in the two (fall and spring) school fundraisers;
- Each parent is responsible for reading all newsletters and information communicated from the school; and
- A parent is asked to attend three major functions during the school year: (1) Orientation in the fall (during the day); (2) Back to School Night in October (evening); and (3) Spring Auction Event in April (evening).

W.H.E.E. and the Community. W.H.E.E. Preschool seeks input from participating families on priorities, interests, home routines, and cultural and social practices by partnering with families and the

community to inform decision-making about program operations. This is done through a yearly W.H.E.E. Preschool Survey. Of course, we welcome input at any other times during the year and we strongly encourage the relationship between parents and the teachers and parents and the Director. Through our website (<https://wheepreschool.com/>), families and community partners have access to this Parent Handbook (which is updated annually, or as the need arises). Finally, W.H.E.E. Preschool also partners with Arapahoe County Early Childhood Council (LCO) to better understand the needs of our community.

FUNDRAISING

Each year W.H.E.E. Preschool holds two fundraisers to help support our school. Both require parent involvement.

- Back to School Night – This is a fundraising event as well as an opportunity for the children to show you their classroom, artwork, and sing songs. For this event, the Parent Board designs a product (t-shirt, sweatshirt, etc.) that you will receive at Back to School Night for a minimum family donation of \$70.00 or more.
- The Spring Auction is a big event, and we ask each family for a donation of \$70.00 or an item(s) of at least equal value to be donated to the auction.

CONFIDENTIALITY

W.H.E.E. Preschool is a community in which the staff, parents, and children work together closely. It is imperative that we respect each other's privacy in matters of a personal nature. Our strength as a school comes from our parents' involvement and the time and commitment parents give to our school. Please direct any concerns, comments or questions to the Director or to your child's teachers. Sensitive information about children should be kept private and should never be part of your casual classroom conversations. We appreciate your sensitivity and professionalism regarding this matter of confidentiality.

CHILDREN WITH SPECIAL NEEDS

W.H.E.E. Preschool provides equal opportunity for children with special needs. A reasonable effort will be made to accommodate any child's needs and to integrate the child with other children, within the capacity of the existing staff. Upon enrollment of a child with special health care needs, we must obtain a copy of an existing individualized health care plan for the child that can be reviewed, adopted, and implemented by our staff. We will inform our nurse consultant about the needs of the child and work together, with parents, to develop an accommodation plan. Admittance will be evaluated on a case-by-case basis. After the evaluation, we will admit children on a trial basis for one month. During this time, we will work closely with the child's parents, our nurse consultant, teachers and any other person(s) responsible for the child's growth and well-being. At the end of one month, we will meet with the parents (and any other necessary case workers) to determine if we are able to adequately care for

the child within our current staffing. If we cannot meet the child's needs, we will give parents the time and assistance needed to find more appropriate care.

Specialized Services

Aside from our efforts set forth above, W.H.E.E. Preschool does not provide specific specialized services at our location. W.H.E.E. Preschool partners with local occupational therapists, physical therapists, speech and language therapists, and mental health providers, and are happy to provide referrals upon request.

DIAPERING AND TOILET TRAINING

All children who attend W.H.E.E. Preschool must be toilet trained.

DISCIPLINE AND GUIDANCE

W.H.E.E. Preschool's staff makes every attempt to discipline and guide children in a loving and dignified manner. The term guidance is used because it is a positive term and implies working WITH children to develop internal control of behavior.

Our goal is to encourage children to become creative, independent, responsible and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Our guidance includes:

- Environment: A place that is designed for children. Centers are clearly designed and arranged to promote hands-on learning and discourage inappropriate behaviors, such as running inside.
- Logical Rules: Rules such as keeping your hands to yourself and taking care of the learning environment are discussed with the children, as well as the reasons why rules are needed.
- Curriculum: The curriculum is developmentally appropriate, based on children's interest and level of readiness.
- Reinforcement: We reinforce the positive behaviors we encourage. We love to catch them behaving well!
- Redirection: Often, engaging a child in another activity can eliminate potentially difficult behavior. We might ask the child to help us or send him/her to a different area to play.
- Positive Reminder: Telling the child what we want them to do, rather than using "no" or "don't".
- Renewal Time: Occasionally a child needs to be removed from the situation for a brief time, allowing them to consider alternate behavior.

Any ongoing situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: No verbal abuse will be allowed, including humiliation, ridicule, threat or coercion.

CHRONIC DISRUPTIVE BEHAVIOR

We make every effort to work with the parents of children having difficulties at W.H.E.E. Preschool. We are here to serve and protect all our children. Children displaying chronic disruptive behavior upsetting to the physical and/or emotional well-being of another child may require the following actions:

- Initial Consultation: The Director may require the parent(s) to meet for a conference. The problem will be defined in writing, goals will be established, and the parents will be involved in creating approaches toward solving the problem.
- Second Consultation: If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. A second attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.
- Suspension: When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from W.H.E.E. Preschool for a specific period at the discretion of the Director. The Director may immediately suspend a child if he/she exhibits a behavior that is harmful to him/herself or others. If a child exhibits uncontrollable behavior unable to be modified by the preschool staff, a parent may be called and asked to take the child home immediately. Suspensions from the W.H.E.E. Preschool may vary from a few hours to an indefinite period.
- Expulsion: If chronically disruptive behavior does not resolve after the above procedures are followed, the behavior is considered habitually disruptive. In that instance, Director will consult with the family, and an expulsion may be executed. Specific grounds for expulsion, in compliance with C.R.S. 22-33-106 include: (a) continued willful disobedience or open and persistent defiance of proper authority; (b) willful destruction or defacing of school property; (c) behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children.

GRIEVANCE PROCEDURES

At W.H.E.E. Preschool, the parents, Director, and teachers bring their respective knowledge, skills, and experience into their relationships with each other. A successful relationship is built through communication, sharing and knowledge to arrive at common understanding. When a complaint arises and a staff member or parent would like to file a grievance, the following procedures should be followed:

1. Take the grievance to the other party involved for a resolution;
2. Take the grievance to the Director;
3. Take the grievance to the Board of Directors; and
4. Take the grievance to a mediator who shall be agreed upon between both parties. The parties shall share equally the cost of the mediator.

CHILD ABUSE POLICY

All staff members at W.H.E.E. Preschool have completed and passed an intensive background check through the Central Registry of Child Protection and the Central Bureau of Investigation.

All staff members have completed training in the prevention of child abuse and neglect.

Also, in accordance with the State of Colorado, W.H.E.E. Preschool requires all staff members to be on the lookout for and report to the State Department of Social Services all cases of suspected abuse.

SECOND/THIRD-HAND SMOKE POLICY

W.H.E.E. Preschool provides a safe environment for all students and staff. Second and third-hand smoke can be very toxic to the children, classroom, and staff. If a child or staff smells like smoke, they may be asked to change into new clothes. If clothes provided by family contain the smell of cigarette smoke, W.H.E.E. Preschool will provide extra clothing. A discussion with the family will be had to ensure second and/or third-hand smoke is not permitted in the W.H.E.E. Preschool environment.

VISITORS AT W.H.E.E. PRESCHOOL

All visitors will sign in at the office with their name and phone numbers. Proof of identity may be requested.

PARENT BOARD OF DIRECTORS

W.H.E.E. Preschool is governed by a volunteer Parent Board of Directors (the "Board"). The Board works with the Director to act upon decisions involving the preschool as a whole. The members of the Board are all W.H.E.E. Preschool parents. A general election is held each spring for the new board. Meetings are generally held once a month on the second Monday. Meetings are open to the general school community.

The Parent Board of Directors consists of:

- President
- Vice President
- Secretary
- Director

Member at Large
Volunteer Coordinator
Community Engagement
Spring Auction Chair/Committee
Directory Coordinator

CHILDREN'S PERSONAL BELONGINGS & ATTIRE

- All children are provided with a plastic tote bag at orientation. Please send the tote bag with your child every day. Please check it daily for your child's projects and any notes from the teachers and/or the Director.
- Children should not bring personal toys or other valuables, including jewelry, electronics, and money, to school. This avoids much heartbreak when items become lost or broken.
- The lost and found tote bag is located in the hallway near the Pete the Cat painted bench. Please check for any lost items.
- Children should wear simple clothing. Whenever possible, provide clothing with fastenings that your child can manipulate independently.
- Velcro or slip-on shoes help children to develop independent skills.
- Dress shoes, sandals and cowboy boots are dangerous and/or uncomfortable for the children on our playground. Please provide weather appropriate shoes they can play in easily.
- All outer garments, including hats and boots, should be labeled prominently with your child's name.
- All children should have an extra set of seasonally appropriate clothing in their tote.

OUTDOOR PLAY GUIDELINES & POLICY

Our motto is: There is no bad weather, just bad clothing. We play outside almost every day. If your child is not healthy enough to play outside, then your child is not healthy enough to come to school. Please dress your child appropriately for the weather. In the event of extreme hot or cold weather the Director and teachers will determine the safety of children playing outdoors.

Please send labeled snow pants, boots, mittens, coats and hats as needed. In fall and spring, the weather often changes while your child is at school, so please send a jacket just in case.

COMMUNICATION

English is the primary language spoken at W.H.E.E. Preschool. We ask that children entering the school can speak basic English for safety purposes, including understanding and communicating using words and phrases such as “stop,” “bathroom,” “line up,” “follow” etc. W.H.E.E. provides a Spanish translator if needed. Please inquire during tour and registration.

Communication between the school and parents is a priority at W.H.E.E. Preschool. Families will receive a monthly classroom newsletter from the teachers and a weekly update from the Director. Both will be sent via the ProCare app and/or email. While translation is not specifically provided by W.H.E.E., a translation app or program such as Google Translate may assist in translating communication to native languages. In addition, twice a year, conferences will take place – a telephone conference in the fall and an in-person conference in January. Communication also takes place via social media updates from time to time.

CDEC UPK Annual Survey: Parents will have the opportunity to participate in the UPK Annual Survey from the CDEC occurring in the Spring/Summer 2027.

W.H.E.E. Preschool Survey: In an effort to encourage parent feedback and foster community, W.H.E.E. will send a yearly survey at the end of the school year. Please feel free to contact the Director at any time if issues arise during the school year.

Concerns in the classroom should be discussed with the classroom teachers directly (please see the Confidentiality section). Concerns about school policies should be discussed with the director.

Directory. A school directory will be distributed, via email, to each family. Out of respect for the privacy of all families and staff members, please limit the use of the information, e-mail and home addresses from the school directory for school purposes. Please notify the Director if you do not want your contact information in the directory.

ASSESSMENT OF CHILD PROGRESS

W.H.E.E. Preschool uses the W.H.E.E. Preschool Curriculum’s formal and informal assessments. We use these assessments to support children’s learning by planning program differentiation and adapting teaching practices to meet the individual needs of children. Our assessment methods include, but are not limited to, observations, checklists, and individually administered screening tools which are standardized and approved by NAEYC (National Association for the Education of Young Children).

CONFERENCES

Parents will receive an informal telephone conference in the last week of September or first week or two in October. The goal of this conference is to discuss your child's adjustment to school and to address any concerns. Please use this time to share information with your child's teachers and ask questions. A formal conference will be held in late January whereby the parents and teachers collaborate to set goals for the child. If at any time you need additional communication with the teachers or the Director, please feel free to set up an appointment.

TELEVISION AND VIDEO VIEWING

Television and videos are not used in the W.H.E.E. Preschool Curriculum. The philosophy behind our curriculum is that young children learn best by active learning. We encourage and provide an environment in which children can be active and creative explorers.

SPECIAL ACTIVITIES AND PROGRAMS

W.H.E.E. Preschool holds three music programs throughout the year for family and friends to attend: (1) Back to School Night in October (evening); (2) Winter Program in December (during class time); and (3) End of Year Program in May (during class time). Times and dates are listed in the School Calendar.

W.H.E.E. Preschool holds two class parties for the children during the year - a Winter party in December and a Valentine's Day party in February.

SNACKS

Parents will provide a healthy snack for their child each day. Please also send a water bottle rather than juice, etc. as we encourage drinking water throughout the day. Please send all snacks ready to eat in a labeled, reusable container.

W.H.E.E. is a nut-free school (See Nut Allergy and Nut Free Premises section). Please read the label of store purchased items to ensure the snack does not contain nuts or a nut-warning.

***NOTE:** If your child has a food allergy, please notify the director and your child's teachers.

Healthy snack ideas:

- Cheese and crackers
- Fruit
- Mini sandwiches
- Bagels and cream cheese
- Cheese sticks
- Pretzels

- Yogurt
- Vegetables and dips
- Mini pizzas
- Nut-free GORP/trail-mix
- Tortilla sandwiches

Remember...NO NUTS!

BIRTHDAYS

Children will each be assigned a day to celebrate their birthday at school. Children with summer birthdays will celebrate their half year birthday sometime during the school year.

AUTHORIZED PICK UP

Anyone authorized by parents to pick up the child must have a unique PIN on the ProCare app. Parents must add the authorized pick-up person to their child's ProCare profile, at which time each authorized person will be given a unique PIN.

SOCIAL SERVICES SUPPORT ROLE

W.H.E.E. is licensed by the Colorado Department of Human Services. The license means the program has met the required standards for the operation of a child-care facility. Please feel free to ask to see the license.

Most facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Arapahoe County Department of Social Services is (303) 795-4825. Colorado law requires child-care providers, as mandatory reporters, to report all known or suspected cases of child abuse or neglect.

Child-care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional and social development will be nurtured in a well-planned and run program. For additional information regarding licensing or if you have concerns about the child-care facility, consult with the Colorado Office of Child-Care Services at (303) 866-5948.

CHILD HEALTH AND SAFETY POLICIES

Your child's health is a matter of vital importance to us. Our health and safety program, in compliance with the Nurse Practice Act, includes a nurse consultant who delegates the administration of

medications. Prior to the start of the school year, you must provide a General Health Appraisal (form available on W.H.E.E. website under “Parent” tab) and Immunization Record signed by your child’s physician. The General Health Appraisal and Immunization Record must include allergies, chronic illnesses and special health situations, as well as names and phone numbers of emergency contacts.

Please do not bring a sick child to W.H.E.E. If our staff feels a child is showing any signs of an oncoming illness or has prematurely returned to school following an illness, we will call the parent (or emergency contact) to have the child picked up. Please be certain your child has been free of fever, vomiting, constant coughing, sore throat or other symptoms for at least 24 hours before returning to school. This is in the best interests of all concerned and helps to maintain a healthy school community. W.H.E.E. Preschool follows the Colorado Department of Public Health and Environment, “How to Sick is Too Sick” policies. [How Sick Is Too Sick](#)

Fever: To keep our W.H.E.E. families healthy, if a child has a temperature of 99.5F or above, please keep them home until they are 24 hours fever free. If a temperature of 99.5 or higher is developed during school hours, the parent will be called upon to pick up the child immediately.

If a child has a condition that might require medication on an emergency basis (e.g. in the case of a child’s allergic reaction, asthma attack, etc.), the child’s family shall provide all necessary information and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures. The medication must be brought to school in the original container labeled with the child’s name, emergency phone number, and name of a contact person.

MEDICATION

Strict and specific documentation and practices must be in place before a child requiring the administration of medication by W.H.E.E. Preschool can attend school and before medically delegated staff can administer any medication to any child (both prescribed and over-the-counter medications). In compliance with the Delegator Clause of the Nurse Practice Act,

- Parents are strongly encouraged to administer medication before or after school.
- If medication needs to be given while your child is attending school, there are forms (obtainable in the Director’s office) that must be completed first.
- We cannot dispense medicine without prior written instructions by a physician and must be submitted by the first day of school.
- ALL medication must be brought to the school and given to the Director with the required written instructions from a parent. **Emergency** medication will be stored according to the current regulations and should be kept in each child’s classroom, per consultation of the school nurse.

- Medications must be kept in their original container.
- Prescription medications must have a pharmacy label.
- Only specific staff with state-approved training will administer medications.

NUT ALLERGIES AND NUT FREE PREMISES

Due to the severity of children’s allergies to nuts, the school is a “NUT FREE PREMISES’, and therefore no nuts are permitted. Any nuts, especially peanuts, tree nuts and nut by-products (for example, peanut butter), are not allowed in the building. This applies to, but is not limited to:

- Snacks;
- Special evening events;
- School activities and parties; and
- Lunch Enrichment

Please note that many store-bought items, while not specifically containing nuts, are made in facilities that handle nuts. These packages carry a nut-allergy warning and may not be used at W.H.E.E. Preschool.

SUNSCREEN POLICY

All children must come to school with sunscreen applied. All children at W.H.E.E. Preschool for longer than 2 hours will have sunscreen applied/reapplied to exposed skin prior to going outside. Sunscreen may be applied by a child over 4 years of age with direct supervision of a staff member (7.702.52D5).

Sunscreen may not be applied if there are open wounds or broken skin unless there is a written order by a prescribing practitioner. A medical provider’s note is required if sunscreen will not be used (i.e. skin condition, allergy), and alternate protection from the sun is required (i.e. hat, gloves, long sleeves, etc.).

Sunscreen will be applied according to manufacturer instructions. W.H.E.E. Preschool will provide and apply sunscreen, Rocky Mountain SPF 50 Broad Spectrum 400nm UVA / UVB with Avobenzone, or the parent may provide an unexpired sunscreen, labeled with the child's first and last name to be kept at the preschool.

INJURIES OR ILLNESS AT SCHOOL

Children are constantly in motion and sometimes they will bump, scratch or get a bruise while playing. For more serious accidents, the teacher in charge will fill out an accident report via the ProCare app, which report will be sent to parents. The teacher and/or Director will decide whether the parents should be called or if the ProCare accident report will suffice. In the case of severe injury or illness, 911 and the parents will be called immediately.

EXPOSURE CONTROL PLAN FOR POTENTIALLY INFECTIOUS MATERIALS

Federal regulation by the Occupational Safety & Health Administration (OSHA) has mandated that caregivers have a written Exposure Control Plan for exposure to blood and other potentially infectious materials. All staff are trained in the use of Universal Precautions for infectious diseases, which include, among other things, the use of gloves and bleach solution when cleaning up blood.

GENERAL SAFETY GUIDELINES

Close supervision and frequent “head counts” will be performed in all situations. The outside doors and interior hallway door at the entrance of the building are closed and locked during class times.

Parents can greatly enhance the safety of their children by supervising them closely on school property before and after class. Children are not permitted to play on the church property and are limited to the playground.

PARENT SAFETY GUIDELINES

Emergency contacts: W.H.E.E. requires a minimum of two (2) emergency contacts (in addition to the parents) who can pick up your child in the event of an emergency if parents are not available. This is VERY important! Please choose emergency contacts who are available to pick up your child when called.

When leaving work numbers as emergency contacts, please make sure W.H.E.E. has the direct line into the office, as well as the main number of the business.

If an emergency arises, we will:

- Do everything possible to notify the parents, or if unavailable, your listed emergency contact person of the situation before resorting to calling 911.
- In the event of a life-or-death situation, please be assured the paramedics will be called without delay. If your child needs to go to the emergency room, he/she will be transported by ambulance for medical and safety reasons.
- All W.H.E.E. staff members are trained in First Aid and CPR.

CHILD SUPERVISION AND LOST CHILD

Children attending W.H.E.E. are supervised at all times. Attendance is kept via the ProCare app. Absences are noted. Children are counted frequently during class time and especially when the class exits and enters the classrooms. When classes are leaving and returning to the classroom, one teacher is in front of the line and the other teacher follows behind the last child.

In the unlikely event that a child is lost (cannot be found in the building or on the playground), 911 will be called and the parents will be called immediately.

EMERGENCY/CRISIS PROCEDURES

Consistent with our W.H.E.E. Preschool Emergency Plan, W.H.E.E. has the following policies and procedures for an emergency. These policies and procedures are detailed more thoroughly in our Emergency Plan which is available to review in our office at any time.

In the event of an emergency requiring an evacuation, the Director (in conjunction with law enforcement direction if available) will determine the need for an on-site or off-site evacuation. During an on-site evacuation, the children will be lead to the exterior of the building within the playground enclosure by the North side of the fence.

In the event of a more serious threat to the building where an off-site evacuation is required, the children will be led to Isabella Apartment Homes office located at 5400 S. Park Terrace Ave. Greenwood Village, CO 80111, Ph: (855) 542-9401. If a further evacuation is required, children will be led to Castlewood Library, 6739 S. Uinta St., Centennial, CO 80112; Ph: (303) 542-7279.

If an emergency requiring off-site evacuation arises the staff will do the following:

- Call 911 as we are evacuating from the school
- Lead the children to the off-site location (see above) where a head count will occur.
- The Director will complete a final walk-through to ensure clearance of all children and staff.
- Parents will be notified via the ProCare app as soon as practicable once everyone is safe and accounted for.
- Children will be released only to parents or another adult who has written permission to pick up the child.
- A follow-up phone call will be placed to all parents regarding action taken for the emergency/crisis.

If an emergency requiring a Shelter in Place arises, the staff will do the following:

- Teacher will lock all doors and windows.
- Teacher will close windows/blinds.
- Director or teacher will call 911. The Director will complete a final walk-through to ensure clearance of all children and staff.

- Teacher will guide children to the designated Safe Interior Room or Safe Place as necessary. Please ask to see the W.H.E.E. Preschool Emergency Plan for more details.
- Parents will be notified via the ProCare app as soon as practicable once everyone is safe and accounted for.

SAFE SPACE POLICY

If an Immigration Agent comes to W.H.E.E. Preschool, it is a **private** institution, and thus entrance will not be permitted. Agent(s) will be referred to the Director immediately via phone or Walkie-Talkie, who will then meet the Agent outside. If children are outside/in the hallway, staff will guide all children inside the classroom and shut the door. Staff will conduct a headcount and assure all students are accounted for/ Medications etc. The Director will notify teachers, when it is safe to open doors with an “All Clear”.

If an Immigration Raid is nearby: Teacher will guide all children into classroom and close doors to classroom. The teacher will close all windows and blinds and count all children and make sure all medicines are with children, as appropriate. The Director will notify all families via the ProCare app. Dismissal may include **secure pick up** (one parent/emergency contact at a time).

FIRE PREVENTION AND SAFETY

The Director or the South Metro Fire Department will conduct a monthly fire drill.

- Each classroom has a posted evacuation plan.
- For drills or actual fire, teachers will lead their group of children to the designated evacuation location until an “all clear” is announced. The teacher will conduct a headcount.
- The Director will close the door and make sure all children are in the evacuation area.
- If a child is missing, the teachers will stay with their class and notify the Director. The Director is then responsible for alerting the firefighters and following through with efforts to find the child.
- The Director is responsible for calling 911 and bringing the emergency bin to the evacuation site.
- The Director is responsible for checking the classrooms and making sure each group evacuates the building.

SNOW DAYS/EMERGENCY CLOSURES

W.H.E.E. follows the school closure schedule for Cherry Creek School District. If the Cherry Creek School District is closed, W.H.E.E. will also be closed. W.H.E.E. reserves the right to close, regardless of the Cherry Creek School District closing, if we feel the safety of our staff and W.H.E.E. families will be at risk.

- When school is closed an email and/or message via the ProCare app will be sent by 7:30 a.m.
- If morning classes are canceled due to bad weather, the afternoon classes also will be canceled.

- If there is a storm schedule (delayed start) in the Cherry Creek School District, W.H.E.E. will begin its day at the *regular time*. **W.H.E.E. PRESCHOOL HAS NO DELAYED START SCHEDULE.**

Note: Since conditions can vary greatly across the greater Denver area, please use your own judgment in determining whether it is safe to transport your child to and from school.

STAFF DIRECTORY 2026- 2027

Director

Brigit McNair

Assistant Director

Julia Prendergast

AM 3's Teachers

Brigit McNair

Lindsay March

Kristina Maack

Rebecca Welch

Megan Krueger

PRE-K 4's Teachers

Janet Fuqua

Leslie Harrington

Sarah Dempster

Sarah Oyedele

Lara Turner

Megan Krueger

JR. K

Janet Fuqua

Julia Prendergast

PARENT BOARD OF DIRECTORS

2026 – 2027

President: Jane Birkbeck
Vice President: Sarah Oullette
Secretary/Member at Large: Reeka Penner
Volunteer Coordinator: Julia Valenciano
Spring Auction Co-Chairs: Christiana Jones and Mariah Stewart
Spring Auction Committee:
Community Engagement/Dine Out: Madeline Latimer
Directory/ Person to Person: Jamie Luck