

Skyridge Preschool & Daycare Lab



Policy Manual
2016-2017

Skyridge High School Early Childhood
Education Program

Alyssa Bridges
Family and Consumer Science Teacher
3000 North Center St.
Lehi, UT 84043

Ronda Hansen, Lab Director (AM)
Phone: (801) 631-5782

September 2016

Dear Preschool Children and Parents,

We hope that you are as excited as we are for the 2016-2017 preschool year to begin. Alyssa Bridges is the new Early Childhood Program Director, and brings enthusiasm and great ideas to our preschool. Mrs. Ronda Hansen is one of our Lab Directors and has years of formal experience working with and teaching children. We anticipate the following emphasis in our preschool & daycare lab this year:

- Emphasis for 3-year olds is on peer socialization, following the preschool routine and learning in a developmentally appropriate environment.
- Emphasis for 4-year olds is on preparation for Kindergarten with emphasis on pre-math and language skills, as well as peer interactions.

The daycare will start August 22nd and end on May 19th. We offer a wide range of daycare options throughout the school year (see below). Our daycare is open Monday through Friday from 7:00am to 4:30pm.

- Full-time Daycare (over 5 hours per day or more than 3 days per week)
- Part-time Daycare (2 days a week – days must be consistent each week)
- Part-time Daycare (3 days a week or less than 5 hours per day - days must be consistent each week)
(Over 5 hours per day or more than 3 days per week is considered full-time)
- Part-time Daycare (A-days or B-days only)
- Part-time Daycare (Kindergarten only – More than 4 hours and less than 5½ hours per day)

The preschool will begin on October 4th and end on May 19th. Preschool will be held 4 days each week (Tuesday through Friday). Preschool is not offered on Mondays. Preschool is offered in either a two-day (Tue/Thurs or Wed/Fri) or four-day (Tue–Fri) session. Each preschool session will be from 9:30am to noon with a pickup time ranging from 9:15am to 12:15pm. (*See calendar below for specific dates*).

- Two Day Preschool (2 days a week – Tue/Thurs or Wed/Fri: 9:30am-noon)
- Four Day Preschool (4 days a week – Tuesday - Friday: 9:30am-noon)

Since the primary purpose of the child care lab is as a training site for the High School EARLY CHILDHOOD EDUCATION STUDENTS, and their help is required to maintain a quality program, when the High School Students are not in school, child care will not be provided or the services and/or schedule may be modified. **We DO NOT offer services on the district’s Professional Development Days or Teacher Contract days prior to the school year starting.** Please make note of this. These days are noted on the Alpine School District Calendar included below. If the weather causes the school district to close, this lab will close. Listen to local radio, television stations, or the internet for school closure announcements.

Skyridge Preschool & Daycare Lab Belief Statement:

We believe that every child's first school experience should be positive, caring, educational, and fun. Organization makes learning effective and creativity makes learning enjoyable. The primary purpose for the Skyridge Preschool & Daycare is to offer Skyridge High Early Childhood Education students practical hands-on experience working with young children in a quality preschool setting. Your child will have an excellent school experience directed by qualified professionals and taught by dedicated, select high school students.

Skyridge Preschool & Daycare Lab Mission Statement:

The mission of Skyridge Preschool & Daycare is to provide Early Childhood Education students at Skyridge High School an opportunity to prepare the tools and develop the skills for becoming effective child care providers and future teachers. We offer preschool and pre-kindergarten children socialization experiences, while teaching them in the areas of Language, Math, Science, Dramatic Play, Creative Art, Music and Movement, and Food experiences. We also give children many opportunities to develop large and small motor skills. Emphasis for high school and preschool students is on organization, creativity, and positive attitude as well as “do and be your best.” Our students work closely with the program director Alyssa Bridges, and our lab director Mrs. Hansen, to maximize the educational experience for each preschooler. Students are all working toward earning a Child Development Associate Certification, which is a national certification for early childhood teachers.

Program Policies:

- Parents may apply for admission to our preschool by filling out a registration application. Registration is complete and your child is accepted into our program when the application is accepted and a non-refundable deposit is made (the deposit pays for May's tuition).
- Enrollment is limited to 15 children per session.
- We encourage parents to commit to having their child remain enrolled for the full preschool year (August 22, 2016 through May 19, 2017). Keeping your child in a preschool program consistently and having him/her attend regularly will greatly enhance his/her learning experience, and will help him/her to succeed in kindergarten.

Enrollment

- Enrollment papers must be completed before child care begins, and are available in the Child Care Lab or on our website <http://shs.alpineschools.org/>. **A \$50.00 non-refundable enrollment fee is required to reserve space.**
- Enrollment papers required:
 - Immunization Records
 - The state requires a copy of the child's immunization records (Utah School Immunization Record and a copy of immunizations from the child's doctor or the Health Department) and annual physical examination before services begin. Additional forms may need to be completed at the childcare lab.
 - Application for Enrollment
 - Receipt of \$50.00 Enrollment Fee
 - Receipt of deposit (\$200 for daycare or \$40 for preschool)
 - Authorization For ACH Electronic Transfer (with voided check turned into financial office)

Tuition & Fees

A \$50.00 non-refundable enrollment fee is required to reserve space. Tuition is based on an actual cost of operating the preschool & daycare lab. We try to keep our cost down, but are required by the district to be totally self-supporting. The prices listed are monthly rates:

- **Full-time Daycare**
 - *Over 5 hours per day or more than 3 days per week is considered full-time*
 - Toddlers/Preschoolers (3 to 5 years of age) **\$400.00 per month**
- **Full-Time Daycare for Alpine School District Employees**
 - *Over 5 hours per day or more than 3 days per week is considered full-time*
 - Toddlers/Preschoolers (3 to 5 years of age) **\$360.00 per month**

- **Part-Time Daycare**
 - 2 days a week – days must be consistent each week. **\$200/month**
 - 3 days a week or less than 5 hours per day - days must be consistent each week. **\$275/month**
 - Kindergarten only – More than 4 hours and less than 5½ hours per day. **\$250/month**

- **Part-Time Daycare for Alpine School District Employees**
 - 2 days a week – days must be consistent each week. **\$180/month**
 - 3 days a week or less than 5 hours per day - days must be consistent each week. **\$250/month**
 - Kindergarten only – More than 4 hours and less than 5½ hours per day. **\$225/month**
 - A-days or B-days only. **\$225/month**

- **Two Day Preschool (2 days a week – Tue/Thurs or Wed/Fri: 9:30am-noon)**
 - \$100 per month for community children
 - \$90 per month for Alpine School District Employees

- **Four Day Preschool (4 days a week – Tuesday - Friday: 9:30am-noon)**
 - \$200 per month for community children
 - \$180 per month for Alpine School District Employees

** Registration priority will be given to full-time children*

*** Over 5 hours per day or more than 3 days per week is considered full-time*

****Priority will be given to Alpine School District Employees*

***** Since a slot must be maintained for childcare services, there is no credit given for absences or vacations.*

Late Payment Charges

Payments are due on the 15th of each month. It will automatically be deducted from the checking or saving account on file. If funds are not available you will be charged a \$50.00 late fee. The fees and tuition will need to be paid before the child can return. The second time this happens the child will be removed from the program and all tuition fees will be due or you will be sent to collections.

HOURS OF OPERATION AND PRESCHOOL SCHEDULE:

AM Drop Off:

Daycare	Drop off time: 7:00am-7:45am	Pickup time: 12:00pm-12:30pm
Preschool	Drop off time: 9:15am-9:30am	Pickup time: 12:00pm-12:15pm

PM Drop Off:

Daycare	Drop Off time: 12:30pm-12:45pm	Pickup time: 4:15pm-4:30 pm
---------	--------------------------------	-----------------------------

Late Pick-Up Fee

It is expected that all children will be picked up by the designated closing time for our Child Care Lab. There will be an automatic overtime charge of \$5.00 for up to 10 minutes and \$1.00 per minute thereafter for each child. **There are no exceptions.** Please be considerate of our employees.

POLICIES AND PROCEDURES

What to Wear to the Child Care Lab

- Provide simple clothing that is free of complicated fastenings and that is washable and sturdy.
- Provide sweaters and jackets even on the first sunny fall days. Provide gloves, boots, and snow pants for the cold days of winter. We feel the children should have to opportunity for some outdoor play in all but the worst weather. It is much easier to remove an unneeded item.
- Provide your child with long pants at least mid-October through mid-April. Although we want you to know they are appropriate during the other months depending on the weather.
- Please DO NOT send your child in sandals/flip-flops. (Dirt, gravel, sand, wood chips, EQUAL stubbed toes.)

Extra Clothing

Please send a complete change of clothes (with long pants), including socks and underwear for emergency use. If there is a need for clothes to be changed please replace these clothes with clean ones the next day your child attends.

Toys or Valuables from Home

Please DO NOT send toys or valuables from home with your child. These cause conflicts with the other children and it is possible they might become lost or damaged. We ask that you leave toys or valuables at home or in the car. A stuffed animal is alright to bring as long as your child understands that it is only to be brought out during quiet time and left in the cubby or backpack while class is in session.

Food and Nutrition

Breakfast, a morning snack, lunch, and an afternoon snacks are provided each day. Breakfast and Lunch are provided by the lunch room each day. Snacks will be provided by the childcare lab employees. Lunch will always contain a protein, dairy, fruit, vegetable, and carbohydrate. Any special dietary needs of your child, outside of our menu, will be the parent's responsibility. If your child is lactose intolerant a note from a doctor needs to be provided so that we can get special items for your child each meal and will have to be reported to the lunch room director.

Rest Period

Children will have the opportunity to rest each afternoon. We provide a resting mat with clean sheets. You should send a small blanket and/or pillow clearly marked with your child's name. Children will not be forced to take a nap but they will be asked to stay on their mat quietly they may read a book. Remember a stuffed animal may be brought for rest time only.

Sick Child Policy

The childcare lab must be safe for all children using it. A **“sick” child is defined as one who can jeopardize the health of other children in the lab.** The lab will not accept sick children. A daily health check of children will be completed by the staff. Any questions you may have should be directed to the Child Care Director. If the child has mild symptoms which DO NOT impair their functioning ability the parent will be notified when they pick up the child at the end of the day.

If a child becomes very ill during the day, the parent will be notified and asked to remove the child from the lab. Medical care may be suggested. Please keep your child home if they have any of the following:

- A fever of 100 or more or has had one during the previous 24-hours period.
- Been taking antibiotics less than 24 hours.
- Has a heavy, green nasal discharge.
- Has a constant cough.
- Has or have had diarrhea for more than 24 hours and it has been less than 24 hours since last time the child has vomited.
- Have the symptoms of a communicable disease such as chicken pox, measles, scabies, impetigo, conjunctivitis (pink eye), lice, etc.

Your child may return to the childcare lab:

- If the cold is over, but they are left with a minor nasal drip.
- If they have been exposed to a communicable disease, but the center has been notified so that the incubation period can be discussed and it can be determined on what dates they should stay home.

Please notify us if an illness has occurred so that we can do extra disinfecting in the whole lab. We do DEEP cleaning on Friday's to keep illnesses under control and the toys clean and safe to play with. Remember ill children need the special care of their parent or guardian. **The child should be symptom free without medication or on antibiotics for 24 hours before returning to the lab.**

Medication

Because of legal implications, the following procedure is required for us to administer medication:

- Send only prescribed amount.
- Please fill out the appropriate parent consent form to administer medications to your child. We must have one on file for each medication that we are to administer to the children. The director and teacher aids will have copies to fill out if needed.
- Medication will ONLY be administered by the childcare director and adult assistant.

Discipline and Guidance Philosophy

Our task is to help children to choose correct decisions that are productive and not to waste energy by making wrong decisions. We call this discipline “positive discipline.” This approach helps maintain the relationship of trust, respect and dignity that we are building with children. Our discipline program will be based on the following rules:

- No child will be allowed to hurt another child or adult.
- No child will be allowed to hurt him/herself or place him/herself in unsafe circumstances.
- No child will be allowed to destroy property in the childcare lab or on Skyridge High School property.
- All children must help with clean up at the childcare lab and Skyridge High School Property.
- We first try to remove the child from the area, activity, or child that is causing a problem. Sparingly, “time out” may be used. This is only to remove the child from the situation until resolution. Time out lasts no more than 1 minute per year of age.
- When children do not listen to the important directions or to help clean up, after 3 times of asking they may be placed in the no listening chair for half the time of the “time out” and this is called the “no listening chair.” We have found it this is a good tool for the children to think about why he/she should listen and we explain why we placed them in the chair and the importance of listening.
- For most other “positive discipline” is teaching the children how to figure out their own disagreements or issues. We will help the children with a dialog to help the children positively solve their own issues. This helps with communication skills and dealing with social skills in a positive way.

Child Abuse and Neglect

As a provider of child care, any staff member of the Alpine School District who has reasonable cause to believe that a child has been abused or neglected is required by law to report the incident. This report is made to the local Services of Children and Families or to a law enforcement agency, including juvenile department, which must cause in investigation.

Other Information

- Daycare is in session 5 days a week
- We acknowledge Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter unless there are any parent concerns about celebrating these holidays.
- We will go on a few field trips including but not limited to:
 - Utah's Hogle Zoo, Thanksgiving Point Museum, a local pumpkin patch, etc.

We will have a calendar available each month, showing themes and concepts.

General Care Giver Responsibilities

Each employee and student assistants of the Skyridge Preschool & Daycare Lab are expected to follow and adhere to the following guidelines:

- Model appropriate techniques for quality child care.
- Demonstrate knowledge about the growth and development of children.
- Communicate effectively with children throughout the day at the children's level.
- Offer comfort to young children to aid their feelings of security.
- Demonstrate compassion, fairness and patience when dealing with young children.
- Follow guidelines mentioned in the employee handbook.
- Assist in daily cleaning procedures (not to exceed the child's capabilities).
- Washing hands regularly and always after helping a child with toileting procedures and before and after handling any food. Adult care givers are the only ones to assist in toileting clean-up. Students are not allowed in the stalls or children's bathroom occupied by a child.
- Each care giver will be required to complete a background check before working in the lab.

Basic Care Responsibilities

The Basic Care Guideline discusses the overall management and operation of the childcare lab. Each employee and student assistants should understand and follow these guidelines as lists:

- Before using the lab, each parent is required to fill out an application for his/her child containing immunization records, emergency information, and specific food needs of his/her child. This information will be kept on file in the child care lab and is to be kept confidential.
- Each child arriving in the lab will have a cot and a sheet. The sheet will remain in an individual bag when not in use the will be labeled with the child's name. The sheets and extra blankets will be washed weekly by the childcare lab or more often if needed. Parents or guardians are asked to send a small blanket and/or pillow clearly marked with the child's name. We also ask that parents or guardian take pillows and blankets home each week and wash them. Please make sure the next day the child attends the blanket and/or pillow is brought back for the next week of use.
- All specialized food used by individual children needs to be supplied by the parent and labeled with the child's name.
- The lab should be notified no later than 7:30 am if the child will not be present in the lab that day. If the child is missing due to illness it is important for the aids to know in case of infectious illness that other parents or guardians need to be aware, examples include but not limited to: Pink eye, strep, chicken pox.
- Children will never to be left alone, either in a classroom, restroom, sleeping area or outside. An employee/student aid will always be present in the room with a sleeping child.
- If weather permits, daily outings providing fresh air and exercise will be held. Parents or guardian are responsible for ensuring that their children have adequate coats, etc. for these outings. If needed employees will talk to the parents to request these items.
- Fire drills will be held on a regular basis for the safety of the children. All children and adults are required to participate regardless of weather or other conditions. All fire drills procedures will be followed as outlined by Skyridge High School.
- First aid supplies are available at all times.
- All employees will have completed Infant and Toddler CPR training as well as hold a current Food Handlers Permit.

- All child care procedures will be under the direction of the childcare director.
- No visitors will be allowed without the childcare director's approval, this includes employees own children or relatives.
- Only personal authorized on enrollment form or by special written permission from parent or guardian will be allowed to take a child from the lab. Employees are always required to check ID before allowing the child to leave with this person, even if they know the pin of the child.
- Authorization needs to be given for anyone other than the parents or guardians to sign Incident/Accident Reports.

Discipline and Guidance

Key elements in the childcare lab include an environment which fosters social development, is safe, and allows the freedom to explore within reasonable boundaries. Developmentally appropriate toys and has toys and materials within the child's reach.

Keeping these things in mind, the most appropriate guidance is that which teaches and models behavior for children. All guidance will be designed to help the child develop self-control, self-esteem and respect for others. All guidance shall be consistent, timely and appropriate for the age and development of the child.

We stress the following positive guidance techniques:

- Model appropriate behaviors through our own actions.
- Set clear, reasonable limits and expectations that protect the child's health and safety, the rights of others and the environment.
- Mention to children what they can do. This is appropriate behavior you want to encourage. Then, if necessary, explain why they should not do what they are doing. Keep what is said to children short and simple so they understand your request. Single request are best as children do not understand if asked to do several things at the same time.
- Give children the most attention when they are doing what you would like them to do. A lot of attention for negative behavior causes children to do it again if they want your attention or others attention.
- Encourage and assist with verbalization and problem solving skills, especially with peers and interns.
- Redirect a child's activity as necessary.
- Plan a program and environment appropriate for the developmental level of the children involved. Offer flexibility within a consistent routine.
- Changing the environment is better than restricting a child's exploration and need to move.
- If safety of a child is involved, always move quickly to remove the child from the dangerous situation.
- Encourage self-help skills and independence.

Our childcare lab focuses on four basic classroom rules:

1. WALK in our school – Use walking feet.
2. Use KIND WORDS only – Use your words.
3. Keep HANDS and FEET to SELF.
4. Use INSIDE VOICE.

We teach personal space and appropriate social skills:

- Children spread arms, raised above them, to the side of them, and all around them. This is their personal space. They are in charge of that space. Everyone has that same personal space around them.
- We teach children to give others their space and not to get too close and respect individuals and their rights.
- Other children, adults, interns, and pre-school teachers can enter a child's personal space only if permitted by the child.

The following concepts are acceptable behaviors and should be encouraged.

- Gentle Touch
- Friendly Talk
- Helping Hands
- Listening Ears
- Feeling Talk (Talking about our feelings instead of hitting, when angry etc.)

Observations and Documentation

Observations and documentation of events are an important part of caring for children. Employees need to be alert and observant of children's good physical, cognitive, and social development. This includes being observant of relationships with parents, other adults, or student assistants in the lab.

Other documentation needs occur when unusual events occur or unusual developmental patterns appear. This documentation will include:

- Date, time, and place.
- People involved.
- Brief description of what occurred.
 - Description will be objective avoiding subjective statements. In other words, it should not be influenced by judgments or interpretations. It will explain what was actually heard or seen.

ALL INFORMATION WILL BE KEPT CONFIDENTIAL AND PLACED IN THE CHILD'S FILE.

Student assistants will be required to contribute meaningful observations, anecdotes, pictures, etc., which may be included in each child's portfolio. This will be available to the parents at the end of the school year. Employees are to assist high school students as needed in completing portfolios. Pictures, observations, and anecdotes will not be published unless there is written permission by the parent or guardian.

General Guidelines for All Meals

Food services at the childcare lab are designed to promote the development of each child's positive self-concept, social skills and healthy nutrition attitudes and habits. The food for breakfast and lunch is all prepared by Alpine School District Nutrition Services (we will prepare on site snacks.) Teachers serve as role models to:

- Provide a relaxed, comfortable atmosphere at mealtime.
- Encourage children to use words to ask for what they want.
 - More developed language children are encouraged to make simple sentences, such as, "more milk please."
 - Non-verbal children are encouraged to make sounds that are close to words necessary, such as "cooks" for cookie.
- Help children stay seated at the table while eating.
- Encourage children to use spoons or forks for eating.
 - Remember: There is value to a toddler using his/her fingers at times. Encourage, don't insist!
- Making small portions, offering all components of the meal to each child. Encourage them to sample all food.
- Encourage them to ask for more.
- Be seated at the table with the children during meals.
- Use meals as a time for talking together! It is often a good time for looking at something special, talking about the day, what you're eating, who is here for the day, even a short story, etc.
- Allow older toddlers and preschoolers to start serving themselves (if health permits). Help them scoop out dessert or take their own piece of toast.
- Be aware of and check food list, update as necessary for information regarding children's dietary restriction and adhere to it.
- Encourage, but never force a child to eat. If a child is not eating, allow the child to make that choice.
- Provide support to a child when a spill occurs and calmly help the child to clean up.
- Model appropriate mealtime manners. Usually taught in the first couple of weeks of class.
- Foods will not be withheld from children for disciplinary reasons under any circumstances, nor is food offered as a reward.

Feeding Procedures for Children

It is important to keep in mind the following procedures when feeding children over one year of age:

- Food served will include foods from each of the basic food groups.
- Foods must be served at breakfast and lunch as well as 2 small snacks in the morning and afternoon.
- Food is provided for children. Breakfast and Lunch is prepared in our school cafeteria and meets requirements of the U.S.D.A. child nutrition program. Snacks are prepared onsite which meet the requirements of the U.S.D.A.
- All adults and children must thoroughly wash their hands with soap if participating in any food related activity for example: food projects, eating snacks and meals
- All classroom surfaces used for food preparation or food service must be thoroughly cleaned directly before and after such use with a sanitizing solution.
- Food which falls to the floor must be cleared and thrown away.
- Chairs and tables will be sanitized after each use.
- Children will be encouraged to feed themselves.
- Finger food will be served when possible, allowing children to feed themselves.
- A CHILD WILL NEVER EAT UNATTENDED.

Emergency Procedures

Below are the procedures listed for assisting children with different accidents and incidents that may occur in the childcare lab:

- Minor – (cuts, scrapes, bruises, etc.)
 - Administer first aid.
 - Record accident on an Incident/Accident report to be signed by a parent or guardian unless another person is authorized. The original will be placed in the child's folder and a copy will be made on request.
- Serious – (Deep cuts, sprains, etc.)
 - Childcare specialist/teacher administers first aid and stay with injured child. Send a staff member to notify childcare director or designated person in charge. Remaining staff continues to supervise other children
 - Childcare director will call parents and/or emergency contact.
 - If parents and/or emergency contact cannot be reached, child may be taken to the hospital.
 - Take child's emergency released form with the child.
 - Record Incident/Accident on Injury Report form (duplicate) and give to childcare director. The director's copy will need a parent or guardian signature.
- Life Threatening – (Child is not breathing, bleeding cannot be stopped.)
 - Administer First Aid or CPR
 - Contact childcare director or designated person in charge. If on field trip, call 911 first.
 - Call 911 – Indicate where the childcare lab is located in the school.

- Notify parents to meet child at the hospital.
- Take Emergency Release form with child to hospital.
- Record accident on Incident/Accident Report Form and give to the Child Care Director. The report will be placed in child's folder submitted to school and district. The Child Care Director will be in charge and make all decisions about the care of the child until parents arrive. The parent will be expected to assume responsibility for any resultant expense. The center will maintain a parent's signed consent form agreeing to this provision. It is to a child's benefit that parents keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

Sleeping or Napping Routines

The following guidelines will be followed when children are sleeping or napping in the childcare lab:

- Children using the lab will be assigned as individual sleeping area, a cot, and their own sheet.
- Toddlers and preschoolers will lie down and nap on a cot in a semi-darkened rest area after lunch.
- There will always be an adult present during the rest period.
- Stories can be read prior to rest time.
- Children will never be forced to nap. Those children not napping will be encouraged to sit quietly on their mats looking at books or be involved in some type of quiet activity.
- A stuffed animal can be cuddled with during nap and quiet time but will be left in the child's cubby or backpack.

Daily Daycare Schedule

7:00-7:45	Drop Off and Check In
7:45-8:00	Table top activities
8:00-8:30	Breakfast (cafeteria or premade by aides)
8:30-9:00	1 st circle time (birthdays, themes, number of the day)
9:00-10:30	Centers Language, Math, Science and Art
10:30-11:00	1 st Recess
11:00-11:30	Lunch (cafeteria)
11:30-12:00	Free Play

12:00-12:30 pickup time for AM daycare students AND drop off for PM daycare students

12:30-12:45	2 nd Circle time Calendar, music/yoga time
12:45-1:15	Fine/Gross Motor Activities
1:15-1:45	2 nd recess
1:45-2:00	Snack
2:00-2:30	Quiet Time/Rest Time
2:30-3:30	Centers Language, Math, Science and Art
3:30-4:00	Circle Time Story Time, Music
4:00-4:30	Free Play/Dramatic Play until check out

*Because the Daycare & Preschool sessions are so closely related to the high school schedule, we ask that you pick up your child promptly at the designated pick up times for both sessions.

Parents/caregivers must sign their child/children *in and out*** of preschool.

Grievance Policies for Parents and Students

Any problems or concerns you may have regarding the preschool should be directed to Mrs. Ronda Hansen to be dealt with. If the problem is not resolved, you may then go to the Family and Consumer Science Department chairperson Alyssa Bridges, then the High School Administration (John LaBare, Assistant Principal), and then Alpine School District to resolve the concern.