



# WONDERBLOOM NATURE PLAYSCHOOL

*PARENT HANDBOOK*

*Academic Year 2023-2024*

*1580 E Vine St.*

*Murray, UT 84121*

*(Updated July 19, 2023)*



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# CONTACT INFORMATION

**Location:** Cottonwood Presbyterian Church - SW entrance  
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Murray, UT 84121

**Phone:** 801-839-7041

**General Program Inquiries:** [admin@wonderbloom.org](mailto:admin@wonderbloom.org)

**General Board Inquires:** [board@wonderbloom.org](mailto:board@wonderbloom.org)

## Board of Directors

Co-Chair, Robert Stone, [stone.robby@gmail.com](mailto:stone.robby@gmail.com)

Co-Chair, Bobbi Taylor, [bobbilisataylor@gmail.com](mailto:bobbilisataylor@gmail.com)

Treasure, Ryan Shumpert, [ryanshump@gmail.com](mailto:ryanshump@gmail.com)

Secretary, Jennifer Pardue, [jennpardue@msn.com](mailto:jennpardue@msn.com)

**Executive Director:** Dr. Sarah Stone

Email: [sarah.stone@wonderbloom.org](mailto:sarah.stone@wonderbloom.org)

**Center Director:** Lianna Lopez

Email: [lianna.lopez@wonderbloom.org](mailto:lianna.lopez@wonderbloom.org)

**Assistant Director:** Lizzy Warner

Email: [lizzy.warner@wonderbloom.org](mailto:lizzy.warner@wonderbloom.org)

## Tax Information

Wonderbloom

501(c)(3)

EIN/Tax ID: 83-2514288



# Wonderbloom's Philosophy

Wonderbloom Nature Playschool is the first nature-based preschool in Salt Lake City! We are inspired by the philosophy of European "Forest Schools," where children spend most of the school day learning outdoors. At Wonderbloom we know that nature-based learning has many benefits! Some of which include: supporting children's mental health, increased awareness, strong problem-solving skills, creative imaginations, increased positive social skills, and we have seen children begin to develop beautiful relationships with the natural world. We take a holistic approach to learning by focusing on children's minds (developmentally-appropriate school readiness), bodies (yoga and nutrition), and souls (relationships with each other and nature). We utilize an Emergent Approach as well as seasonal changes when creating our curriculum and lesson plans. Emergent Curriculum is inspired by the Reggio Emilia Approach to learning. At Wonderbloom the educators follow the children's interests, consider their own experiences, and employ inquiry as the foundation for creating and fostering meaningful learning experiences for the children.

## The History Of Wonderbloom

Several years ago, Dr. Sarah Stone learned about the nature-school movement when reading about educational styles that had the most positive benefits for children. She became convinced that there was a better way to promote development and learning in young children, and it included rethinking the traditional indoor classroom setting. Sarah set out to enroll her own children in a nature preschool, but was shocked to find there were no year-round, nature-focused programs in Salt Lake City.

This commitment to her children's education compelled Sarah to find a way to bring this ground-breaking methodology to Salt Lake City. Combining her PhD in early childhood development with her 16 years of preschool teaching experience, Sarah established a high-quality early childhood program. She opened Wee Humans in 2017 in her backyard, and converted it to an expanded nonprofit called Wonderbloom in Fall of 2018.



## Our Vision

Learning in nature nourishes the child's mind, body, and soul.

## Our Mission

Increasing child access, educator implementation, research enrichment, and advocacy engagement for nature based early childhood education.



# Meet The Wonderbloom Team

## *Our Administrative Team*



### **Dr. Sarah Stone – Founder and Executive Director**

Sarah, the founder and Executive Director of Wonderbloom, has a PhD in early childhood development and has spent over 19 years teaching and supervising early childhood programs including Parents As Teachers and Early Head Start. In addition, Sarah has trained in nature-based education approaches. She has incorporated her extensive knowledge of early childhood development with principles of nature-based learning to create the underlying philosophy and structure of Wonderbloom. Sarah founded Wonderbloom in 2017.



### **Lianna Lopez - Center Director**

Lianna is originally from Northern California. She moved to Utah in 2015, and earned a Master's degree in Education with a focus in Montessori Early Education from Westminster College. Lianna has over 16 years of experience working in the classroom with young children and families. One of her biggest passions is birds. Lianna currently serves on the Great Salt Lake Audubon Board of Directors and is their Education Chair. Lianna also enjoys spending time with her husband & two kiddos, bowling, cooking, swimming, playing pinball, crocheting, hiking & golfing. Lianna joined the Wonderbloom Team in March 2021.

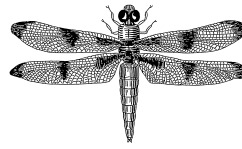


### **Lizzy Warner - Assistant Director**

Lizzy grew up in Salt Lake City. She has a Bachelor's degree from Utah State University in Family Life Studies. Lizzy has over 8 years of experience working with children as young as infants all the way up through school age. She is excited to be a part of the Wonderbloom team, and fully embrace nature based learning. In her spare time, Lizzy enjoys gardening, restoring old items, hiking, and spending time in the sunshine. Lizzy joined the Wonderbloom Team in June 2023.

## Our Teaching Teams

### The Dragonfly Team (Full Day)



#### **Mariah Leick - Early Childhood Educator**

Mariah grew up in the beautiful Southwest desert and moved to Utah after graduating from Arizona State University in 2018. She holds a Bachelor's degree in Global Studies and Environmental Sustainability. In May 2023, Mariah earned a CDA Credential. Her previous experiences include providing gardening education to refugee community members, teaching toddlers, and working as a nanny. Mariah enjoys exploring the foothills with her dog, experimenting in her garden and kitchen, and learning new languages. Mariah joined the Wonderbloom Team in May 2022.



#### **Harlem McCombs - Early Childhood Educator**

Harlem is originally from Costa Rica where she earned a degree in tourism administration. She has lived in Utah for the past 10 years. She has always been passionate about working with young children, and has previously worked as a preschool teacher and nanny. She is excited to join Wonderbloom after being a stay-at-home mother for her three children, a 14-year-old and 9-year-old twins. Harlem is fluent in Spanish, and her hobbies include: yoga, cycling, cooking, watching movies, and spending time in nature with her family. Harlem joined the Wonderbloom team in February 2023.



#### **Jake McCabe - Early Childhood Educator**

Jake is originally from Rochester, Minnesota. In Minnesota, he worked at a daycare, coached AAU basketball, and various sports camps. He has been living in Salt Lake City for two years. When Jake first moved to Utah he worked as a substitute teacher at various schools, daycares, and after school programs. He is incredibly excited to be a Butterfly teacher and work with your kids! Outside of the classroom, Jake is a basketball skills trainer. In his free time, he enjoys thrifting & reselling clothing, slacklining, tree climbing, and woodworking. Jake joined the Wonderbloom Team in May 2022.



## The Honey Bee & Butterfly Team

(AM & PM Half Day Class)



### **Jenna Krueger- Early Childhood Educator**

Jenna is originally from Eugene, Oregon. She graduated from the University of Puget Sound in 2021 with a degree in Psychology. She has been living in Salt Lake City for a little over a year working as a wilderness therapy field guide. Her experience with children includes working as a preschool assistant, being a summer camp counselor and as a naturalist, and her work with a wilderness therapy program. In her free time Jenna loves to go rollerblading, rock climbing, and read lots of books. Jenna joined the Wonderbloom Team in December 2022.



### **Abdul Adam - Early Childhood Educator**

Abdul is originally from Ghana, West Africa where he earned a Bachelor's degree in education and was a PE teacher for many years. Abdul spent time working with school aged kids in New York City before moving to Utah to work with children with special needs. Teaching has been his life's work and passion. His goal is to try to understand their behavior and help them grow in the best possible ways. His hobbies include playing volleyball and listening to music. Abdul joined the Wonderbloom Team in April 2022.

## Classroom Assistants & Interns



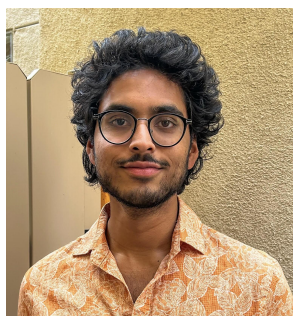
### **Cameron Mooney - Classroom Assistant**

Cameron grew up in Salt Lake City and attended Skyline High School. She played four years of college basketball. Cameron is working towards her Bachelor degree in graphic design. She has been working with kids for the past three years, at the Boys & Girls Club and at various sport camps and programs. In spare time Cameron loves playing sports and regularly competes in outdoor volleyball leagues. She also loves arts and crafts, especially oil painting. Cam joined the Wonderbloom Team in August 2022.



### **Kelsie Muhlestein - Classroom Assistant**

Kelsie grew up in Salt Lake City and currently attends the University of Utah, pursuing a degree in Family, Community, and Human Development with an emphasis in Early Childhood. She has six years of childcare experience as a daycare teacher, summer camp counselor, and behavior technician. Outside school and work, Kelsie volunteers to tutor high school students for the ACT. She enjoys yoga, painting, reading, camping, and hiking in her free time. Kelsie joined the Wonderbloom Team in May 2023.



### **Bobby Mallick - Student Intern**

Bobby is a 4th-year psychology student at the University of Utah. He has always been fascinated by the intersection of child development and the natural world, which led him to explore the incredible opportunity of working in an environment where these two elements intertwine. Bobby hopes to actively engage, and encourage exploration and connection with nature. He is fortunate to have the opportunity to witness firsthand how exposure to the outdoors positively impacts cognitive, emotional, and social development. Bobby joined the Wonderbloom Team in August 2023



### **Genevieve Smith - Student Intern**

Genevieve is an undergraduate at BYU majoring in Family Studies, and minoring in Philosophy. She will be interning this fall, and is excited to be working with the team and kids. Genevieve understands that caring for children is not always easy, yet from her experiences she feels it is rewarding work. In her free time she enjoys playing tennis, drawing, reading, and spending time with her roommates and family playing card games & watching shows. Genevieve joined the Wonderbloom Team in August 2023.



# Our School Calendar

We follow the Granite District Calendar for most holidays and school closures. All calendar dates can also be found on our website and in Brightwheel.

## 2023

**Aug 28-29** Meet Your Teacher (by appt.)

**Aug 30** First Day of School for MW & MWF Classes

**Aug 31** First Day of School for TTH Classes

**Sept 4** Labor Day  
**NO SCHOOL**

**Sept 21-22** Parent Teacher Conference (by appt)  
**NO SCHOOL**

**Nov 22-24** Thanksgiving Break  
**NO SCHOOL**

**Dec 19-Dec 29** Winter Break  
**NO SCHOOL**

## 2024

**Jan 1** New Year's Day  
**NO SCHOOL**

**Jan 15** MLK Jr. Day  
**NO SCHOOL**

**Feb 16** Teacher Inservice  
**NO SCHOOL**

**Feb 19** President's Day  
**NO SCHOOL**

**Mar 15** Teacher Inservice  
**NO SCHOOL**

**Apr 1-5** Spring Break  
**NO SCHOOL**

**Apr 25-26** Parent Teacher Conference (by appt)  
**NO SCHOOL**

**May 27** Memorial Day  
**NO SCHOOL**

**May 29** Last Day of School MW Class

**May 30** Last Day of School TTH Classes

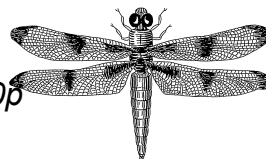
**May 31** Last Day of School MWF Class

# Our Daily Schedules\*

*\*All schedules are tentative & subject to change*

## *Dragonflies (Full Day)*

*Monday-Thursday 8:30a-3:30p & Friday 8:30a-12:30p*



8:20 - 8:40	Arrival & Indoor Learning Centers
8:40-8:45	Clean up
8:45 - 9:00	Circle Time
9:05 - 9:15	Bathroom Break
9:15 - 9:35	Outdoor Classroom Guided Exploration
9:35 - 9:45	Clean up and wash hands
9:45 - 10:00	Snack
10:00 - 11:30	Outdoor Classroom Guided Exploration or Walking Field Trip
11:30-11:40	Clean up and Wash hands
11:40- 12:00	Lunch
<b>12 - 12:30</b>	<b>Dismissal FRIDAYS ONLY</b>
12-12:40	Clean up Lunch, Bathroom Breaks, Rest Time Transition & Books
12:40-1:10	Nap & Rest Time
1:10-2:05	Indoor quiet activity or games outdoors (Non-sleepers)
2:05 - 2:15	Clean up and Wash hands
2:15 - 2:30	Snack
2:30 - 3:05	Outdoor/Indoor Classroom Guided Exploration
3:05 - 3:15	Clean Up
3:15 - 3:30	Goodbye Circle, Yoga
3:30 - 3:35	Dismissal*

(\*A Late Pick-Up Fee of \$1/minute will be charges for every minute that a child is picked up after 3:35PM)

## Honey Bees (AM Half Day)

Monday - Friday 8:30a-11:30a



8:20 - 8:40	Arrival & Learning Centers Indoors
8:40-8:45	Clean Up
8:45 - 9:00	Circle Time
9:00 - 9:15	Bathroom Break
9:15 - 9:50	Outdoor Classroom Guided Exploration or Walking Field Trip
9:50 - 10:00	Clean Up & Wash Hands
10:00 - 10:15	Snack
10:15 - 11:05	Outdoor Classroom Guided Exploration
11:05 - 11:15	Clean Up
11:15 - 11:30	Goodbye Circle, Yoga
11:30 - 11:35	Dismissal*

(\*A Late Pick-Up Fee of \$1/minute will be charges for every minute that a child is picked up after 11:35PM)

## Butterflies (PM Half Day)

Monday - Thursday 12:30p-3:30p

**There are no classes Friday afternoons.**



12:20-12:40	Arrival & Learning Centers Indoors
12:40-12:45	Clean Up
12:45- 1:00	Circle Time, Group Activity
1:00 - 1:15	Bathroom Break
1:15 - 1:50	Outdoor Classroom Guided Exploration or Walking Field Trip
1:50 - 2:00	Clean Up & Wash Hands
2:00 - 2:15	Snack
2:15 - 3:05	Outdoor/Indoor Classroom Guided Exploration
3:05 - 3:15	Clean Up
3:15 - 3:30	Goodbye Circle, Yoga
3:30 -3:35	Dismissal*

(\*A Late Pick-Up Fee of \$1/minute will be charges for every minute that a child is picked up after 3:35PM)



# Important Information

## Admissions & Payments

### Waitlist & Future Enrollments

Families already enrolled in the program will be placed at the top of the waitlist for all other classes they are wanting to attend. For 2024 Summer Enrollment and the 2024-2025 School Year, current families will be given priority.

### Siblings

Families wishing to enroll other siblings whose age qualifies, will be given second priority after current students' priority enrollment.

### Important Documents

Access to important documents such as the School Calendar, Enrollment Forms, 2023-2024 Parent Handbook, Wonderbloom's Health and Safety Plan, School Directory can be found in the DOCUMENTS tab in Brightwheel. The 2023-2024 Parent Handbook and Academic Year Calendar can also be found on our website.

### Payments

Auto Pay is required through Brightwheel. Payments are due on the first of the month for that month's tuition or fees (ie: Payment is due on October 1st for October tuition). A late fee of \$50 will be incurred on the 3rd day of the month after payment is not received. If a payment is not completed by the 5th day of the month, the "last month's tuition" will be used and the child's enrollment will end on the last day of the month. If you would like to re-enroll your child, you will be required to pay the tuition-in-full payment for the remainder of the year.

### Subsidies & Scholarships

Wonderbloom strongly believes nature-based learning should be accessible to all families. Since Wonderbloom is a licensed child care facility, we are an "approved provider" though the state and qualify for families seeking tuition full or partial child care subsidies. If your family is needing assistance or financial support to pay for the cost of child care, please visit the Department of Workforce Services's (DWS) [Employment Services page](#) for more information about qualifying and applying for a child care subsidy. We ask that you apply for a subsidy prior to applying for a scholarship.

In the event that your family is denied a subsidy through the DWS, Wonderbloom does offer tuition scholarships to families who still need assistance. Anyone can apply. The application can be found on our website and the Admin Team determines who to award scholarships to based on a predetermined point system. If a family chooses to apply for a



scholarship, they will be required to sign a scholarship agreement. If the family fails to abide by this agreement, they will be given a written warning with a 14-day grace period. If no improvement is made, they will receive a 14-day written notice for termination of scholarship.

For more information about child care subsidies and scholarships please don't hesitate to reach out to the Admin Team for questions and support.

## Arrival and Pick-Up Procedures

Children may be dropped off by anyone, but must be picked up by an approved individual, parent or family member as indicated on the child's enrollment form and in the Brightwheel App. It is mandatory that you sign your child in/out of the program via the Brightwheel app. Our staff assumes responsibility for your child once they are signed into the program. **Each caregiver or approved pick up is required to have their own Brightwheel account.**

### Arrival Procedures

- A. Come to Wonderbloom's Main Entrance (SW doors); check in begins at 8:20 AM (AM and FULL DAY Students) or 12:20 PM (PM students). Scan the Brightwheel QR code or enter your Check-In Code on the front desk's tablet to check your child in.
- B. Caregivers will then take their child(ren) to the bathroom and have the child(ren) wash their hands first thing upon arrival regardless of if they have used the bathroom or not.
- C. Caregivers will then help their child find an activity in the classroom, and say goodbye. Please try not to linger longer than five minutes.
- D. **Check-in will cease promptly at 8:40 AM and 12:40 PM, respectively.** If your child is here by 8:40 AM or 12:40PM they will be marked "absent" in Brightwheel. No check-in after these times unless you have been approved in advance by the Admin Team. Please see below for more information.

### Transitional Objects

We know that school can be a worrisome place for children if they are not used to the environment without their parent/guardian present. It is normal for children at this age to attach to a special item (blanket, stuffed toy – also known as a transitional object). Your child's transitional object is welcome at school, but we are not responsible if it gets lost, damaged, and/or played with by other children. Your child's transitional object must be small enough to fit in their cubby, but large enough to not be a choking hazard. It must be labeled with their first and last name. Transitional objects will stay in your child's cubby during school hours - so they know where to find it when they need a snuggle.

### Pick-Up Procedures

- A. Line up at the Outdoor Classroom gate. Individuals may be required to show photo identification before the school releases a child.



- B. Check out for the *Honey Bee Class (AM Half Day)* begins at 11:15 AM and ends at 11:30 AM.
- C. Check out for the *Dragonfly Class (Full Day)* on Monday through Thursday begins at 3:15 PM and ends at 3:30 PM. On Fridays, check out begins at 12:00 PM and ends at 12:30 PM.
- D. Check out for the *Butterfly Class (PM Half Day)* begins at 3:15 PM and ends at 3:30 PM.
- E. Staff will bring your child(ren) to the gate. Caregivers must scan the QR Brightwheel code to check your child(ren) out.
- F. Caregivers will be given a five minute grace period (11:35 AM or 3:35PM). After which time a late pick-up fee of \$1/minute will be charged for any child who is picked up after this time. **Late Pick-Up Fees will be calculated and charged at the end of each month.**

## Late Arrival & Late Pick-up

Arrival will end promptly at 8:40 AM and 12:40 PM. If you contact the Director via Brightwheel in advance, we can make exceptions for extenuating circumstances ( ie: a doctor's appointment or car trouble). Arriving late is very disruptive to your child's class since at that time they are typically cleaning up and preparing for Circle Time. Additionally, when you are late your child might miss Circle Time completely and miss out on hearing the plan for the day. Being late also makes goodbyes harder as you have less time to help your child get settled leaving your child feeling more upset.

If you do happen to arrive late after notifying the Director, you should expect to not be let into the school immediately. Since the teachers are busy caring for the whole group after these times, they may not be able to open the door and let you in without going out of ratio. Similarly, the Admin team is busy with their roles and responsibilities and might not be able to let you in immediately.

Lastly, when you are late, your child will be marked absent and will not be counted when the Assistants are preparing snacks. So, please plan accordingly, and arrive at school on time. **If your tardiness becomes a pattern (more than three times per week) we will charge you \$1/minute that you arrive late. Late Drop Off Fees will be calculated and charged at the end of each month.**

Pick-Up is from 11:15-11:30 AM for Honeybees, and 3:15 to 3:30 PM for Butterflies and Dragonflies. On Fridays, the Dragonflies class can be picked up from 12:00-12:30 PM. When you are late for pick-up, the staff become anxious, because they have other duties to attend to, lunch breaks to take, and need time to prepare for the afternoon, or to close the school at the end of the day. Additionally, if you are late, your child(ren) may feel worried and anxious as well.

In the event that a child has not been picked up 10 minutes after the end of class, we will either call or send you a message via Brightwheel. If we are unable to reach you, and do not hear from you within those 10 minutes we will begin to call your child's emergency contacts.

**If after 30 minutes no one is able to pick up your child, and we have been unable to reach you, we will call local law enforcement to have your child picked up. If applicable, while waiting for law enforcement to arrive your child may join another class,**





**and you will additionally be charged for the time your child spends in care with that class in addition to a \$1/minute Late Pick-Up Fee.** In the event a parent or caregiver is involved in an emergency, all fees will be waived. However, we will still call law enforcement and have them pick up your child if no other emergency contacts can be reached or are unable to pick up your child.

If there is a continual pattern of tardiness with drop-off and pick-up (more than three times per week for a month), we will meet with you to problem-solve the issue. If being on-time does not improve after one month, we reserve the right to dismiss your child entirely from the program without a refund. Though rare, this is the unfortunate consequence to a continual inconvenience and disrespect for the program and staff.

## Authorization to Release Child

We will only release your child(ren) to individuals listed as Parents, Family, or “Approved Pick-ups” listed in Brightwheel. If we are unfamiliar with an individual, we will ask for a valid picture identification and cross reference with the child’s list of Approved Pick-ups. **We will NOT release a child to anyone without written or verbal permission unless in the case of an emergency.** To verify your identity over the phone, staff will call your number listed in Brightwheel.

## Legal Custody

Wonderbloom cannot refuse to release a child(ren) to the child(ren)’s parent or legal guardian who has or shares legal custody of the child(ren), unless a court or valid written separation agreement states otherwise. If you are experiencing custody difficulties, we strongly urge you to keep Wonderbloom’s Director fully advised of circumstances that affect your child and their drop off and pick-up routines.

## Communication

**At Wonderbloom, open, honest and respectful communication is critical for the function and success of our early childhood program.** To communicate with you, we will use the Brightwheel App for messaging, newsletters, photos, alerts, announcements and reminders. Each family will be automatically subscribed to our quarterly email newsletter. We will also use email, phone calls and our social media platforms to share additional information. Additionally, on our Main Entrance Bulletin Board, we will post daily schedules, the air quality, our child care license, the monthly menu, and community events.

Parents are expected to communicate directly with their child(ren)’s teachers and the Admin Team regarding any questions or concerns about their child(ren), or the school. Each parent/guardian must have a working email address, phone number, and create their own Brightwheel profile. **Parent(s)/ Guardian(s), listed Family members or Approved Pick-ups may not share a Brightwheel profile at any time.** This is for safety and licensing reasons; we need each authorized individual to have their own Brightwheel profile.



Sharing information is so important. However, sometimes it can be challenging to find time to have meaningful conversations. If you have a concern, or want to share special insight that would help us with your child(ren), please share that information directly with your child's teacher via the Brightwheel Messaging feature, call, or send us an email. **Please don't attempt to have these conversations during drop-off or pick-up. Teachers will not be able to devote adequate attention or time to you during these busy transition times.** We would appreciate it if you work with your child(ren)'s teachers or the Admin Team to schedule a time to meet or speak on the phone or in person.

In an effort to create healthy professional boundaries, and prevent burnout our staff will not respond to any Brightwheel messages, phone calls or emails before 8AM or after 4PM Monday through Friday, unless you have made a prior arrangement with an educator or administrator. In the event of an emergency or school closure, we will communicate as soon as possible, and will be available until the situation is resolved.

## Communications about Your Child's Behavior

The word 'discipline' comes from the latin word "diciplina" which means instruction or teaching. Positive guidance is rooted in teaching appropriate behaviors to children and helping them understand the consequences of their actions. In alignment with nature-based learning, we teach children about the consequences of their actions as well as the actions of others. We also help children learn about empathy for themselves, their peers, & their community. We help children communicate all emotions, and use redirection when children are misbehaving or having a problem. Conflict resolution is a common strategy that we teach and use on a daily basis.

However, if a child is harming themselves or other children, we will immediately remove the child from the situation. In order to keep a child from hurting themselves or others, we may need to use physical interventions, such as momentarily restraining a child. In the event that your child has a challenging day, we will inform you either verbally, though Brightwheel, or email.

### Behavior Concerns

If a child's teacher notices a pattern of behaviors, which is outside the norm of development, they will alert the parents and Director about the behaviors and begin to make observations. These observations will cover what the behavior is, when it is happening, what triggered it, and how long it takes the child to calm down and return to the group. Teachers will take these notes over the course of a week, and then meet with the parent(s) and Director to discuss next steps, or if outside intervention is needed.

### Aggressive Behavior Policy

At Wonderbloom we strive for an inclusive, learning environment for all children. There are times when children hit, bite, or throw things because they have a lot of strong emotions and might not know how else to express it. We understand that children are learning boundaries in a group care setting, and we regularly model appropriate behavior and redirect these misguided behaviors.



There may be times that a child is aggressive toward staff or other children that appears to be outside the norm of development. In order to proactively address these instances and to keep others safe, we will take the following steps:

1. The first instance of an overtly aggressive behavior/act (ie: causing an injury with a mark on themselves or others, destroying property, or an uncontrolled verbal attack), we will alert the parent in writing either via Brightwheel or an email.
2. After the second instance, we will alert the parent in writing and schedule a parent/teacher conference where we will create an action plan.
3. After the third incident, we will alert the parent in writing, schedule a parent teacher conference and provide referrals for outside services. Depending on the severity of the behavior/acts the child will be placed on temporary leave. The parent(s) will have 30 days to contact resources, schedule appointments and follow up with Wonderbloom. We will hold your child's spot, and you will not be charged tuition during this 30 day period. After 30 days or after resources have provided feedback (whichever is sooner), we will hold a parent/teacher conference to decide next steps. We may choose to enact a new action plan, which may include an aid for the child. Conversely, we may decide it is best for the child to seek care elsewhere.
4. After implementing the action plan from the resource/referral service, if there are three more instances of aggressive behavior, we reserve the right to terminate care for your child. We will not refund nor prorate the month's tuition at the time care is terminated.

## Confidentiality

All records provided regarding your child and family are kept confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child(ren) or other children outside of Wonderbloom. The staff understand the importance of this policy and feel uncomfortable when asked to discuss confidential issues concerning children in the program. We encourage you to bring up any issues about other children and/or any center issues directly with the Director.

As a parent/guardian you have a right to access any records concerning your child. If you wish to see your child(ren)'s files please speak to the Director to set up a time for you to come into the office to review your child's file. All children's files are kept in a locked filing cabinet, and are only accessible to you, your child's teaching team and the administration. If you would like copies of any documents in your child's file please request these from the Director who will then make you copies as soon as possible.

Exceptions to the confidentiality rule are emergency personnel needing access to your child's records or Utah Child Care Licensing during an inspection or when investigating a complaint.

## Grievance and Dismissal

The Wonderbloom administration and staff are committed to maintaining an open door, open-forum approach to problem solving and conflict resolution. If a family has a concern



regarding the behavior of a teacher, the concern should be discussed with the Director. If a family has a concern regarding the behavior of the Director, they should speak directly to the Executive Director. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to the Executive Director. The Executive Director will respond in writing to the parents and schedule a meeting, if necessary. If a family has a concern regarding the behavior of the Executive Director they should contact the Wonderbloom Board of Directors. Contact information for all parties is located on page 2 of this Handbook.

If there is a family or child that is a concern to the program, we will do our best to discuss and resolve concerns with the family through phone calls, emails, or in-person meetings. If, at any time, in the opinion of the Director, continued enrollment of a child in the program is deemed detrimental to the child's health, progress, or to other children's health or progress, or for any other reason in the discretion of the Director, he/she may be dismissed from the program, with a refund according to the refund policy.

## Parent Surveys & Feedback

Here at Wonderbloom, we are continually evaluating our policies and procedures, to ensure that we are growing as a program and offering the best care we can to the children and families we serve. Therefore, periodically throughout the year, we will ask families to provide us with feedback about how we are doing as a program, what works, what doesn't and offer space for suggestions and feedback. A majority of our surveys will be done online via Google Forms. However, we will provide paper copies and accommodations for those who request alternatives.

## Curriculum

As mentioned in our philosophy statement, we use an Emergent Curriculum Approach for educating your child. This approach is a research-based curriculum. This developmentally appropriate curriculum is planned within the framework of our philosophy, purpose and aligns with the Utah Core Standards of Early Learning as set forth by the Utah State Board of Education for Kindergarten Readiness. It will include hands-on learning experiences, play, creative art, math and science activities. It will also include songs, finger-plays, dramatic play, and large and small muscle activities. Children will have exposure to shapes, colors, numbers, letters and science experiments revolving around nature activities. Using the natural progression of the seasons as well as the children's interests, we hope to foster curiosity and lifelong learning skills within the children.

The teachers, staff and administrators meet weekly on Friday afternoons to discuss the curriculum from the week prior as well as collaborate and plan for the coming weeks. Lesson plans will then be shared with families through Brightwheel.

## Field Trips

Developmentally and age-appropriate field trips are fun and help to enrich the children's learning experiences. All children must have signed permission from their parents or guardians



in order to participate. On the day of a trip if a parent/guardian has not given permission (signature or permission via Brightwheel), the child will not be allowed to attend the trip and will remain at the center.

For off-site trips not within walking distance permission slips will be provided two weeks prior to field trips to give parents time to plan, sign and return their child's permission slip. For these field trips, a child must have a signed permission slip in order to attend. For any off-site field trip that is not walking distance, children will need to drop off at the location and pick up there. For this reason all off-site trips that are not within walking distance will happen in the afternoon on a Thursday or morning on Friday. On the days that these trips happen teachers will use the Brightwheel Check-In/Check-Out Kiosk feature on their phones to take attendance.

All children must have Wonderbloom's contact information on their person at all times while on the field trip. This information is to contain the name of the program, Contact name (Director) and contact telephone number the contact can be reached. If a child refuses to wear this tag they will not be allowed to participate. Parents are encouraged to chaperone field trips. Siblings are welcome on some, but not all, field trips. Depending on the field trip's location and walking distance the ratios will be no more than 4:1. Parents will not be allowed to be alone with children other than their own at any time. This means that while on a field trip where you are allowed to freely explore, a teacher must be with each group of parents.

Everyone will walk on sidewalks and only use crosswalks. Adults will be positioned at the front, middle, and back of the group to maintain all children remain in sight and safe from traffic. The teachers, director and parent/guardian chaperones are responsible for the supervision of the children at all times while on the field trip.

## Animal Visitors

At Wonderbloom, animal visitors and class pets are welcomed and highly encouraged, as they give children a hands-on experience of learning respect, care, physical characteristics, behaviors and safe practices associated with different species.

Before inviting any animal or obtaining a class pet, the teachers must inform the families in writing that an animal will be visiting or living at the center. Prior to any animal visitor or class pet, it will be the responsibility of the teachers to prepare the students for the visit. This will include going over the rules and expectations of how to behave around the animal, what to feed the animal (if relevant), washing hands afterwards, dealing with excrement, and the consequences if the rules are not followed.

Depending on the animal who is visiting or the class pet, it must be up to date on all required vaccinations, be disease-free, be friendly, comfortable around young children and, depending on the animal, supervised at all times. If the animal is a reptile, amphibian, or livestock children will wash their hands with soap and water immediately after touching/feeding the animal.

Children will not be allowed to clean up any animal dropping, cages, or pens. If the animal does poop or pee, Wonderbloom Staff will clean up the excrement with disposable



gloves and disinfectant or soap/water, as soon as it happens. Children will never be allowed to play with any animal droppings.

## Diversity & Inclusion

We welcome every opportunity to expand children's view of the world as a place rich with many cultures, races, religions and customs. Wonderbloom is open to all families, regardless of race, ethnicity, religion, ability, sexual orientation, and/or gender identity. We will work with families to provide an inclusive preschool environment for all children. Diversity extends to the family structure as well, and we are committed to the philosophy of treating all family situations equally and without bias.

Though we partner with and are sponsored by the Cottonwood Presbyterian Church, our curriculum is non-denominational. Nathan Sautter, the pastor of Cottonwood Presbyterian Church may be invited occasionally to discuss character values (ie: kindness) in a non-denominational way. Religious holidays are not celebrated specifically, but we may celebrate the spirit and intention of the holiday (ie: during Christmas time we will celebrate generosity). We encourage you to share your family's traditions with our children and staff so that we all may expand our hearts and experiences.

## Holidays

Holidays are a joyous time for celebration. Rather than celebrating the traditional American holidays (Halloween, Christmas, etc), we will focus on the seasons and celebrate the changes we see in nature. We respect children's enthusiasm for sharing their thoughts with us about holidays, but we will not explicitly promote any specific holiday. If there is a special holiday in your family that you would like to share with your child's class, please reach out to your child's teacher and Director to find an appropriate time and way to celebrate.

## Birthdays

Birthdays are a wonderful milestone for children and we will find a special time either on or around your child's birthday to celebrate them as an individual. The week before we celebrate your child we will send home a Birthday Sheet for you and your child to complete and return to school. On the day of their birthday celebration, family members are invited to Goodbye Circle to share their Birthday sheet and read their favorite book. If you want to bring something to give to your child's class, please consider a hand-drawn picture, craft, or natural treasure rather than food or treats. We do not serve food during children's birthdays out of respect for some families' preferences regarding sweets as well as to prevent any food allergy emergencies.

## Special Needs

Some children have special needs that require unique adaptation or attention by staff and teachers. We welcome children of all abilities, backgrounds, and medical situations. There is accessible parking, doors, and bathrooms throughout the inside of the school for all children



to access. Our Outdoor Classroom is currently not fully wheelchair accessible. However, we are in the process of working towards making this space more inclusive.

If your child has special needs or circumstances, please consult with the Director in order to create an Individualized Learning Strategies Plan. If the care of your child warrants regular, one-on-one help from an adult, the parent will be asked to pay a fee to help cover the cost of additional staff or find an aid for their child.

In the event that a child needs accommodations, modifications or additional support an Individualized Special Learn Plan (ISLP) will be created. The ISLP is a tool used by Wonderbloom to document and support a child with special needs. The Director will work with families, specialists, and educators to gather information regarding the child's diagnosis, likes, dislikes, strengths, challenges, priorities, and developmental abilities in order to create goals and interventions for the child while attending Wonderbloom. The ISLP goals and interventions will then be implemented, when appropriate, while the child is attending the program. The ISLP will be reviewed with the director, parents, & educators within one month of the child starting at Wonderbloom. If necessary updates or changes will be made at that time. The ISLP will then be reviewed again at six months and 12 months. At any time if an educator, the director, or family does not feel that the ISLP goals and interventions are working, or need to be adjusted, a conference will be held and adjustments will be made. A copy of the ISLP will be kept in the child's file.

## Fundraising

We are building the foundation of a high-quality early childhood program with goals to create accessible and equitable care for all children. We strive to broaden the reach of our impact by training educators at other centers in nature-based learning, expanding research about nature-based learning, and advocating for holistic care in early childhood at the local and state levels. Fundraising is an important part of any non-profit, and we are no exception. We have many opportunities throughout the year for families and community members to generously donate to our mission and goals. Fundraising most directly makes the following things possible:

- Scholarships for disadvantaged students to attend Wonderbloom Nature Playschool
- Opportunities for our educators to attend conferences or access teacher training
- Purchasing equipment and supplies, such as toys, sandbox sand, and art materials.

You, your neighbors, or grandparents can donate at any time through our [Paypal](#).

## Health & Safety

At Wonderbloom, we take the child(ren)'s health and safety very seriously. Below you will find information on our policies regarding: handwashing, clothing to wear, toileting, nutrition, allergies, medications, immunizations and more. Please refer to Wonderbloom's 2023-2024 Health and Safety Plan in Brightwheel, or located on our Main Bulletin Board for our detailed plan regarding children's supervision, health, safety, and our emergency procedures.



## Access to building

The school is housed in the Cottonwood Presbyterian Church. Much of the building is used for purposes other than the school. Therefore, parents/guardians or visitors are not allowed to access areas other than those used by the school. In return, those working in or visiting the church will not have unaccompanied access to the preschool unless they have passed a Child Care Licensing background check and have been approved by the Admin Team. Doors to the school will remain locked at all times and there are security cameras located in each classroom, the hallways, and outdoors around the premises. If you are needing to access the school outside of the designated Drop-off (8:20-8:40 AM or 12:20-12:40 PM ) and Pick-up (11:15-11:30 AM or 3:15-3:30 PM) times, please ring the black doorbell at the school's entrance. We also recommend that you send us a message via the Brightwheel App.

## Air Quality/ Extreme Weather

We monitor the air quality using a Purple Air sensor which is located on site. We check the air quality at the beginning and middle of each day, or more often if the forecast warrants it. Parent(s)/Guardian(s) can check the air quality by searching for our sensor on Purple Air's website: <https://www2.purpleair.com>. Search using 'Cottonwood Presbyterian Church'. If you have trouble with the site or unable to locate or sensor, please contact [admin@wonderbloom.org](mailto:admin@wonderbloom.org).

For **Green** and **Yellow** air quality, we will remain outdoors as usual.

For **Orange** air quality, we restrict outdoor activity to under one hour.

For **Red** air quality and above, we will keep children indoors.

We follow [Child Care Weather Watch](#) guidelines to know if the temperature and wind chill are safe for children to play outdoors. We may limit outdoor learning when temperatures are below 30 degrees and above 90 degrees (in the shade). Teachers are trained to pay attention to the weather, and signs from the children to make sure everyone stays safe outdoors.

For more information about Extreme Weather protocols please reference our 2023-2024 Health & Safety Plan located in the Documents Tab in Brightwheel or the hard copy on our Main Bulletin Board in our entrance.

## Allegations of Abuse or Neglect

All staff are mandated reporters and must report any signs of suspected child abuse or neglect to the proper authorities. If a staff member witnesses or suspects that a child has been subjected to abuse, neglect, or exploitation they shall immediately notify Child Protective Services and/or law enforcement. The Admin Team will gather information from the staff members who work with the child, and support the staff in reporting the suspected child abuse or neglect. The Director will share the report with the Executive Director and Wonderbloom Board of Directors. The staff will cooperate in all investigations of abuse and neglect. Staff may discuss the report with families after the report has been made. If you have any concerns or questions about this process please contact the Admin Team at [admin@wonderbloom.org](mailto:admin@wonderbloom.org).





If a staff member is suspected or accused of child abuse, they will immediately be removed from caring for children. The Admin team will make a report to Child Protective Services and/or law enforcement, and cooperate fully with any investigation. Our Human Resources department and the Wonderbloom Board will also be notified immediately. If the investigation shows the report is substantiated, the staff member will be terminated, and Wonderbloom will cooperate with any charges that are filed. If the investigation shows the report is unsubstantiated, the staff member will return to their regular duties.

## Allergies & Asthma

When you completed your child(ren)'s enrollment, you were required to notify Wonderbloom of any known allergies or health issues your child(ren) might have. If your child(ren) has an allergy or asthma that requires Wonderbloom to medically intervene we will have you fill out the [American Academy of Pediatrics Allergy & Anaphylaxis Emergency Plan](#). Your child's doctor will need to sign this form. We have hard copies located in our office for you to take to your child's doctor.

## Background Checks & Name Tags

Anyone with unsupervised access to the children must have a current background check through Child Care Licensing. This includes all educators, administrators, business administrators (ie. church personnel), interns, and volunteers. Additionally, we require that all of the Wonderbloom Board of Directors pass a background check as they are making decisions that impact the education of the children.

All visitors, guests, and volunteers are required to check-in with the Admin Team before having access to the school, and when they leave the premises. All visitors, guests and volunteers will be required to sign in and wear a name tag identifying who they are. No visitor, guest, or volunteer will be allowed to be alone with any children at any time. Law enforcement and emergency personnel are exempt as long as they have the correct identification.

## COVID-19 Policies & Guidelines

Although the COVID-19 pandemic is technically over, we still work with a very vulnerable population and ask that we work together as a community to be vigilant to keep it from spreading to staff and children. We will continue to follow the guidance from the Utah Health Department about masking and quarantining.

The Health Department is only recommending masking indoors for those that are immunocompromised, at high risk for disease, or in a household with someone at high risk. If we have a case where a class or member of the community is directly exposed, we may require masking indoors for everyone. We will inform families when this occurs.

We've had a really good track record of not having COVID-19 spread throughout our school. We attribute that to three things:

- 1) Parents being vigilant at keeping children home if the child or anyone in the house has any COVID-19 symptoms.
- 2) Quarantining and isolating individuals with COVID-19 or who have been exposed.



### 3) Spending most of our time outdoors.

Please inform the school immediately if anyone in your household has tested positive for COVID-19 or is experiencing symptoms. We may have your child stay home in order to not expose others. We know this can be disruptive for families to suddenly have to keep their child home from school for a few days, but it is best practice in order to stop the spread in our facility. We ask for your patience, understanding and open communication from you, and we will commit to doing the same in return. If you ever have any questions or concerns about our COVID-19 policies and guidelines please come speak to the Admin Team.

## Diapers & Potty Training

We accept children that are still wearing diapers, and are not yet comfortable using the toilet. We understand that children need individualized approaches when learning how to use the toilet. However, using the toilet independently is part of normal early childhood development, and we will gently encourage children to try using the potty. We will coach your child(ren) on the steps to going potty and wiping. In the event that your child(ren) needs assistance wiping, a teacher will help them. If your child cannot yet use the toilet independently we will create a plan with you to help facilitate this. If your child(ren) is still wearing diapers, we will ask you to supply diapers and wipes. If your child(ren) is in the process of learning to use the toilet, we will ask you to supply additional sets of clothing in addition to the spare clothes we require you to leave at school.

## Extra Clothing & How to Dress Your Child

Wonderbloom is fortunate to have two classrooms: one indoor & one outdoor! As often as possible, your child(ren) will be outdoors. Your child(ren)'s class will go outside all year long - in rain, snow, and sunshine. **Please check the weather each morning and dress them appropriately for the weather.** This means dressing your child(ren) in layers, waterproof footwear, waterproof mittens, sun hats, rash guards, etc. Please dress your child in comfortable clothing that can get dirty, and that they are able to put on independently (zippers, buttons, velcro, etc.). Some clothing will need to be left at school. Please refer to the *What to Bring to School* section at the end of this handbook. If you are having trouble finding or affording the appropriate gear for your child or are unsure of how to dress for the weather please contact the Admin Team for assistance.

## Handwashing

Handwashing is the most effective way to inhibit the spread of germs. This is why we require all children, subs, and visitors to wash or sanitize their hands upon arrival at the school. We also require all the children and staff to wash hands when coming in from outside, before and after eating, after using the bathroom, and after coughing, sneezing and/or blowing their nose.



Please help us in teaching the children the appropriate method of washing hands by following these steps:

1. Turn on the water and wet hands.
2. Turn the water off.
3. Get one squirt of soap.
4. Scrub hands, fingernails & wrists for 20-30 seconds. We like to encourage the children to sing the ABCs, count to 30 or sing Happy Birthday twice.
5. Turn the water on, and rinse all the soap off.
6. Turn the water off, and dry your hands using a single paper towel.

## Illness

We would like to reduce the spread of illness, so please keep your child(ren) home if they are ill. We ask that you inform us of any illness that your child has been diagnosed with so that we can inform the rest of the community. We are required by CCL to post any sickness for five days after being notified. We will not use identifiable information when we post these notices.

Your child(ren) is welcome back to school if they meet the following criteria for at least 24 hours, have a doctor's note, or have been on medication for at least 24 hours:

- o No green or yellow mucus.
- o No fever above 101 degrees fahrenheit without the use of fever-reducing medicine.
- o No vomiting.
- o No diarrhea.
- o No persistent cough that interferes with breathing or regular physical activity.

We reserve the right to send any child home if they are exhibiting any of these symptoms. In addition, even if your child doesn't have these symptoms, but we see that they are not able to participate in the school routines because they are not feeling well, we will notify parents and ask them to pick up the child as soon as possible. While waiting to be picked up, sick children will be separated from the rest of the group.

## Immunizations

If you choose to immunize your child(ren), they must be up-to-date on their immunizations as required by the Utah Department of Human Services prior to enrollment at Wonderbloom. Wonderbloom has access to the Utah Immunization Database. If we cannot find your child's immunization record on this site, we will require you to provide a copy of their record. After your child(ren) have been admitted, you are responsible for regularly updating the Admin Team of your child's current immunizations.

If you opt out of having your child immunized, or are on a delayed schedule, we must have an Exemption Form from the Department of Health which can be completed online at: <https://immunize.utah.gov/immunization-education-module/>. We will also accept a written plan from your child(ren)'s physician indicating how your child will catch up on immunizations.



## Incident/Accident Reports

Every effort is made to keep your child safe. However, it is normal for children to acquire bumps, bruises, and scratches during the day. We will fill out an incident report for each incident, accident, or injury that we are aware of. The report is completed by the teacher or staff member who observed the incident, then signed by an administrator, and finally signed by a parent/guardian at pick-up. If your child bumps their head, has a visible mark to their face, or the incident seems to warrant immediate communication the staff will contact parents by phone or Brightwheel. This will then be added to the Parent Communication section of the Incident Report.

## Medications

Staff may dispense over-the-counter or prescription medications provided by parents for their children. Prescriptions must be current and clearly labeled with the child's name as well as in the original packaging from the pharmacy or doctor. Wonderbloom will only administer medicine if parents/guardians complete and sign a [Medication Administration Form](#). **Please DO NOT leave medication in your child's bag or backpack.** Give medication directly to a staff member. We always have blank medication forms in the office. Your child's medication will be stored in a locked food-grade medication box and will be kept out of reach of your child and other children at all times. If a medication is expired we will not administer it to your child, we will let you know, and properly dispose of the medication.

## Nutrition

We are acutely aware that during the early years, children's bodies and brains are growing exponentially! We plan nutritious snacks for the children. If your child is in the full-day class, we will provide them an AM and PM snack daily. If your child is in either half-day class we will provide them with a snack daily. You can find the menu on our Main Bulletin Board.

When possible, we use locally-sourced and organic ingredients. We feed the children a variety of tastes and textures. It is important that you prepare your child(ren) each day for the menu. We respect children's preferences and choices, but we encourage them to try new foods. Research shows that children are likely to refuse a food up to 15 times before finally trying it. We will continually keep presenting them with a variety of healthy foods, and we hope you do too!

## Serious Injury Reports

If the injury is serious, you will be notified immediately by phone. If, in the opinion of Wonderbloom staff on duty, the injury warrants emergency treatment, 9-1-1 will be called and first aid will be administered, and your child will be taken to the nearest medical facility. You will then be notified immediately or simultaneously while first aid is being administered. You will also receive a written report as soon as possible, especially in the event of an emergency that requires medical attention. Wonderbloom is not responsible for any costs incurred due to any



emergency treatment or transport. Wonderbloom must then submit a written report to CCL if medical treatment is provided.

## Screening & Assessments

Assessments are an essential component of any early childhood program. The purpose of assessments is to help us learn about children's various developmental abilities, strengths and areas for growth. At Wonderbloom, we use an array of formal and informal methods to know where the children are at, how to improve our practice and share children's growth and development with families.

### Ages & Stages Questionnaires (ASQ:3 & ASQ-SE:2)

At the beginning of each year Wonderbloom will have families complete an Ages & Stages, Third Edition Questionnaire (ASQ:3) and an Ages & Stages Social-Emotional Questionnaire (ASQ-SE:2) as part of their enrollment. The ASQ:3 questionnaire gives parents, teachers, staff and administration a baseline of the children's overall development, while the ASQ-SE:2 gives parents, teachers, staff and the administration an understanding of the children's social/emotional development. During the Fall Parent/Teacher Conferences, teachers will have copies of the child's ASQ:3 and ASQ-SE:2 scores to share with the parents as well as strategies to work on at home.

In the Spring, parents will complete both questionnaires again to use as a comparison for growth. Additionally teachers will complete an (ASQ-SE:2). During the Spring Parent/Teacher Conferences, teachers will have copies of the child's ASQ-SE:2 scores to share with the parents as well as strategies to work on at home.

Both questionnaires can either be done online or as a paper copy.

### Draw Me. Draw A Tree.

This is an informal assessment that is done at the beginning of the year prior to the Fall Parent/Teacher Conferences and in the spring prior to the Spring Parent/Teacher Conferences. The children are given a single sheet of paper and pencil and asked to draw a picture of themselves on one side of the paper and a tree on the other side. They are also encouraged to write their name. Teachers will write the child's name (if they are unable to, or if it is illegible), the date and any words/dictation the child gives regarding their drawings. The Teachers will take notes of the child's handedness and pencil grip to share at conferences as evidence as to a child's strengths or areas that need improvement.

### Observations

Teachers will observe children in the program throughout the year using observation tools such as; anecdotes, checklists, photographs, videos, and other methods. These observations will be included in the children's records and shared though Brightwheel and at Parent/Teacher Conferences.



## Parent/Teacher Conferences

Teaching teams will conduct parent-teacher conferences twice a year; in September and March. Parent-teacher conferences will be conducted over the course of two days during school hours. Each family will have 20 minutes to meet with their child's teachers to discuss assessments, observations and the children's overall growth and development. We highly encourage families to meet with their child's teacher during these conferences to learn about their child's growth and development, connect about concerns, and share strategies to support the child at home and school.

Families are allowed to request a conference on an as-needed basis throughout the school year. The Director will be available for conferencing with parents on an as-needed basis. A Parent-requested or Teacher-requested conference will be conducted at a mutually agreed upon time between Parent(s), Teacher(s) and the Director.

## Preschool Entry & Exit Profile (PEEP)

This is a formal assessment for all 4 year olds entering the program and are planning to attend Kindergarten at the end of the year. A trained staff member will administer both the entry and exit assessment. The PEEP assessment looks at literacy, math & lifelong learning skills. The purpose of this assessment is to gather data for the state of Utah regarding core standards, give us insight into areas of our curriculum where children might need additional support/practice, and help families understand areas where their child is struggling or has strengths. After each profile is completed, a letter summarizing the child's scores will be compiled and shared with parents along with resources and activities to work on at home.

## Referral of Services

In the event that the program staff feel that an assessment for additional services would benefit a child, such as social, mental health, educational, and medical services, including but not limited to dental check-up, vision or hearing screening, the director will bring this to the parent's attention, write a statement for the reason for the referral, and a brief summary of observations related to the referral. A conference will be requested with the parents, teacher(s) and Director. A written statement will be provided to the parents at the meeting and a copy will be placed in the child's file.

We will offer assistance to the child's parents in making the referral and shall have parental consent before any referral is made. Supportive services to the program, including consultation, may also be an option pursued. The Director shall maintain a written record to be kept in the child's file of any referrals, including the parent conference and results.

## Volunteering

As part of your Parent Contract you agreed to volunteer at least three hours per month per family. If you have multiple children enrolled in our program, you only need to complete three hours total each month. We recognize that families schedules, skills, abilities and strengths vary, which is why we have a variety of options for volunteering. For the following



options we are open to parent(s), guardian(s), and/or family members to fulfill your three hour commitment:

- Volunteering directly in the classroom.
- Joining a committee.
- Helping with Outdoor Classroom work days and/or projects.
- Serving on the Board.
- Taking home tasks or projects.
- Doing a combination of things that adds up to 3 hours per month.
- Paying a monthly \$75 Volunteer Opt-out Fee (\$25/hour).

Since we have over 50 families enrolled at Wonderbloom during the school year, and unable to keep track of everyone's hours each month we require families to track their own hours, and submit them by the last day of the month on this [Google Form](#).

**If you do not submit your hours via this form by the last day of the month you will be charged the Volunteer Opt-out Fee for each volunteer hour that you do not fulfill. The Volunteer Opt-out Fee is \$25 per hour.** For example, if you only volunteer two hours in a single month, the following month you will have an added charge of \$25 dollars to your Brightwheel account. This charge will be also be added to the following month's invoice with a note explaining the charge (ie. "March 2023 Volunteer Opt-out Fee for 1 hr - \$25").

We greatly appreciate the time that families are able to volunteer and support the school. However, as a general rule, we do not allow families to "bank" and/or "roll over hours." One of the secondary purposes of our volunteer component is that we want families to be continually engaged throughout the school year. There may be occasions where a volunteer project will take many hours in one month. The Director can approve for these hours to be counted toward several months of volunteering. This must be approved in advance by the Director.

## Volunteering in the Classroom

Being in your child(ren)'s classroom helps establish a bridge between home and school. Children love having their families in class to share their learning, teach them about the daily routines, and of course meet their peers! We have also noticed that having parents come into the classroom creates stability and continuity for your child, gives families ideas for things to practice at home, and creates a sense of community as you get to know the other children, parents & teachers. For each class we allow two volunteers per day. This is to provide support to the teachers, but also not have an overwhelming number of adults in the classrooms.

Starting in October 2023, we will include links to sign-up for in-class volunteering in the Monthly Newsletter from the Director. With this link you will be able to choose which days and times (typically a three hour period) you can volunteer in your child's class.

Since this volunteer option allows parents and family members to be in direct contact with the children **we require all in-school volunteers to complete and pass a background check**. We require background checks to ensure the safety of all the children and to remain in



compliance with our child care license. Additionally, we require in-class volunteers to either attend or watch our recorded In-Class Volunteer Training. This training will take place virtually and will cover the following information:

- Benefits, Expectations & Guidelines
- Background Check Process & Safety
- How to Sign Up & Recording Hours

**All in-class volunteers must have a CLEARED BACKGROUND CHECK and either attend or watch the training video prior to volunteering in-class.** You will not be allowed to volunteer until both of these requirements have been met. Therefore, volunteer hours must be scheduled in advance and families will not be allowed to volunteer in-class without prior notice. If you have any questions or concerns about volunteering in class, please contact our Center Director.

## Join a Committee

For those families who have other skills that could contribute to the growth, development of Wonderbloom, but might not have time to volunteer in class we have four committees that you can serve on!

- The Wonderbloom Community Committee
  - The role of this committee is to help plan and arrange for class playdates once a month outside of school hours. For this committee it is ideal to have one family representative from each class (Dragonflies, Honey Bees & Butterflies).
- The Development Committee
  - The role of this committee is to work with the Executive Director and Wonderbloom Board of Directors in their fundraising efforts.
- Teacher & Staff Appreciation Committee
  - The role of this committee is to recognize and celebrate teachers and staff on their birthdays and special events, as well as assisting with the Wonderbloom's Administration with planning and celebrating teachers during Teacher Appreciation Week (First/second week of May).
- Events Committee
  - The role of this committee is to assist the Director & Assistant Director in planning events such as the Fall Harvest Fest, our annual "WonderWalk" Fundraiser, a Solstice Celebration, Open Houses for prospective families, Meet-Your-Teacher events, and End of the Year Picnic.

If you are interested in serving on a committee, you will have an opportunity to rank your preference in the 2023-2024 Family Involvement Survey we send out at the beginning of the school year. Once we have a majority of the surveys back, a Wonderbloom administrator will reach out with assignments and meeting times.





We ask that you do your best to commit to your committee work for the entire academic year. It can be extremely frustrating and overwhelming for the admin team and other committee members when folks are unresponsive, are not actively participating, or leave halfway through the year. We understand that we are all busy and things change. If at any point, you are assigned to a committee and either are no longer able or wish to serve, please let the committee know as soon as possible. This will also prevent your inbox from being flooded with committee emails and communications. We reserve the right to dismiss you from a committee if you are not responsive to communications or are not actively participating.

## Outdoor Classroom Work Days & Projects

Our Outdoor Classroom and Community Garden Plot continue to be works in progress. We continue to have big dreams and aspirations for these spaces, and we can't do it without lots of help. That is why we are offering this as an option for family volunteer hours. If this option appeals to you, please let us know when you complete the 2023-2024 Family Involvement Survey. These work days will typically occur on the weekends, and vary in time commitments and frequency depending on the project.

## Serve on the Wonderbloom Board Of Directors or Assisting the Admin Team

It is important that we have current parent representation on the governing Board of Directors. Although this option is not always available, there are times when we ask parents to serve on our board. If you are interested in serving on the board or assisting with other administrative tasks (fundraising, grant writing, marketing, team building, teacher training) please reach out to [admin@wonderbloom.org](mailto:admin@wonderbloom.org). Depending on our current needs, there is no guarantee that your service will be utilized at the time of your request.

## Complete Approved Take Home Tasks & Projects

We recognize that not all families will be able to volunteer in-class, serve on a committee or the board of directors. Maybe taking home approved tasks that will directly benefit the children's learning, support the teachers and the greater mission of Wonderbloom is the best fit for you! These tasks will vary in time commitment and skill. We will send out a monthly Sign-Up Genius with the list of approved tasks. These sign ups will be class specific.

## What to Bring to School...

### Required Items For The Year:

The following items stay for the duration of your child(ren)'s enrollment:

- Diapers & Wipes - if needed
- Dragonfly Class (Full Day): a crib-sized sheet and light blanket. A small stuffy is optional.
- Medications - if needed. Must have the original label and packaging from the pharmacy.
- An extra change of clothes (shorts/pants, shirt, underwear & socks) in a gallon size ziploc bag, with another empty, labeled ziploc bag inside for sending soiled clothes home.

## ***LABEL EVERYTHING WITH YOUR CHILD(REN)'S FIRST AND LAST NAME***

### Items to Bring to School Each Day:

- **Have your child dressed for the weather.**
  - On warm sunny days, we recommend:
    - UV protective clothing such as a long [sleeve sun shirt](#) and [board shorts](#) as they help keep the child safe from the sun and they dry quicker than regular clothes when we play in the mud and water.
    - Wear [shoes](#) that won't slip off (no flip flops) and are waterproof.
    - We also strongly encourage you to bring a sun hat for your child(ren).
  - On rainy days, we recommend:
    - A waterproof raincoat with a hood
    - Waterproof pants, or a [waterproof suit](#).
    - [Rain boots](#)
  - During cold days, we recommend:
    - Warm, waterproof gloves
    - A warm hat.
    - Extra layers that we can help your child remove as the day gets warmer.
    - Waterproof snow boots
    - Waterproof outer layers are required on wet or snowy days.
  - We like to get messy! We regularly play with paint, mud, and other messy materials, so make sure your child is dressed in clothes that can get dirty or stained.
- **A plastic or metal reusable water bottle**
  - Please try to have your child(ren)'s water bottle filled with water and labeled with their first and last name.
- **If Full Day, LUNCH**
  - Your child(ren)'s lunchbox needs to fit in their cubby and/or backpack and not need to be refrigerated or warmed. [Here](#) is a great option with a built-in ice pack.



- We want to promote your child's independence and ask that you please pack containers/items that your child can open themselves. Hard things for your child to open are yogurt, fruit snacks, and prepackaged crackers.
- **Please label your child(ren)'s lunch box with their first and last name on the OUTSIDE so it is easy to see.**
- **Transitional object, if needed**
  - Must be small enough to fit in your child's cubby, and big enough that it is not a choking hazard. (ie: nothing smaller than a large marshmallow.)
- **Bags or Backpack**
  - Your child is welcome to bring a bag or backpack for their daily items.
  - Bags and backpacks must be small enough to fit in your child's cubby.
  - Do not leave toys, medicine, food, or candy in your child(ren)'s bag or backpack.
  - Do not leave anything that could be a choking hazard, like small pebbles, jewelry, bracelets, or coins.
  - **Please label your child(ren)'s bag or backpack with their first and last name on the OUTSIDE so it is easy to see.**

## Lost & Found

In the event that your child(ren)'s items are not labeled, they may end up in the Lost & Found. We recommend that you check in with teachers if you notice items that are missing and periodically check the Lost & Found basket. The Lost & Found basket is located at the Check-In Desk. Any items that are left in Lost & Found for longer than one month will either be donated or thrown away. Sometimes children wear similar gloves, hats, and jackets, so it's possible your items may head home with another child. We are sorry when this happens, but labeling your child's items is the best way to prevent it.

## Name Labels

A great way to keep track of your child's items is to add washable labels to everything. We have set up a fundraiser with Mabel's Labels where they donate 10% of proceeds when ordered through our organization. Go to [https://mabelslabels.com/en\\_US/fundraising/support/](https://mabelslabels.com/en_US/fundraising/support/) and search for "Wonderbloom (Murray)." Then click "Let's get shopping." Now any labels you order will benefit our school!

## Recommended Gear

We have partnerships with two outdoor clothing companies: [Stonz](#) and [Oaki](#). They allow us to purchase discounted gear and we are excited to pass along the discount to Wonderbloom families! If you order/purchase gear directly through Wonderbloom, we give you a 20% discount off the retail price. Stop into the office to see what gear we have in stock. In the Fall, we put together an order form, so you can order the products, sizes, and colors you want. Proceeds



from these sales support our Wonderbloom programming. If your family cannot afford the appropriate gear, please inquire with the Admin team about how we can help.