

FCSD #24 Little Wranglers



Early Learning Center Handbook 2023-24

Mission:

The Little Wrangler Early Learning Center exists to complement the educational objectives of FCSD #24 and provide a safe, encouraging, developmentally appropriate environment for children ages 3-5. Our focus is to provide high-quality stimulating care that nurtures young minds with experiences that promote each child's social/emotional, physical, and cognitive development. Our goal is to support children's desire to be lifelong learners, benefitting our students, staff, families, and the larger community.

REQUIREMENTS

Applications will be accepted starting on March 1. Applications must be turned into the Shoshoni Elementary Office, where they will be reviewed and **COMPLETE** applications will be given a number by which they are received. ***ONLY STUDENTS WITH COMPLETE APPLICATIONS WITH ALL DOCUMENTS will be considered.*** (Prior CDS screenings are beneficial to this process; August screening is required.)

Students will be accepted based on meeting the following criteria:

- Preference will be given to
 - 1) staff children, ages 3-5 2) in-district students 3) out-of-district students 4) Full-time
- Children must be age 4 by August 1st. If space is available after enrollment of 4-5 year-olds, children age 3 by August 1st will be given consideration in the same order of priority. Children must also be able to use the restroom independently.
- All paperwork/requirements and CDS screening must be returned/scheduled before the student will be considered.
- Children must be able to use the restroom independently.

- Our Early Learning Center will follow the attendance policy; if a student is dropped from the class due to 10 absences, the spot may be filled from the waitlist.
- More than 3 late pick-ups and students may lose their spot.
- **Out-of-district students** must meet district eligibility requirements. Criteria to be considered:
 - Attendance
 - Discipline
 - Impact on the district (student requires additional staffing and resources)
 - 13-1 student-teacher ratio: class is full at 25 students

Once applications are received, a district team will review all applications to determine eligibility. Please remember that space is limited to a maximum of 25 students. Once 25 students are accepted, a waiting list will be compiled.

REGISTRATION: Registration will open on March 1st until our space is filled. The completed registration forms and a deposit per child are due with registration. The deposit per child does not guarantee your child(ren)'s placement. Preliminary placements will be finalized on or around June 1st based on the following priorities:

- Children of staff members
- In-district children (priority given to 4 & 5 year-olds)
- Out-of-district children
- Children will be placed in order of registration; first come first served
- School-day enrollment over part-time enrollment

If your child(ren) does not get a spot, your deposit will be refunded July 1st. After July 1st, checks are non-refundable. Deposit checks will be applied towards tuition on the first day Little Wranglers Early Learning Center is open.

IT IS THE RESPONSIBILITY OF THE PARENT TO KEEP ALL INFORMATION UP-TO-DATE AND TO NOTIFY FREMONT COUNTY SCHOOL DISTRICT #24 CHILD CARE OF ANY CHANGES.

Hours of Operation: Our hours of operation are during teacher contract days. The scheduled closing time will be based on student need and enrollment, and is not guaranteed; it will be finalized on or around May 1st.

*** Please be sure to pick up your child(ren) BEFORE closing time or a late fee may be imposed. If this becomes a habit, your child may lose their spot.

Tuition and Fees:

Payments must be made on the 5th of each month. Failure to pay in a timely manner could result in late fees or dismissal from the program. Please make checks payable to FCSD #24, with a memo of Little Wranglers

- ❖ Required deposit will be applied towards the September fees.

- ❖ No charges in August will offset the Christmas break in December.
- ❖ 9 months of tuition will be paid throughout the school year (Sept-May)

Tuition Rates:

- ❖ Based upon fee schedule, each child will have a tuition contract that must be signed before the child begins attending. See current year rate information.

*****For families needing financial assistance, applications for Department of Family Services support can be obtained from the administration office. Please note that DFS does not reimburse the preschool fees; only the afternoon portion of tuition.****

*****PLEASE NOTE: Final schedule and options available will be based on student need and enrollment, and are not guaranteed. The schedule will be finalized by May 1st.**

Arrival: Please have children properly dressed when they arrive at the Early Learning Center. We ask that each child wear appropriate shoes, consisting of tennis shoes, and a jacket or coat when necessary. School breakfast is available for purchase through the school lunch program.

Meals: Parents are responsible for providing individual snacks on a daily basis. Full-day students will be responsible for packing a lunch or having money in their lunch accounts and two snacks per day. Free/reduced lunch applications are available. Please make the staff aware of all food allergies and list them on the registration forms.

Clothing: Please bring clothing that is appropriate for the weather and season. ONE set of extra clothing labeled with the child's name is required for ALL children, as well as BLANKET for rest time. Please provide appropriate clothing for outside play even during winter weather.

Release of Children: Children will ONLY be released to PARENTS AND AUTHORIZED PERSONS LISTED ON ENROLLMENT RECORDS. Children can only be released to individuals 18 YEARS OR OLDER, and those who are listed on the enrollment card or made known to staff by a parent in advance. We will check the picture ID of any persons not readily known to our staff.

Outside play: It is the goal of the Early Learning Center to provide outdoor time every day. Children will be taken outside unless the temperature with wind chill is 0 degrees or below, raining, or the playground is too wet/muddy.

Interns: The Early Learning Center will use high school student interns as available through our high school Career Technical Education pathway in Early Childhood Education. Students will be screened, approved, and placed by the guidance office with the approval of the High School Principal and Early Learning Center Director. The interns will have a staff member with them, and will not be allowed to use their cell phones while in the childcare center. Interns will be required to follow the early learning center expectations.

Supply list: We ask that all parents provide the items listed on the FCSD#24 supply list in the registration packet.

If center employees are sick and we cannot provide sufficient substitutes for the safety of the children, the center may have to close. The parents or guardians will be called and have to pick up their child(ren) within 30 minutes of being notified.

DISCLAIMER: Enrollment for a student may be reevaluated at any time due to screening information or staff recognition that our Early Learning Center cannot sufficiently meet the child's needs.

PLEASE REFER TO THE PK-6TH GRADE HANDBOOK FOR ALL OTHER POLICIES REGARDING SHOSHONI ELEMENTARY SCHOOL. STUDENTS ENROLLED IN THE EARLY LEARNING CENTER WILL FALL UNDER THE GUIDANCE OF OUR PK-6TH GRADE HANDBOOK AS WELL AS THE EARLY LEARNING CENTER HANDBOOK.

Please contact the Little Wranglers Early Learning Center Director, Heidi Christensen 307-876-2583 or hchristensen@fremont24.com, with any questions.
