



414 S. 24th Street • Laramie, WY 82070 • (307) 745-7256

The Open School Parent Information

The Open School History

Formed in 1971
– group of
parents seeing
alternatives

Used to be a
primary school
up to 3rd grade

Serving
preschool/prek/tk
3-5 year olds

Board of
Directors

Parent
involvement

Unique and
amazing place

You are part of
The Open
School family!



Staff:

Shelly McFate – Director
Laura Shuler – PreK1 Teacher/Assistant Director
Joni Kern – Transitional Kindergarten Teacher
Reanna Schuckman- Preschool Teacher
LeeAnna Guyett, PreK1 Assistant Teacher
Savannah Izatt – Transitional K Assistant Teacher
Brea Morales – Preschool Assistant Teacher
Lizzie Roth – Office Assistant, Classroom Support
Megan Haratyk - Support Staff
Maddie Kern - After School/Support Staff
Shaina Study – Support Staff
Kim Siegrist - Support Staff
Hailey Comstock - Support Staff
Alison Comstock - Support Staff
Fennec Burton - Support Staff
Robert & Natellie Jenkins- Cleaners



Board of Directors

Stefanie Milam - President

Megan Candelaria - Vice-President/Treasurer

Maureen Disque -Secretary

Shelly Donner - Member

Ray Tupling - Member

Brian Harrington - Member

- ▶ Board applications on website, in office, in classrooms
- ▶ Maintenance Committee
- ▶ Fundraising Committee
- ▶ Event Committee

Maintenance

UW Big Event October
18th morning

See Shelly if you like to
do yard work, move
snow, have repair &
maintenance
skills



Fundraising Committee

Popcorn Fundraiser – before Christmas

WyoGives day in July – matching donors

Pledge sheet

Spring Raffle

Scholastic Book Fairs – 2x a year

**Fundraising has paid for: new floors, vans, bike path,
equipment, toys, shed, furniture, rugs, supplies**



Family Nights & Events

- ▶ Peppermint Parade
- ▶ Art Show
- ▶ Graduation
- ▶ Family Nights
- ▶ Field Trips
- ▶ Event Committee



Daily School Schedule

7:20 a.m. to 8:30 a.m.

(Before School Care)

8:30 a.m. to 11:30 a.m.

(Morning Session)

11:30 a.m. to 12:30 p.m.

(Lunch)

12:30 p.m. to 3:00 p.m.

(Afternoon Session)

3:00 p.m. to 5:30 p.m.

(After School Care)

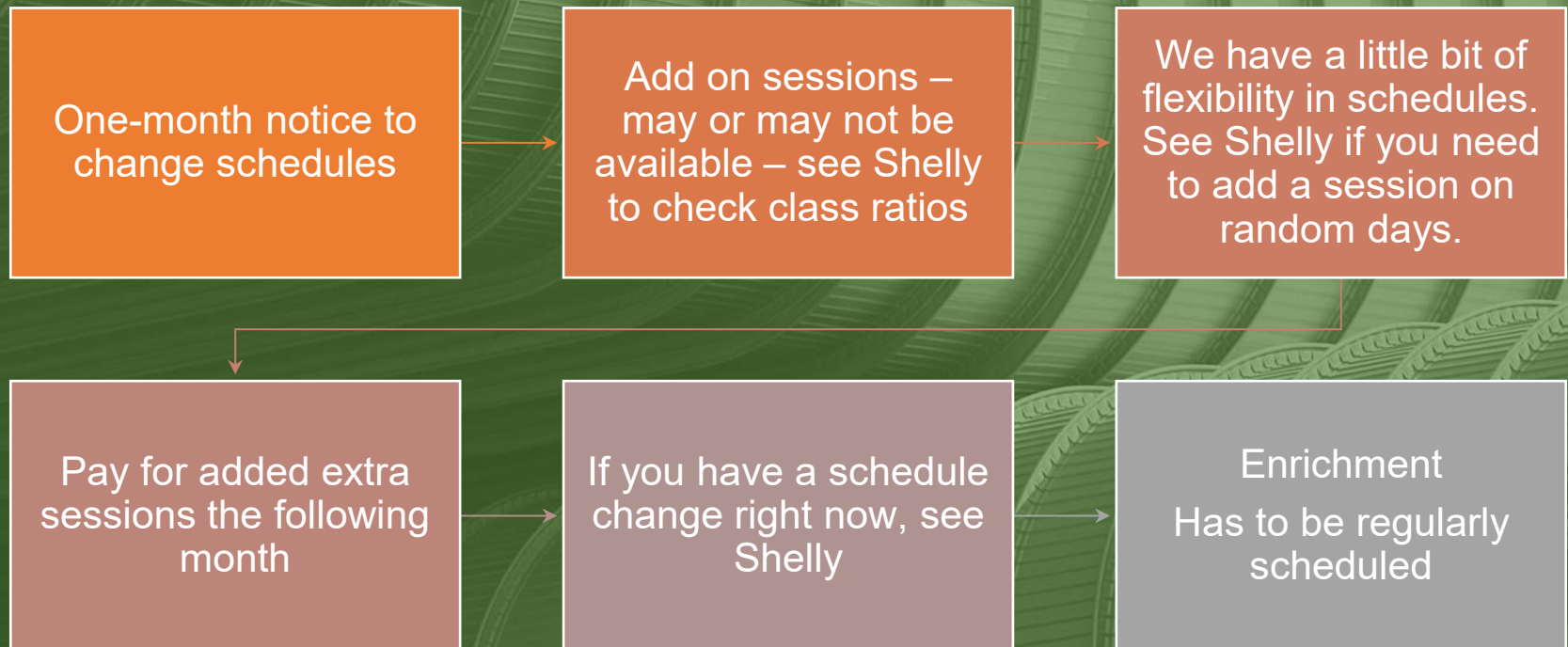
Please let us know if your child will
be absent – app, email, call

**No bell, but morning session carpet
time generally starts by 8:30 once
we get going in the year, being on
time is helpful so your child doesn't
miss out on morning learning**

Grace Period

- Grace Periods are as follows:
- **Before School 7:30-8:30**
- No earlier than 7:20 a.m. or 10 minutes prior
- **Morning Session 8:30 a.m. – 11:30 a.m.**
- No earlier than 8:15 a.m. or 15 minutes prior
- No later than 11:38 a.m. or 8 minutes after
- **Lunch Session 11:30 a.m. – 12:30 p.m.**
- No earlier than 11:22 a.m. or 8 minutes prior
- No later than 12:38 a.m. or 8 minutes after
- **Afternoon Session 12:30-3:00**
- 12:30 p.m. - 3:00 p.m. No earlier than 12:22 p.m. or 8 minutes prior
- No later than 3:15 p.m. or 15 minutes after
- **3:00-5:30**
- Not available

Monthly Schedules



Tuition Policy

- The Open School is a non-profit organization.
- Tuition is based on a yearly amount and is prorated over nine months Sept-May
- Tuition payments –statements in cubbies, due between 1st-10th of each month, late fees will be applied daily after 10th
- Schedule changes/withdrawal notice 30 days notice
- No discount for missed days due to illness, vacation, etc.
- No make-up days for missed days due to illness, vacation, etc.
- No flexing of schedules – it is a monthly schedule, can be changed for the next month by visiting with Shelly to see availability to increase schedule or notify in writing to decrease schedule
- Extra session fee \$30, add a lunch \$15
- Pick up or drop off outside of package 25 cents a minute
- Discounts for siblings, prepay semesters, or military families
- Child Care Aware for military families
- DFS assistance for those who qualify

Tuition Payment Options

Pay by check – black box in office by bulletin board

Pay with cash

Cash – see Shelly or staff for receipt

Pay by auto-draft checking- \$1/month, out on 5th

- Forms in office
- Last year auto draft still active – unless you change or stop it
- You will still get a statement to review prior to the 5th

Online credit card – 2.75% transaction fee applied at end of month

Pay in office with credit card, 2.75% fee card swipe

Can set up auto-draft using credit card as well, these fees apply. Form is in the office

Discount of 2.5% if prepay by the semester

Let Director know to bill that way (4 months first, 5 months second semester)

Must be paid by September 10 and January 10 for discount

Enrollment and Supply Fees

- \$50 supply fee each semester (September & January charges)
- \$60 annual enrollment fee each year

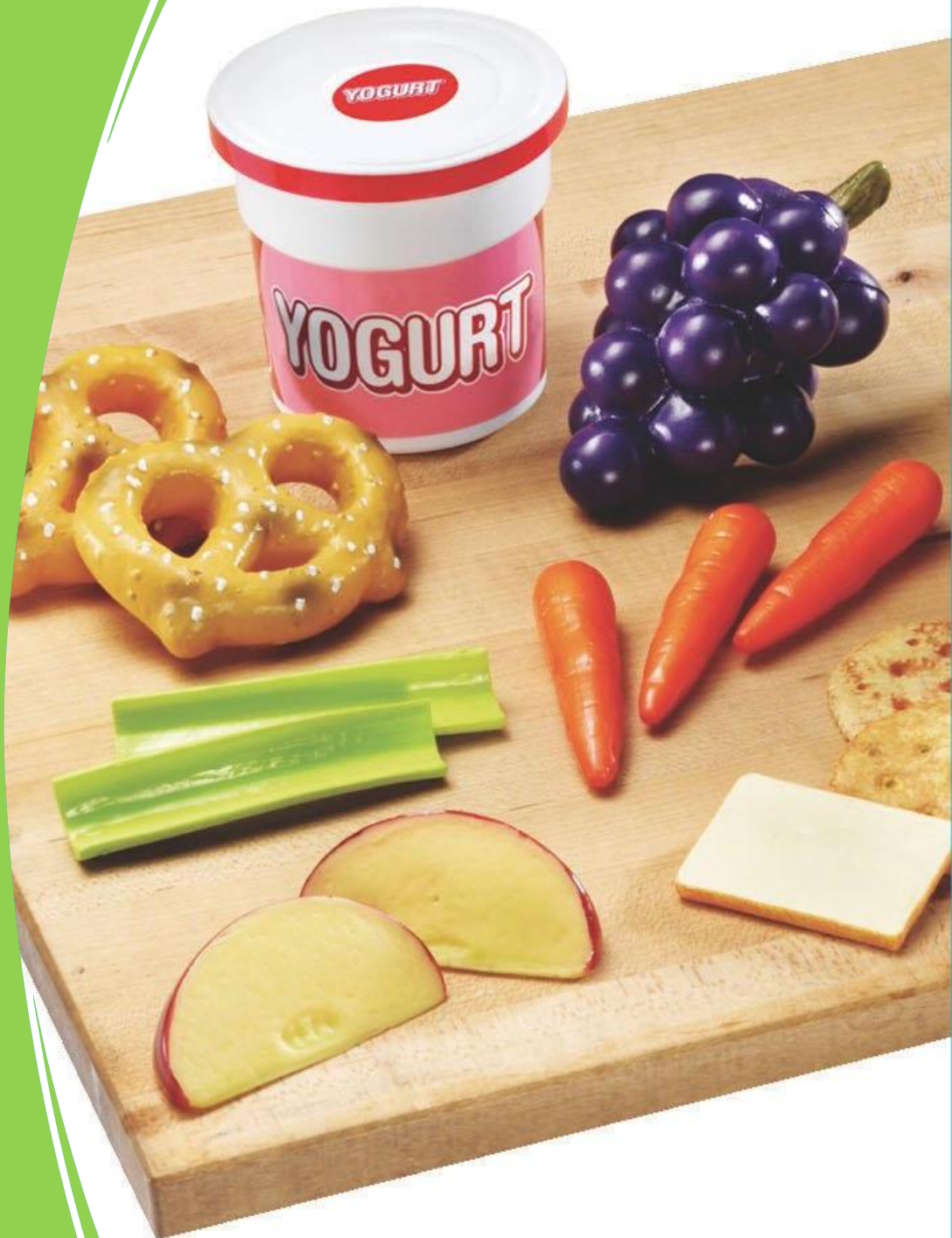
Will be on first tuition statement in September if haven't prepaid

Personal items such as water bottle, change of clothing, etc. were listed in newsletter



Meals and Snack Time

- ***Lunch Time*** (avoid glass containers, red dye – new floors)
- ***Water Bottles***
- ***Label snacks please***
- ***Morning Snack Time*** (can bring in more than 1 day at a time and leave in cubby or refrigerator)
- ***After School Snack Time***
- ***Allergies - teachers will advise***

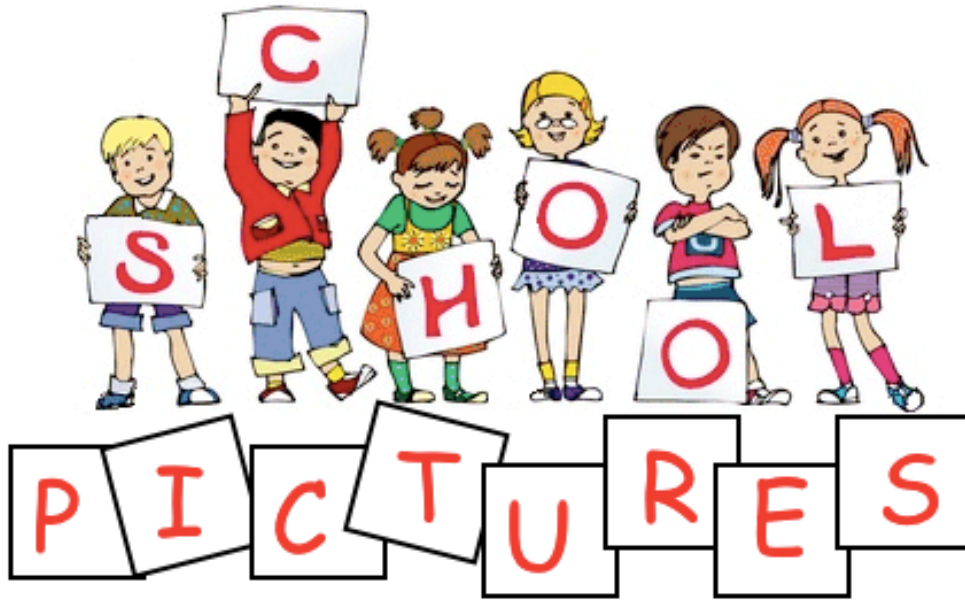


Celebrations

- Birthday Treats – check with teacher on amounts, allergies
- Allergies – can store special treats in freezer or classroom as well
- Holidays – we will celebrate and have class parties for holidays – watch for sign-up sheets for special occasions
- Summer birthdays – check with teachers, not all in May please
- Events - tbd



Picture Days



- Spring & graduation portraits



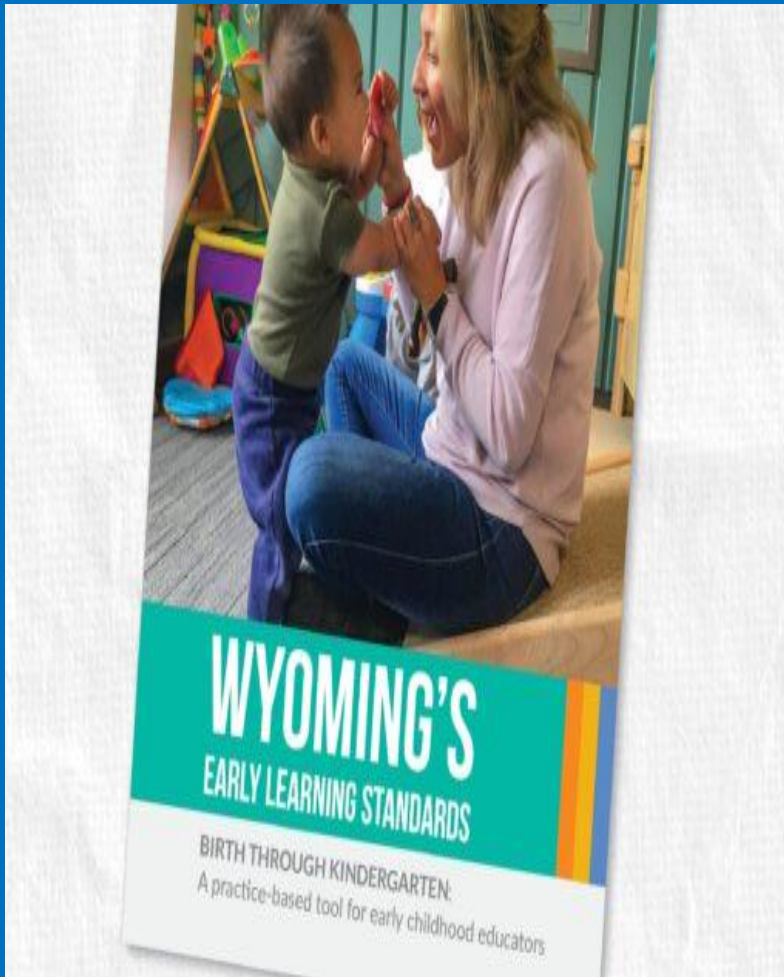
Teaching Strategies: Creative Curriculum

- (1) blocks;
- (2) dramatic play;
- (3) toys and games;
- (4) art;
- (5) library;
- (6) discovery;
- (7) sand and water;
- (8) music and movement;
- (9) cooking;
- (10) technology; and
- (11) outdoors. Separate interest areas with varied materials offer children a clear range of choices.

Children learn through play!
Aligned with WY Early Learning Standards

Wyoming Early Learning Standards

- Wyqualitycounts.org
- <http://wyecplc.org>
- Poster in office, materials can be downloaded or mailed
- The Early Learning Standards is a tool that connects early childhood development with education in a variety of facets. It includes benchmarks, stories from the field, and much more.



Three Classrooms

What's the Difference?

Preschool – Miss Reanna's Room

Our youngest students: 3-year-old children, potty trained, ready for fun and new experiences! Learning to be at school, will move up to PreK or TK the following year, depending on birthday and readiness.

PreKindergarten – Miss Laura's Room

Traditional PreK ages: 4-year-old children, getting ready for Kindergarten, ready for fun and learning! Can move up to Miss Joni's if birthday doesn't meet cut-off, or if preferred to wait another year. Can go to Kindergarten if 5 by August 1st, or waiver approved

Transitional Kindergarten – Miss Joni's Room

Our oldest students: Turning 5 by December. Children who miss the August 1st Kindergarten cut-off date, or families want to wait one more year before starting K. Ready for fun and learning! All getting ready for Kindergarten.

Three Classrooms

What's the Same?

All classes:

- Teaching social/emotional skills, manage bodies, self-regulation skills
- Teaching Strategies/Creative Curriculum and WY Early Learning Standards & common core of knowledge in accordance with the WY Dept of Education
- Independence, flexibility, self confidence, curiosity are encouraged and nurtured
- Individualized instruction – lots of ages/stages, developmentally appropriate learning opportunities
- Teaching literacy, mathematics, science, social studies, arts, STEM
- Allowing children to explore, have fun, learn at their pace
- Providing a wide variety of experiences to enhance learning, whole child learning
- Parent Teacher Conferences 2x a year to engage families in learning
- Preparing children for future success and continued love of learning
- Qualified and caring teachers – they are the best!

Other Curriculum & Enrichment

Learning Without Tears, Core Knowledge

Fitness: Soccer, PE with UW, gym time

Swimming – starts in Oct for PreK, TK and January will include Preschool, Wed afternoons

Sign Language and Spanish

On Site – art, cooking, science

Library, UW art museum, field trips

Enrichment add-ons available first to full time students, then limited spots for part time students

Technology Use

Television Monitors

Newline Smart Board

Music, indoor
recess, books,
supplemental
learning, etc

Movie party
Rated G,
permission
and prior
notice

Field Trips

- The “Permission Slip for Field Trips” must be completed when students begin school.
- Attending with child who doesn’t normally attend that session – discuss with the teacher. If a parent attends with a child – no charge, if we have room for child to attend without parent, then charged session fee. This only applies to field trips, not regularly scheduled enrichment offerings.
- If parents prefer that their child not participate in a field trip, the parents are responsible for arranging other care for the child that day.
- Arrive on time
- May be scheduled, may be random – walks to parks, campus trips, etc.

Current Procedures

Drop off – drop
off on playground
or in classroom if
still inside

Check in/out on
phone with
ProCare App

Picking up – on
playground or in
classrooms

Before/After
school – in Miss
Laura's
classroom

Lunches/snacks
– may eat
outdoors or
indoors



Pick-up/Drop-off

- If cones are out, reserve for vans
- No U-turns please
- Please do not block neighbors
- Walk children to/from classroom or playground and check in with teacher on clipboard, as well as on ProCare app
- We prefer only adults use the fence latches and not teach children to open/shut gates

Tears & Anxiety

- *Honeymoon period
- *Staff can assist
- *We will let you know that they have calmed
- *Positive parent regulation
- *Solutions if ongoing
- *We recognize this is first experience for some children
- *Drop and go is easiest



ProCare

App – Pro Care Engage

Download app – invites sent to parents' emails

Each parent/guardian should download app

Will be used to send reminders, photos, communication about our day

Contactless Check In/Out

Other people picking up or dropping off – manually check in/out with notebook , must be on child's pick up sheet

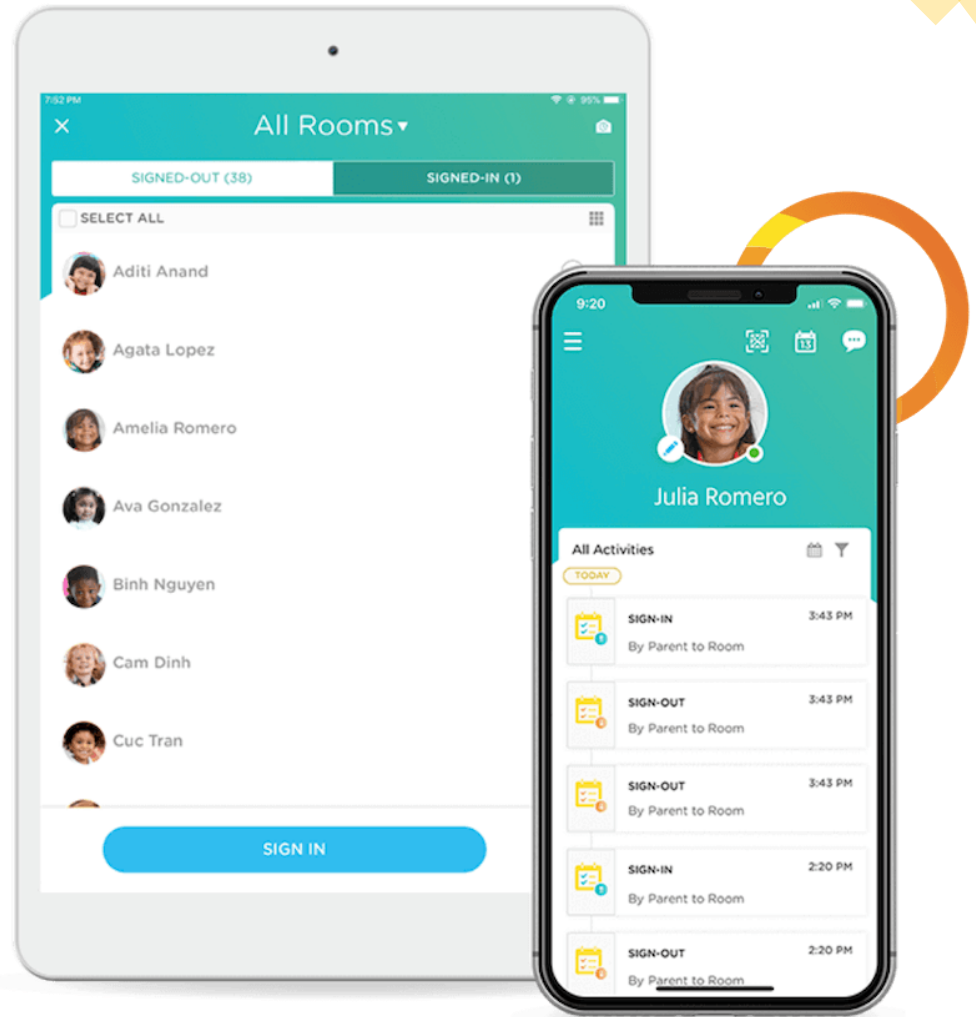
App only works through the invite email

Communicate with teachers through the app (privately)

See Shelly for help with app

ProCare Engage

- Procare Engage
- Contactless Check In and Out – GeoFence
- Open App – QR code symbol right top, prompted that you are at the school, check in/out
- Signature at check in





Release of Child to Non-Parent Or Guardian:

- *Parent/Guardian Complete Release Form
- *They must be on release form
- *They must bring ID
- *Check in/out manually with staff

Sunscreen

- If your child should use only their own bottle, please talk to teacher, label their personal bottle, and give to teacher
- Face stick – individual use
- Spray bottles – shared unless told otherwise
- Helpful to arrive sun screened at drop off during warm weather





Playground

- Walk children to/from gate
- Staff at gate to check in on clipboards
- Playground rules taught to children
- End of day and beginning of day – smooth transition time
- Please make sure siblings are supervised –mixed ages playing
- Keeping children safe #1 job
- Rocks/sand/mulch left in proper areas
- Shoes fill with sand – sneakers are great!

Bike Path

- Bring helmet, fitted, labeled – must be worn if riding
- Bike path closed at drop off recess and when weather dictates
- Bringing own bikes
- No walking on path if riders are present
- No pushing trucks on path



Clothing

- Labeled please
- Comfortable clothing
- Please send hats, coats, mittens, boots, and shoes for students to change into in cold weather – extras if you have them
- Extra change of clothes
- No pull-ups
- Slippers/indoor shoes
- Lost and found in office
- Bathroom accidents
- Sneakers left here for walking, PE, etc.



Illness Policy



- Illnesses are outlined in parent handbook
- All illnesses: 24 fever free without medications, symptom free
- Please do not medicate for fever/vomiting/heavy cough and then send to school, medication wears off and symptoms reappear
- COVID-19 symptoms – check with child’s doctor, testing. We will follow public health and CDC guidance
- If someone in household has been diagnosed or exposed, comply with public health orders for isolation/quarantine/testing (do not attend school if positive)
- Teachers will call parents immediately and send a student home if they observe symptoms of illness during the school day. Need to have children picked up asap (within 30 minutes).
- If the child requires antibiotics for treatment of any illness, please keep the child out of school until the child has been on the antibiotic for a minimum of 24 hours.
- If not well enough to participate in scheduled activities – recess, swimming, etc, then not well enough for school – no extra staff to monitor indoor recess or one child sitting out of swimming, etc.
- Exceptions – see Director if short term accommodations are medically

Illness Notification

We will notify parents of a contagious illness outbreak.

Please notify the school if absent and reason.

When any reportable communicable diseases occurs and teachers, staff, or students have been exposed, the School shall immediately advise all staff and parents to allow them to observe for symptoms. The specific identify of the person(s) infected shall not be revealed except to authorized health authorities if required by law.

(Communicable diseases listed in handbook).
Contact tracing by public health would occur.

Medication Administration

Medication Administration Request

Complete Instructions Form

All medications checked in with staff

No medication in cubbies or backpacks – including hand sanitizer, chapsticks, lotions, etc – talk to teacher about storage of products

Certified staff will administer

Asthma inhalers check these items in with Shelly

Allergies – please see Shelly to complete an allergy ER plan and leave EpiPen and/or other meds



Parent Responsibilities

- ***Volunteer***
- ***Help Fundraise***
- ***Read Parent Handbook***
- ***Turn in All Required Forms (notes in cubbies with anything missing)***
- ***Returning families – enrollment update form in cubbies***
- ***Attendance***
- ***Comply with school policies***
- ***Communicate with teachers/director***
- ***Read information – newsletters, emails, messages***
- ***Communicate directly with lead teachers for concerns, or see Shelly. Support staff relay messages***

Communication

- *Parent-Teacher Conferences*
- *School Calendar*
- *Newsletters*
- *Facebook* Laramieopenschool
- *Website* The website address is:
www.laramieopenschool.org
- *School Alerts will be posted on website*
- *Teacher/Director e-mail - available from 8:00 a.m.-5:00 p.m.*
- *ProCare app*

Conscious Discipline...



- Empowers us to be conscious of brain-body states in ourselves and children.
- Provides us with the practical skills we need to manage our thoughts, feeling and actions.
- Gives us the ability to self-regulate and allows us to teach children to do the same.
- Gives us the power to help children who are physically aggressive (survival state) or verbally aggressive (emotional state) become more integrated so they can learn and use problem-solving skills (executive state).

Discipline Policy

- The Open School focuses on positive guidance, such as redirection, natural and logical consequences, modeling of positive behavior, and other non-punitive methods of discipline. Teaching self regulation and social and emotional skill development is part of our curriculum and a goal of preschool education.
- Conscious Discipline
- Dr. Becky Bailey – Conscious Discipline website, FB, YouTube
- Social/emotional regulation first step and important piece of preschool

Al's Pals Teaching Strategies



- A Nationally recognized, Evidence-based Social-Emotional Learning Curriculum

The National Center on Quality Teaching and Learning
Rated highest level of evidence of effectiveness

Department of Education
Designated Effective School-Based Prevention Program

Build the foundation children need for success in school and life

Through fun lessons, engaging puppets, original music, and effective teaching approaches, Al's Pals:

- helps children manage feelings and behaviors;
- cultivates conflict resolution and problem-solving skills
- builds positive relationships and prevents bullying
- creates caring, cooperative classrooms
- teaches children to make healthy choices
- builds authentic family partnerships, family engagement and letters

Developmental Screenings

In September– here at the school

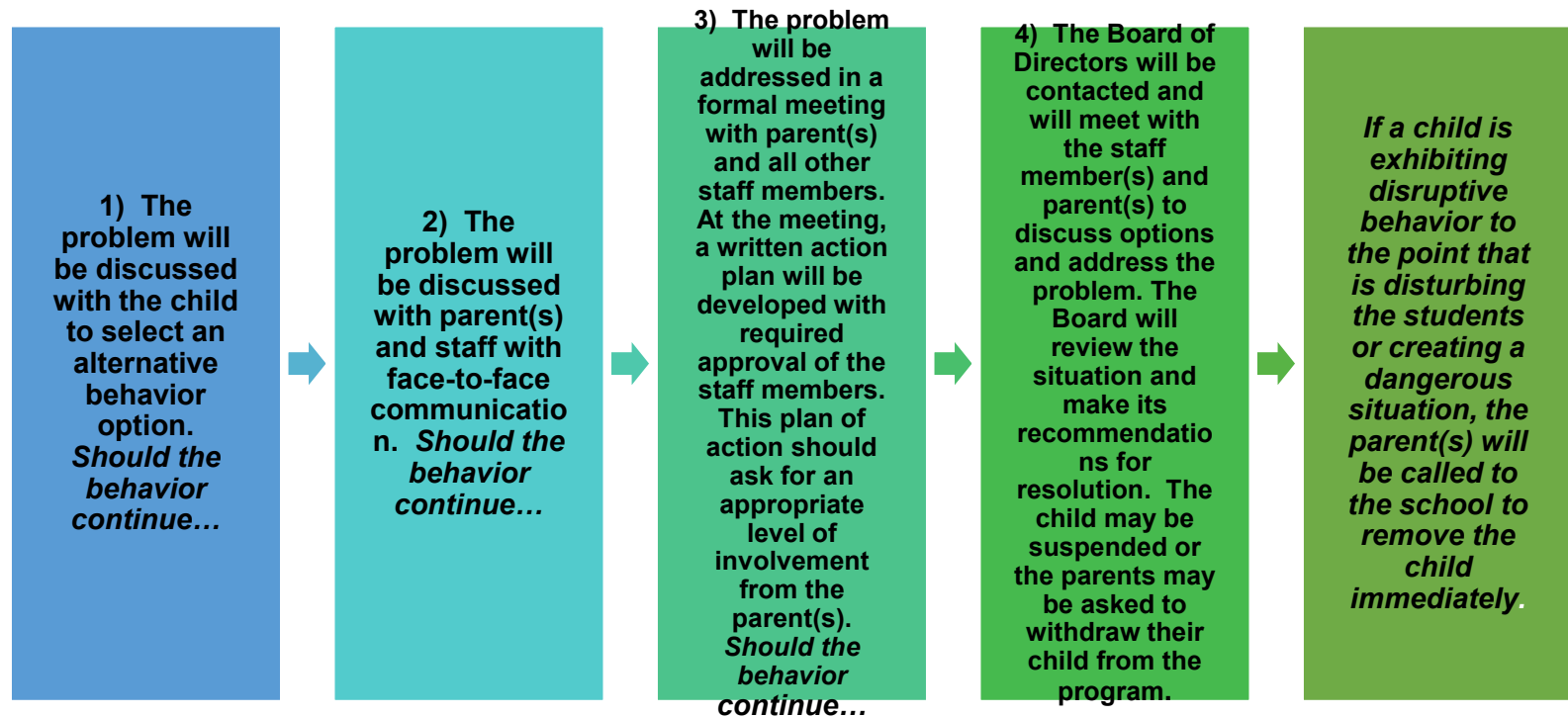
Paperwork in cubbies prior to screening, only screened if paperwork is completed and returned
(optional, free, recommended)

Developmental screenings are for children age birth to 5 years old and are conducted by highly qualified Early Childhood Specialists and include detailed looks at vision, hearing, cognitive abilities, social/emotional development, speech, language, gross motor skills and fine motor skills.

Families residing within Albany County, Wyoming can get information and access to developmental services, childcare and other services by clicking on the link to the left.

Early Intervention Office:
1771 Centennial Drive, Suite 220
Laramie, WY 82070
Phone: (307) 742-3571

On-Going Discipline Issues





- *Drills*
- *Fire*
- *Tornado*
- *Snow Days*
- *Gas Leaks/Other*
- *Lock Down Procedure*
- *Active Shooter*

Additional Policies

Available in parent handbook:

WEAPONS POLICY

TOBACCO/ALCOHOL/DRUG POLICY

ANIMAL POLICY



Little Free Library®

Take a Book. Share a Book.

Blue box on sidewalk in front under tree

Take a book, leave a book, or small toys like puzzles, things to share with other families

Open to the community – mapped on
Littlefreelibrary.org



Open House 8/2

Thursday 9:00 – noon

Meet the teacher, bring supplies,
see you there!

Tuesday 8/26 first day 11:30
dismissal (district wide)



We are excited for a new school year!
Please see your child's teacher or
Shelly with any questions, we are
happy to help or clarify!

