

4-Year-Old Preschool Lab

Policies and Procedures



The preschool programs located in the high schools of Jordan School District
fall under the Career and Technical Education (CTE) Department

Contact Information



[Bingham Mini Miners](#)

Bingham High School
2160 W. 10400 South, South Jordan
Director: Janae Dunn



[Copper Hills Copper Cubs](#)

Copper Hills High School
5445 New Bingham Highway, West Jordan
Director: Sherrie Eloff



[Herriman Mini Mustangs](#)

Herriman High School
11917 S. Mustang Trail Way, Herriman
Director: Kristi Johnson



[Mountain Ridge Mini Sentinels](#)

Mountain Ridge High School
14100 S. Sentinel Ridge Blvd. , Herriman
Director: Katie Wall



[Riverton Silver Pups](#)

Riverton High School
12476 S. Silverwolf Way, Riverton
Director: Erin Dea



[West Jordan Junior Jags](#)

West Jordan High School
8136 S 2700 W West Jordan
Director: Rachel Stephenson

Our Philosophy

The Jordan School District Preschool Labs are an educational setting for community children and a teaching laboratory for high school students interested in exploring the early childhood education teaching field.

Our mission is to offer a high-quality preschool that works to ensure every preschooler learns, grows in a nurturing and fun environment, setting the foundation for a lifelong love of education and success in school and life.

Our primary goals include teaching children to:

- Grow in understanding and appreciation of their friends
- Learn to listen and follow directions
- Enjoy creative expression through music, art, and other activities
- Develop gross motor skills along with body and space awareness
- Think and make choices for individual and small group activities
- Feel confident, secure, and loved in the school setting
- Develop a lifelong love for learning and exploration

We all share a common philosophy that children learn best when they can actively interact with their environment. We share a common commitment to helping each child develop fully – physically, socially, emotionally, and cognitively. Each child is valued as a unique individual. Children can explore the materials, solve problems, develop skills, increase knowledge, or be creative in ways that help them to solidify their abilities at one level to be ready to move on to the next. The teachers engage with the children in ways that develop strong language skills. All activities are developmentally appropriate and allow children to engage in activities at their own levels. Every child is able to develop fully according to his/her own interests and capabilities.

Preschool Hours and Calendars

There are 2 preschool programs available:

- Monday/Wednesday Program
- Tuesday/Thursday Program

Since we are working with the various high school bell schedules, the class start and end times will vary between the hours of 9:00 am and 12:30 pm.

We operate in conjunction with the high school calendar contract days.

Links to location-specific 2023-24 calendars will be added here once finalized.

Enrollment Requirements

Children must be 4 years old by September 1 of the current year.

All students must be potty trained.

In the event there are spots available, 3-year olds will be considered for admittance.

We cannot enroll students who are eligible for Kindergarten.

Registration Checklist

Prior to attending, the following must be completed and/or submitted:

- Complete enrollment through Student Skyward
- Original or Certified copy of Birth Certificate (copy must be made at the school from the original document)
- Immunization Record based upon <https://slco.org/health/immunizations> recommendations. Records must be submitted to the Preschool Teacher within 5 days of Student Skyward registration.
 - If a student is not current on his/her immunizations, the student will be placed on a 30-day conditional enrollment. If an updated immunization record is not provided showing the immunizations have been brought current at the end of the 30-day period, the student may be excluded from the program.
 - Please refer to the [Utah Immunizations Guidebook](#) for additional information.
- Submit Policy Letter
- Non-Refundable Registration Fee Paid

Required Immunizations

According to the [Utah Department of Health](#), children enrolled in Early Childhood Programs (licensed day care center, nursery or preschool, child care facility, family home care, or Head Start Program) must be immunized appropriately for their age with the following immunizations:

Hepatitis A

Polio

Hepatitis B

Haemophilus influenzae type B (Hib)

Pneumococcal

DTaP (Diphtheria, Tetanus, and Pertussis)

Varicella (chickenpox)

MMR (Measles, Mumps, Rubella)

Recommended but not required vaccines for children in early childhood programs in Utah:

- COVID-19
- Influenza
- Rotavirus

Proof of immunity to disease (s) can be accepted in place of vaccination only if a document is presented to the early childhood program from a healthcare provider stating the child previously contracted the disease.

For children whose parents claim an exemption to immunization for medical, religious, or personal reasons, their legally responsible individual must complete an online immunization education module at [immunize.utah.gov](#) or in-person consultation at a local health department. A copy of the certificate must be presented to the child care official.

For a medical exemption from the required immunizations, a completed vaccination exemption form and a written notice signed by a licensed healthcare provider must be presented to the school. For questions regarding your child's immunization status, contact your child's health care provider, local health department or the Immunization Hotline at 1-800-275-0659.

If a child is not current on his/her immunizations, the child will be placed on a 30-day conditional enrollment. If an updated immunization record is not provided showing the immunizations have been brought current at the end of the 30-day period, the child may be excluded from the program.

Tuition and Payment

CTE Early Childhood Education Labs are 100% tuition-based. We do not accept subsidies.

The \$40.00 registration fee per student is non-refundable.

Payment Schedule

September	Billed with December
October	\$85.00
November	\$85.00
December	\$85.00
January	\$85.00
February	\$85.00
March	\$85.00
April	\$85.00
May	Billed with March

Payment Method

- Registration fee and tuition payments will be made using the Brightwheel application. A link will be sent to a parent's email address after the student has been enrolled in Student Skyward.
- Tuition Payments are due on the 1st day of each month.
- No tuition reduction for missed days due to illness/vacation.

Discounts - *Only one may be applied*

- Annual Tuition Paid in Full
 - If the full annual tuition is made in one payment, a 5% discount will be applied. The payment amount would be \$565.25. This payment must be paid on or before October 1 for the discount to apply.
- Family Discount
 - Families with two or more children enrolled in preschool this school year will receive a 5% discount.

Late Fees

****Updated****

Late Fee Policy

These policies will be strictly enforced.

- Late Tuition Payment
 - If the tuition payment is not received by the 5th of the month, a \$10.00 late fee will be assessed. This has been changed from the previous policy of \$5.00. There will be a 5-day grace period to bring the account current. If the account is not brought current by the 10th of the month, the child(ren) will be dropped from the program and the spot will be filled using the waitlist.
- Late Pickup
 - The late pickup fee is \$4.00 per child per minute. This fee will be automatically added to your account.

Withdrawal

****Updated****

The Jordan School District requires a [Program Withdrawal Form](#) to be submitted to notify the lab of your intent to withdraw your child from the program. If the date of withdrawal is on or after the 11th of the month, no refund will be issued.

Monthly tuition payments are expected until written notice is received and accepted by the school your child is attending.

Policies and Procedures

Curriculum:

Curriculum will be planned in compliance with Developmentally Appropriate Practice in Early Childhood Programs by the National Association for the Education of Young Children. We feel Holiday traditions are an important part of the culture, therefore, the curriculum will reflect holiday celebrations as well. If you wish for your child not to participate, you may need to find alternate care for that day.

Family Custodial Issues:

We must have legal documentation to show guardianship to prevent an unauthorized person from picking up a child.

Dropping Off and Picking-Up Children:

The Lab will be open to parents/guardians of enrolled children during business hours. Only parents or persons listed in Student Skyward are allowed to take a child from the Lab.

Personal Items:

Please do not send any toys or other personal belongings to school. We cannot be responsible for lost or stolen items. We will have scheduled times for Show-and-Tell for the children to bring their favorite toy. Toy weapons are not allowed at the Lab or on the school premises.

Health Guidelines:

The preschool lab is considered a Speciality Course at the high school. Due to the nature of this course, there is a higher risk of exposure to everyone in the lab. We will take as many precautions as possible; however, we cannot eliminate the risk of exposure.

A current Immunization record must be turned in with the Registration Packet and kept on file.

Please do not send your child to school if any of the following apply:

- Fever higher than 100°
- Abdominal pain and/or vomiting within the last 24 hours
- Any yellow or green nasal discharge--parents will be called
- Diarrhea within the last 24 hours
- Constant cough (unless allergy related)
- Unusual spots, rash etc.
- Pink eye
- Headache

Preschool teachers and children will wash their hands after using the toilet, before and after eating, upon returning from outdoor play, after wiping noses, and before and after food preparation.

All toys, supplies, tables, counters, etc. will be washed and sanitized as needed throughout the preschool day.

Medications:

By Jordan School District Policy, no medications can be given or administered by the Preschool staff. It must be given by parents only. All medications must remain at home.

Nutrition:

We provide snacks that meet the Federal Child Food Program requirements. One snack is given approximately halfway through the preschool day. Special treats may be sent if commercially prepared and packaged.

Please inform us if your child has any food allergies.

Note: Staff is trained in First Aid and CPR and have appropriate Food Handlers permits.