Our Mission Statement

Our goal is to promote each child's physical, emotional, social, language and cognitive development in a positive, stimulating and nurturing environment. This is done by maintaining a clean, safe, and healthy environment and, at the same time, offering an abundance of love, positive reinforcement and encouragement.

We are here for your children and you!

WHAT IS A HIGH-QUALITY EARLY

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children.
In accredited programs, you should see:

- frequent, positive, warm interactions among teachers and children
- planned learning activities appropriate to children's age and development, such as block building, painting, reading stories, dress-ups and active outdoor play
- specially trained teachers and directors
- on-going professional development
- enough adults to respond to individual children
- many varied age-appropriate materials
- respect for cultural diversity
- a healthy and safe environment
- inclusive environments
- nutritious meals and/or snacks
- regular, two-way communication with parents and guardians who are always welcome to visit
- effective administration
- on-going, systematic evaluation

OUR PHILOSOPHY

I. Our responsibilities to the students are:

A. Instill within each child a feeling of importance.
B. Instill within them the knowledge that differences can be an asset.
C. Provide opportunities for involvement and responsibilities.
D. Teach that each student is responsible for their own behavior.
1. Teach what behaviors are acceptable or not.
a. A child is warned firmly of the consequences that will result from unacceptable behavior.
b. After two warnings a child is then removed from the scene of the misbehavior.
(1). The child is redirected to another activity until he/she can return using acceptable behavior.



(2). Before returning, a staff member will discuss appropriate behavior with the child and remind them of the consequences.

c. "Time out" is used only when a child hurts themselves, another child or damages school property.

d. A Parent/Teacher Conference is scheduled if the child appears to be spending too much time in disciplinary situations. Referrals to outside resources, such as The Children's Center, may be made at that time.

e. If the problem persists, you may be asked to disenroll your child.

Collaboration to avoid expulsion: We want your child to thrive here at Compass, and so we partner with families to avoid expulsion due to behaviors. We also want to support you at home! In order to do this, we will collaborate and work on a behavior support plan that will address behaviors, and create plans of how to manage or redirect the behaviors in a productive manner.

POSITIVE GUIDANCE & DISCIPLINE POLICY: Our program believes that discipline is a process of learning, not a punishment. We use positive guidance strategies to encourage self-control, self-direction, and cooperation.

Approved Guidance Techniques: Positive Reinforcement: We celebrate good choices and cooperative behaviors.
Redirection: Children are gently guided toward alternative, safe activities when challenging behaviors occur.
Logical Consequences: We apply immediate, age-appropriate results directly tied to actions (e.g., helping to clean up a deliberate mess).
Cozy Corner Reset: A brief, supervised cool-down break (maximum 1 minute per year of age) may be used to help an overwhelmed child regain emotional control.
Conflict Resolution: Staff help children use words to communicate feelings and problem-solve together.

II. Our responsibilities as a faculty to our clients:

A. Our teachers meet the criteria to be considered "qualified caregivers." This means they have received and continue to receive specific training, have passed a criminal background check, and demonstrate loving, positive interactions with children.

B. Volunteers and teachers under the age of 18 will not be counted in the student-to-teacher ratio and will never be left alone with children. State ratios determine group sizes.

C. Teachers will actively supervise all children during awake and nap times, keeping them within their sight and sound and frequently counting the group.

III. Our responsibilities concerning curriculum:
Curriculum and teaching methods are based on the individual needs of the child, as well as the goal of Compass to ensure children have either met or surpassed their age-appropriate stages. Frequent evaluations are given to monitor progress, and the progress is shared with parents. Compass staff work diligently to ensure the methods and motivation push each child to be his/her best.

POLICIES AND GENERAL INFORMATION

COMPASS PRESCHOOL HAS FOUR LOCATIONS:

1260 E 8600 S
Sandy, UT 84094
801-839-8932

3343 East 7800 South (Bengal Blvd.)
Cottonwood Heights, UT 84121
801-942-5396

1220 E Vine Street
Murray, UT 84121
801- 262-1147

655 E 7800 S
Midvale, UT 84047
801-561-3338

We accept children from 6 weeks-12 years old.

1. **TUITION:**
Tuition is due every Monday. All families will need to fill out a tuition express form. We will run tuition every Monday. We can also take payments monthly on the 1st of every month. *Any account that has a balance after Thursday mornings will be charged a late fee of $10.00.*

Tuition may be put in the tuition drop box above the sign in/out folder. This will need to be paid before we run cards on Monday. Compass Preschool accepts cash, cashiers checks or personal checks. Any returned checks will be charged a $35.00 NSF fee. Any returned card will be charged a $10.00 NSF fee.

If your account becomes delinquent, your child will not be allowed to return to school until payment has been made.

Holding a spot for the future, we charge an $80 registration fee and a two-week deposit. If you pay for this and don't enroll you will NOT get a refund.

Schedule changes, we require a 2 weeks' notice for all schedule changes. No schedule changes will be made during your 30-day notice.

No deductions or refunds will be made for absences. Make-up days will be given at the sole discretion of the Owner if there is space in the class that day. Please remember that make-up days must be done in the same week as the absence and they are a courtesy, and we will do what we can to accommodate you.

No deductions or refunds will be made for holidays or on other days the school is closed. We have already taken these days into account when determining your weekly tuition charge.

We schedule several in-school activities each month such as puppet shows, musical performances, animal programs from the zoo and more. If your child attends school on a day when an activity is scheduled your account will be charged a small admission fee (usually $5.00 - $7.00) to help pay for the program.

2. **ENROLLMENT:**

An $80 enrollment fee is due before you receive your Enrollment Package. This fee covers the cost of processing the paperwork, and field trip T-shirt and is non-refundable.

All paperwork in the Enrollment Package must be completely filled out and returned to the school PRIOR to your child's first day. All paperwork will be kept confidential and become the property of Compass.

Included in this paperwork, is a "Child Information Form" where you may notify us of any special requirements that your child may have.

A two-week deposit is due before your child's first day. This deposit is returned to you during your last two weeks with us, if the withdrawal procedure is properly followed, (please see #16 on page 9). If you change your contracted days, or if tuition rates go up, you will also be asked to adjust your deposit accordingly.

Your child(ren) must be current on their immunizations to enroll at Compass. Required immunizations include Diptheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Polio, Hib, Hepatitis A and B, Pneumococcal and Varicella (chickenpox). For dose requirements please refer to your pediatrician. Personal, medical or religious exemptions for immunizations must be properly documented by your doctor, and a copy must be provided for our records.

Enrollment Orientation: We strongly encourage scheduling a time to visit your child's classroom before their first day of care. This will allow you and your child to build comfort and confidence in our program and will set you up for a great transition to our program's care.

3. **SCHOOL HOURS:**
We open at 7:00 am, and school begins at 9:00 am. Late arrivals are a major disruption to classes in progress, please be on time.

Please be prompt when picking up your child. Half-day children must be picked up by 1:00 pm, and full-day children must be picked up by 6:00 pm. Late departures will be charged a fee (please refer to the late fee form). This fee is calculated by the Compass office clock.

If any family has an excessive amount of late departures, the Owner/Director may raise the fee per minute/per child or consider disenrollment. Please keep in mind that at the end of the day, we want the children to spend time with their parents, and we want our staff to spend time with their families.

4. **DROP-OFF AND PICK-UP PROCEDURES:**
When dropping off your child(ren) in the morning, you are required to check in using the sign in/out laptop or app using your phone. If you need assistance, someone at the desk or any of our teachers would love to help you.

When picking up your child(ren), follow the same procedure to check them out properly. Please keep in mind that once you check your child out and remove them from their classroom, Compass is no longer responsible for their care.

Children will ONLY be released to parents and other adults specifically named on your "Authorized Pick Up" form. If we do not recognize someone who is on your list, we will require photo identification. If someone who is not on your list comes to pick up your child(ren), you will be called immediately, and we will not release them without your permission.

Because of the extremely important nature of having an accurate list of who is in the school at all times, it is imperative that you check your child(ren) in and out each day. *If we see that you have forgotten to do so, a $5 fee will be charged to your account for each time.*

Open Visitation Policy: We want all families to feel welcome here at Compass! We have events and parent teacher conferences throughout the year but want you to feel welcome and encouraged to visit at any time your child is in our care.

Breastfeeding support: We support breastfeeding moms! Through resources, our open visitation policy, and knowledgeable staffing, we encourage and welcome breastfeeding throughout the day or as needed in your child's classroom or in designated breastfeeding areas. We want you to feel comfortable and can reasonably accommodate you to support your needs.

5. **ILLNESS:**
Compass has a strict sanitation and hygiene schedule that includes disinfecting all toys/equipment in the facility regularly, as well as hand washing procedures. However, children can sometimes get sick while in childcare.

If you think your child may be contagious, PLEASE keep them home that day. This includes siblings that attend Compass as well since they live in the same household. Children who show signs of illness during the school day will be isolated until a parent can pick them up. If your child has a fever, they must stay home until they have been fever-free for at least 24 hours, (without the help of medication). THIS IS A STATE REGULATION. The same applies for vomiting and diarrhea, or if your child has just begun taking antibiotics – they usually take 24 hours to take effect.

If it is something highly contagious, we will need a doctor's note saying they're safe to be around other children and staff. If your child has this type of illness, they can not return to school until they have been symptom-free for 10 days. This will depend on the illness, the doctor's recommendation and the Health Department. Due to outbreaks, such as the Covid-19 pandemic, we will always err on the side of caution in requiring children not return to school in these situations.

A child must be sent home if any of the following exist:

- Fever of 100°F or higher
- Diarrhea
- Vomiting
- Mouth Sores
- Rash or Skin Sores
- Infected Eyes
- Yellow or green Mucous from eyes/nose
- Continuous cough
- Infestation (head lice, etc…) *Must be nit-free to return to school!*

In order to prevent the spread of infectious diseases at the house, please wash your child(ren)'s and your hands upon arrival and before departure. Students will wash their hands throughout the school day with warm water and soap, scrubbing for 20 seconds or more. If the sick child has a sibling, please leave them at home too.

6. **MEDICATION:**
All medications must be in their original containers, this includes inhalers. A medication release form must be filled out and signed for ANY medication, including medicine such as cough drops, Tylenol, or prescription drugs. Please see the front desk for this form.

7. **DRESS:**

Please dress children appropriately in PLAY CLOTHES. We believe in letting children be children, so they may get a little dirty throughout the day!

Every child also needs an extra set or two of clothing in their cubby every single day. Accidents happen, whether they are potty accidents, pudding accidents, or paint accidents! All items of clothing should be labeled with the child's first and last names. Please check our Lost and Found for missing items.

FLIP FLOPS WITHOUT BACKS ARE NOT ALLOWED AT COMPASS!
If your child is in diapers, it is your responsibility to supply Compass with diapers and wipes for your child. Our teachers will send home notes when your supply is getting low. If we have to use one of our diapers for your child, there will be a $5 per diaper fee charged to your account.

8. **FIELD TRIPS:**
   The state requires all children on field trips to wear same-color shirts while on field trips. Children need to wear the T-shirt provided upon enrollment. In the event a child doesn't bring one, they will be provided with one, and $15 will be charged to your account. Appropriate shoes and socks are also required.

   A blue Compass field trip T-shirt is REQUIRED BY THE STATE to be worn. If you forget your T-shirt that day, you can choose to purchase another one for $15.00, or you will need to find other care for the day. Sturdy shoes and socks must also be worn on all field trips.

9. **BIRTHDAYS:**
   We celebrate children's birthdays at school by making them a crown to wear and allowing them to pick a prize out of our birthday treasure box. You are welcome to bring treats for your child's class on his/her special day if they are store-bought. SORRY, NO HOMEMADE GOODIES!

10. **LUNCHES:**
    Each child needs to bring lunch in a lunchbox every day. The lunchbox must contain a frozen ice pack to keep food at appropriate temperatures (Health Department requirement). If you accidentally forget your child's lunch and cannot provide one by lunchtime, we can provide a small meal for a $10.00 fee. This cannot become a regular occurrence.

11. **CHILDREN'S PICTURES:**
    Pictures are taken throughout the year for your child's portfolio, graduation slideshows, and other projects. We also reserve the right to use photographs of your child for our website, Facebook page or advertisements. **If you do not wish**

for your child's picture to be taken/used, you must notify the Director in writing!

12. ANIMALS AND CLASS PETS:

We are a pet-friendly school as long as the presence of any particular animal does not affect a child's specific allergies. (Please indicate on the Health Assessment and Child Information Form if your child has any animal allergies.) We have been known to have hamsters, frogs, fish, turtles, dogs and even baby chickens in the school from time to time. Children help care for and feed these pets (with the exception of reptiles and amphibians) but only teachers clean up after them.

13. EASING SEPARATION ANXIETY:

We understand how hard it can be to leave your child with us if they are crying and upset. No matter how happy you are with your childcare facility, you may be overwhelmed with guilt when you leave them in tears. Here are some simple ways to ease the process and help your little one adjust:

A. ***Prevention:*** Try to spend a few quiet minutes with your child each morning. Talk to them about what you will be doing at work or school and ask the child what they will be doing.
B. ***Honesty:*** When your child says, "I don't want to go to school today," admit that sometimes you don't feel like going to work either. Sympathize and don't try to be cheerful. It's reasonable to acknowledge that everyone has those kinds of days.
C. ***Routine:*** Children need routine. Routine says to a child that his world is a safe and secure place, and that you will return for him. Little "rituals" like letting your child hold your briefcase of purse in the car, or sharing a thermos of juice on the way to school can help a child feel secure in their world.
D. ***Leave a Part of Yourself:*** A very young child who is having a hard time leaving you will be comforted if you leave something he/she identifies with you. One mother discovered that her four-year-old daughter was completely happy when she left her credit card with the instructions, "Now you must keep this safe today because we're going to go shopping tonight." A father found that his three-year-old son immediately stopped crying when his dad offered to leave his gloves with him! While this may not make much sense to us, as a child it is perfectly logical. Mom and Dad will return because they have left something of value!
E. ***Rewards:*** A system of rewards works really well for most children. Remember that the younger the child the more immediate the reward needs to be. For an older child a treat at the end of the week would work, but for a three or four-year-old the reward needs to be NOW like a sticker or a stamp!
F. ***A Clean Break:*** Nothing is more important than the moment you walk your child into their class. Tell your child to have a good day, give them a brief hug and kiss, and LEAVE IMMEDIATELY! A tearful child may cling to you for, "just one more kiss…" but a swift departure will enable your child to join their

friends in play, while a prolonged departure turns a tearful child into a hysterical one! If you would like reassurance, feel free to call the school about 15 minutes after you've left and ask a teacher how your child is doing. Almost 100% of the time they are happy and playing with their friends.

14. COMMUNICATION:

To communicate information to all parents effectively, we send out monthly curriculum calendars, monthly newsletters, and daily notes through a ProCare app. It is important that you read these documents carefully when they are provided to you. Also, please check any notices posted on the door as well as the parent board in the lobby for updated information.

Parent/Teacher Conferences are scheduled twice during the school year; however, you may set up a meeting with your child's teachers at any time!

English Language Learners: We support English language learners here! The teachers will add more bilingual books and posters as needed to their classroom. All staff interacting with your family will learn basic words in the primary language to communicate and help you feel welcome and safe. In any case of inability to properly communicate, we will get an interpreter for assistance.

15. LITTLE BUMPS AND SCRAPES

Our teachers are very skilled at child supervision; however, accidents still happen. Each of our teachers is certified in First Aid, CPR and Child Safety. For any bump, bruise, scrape or other "owie" that occurs here at the school, you will be provided with written documentation of what happened and what was done to comfort and treat your child. This form must be signed by the supervising caregiver, the Director, and the authorized person picking up the child.

For an injury that appears serious but not life-threatening, you will be contacted after the incident occurs. If an injury is life-threatening and requires medical attention, emergency personnel will be contacted, and the child will be transported to the nearest hospital via ambulance.

All staff members of Compass are required to and will report any signs or suspicion of child abuse or neglect to Child Protective Services. This is the law.

16. WITHDRAWAL PROCEDURES:

We require a written 30-day notice to the Compass Email only, for withdrawal from Compass. Once you put your 30-day notice in, you will be required to pay for the first two weeks' tuition. We will then apply your deposit back for payment for your last two weeks with Compass. If you do not give us a written 30-day notice, you will not have your deposit applied back to your account and you will

be charged for all 30 days of tuition. If you fail to pay, we will send the account to collections.

If a child withdraws in the middle of the week, tuition for the remainder of the week will not be refunded. Your 30-day notice will start the following Monday. Re-enrollment can be made at any time as long as there is an opening, and the enrollment fee and deposit are paid again.

17. PARENT CODE OF CONDUCT:

Compass reserves the right to refuse service at any time for any reason. If you have a concern about a teacher or a teacher's practices, it needs to be addressed to the Director confidentially, NOT in the classroom during caregiving hours. Our faculty is trained to direct aggressive parents/situations to administration. After even one incident of aggression, a family will be dis-enrolled from Compass. **If Compass employees babysit, they are doing it as individual contractors, and NOT employees of Compass.**

18. QUESTIONS:

If any questions or problems arise, please contact the following people for any questions you might have:

Cottonwood Heights
Aysia Ramos 801-942-5396 compasspreschoolandchildcare@gmail.com
Assistant Director

Sandy
Jessica Darling 801-839-8932 compasspreschoolsandy@gmail.com
Director

Murray
Erika Dawson 801-262-1147 compasspreschoolmurray@gmail.com
Director

Midvale
Brilee Bush 801-561-3338 compasspreschoolmidvale@gmail.com
Director

Owner 801-949-6460 andrear1769@gmail.com
Andrea Ramos

19. CONFLICT RESOLUTION POLICY:

Your school's Director should be able to answer all of your questions and address all of your concerns. Any issues regarding billing, policies and procedures, curriculum, your child's teachers, or the school facility should be directed to them.

If you have an issue that you feel needs to be addressed by the owners and cannot be resolved by the Director, please contact them at the phone number and email listed above.

If a Parent/Teacher conference, a meeting with the Director, or a discussion with the owners is not sufficient to solve your problem, other options will be offered including outside referrals or dis-enrollment.

20. TOBACCO POLICY:

No smoking, tobacco use, or use of any controlled/illegal substance is allowed on the property. If you feel you must smoke, please do so 25 feet away from the building.

21. SOCIAL MEDIA POLICY:

You may not, for any reason, associate with employees on any social media outlet including, but not limited to Facebook, Twitter, Instagram, etc…unless the relationship existed prior to enrolling/working at Compass. If any client is found to be associating with ("friends with," "following," etc…) any employee, they will be asked to remove the association. If the employee refuses, it will be considered as voluntary termination of their own employment at Compass. If the client refuses, their child will be dis-enrolled from the school.

Compass forbids any employee, parent, family member, volunteer, friend or guest from "posting" any photographs of any student(s) other than their own child(ren).

SCHOOL DAYS OFF

If local school districts (Canyons and Granite) are closed or have a remote learning day due to inclement weather, Compass will also be closed! **If a holiday falls on a weekend, we will close either the Friday before or the Monday after**. Compass will be closed for the following holidays:

Labor Day
Thanksgiving Day
(and the following Friday)
December 24th, 25th, and 26th
December 31st, January 1st
Dr. Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
June 19th
4th and 24th of July

EMERGENCY INFORMATION

If no one arrives to pick up your child by 1:00 pm (half-day children) or 6:00 pm (full-day children) we will begin to call your emergency contacts. If no one can be reached by an hour past, Child Protective Services will be contacted.

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. If there is an emergency or disaster which requires us to leave our center, we will evacuate to the sites listed below and attempt to reach all families immediately. You will be expected to pick up your child(ren) as soon as possible or notify us of other arrangements.

In case of an emergency, children and teachers at Compass in **Sandy** will go to the offices to the north suite 16. South entry upstairs on the left. **Midvale** will evacuate to ***Harmons, 7755 S 900 E***. In case of an emergency, children and teachers at Compass in **Cottonwood Heights** will evacuate to ***Smith's Grocery Store, 3470 E Bengal Blvd***. In case of an emergency, children and teachers at Compass in **Murray** will evacuate to **Woodstock Elementary**.

In an emergency, (and at the discretion of the Owner, Director or Director Designee) if an ambulance is called, the parent is responsible for all fees related to services provided by and for the ambulance.

DAILY SCHEDULE

7:30-9:00 Free-play activities while students arrive.

9:00 – 12:00 Individual preschool class time (Please see your classroom's detailed schedule).
This time frame includes:

- Morning Snack
- Circle Time/Reading
- Show & Tell
- Project based on curriculum theme.
- Learning Centers (art, sensory, dramatic play, blocks, math/manipulatives, etc…)
- Outdoor Play

12:00 Lunch

12:30 – 1:00 Wind-down activities (Stories, Singing Time, etc…)

1:00 – 3:00 Half-day children go home.
Nap for all full-day children under five years old.
Awake Kids have story time, rest, and quiet centers.

3:00 – 5:00 Afternoon class time (Please see your classroom's detailed schedule).
This time frame includes:

- Afternoon Snack
- Circle Time
- Afternoon Project
- Learning Centers
- Reading
- Outdoor Play

5:00 – 6:00 Combine with other classes for free-play while students go home.







TUITION RATES

**These rates are subject to change and are only considered current at the time this handbook was printed.*

Full day tuition 3/4 class, 4/5 class and Kinders

5 days $230/wk
4 days $215/wk
3 days $200/wk
2 days $185/wk

Half day tuition 3/4 class and 4/5 class

5 days $210/wk
4 days $195/wk
3 days $180/wk
2 days $165/wk

Full day tuition 2/3 class

5 days $250/wk
4 days $235/wk
3 days $220/wk
2 days $205/wk

Half day tuition 2/3 class

5 days $230/wk
4 days $215/wk
3 days $200/wk
2 days $185/wk

After-school Program

Regular days:
$35

Early Release days:
$40

No Public-School days:
$50

Tuition – Under 2 years old

5 days $320/wk
4 days $305/wk
3 days $290/wk
2 days $275/wk

Half day tuition – Under 2 years old

5 days $300/wk
4 days $285/wk
3 days $270/wk
2 days $255/wk

A.M. DROP OFF ONLY: PRICING BASED ON AVAILABILITY
DROP-IN RATES: 3-11: SINGLE HALF DAY $75 SINGLE FULL DAY $80
TWO YEAR OLDS: SINGLE HALF DAY $85 SINGLE FULL DAY $90
UNDER 2 YEAR OLDS: SINGLE HALF DAY $100 SINGLE FULL DAY $105

*An $80 registration fee is due upon enrollment. Includes the cost of processing the paperwork, and a field trip T-shirt.

*A two-week deposit is required at the time of enrollment. This deposit needs to be updated any time our rates change or your contracted days change. A 30-day, written notice is required. You will pay for the first two weeks, and the deposit will pay for the last two weeks.

PULL-OUT PROGRAMS OFFERED AT COMPASS

We offer several series of lessons at different times of the year. If you see something below that you would like to sign up for, please see the front desk for availability and pricing!

SPANISH



**Only offered when we have a Spanish-speaking teacher available to teach.*
This year we have Ms. Maria, Ms. Joanna and Ms. Dayna. They will speak in Spanish for half of the day to the Dragonflies, Bumblebees and Ladybugs classrooms.

DANCE



Dance lessons are taught during the school year, two days per week by our dance instructor, here at the school. Students learn balance, tumbling, and the basic dance concepts while groovin' to great, kid-friendly music! A recital is held at Christmas and at the end of the year and an additional costume fee may be applicable. Classes are 60 minutes each and students must be 2 or older to participate. Cost varies.

SWIMMING LESSONS



During Summer Camp, we will take groups of students over to Cottonwood Heights Recreation Center for swimming lessons. Students learn water safety, swimming skills and become comfortable in the water! Lessons are held several times per week and are 30 minutes each. Students must be 3 or older and potty-trained to take swimming lessons. Cost varies.

"MY MINI MOZART"



Each lead teacher does a "My Mini Mozart" during the school year, once per week for 30 minutes, there is no extra charge. All students who are at school that day get to participate! Teachers then replicate the course during the rest of the week. We learn fun new songs, rhythm, pitch, beat and get to use all sorts of musical instruments! Movement, language skills and coordination are also focused on.

TUMBLING



Tumbling lessons are taught during the school year, one day per week by our dance instructor, here at the school. Students learn how to move their bodies, balance, tumbling, flexibility and basic gymnastic skills. Classes are 60 minutes each and students must be 2 or older to participate. Cost varies.

YOUR FIRST DAY CHECKLIST

Your child's first day at school can be hectic, whether they have been at a childcare facility before or not. We have created this checklist for you to help make the morning go as smoothly as possible!

Things to Bring:

- ☐ **A sturdy, reusable water-bottle labeled with his/her full name.** These should be taken home each day to be washed and refilled with fresh water.
- ☐ **Lunch in a sturdy lunchbox labeled with his/her full name, with an ice pack** inside to keep food at proper temperatures.
- ☐ **A spare change of clothes (1-3 sets)** in case of accidents to keep in his/her cubby.
- ☐ **Nap accessories such as a small blanket or stuffed animal**. (All students under the age of five will nap. After he/she turns five, it is your choice whether they continue to nap). Students are placed on individual cots labeled with their name, 1 foot apart, head-to-toe. Cots are stored so they do not touch, and are sanitized weekly or more often, as needed.
- ☐ **A 3-ring binder for your child's portfolio.** You will receive this at the end of the school year to see how much your child has progressed!
- ☐ **Diapers and wipes, if your child is not potty trained.** Potty training is done when the family indicates to us that they are ready. We support the family's method(s) of choice for potty training.

Things to Remember:

- ☐ Have the person at the front desk or one of our teachers show you how to properly check your child in and out. You may also look at your account with this program.
- ☐ Remember to check your sign in folder at the front desk regularly! This is how we send papers, receipts and art home.
- ☐ Please review our tips on easing separation anxiety on page 8. We would love for your child to have a smooth transition for their first day!
- ☐ Relax. Have a wonderful day knowing that your child is in an excellent school with loving, highly qualified teachers!



CAMERA POLICY

We have cameras at our Murray, Midvale and Sandy locations. We have these for security purposes and to check in/observe teachers throughout the day. Only authorized staff members of Compass will have access to this. This isn't for parent review. Murray footage will automatically delete after 180 days, Midvale footage will automatically delete after 45 days and Sandy will automatically delete after 30 days.

WHO'S WHO ON OUR STAFF

Andrea Ramos: *Owner of Compass Preschools*

Andrea graduated in 2007 from Utah State University with a degree in Aviation. She graduated with a master's degree from Brigham Young University, with a degree in Aviation Administration. She also earned her National Administrator Credential and has a level 10 on the career ladder.

Andrea opened Compass 1 in Midvale, Utah in September of 2013. She opened a pre-school to stay home with her kids. She loved teaching and working with young children. After having a waiting list for several months, she was encouraged to expand to allow other families to get the Compass experience. She bought Compass 2 in Cottonwood Heights, Utah in May of 2016, Compass 3 in Murray, Utah in October of 2018 and Compass 4 in Midvale Utah in February of 2020 and Compass 5 in Sandy Utah in August of 2021.

Andrea is married to Michael Ramos, they have three kids, Aysia, Damon and Eliana.