Treasure Chest

Preschool *Handbook*

2025-2026

Where children are treasured while we play, learn, and grow together.



423 N. 6th Street, Cheney, WA 99004

Located in the Cheney Congregational Church

Liza Volk, Owner/Teacher

509-879-4036

[treasurechestpreschool@gmail.com](mailto:treasurechestpreschool@gmail.com)

[www.treasurechestprek.com](http://www.treasurechestprek.com)

Welcome to Treasure Chest Preschool!

Treasure Chest Preschool, established in 1980, is a preschool for 3-5-year-old children. At Treasure Chest Preschool we believe that children learn by doing and need to be given many opportunities to use their brains and bodies to learn. The teacher’s job is to create an environment of learning, play with students in it, help them when needed and encourage them along the way. The days are carefully planned by the teacher with young children’s interests and needs guiding the teaching and learning. Treasure Chest Preschool is a place for learning through play, some of it structured and some unstructured. It is important to remember that a child’s play is his/her work and way of learning. We always strive to make our school a warm, caring, and interesting place. A great deal of emphasis is placed on a child’s self-esteem and confidence. With a limited class size, your child receives ample adult attention and supervision.

Within our classrooms, it is our goal…

* to create a safe community where every child feels welcomed and cared for by his/her teacher and classmates.
* to provide a developmentally appropriate curriculum with an emphasis on learning through playing.
* to provide stimulating learning opportunities where children are interacting with one another, creating things and ideas, and engaging their brains and bodies.
* to involve parents and families in our daily learning and classroom community.

Your child will encounter a variety of developmentally appropriate experiences such as...

music, listening skills, science, dramatic play, cooking and eating, reading readiness skills, art, concept development, math skills/concepts, games, dancing/movement, gross motor development, fine motor development, and health/safety/nutrition.

A typical day could be divided into…

* Free choice
* Centers (math, literacy, science, art, etc.)
* Clean-up and washing hands
* Teacher read aloud
* Snack
* Calendar
* Music
* Outside play

**Treasure Chest Preschool Information**

**Teachers:**

Liza Volk is the owner of Treasure Chest Preschool LLC and currently the only teacher. Liza grew up in Cheney. She attended Treasure Chest Preschool and Cheney public schools. She has a bachelors in Elementary Education, and masters in Literacy from Eastern Washington University. Liza taught in the Cheney School District for 13 years. Liza and her husband, Eric, have two boys. Both of her sons attended Treasure Chest Preschool. Liza has over 20 years of experience working with and teaching children ranging from preschoolers to middle schoolers. Liza is up to date on First Aid, Pediatric CPR, and Bloodborne Pathogens training.

**Admissions:**

* Treasure Chest Preschool is open to any child, regardless of economic background, race, religion, sex, or ethnic origin who:

1. Is emotionally ready to be separated from his/her parents, legal guardian, or family.

2. Will be 3 years old by September 1.

3. Is fully potty trained (please tell your child’s teacher if your child needs to be reminded to use the bathroom or needs assistance in the bathroom).

* We accommodate children with special needs on a case-by-case basis, provided we can meet the needs of the child.

**Registration and Tuition:**

* Registration for currently enrolled children and alumni families begins in January/February.
* Open enrollment for new families begins in February/March.
* Children are placed into classes based on a first come first serve basis.
* You will be notified of your child’s final class placement in August.
* Print the documents off our website [www.treasurechestprek.com](http://www.treasurechestprek.com). If you have any questions, please contact Liza Volk at 509-879-4036 (texting works too), through email ([treasurechestpreschool@gmail.com](mailto:treasurechestpreschool@gmail.com)), or message Liza through the Treasure Chest Facebook page.
* A registration fee for new children of $50.00 must accompany the registration packet. A registration fee of $30 is required for returning preschoolers (2nd year of preschool). If you register your child and change your mind, you forfeit the fee. Cash, checks, and PayPal are all accepted. Please make your check out to Treasure Chest Preschool and hand deliver it with your registration packet OR mail your registration packet and registration fee to: Treasure Chest Preschool, Attn: Liza Volk, 8011 W Melville Rd Cheney, WA 99004
* Yearly tuition is $1,665.00 for two days a week and $2,025.00 for three days a week.
* Tuition can be paid in full or in chunks throughout the school year. If you prefer to pay monthly, then tuition is due the first full week of class each month. A $25.00 late fee will be charged the following week.
* Yearly tuition is expected to be paid in full regardless of the days in session, vacations you take, snow day closures, unforeseen school closures, or absences of your child.
* Because the school budget is determined on enrollment and student tuition, special adjustments to tuition cannot be made based on illness, vacation, snow day closures, unforeseen school closures, or any other absence.
* There will be no refunds due to you disenrolling your child or if school is closed due to unforeseen circumstances.

**Classes:**

* Please see the table below for the 2025-2026 school year preschool options:

|  |  |  |
| --- | --- | --- |
| **Age** | **Days** | **Tuition** |
| 3 years old, turning 4 (first year of preschool or a younger 4 year old beginning the school year) | ***Two days a week***  Tuesday and Thursday (9:00-11:30) | $1,665.00 for the year  You can pay tuition in full, month to month ($185), or in chunks throughout the school year. |
| 4 years old, turning 5 and/or going into Kindergarten in the 2025-2026 school year. | ***Two days a week***  Monday and Wednesday (9:00-11:30)  ***Three days a week***  Monday, Wednesday (9:00-11:30), AND Friday (9:30-12:00) | $1,665.00 for the year  You can pay tuition in full, month to month ($185/$225), or in chunks throughout the school year.  $2,025.00 for the year |

* If you are unsure about which class your child should attend, please don’t hesitate to reach out to me for guidance.
* If your child attends preschool on Fridays, he/she will bring his/her own lunch from home to eat at school.

**School Calendar:**

* Treasure Chest Preschool will follow the same calendar as Cheney School District except for start and end dates as well as a few other dates that I will let you know about before school starts. We typically start the school year one week after Cheney School District begins and end the school year at the end of May before Memorial Day weekend. You will be notified of specific start and end dates in August. An Open House event will be scheduled the week before school starts to give your child a chance to meet me and see the classroom. This date will be shared with you in early August as well.
* If Cheney School District is closed for any reason (closed due to unforeseen circumstances, cancelled, or delayed for weather, etc.), then we will be closed.

**Location:**

* We are located at the Cheney Congregational Church; however, we are not affiliated with the church. Treasure Chest Preschool is neither day care nor a kindergarten equivalent since academic preparation is not a primary focus in our preschool classrooms.

**Parent Responsibilities:**

* Parent helpers are a special tradition of Treasure Chest Preschool. Parent helpers will take turns helping at the preschool. A parent helper schedule will be updated on our website monthly. It is your responsibility to check the calendar on a regular basis. Parent helpers are a critical part of the success of our preschool. It is important that we always have two adults in the room (teacher and one parent). This is important not only for safety reasons, but it also allows for you to be a part of your child’s preschool experience and for you to get to know the other children and families in the class. You will be a parent helper once every 4-6 weeks or so depending on the size of the class***. If you are unable to find childcare for younger siblings on your parent helper days, please check with your child’s teacher first about bringing your other child(ren) with you. We love having siblings in the classroom and often it works out well. However, if it is distracting you from being a part of your preschooler’s morning or distracting the other preschoolers in the room, we ask that you find alternative care for your younger child(ren) while you are the parent helper. Thank you for understanding.***
* We highly value parent involvement, but also realize that for working parents, parents with a new baby, or during a time of illness in the family, this can be a challenge. Please talk with your child’s teacher about any challenges you may have with helping in the classroom and we will be happy to help figure out a plan. Switching parent-helper dates with another family is always an option. In addition, moms, dads, grandparents, and special care takers are all welcome as the “parent helper”. If you are unable to be a parent helper or provide an alternative plan for your parent helper days (approximately once every 4-6 weeks), your child’s preschool tuition will increase by $40.00 per month.

**Snack:**

* Your child will be scheduled to bring snacks for the class when you are scheduled to be the parent helper (this includes their birthday celebration). You will also receive a list of suggested and approved snacks from your child’s teacher when school starts in September.

**Sharing (Show and Tell):**

* Beginning in mid to late October on your parent helper days, your child will be allowed to bring three things from home to share (show and tell) with the class. I will explain this in detail to the children and parents as we get to the point where we are ready to begin this classroom routine. The children love having the opportunity to share special things from home with their school friends and it helps us get to know each other better.

**Book check out:**

* In January or February, the children will begin checking out one to two books every school day from our classroom library to take home to enjoy reading with family. Reading a variety of literature with caregivers is a vital part of brain development and reading and writing readiness.

**Volunteering and Background Checks:**

* All volunteers are required to submit a background check using the Washington State Patrol website **https://watch.wsp.wa.gov/**. You will need to print your completed background check and submit it to your child’s teacher before your first parent helper day. You will be notified of specific volunteer opportunities by your child’s classroom teacher. Thank you! Your time and efforts are a huge part in making Treasure Chest Preschool an amazing community to be a part of!

**Discipline Procedures:**

* Your child’s behavior will be guided based on an understanding of his/her needs and stages of development. Methods to be used may include positive reinforcement, redirection, and if needed, an age-appropriate break from the activity. Please let us know if there are any significant changes or events in your child’s life that may affect his/her behavior. Corporal punishment or physical discipline of any kind is prohibited at Treasure Chest Preschool.

**Field Trips:**

* Throughout the school year we try to go on approximately three to four field trips. This school year we plan to visit Sherman Valley Farm to pick apples and have a picnic lunch (8306 S Sherman Rd, Spokane Wa 99224), Sue’s Pumpkin Patch (14009 S Murphy Rd, Cheney Wa 99004) to pick a pumpkin and participate in a scavenger hunt, the Cheney Fire Department (611 4th St Cheney Wa 99004) to learn about firefighters and fire safety, and Yokes Fresh Market (4 Cheney Spokane Rd Cheney, Wa 99004) to learn about how a grocery store operates behind the scenes. Parents will be required to transport their children to and from the field trip and accompany your child while there.

**Birthdays:**

* We love to celebrate birthdays! Your family will bring snacks on the day that we celebrate your child’s birthday. You are welcome to bring a special birthday treat to share with the class, and your child’s teacher and classmates will celebrate your child throughout the morning.

**Sick Policy:**

* Please keep your child home from preschool is he/she has had a temperature of 100.4 or higher, has been vomiting, has had diarrhea, has a rash, eye infection, or has head lice. Your child is ready to return to school when he/she has been fever free for 24 hours without the use of fever reducing medication (i.e., Tylenol, Motrin), free from vomiting for at least 24 hours, free from diarrhea for at least 24 hours, free from rash itching, or fever and has been evaluated by a doctor, head lice has been treated appropriately at home, and/or eye infection has been evaluated by a doctor.

**Medication:**

* We do not administer medication at Treasure Chest Preschool. If your child has a rescue medication (i.e., Epi-Pen) that needs to be stored at school, please let us before the first day of preschool so that we discuss the best plan for your child.

**Safety and Emergencies:**

* Treasure Chest Preschool will be following guidance from American Academy of Pediatrics, Washington State Department of Health, Center for Disease Control (CDC), Spokane County Health District, Department of Children and Family Services (DCYF), as well at Cheney Public Schools in regards to illness safety measures.
* All classrooms are equipped with basic first aid supplies.
* In the event your child suffers a minor accident or other illness during class the teacher will tend to your child and then contact you or inform you of the incident when you pick your child up at the end of the school day. Should the occurrence be serious the teacher will call 911 and you will be immediately notified.
* The fire door at the top of the stairs in the foyer area that is leading to the classroom will be locked after the first 15 minutes of class. You are always welcomed to come into the preschool classroom at any time; however, you will need to ring the doorbell that is on the fire door leading to your child’s classroom and your child’s teacher will look through the window in the door to verify that the person wanting into the classroom is a parent, legal guardian, or approved care giver of one of the children in the classroom.
* Fire drills are conducted periodically throughout the school year. Children and teachers practice the safest and quickest way to exit the building.
* A lock down would occur for three reasons: a lost child, an external threat, or an internal threat.
  + Lost child: Teachers are required to contact the owner/director (Liza Volk) in the event of a lost child. The outside doors will be locked, and no one will be allowed in or out of the building until the child is located.
  + External Threat: In the event of an external threat, or if we have been instructed to implement protocol by the Cheney Police Department or the Cheney School District, the external doors will be locked. Signs will be posted on the doors indicating the building is in lock down. Teachers will check that the outer hallway fire doors are locked and lock the classroom doors. The blinds will be closed if applicable. Teachers will follow established protocol to ensure the children are secure until authorities release them. Parents will be allowed to pick up children but may be asked to use a specific entrance and/or show photo identification.
  + Internal Threat: Teachers will lock classroom doors upon notification. The fire doors in the outer hallways will be locked as well. Children are to remain with teachers until all clear is given by the director or authorities. Parents will be allowed to pick up children but may be asked to use a specific entrance and/or show photo identification.

**Abuse/Molestation:**

* Treasure Chest Preschool LLC does not tolerate sexual abuse or molestation in the school or at any activity sponsored by or related to it. Treasure Chest Preschool LLC has a zero-tolerance policy for any sexual abuse committed by an employee or volunteer. Any incidents of sexual abuse reasonable believed to have occurred will be reported to the appropriate law enforcement agencies. We are required by the State of Washington to be mandatory reporters of any suspicion or knowledge of child abuse, neglect, or exploitation.

Thank you! Please contact me with any questions you may have.

Liza Volk

(509) 879-4036

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