

Treasure Chest Preschool Handbook

2026-2027

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



423 N. 6th Street, Cheney, WA 99004
Located in the Cheney Congregational Church

Meaghan Flowers, Owner/Teacher
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www.treasurechestprek.com

Welcome to Treasure Chest Preschool!

Treasure Chest Preschool, established in 1980, serves children ages 3–5. We believe that children learn best through hands-on experiences, meaningful play, and opportunities to explore the world around them. Our teachers create a warm, engaging learning environment where children are encouraged to discover and grow.

Each day is thoughtfully planned to reflect children’s interests and developmental needs while providing a balance of guided learning and child-directed play. We believe that play is a child’s most important work and the foundation for lifelong learning.

Our small class sizes allow teachers to build meaningful relationships with each child while providing individualized attention and support.

Within our classrooms, it is our goal...

- to create a safe community where every child feels welcomed and valued
- to foster curiosity, creativity, collaboration, and active exploration
- to partner with parents and families in each child’s learning journey

Children participate in a variety of developmentally appropriate activities including:	A typical day may include:
• Literacy & Language • Early Math & Science Exploration • Art, Music, & Movement • Dramatic Play • Fine Motor Development • Gross Motor Development • Health, Safety, & Nutrition	• Free Choice • Learning Centers • Clean-up & Handwashing • Teacher Read-Aloud • Snack • Calendar Time • Music & Movement • Outdoor Play

Teachers:

Meaghan Flowers is the owner of Treasure Chest Preschool LLC and teaches on Tuesday, Thursday, and Friday. Having attended Treasure Chest herself, and later sending four of her children here, she is excited to continue its long tradition. After taking several years off to homeschool her children, she returns with over 20 years of experience in early childhood care and education.

Meaghan holds an AAS in Early Childhood Education and has 16 years of experience as a foster parent, caring for many children, including those with neurodiversity and complex

needs and behaviors. Meaghan is thrilled to be back in the classroom and looks forward to welcoming each family!

Kara Poindexter moved to Cheney in the summer of 2025 with her husband to raise their three children on their grandparents' farm. She is an experienced teacher having taught for seven years as a lead preschool teacher all over the globe, including in Germany, Georgia and Tennessee. She earned her bachelor's degree in Anthropology with a minor in Education from the University of Florida. Kara brings more than ten years of teaching and coaching experience. She is delighted to welcome families to Treasure Chest and especially enjoys helping kids fall in love with learning.

Our teachers are certified in First Aid, Pediatric CPR, and Bloodborne Pathogens, have current background checks, and food worker cards.

Admissions:

Treasure Chest Preschool welcomes all children regardless of economic background, race, religion, sex, or ethnic origin. To enroll, children must:

1. Be developmentally ready to separate from their parent or caregiver.
2. Be 3 years old by September 1.
3. Be potty trained (please inform your child's teacher if your child needs reminders or assistance when using the bathroom).

We welcome children with a variety of abilities. Admission is considered individually to ensure we can appropriately meet each child's individual needs while maintaining a safe and successful classroom environment.

Registration and Tuition:

- Registration for currently enrolled children and alumni families begins in January. Open enrollment for new families begins in February. Children are placed into classes on a first-come, first-served basis. You will be notified of your child's final class placement in May.
- Registration forms are available on our website, www.treasurechestprek.com. If you have any questions, please contact Meaghan Flowers at 509-991-9692 (call or text), through email (treasurechestpreschool@gmail.com), or through our Facebook or Instagram pages.

- A \$40 registration fee is required for new students, and a \$30 fee is required for returning students (second year of preschool). Registration fees are non-refundable. We accept cash, checks, and Venmo. Completed registration packets and payment may be returned to Treasure Chest Preschool or via email.
- Annual tuition is \$1,665 for two days per week and \$2,025 for three days per week. Tuition may be paid annually or in installments throughout the school year. Monthly tuition payments are due during the first full week of each month. A \$25 late fee will be assessed after that week. If tuition remains unpaid for two consecutive months, your child will not be able to continue attending until the account is brought current.
- Tuition reserves your child's place in the class and is based on annual enrollment rather than attendance. Because staffing and operating costs remain the same regardless of attendance, tuition cannot be adjusted for vacations, illness, snow days or other closures.
- Tuition and registration fees are non-refundable.

	2026-2027	
Age	Days	Tuition
3 through 5 years old	Two days a week	\$1,665.00 for the year
	Three days a week	2,025.00 for the year You can pay tuition in full, month to month (\$185/\$225), or in chunks throughout the school 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:

- Please see attached calendar for an overview of dates to expect throughout our school year. Treasure Chest Preschool follows its own school calendar. However, if the Cheney School District closes or is delayed due to weather or unforeseen circumstances, then we will also be closed.

- Field trips will be added to the calendar and shared with parents through Class Dojo and our monthly newsletter.
- An Open House will be held the week before school begins so children and families can meet their teachers and explore the classroom.

Location and Logistics:

- We are located at the Cheney Congregational Church; however, we are not affiliated with the church. We are a play-based preschool program; we are a not licensed childcare center.

Communication:

- We believe that strong communication between home and school is essential. Throughout the year we communicate through: Class Dojo, Monthly newsletters, and email as well as phone or text as needed. Please don't hesitate to reach out with questions or concerns; we are always happy to connect with you.

Parent Helper Program:

- One of Treasure Chest Preschool's cherished traditions is our Parent Helper Program. Families will take turns assisting in the classroom approximately once every 4-6 weeks. Having two adults in the classroom enhances safety while giving parents the opportunity to participate in their child's learning experience and build relationships with other families.
- Younger siblings are welcome to attend Parent Helper days. If bringing a younger child allows you to volunteer, we'd love to have them join us whenever possible. If they become too distracting for you or the class, your teacher may ask you to arrange childcare for future volunteer days.
- We highly value parent involvement, but also recognize this can bring challenges especially during seasons of transition within a family, this can be a challenge. Please talk with your child's teacher and we will be happy to help figure out a plan. Switching parent-helper dates with another family is always an option.
- Moms, Dads, Grandparents, and Special Caretakers are all welcome as the "parent helper". If you are unable to be a parent helper or make alternate arrangements, you will be assessed an additional \$40 a month.

Volunteer Requirements:

- All volunteers are required to submit a background check using the Washington State Patrol website <https://watch.wsp.wa.gov/>. Please complete, print, and return to your child's teacher. If you'd like to volunteer additional time at Treasure Chest, please reach out to your child's teacher. Thank you; your time and efforts are a huge part in making Treasure Chest Preschool an amazing community to be a part of!

Snack & Lunch:

- 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. Due to allergies, please avoid sending foods containing peanuts or tree nuts.
- If your child is attending Friday preschool, please send them a packed lunch. Friday lunches provide an opportunity for children to practice important independence skills such as opening food containers, peeling fruit, eating in a group setting, and enjoying conversation with classmates.

Book Check Out:

- In the fall, you and your preschooler can begin checking out one to two books every school day from our classroom library to take home to enjoy reading together. Reading together at home is one of the most valuable ways to build language and a lifelong love of books. Our library is on the honor system so please take what you'd like to read, enjoy, and return.

Discipline Procedures:

- Your child's behavior will be guided based on an understanding of his/her needs and stages of development. We believe guidance should be respectful and rooted in helping children learn. Teachers may use positive reinforcement, redirection, modeling and problem-solving. 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, humiliation, or physical discipline is never permitted.

Field Trips:

- Throughout the school year we plan four field trips. This school year, we plan to visit Poindexter Farm, Sue's Pumpkin Patch, the Cheney Fire Department, and Yokes Fresh

Market. Parents will be required to transport their children to/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 and you are welcome to bring a special birthday treat to share with the class. Your child's teacher and classmates look forward to celebrating your child throughout the morning.

Sick Policy:

Please keep your child home if:	Your child may return when:
• Fever of 100.4 or higher • Vomiting or Diarrhea within 24 hours • Head lice • Rash that has not been evaluated • Eye infection	• Fever free for 24 hours without medication • No vomiting or diarrhea for 24 hours • Rash is no longer contagious or has been cleared by healthcare provider • Head lice has been treated • Eye infection has been cleared by healthcare provider or symptom free

Medication:

- We do not routinely administer medications. If your child requires an emergency medication (i.e., Epi-Pen or rescue inhaler) that needs to be stored at school, contact us before the first day of preschool so we can develop an appropriate plan.

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) 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 if needed 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; please ring the doorbell.
- Fire drills are conducted periodically throughout the school year. Children and teachers practice the safest and quickest way to exit the building.
- A lockdown would only be needed in case of a lost child or safety threat.
 - **Lost child:** Teachers are required to contact the owner/director (Meaghan Flowers) 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.
 - **Safety Threat:** In the event of an internal or external threat, or if we have been instructed to implement protocol by the Cheney Police Department or the Cheney School District, teachers will follow established protocol to ensure the children are secure until authorities release them.

Child Abuse Prevention and Reporting:

- Treasure Chest Preschool is committed to providing a safe environment for every child. Treasure Chest Preschool LLC does not tolerate sexual abuse or molestation in the school or at any activity sponsored by or related to it and 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 for taking the time to read our handbook. We know that choosing a preschool is an important decision and we are honored to partner with your family during these special early years.

If you have questions at any time throughout the school year, please don't hesitate to reach out. We look forward to learning, growing, and making wonderful memories together!

Warmly,

Meaghan Flowers

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