

Faculty

Our Preschool staff possesses formal education, training, and work experience in early childhood education. By attending conferences and workshops that equate to fifteen hours annually, visiting other early childhood programs, and reading professional publications, they keep current with the latest in educational principles and methods. The teachers either meet or exceed Colorado Department of Early Childhood's requirements. All teachers have a personal relationship with the Lord Jesus. Their bios are posted on the school's website. The staff is available to answer any questions you may have about your child and our program.

Preschool/Playschool Committee

The Preschool/Playschool Committee performs required administrative duties as the "working" governing body of the programs. The committee is composed of an assigned church elder, parents of enrolled children, the Director and two staff members. They orchestrate with the church elders to ensure that the purpose and policies of the Preschool/Playschool programs are maintained.

Communication in Brightwheel

The school strives to form a partnership with you, the parent, through clear and concise communication. ALL school communication is through the brightwheel app. All families must establish a brightwheel profile and turn on notifications in the app, which will alert you to school communications. Our goal is to inform you of:

- School happenings-fundraisers, service projects, family events, etc.
- Additional details to the monthly classroom calendars
- Change of information
- Parenting information-links to websites to support your parenting
- Individual classroom reminders and clarifications.
- Interpreter: If you need interpreters or other resources to communicate in a home language, our program provides this upon request. International English as a Second Language (ESL) support at the church is available for our diverse community. We utilize these participants and teachers to translate in home/native language; due to diverse enrollment in the ESL classes several dialects are available (examples Hindi, Korean, Mandarin, Spanish and Urdu).

Teachers

As a bridge of communication between teacher and parent we encourage the use of brightwheel. Teachers can be contacted through the brightwheel app: in your child's profile click on messages and select staff. Your message will be seen by both classroom teachers and the director.

Another way to communicate is your teacher's work email @cherrycreekpres.org which is available on the class roster.

Calendars

Each classroom has its own informative and comprehensive monthly calendar. A paper copy will be placed in your child's basket, will be posted outside the classroom and will also be sent in your brightwheel app as a .pdf.

Month@Glance

This is an all-school communication from the director to keep you apprised of events happening during the current month (fundraiser projects, service projects, all school activities).

Classroom Week@Glance

Weekly communication of what your child is learning in class, following the learning domains in the Colorado Early Learning & Development Guidelines. The sections are bible, language & literacy, fine & gross motor, math & science, social emotional, creative arts & music and handwriting without tears (PreK & JrK). It also includes photos of children as they are engaged in school activities.

PRESCHOOL OPERATING POLICIES & PROCEDURES

The parents will be notified in writing of significant changes in the services, policies, and procedures of the Preschool program.

The Preschool Program consists of sixteen children in each of the three-year-old classes, PreKindergarten (4's and 5's) classes, and eighteen children in the JrK class. Each class utilizes a teaching team of two qualified teachers. Our classrooms continue to uphold National Association Education of the Young Child (NAEYC) ratios for high quality relationships and interactions.



Sessions are 9:00 am to 1:00 pm. The year begins the week before Labor Day and ends the last week of May before Memorial Day. Enrollment requirements are as follows:

- | | |
|-------------|--|
| JrK: | The child must be five by December 31 and have previous preschool experience. Monday through Thursday 9:00 am-1:00 pm |
| PreK: | The child must be four by October 1 and potty trained.
Monday, Tuesday, Thursday 9:00 am-1:00 pm
Monday, Wednesday, Thursday 9:00 am-1:00 pm |
| Three's: | The child must be three by October 1 and potty trained.
Monday, Wednesday 9:00 am-1:00 pm
Tuesday, Thursday 9:00 am-1:00 pm |
| Friday | All ages (must be enrolled in Preschool during the week) |
| Enrichment: | Friday 9:00 am-1:00 pm |

Extra Curricular Classes (offered at an additional fee):

- Art for Preschool 3's, PreK & JrK – Wednesday OR Thursday 1:00-2:00pm
- Spanish for PreK & Jr – Monday/Thursday 1:00-2:00pm
- Soccer Shots for Preschool 3s, PreK & JrK – Friday 1:00-1:45pm

Application for Enrollment

Prior to school starting, all parents will fill out a registration form and pay the current non-refundable registration fee. Application Forms will be sent via brightwheel to be completed before the child's first day of school. **The General Health Appraisal and Immunization forms need to be completed by your child's physician and are required by the Colorado Department of Early Childhood to be in your child's file his first class day; otherwise, your child may not attend school. Completed application forms are required in order for the child to remain at school.** When a child enrolls at a later date, then completed application forms are due the child's first day of school.

Group Sharing Experiences

The group sharing period denotes any time when the group as a whole participates in an activity. Included in the group sharing experiences are stories, conversation, music experiences, finger-plays, and visual aids. Bible stories, Bible verses, and Bible-related songs are used in the "worship" experience. The group sharing experience is important as it provides opportunities for each child to develop communication skills and cooperative learning.

School Experiences and Artwork

Most children are eager to share experiences with their parents. Your response is very important - so listen attentively, give good eye contact and ask open-ended questions. Concerning art, a good comment is, "tell me about your picture." Remember, there is no right or wrong way for a child to create art (trees can be purple and the sky green). To keep your child enthusiastic about bringing home his/her work, establish a place where your child can display it (refrigerator, closet door, bedroom door, or wall). This helps promote healthy esteem by showing you value his/her work.

Parent/Teacher Conferences

Your child's teachers will schedule a parent/teacher conference during the fall to continue building a relationship with the parents and to discuss in person an assessment based on observations of your child's needs and/or progress. This is an opportunity for teachers and parents to exchange feedback, express concerns and update child/family needs. In the spring, a written assessment of your child's needs and/or progress will be sent home and a conference may be requested, if needed.

Resource Experiences

Teachers invite special resource people to enrich the curriculum to help promote learning experiences. You will be notified of a guest through brightwheel and in your Classroom Week@Glance Newsletter.

Screen Time

The children may have the experience of viewing a Christian or secular DVD that compliments the teaching themes. TV may be briefly used in the classroom to enhance a particular theme or lesson. A permission form must be signed allowing the viewing of these electronic devices for your child to participate (see permissions in pending applications). The maximum length of time for viewing is twenty minutes and a teacher will interact with the children, so that the device is used as a teaching tool.

Blended or Restricted Family Situations

In situations where a blended family situation exists, it is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements and how communication shall be conducted. If there is a restraining order in place, please bring a copy of the order along with a picture of the restricted party to the school office.

Brightwheel Check In-Out

All parents and approved pick-up adults must use the brightwheel app on their phone. The QR codes are conveniently located throughout the building so this can be accomplished easily. All children must be checked in/out through the brightwheel app. During brightwheel check in you will be asked to confirm that you completed the Home Health Screen (p. 13) and applied sunscreen (p. 15).

Pick Up Child

Children will only be released to registered parents or to the person parent entered in brightwheel app as approved pick up person. Parent must notify teachers in brightwheel if a person is not listed in the app.

On occasion a parent may want to give a one-time release authorization to a particular person(s). The parents will notify teachers in brightwheel stating the person's name and the date(s) involved for permission of release. If the person is unknown to the staff member, then photo identification must be provided.

The preschool cannot legally deny release of any child to a parent or guardian unless we have a written court order or just cause. The preschool staff will not allow a child to leave with any inebriated person or a person under the influence of any legal, illegal, or prescriptive substance that we suspect could interfere with the safety of the child. The preschool will immediately report the incident to the police and/or the Colorado Department of Early Childhood. **No drugs, alcohol, or smoking are allowed on or in the premises.**

Identifying Children

The teachers will do a head count at the beginning of class and then during transition times exiting to the playground and upon re-entering the classroom. In the event that a child becomes lost, the teacher will make certain that the other children are safe and notify the director. Steps will be retraced to locate the child.

Party Invitations

Personal invitations to birthday parties and other non-preschool activities are only allowed if every child in the classroom receives ones. You will receive a class roster in the fall, and send an invite through the family's email.

Field Trips (PreK, JrK children only)

Teachers may plan field trips to complement their units of study.

Children will be transported to and from field trips in vehicles driven by either a parent volunteer or teacher. In accordance with Colorado law, each child will be restrained in an appropriate car seat. Each parent or teacher who drives will have on file a completed Vehicle Disclosure Statement, a copy of a current driver's license, with a current insurance card and a motor vehicle record. The teachers will bring on the field trip the children's demographic and permission forms. The children will be supervised for the entire duration of the fieldtrip by the parents providing the transportation and by the teachers. They will frequently perform a "head count" and know where the children are at all times. A child or children must not be left unattended in a vehicle. A First Aid kit will be supplied by the school and must be accessible in each car used to transport children. The driver shall not eat, smoke, or use a cellular device while driving. Children must be loaded and unloaded out of the path of moving vehicles.

If there is an emergency on the road, the driver will contact 911 if deemed necessary. Then the driver shall call the school (303) 771-1364 to report the incident and location so that transportation can be dispatched for the passengers. Next, the parents will be contacted so they can meet the children at the school. The Director will supervise this emergency.

If a parent should arrive late to school and the class has already left on a field trip, then the teacher will leave a note for the parent to find the Administrative Assistant or Director. The teacher will leave the following items: a map to the location of the field trip, a cell phone number of the teacher, and the child's school field trip t-shirt. The child may not stay on the premises so the parent will need to decide to either join the class at the field trip location or return home with the child.

Visitors

All visitors must sign in at the school's office upon entering the premises. Signing in shall include name, date, time, and purpose of visit. If the individual is unknown to school staff, he/she must show photo identification. The visitor will wear a nametag to identify him/her as a visitor to the premises.

Clothing/Backpack

Dress your child in appropriate clothing that is comfortable and can be subjected to the dirt of the playground and activity of the classroom. The child's footwear must be safe, so it should be closed-toe shoes (no sandals, jellies, Crocs™, etc.). Encourage your child to be age-appropriately independent by teaching him/her to dress himself/herself (i.e. putting on a coat and mittens). **OUTDOOR CLOTHING MUST BE LABELED WITH YOUR CHILD'S NAME**. We will be outdoors almost every day, so dress your child accordingly. Hats, mittens and boots must be provided on cold, snowy days. Every child should bring a backpack to carry items to and from school and with an extra change of weather appropriate clothing. The child's name is to be written on the outside of the backpack.

Personal Belongings

The school and teachers are not responsible for your child's personal belongings. Please do not allow your child to bring money or priceless items on school property.

Snacks

We share your sense of dedication to nurture your child's proper growth and development through nutritious snacks. Parents will provide nutritious snacks for all the children on a rotating basis. Snack assignments will be posted on the monthly calendar. Please refer to pages 23 and bring two food items, one from each column of suggested nutritious snacks. These must be prepackaged from commercial sources and received sealed, no homemade items. Children will be offered water during snack time. High sugar items, such as commercially made cookies and cupcakes are for special days (holiday snacks, Beary Special Days, Toad-ally Awesome Kid Week, and birthdays). **Due to a potential choking hazard and allergies, please do not bring nuts.** If your child has a food allergy, please communicate with the teachers so that a safe food plan can be created.

Holiday Snacks

Teachers schedule holiday snacks for Harvest Festival (in lieu of Halloween - no costumes allowed), Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-School-Year. There are three parents contributing to the holiday snack. Parents will provide special treats (including a fruit or veggie along with cookie or cupcake), special table decorations and decorative cups and napkins. The "Holiday Snack" parents coordinate times with teachers on the designated day.

Lunch

Every day the child attends school, he will need to bring a nutritious lunch (meets 1/3 of the child's nutritional requirements – www.myplate.gov). The parent is to provide the child with a lunch that is in a paper bag or a lunch box with child's name written on the outside.

Your child will need to feed himself, so finger foods are best. Cut foods, such as grapes, hot dogs, and carrots into lengthwise pieces that children can swallow safely. Parent provides a disposable spoon or fork if needed. Please know that we do not refrigerate or warm food in the microwave. We recommend you limit sugar and offer the child a chance to sample new foods including ethnic foods and fresh fruits and vegetables. The Arapahoe County Public Health requires an ice pack in lunches to keep perishable items cold: i.e., meats and dairy products. Please comply with this regulation to keep your child safe and healthy. A note will be sent home with the child if the lunch is found to be insufficient, and the teacher will give a verbal reminder. If necessary, the Director will speak to the parent about ideas and needs for a child's nutritious lunch. Please refer to pages 23 and 24 for nutritious lunch and snack ideas.

Students and teachers will sit down together to eat lunch, which provides opportunities to share intimate conversation and build relationships, and for manners to be modeled.

3's "Beary" Special Person Day

A "beary" special day for your "beary" special preschooler! Mom and/or Dad are encouraged to come at 9:00 am to help begin the day. We do this once for each child during the 3's school year (please note the time).

On your child's "Beary" Special Day, please bring:

Nutritious snack for children and teachers

Favorite age-appropriate book – to be read by parent at 12:45 pm

Poster made by child and parent to include:

Child's name

Child's age

Child's favorite color

Child's favorite food

Suggested photos: baby, preschooler, family, special events, etc. Limit: 5 pictures

Be creative! Let child draw, use magazine pictures, and enjoy doing it together.



PreK "Beary" Special Person Week

A "beary" special week for your "beary" special preschooler! Mom and/or Dad are encouraged to come each day to celebrate your child (please note the times).

On your child's "Beary" Special Week, please bring:

First Day (9:00 am) Poster made by child and parent to include:
 Child's name and age
 Suggested photos: baby, preschooler, family, special events, etc. **Limit: 7 photos** Be creative! Let child draw, use magazine pictures, and enjoy doing it together.

Second Day (12:45 pm) Favorite age-appropriate book – **parent reads at 12:45pm**

Third Day (9:00 am) Child brings favorite toy (non-violent); Nutritious snack for children and teachers

JrKindergarten "Toad-ally Awesome Kid" Week

Over the course of the year, each child will be a "Toad-ally Awesome Kid" for a week. If possible, this will be done during your child's birthday week, but for summer birthdays, another week will be arranged. Mom and/or Dad are encouraged to come and share time during the week (please note the times).

On your child's "Toad-ally Awesome Kid" Week, please bring:

Monday (9:00 am) Poster made by child and parent to include:
 Child's name and age
 Suggested photos: baby, preschooler, family, special events, etc. **Limit 8 photos** Be creative! Let child draw, use magazine pictures, and enjoy doing it together.

Tuesday (9:00 am) Favorite, age-appropriate book – **parent reads at 9:00 am**

Wed (9:00 am) Favorite toy (non-violent please!)

Thursday Nutritious snack for children and teachers

Parent or special guest may come join the child on his Beary Special day or week at lunch time and remain through the end of the school day. Please ask the teachers what time is lunch. Please note that it may not be feasible if there is a younger sibling, so please ask the teachers if that is a safe, practical choice.

Show or Tell

Each class will have a designated time for sharing and it will be noted on the individual class calendars. This activity provides an excellent opportunity to encourage a child's use of language and communication skills. We encourage the children to bring nature items, storybooks, pictures, CD's, etc., on their specified days. TOYS WILL NOT BE PERMITTED (except on the child's Beary Special or Toadally Awesome Kid week). Usually children will be asked to bring certain items to correlate with the unit of study. Please place the "show or tell" item in a paper bag or backpack with your child's name on the outside and have your child place the item in his/her basket or hang on his/her hook. Parents, PLEASE be supportive of this policy so as to be fair to all the children and assist the teacher in creating a learning environment.

Guidance, Behavior Management, and Trauma

We believe it is important for children to learn how to make good decisions and choices for themselves. Each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a desired behavior. An early learning setting is ideal for teaching children social emotional skills, self-regulation, identifying feelings of self and others, learning to share and help, cooperative play with classmates, developing problem-solving skills, and enhancing resiliency. Teaching these skills in the earliest years is what is best. Social and emotional competence is the foundation for success in school and is linked to being a future high functioning adult in society.

Guidance Philosophy: Our philosophy of behavior is based on two principles that are developmentally appropriate. The **first principle** is the reinforcement of positive behavior. We state and model expectations in a positive manner. We guide the young child to learn what acceptable behavior is and encourage positive social interaction with other children. **The second principle** is for the child to have the opportunity to make choices and to experience natural consequences. Age-appropriate guidelines for behavior are enforced with pre-determined consequences that are suitable for the young child. We strive to allow children to settle their own differences as much as possible. As we observe the children, and as conflict arises, we interact and model as needed to encourage a positive resolve. We assist children with vocabulary that could be used in solving a social problem. It is our desire for children to develop skills to solve their own problems of interaction. We acknowledge positive behavior at all possible times and we seek ways to accentuate the positive in all children.

Behavior Management: When inappropriate behavior does occur, we feel it is important for the child to understand why his/her behavior is inappropriate and assist the child with vocabulary he/she might use to solve the problem. It is important that the consequences for inappropriate behavior make sense to the child. If the behavior continues to be a problem, the Director will be called in to observe and may take the child to the office for a short time. The parent will be informed of the child's behavior and the steps we have taken. If the child is involved in multiple incidents, the Director, teacher, and parents will conference. The school takes a proactive approach to challenging behavior by partnering with parents and possibly involving a mental health consultant to reduce the likelihood of expulsion. The Director/teachers can assist the parents in assessing services of a mental health consultant to support early intervention as necessary. Should these behaviors continue, the Director and Pre/Play Committee will determine whether continued enrollment is in the best interest of the child and the program.

Trauma Informed Practices: The purpose of this policy is to address the trauma and/or adversity in the lives of the children and families served by providing support and resources. We provide support by adopting a trauma informed culture, equipping our staff with trauma informed practice training and resources such as Conscious Discipline to provide support and equip to navigate difficulties. Parenting resources are also available in the Parenting Lending Library. Additionally, we implement successful behavior management systems to promote executive function skills and teach self-regulation strategies to help support children.

Health

Within the school setting, teachers encourage healthy habits. Children are reminded to use tissues when needed and to cover their mouths using their elbows when sneezing and coughing and must wash their hands. The school uses all reasonable precautions to ensure a healthy environment.

The school office will notify you when there is a contagious disease in the school or when we know your child has been exposed.

Home Health Screening

In order to safeguard the health of the school, daily complete the home health screening. Child should stay home if he/she has one or more of the following symptoms within the last 24 hours:

- Breathing difficulty/shortness of breath
- Cold symptoms with sneezing and coughing
- Conjunctivitis or discharge from eyes
- COVID: exposed to someone COVID positive
- Diarrhea
- Fever/Temperature over 100.4 degrees
- Nasal discharge (discolored, yellow or green)
- Rash
- Sore throat
- Stomach pain/Vomit
- Taking an antibiotic for a contagious illness less than 24 hours

Be sure your child is free of the symptoms mentioned above for at least 24 hours before returning him/her to school. If the child is too sick to go outside, he is probably too sick to be with children and should remain at home.

For communicable diseases, please contact your pediatrician about when your child may return to Preschool. This policy/procedure is in the best interest of all the children. Thank you for your cooperation.

Reporting Illness to School

Please contact your child's teacher through the brightwheel app concerning your child's absence and reason. If your child is sick, please state the symptoms. Should any of the above symptoms appear in your child while at school, the Director will notify you and your child will be safely isolated, waiting for immediate pick-up.

Infectious Diseases

All staff are trained in the use of Standard Precautions for infectious diseases. For all incidents when ANY child is bleeding, the staff uses gloves and cleans up with disinfectant. The children will be taught how to use Standard Precautions for their own safety as well as others. If we experience a large group outbreak, we are required by the Colorado Department of Health to report suspected outbreaks to our local public health agency (Arapahoe County Public Health) within 24 hours.

Biting

However old the child is, biting is a very upsetting incident for the biter, the injured child, and the families of both children. While we know the causes of biting and that it is normal in young children, we take the situation very seriously.

The following has been developed for the benefit of the biter and safety of the other children in preschool. Teachers respond to biting as follows:

1. When a child bites another child, the area is cleansed with soap and water and ice is applied.
2. The injured child gets large doses of TLC. The teacher gives the child words to use, "Ouch!" "Don't bite!"

3. Next, the teacher takes the biter aside, gets down to his eye level and tells the child in a firm voice that biting hurts and he may not hurt his friends.
4. The teacher will try to determine whether the bite was out of frustration, territorialism, inquisitiveness, or provocation.
5. The teacher will then try to give the child the words to use in a future situation. "I know Billy was too close to you and it bothered you. Next time say, "Billy, please move."
6. The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed.
7. The teacher will record the biting incident on the appropriate Accident Report Form.

Actions that may be taken to stop a child from biting:

- Notify the parents and provide information on biting
- Schedule a conference with the parents, teacher, and Director to discuss developmentally appropriate techniques to stop the behavior. The parent may be asked to consult with the child's pediatrician
- Repeated biting by children three years and older may reflect a child's inability to function in a group setting. It may be necessary to remove persistent biters from the program for the benefit of the biter and the safety of other children in the program. Periodic reviews and parent conferences with the Director and teaching staff will help determine whether continued enrollment is in the best interest of the child and the program.

Hand Washing

Teachers and children will wash and scrub their hands for 20 seconds with liquid soap and warm running water at the following times:

- On arriving at school in the morning
- After using the toilet
- Before and after eating
- Upon returning inside from outdoor playtime
- After wiping noses and/or sneezing/or coughing
- After handling classroom pets
- Before and after food preparation/snacks/lunches
- Before playing in the sensory table.

Teachers and children will dry their hands with a single use paper towel from a dispenser. Hand washing procedures will be posted at each hand-washing sink.

Sunscreen

It is important to shield your child's skin from damaging effects of the sun, so please apply sunscreen to your child before coming into class. During brightwheel check in the parent must check the box that states sunscreen has been applied to the child. This is a mandate from the Colorado Department of Early Childhood.

- I hereby grant permission for my child to leave the school premises under the supervision of a staff member for field trips as long as I am informed prior to the field trip.
- I hereby grant permission for Cherry Creek Presbyterian Preschool/Playschool to use any and all photographs and video footage of my child in presentations about the school, programs and people. All photographs and video footage shall remain the sole property of Cherry Creek Presbyterian Preschool/Playschool. I understand that no compensation will be made to me for this use. I also understand that an unlisted video link of the Preschool Spring Program will be created and distributed to the preschool families.
- From time to time, Cherry Creek Presbyterian Preschool/Playschool will create web pages for publication on the Internet. All Web publications are subject to the following terms: no confidential student information shall be published or linked to a Web page and no names may be associated with pictures. I hereby grant permission for Cherry Creek Presbyterian Preschool/Playschool to publish my child's work, photograph(s), or non-confidential information on the World Wide Web.
- I hereby grant permission for my child to view age-appropriate Christian or secular DVD's relating to classroom themes. Screen time is limited in accordance with Screen Policy (p. 5).
- I, the undersigned, do hereby authorize the Preschool/Playschool staff to directly contact the persons named on my child's profile and Demographics Form in brightwheel and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child. In the event that the parents, physicians or other persons named on said form cannot be contacted, the staff is hereby authorized to take whatever action is deemed necessary in their judgment, for the health of said child.
- I hereby grant permission for Cherry Creek Presbyterian Preschool/Playschool to publish and distribute our family's personal information (name, address, phone, email) to the classroom families.

Parent Grievance

When trying to resolve a grievance with either the teacher or the Director, parents are asked to be courteous and to exercise discretion. Please select an appropriate time and place to address your concerns, preferably by making an appointment in advance.

Step One: Consult the teacher. **If not resolved-**

Step Two: Consult the school Director. **If not resolved-**

Step Three: Consult the school liaison representative and request to be placed on the agenda for the next Preschool/Playschool Committee meeting. **If not resolved-**

The Preschool/Playschool Committee may at its discretion appoint a mediator.

The mediator will report his/her findings and recommendations in writing.

After all input has been reviewed, the Preschool/Playschool Committee will make a final ruling to solve the grievance.

CCPC Policy for Child Abuse or Neglect

All school staff members receive training on recognizing child abuse and neglect and mandatory reporting. Any staff member of the program who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report the circumstances to the Arapahoe County Department of Social Services or Arapahoe County law enforcement authorities.

Colorado Department of Early Childhood Child Abuse or Neglect Policy

Dear Parent,

Your child has been enrolled in a childcare facility that is licensed by the Colorado Department of Early Childhood. The license indicates that this childcare facility has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license and the most recent report of inspection.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from:

Arapahoe County Department of Social Services (303) 636-1750

Colorado law requires that the childcare provider report all known or suspected cases of child abuse or neglect.

Childcare Services plays an important role in supporting families and strong families are the basis of a thriving community. Your child's education, physical, emotional and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials and staff. For additional information regarding licensing, or if you would like to review a licensed facilities file, please contact:

**0075 Sherman Street
Denver, Colorado 80203-5958
(303) 866-5948**

Thank you,
Department of Early Childhood (Licensing)

EMERGENCY PROCEDURES

We take every precaution to ensure your child's safety in the school setting. We have communicated with the local police and fire departments to create safe procedures for all emergencies. Every teacher knows all of the emergency policies and can carry out the procedures as needed. Every teacher has a cell phone for emergency calls and each room is equipped with a first aid backpack – includes a flashlight, band aids, bandages, baby shampoo, gloves, bottled water, 32 lollipops for stress, tissues, and the classroom emergency phone number list.

The school staff is certified in First Aid, CPR and Standard Precautions. The Director and Administrative Assistant are certified to administer medications to the children who have a completed plan of care on file.

Injury

In the event of a child's injury, the protocol is as follows: Assess whether a minor or major injury.

Minor Injury (an abrasion, scrape, cut or bump) – the teacher will wash the affected area, apply ice if needed and place a band aid on it. An accident report will be completed and signed by the teacher. The Director will place the original report in the child's file and give the parent a copy. The parent will be informed of the injury when the child is picked up.

Major Injury (broken bone, head injury, breathing issue, etc.) – the child will be kept stable and safe by the teacher and the parents will be contacted immediately by the Director. If they cannot be reached and it is determined immediate medical attention is needed, 911 will be called to request professional assistance. If emergency personnel determines the child must be transported to a medical facility and the parents have still not been located, a staff person will accompany the child, taking his/her full file which contains the medical release form. Throughout this procedure another staff person will be assigned the task of locating the parents through use of all available phone numbers: home, cell, work, emergency contact person, etc.

Allergic Reaction of a Child

If a child with an identified allergy and has a completed medication care plan has an episode requiring medication, he will be brought to the Director's office. The identified plan of care will be followed and the parent will be contacted. A medication administration log will be completed and signed by the teachers and administrative staff on duty. The Director will retain the original report in the Medical Log (refer to medication policy on page 15).

Parent Emergency

If a crisis occurs and you need to reach the Director or classroom teacher immediately, message the teachers in the brightwheel app then call the office at (303) 771-1364. In an emergency the parent/guardian may give a one-time verbal permission and the teacher or school staff must ask for a photo identification to verify identity. A copy of the photo identification will be placed in the child's file.

Late Pick Up or a Child Not Picked Up

Picking your child up PROMPTLY at or before dismissal time will alleviate concerns your child may experience.

Please message your teachers in the brightwheel app then call the school at (303)771-1364 to talk with administrators. You are encouraged to add this number to your cell phones. Five (5) minutes after the close of a class session with no communication from the parent(s), a staff person will:

1. Call one or both parent(s), guardian(s), (home, cell, and work numbers)
2. Call the emergency number provided for an authorized pickup, other than the parent(s), guardian(s), (i.e. home provider, other family, etc.)
3. At 1:10 pm, children who are not picked up will be taken to the Preschool office to wait for parent pickup.
4. If circumstances keep the parent from being able to pick up their child, parents must make other arrangements with responsible adults for the child to be picked up. The parents must inform the preschool who will be picking up the child. We cannot release the child to an unauthorized person.
5. If there is no response to the calls that have been placed after an hour upon closing the school, then Arapahoe County Police will be contact.
6. The Director will remain on site until the last child is picked up.
7. If late pick-up fees apply (page 21), then the parent needs to pay at that time.

Snowstorms

Parents need to listen to the radio or TV for announced closures or storm schedules. School is cancelled when the Cherry Creek School System closes due to weather. If Cherry Creek School activates a Delayed Start due to snow, the school schedule remains the same. Should a storm suddenly develop, parents will be notified in brightwheel to pick up their children immediately. Sufficient staff will remain to guarantee the children's safety until pick up is possible by parent or his/her designee.

Inclement Weather

If there is inclement weather with unsafe conditions and the temperature goes below 20 degrees or above 90 degrees, then the children shall play inside, where appropriate equipment (including large motor) will be provided. Older children will go to the gym located in the church's Community Center.

Emergency Evacuation/Fire Drill

Periodic drills are practiced throughout the school year as required by the Colorado Department of Early Childhood. Upon hearing the church's fire alarm, all children will exit the building and go to the south perimeter of the parking lot by the tennis courts. The children will be accompanied by the teachers at all times. The teachers will exit with the First Aid backpack, electronic device with brightwheel app and emergency phone numbers.

If there is a need to evacuate the building and we cannot return to our building for an extended length of time, the children and staff will walk to the Community Center. The teachers will exit with the First Aid backpack, electronic devices with brightwheel app and emergency phone numbers should parents need to be contacted. The Director and Administrative Assistant will call parents to inform them of where to pick up their children.

Shelter-in-Place/Tornado Drill

Periodic shelter-in-place drills are practiced throughout the school year as required by the Colorado Department of Early Childhood. For a tornado drill, children will kneel along an inside wall, heads down (turtle position), hands covering the back of their necks. The children will remain there until the "all clear" signal is sounded, then the staff will escort children either to their classroom or a safe location. The teachers will exit with the First Aid backpack, electronic devices with brightwheel app, and emergency phone numbers should parents need to be contacted.

Lockdown Drill

During the school year, a lockdown drill is practiced as required by the Colorado Department of Human Early Childhood. The children and staff will move to a safe location inside the building and out of sight of a threat. The building is secured and no one, other than emergency personnel, is allowed in or out of the building until the threat has passed. The teachers will exit with the First Aid backpack, electronic device with brightwheel app, and emergency phone numbers should parents need to be contacted. These drills are conducted in conjunction with the Director of Facilities and/or a police officer, and the preschool Director.

Reuniting with Children

The parents will be contacted by the Director and Administrative Assistant using the phone numbers listed on the emergency forms, as soon as it is safe and appropriate for parents to be on site. The parents will be given the location of where the children are and advised to stay calm and be patient as each child is safely released to a parent/guardian.

Adaptation of Plans for a Child with Special Needs

Each child with special needs will be accessed to know how to safely and quickly participate in each drill. A designated staff member will be assigned to care for that child as needed.

FEE SCHEDULE AND ATTENDANCE POLICY

REGISTRATION

The Preschool registration fee is \$170 and must be submitted with your registration form. This fee is **NON-REFUNDABLE** and will assure your child's placement in the school.

TUITION

3-year-old	Mon/Wed OR Tues/Thurs	9:00 - 1:00	\$280/month
PreK 4 & 5	Mon/Tues/Thurs OR Mon/Wed/Thurs	9:00 - 1:00	\$420/month
JrKindergarten	Mon/Tues/Wed/Thurs	9:00 - 1:00	\$560/month
All Age	Friday Enrichment	9:00 - 1:00	\$140/month

The school uses Brightwheel Billing for automated tuition payments. AutoPayment is mandatory, processing fees apply for ACH .60 and credit card 2.9%. The first tuition payment will be withdrawn from your designated AutoPay account on September 5, 2023, with the remaining payments to be withdrawn the 5th of each month through May 5, 2024.

SCHOOL SUPPLY FEE

This fee covers the expense of needed supplies for the classroom. It also includes a school spirit t-shirt and for the older classes a Handwriting without Tears workbook and materials.

ABSENCE POLICY

There are no make-up days for absences. There are no refunds or reductions of tuition for absences, holidays or other vacation periods during the year, including snow days. ***If Cherry Creek Schools are closed because of inclement weather then Preschool will also be closed. Listen to your radio or TV for school closings. An alert will be sent in the brightwheel app.***

STUDENT WITHDRAWAL

When withdrawing a student from enrollment, a written notice must be submitted to the school office 30 days prior to the withdrawal date. If a child is withdrawn from school after August 5, the first month's tuition will be withheld. No exceptions will be made.

We make every effort to take a proactive approach to challenging behavior by partnering with parents and obtaining a mental health consultant to reduce the likelihood of expulsion from the Preschool. If a child's behavior continues to be disruptive in such a manner that other children are endangered, the parents may be asked to withdraw the child from school. Parents are financially responsible for tuition up to the date of expulsion.

PICK UP FEE

Please observe and respect our designated class schedules: 9:00 am to 1:00 pm. If a parent is more than 10 minutes late in picking up a child, a \$5.00 fee will be charged. This will be according to the school's clock and an additional \$1.00 fee will be assessed for each minute after the first 10 minutes. **Please observe and respect arrival and dismissal times.**

NUTRITIOUS LUNCH IDEAS

You've heard the line, "For good health eat a wide variety of foods every day." Translated into lunchbox language, this means to vary the type of sandwich, use different fruits and vegetables, and be alert for new ideas.

Lunches with variety are seasoned with surprise – they are fun to open and eat!

Here's a guide listing mix-and-match lunch ideas. Keep it handy on your refrigerator door. For a balanced lunch, choose at least one item from each column.

Fruits & Vegetables

Apples, Banana
Cherries, Grapes
Melon wedges or balls
Orange Wedges
string/cubed
Peaches, Pears
Pineapple Chunks
Canned Fruit
100% Fruit Juice
cheese
Raisins or Dried Fruit
Carrot Sticks
Celery Sticks
Cherry Tomatoes
Zucchini Slices
Pepper Strips or Rings
Hot Vegetable soup
Cauliflower flowerets
Broccoli flowerets

Grains

Enriched, whole
grain or
fortified products:
Bread

Oatmeal
Rye
Wheat
Raisin

Biscuit
Tortilla
Hamburger or
hot dog bun
Pita bread
English muffin
Crackers
Soft or hard pretzel
Bagel

Protein

Sliced meat:
Chicken
Turkey
Beef

Chicken, egg
or tuna salad
Meatloaf
Baked beans

Chili
Peanut/Almond butter
Turkey Dog

Dairy

Low fat milk
Skim milk
Yogurt
Cheese –

Cottage cheese
Cream soup
Custard or pudding
Macaroni and



Safety tips!

Keep foods hot in a thermos. For cold food, freeze sandwiches or use an ice pack to keep perishable foods safe. Frozen yogurt or a frozen box of 100 % juice also works well.

Miscellaneous

- Have children help make their own "lunchable" (save container or use divided plastic plate) Choose crackers or cocktail bread, lunchmeat, cheese, etc.
- Yogurt Sundae: container of yogurt, cereal, fruit, etc.
- Banana Dog: spread peanut butter on a whole wheat hot dog bun; wrap. Send along a banana. At lunch peel banana and place on the bun.

Make lunch special

Include a fun, colorful napkin
Add a few stickers
Write an IOU for an after school activity
Add a "You're special because..." note

NUTRITIOUS SNACK IDEAS

Here's a guide listing mix-and-match snack ideas. Keep it handy on your refrigerator door. **Please bring 2 items:** One from Column A and one from Column B. Homemade items are not permitted (i.e. cookies, cupcakes, etc.) Must be prepackaged and prepared from commercial sources and received sealed.

Column A:

Fruits & Vegetables:

- Apple slices
- Banana
- Blueberries
- Craisins
- Fresh fruit (seasonal)
- Fresh veggies
- Fruit cups
- Fruit Pouches
- Grapes (cut-up)
- Raisins
- Strawberries
- Watermelon (cut-up)

Dairy:

- Cheese cubes
- Cheese sticks
- Yogurt

Protein:

- Hummus
- Rolled turkey & ham

Column B:

Grains:

- Animal Crackers
- Cheese-it Crackers
- Club Crackers
- Dry cereal
- Gold Fish Crackers
- Graham Crackers
- Granola Bar
- Popcorn/Pirates' Booty
- Pretzels (hard & soft)
- Ritz Crackers
- Saltine Crackers
- Teddy Grahams
- Tortilla rolls
- Trail Mix (without peanuts)
- Veggie Straws
- Wheat Thins

Resources:

To gain more ideas for healthy foods and recipes, refer to the following websites:

www.myplate.gov

www.letsmove.gov

www.weelicious.com

www.bettycrocker.com/recipes/courses/dinner-recipes/muffin-tin-meals