

cherry creek presbyterian



Promoting
Growth and Development of the
Young Child in a Christ-Centered
Environment

PLAYSCHOOL PARENT HANDBOOK

2025-2026

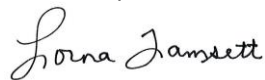


Dear Parents,

Welcome to Cherry Creek Presbyterian Playschool Program. Our Playschool is dedicated to promoting the growth and development of young children in a Christian environment. It is our goal to provide age-appropriate educational and social emotional activities designed to stimulate curiosity and to reinforce the excitement of learning as well as to foster personal health and social skills necessary for future success. The program offers a safe and nurturing environment that enables children to develop a positive self-image and respect for others as well as to grow in their love for God and His creation.

Thank you for allowing us the opportunity to be partners in your child's education. We anticipate a wonderful year with you and your child.

Sincerely,



Lorna Tamsett, Director
Playschool Teachers

THUS A CHILD LEARNS

Thus a child learns: by wiggling skills through his fingers and toes into himself; by soaking up habits and attitudes of those around him; by pushing and pulling his own world.

Thus a child learns: more through trial than error, more through pleasure than pain, more through experience than suggestion, more through suggestion than direction.

Thus a child learns: through affection, through love, through patience, through understanding, through belonging, through doing, through being.

Day by day the child comes to know a little bit of what you know; to think a little bit of what you think; to understand your understanding. That which you dream and believe and are, in truth, becomes a child.

As you perceive dully or clearly; as you think fuzzily or sharply; as you believe foolishly or wisely; as you dream drably or goldenly; as you bear a false witness or tell the truth - thus a child learns.

Frederick J. Moffitt
Editor, Jack and Jill



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MISSION STATEMENT

The vision of Cherry Creek Presbyterian Church is "Seeking the Christ-centered Life Together" and the mission is "To Learn about Jesus, Live in Jesus, and Love Like Jesus". The mission of Cherry Creek Presbyterian Preschool/Playschool programs is to promote the growth and development of the young child in a nurturing, Christian-centered environment so children learn about Jesus, live in Jesus and love like Jesus.

Educational Philosophy

Cherry Creek Presbyterian Preschool/Playschool provides a variety of developmentally appropriate social, emotional, intellectual, physical and spiritual experiences designed to encourage the child's discovery for learning, awareness and understanding of self and others, and his world, all within a safe setting.

Our Affiliation

Cherry Creek Presbyterian Preschool/Playschool is a ministry of Cherry Creek Presbyterian Church. Our intent is to serve the community and present the love of Jesus Christ. Families are invited to participate in any church activity and/or weekend church services.

Core Values

- Provide a curriculum that motivates and engages the "whole child" for learning and growing
- Provide a social and emotional environment that embraces the child's needs to develop empathy, cooperation with other children, independence, and self-help and health skills
- Provide a secure and nurturing environment that promotes the child's self-image as a valuable person whose worth is established in Jesus Christ
- Provide age-appropriate spiritual concepts with an emphasis on caring and sharing, thankful hearts, prayer, God as the Creator, love of God and Jesus, Jesus as the Son of God, and God's Word, the Bible
- Provide a partnership with parents to support and encourage them in their knowledge of child development and their parenting skills

The Cherry Creek Presbyterian Preschool/Playschool admits enrollment to qualified children regardless of their race, color, sex, religion, or national origin.



Faculty

Our Playschool staff possess 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 requirements. All teachers have a personal relationship with the Lord Jesus. 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 an interpreter 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 (i.e. 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 @ccpc.life 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 be sent as a brightwheel message 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). This communication is also reiterated on the hallway TV.

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, social emotional, sensory play, circle time, creative arts, classroom news and include photos of the children engaged in learning.

PLAYSCHOOL OPERATING POLICIES & PROCEDURES

The parent(s) will be notified in writing of significant changes in the services, policies, and procedures of the Playschool program.



Qualifying Age Requirements

The Playschool Program operates two classrooms on Mondays, Tuesdays and Fridays with a teaching team of two qualified teachers (if enrollment is full). Our classrooms continue to uphold National Association Education of the Young Child (NAEYC) ratios for high quality relationships and interactions. The classes follow the common calendar of the Cherry Creek School and are as follows:

Toddlers – Explorers

Room 104: Children are nineteen months through twenty-nine months of age by October 1 with eight children and a team of two teachers.
Monday or Tuesday, 9:00 am-1:00 pm.

Young 3's – Builders

Room 108: Children are thirty months through thirty-six months of age by October 1 with twelve children and a team of two teachers (if enrollment is lower then seven children with one lead teacher).
Monday or Tuesday, 9:00 am-1:00 pm.

Friday All ages (must be enrolled in Playschool during the week)

Enrichment: Friday 9:00 am-1:00 pm

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 on the child's first day of school.

Transition

New Families: Prior to attending, new families are offered a tour and parent interview with the Program Director or designee. New families transitioning in will be invited to attend Student Orientation where children and parents can meet their teachers and experience the classroom. In addition to Student Orientation, parents are invited to attend Parent Orientation, referenced below, which outlines policies and procedures. Orientations offer support to transitions and positive routines including parent separation from child.

Open House: An Open House is held in August the week prior to school starting. This is a wonderful opportunity to meet your child's teachers, visit the classroom, and meet the other children and their parents.

Transition between Classrooms: As we are a school year program, we support transition into your new classroom by encouraging you to attend Playschool's Open House. In Playschool, it's imperative to attend the required the Parent Orientation Day to support your child's transition.

Orientation Day: On Orientation Day, Tuesday after Labor Day, the child will be dropped off in his class to be with the teachers and experience the classroom setting for an abbreviated day (1.25). **Parents will come to the FUEL Room to meet other parents and review pertinent policies and procedures in the Parent Handbook.** Parents will be dismissed to pick up their child and leave the premises. This will help your child and family with a smooth transition into our school setting.

Curriculum

A balance between free choice and structure provides each child opportunities for personal growth through experiences that encourage personal care, self-confidence, self-control, problem solving, and the acceptance of responsibility. Individual and small group activities are included in each day's schedule as are group sharing experiences and outside play. Special activities and resources integrate the Colorado Early Learning & Development Guidelines into the units of study.

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 experience 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 Experience & 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

In the fall, your child's teachers will schedule a parent/teacher conference to continue building 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. The fall conference will happen during class time with one of the teachers while the other teacher and/or a substitute teacher remains in the room to care for the children.

In the spring, there will be a written document to review observations of your child's growth and development in the classroom setting. If a situation arises, we will schedule a conference concerning the child's behavior, social, or physical needs.

Screen Time

The children may have the experience of viewing a Christian or YouTube Kids clips that compliments the teaching themes. A permission form must be signed allowing the viewing of TV and for your child to participate (see permissions form in brightwheel application forms). The maximum length of time for viewing is fifteen minutes and a teacher will interact with the children, so that the device is used as a teaching tool. The Toddler class will not have screen time until all the children in the class are two years of age.

Blended and Restricted Families

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 email 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.

Continuous Quality Improvement

We are a Level 5!! Our preschool partners with Arapahoe County Early Childhood Council (ACECC) to increase the quality of the program by receiving coaching support from their staff and working towards continuous quality improvements within the program. We are rated in Colorado Shines and continue to strive to maintain this rating by working on continuous quality improvement plans. This QIP is available in our Parent Lending Library and is shared with staff, families, and stakeholders upon request.

Special Needs

The school is in compliance with the American with Disabilities Act for children with special needs supporting all children with their learning and developmental goals. A child with an identified special need (emotional, behavioral, and/or physical) and/or has an IEP or IFSP will be considered for acceptance in the program based on each individual need and situation as determined by the Preschool/Playschool Committee.

Our playschool supports the inclusion of children with special needs and their parents. Staff have attended Universal Designs to gain understanding of integrating adaptive materials into the classroom. Classrooms are equipped with adaptive materials as needed (weighted stuffed animal/blanket, visual wall schedules, modified tools/equipment, wobble chairs, etc). We partner with a local Occupational Therapist (OT) who comes to our program to observe and support children in the classroom, offering assessment and private support services as needed.

Our preschool supports the learning and developmental goals of children with special needs by working with them based on assessments created through classroom observations and external interventionists. They create individual learning plans, scaffolding activities to meet personal needs.

Referrals

If the director/teacher has concerns regarding a child's health, developmental profile, or behavior, it will be necessary for the child to be formally evaluated to determine if the child should continue in the Playschool program due to requiring intervention services to meet his developmental and academic needs.

We provide support to the family by:

- Teacher will notify the Director of concerns, based on individualized lesson planning and personal observation
- Director observes child to evaluate teachers concerns, recommending conference with parents as needed
- Director and Teacher will meet with the family
- Director provides resources to the family for evaluation: child find, child's physician, Developmental Pathways, Children's Hospital, local referrals of therapy providers (OT, PT, Speech Therapy) *Early Intervention Colorado, found in your parent packet at orientation for ChildFind Contact information and to appropriate community agencies' resources located in the Parent Lending Library (hallway, right of TV)
- If you need support or information not available, please see the Director to discuss your needs

We will continue to support families in partnership to strengthen and meet all the child's learning and developmental goals for growth.

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. 10) and applied sunscreen (p. 12).

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 school cannot legally deny release of any child to a parent or guardian unless we have a written court order or just cause. The playschool 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 school will immediately report the incident to the police and/or the 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 may send an invite through the family's email or address.

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

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™). We will be outdoors almost every day, so dress your child accordingly. Hats, mittens and boots are a must on cold, snowy days. **OUTDOOR CLOTHING MUST BE LABELED WITH YOUR CHILD'S NAME.**

Blanket/Pacifier/"Loveys"

In the school setting, we encourage independence from a security object (a "lovey") such as a pacifier, blanket, toy, etc. This helps your child to have a higher degree of participation in the class activities and to develop internal regulation and coping skills.

In the Toddler classroom, we do allow a blanket/pacifier to be packed in your child's back pack. The teachers will use it as needed to comfort your child during the course of the day. Our goal is to have your child involved in activities and too busy for a "lovey."

In the Young 3's classroom, there is no need for "loveys." Please leave them at home or in the car.

Back Pack

Every child should bring a backpack to carry items to and from school. The school will provide you with a luggage tag to be filled out and attach to the child's backpack.

Toddlers: Every class day, please bring a backpack with your child's name on it. The bag should include:

- 2-3 disposable diapers
- A change of clothes (including socks)
- Labeled blanket/pacifier/lovey (optional)

Young 3's: Every class day, please bring a backpack with your child's name on it. The bag should include:

- 2 diapers (if not potty trained)
- A change of clothes (including socks)

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 participate by providing nutritious snacks for all the children on a rotation basis. The snack assignments will be posted on the monthly calendar. When it is your snack turn, licensing requires two food items from the following categories i.e. carbohydrate/fruit/protein/vegetable. For snack suggestions, refer to page 20 or ask your child's teachers. These must be prepackaged from commercial sources and received sealed. Children will be offered water during snack time. Due to a potential choking hazard and allergies, please do not bring nuts. If your child has a food allergy, please communicate with the Director so that a safe food plan can be created. Teachers will assign snack close to your child's birthday so you may bring a special, commercially made birthday treat (NO homemade items).

Holiday Snacks

Teachers schedule holiday snacks for Pumpkin Day (in lieu of Halloween), Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-Year. Two parents will sign up to bring a healthy snack item, a special treat, and decorative napkins/plates. Teachers will serve the treats at snack time, so drop them off with your child at the beginning of class.

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 the child's name written on the outside.

Lunches need to be finger foods only **(no utensils)** so your child can feed himself. Cut foods, such as grapes, hot dogs, and carrots into lengthwise pieces that children can swallow safely. We do not refrigerate or warm food in the microwave. We recommend you limit sugar and do not pack sugary treats, offer your child a chance to sample new foods including ethnic foods and fresh fruits and vegetables. 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 19 and 20 for nutritious and healthy 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.

Guidance, Behavior Management, and Trauma

We believe it is important for children to learn self regulation and how to make good decisions and choices for themselves. Teachers will 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 focus on, acknowledge and affirm positive behavior at all possible times.

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 accessing 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 Playschool. 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 a disinfectant. 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

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 Playschool. 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, "Don't bite!" "Stop" "No"
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 immediately before entering the class. Sunscreen must be applied to exposed skin including the face, tops of ears, bare shoulders, arms and legs. 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. During the four hours of preschool no additional sunscreen will be applied to your child.

Topical Preparations

We will not apply topical preparations to your child (i.e. moisturizing lotion/cream/balm, diaper ointment/cream). Any prescribed creams are considered medication.

Medication

The medication policy for storing and administering of children's medicines and delegation of medication administration is in compliance with section 12-18-132, C.R.S., of the "Nurse Practice Act". Children are not allowed to bring medications to Preschool (including placing medication in the child's backpack). **Teachers may not dispense any medication or apply any topical ointment (diaper cream, sunscreen, etc.) at school.**

If your child has a need for emergency medication (including inhalers and epinephrine) related to allergic reactions (e.g. peanuts, milk, animal exposure, etc.) you will need to have the following on file with the school: (1) health care provider written authorization to administer medication, (2) parent written permission to administer medication and (3) the required medication in a pharmacy labeled container including a dispensing spoon/syringe placed in a Ziploc baggie labeled with the child's name (over-the-counter medicine should be in the original container). The school will place the completed medication form and a photo of the child in the Ziploc baggie with the medication. Please make sure the medication expiration date will allow it to be used all school year. The Director and Administrative Assistant are certified to administer the medications. During class time medications are placed in a labeled box on the highest shelf in the classroom so they are inaccessible to the children, but accessible to staff. When class is not in session, the bags are stored in a locked cabinet.

At the end of the school year, medications will be returned to the parents.

Solicitation Policy

The unrequested solicitation of families attending CCP Preschool and Playschool by external (non-school) or internal (staff or enrolled families) who have products to sell or businesses to promote is prohibited. No unrequested solicitation activities will be allowed on school property or via school ministry events with the following exception:

- Fundraisers sponsored by the school and approved by the Preschool/Playschool Committee and Session.

The school does communicate via the brightwheel app concerning school events, important dates and general information. **No person or organization may use email addresses and/or class roster information or the brightwheel app of enrolled families for purposes of solicitation. Violations of the above policy will be addressed by the Preschool/Playschool Committee.**

Permission Policy

The following policy reflects verbatim what each family has agreed to and signed on the Permissions Form in brightwheel:

- I hereby grant permission for my child to use all of the age appropriate play equipment and participate in all of the activities of the school.
- 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.
- Internal Use- I hereby grant permission for Cherry Creek Presbyterian Preschool/Playschool to use any and all photographs and video footage of my child in the classroom newsletter in brightwheel, school programs, hallway/classroom displays and for individual assessment. 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.
- External use- 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 YouTube Kids clips 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:

**710 S Ash St.
Denver, CO 80246
(800)799-5876**

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, assorted 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 Permissions 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 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 12).

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 phone. Five (5) minutes after the close of a class session with no communication from the parents(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 school 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 school 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 18), 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. 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 devices with brightwheel app and emergency phone numbers should parents need to be contacted.

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

Tuition

Monday – all qualified ages - \$165/month
Tuesday – all qualified ages - \$165/month
Friday – all qualified ages - \$165/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, 2025, with the remaining payments to be withdrawn the 5th of each month through May 5, 2026.

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 Playschool will also be closed. Listen to your radio or TV for school closings.***

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 Playschool. 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

Must have an Ice Pack!

(Playschool children must have safe finger foods – plan accordingly)

You've heard the line, "For good health eat a wide variety of foods every day." Translated into bag lunch 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
Peaches, Pears
Pineapple Chunks
Canned Fruit
Raisins or Dried Fruit
Carrot Sticks
Celery Sticks
Cherry Tomatoes
Zucchini Slices
Pepper Strips or Rings
Cauliflower flowerets
Broccoli flowerets

Grains

Enriched, whole
grain or
fortified products:
Bread
Oatmeal
Biscuit
Tortilla
Pita Bread
English muffin
Crackers
Soft/Hard pretzel
Bagel
Pasta

Protein

Sliced meat:
Chicken
Turkey
Beef
Chicken/Egg/
Tuna salad
Meatloaf
Turkey Dog
Peanut/Almond butter
Beans

Dairy

Low fat milk
Skim milk
Yogurt Pouches
Cheese – string/cubed



Miscellaneous

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

Make lunch special

Include a fun, colorful napkin
Add a few stickers
Put lunch in a colored or patterned bag
Write an IOU for an after school activity
Add a "You're special because..." note

NUTRITIOUS SNACK IDEAS

Here's a suggested 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
Applesauce Pouches
½ Banana
Cut-up Grapes
Cut-up Watermelon
Blueberries
Fresh Veggies
Streamed Carrots
Strawberries

Protein

Rolled Turkey
Rolled Ham

Dairy

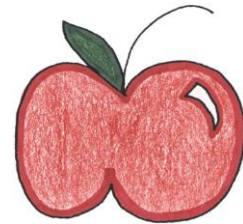
Cheese cubes
Cheese sticks
Yogurt Pouches

Column B:

Grains

Animal Crackers
Cheese-it Crackers
Club Crackers
Gold Fish Crackers
Graham crackers
Granola bar
Pirate's Booty

Pretzels (hard or soft)
Ritz Crackers
Saltine crackers
Teddy Grahams
Veggie Straws



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