



**Parent  
Handbook**

**SUNRISE PRESCHOOL & MMO**

**2655 Briargate Boulevard**

**Colorado Springs, CO 80920**

**License: 23598**

Preschool Office (719) 594-9500

Office Hours M-F 8:00AM -2:00PM

Preschool Office: [preschool@sunriseumc.com](mailto:preschool@sunriseumc.com)

Dear Preschool Families,

Welcome to Sunrise Preschool! It's a pleasure to have you and your child become a part of our preschool family. The Sunrise staff looks forward to providing your child with a fun and loving preschool experience.

This handbook is designed to give all families general information about our program's policies and procedures. It is very important, as your child begins their school years, to keep open communication and to bring any questions or concerns to our attention as early as possible. Please take some time to become familiar with our program and policies. We like to follow Matthew 18 guidelines when dealing with conflict resolution. We believe we are weaving a tapestry of trust, faith, and love between Sunrise Preschool and our families. We believe that home is the first school and we are here to come alongside our families and compliment your child's upbringing during their early foundational years.

We feel open communication is best when working with young children. We encourage our staff to share important information with you and feel it is our responsibility to bring any questions or concerns to your attention. Your input is of vital importance to us as well. Please feel free to discuss your questions and concerns with your child's teacher or the Administration Staff at any point during their academic career at Sunrise. We are available to speak with you at any time or will make special arrangements to meet. We seek your active involvement in your child's learning progress.

## MISSION

We're here to prepare children academically, socially, emotionally, physically and spiritually to meet today's challenges. We believe in building loving, and nurturing relationships while providing a comprehensive curriculum to prepare your children for school.

## PHILOSOPHY

We believe in a healthy balance and blend of structured classroom atmosphere, teacher led activities and play based learning. At Sunrise Preschool, we use a whole literature approach to include clear learning of the alphabet, pre-reading, number concepts, science, social studies, and the arts, all while recognizing the importance of both physical and social/emotional development. We believe in the importance of instilling independence and building positive character traits.

### **Admission and Registration**

Sunrise Preschool admits children of any race, color,nationality, religious affiliation, or ethnic origin. A non-refundable registration/materials fee needs to be paid upon acceptance each school year at the time of enrollment.

### **Class Size**

2 year olds	10-12 students	2 teachers
3-year-olds	14-16 students	2 teachers
4-year-olds	18-20 students	2 teachers
5-year-olds	18-24 students	2 teachers

**Fee Schedule (September-May)** Tuition is due the first of each month and can be paid electronically. If another form of payment is used, please make your payment directly in the Preschool Office. Payments should NEVER be given to a teacher or put in a child's folder or lunch box. Any type of payment should only be made electronically or in the Preschool Office, and if at any time your check is returned due to non-sufficient funds you will be assessed a \$35 fee AND a late fee if applicable AND you will no longer be allowed to pay by a check. Tuition is based upon the total number of days in the school year. This figure is divided into nine equal installments for your convenience. Tuition is therefore not reduced for months including Thanksgiving, Christmas, Spring Break or any other unexpected days off including illness and snow days. Signing your child up for our program, we in good faith plan our budget on that tuition and rely on our families to pay their tuition in a timely manner for the months September through May.

Upon your official acceptance and enrollment into our program will guarantee your child's spot in the respective program. Your first tuition payment will be due on August 15th. Then subsequent payments will be due each month beginning in October.

Payments not received by the 5th of each month will be considered delinquent and a \$25.00 late fee will be charged.

### **Class Schedules/Routines**

Each teacher will post a schedule/routine in the classroom.

### **AM Care and Enrichment**

Before School Care: We will offer before school care Monday-Friday. You may drop your child off anytime between 8:00 am - 8:50 am. The cost for this program is \$10/child per day for the month - regardless of drop off time. Monthly enrollment or drop in available. Only offered to currently enrolled, fully potty trained children ages 3-5. If drop in, please email [enrichment@sunriseumc.com](mailto:enrichment@sunriseumc.com) no later than 6 pm the night before to confirm space.

Afterschool Enrichment: Programs will run from 1:00-2:00 Monday-Thursday. This is an opportunity for your children to have an extra enrichment hour of games and crafts that compliment our monthly curriculum. Snack is provided. Children will be brought directly from their classroom to afterschool enrichment. Monthly enrollment preferred. Payment due on 1st of the month. Drop in care dependent on availability. Offered to currently enrolled, children ages 2-5. Cost is \$50/month for each program and \$20/drop in rate.

## **Withdrawal**

Each child is enrolled for the entire school year, September through May. Should it be necessary to withdraw your child during the school year, a two week notice is required. A Withdrawal Form must be completed and signed by the parent or guardian and given to the Preschool Office. You will be responsible for all monies due to the preschool at the time of withdrawal. **A withdrawal for the month of May will not be accepted unless due to military move, severe medical reason, or upon approval of the Sunrise Preschool Director.**

## **Termination**

The school reserves the right to withdraw a child for any reason. Parent or guardian will be notified via a Termination Letter. If contact cannot be made in person, we will send the Termination Letter via the email address and mailing address on file as certified email.

## **Vacation/Illness Tuition Policy**

Tuition credit is not given for occasional closures, inclement weather days, delays and days taken for illness. Adjustment to tuition will only be made in case of extended injury/illness and arrangements must be made with the Preschool Office. Your child has a set schedule, and days cannot be made up due to the reasons listed above. If your child will be out for any extended amount of time please email your child's teacher via procare or call the preschool office: 719-594-9500

## **Sign-In/Out Procedures**

Parents/guardians/authorized persons are required to sign their child in and out using the form provided by each classroom or via procare. If someone other than that child's parent or guardian will be picking up the child from school, written authorization must be made and the authorized person is expected to present identification at pick-up. **NO CHILD WILL BE RELEASED TO A PERSON NOT AUTHORIZED BY A PARENT.** Please update your authorized pick up list as needed. You can contact our Business Manager to add to your procare list or email: [preschoolbusiness@sunriseumc.com](mailto:preschoolbusiness@sunriseumc.com).

## **Arriving and Departing From School Each Day**

All children must be accompanied to and from the school each day by a parent/guardian or authorized person. Please make every effort to arrive and depart on time. If you are unavoidably delayed, please contact the school so we can assure your child you are on your way. It is very upsetting to a child when the parent is late and all their friends have gone home. When you arrive at school, please follow the guidelines and route given to you by your child's teacher for drop off and pick up. We also ask that you DO NOT allow your child(ren) to run in the halls or the atrium for the safety of all of our students, families, visitors and staff.

## **Late Child Pick-Up**

A late charge of \$1.00 per minute will be assessed to parents who leave their children beyond the regular class release time. After 5 minutes (1:05 or 2:05pm), the preschool will attempt to contact the parent or designated emergency person. The Director or designated staff member will wait with the child until one of those persons arrives in the preschool office. If no one picks up the child within the hour, Child Protective Services and the Colorado Springs Police Department will be called. Your tuition account will be automatically charged for the late pick up with the added late pick up fee.. If you are continually late, you may be dismissed from the program.

## **Daily Closing Policy**

The preschool will be closed each school day at 2:00pm. The entire school will be checked for remaining students, alarmed and locked by Preschool Administration Staff.

## **Emergency Forms**

Please be sure to complete the emergency form and return it to the school office the first day of class. The following information should be current at all times. Please keep emergency information current by notifying the Preschool Office with all changes in the following information:

- Phone numbers where you can be reached during the day and time your child is in school.

- Addresses at home and at work.
- Names of authorized persons who may be contacted in case of an illness, injury or emergency.
- Names of all persons authorized to pick up your child.

### **Identifying Children**

Children are accounted for during all times of the day. During transitions to and from playground, P.E, etc. children line up and teachers count each child 3 times (once before leaving the locations, once during the transition, and once when they arrive at the new location).

### **Visitors to the School Policy**

All visitors to Sunrise Preschool must check in with the Preschool Office upon arrival to the school. Personal identification must be presented.

### **Volunteers to the School Policy**

We love volunteers! Parents and Designated representatives are welcome to volunteer in their child's class. Please coordinate with your child's teachers for these great opportunities. You will be asked to sign in at the office during your volunteer time.

### **Parent Conferences**

We provide 2 written progress reports (Fall and Spring) for ages 3-5 years old where we provide a full developmental evaluation on each child's progress. Parent-teacher conferences will be held in November upon request or when deemed necessary.. Additional conferences may be scheduled by contacting your child's teacher at any time during the child's enrollment.

## **Newsletters and Communication**

A school-wide newsletter is sent out via email and Procure each month. It is called Hot Topics. Please make sure you have access to the email you registered with and you have downloaded the Procure app to receive timely communications.

Your child will also receive a classroom newsletter and academic calendar from their teacher that includes what's happening in the classroom and anything you need to know about upcoming special events for the month specific to their class.

## **Personal Belongings Policy**

Sunrise Preschool cannot assume responsibility for loss or damage to any personal possessions or money children bring into the school. It is very stressful for a child to misplace or lose personal belongings and at times difficult for the teacher to identify the owner. Therefore, we encourage children to leave all personal belongings at home unless they are scheduled for designated "Show and Tell" days. However, we do ask that children not bring any valuable or fragile items, mouth toys, guns or knives to school at any time.

## **Birthdays**

Birthdays are special days for all young children when they like to bring something special from home to share with their friends at school. This can be arranged through your child's teacher. **Please do not bring party invitations unless the entire class is invited, favors and/or presents to the classroom. A special treat can be brought that is appropriate and pre-packaged.**

## **Clothing**

We recommend that your child be dressed in comfortable play clothes that he/she can manage by himself. This allows freedom of activity with no fear of ruining their best clothes. We require that closed-toed shoes be worn while at school for safety reasons. For safety reasons, we will no longer allow light up shoes, shoes that make sounds or dress up type shoes, of any kind to be worn during preschool hours. Please be advised, that we will ask you to bring another pair of shoes, if your child attends school with light up or open toe shoes or slippers. Since part of our program involves outside activities,



please send along a jacket or sweater as soon as the weather begins to cool off. We go outside every day unless it's raining, snowing, or below an uncomfortable temperature. Teachers will use their discretion before attempting to go play outside. Please make sure your child is dressed appropriately and does not wear dress up clothes that have capes or drag on the floor. In the event of an emergency and for every day play, we need all children to be able to run and avoid tripping and falling on their garments. Sunscreen is not provided by the preschool, so we suggest the parents apply sunscreen before they drop off their child.

**PLEASE MARK ANY REMOVABLE CLOTHING CLEARLY WITH THE CHILD'S NAME.**  
(jackets, hats, mittens, etc.) We will mark them with a sharpie if not labeled at home.

### **Club 226**

#### ***What is Club 226?***

A group of parents that want to strengthen and foster a partnership between the Sunrise Preschool Staff and families. Club 226 is based on Proverbs 22:6 "train up a child in the way he should go; so when he is old he will not depart from it"

Parents will work collaboratively with the Sunrise Admin Staff to weave a tapestry of mutual respect and guidance towards common goals that enhance the preschool experience. We will meet inside of Wesley Chapel on the designated days from 9am-9:30am.

#### ***Who can join?***

Any parent/special someone of an enrolled Sunrise Preschool Student.

***What do Room Parents do!!*** You are an important part of the preschool experience. You are a liaison between the teacher, administration and families in your child's classroom. You are an integral part of the success of the classroom. Some Ideas:

- Communication to parents about important events
- Setting up outside playdates/field trips
- Teacher Birthdays
- Coordinating scholastic book orders
- Party help
- In house field trip help
- Take home cutting or putting things together as needed for the teachers
- Purchasing needed supplies off FB marketplace, Temu, you have an eye for the deals
- Silent cheerleader or a Yell Leader

## **Lost and Found**

If your child is missing anything, please check the Lost and Found table/shelf by the Preschool Office as soon as possible. It is very helpful to have all the child's removable clothing labeled, so we can easily identify whose items are lost. Unclaimed items are given to charity quarterly if not claimed.

## **Meals and Snacks**

Parents are expected to pack a snack and a lunch for their child each day. We do not offer meals at our facility. We encourage nutritious foods and good manners. We suggest that all snacks be healthy and nutritious and not contain large amounts of sugar. It is helpful if the snack can be served and eaten with a minimum amount of preparation and clean-up. Please **LABEL** your child's water bottle, lunch box, and any reusable items. If not labeled at home, the teacher will use a permanent sharpie to label their items.

## **Screen Time and Media Policy**

The Preschool uses videos on occasion for educational purposes only. Videos have been censored for age-appropriate material. Internet usage is not permitted for any student. Cell phones, and other electronic devices such as tablets should not be brought into the classroom at any time. We are not responsible for any theft of such items if the child brings them to school. If found, the staff member will notify the parent and put the said item inside of the child's backpack.

## **School Calendar**

Classes are August-May. Beginning and end dates will be determined on a yearly basis. The school year calendar is posted on our website. Special event days are subject to change based on weather.

## **Snow Day and Delay Policy**

We follow Academy District 20 inclement weather procedures. If District 20 closes school, Sunrise Preschool will also be closed. Please listen to local radio/TV stations for these announcements. Sunrise will also post to our social media pages to inform

families or send a message via ProCare. When District 20 calls for a delay for inclement weather, Sunrise Preschool will also be on a delay and classes will begin at 11am for those days and conclude at the regularly scheduled pick up time. When D20 has scheduled delays, Sunrise Preschool will operate normal business hours. Sunrise Preschool also reserves the right to call a closure apart from D20 if needed.

### **Early Release**

If District 20 has an early release, Sunrise Preschool will **not have early release unless deemed necessary for safety reasons**, and school will continue with normal release times. An early release may be called due to an emergency, but families will be notified when this may occur.

### **Playground Policy for Inclement Weather**

Children go outside to play every day for 25 minutes or more. During excessively hot weather or excessively cold weather, children will not play outside. Please make sure your child is dressed accordingly. We will still try and go outside to play when the weather is 26 degrees and above.

Adult supervision is constant and child/staff ratio is upheld while children are on the playground.

### **Sunscreen Policy**

Sunscreen is not provided by the Preschool. We suggest parents apply sunscreen before children come to Preschool.

### **Field Trips and Transportation**

Oftentimes, parent initiated and planned family field trips may occur throughout the school year. We do depend on parents to transport their own children to and from field trip destinations, as the school does not own or operate any vans or buses. We do not transport children. Parents are expected to remain with their child for the duration of the activities. Staff may be present but not expected to supervise during these events. A

Staff member should never be asked to transport children to these outside planned events.

### **Emergency Preparedness**

In all situations, our primary focus is to protect our students and staff from injury or harm. Drills are conducted monthly when school is in session. All staff are trained and knowledgeable in the following procedures:

### **Emergency Procedures**

In case of illness or injury, we will make every effort to contact the child's parents immediately. If we cannot reach the child's parent/guardian, we will contact your child's emergency contact on file. 911 will be called for any major injury. Immediate first aid will be administered by a qualified staff member, but will never surpass the individual's current level of training.

### **Fire/Evacuation Procedure**

In the event of a fire or emergency evacuation, students and staff will go to a designated area away from the building, where all children will be accounted for. Designated staff will check all rooms to make sure each child is out of the building. Staff will make every attempt to contact parents. Students will only be released to parent or emergency contact. Children will be picked up at the gas station located on the South West corner of Union and Briargate Blvd.

### **Lockdown/Active Shooter Procedure**

When a situation occurs where there is a significant risk or danger inside the building, law enforcement will be contacted immediately. All students and staff will seek shelter in the classroom or office. All exterior and interior doors are locked. No dismissal until the situation has been resolved and law enforcement has given the all clear.

### **Shelter in Place/Tornado**

When there is a tornado warning or dangerous weather alert, staff and students go to the designated area, Wesley Chapel. Children or staff outside return to the building immediately and join others.

### **Reunification and Continuity of Operations after Emergency**

Children will only be released to parents or emergency contacts with a photo ID. Continuity of Operations will occur only when authorities have given the all clear.

### **Children with Disabilities and Special Needs or Behavioral Concerns**

If your child has any special needs (i.e., speech difficulty, physical or mental disabilities, etc.) please let us know. Families of children with disabilities or special needs will meet before the start of school with the School Nurse, Teacher, and anyone else deemed necessary. The purpose of this meeting is to provide the most positive learning experience for your child. In this meeting, we will also make a list of things they might need in case of an emergency, including medications, batteries for assistive equipment, or any other special health care needs so that staff feels prepared on how to best keep your child safe in the event of an emergency. We will exhaust to the best of our ability to meet the needs of every child. However, there may be times when a child is asked to leave our program due to safety concerns or concerns that have been addressed by both parties, the parent and staff. Sunrise Preschool has the right to dismiss a child at any time when the child's needs are not being met, and Administration feels our program is not the best fit for your child.

### **Lost Child**

If a child is unaccounted for, a staff member will search the area in which the child was last seen. All staff will be notified to be on watch for the child. Authorities and parents will be contacted if the child is not located within 10 minutes of being reported as missing.

## **Immunization and Health Records**

According to state regulations, Immunization records must be provided upon enrollment and kept current. If a child is non/under immunized, the parent or guardian must take the state required online course, Immunization Education Module, and must provide the school with the certificate. The school also requires that all children have a physical examination within the last 12 months of their birthday. Physical and Immunization Forms must be completed and returned to the preschool office by the first day of enrollment. The child will not proceed and child cannot attend school until all health forms have been turned in. All Immunization and Medical forms MUST have a doctor's signature. This is imperative and must be strictly adhered to.

## **Medication**

If your child requires medication, an authorization form must be signed by the child's parent and physician. Only staff who are medication trained and delegated by the school nurse may administer medications. Administration documentation will be completed using the medication log. Medications are kept securely in each classroom for immediate access. All medication is given in the preschool office. Any unused medication at the end of the year will be returned to the parent. Only medication prescribed or authorized by the child's doctor will be given to the child. We do not take over the counter medications not prescribed by the child's doctor.

## **Medication in Emergency Situations**

At least one member of our staff who is trained in CPR and certified in first-aid is present at all times in the event of an emergency. In all cases, the instructions of the poison control center or emergency personnel will be followed.

## **Illness**

Please keep your child home if he/she:

- has had a fever during the previous 24 hour period
- has taken an antibiotic for less than 24 hours
- has a cold that is less than three days old
- has heavy or discolored nasal discharge
- is fussy, cranky or generally not themselves

- has symptoms of a communicable disease (chicken pox, pinkeye, etc.)
- has vomited or had diarrhea in the previous 24 hrs.
- has to take any OTC medications to attend our program to function properly

In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be posted and parents will be notified. The parent must understand that if a child is too sick to participate in all school activities, they should not be attending school. Please do not give your child over the counter medications to help them get through the day. If you have to administer medication, they ABSOLUTELY should not attend school.

### **Cleanliness**

We promote cleanliness and good hygiene with the children. Hand washing is required before eating and after toileting. Our school is cleaned weekly and sanitized frequently. Preventive pest control is conducted. Our staff cleans and disinfects working tables and counters each day. All toys and equipment are disinfected on a regular schedule. We also do health checks on each child as they arrive at school.

### **Diapering and Toileting**

2 year old classes: Staff will change diapers on a regular basis throughout the child's day. Parents are responsible for providing their child's diapers and wipes, as well as an extra change of clothes to be kept at the preschool. Teachers will put on a new pair of gloves with every diaper change and wash their hands. The changing table is disinfected between each use. When a child along with their parents are ready to begin the toilet training process, it is the parent's responsibility to communicate that with the teacher. Staff is here to support you and your family through the journey. We ask that you do not send your child in underwear until they are prepared to go the full day without accidents. We understand that accidents will happen and staff will be ready to assist when needed. However, if accidents are frequent such as more than 2 times in a 4 hour school day, you will be asked to keep your child in diapers and pull-ups until they are ready to try again. Accidents are defined as unusual incidents and should happen infrequently. A Potty Training Contract will be adhered to when the child shows signs of readiness. You may request a contract at any time.

3-5 year old classes: All children in our 3-5 year old program must be in underwear and toilet trained before the first day of school. Diapers and pull-ups are not allowed in these classes. Bathroom breaks are offered throughout the day frequently. We understand that accidents will happen and staff will be ready to assist when needed. We ask that every child keep an extra change of clothing in their backpack just in case. If accidents are frequent, your child may be dis-enrolled or suspended until they are fully toilet trained. Accidents are defined as unusual incidents and should happen infrequently. If during one school day a child has more than 3 accidents, parents will be notified to come pick up the child to go home. If a parent cannot be reached, Preschool staff will call authorized/emergency contacts on the child's list.

\*A toilet trained child can do the following:

- Communicate to the teacher that they need to use the restroom before they need to go
- Alert themselves to stop what they're doing to use the bathroom
- Remove clothing and get it back on without assistance
- Get on and off the toilet by themselves
- Wipe themselves after using the toilet (staff does not wipe, unless needed in an emergency situation, such as diarrhea, special needs, etc.)
- Wash and dry their hands on their own
- Postpone going if they must wait for someone else who is in the bathroom

Please note that this policy is not in place to shame or inconvenience families. Rather, our facility does not have the staffing to toilet train children in our 3-5 year old programs. In addition, when a staff member is busy cleaning accidents and changing soiled clothes, it is time consuming and takes away from learning time, daily activities and interaction with the rest of the class and puts us out of compliance for mandated ratio requirements.



## **Behavior Expectations**

It is our goal to help children achieve maximum development of individual knowledge, skills and positive behavior patterns, which will in turn, promote your child's mental health, social and emotional well-being. Every child is expected to show respect for authority and peers. We strive to promote an environment that keeps students engaged in learning and healthy development. Positive reinforcement and consistent communication with parents and family is our priority. All staff is trained annually in how to effectively provide social and emotional support, with the intent to reduce challenging behavior and prevent suspensions and expulsions.

## **Discipline Policy**

Positive guidance techniques will be used and will be consistent, clear, and age appropriate. These practices will be related to each child's personality and level of development. Rules will be explained at the child's level of understanding. Our program will use the word NO to a child when it seems the child is not responding to redirection or other forms of classroom management. No will be used as an appropriate form of communication to the child to understand and learn that it will be used for their safety and the safety of others.

When inappropriate behavior or behavior that disrupts the classroom occurs, the first approach is redirection. Depending on the age of the child, staff will have a conversation to help the child understand why the behavior is inappropriate. If this behavior continues, the approach will be separation-type discipline. The child will sit out of the playground or classroom activity for quiet time (no more than 2-5 minutes depending on child's age) in a designated classroom or playground space, or they may go to the office to try and regroup and get a new perspective. The child will then be given another chance to try to re-enter the classroom environment and correct the behavior with guidance from a staff member. If the problem continues after all attempts are made, parents will be called.

It is our intent to create a safe environment for children and staff.

Aggressive or violent behavior such as, but not limited to, biting, spitting, kicking, hitting, use of abusive and foul language and throwing objects, will not be tolerated depending on the situation or their developmental age. Parent or guardian will be called immediately in these situations and the child may be asked to go home.

In any of the situations listed above occur at school, parent or guardian will be communicated with, keeping in mind that the goal is to cultivate a healthy and positive child, staff and family relationship.

### **Suspension and Expulsion**

Our staff are well trained and work hard to identify each child's social and emotional development. However, there are times when children may need additional care that our staff may not be able to provide.

If all steps listed in our discipline policy have been taken, and no change in behavior is made, alternative options shall be explored. A meeting will be called with the parent, teacher, Director, and possibly an intervention specialist or mental health consultant. The purpose of this meeting will be to develop a Behavior Plan, which would support the child at home and at school. If progress is still not shown after the behavior plan has been implemented, a second meeting will be held to discuss suspension, expulsion or request to withdraw the child.

In the event a child is suspended, full tuition payment is expected to be paid in order to hold your child's spot until they return upon mutual agreement of all parties.

### **Christian Values**

Chapel time is presented during music classes. Prayer time is held before eating. Christian songs and/or Bible stories are biblically integrated into the academics. There is a Bible verse and Bible story for every month that is incorporated into our academics. Sunrise is not here to promote personal religious ideals or personal political views. Our biblically integrated curriculum is based on the infallible word of God.

### **Social Media**

Our program has Facebook and Instagram social media pages. We will post about upcoming events, weather delays, closures, and occasional photos (with parental photo releases) pictures of our kiddos. We also want to maintain a healthy parent and

Preschool/MMO relationship, so we ask parents to not post negatively about our program as it can be detrimental and affect us negatively. We like to follow a biblical guideline of Matthew 18 when resolving conflict. We ask that if you have an issue, problem, or concern, you speak to your child's teacher first, and then if not resolved seek out one of our administrative personnel rather than posting about it on social media on public forums. While we cannot control what you post privately, please consider the impact it can have positively and negatively towards our program. We want to foster a positive experience for all.

### **Filing a Complaint**

To file a complaint concerning the facility or suspected licensing violations, please contact the Department of Human Services at the phone number, 303-866-5958.

### **Reporting of Child Abuse and Neglect**

We are required by law to report any incidents or suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state protective agency not to notify the parents of such a report. The Child Care License phone number is (303) 866-5958. The El Paso County Dept. of Human Services can also be contacted at (719) 444-5700.

### **Lunches and Snacks**

#### **Allergies**

We are not a nut free, dairy free, gluten free school. While we know the rise of these allergies will be evident in every school setting, we choose to empower and enable our students with allergies to advocate for themselves. Of course, if your child is diagnosed with an allergy, please let us know so we can inform the class to be mindful of the allergy and to label their food that may have that certain allergy in it.

#### **Model healthy behaviors**

Preschoolers tend to copy what parents or caregivers do at the table. If you eat your veggies, they'll eat their veggies. And, it's good for both of you.

#### **Think about their drinks**

Sugar-sweetened beverages like sodas and fruit drinks are sources of added sugars that are often high in calories. Beverages with no added sugars like water, unsweetened

fat-free or low-fat milk (including low-lactose or lactose-free options), or fortified soy beverages should be the primary choice for children.

### **Prevent choking**

Encourage children to sit at a table for meals and snacks and not wander around carrying food. Check out the [USDA Team Nutrition worksheet](#) for foods that are choking hazards at different ages.

### **Try new foods**

Involve your kids in online and in-store grocery shopping and let them pick a new fruit or vegetable. This can help improve their interest in trying new things.

### **Get kids involved**

Preschoolers can help at mealtimes by washing produce, tearing lettuce, stirring mixes, scooping ingredients, or setting the table.

### **Offer choices**

Like adults, preschoolers like to have a say in what they eat. "A pear or an apple?" "Whole wheat toast or some crackers?" You offer the healthy options, but they get to choose.

**The benefits of healthy eating add up over time, bite by bite.**