



## PARENT HANDBOOK 2021/2022

8997 S. Broadway

Highlands Ranch, CO 80129

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[www.myclcpreschool.org](http://www.myclcpreschool.org)

\*If circumstances change due to COVID, we will change accordingly based on state requirements from the Department of Education, Early Childhood, and Tri-County Health Department.\*

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."*

*Matthew 19:14*

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## **Program Goal**

Our staff is here to meet the social, emotional, physical, developmental, and spiritual needs of children in a positive, safe, and loving Christian environment.

## **Statement of Philosophy**

Christ Lutheran Church Preschool welcomes families of all faiths, creeds, and ethnic origins to its program. The programs are developed from a common desire for meeting the needs of children and their families, for nurturing growth, and development of relationships and understanding.

We believe in helping children achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

We believe that the dignity and worth of each child and family is important.

We believe that each child should be helped to develop a positive self-image.

We believe that our educational decisions and guidance for children must be based on our knowledge of child development. We recognize the need of children change as they grow, and that our program must respond in content and structure.

We believe each child is a unique individual with special gifts.

We believe that it is important to meet each child's needs for physical, social, emotional, and intellectual growth.

We believe that children deserve a nurturing, safe, and happy environment which promotes their natural curiosity and desire to learn.

We believe creativity, self-expression, and curiosity are expressions of individuality and they should be encouraged and developed in all people.

We believe that children deserve to have teachers who are capable and caring, and whose values enable them to be excellent role models.

## **General Information**

Christ Lutheran Preschool  
8997 S. Broadway  
Highlands Ranch, CO 80129

303-471-9290 Preschool  
303-791-0803 Church Phone

Website: [www.myclcpreschool.org](http://www.myclcpreschool.org) Facebook: Christ Lutheran Church Preschool

## Classes and Age Requirements for Children

2.5-3.5 Year Class: Must be 2.5 by 9/1/21	9:15 AM-12:15 PM M-F
	9:15 AM-1:15 PM M-F
	9:15 AM-12:15 PM M/T/TH
	9:15 AM-1:15 PM M/T/TH
	9:15 AM-12:15 PM W/F
	9:15 AM-1:15 PM W/F
Preschool Class: Must be 3 by 10/1/21	9:15 AM-12:15 PM T/TH
	9:15 AM-1:15 PM M-F
	9:15 AM-1:15 PM 4 days
	9:15 AM-1:15 PM T/TH
	9:15 AM-3:15 PM T/TH
Pre-Kinder Class: Must be 4 by 10/1/21	9:15 AM-12:15 PM M/W/F
	9:15 AM-1:15 PM M-F
	9:15 AM-1:15 PM M/W/F
	9:15 AM-1:15 PM M/T/TH
Jr. Kinder Class: Must be 5 by 12/31/21	9:15 AM-1:15 PM M/T/W/TH
	9:15 AM-4:00 PM M/T/W/TH
Must be 4 by 10/1/21	1:00 PM-4:00 PM M/T/W/TH
Creative Corner: 2.5 (by 9/1/21)- 5 years (can do drop-in)	9:15 AM-1:15 PM FRIDAY
Think Tank: 4 (by 10/1/21) - 5 years	9:15 AM-1:15 PM FRIDAY
Kids Klub: Must be 2.5-6 (Optional drop-in care)	8:00 AM-9:15 AM M-F
	12:15 PM-5:00 PM M-F

### **\*\*Arrival and Dismissal Schedule for 2021-2022 School Year\*\***

*Rooms 1 & 7	9:00 A- 1:00 P	*Rooms 2 & 8	9:15 A- 1:15 P
*Room 3/4	9:00 A- 1:00 P	*Rooms 5 & 6	9:15 A- 1:15 P
*Think Tank	9:00 A- 1:00 P	*Nursery	9:15 A- 1:15 P
*Creative Corner	9:15 A- 1:15 P	*PM Jr. K	1:15 P- 4:15 P

Siblings should arrive at the earlier class time and dismiss at the later class time.

## Financial Information

### Registration Fee:

A non-refundable registration fee of \$75 is required for the 1<sup>st</sup> child enrolled or \$100 for a family with 2 or more children at the time of enrollment to reserve the child's spot.

Monthly Tuition Fees:

2.5-year Class	5 half days/week	9:15 A-12:15 P	\$350
	5 half days/week	9:15 A-1:15 P	\$400
	3 half days/week	9:15 A-12:15 P	\$245
	3 half days/week	9:15 A-1:15 P	\$265
	2 half days/week	9:15 A-12:15 P	\$175
	2 half days/week	9:15 A-1:15 P	\$195
Preschool Class	5 half days/week	9:15 A-1:15 P	\$400
	4 half days/week	9:15 A-1:15 P	\$350
	2 half days/week	9:15 A-12:15 P	\$175
	2 half days/week	9:15 A-1:15 P	\$215
	2 full days/week	9:15 A-3:15 P	\$265
Pre-Kindergarten Class	5 half days/week	9:15 A-1:15 P	\$400
	3 half days/week	9:15 A-12:15 P	\$245
	3 half days/week	9:15 A- 1:15 P	\$265
Jr. Kindergarten Class	4 half days/week	9:15 A-1:15 P	\$350
	4 half days/week	1-4 P	\$305
	4 full days/week	9:15 A-4 P	\$550
Creative Corner	1 half day/week	9:15 A-1:15 P	\$90
Think Tank	1 half day/week	9:15 A-1:15 P	\$90

Yearly Supply Fees:

1-day Class	\$30
2-day Classes	\$65
3-day Classes	\$80
4-day Classes	\$95
5-day Classes	\$100

Kids Klub:

AM Kids Klub	8:00 AM-9:15 AM	\$7.50
PM Kids Klub	12:15 PM-5:00 PM	\$7.50/hour or \$28 (after 4 PM)

Discount:

A 10% discount is given to the youngest sibling of families with more than one child.

Scholarships: 2.2

We do offer scholarships to families. Please see us in the office for necessary paperwork.

## 2.2, 2.11

**The Colorado Child Care Assistance Program (CCCAP)**, helps families that are homeless, working, searching for work or in school help pay for child care (CCCAP may pay a portion or all of the cost of child care). Based on program referral, families that are enrolled in the Colorado Works Program or engaged with Child Welfare Services may also use CCCAP services.

Each county's Department of Social/Human Services and the Colorado Office of Early Childhood, Division of Early Care and Learning manage the CCCAP program. Income eligibility varies by county although the lowest income level served statewide is 185% or less of the federal poverty guideline. Counties may not serve families that have an income over 85% of the state median income (SMI).

You can apply for CCCAP online, by mail or by contacting your county's department of human/social services if you are using the paper application, you must submit it to your county department of human/social services in person or by mail. While you must apply for benefits in the county in which you live, you can use CCCAP in any county (i.e. the county in which you work or attend school).

### Questions? Need more information?

Contact your county's department of human/social services  
If you live in Douglas County, we look forward to hearing from you at:

4400 Castleton Court  
Castle Rock, CO 80109  
303-688-4825  
[cccrap@douglas.co.us](mailto:cccrap@douglas.co.us)

Douglas County is providing CCCAP to families with gross income at application that is at or below 265%\* of the Federal Poverty Level (FPL) for their household size:

Family Size:	2	3	4	5	6	7	8	9
Maximum Monthly Gross Income:	\$3,807.17	\$4,796.50	\$5,785.83	\$6,775.17	\$7,764.50	\$8,753.83	\$9,743.17	\$10,732.50
Maximum Annual Gross Income	\$45,686.04	\$57,558.00	\$69,429.96	\$81,302.04	\$93,174.00	\$105,045.96	\$116,918.04	\$128,790.00

\*The above amounts in red indicate income levels that equal the 85% SMI threshold. At these household sizes, the entrance (application) and exit (redetermination) income eligibility levels are the same as amounts.



## **Tuition Payments**

Monthly payments are due at the beginning of each month. Checks should be made to Christ Lutheran Church Preschool or CLCP. Payments may be mailed to Christ Lutheran Church Preschool, 8997 S. Broadway, Highlands Ranch, CO 80129 or deposited in the tuition box on the wall by the Preschool Office main entrance. Arrangements can be made with your bank to have your check mailed directly to us. Cash is always accepted for payment. Payment can be set-up through your personal account on the school's childcare system.

A non-refundable supply fee will be due by May 20, 2021 to guarantee your child's enrollment for the school year. First month's tuition will be due at your classroom social event in August.

Kids Klub will be tracked and billed at the end of each month. Please sign-up in advance for the dates your child will attend Kids Klub. A Sign-Up Genius invitation will be made available via email 2-weeks in advance. Kids Klub attendance/hours are tracked daily in our Kids Klub book. This will be used for billing purposes.

A \$10.00 late fee is charged for late payment when payment has not been received by the 10<sup>th</sup> of the month. That is, unless previous arrangements have been made with the Director. Please keep those communications open; we are happy to work with you.

A \$12.00 late fee is charged for returned checks. If repeated, payment will be required in the form of a credit card or cash only. If there are complications, the Preschool Advisory Team will be notified, and dismissal will be considered.

If you have fallen behind in tuition payments for two consecutive months, CLCP will discuss payment options with you in an effort to help you catch up. If financial arrangements have not been made, your child will be unable to attend until payment arrangements have been discussed or have been made. Please keep communications open regarding any financial concerns so that we know how to help.

## **Non-Discrimination Policy**

Christ Lutheran Church Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in administration of our educational policies, admissions policies, and scholarship programs.

## **Confidential Information**

Christ Lutheran Church Preschool keeps certain information on file regarding children, families, and staff which may be considered personal in nature. Staff members are expected to maintain this information in confidence and not discuss it or release it to persons outside the Preschool staff, unless prior written permission has been obtained from the parties. Parents are not allowed to use the Christ Lutheran Church Preschool class directories

or any other resource from the school to solicit any students or parents of the students at Christ Lutheran Church Preschool for reasons other than school related information (birthday parties and play dates are okay). Parents are also asked to keep information confidential.

### **Colorado Shines 3.1b**

Our preschool takes pride in our teaching staff. Each staff member has teaching credentials that make them exceptional teachers. We are currently at a level 2 in the Colorado Shines, Quality Early Learning Program which is the early childhood initiative to have all schools strive for excellence. We have developed a Quality Initiative Plan (QIP) that is shared with you at the beginning of the year, a survey of how we are doing to meet the QIP is conducted in Spring and then results shared in late Spring. Changes/modifications and outcomes are made as a positive outcome of the process.

### **Staff**

The Christ Lutheran Church Preschool staff consists of a qualified Director and Assistant Director, Early Childhood Teachers, and Teachers Assistants. All staff are introduced to our CLCP Community on orientation night. Our staff members are Christians who meet or exceed the state of Colorado requirements for teaching in our Preschool. They are dedicated to teaching, loving, and meeting the needs of each child individually. In the interest of safety, background checks and fingerprinting are completed on each individual working with our children. Each staff member has their CPR/First Aid and Medication Administration certificates. All staff are required to complete 15 hours of continuing education per year, which the preschool provides.

### **Entry Door Code**

Every parent is issued a door code at the social in August. This door code is used for entry to the school. We ask that you do not let your children have access to or punch in the door code. Please do not give anyone other than caregivers the code to the door. This will help ensure the safety of everyone in the school, at all times. The door code can be changed during a school year due to the following reasons:

- Maintenance on locks may require codes to be changed
- Malfunction of locks may require the codes to be changed
- Family decides to leave due to a policy/procedure conflict of interest
- Any immediate threat to the school

### **Touch-Free Sign-In/ Sign-Out 1.13a**

Parents will download the ELV Parent app associated with the school's childcare system to their phone. They will use the security code and email address used to register their student(s) to login. This app allows them to sign their student(s) in and out of the school. Using the Child Check In/Out tab, parents will scan the Kiosk QR code with their phone both upon arrival and dismissal.

## **Enrollment Procedures**

Although enrollment is open, each class is licensed for a specific number of children and staff requirements to ensure the highest quality of support is given to the students. Application for enrollment will be prioritized when enrollment begins for the following school year as follows:

1. Currently enrolled students, siblings of currently enrolled students, siblings of previously enrolled students, church members and MOPS.
2. Members of our community.

Students will be placed in the appropriate class according to their birth date. We try to accommodate specific requests; however, our first priority is to make sure each class is balanced. You will be notified at the time of registration if your first choice is available. Once a class is full, a waiting list will be maintained. Being placed on a waiting list does not guarantee placement in that class for the following school year, but changes often occur due to relocation and schedules, etc. We will notify you as soon as a change has been made if you are on a wait list.

To register for one of our classes, parents must complete the Initial Registration form and pay a non-refundable registration fee. This will hold your child's spot in the class requested. You will receive a Welcome Letter with confirmation of your class choice in early spring. A link will be sent to you via email for online registration. If you are already enrolled, you will be sent a link to update your file. A Personal Information Form, General Health Appraisal and Immunization Form (to be filled out by your physician) will be emailed to you for completion. These forms are due at the social hour. If you need a hard copy, they will be available in the office, and will also be available on our website. In addition, the Parent Handbook, School Calendar, and Back to School Dates will be sent so that you can read them over the summer and put them in the family calendar. Your child will be unable to begin school in August without all completed forms returned by the social hour due to licensing requirements. We will host a Parent Orientation night listed in the Back to School Dates and encourage you to attend to have questions answered and find out more about CLCP.

## **Supplies Required**

Families are required to supply the following items:

- Supply Fee (due by May 20, 2021)
- Lunch in a hard plastic container (bento box or Tupperware; no soft-sided lunch bags) for AM and Full Day classes and Snack for PM classes. \*\*Please review in this Parent Handbook for state requirements\*\*
- Extra clothing to be kept in a labelled Ziploc bag in their backpack (please remember to change items so they are appropriate for the season and child's growth)
- Full Day classes and Kids Klub will use school provided bedding for rest time. These will be left at school and laundered nightly.
- Two boxes of baby wipes at the beginning of the year and the middle of the year.
- A labelled water bottle should be brought in daily.

- **Please label items with your child's first and last name! We reserve the right to label anything that comes to school without a name.**

## **Classroom Ratios** 4.3 a, b, c

Staff-Child ratios required by the State of Colorado are as follows:

- 2.5 to 3 years- 1 staff member to 8 children. \*We staff an additional shared Teaching Assistant. If exceeds number (up to 11) we will staff an additional full time TA.
- 3 years to 4 years- 1 staff member to 10 children \*We staff an additional shared Teaching Assistant.
- 4 years to 5 years- 1 staff member to 12 children \*We staff an additional shared Teaching Assistant. We staff 2 teachers in a class that exceeds 12 students with an available floater to assist, if needed. Our smaller classes are licensed for 11 students. Our larger classrooms are licensed for 18 students so there are always 2 teachers.
- 5 years and older- 1 staff member to 15 children \*We staff 2 teachers in a class that exceeds 12 students with an available floater to assist, if needed.
- Mixed age group- 3 years to 6 years- 1 staff member to 10 children \*We staff 2 teachers in a class that would exceed a mixed age group with an available floater to assist, if needed.

Recognizing that children three and under can have additional challenges, this school year an additional assistant was provided in younger classes. Our goal is always to ensure the learning environment is successful so this will be a yearly evaluation based on the dynamics of the classroom in meeting all needs.

## **Health Care Policy**

A Health Appraisal Form and Immunization Record, signed by an approved health professional who has seen the child during the last twelve months, must be submitted prior to attending. Health examinations must be repeated annually. The dates and results of such health examinations shall be submitted to the preschool office. Medical forms are emailed along with the handbook and are also available in the preschool office. All Immunizations must be current as required by the State of Colorado. If you have chosen to be exempt from any immunization due to a religious, personal, or medical reason, you must complete the required forms from the State of Colorado. Beginning in the summer of 2021, CLCP will be following the new non-medical immunization exemption guidelines put forth by the Colorado Department of Health. Along with the exemption form, you will be required to either have a physician's signature on the form, or submit a certificate of completion of the online education module. This exemption form must be filed each time a vaccine is due (usually around the child's birthday). Both the medical and non-medical exemption forms are available in the preschool office. Please return all required forms to the office to keep in your student's file. In the event of an outbreak, exempted persons may be subject to exclusion from school and quarantined (as stated by Colorado Department of Public Health and Environment).

2.2, 2.11

**School Nursing Consultant:** Our school nurse consultant works closely with the staff ensuring they are all trained and up to date in meeting the health concerns of the students at school.

The staff is certified in CPR/ First Aid and Medication Administration. The nurse will also work with parents of children with health needs during school hours providing support, if needed. She will also monitor all medication kept at the school and school protocol in keeping all children safe with allergies and other health challenges. Joyce Coogan is a registered nurse and can be reached at 603-801-7044 should you have any further questions.

**Allergies:** We are an “Allergy Aware” facility. Please notify us, in writing, of any dietary restrictions, allergies, or health concerns your child may have. If it is necessary for your child to receive medication during school, the medicine, along with the required authorization form must be kept in the preschool office or in a secured, but accessible to adults, area in the child’s classroom. The authorization form must be signed by a physician. DO NOT put medication in your child’s backpack. Please hand it to leadership.

**Safety:** When accidents occur, Incident Report forms are completed, and the parent or guardian of the child will be given a copy. Minor injuries will be treated with soap, water, ice, and band-aids. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. If no one can be reached, the physician listed will be contacted, or 911 will be called.

**Sick Children:** Each child shall be observed daily, and if in the opinion of the staff, a child is sick, we will call the parent to come and pick-up the child (or release to the emergency contact person listed on the child’s Emergency Card). The child will wait in the office, away from other children, while waiting to be picked up. The following criteria will be considered in determining if a child must go home:

- |   |   |
|---|---|
| -A temperature above normal (100*)                                    | -Unexplainable rash or skin eruption                                    |
| -Sore throat or swollen glands  | -Inflammation of the eyes (pink in color, thick yellow/green discharge) |
| -Discomfort caused by coughing  | -Nasal discharge that is not clear                                      |
| -Vomiting   | -Bad cold/ heavy nasal discharge  |
| -Child is not acting his/her normal self (not participating normally) | -Abdominal cramps (will check in with parents)                          |
| -More than one incident of diarrhea                                   | -Communicable disease   |

If a child is going to be absent from the preschool, please notify us in the office at 303-471-9290. Good attendance is very important to the achievement of your child. However, if your child is not feeling well, it is better to keep him/her at home. Consider the “golden rule”: Would you want your child sitting next to someone with his/her current symptoms? If a child is sent home due to illness, he/she cannot return to school until he/she has been free from symptoms for 24 hours without the use of medication. This is to allow ample time to recover and stop the spread of illness to other children. On rare occasions, if a health concern persists, the Director may request that a physician’s exam be performed by a doctor prior to the child returning to the preschool.

When children have been diagnosed with a **communicable illness**, it is your responsibility to notify the preschool. We will notify our families and staff members, maintaining your child’s confidentiality. The Director will notify the local health department or the State Department

of Public Health and Environment in accordance with state guidelines. Children with contagious diseases will remain out of preschool until a written note from the doctor is presented giving the child permission to return.

2.2, 2.11, 5.1b, 5.2b

**Health Insurance:** We want to support your family in any way we can with resources for health insurance, family doctor/dentist opportunities. A list is provided below of some resources. Vision and Hearing screenings can be done by a primary care physician. Please see us if you would like more information or feel free to discuss with other parents as to who they have found to be a good pediatrician or dentist. A classroom directory for parent interaction will come home during the first month of school.

**Health Insurance Resources/Medical Professionals**

<a href="http://www.cohealthinfo.com">www.cohealthinfo.com</a>	Allhealth Network
<a href="http://www.healthinsurance.net">www.healthinsurance.net</a>	5500 S. Sycamore Street
<a href="http://www.insurekidsnow.gov">www.insurekidsnow.gov</a>	Littleton, CO 80120
	303-730-8858

Rose Pediatrics	Partners in Pediatrics
9137 S. Ridgeline Blvd. #130	9785 Maroon Cir Suite G-104
Highlands Ranch, CO 80129	Englewood, CO 80112
303-471-0221	303-779-1172

Lone Tree Pediatrics	Comfort Dental
10099 Ridgeline Pkwy #290	91 W. Mineral Ave. Unit 150
Lone Tree, CO 80124	Highlands Ranch, CO 80120
303-803-1005	303-738-9499

Colorado Kids Pediatric Dentist	Hearing Screening
9358 Dorchester St. Suite 106	Hearing Rehab Center
Highlands Ranch, CO 80129	7325 S. Pierce St. #100
720-647-9600	Littleton, CO 80128
	303-933-0017

Vision Testing	Children's Hospital
Highlands Ranch Vision Center	1811 Plaza Dr.
8925 S. Ridgeline Blvd. #107	Highlands Ranch, CO 80129
Highlands Ranch, CO 80129	720-478-1234
303-791-2727	

**Parent Resources** 5.6a

We want to provide as many resources to our families as we can. Each year, we provide an information packet that has many resources from agencies, health services, child development, and parenting skills for your review. We will also hold at least one parenting class onsite, or recommend a resource to attend another class offsite, based on survey results from what parents would like to gain more knowledge around. We will also provide a class on healthy habits/nutrition along with sending information home on healthy eating and how to plan for a nutritious day at school. Our resource center is located outside the main office door and has resources all year long available to take at any time. We also have a

lending library of books on subjects of interest in education, parenting, and difficult issues that may arise in your life. Please see us for assistance in finding the resource you need. We also provide recommended online sites or apps, such as VROOM. If you need to find an outside resource for a different concern, please let us know and we will give you further resources around your need. Also, if there is something you would like to see added in our resources, please let us know.

## **Curriculum/Chapel**

A developmentally appropriate theme-based curriculum for young children is planned for the age span of the children within the group. It is implemented with attention to the different needs, interests, and developmental levels of those individual children. Learning Without Tears is utilized to develop the life skills necessary for successful written communication. Sanford University social curriculum provides opportunities to build relationships between all friends in the classroom through peer buddy interactions and teamwork skills. We continue to look at new curriculum opportunities that could be implemented at any time. The classrooms will be set up with centers that are learning stations throughout the room where children can move freely from place to place at a designated "centers time". This is purposeful play, with a specific learning goal in mind. A non-denominational Christian curriculum will also be integrated and used on Chapel days, with children's stories from a children's Bible delivered with a warm, loving message. Each classroom posts a daily schedule for parent review. If you would like a copy, please let your child's teacher know.

## **Primary Caregiving 4.4**

The children will remain with the same teachers, the primary caregivers, daily in their classrooms with their peers to promote the formation of strong emotional bonds. Should there be a change in staff due to temporary or permanent situations, such as illness or change of employment, the children will remain in the classroom with their peers. We will supply a qualified substitute, preferably one that is known to the children. The preschool leadership staff may fill in as the classroom teacher until a qualified staff member is available.

## **Continuity of Care 4.4, 4.5**

Teachers and Assistants are assigned to the same classroom for the entire school year. This ensures the children will be able to build trusting relationships with adults and feel secure in their classroom environment. By having access to two teachers if something happened beyond our control such as; a teacher leaving, the children would still have consistent care. If a parent would like a child to remain with the same peers for a two-year period, CLCP will try to accommodate and put peers in the same classrooms for year two. CLCP ensures requests are considered first when assigning classrooms.

## **Meeting Individual Needs 2.11**

Christ Lutheran Church Preschool will make an effort to accommodate children with special needs (physical, behavioral, cognitive, etc.) in compliance with the Americans with Disabilities Act. Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the Individualized Education Plan that they develop. Parents are encouraged to submit to us their most recent IEP and keep us updated on progress. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents. Early childhood is the most important steppingstone in early learning success. We will always work with the family and child in meeting the learning needs to the best of our ability.

## **Partnering with Parents**

Open communication is very important to us at CLCP. Each classroom displays a bulletin board outside the classroom door. It will contain information for parents regarding classroom activities, calendar, monthly newsletter, and other important notices. Teachers will either email their classroom newsletter or provide a hard copy in your child's backpack each month. A parent or authorized adult must sign the child in/out using the ELV Parent app every school day when arriving and departing the classroom. This is a legal document and we are required to have accurate information of file by the State of Colorado.

You will receive a monthly school newsletter via email. If you need to have a hard copy of any notice or newsletter, please let us know in the office, so that we can serve you better. Also, please let us know when your personal information changes, such as phone number, address, email address, authorized adults, etc. A classroom directory will be given to each family in the classroom during the first few weeks of school. The office and the classrooms have an "open door" policy and welcome parents and families of our students at any time. Please let your teacher know when you would like to spend time in the classroom.

## **Separation Anxiety 2.4**

Starting preschool for the first time may cause some anxiety for a young child. It is recommended that you visit the classroom and meet the teacher before the first day of school, especially if you anticipate this may be a problem. Younger children and first time students still occasionally experience tears and may cling to Mom or Dad for the first few days. This is normal! The social hour before school begins is a great first introduction; however, if you feel you would like a one-on-one visit prior to school beginning, please let us know and we will arrange with your teacher. We want this new experience to be the best possible!

CLCP staff will work with you and your child to make this adjustment period as short and as pleasant as possible. We suggest that the child be reassured with a hug or another goodbye that is unique to you, and that Mom and Dad will be back at the end of the day. Then it is good for the parent to leave the room and not linger in the hallway. However, please feel free to stop in the office until your child is settled for the day. The leadership staff will be



happy to go back to the room and check in on your child. If you leave and are still feeling sad, we will be glad to call you to let you know your little one is doing well.

Children will generally adjust quickly and stop crying within a few minutes- unless they accidentally see or hear their parent in the hallway. The teacher will comfort the child and help him/her get busy in the activities of the classroom. We recommend that you give your child at least one month to adjust to their new class.

## **Transitions** 2.1, 2.2, 2.4

Before school starts, each class hosts a "social" event in the classroom or outside on the playground with the teacher, parents, and children. This gives families the opportunity to set up play dates to transition well into the new school year. In addition, you are welcome to visit the school over the summer and participate in our summer camp program. This will help your little one feel comfortable when the first day of school begins and provides the child an opportunity for adults to visit the school with them as well.

As children arrive in the morning, please look for familiar friends in the hallway, as well as a "good morning" greeting from the teacher to ease the child into the classroom each day. The children will also have opportunities to interact with other classes during music and movement, recess (gross motor), special events, Spanish, Chapel, and summer programs. During these occasions, the children get to meet the other teachers, other children, and visit the other classrooms. This provides an opportunity for a great transition into the next year's classroom within CLCP.

We have information on many schools within our district. These include public, charter, and private opportunities. There are many resources and we can provide you with information on any of these options. We encourage setting up an informal one-on-one meeting in these settings if you are searching for the right fit for your child. We also encourage you to visit your new Kindergarten when the year gets closer to an end and learn what to expect in Kindergarten. CLCP teachers will discuss with the children what they can look forward to in Kindergarten, providing them with some learning opportunities in order to prepare them for this transition. We will also provide information to parents on classes they can participate in to help their child make this transition simpler and more fun. Please look for those brochures in your parent resource packet or in our resource area.

## **Discipline**

Children who are happy, engaged, and well-loved rarely have discipline problems. However, when necessary, a teacher will talk with the child with redirection as the next step. All discipline will be positive, developmentally appropriate, and follow logical consequences.

## **Termination of Attendance**

If a parent decides to withdraw their child from Christ Lutheran Church Preschool, a 30-day written notice is required. Written notice of the intent to withdraw must be submitted to the

Director. Parents are responsible for the payment of tuition between the date of the written notice and the date of the withdrawal. In the event of an emergency withdrawal (without prior knowledge) the parent is responsible for a full month's tuition. No refunds will be issued for May after March 1<sup>st</sup>.

### **Parent/Teacher Conferences** 2.7b

Each teacher conducts a simple early assessment at the beginning of the school year. This helps the teacher further develop their lesson plans accordingly. Conferences encourage effective parent/teacher communication and are held twice during the school year. We believe that building a strong partnership relationship is key in the education journey together. A set of questions will be sent home during the first month of school that help the teacher understand the goals you have for your child at school. The first conference, held in early October, will be focused on goal setting for the child. This is an opportunity for the teacher to share the curriculum goals of the class and let you know how your child is doing. Our teachers use a reflective assessment process throughout the school year to gather important developmental information on your child's progress. This assessment allows the teacher to develop a curriculum that will help develop your child's foundation in learning. This is on-going and leads to developmentally appropriate education based on your child's development and age. This process encompasses all areas of learning, including social, emotional, physical, and cognitive development. All our teaching goals meet the Colorado Early Learning and Development Guidelines ([www.coloradoshine.com](http://www.coloradoshine.com)). These benchmarks will be shared with parents throughout the school year. The second conference, held in the spring, will focus on the child's learning progress. The formal assessment will be given to parents at this conference. If you cannot make a conference day, please let your child's teacher know, and they will arrange an alternate time that is mutually agreeable for you both. There is no class on conference day, and it is best to arrange childcare so parents and teachers can talk freely. Please see the school calendar for exact dates for your child's conference. We do not have class on conference days, but Kids Klub may be offered as an alternative on these days for an added cost.

### **Developmental Screenings** 2.2, 2.11, 5.1a, 5.1b

CLCP's reflective assessment is a first step in looking at your child's growth, learning, and development. Screenings are helpful because they identify a child's current understanding and developmental stage. They can help in determining a baseline and connect families to resources should a child demonstrate being at-risk for a developmental delay. CLCP will provide opportunities for vision/hearing/speech/language and developmental screenings each year. These screenings may or may not be at an additional cost to our families. When the opportunity is available, we will let you know when they are scheduled, and a permission form will come home for parent signature. The screening results will be shared with families and remain confidential. If your child is in need of additional evaluation, we will work together to ensure you are connected to the appropriate resource within our community.

Agencies we work with directly are Douglas County Child Find, Douglas County Early Childhood Council, Tri-County Health, and Developmental Pathways. Information for these

are provided in your resource packet and in our resource area. There are many resources available for outside services as well. Please ask us if you need further information or would like to discuss any development questions you may have. Deb Morgans serves on the Douglas County Early Childhood Council which benefits the school by participating in future development of early childhood in Douglas County.

### **Referral Process 5.3**

As a result of a developmental screening or a learning/behavioral concern in the classroom, CLCP will first consult with our extended professional staff such as: mental health, child find or other specialist for resources to assist in the classroom. We will hold a parent conference with our team to discuss options for both the classroom and home success for the child. If our resources were not successful, we will recommend an evaluation outside of the school with the appropriate agency. We will provide the information and assist in making the appointments.

### **Home Language Resources 2.1, 2.11, 6.1**

We serve a diverse population in our school and we will make every effort to support children and families with a language barrier. If you or your child will require an interpreter in the classroom or during conferences, we will contract with an agency to assist in communication efforts if one is available in your native language. If you need assistance in reviewing our monthly newsletter, please see us in the office and we will find a resource to assist in the interpretation. This may be another parent speaking the same language that you have agreed to use as an interpreter. Interpreters can be invited into the classroom or conference. Please let the office know if you will require the assistance. If an interpreter is used, there will not be a cost to parents for this service.

### **Agency Resources:**

Rose Interpreting	All Language Alliance, Inc.
Denver, CO	Highlands Ranch, CO
720-232-8370	303-470-9555

### **Toilet Training/Hand Washing**

We understand that children between the ages of 2.5 and 3.5 may still be working on potty training. To assist these children, we ask that your child come to school in a dry Pull-Up. When children see their peers participating in a bathroom routine, they are more eager to try and learn themselves. For the 2.5-year-old class, please send extra Pull-Ups, wipes, and clothing in their backpack each school day. If your child is in a 3-year-old class and still working on potty training, please let the teacher/assistant teacher know at the beginning of the school year. Extra Pull-Ups and wipes can be stored in the backpack. Children need to be completely potty trained by 4 years old. Unfortunately, we do not have a support system that provides extra staff to potty train at this age. A change of clothing is required to be kept in a labeled Ziploc bag in your child's backpack regardless of age.

We ask that you please take your child to the restroom upon arrival at school. Currently, we visit the bathroom as a class several scheduled bathroom times throughout the day. We are teaching the children how to wash their hands by wetting their hands first, then using soap on their hands for 20 seconds, followed by rinsing. You can sing a tune you are familiar with or the ABC's and it should be enough time for clean hands. We will take them to the restroom regularly during class time in helping them to learn to be great hand washers!

### **Sunscreen**

Under the Colorado State Requirements (7.702.52 D 2), children must have sunscreen applied prior to going outside. Therefore, children need to have sunscreen applied at home before arriving at school. If they are staying all day, the preschool staff is required to reapply a hypoallergenic sunscreen supplied by the school prior to going outside in the afternoon. If your child has a skin allergy, you must provide an alternative sunscreen that can be left in the school office, not in your child's backpack.

### **Rest Time**

Any children attending Kids Klub or a Full Day program (over 4 hours per day) are required by State Licensing to have a rest time. An appropriate video may be viewed, but this option will be limited to 1-2 times a week (and total viewing time will not exceed a maximum of 30 minutes per viewing). Other quiet time activities, such as books, puzzles, music, books on tape, etc. may also be available. The preschool will provide mats, which are sanitized daily, as well as a sheet or bedding, which is laundered daily. No outside blankets or stuffed animals will be allowed.

### **Video and Television Viewing**

Videos are not generally used at the preschool (Full Day and Kids Klub rest time excluded). Occasional exceptions may be made for subjects that directly relate to the children's curriculum and this activity will be teacher directed. Videos will not exceed 30 minutes per week and must have Director approval.

### **Screen Time**

A fitness program may be used during morning Kids Klub not to exceed 30 minutes per week. Tablets may be used in the classroom/ Kids Klub, but usually only to show a learning clip. Junior K may use tablets for a few minutes a week for learning opportunities (not to exceed 15 minutes per week).

### **Lunches**

Under the requirements by the State of Colorado (7.702.55A), each child's lunch must contain at least 1 serving of each: protein, dairy, fruit or vegetable, and grain. If these food items are not provided, we are required to supplement their lunches for any child that is staying all day, with the item that is missing. These items will be provided to the child by the school and the fee will be \$1.00 per item provided.

## **Snacks**

Under the requirements by the State of Colorado (7.702.55A), children that are attending all day or afternoon classes must bring in 1 snack from the following food groups: protein, dairy or fruit/vegetable. Kids Klub participants will also receive a grain-based snack in addition to the snack provided from home.

## **Pictures**

A professional photographer will take individual portraits in the fall and class pictures in the spring for the option of purchasing. Teachers will take candid pictures throughout the year of their classrooms and children's activities. Group photos (no names) may be used on the Christ Lutheran Church Preschool website, Facebook page, or for thank-you cards for special visitors, etc. Please complete the online approval with your preferences regarding the use of photographs. A picture book for each classroom is produced for children and presented at the end of the school year.

## **Visitors**

We have an open-door policy at CLCP, so parents are welcome in the building at any time. If you would like to spend time in your child's classroom, please schedule with your child's teacher. We do ask that parents refrain from classroom visits during the first month of school to allow the children to build a trusting relationship with their teachers. Some children experience separation anxiety during this time, and we want to help them make positive connections with their teachers and peers. We also encourage prospective parents to visit in order to have enrollment continue at full capacity. Observers to a room will be escorted by the Director or the Assistant Director. All visitors must sign-in and sign-out in the Visitor Book in the preschool office.

## **Classroom Parties/Room Moms/Parent Representative**

We have three classroom parties each year which gives our parents volunteer opportunities throughout the school. They are Halloween, Christmas, and Valentine's Day. We may also have a Thanksgiving Feast and a Western Day Luncheon. There will be a sign-up for each of these events at the beginning of the school year for room parent help. Sign-ups will be posted prior to each event for items needed. There is also a parent representative who is on our Governing Board (PAT) who organizes the larger events and the individual classroom parents for the school. She/he will email letters prior to an event, organize volunteers to run activities, if needed, and help fund the events. If you sign-up as a classroom parent, you will be contacted by the parent representative at the beginning of the school year about how the parties are handled. There are plenty of opportunities to plug-in as a volunteer during the school year. \*\*Due to state licensing, siblings cannot attend the classroom party unless they are currently enrolled in the school. This is due to required student/teacher ratios under our license and ages we are licensed to serve. A baby under the age of six months can attend with a parent if they are able to be in a snuggly or infant seat during the party time.\*\*

## Arrival/Departure

Children should arrive promptly at the scheduled class arrival time so they may take full advantage of the entire class program and not disrupt a class in progress. A parent or an adult designated by the parent must escort their child to and from their assigned classroom meeting point. Children are also required to be signed in and signed out using the attendance app and Kiosk QR Code. This is a state requirement each school day your child attends. Staff members are accountable for children in their care and head counts are done during transition times and periodically throughout the day to account for each child. If the class is in another area, the parent must escort their child to the area and report to the teacher in charge so that an accurate head count may be maintained. Once released to their parents, responsibility returns to the parent. Please direct children to refrain from walking on the retaining walls, rocks, playing on the lawn, the windows, or drainage grate to ensure their safety.

Ten minutes following normal dismissal time, staff members are advised to take any child remaining in the classroom to Kids Klub. They will stay with Kids Klub and be charged for the time used. If a child is left at the preschool for more than 15 minutes after time of dismissal without notification from the parent, the parent will be called. If there is no response, the emergency numbers will be contacted. The preschool closes at 5:00PM. If by 5:30PM the child has not been picked up, and the parents or emergency contacts are not able to be reached, the Director will call the authorities. Parents who are late will be charged the Kids Klub rate plus \$1.00 per minute past 5:00 PM.

## Parking/Parking Lot

Please use the parking lot West of the church building and use the entrance to the Preschool on the lower level. The door will be unlocked at arrival time with your confidential security code. It will lock at 5:15PM. **The door and door code are for ADULT USE ONLY.** This is for the safety of your child as well as the Preschool. ***Please do not leave children unattended in cars, leave purses on seats, or cars running. Please drive slower than 10 MPH through the lot and DO NOT be on you cell phone.*** As a courtesy to visitors at the church, please do not park in the Handicap Parking unless you have a permit to do so. Please keep children on the sidewalk and off the rocks and landscape wall.

## Release of Children

Children must be signed out by a parent or responsible adult designated by the parent. The Authorized Pick Up section on the online registration must be completed by the parent(s) stating who may and may not pick up a child. Staff members will not release children to anyone who is not listed on the authorized pick up list, nor to children or teenagers. (Parents may call the office, write a note, or email the Director stating that someone other than the authorized persons may pick up a child on a specific day.) At this time, only parents have access to the ELV Parent app. Staff members are required to ask to see identification of anyone they do not know, unless directed differently by the parent or guardian, and compare this identification to the authorized pick up list. 911 will be called if an unauthorized person insists upon picking up a child.

If the child attends AM Kids Klub, the Director, Assistant Director, or Kids Klub teacher will take the child to their classroom. If the child is attending PM Kids Klub, the child will be signed in by the Teacher/Assistant Teacher, Director or Assistant Director. A parent, guardian or authorized adult will be responsible for signing the child out at the end of the day on the app.

## **Unforeseen Events**

The preschool's goal is to open and run each scheduled day of the calendar year. However, some resources needed in order to have a safe environment are out of the preschool's control. In the event a vital resource to the preschool is cut off (water, electricity, plumbing, etc.), the preschool may contact parents during the school day to pick up their children. Providing a safe and secure environment for children, in compliance with State Licensing regulations, is our number one priority. Please be aware there are many variables and an assessment of the entire situation must be made. The procedures that are followed when this type of events occurs are as follows:

1. Children are moved to a safe area if the area where they are located is no longer deemed safe. Teachers will reassure children calmly, giving them a brief idea of the situation if necessary. If we cannot remain on the premises during the school day, then we will move to St. Luke's Methodist Church next door and notify parents to pick children up there.
2. The authority governing the resource (Xcel Energy, Centennial Water, etc.) is contacted by the Director/Assistant Director to get an update on when the resource will become available.
3. If the resource will not be available within acceptable timeframes, parents will be contacted immediately to pick up their children. If the resource is due to be available shortly (the preschool has an emergency water supply, flashlights, etc.), we will manage with our supplies.
4. You will be notified if an incident occurs during the school day.

## **Emergency Procedures**

Christ Lutheran Church Preschool's telephone number is 303-471-9290. Emergency telephone numbers for the fire, police, rescue unit, poison control center, health departments, and parents are readily available. A car or planned arrangement for use of a car is always available to the preschool for emergencies.

**Fire** drills are held so that the children and staff are familiar with the drill procedure in the event of an emergency. Drills are held at unexpected times and emphasize orderly evacuation following an established routine. Speed is not emphasized, but rather safety in leaving the building. If we are unable to return to the building, St. Luke's Methodist Church next door is our safe place.

**Tornado** drills are held during risk months so that the children know what to do in the event of a tornado. CLCP is located underground except for the front three rooms; the office and the outer two classrooms. All students will be moved to the center of our school until

drill/emergency is over. A story may be read or a video shown if there may be any extended amount of time needed during this time.

## **Lock Out/Lock Down**

Drills are practiced with the teachers during school hours so that they are aware of what needs to happen in the event of these circumstances. There could be two kinds of lock downs for students and parents.

**Lock out** would mean something in our community is going on and we feel we need to gather more information to find out the details of the situation. This may be directed to the school by the county, school district, or determined by the preschool. The students would remain in their classrooms and there would be no outdoor activity during this time. Parents will be allowed to pick up their child with prior approval via email or phone call.

**Lock down** would mean that we have been notified or advised to formally lock down by an outside source to the school. Or, if there is an immediate "outside threat" or an "active shooter" on the premises we will go on immediate lock down. We have a formal process for lock down in which all staff is trained to follow protocol. All children in the outer classrooms with windows would join the connecting classroom, classroom doors would be locked, windows would be covered, and all access doors would be un-programmed until further requirements are determined. Parents would be called and emailed notifying you of the formal lock down.

In the event of a formal lock down, NO ONE IS ALLOWED to pick their child up until we have taken the school off lock down. We will not be able to let you into the school should you come during lock down either. This is due to the reasons around the lock down, which you would be aware of when we put the school on lock down. If parents panic in this situation, our staff would have a difficult time dismissing children under unsafe circumstances. ***Our staff is fully trained in all areas of disaster preparedness and know what the expectation is and that your children will be the first priority in having needs met.*** We have supplies on hand in the event of any emergency. In the event we must vacate the premises, we would go next door to St. Luke's Methodist Church and notify parents to pick children up there.

## **Special Care Needs Assistance**

In the event of an emergency, any child with special needs will be provided personal assistance. If there are children with allergies and/or other medical needs, medication, and any equipment to ensure health needs will be taken with us in the event of leaving the building.

Christ Lutheran Church Preschool makes safety and security a number one priority. Everyone entering the building is on video camera and we have secured doors only accessible by parents who have been given the entry code, which is changed regularly. To prevent lost children, we maintain an excellent teacher to child ratio, constantly monitor all exits of the classroom and playground, count the children during all transition times, and have a visitor



sign-in policy with supervision. If it were ever determined that a child was missing or lost, the Director or Assistant Director would immediately notify the local police or sheriff, the parent or guardian, and the Colorado Department of Human Services.

## **Safety Measures Regarding Firearms, Alcohol, Marijuana, and Tobacco Use on School Premises**

In order to maintain the safest environment for our children and their families, this facility does not allow any weapons on the premises pursuant to Colorado Revised Statute §18-12-105.5.

As a non-public school, as allowed under state law, our school safety policy also chooses to implement and adhere to Colorado Revised Statute §18-12-214.

Under this state statute, possession of deadly weapons is prohibited without a valid state-issued concealed carry permit. It is a Class 6 Felony if any person knowingly and without legal authority possesses a deadly weapon on the grounds of “any public or private elementary, middle, junior high, or high school...” C.R.S §18-12-105.5. The definition of a “deadly weapon” includes a firearm, a knife, a bludgeon, or any other weapon, device, instrument, material, or substance whether animate or inanimate.

Under this statute, there is a very precise and narrow exception to the general rule regarding concealed weapons under a valid concealed carry permit. Assuming a person has lawfully obtained and possesses a valid permit, this exception provides that carrying a concealed weapon onto school grounds is only permitted so long as: “the handgun remains in a locked vehicle on school property and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked.” C.R.S. §18-12-214 (3)(a).

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, even a parent. NO drugs, alcohol, or smoking are allowed on or in the premises.

## **Field Trips**

The only field trip the preschool takes is to St. Luke's pumpkin patch located next door. A parental permission slip for this excursion is provided and must be signed by a parent or guardian. If a teacher elects to participate in the field trip, advanced notice will be given, and there may be a small fee collected. Teachers may request parent helpers accompany the class to walk across the parking lot. If a child arrives after the class has left for the field trip, the parent will be required to escort their child next door and notify the child's teacher upon arrival so that roll calls may be initiated to maintain an accurate headcount.

## **Outdoor Playtime**

Parents are REQUIRED to put sunscreen on their children prior to arriving at the preschool. Our program includes a large outdoor playground. Children will be playing outside most days, except when the weather is too severe. When the temperature is below 30 degrees or above 95-100 degrees, or it is raining, lightening, snowing, or too wet to be outside, the children will play inside in the fellowship hall or narthex.

The rules are as follows:

- Adult supervision is required at all times.
- Please keep sand in the sand boxes.
- Keep pea gravel on the ground (no throwing) and off the climbers.
- All equipment should be used appropriately (no climbing on top of houses, outside of climbing structures, standing on swings, etc.)
- Please put all toys, buckets, shovels, etc. back in the bins before leaving.
- If enjoying snacks or picnics in or around the playground, please clean up after yourself. Trash cans are located near the church entrance.
- Use common sense and be respectful of the school, playground, and equipment!
- Have fun!

If you have any questions, please talk to your child's teacher, or see us in the office.

## **Extra-Curricular Activities** 2.2

CLCP may offer extra-curricular activities at a cost to parents. Sports club and other interests may be offered based on parent survey results. These will be held after morning classes on premises.

## **Personal Items/Lost & Found**

A cubby/hook is provided in the hallway for each child to place their coat, backpack, etc. Children can bring a backpack to carry and store their personal items such as papers, art projects, lunch, water bottle, extra clothing, etc. Please label items with your child's first and last name. These items will be stored below the child's hook in the hallway outside of their classroom and are to be taken home each day and brought back the next school day. Be sure to check your child's backpack daily for important information that may be sent home. The preschool cannot be responsible for lost items, including money. For this reason, we ask that toys remain at home. Please do not allow your child to bring candy, gum, money, or any type of weapons- real or pretend. There is a Lost and Found located in the preschool office. Please be sure to check the lost and found regularly for your child's belongings. Lost and Found items will be emptied monthly with leftover items being donated to charity.

## **Clothing**

Children should dress comfortable, simply, and suitably for the weather. We do engage in several "messy" activities that, despite smocks, can get clothes dirty. We do not want to inhibit the children unnecessarily, so we ask you to bring them in comfortable clothes that they can play in without hesitation. Please bring an extra set of clothing in a bag, labeled

with your child's name to be kept in a Ziploc bag in your backpack in case of accidents. Please update the clothing with the changing season and growth of your child. We do keep some extra clothing on hand, but most children feel more comfortable wearing their own. The playground does have pea gravel, so the most successful shoes for play are sneakers; however, this is your choice.

### **Holidays and Teacher In-Services**

Our school year program begins the week before Labor Day and ends before Memorial Day. We follow the Douglas County School District conventional calendar for Fall, Christmas, and Spring Breaks, as well as the following holidays only:

Wednesday, Thursday, and Friday of Thanksgiving week, Martin Luther King Day, President's Day, and possibly Good Friday (discussed and determined yearly). The Preschool will also be closed one school day in October for a conference in order to obtain the hours of training required by the state, and possibly the Friday before Christmas break. We are also closed on parent-teacher conference days, but may offer Kids Klub for an added cost. Please refer to the school calendar provided with your paperwork for the exact dates.

### **Vacation Time**

Families will receive no tuition discounts for times they are absent due to being on vacation. Tuition is pro-rated over a nine-month period to accommodate for holidays and vacation days. This is necessary to maintain a top-quality staff and program.

### **School Closures/Severe Weather Policy**

The preschool will be closed or delayed on very snowy days. To determine if the preschool is closed or delayed, check 9 News or 9News.com and look for "Christ Lutheran Church Preschool- Highlands Ranch". Some teachers may call or email a notification, as well. **If all Douglas County School District is on a delayed start, we are also delayed.** For a delayed start, ALL AM and All-Day classes will start at 10:15AM. If a class is cancelled four times due to weather/unforeseen events, a make-up class will be determined, and you will be notified of the date and time. **\*\*Kids Klub, for those who have signed up on Sign-Up Genius in advance, will be available at 9:30 AM.\*\***

### **Code of Parental Conduct**

Christ Lutheran Church Preschool is a Christian based school. Basic and fundamental teachings of Jesus Christ are a guide to this preschool, our teachers and staff, and the congregational members of Christ Lutheran Church. In this spirit, the conduct of parents and family of preschoolers should reflect these values taught to our children in the school. "Love one another," "Love your neighbor as yourself", and "Do unto others as you would have them do unto you," are three of Christ's teachings which guide how we should always treat one another. Please review guidelines for positive communication and safety of everyone.

### **Supervision and Safety**

Safety is always our number one concern during and around school hours. When children are on the preschool or church premises, when not in class, parents are expected to

supervise their own children at all times. Please keep children from climbing retaining walls in the front and sides of the school, playing on the drainage grates, and moving stones from landscaping areas. Parents are allowed on the memorial garden deck area with their children; however, please make sure children are not jumping off the edge, to ensure safety at all times.

### **Respect for Children, Parents, Teachers, and Church Staff and Members**

We ask that everyone, "Speak well of others, defending their actions in the kindest ways," as Christian conduct demonstrates. If there is a concern regarding another person, please speak directly to that person, communicating in a positive manner, and upholding integrity for all parties involved.

### **Respect for Grounds and Property**

Use of church property should always be used in a way of respecting, protecting, and maintaining its wellbeing for all to enjoy.

### **Open-Door/ Open Communication Policy**

The school and church have always had an open-door/open communications policy for everyone. Positive intent in an open, trusting, and truthful manner is encouraged in any conversation. Gossip is to be avoided as well as triangulation. Triangulation is when a person engages a third person in a criticism or complaint instead of approaching the appropriate person directly. Please use common sense and good judgement when matters may not have been outlined or communicated. And, always ask questions for further clarification when there are concerns. For further understanding of this policy, we invite you to speak to the Preschool Director or the Lead Pastor at any time.

### **Parent Survey 2.6b, 3.1b**

We send out a yearly parent survey to ask you how we are doing as a school and how we can further meet your needs with new or existing programs. This helps us improve the quality of our program and we appreciate the feedback. You never have to wait for the survey to let us know how we are doing and how we can better serve you. Please know we are here to listen and learn along with you.

### **Family Dismissal Policy**

Christ Lutheran Church Preschool reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment of tuition and any other fees.
2. Not observing the rules and policies of the preschool as outlined in the Parent Handbook.
3. Physical and/or verbal abuse of staff or children, by parent.

### **Child Dismissal Policy (7.702.31Z)**

If the preschool determines there is a situation in a classroom with a child that needs special attention, we will help manage the situation with the teacher and the family. We will document all the behaviors within the classroom. We will then create a behavior or learning plan with the cooperation of the teacher and the family to assist with the specific area of

need. Only after we have explored all the possible options, we will refer the family to their pediatrician for further evaluation. If it is determined a child will require additional services outside of what Christ Lutheran Church Preschool can provide, it may be necessary to dismiss the child from their current classroom. If a parent disagrees with the path in referring a child to Child Find and we can no longer meet the needs of the child, it may be necessary to dismiss the child.

### **Child Abuse**

Any staff member of Christ Lutheran Church Preschool who has reasonable cause to suspect that a child has been subjected to abuse or neglect shall immediately talk with the Preschool Director in order to report such fact to the Colorado Division of Child Care, Department of Human Services, Douglas County Division at 303-688-4825. (All staff members take a Recognizing Abuse and Neglect training class each year.) As educators in the State of Colorado, that makes our staff mandatory reporters.

### **National Emergency Policy**

In the event of any incident the government deems a State of Emergency, we may be required to close our school accordingly. This would be unforeseen/ unpredictable. We would follow all state guidelines to protect the health of our children, families, and staff. Depending on the circumstances surrounding our closure, tuition options will be determined by our governing board at that time.

### **Licensing Complaints**

Parents who suspect licensing violations may write to the Division of Child Care, Colorado Department of Human Services at 1575 Sherman Street, Denver, Colorado 80203-1714, or call the Douglas County Department at 303-688-4825. However, informing the Director, so immediate actions can be taken, is appreciated. Safety is a priority always!

### **Governing Body 2.9a, 2.9b**

The preschool is governed by the Preschool Advisory Team, which consists of parent representatives; existing or alumni, a church council liaison, two church members, a teacher in the preschool, the church Pastor, and the Director of the preschool. The Assistant Director can also be a part of the body in the absence of the Director. The team meets every month during the school year and works together in developing goals for the preschool. The Church Council and Congregation of Christ Lutheran Church is the parent organization of the Preschool. Therefore, Christ Lutheran Church Preschool is a nonprofit, 501 (c) 3 organization. If you would like more information about how you can be a part of our PAT, please let us know.

### **Change of Policy**

Christ Lutheran Church Preschool reserves the right to adjust procedures and policies at any time with proper notification to families. All changes are reviewed and approved by the Preschool Advisory Team.