



**Preschool  
Parent Handbook  
2021-2022**

# Southeast

CHRISTIAN SCHOOL



Dear Parents,

Welcome to Southeast Christian Preschool! Our preschool strives to provide a Christian environment teaching God's Word while stimulating your child academically, socially, emotionally, physically, and spiritually. Open communication between the staff and you, the parents, is an essential part of meeting your child's needs. You are sharing your most precious gift with us, your child. We will do our best to provide a loving and nurturing atmosphere in which your child will be able to grow and develop.

The purpose of this handbook is to provide information to foster a spirit of cooperation and understanding between parents and staff.

Thank you for entrusting your child to us. We look forward to a wonderful year.

God's blessings,

Alyssa Shaw  
Preschool Director

Elizabeth Suter  
Assistant Preschool Director

# Table of Contents

<b>Mission Statement and Program Goals</b>	<b>5</b>
Mission Statement	5
Educational Philosophy	5
ACSI Accreditation	5
Vision	5
Core Values	5
Our Affiliation	5
Non-disclosure Statement	6
Lifestyle Statement	6
<b>Curriculum and Activities</b>	<b>6</b>
Curriculum Overview	6
School Experiences	7
Community Partnership	7
Field Trips	7
Videos/Television Viewing	8
<b>Policies and Procedures</b>	<b>8</b>
Age Requirements	8
School Hours	8
Before School Program	8
Lunch Extension	8
Holidays	9
Enrollment Procedures	9
Student Withdrawal Procedures	9
Denial of Admissions	10
Staff to Student Ratios	10
Communication	10
Security and Safety	10
Blended or Restricted Family Situations	11
Special Needs Accommodation	11
Release of Child	11
Immunizations	11
Attendance Sign In/Sign Out	12
Visitor Policy	12
Guidance and Behavior Management	12
Biting	14
Child Supervision	14

Inclement Weather	15
Sunscreen	15
Clothing	15
End of the Year Water Day	16
Personal Items from Home	16
Children's Belongings	16
Diapering	16
Toileting	16
Snacks and Lunch	17
Prohibited Food Items	18
Birthday Snacks	18
Rest Time	18
Health and Illness	18
Infection Control	19
Late Pick Up	20
Late Fees	20
Parent Grievance	20
Volunteer Policy	21
Substitute Teachers	21
Parent/Teacher Conferences	21
Child Abuse	22
<b>Emergency Procedures</b>	<b>22</b>
Accidents and Injuries	22
Fire Drills	23
Tornado Drills	23
Lockdown Drills	23
Snowstorms	23
<b>Change of Policy</b>	<b>23</b>

# Mission Statement and Program Goals

## Mission Statement

*Soli Deo Gloria* - To provide a Christ-centered education, preparing God's children and young adults for works of service, for the glory of God alone (Eph. 4:12).

## Educational Philosophy

At Southeast Christian Preschool, we believe each child is a gift from God. We believe children learn through age-appropriate practices modeled at home and school. Parents are the primary educators partnering with this preschool to provide for individual needs and learning styles.

## ACSI Accreditation

Southeast Christian School is accredited by the Association of Christian Schools International. Our accreditation affirms this school's commitment to pursue excellence in Christian based education, to meet established standards, and to follow an ongoing school improvement plan.

## Vision

Southeast students will be prepared to:

- transition academically to higher education
- accept personal responsibility in their relationship with Christ
- serve others with their unique gifts
- develop a Christian worldview in order to build the body of Christ

## Core Values

Southeast Christian Preschool Core Values are to:

- Provide a warm and nurturing atmosphere for young children to grow and develop.
- Provide guidance towards spiritual growth in Jesus Christ.
- Provide age-appropriate activities for learning and developing.
- Provide opportunities for growth spiritually, socially, emotionally, academically, and physically.

## Our Affiliation

Southeast Christian Preschool has a relationship with Southeast Christian Church. Therefore, you may receive some informational mailings; i.e. VBS, Christmas Services, etc., from the church. Our intent is to serve the community and present the love of Jesus Christ. Parents and children are invited to participate in any church activity and/or weekend church services.

Southeast Christian Preschool is under the direction of Southeast Christian School and its Board of Directors. The primary function of the School Board is to confine itself to the overall governance of the school with Governance Policies that Direct, Protect and Enable the Administration to perform their duties. The School Board is responsible for the supervision of the Executive Director. The School Board consists of 5 to 7 members from the Christian community to serve for unlimited terms. The Board Governance Policies are available upon request.

## **Non-disclosure Statement**

Southeast Christian 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. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

## **Lifestyle Statement**

Southeast Christian School teaches that biblical marriage is a covenant relationship between one man and one woman.

# **Curriculum and Activities**

## **Curriculum Overview**

Your child will be given opportunities for growth through age appropriate learning centers and manipulatives, social interaction with peers and teachers, small group interaction and interest-based exploration. We teach *Learning Without Tears* and follow the Colorado Early Learning and Development Guidelines and Pre-K State Standards. We also incorporate strategies from *Ready Bodies, Learning Minds* to encourage sensory/motor development and focus. The worship curriculum that we use is God's Word - the Bible. Our curriculum incorporates:

**Biblical Literacy** – Children learn about the Bible by hearing and knowing Bible stories, Bible memorization, and application of biblical values; i.e., sharing, caring, serving, and praying.

**Science** – Children learn about God's world around them by direct experiences, manipulation of materials, questioning, and through direct observation. Graphing and charting are used to support data and document results or ideas.

**Art** - Heavy emphasis is placed on the process, rather than the product. Creativity, self-expression, and joyful wonder are encouraged through different mediums.

**Music** – Children learn by experimenting, patterning sounds and tones, singing, fingerplays, use of rhythm band instruments, and recognition of basic rhythms all to bring glory to God.

**Social/Emotional Skills** – Children develop in these areas by identifying feelings, self-regulation skills, learning to share, following routines, engaging in cooperative play with classmates, developing problem solving skills, and enhancing resiliency.

**Language and Reading Skills** – We work with children to foster an enjoyment and interest in books and story time, sharing “made-up” stories, rhyming, expressing feelings, and by writing down children's thoughts and stories. Use of flannel boards, the Listening Center, and the Writing Center contain a variety of fine motor materials.

**Math** – Children learn math skills by sorting and classifying objects into sets, comparing sizes, one-to-one correspondence, simple measuring, shapes, and sizes. Children learn to use math through exploration, discovery, and solving problems.

Social Studies – Children learn about the world around them, how to have relationships with others, and learn problem solving skills.

Physical Education – Growth takes place with the development of the large muscles through running, jumping, climbing, pushing, pulling, bouncing, catching, and lifting, etc. Children go outside daily (weather permitting), or use the indoor gym equipment to learn and practice gross motor skills.

Worship – Southeast Christian Preschool believes in a solid Christian foundation where Jesus Christ is taught through Bible stories, prayer, worship, praise, and singing.

### **School Experiences**

Your child will be eager to share experiences from his/her day. Please listen attentively, give good eye contact, and ask open-ended questions. Try to find a place to display artwork and/or projects (i.e., refrigerator, bulletin board, child's room) to help promote a healthy confidence by showing your child that you value his/her work. When looking at your child's artwork, rather than saying, "Oh, what is it?" try "Wow! Tell me about it!". Changing your wording in this way does not elicit judgment and allows for open communication.

### **Community Partnership**

Teachers plan special programs where individuals from the community are invited into the classroom to explain their job or interest (i.e., airline pilot, dentist, and firefighter). The goal is to enrich the curriculum in order to help promote learning experiences.

### **Field Trips**

Teachers plan field trips both in-house and off-site during the year to enhance the curriculum. Parents provide the transportation to and from the field trips. Toddlers/preschoolers should be in a car safety seat with a harness for as long as possible, up to the highest weight or height allowed by their car seat manufacturer. All children whose weight and height is above the forward-facing limit for their car seat should use a belt-positioning booster seat, typically until they reach 57" (4'9") in height and are between 8 and 12 years of age. This must be strictly enforced. Colorado Statute # 42-4-236. Every car seat installs differently; if your child is riding with another parent, please install your child's car seat in the car for the parent driving. It is important for all our children to be safe. No children are to ride in the front seat.

When on a class trip, the children must be supervised for the entire duration of the field trip. The parent providing the transportation does a "student count" knowing where children are at **all** times. The teachers will also supervise the children by frequently doing a "student count." A child or children must not be left unattended in a vehicle. Parents may **not** drop their child off at a field trip and leave. A first aid kit must be accessible in each car used to transport children. The driving parent must provide a valid driver's license and proof of liability insurance. The driver shall not eat, smoke, or use a cellular device while driving a vehicle. Children must be loaded and unloaded out of the path of moving vehicles.

Background checks are required for all parents/guardians as part of our preschool enrollment packet. Background checks and Motor Vehicle Report must be completed with approved results before a parent/guardian can transport a child other than their own. Children and parents who

arrive after the preschool group leaves on a field trip are welcome to meet the group at the field trip location. Additionally, teachers may not drive parents to a field trip. This allows the teacher freedom to attend to any unexpected emergency without worrying about transportation for a parent.

If a child arrives late for a field trip, the parent will be given directions to the location. The preschool will call the teacher(s) to let them know this child will be arriving on the field trip late and to be looking for his/her arrival with the parent(s).

### **Videos/Television Viewing**

Occasionally, videos will be used to complement a unit of study in Preschool. The video will be previewed by the Director and/or the Assistant Director, and will be limited to a maximum of 20 minutes in duration. iPads or tablets may be briefly used in the classroom to enhance a theme or lesson. A permission form must be signed allowing television or video viewing for each child to participate (see Waiver and Indemnity Agreement in the online enrollment section).

## **Policies and Procedures**

### **Age Requirements**

Our 2s Early Learning Program accepts children two-years of age on or before October 1st. Children must have had their 2nd birthday prior to their first day of attendance in the program.

In the preschool program, children must be three years old on or before October 1<sup>st</sup> to enroll in the three-year-old program; children must be four years old on or before October 1<sup>st</sup> to enroll in the four-year old program

### **School Hours**

- Half day classes: 8:30 am - 11:30 am
- Lunch Extension: 11:30 am - 1:00 pm
- Full day classes: 8:30 am - 3:30 pm
- Before School Program: 7:30 am – 8:30 am
- Preschool office hours: Monday-Friday, 8:00 am - 4:00 pm

### **Before School Program**

Southeast Christian Preschool provides a Before School Program from 7:30 – 8:30 am. Parents should call ahead to reserve a spot in the class for a specific day. There is a charge of \$5.00 per half hour for this program (above regular tuition). Children are supervised by a preschool classroom teacher and/or the Director or Assistant Director who are on site. The parent signs their child into the Before School sign-in book upon arrival, and the teacher signs them into their assigned class at 8:30 am.

### **Lunch Extension**

Half day students have the option to include Lunch Extension hours to any or all days that they attend the program. This will extend their pickup time to 1:00 pm. Lunch Extension includes a



mealtime (parent provided), cleanup time, and additional centers and outdoor time. Please note that students from other classes may combine for Lunch Extension depending on enrollment.

You may choose to enroll your child in Lunch Extension as a regular part of their enrollment schedule, or on a drop-in basis. Lunch Extension is \$15 per day to drop in. There is a discount in the per day cost if Lunch Extension is added to a regular part of enrollment.

## **Holidays**

The school year is August 16, 2021 through May 27, 2022. School will be closed on Labor Day, Fall Break, the week of Thanksgiving, two weeks at Christmas, Martin Luther King Day, Presidents' Day, and Spring Break. In addition, Southeast Christian School teachers and staff participate in approximately 5 professional development days throughout the school year. Exact dates are reflected in the current school calendar.

At Southeast Christian Preschool, we celebrate God's goodness in the harvest, colors, and changes that take place in the fall. Halloween is *not* celebrated by Southeast Christian School. Please save your Halloween costumes for your own family traditions or alternate Halloween plans.

We focus on Christmas as the celebration of the birth of Jesus. We do not incorporate Santa into our Christmas celebrations at the Preschool; if this is part of your family traditions, please save this for home.

## **Enrollment Procedures**

Enrollment is online and all forms are to be filled out completely and submitted before your child begins attending classes. In addition to filling out an enrollment form we also require a birth certificate, an immunization or exemption form, a health appraisal form signed by your child's doctor, and a current family photograph for each child enrolled. Background checks will be conducted on all parents/guardians of students enrolling in Southeast Christian Preschool. You will need to submit a digital consent to conduct a background check that is attached to your enrollment form.

## **Mid-Year Enrollment**

If a child enrolls after the start of the school year, tuition for their first month will be based on their first day of attendance. If a child's first day of attendance is before the 15th of the month, the family will be responsible for the full month of tuition. If a child starts attending on or after the 15th of the month, we will charge them half of the monthly tuition cost for that month only. Following that month they will be charged the regular monthly amount

## **Student Withdrawal Procedures**

If you choose to withdraw your child during the course of the school year, you must complete an official written notice to the Preschool Director and schedule an exit interview with the Preschool Director. If your written withdrawal is received on or before the 19th of the month, you will only be responsible for the current month's tuition. If your child's written withdrawal is received on the 20th through the end of the month, you are responsible for the following (next) month's tuition. The date your written withdrawal is received in the Preschool Office is the date that will be used

to calculate tuition.

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

### **Denial of Admissions**

Southeast Christian Preschool reserves the right to deny admission to any student whose needs we cannot meet or who compromises the expressed mission, goals, purpose, safety, or philosophy of Christian education. We also reserve the right to deny admission or discontinue enrollment of a student whose parent(s)' actions or lifestyle are contrary to the school's understanding of biblical precepts and principles.

### **Staff to Student Ratios**

In our Early Learning Program (24 - 36 months), the staff to student ratio is 1:7. Southeast Christian School strives for a 1:8 ratio in our preschool classes when possible. The state ratio is 1:10 for 3's and 1:12 for 4's. At times, the school may use state ratios depending on enrollment.

### **Communication**

At Southeast Christian School, we communicate with parents in several ways. Renweb is Southeast Christian School's official web-based database tool. It contains pertinent information about student contact information, important school events, classroom lists, newsletters, and school notifications. Parents can make changes to their own personal information and emergency pick-up information through their Renweb parent account.

Additionally, classroom teachers regularly send home calendars, classroom newsletters, and notifications of upcoming school events in plastic folders placed in children's backpacks. We will attempt to limit most of this type of communication to a "Monday/Tuesday Folder." Invitations to birthday parties and personal outside invitations are not allowed to be put in children's cubbies.

Teachers post monthly calendars, "Peek-at-the Week" notices, and snack information on bulletin boards outside of their classrooms. Daily schedules vary from class to class - you will find these posted inside the individual classrooms.

### **Security and Safety**

At Southeast Christian School, we have implemented security and safety measures to enhance the safety of your child during their time on our campus.

We are in a secure public building. As part of the security protocols, we ask that if you visit during the school day, you stop at the School Office to sign-in and receive a visitor sticker so that we can maintain a secure and safe school setting.

All parents are required to complete a background check. If a parental background check is not completed, a parent may not enter the preschool area. During some special programs in

Preschool, invited friends and relatives will be allowed to attend without having completed background checks. These programs will be monitored by our Staff and Security Department.

If you become aware of any situation that you feel may be a security or safety concern, please contact the School Office or Security Department at 720.878.2766 and notify them of your concern.

### **Blended or Restricted Family Situations**

In blended or restricted family situations, it is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements.

If there is a restraining order in place, please bring a copy of the order along with a picture of the restricted party to the Preschool Office; this will be shared with our Campus Security Director.

### **Special Needs Accommodation**

Southeast Christian Preschool accepts children with special needs on a case-by-case basis and is in compliance with the Americans with Disabilities Act. Prior to enrollment, the Executive Director looks at each individual situation to see if we can meet the needs of that child.

When a child with special needs is admitted, the Child Care Health Consultant must be notified immediately so the staff receive training, delegation, and supervision as indicated by the child's individualized health care plan.

### **Release of Child**

We will not release a child to any adult, other than the parent or guardian or to those persons listed on the Emergency Form, without written consent from the parent or guardian. Persons picking up children, other than parents or legal guardians, must provide photo identification. Driver's licenses will be photocopied to be retained in the child's file of any person picking up the child. Only in an emergency situation will we release a child to another adult with verbal permission from the parent or guardian. Restricted pickups need to be indicated on the emergency forms.

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, including a parent. This preschool must immediately report such an incident to the police, Campus Security Director, and/or Colorado Department of Human Services. No drugs, alcohol, or smoking are allowed on or in the premises.

### **Immunizations**

A Certificate of Immunization or approved alternate Certificate of Immunization Exemption must be on file at the child care center or school-age child care center the **first** day the child enters preschool. This preschool accepts children who have not had immunizations due to medical, religious, and/or personal exemption as stated on the Certificate of Immunization form.

## **Attendance Sign In/Sign Out**

Each child must be signed in and signed out for each day they are at school. This is a mandate from the Colorado Department of Human Services. Classes start at 8:30 am unless your child is enrolled in the Before School Program. Preschool children may not be dropped off with their Elementary/Middle School siblings. Please walk your child to his/her classroom. For children enrolled in the Before School Program, the Before School teacher will sign your child out of the Before School classroom attendance book, take your child to his/her classroom, and sign your child into the appropriate class.

## **Visitor Policy**

All visitors must sign in at the School Office located near the flagpole entrance. Visitors must wear an easily identifiable visitor sticker at all times while on the premises. Students may not bring friends with them during school hours. Southeast Christian Preschool has an “open door policy” where parents/guardians are welcome into the classroom anytime having completed their background form to observe or visit with their child. Parents or guardians must follow the security procedures when entering the building and/or visiting the classroom.

## **Guidance and Behavior Management**

We believe it is important for children to begin to learn positive decision making and self regulation skills early on. Through training, each teacher can effectively and positively reinforce children’s positive behaviors and redirect any behavior that is harmful to a desired behavior. An early learning program is an ideal setting for children to begin to learn about their emotions, the feelings of others, and how to communicate their needs, wants, and feelings. Teaching these social/emotional skills in the earliest years is best. Social and emotional competence is the foundation for success in school and is linked to being a high functioning adult.

At Southeast Christian Preschool, teachers make every effort toward correction in a positive manner (ex. “feet belong on the floor”). When clear, age-appropriate, and well-defined limits are set, children can become increasingly responsible for their own actions and behaviors. When undesirable behavior does occur, we feel it is important for the child to understand why his/her behavior is inappropriate and assist the child with vocabulary he/she might use to solve the problem. It is important that the consequences for mistaken behavior make sense to the child. For example, if a child is throwing blocks, then he/she will receive redirection and coaching on the appropriate way to engage in centers.

If a harmful behavior continues to be a problem, the Director will be called in to observe and may take the child to the office for a short time. The parent will be informed of the child’s behavior and the steps taken to correct it. We will make every effort to help each child be successful in the classroom environment. If the child is involved in multiple incidents, the Director, teaching staff, and parents will conference. Should these behaviors continue, the director and teaching staff will determine whether continued enrollment is in the best interest of the child and the program. Southeast Christian Preschool does not allow corporal punishment.

Teachers use many techniques to assist children in resolving conflicts. Although methods vary depending on children’s ages and the severity of the situation, all teach problem-solving skills and instill an intrinsically motivated sense of right and wrong.

Teachers use the following techniques when dealing with conflict situations:

- **Limit setting:** Children are given basic, clear, and concise rules to guide their behavior. Boundaries and expectations expand as children develop.
- **Consistency:** So children know what to expect, limits and expectations are consistent throughout the classes, and all adults respond in a similar way to conflict situations.
- **Tone:** A kind yet serious tone delivered by intervening adults reinforces children's sense of security and lets them know the situation is under control.
- **Modeling:** Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.
- **Passive intervention:** Teachers give children time to work through their own problems, but are there to help if things escalate to destructive or aggressive behavior.
- **Physical intervention:** Children are physically separated if they begin to hurt each other.
- **Identifying/ interpreting:** Teachers clarify problems, diffuse tension, and facilitate problem solving.
- **Validating feelings:** Acknowledging one's own emotions and those of other children facilitates learning.
- **Generating options/solutions:** Children are given the tools to settle conflicts (negotiate, make restoration, collaborate, etc.).
- **Redirection:** A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior to replace it.
- **Natural consequences:** Teachers point out and reinforce natural consequences as they occur. Children see the results of their own behavior and begin to modify it accordingly. "You threw sand after we asked you not to. Now you need to leave the sandbox and find a different area to play in."

Teachers shall plan their programs as to minimize behavior problems by:

- Planning a program that is appropriate for the age and individual levels of the children.
- Providing a balance between active/quiet and self-directed/teacher-directed activities.
- Carefully planning transitions between activities.
- Focusing 100% attention on the children, guiding their behavior, facilitating their learning, interacting and encouraging them as they meet and strive to overcome new challenges.

Teachers will:

- Speak in a calm, kind voice.
- Speak directly to the child; not call across a room.
- Speak in short, meaningful sentences appropriate to the child's level of understanding; begin the sentence with the child's name.
- Get down on the child's level, if possible, so that the child can see their face.
- Keep emotions under control.
- Praise children for appropriate actions.

Teachers will not:

- Make fun (harass, humiliate, name call, embarrass) the child.
- Give the child a choice if he cannot, in reality, have a choice.
- Compare the child with another child. "See how clean Johnny's table is."
- Be dishonest with the child. "Johnny didn't mean to hit you."
- Make a child feel guilty
- Make a child feel inferior

## **Biting**

Southeast Christian Preschool takes biting seriously. Biting is upsetting and potentially dangerous. The following policy has been developed for the benefit of the biter and the safety of the other children in the preschool.

Teachers respond to biting as follows:

- When a child bites another child, the affected area is cleansed with soap and water and ice is applied. The injured child is comforted and cared for. The teacher gives the injured child words to use such as "Ouch! Don't bite!"
- Next, the teacher takes the biter aside, gets down to their eye level, and tells the child in a stern voice that biting hurts and they may not hurt their friends.
- The teacher will try to determine whether the bite was out of frustration, territorialism, inquisitiveness, or provocation. The teacher will then try to give the child the words to use in a future situation. "I know Billy was too close to you and it bothered you. Next time say, 'Billy, please move.'"
- The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed. The teacher will record the biting incident on the appropriate form.

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

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

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

## **Child Supervision**

All children are under the direct supervision and within sight of teachers at all times. Teachers take attendance during the first part of class so staff will know the "student count" for the day. In

addition, the Director/Assistant Director takes a total headcount of all students on site each morning and afternoon. When coming, and going on field trips, to the playground, etc. the staff is required to do a "student count." If a child were ever to become lost or unaccounted for on the premises, security would be notified immediately, all exits to the building would be checked, church and school staff would be notified, and parents/guardians would be notified along with the proper authorities, if needed.

### **Inclement Weather**

On rare occasions, the school may have to close after classes have begun because of the onset of severe weather, snowfall, pending ice storms, etc. In such cases, parents will be notified by telephone that school is closing and they will be asked to arrange for transportation to get their child(ren) home safely. The Release of Child policy continues to remain in effect. In cases of excessively hot weather, outdoor activities will be adjusted to include large motor activities indoors, and drinking more water will be encouraged.

During inclement weather when children cannot go outside, the school has access to two (2) large rooms on the south side of the church building. Children will cross through the Coffee Shop (coffee shop/bookstore) and walk upstairs to Room 255 or Room 257. If both rooms are being used, teachers will set up an obstacle course in their classroom or take the children on a walk through the church lobby.

If you have any questions concerning the school schedule during inclement weather, please call the school at 303.841.5988 and listen to an updated message regarding the school schedule changes. We will also make every effort to post Southeast Christian School closure information on local radio stations, AM 850/KOA, and television stations 4, 7, or 9. Also, please check the website at [www.sechristianschool.org](http://www.sechristianschool.org). A Parent Alert through Renweb may be activated, in which case you will receive an automated call or text message from the school notifying you of the closure.

### **Sunscreen**

Children should have sunscreen applied to all exposed areas of skin before coming into class each day. The school will provide Banana Boat Sunscreen (SPF 35 or higher) for teachers to reapply every 2/hours thereafter before going outside. For children needing special sunscreen other than what is provided by preschool, please provide sunscreen labeled with your child's first and last name and we will keep the Sunscreen in a locked cabinet at school. A signed permission slip submitted to the Preschool Office will allow your child's teacher to apply the sunscreen labeled for your child only. Children over 4 years of age may apply their own sunscreen with teacher supervision.

### **Clothing**

Your child's day is full of fun and potentially messy activities. Please dress your child in appropriate clothing for active play as clothing may be subjected to dirt from the playground or paint from the classroom. We try to use supplies that will not permanently damage clothes but this is not always possible. Please keep a change of clothing (shirt, pants, underwear and socks) in a large zip-closure bag inside your child's backpack. Please check these clothes on a monthly basis to make sure they still fit and are appropriate for the current season. Teachers

take the children outside almost every day, so in winter months be sure to include boots, gloves, hats, and most importantly, a coat. ***Please remember to label all clothing with your child's name!*** Please check the Lost and Found (located in the preschool pod) for any missing items. We will donate unclaimed clothing at the end of the school year to SECOR.

### **End of the Year Water Day**

Water Day is an outside event planned at the end of the year when children get to participate in water activities. The grassy area behind the school will be set up with water tables, slides, and water toys. Please do not send “water guns”, water pistols, or guns of any kind to school for this event. Spray bottles are fun and can be enjoyed by everyone!

Preschoolers can wear their swimsuit under their clothes or bring an additional change of clothes.

### **Personal Items from Home**

The preschool strongly discourages children from bringing toys from home. It is heartbreaking for a child and frustrating for parents when a special toy becomes lost or broken. Personal items need to be kept in backpacks while attending school. No small game devices are allowed i.e. *handheld electronic game systems*. Children need to practice social skills, physical exercise, and learning skills the teachers have prepared. Please do not send valuables or sentimental items (i.e. jewelry) with your child.

### **Children's Belongings**

The preschool is not responsible for any personal belongings that children bring to school. Any lost, stolen, or broken items will be the parent's responsibility. Children are asked not to bring money unless it is for a special event (i.e., to support our Compassion International child). If money is brought, the facility is not responsible if it is lost before being given to the appropriate person. Be sure your child's name is on all personal items; i.e., clothing, backpacks, lunch bags, etc.

Lost and Found is located in a plastic container in the Preschool pod.

### **Diapering**

Diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child will be changed when found to be wet or soiled. Proper diapering procedures will be followed each time a diaper is changed for the safety and health of all children.

### **Toileting**

In the 2 & 3-year-old classes, we partner with parents in potty training. We communicate with parents to support the vocabulary used at home, and how frequently parents would like their child taken to the potty. Teachers take cues from the child anytime they need to use the potty. Children entering the 4's program must be potty-trained. Any exception needs to be discussed on an individual basis with the Director and Executive Director.



Occasionally children have toileting accidents. If a toileting accident occurs, the child will be taken to the bathroom where a disposable mat will be placed on the floor, the child will be cleansed and dressed in clean, dry clothes. Each child is to come to school with a change of clothes (including socks) in his/her backpack labeled with the child's name. Soiled clothes will be placed in a plastic bag and sent home with the child. Every child will be treated discreetly and with respect.

In the event there is no change of clothes in the child's backpack, the preschool keeps a container of clean clothes to use if an accident occurs. Parents are to launder borrowed clothes and return them to the Preschool Office.

A single stall bathroom is available in each classroom. If more than one child needs to use the bathroom at any given time, one teacher will escort the child to the bathroom in the preschool corridor and back to the classroom when finished. This bathroom includes three to six stalls so more than one child can be made comfortable at one given time.

### **Hand Washing**

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

- On arriving at school in the morning
- After using the toilet
- Before and after eating
- Upon returning from outdoor playtime
- After wiping noses and/or sneezing
- After handling animals
- After playing in water, or other sensory items used by more than one child

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

### **Snacks and Lunch**

Half day parents should provide a labeled water bottle and one morning snack in their child's backpack each day that they attend. Parents who have added on Lunch Extension to their enrollment schedule must also provide a lunch for their child.

Full day parents should provide a water bottle, a morning snack, a lunch and an afternoon snack in their child's backpack each day that they attend.

**Please keep the snacks and meals healthy!** A healthy snack should consist of two food groups: a protein and a carbohydrate, or fruit and vegetable. Please include your child in the planning. It is a wonderful learning experience that helps your child learn food groups and healthy choices.

Each child remaining at the school during lunch needs to be **capable of feeding themselves** and **must bring a lunch**. The lunch should meet one-third of the child's daily nutritional needs including proteins, fruit, vegetables and grains. We do not have the capability to heat or keep

lunches cold or chilled so be sure to include ice packs and food that does not require heating.

If a child is missing a snack on any given day (or a prohibited snack was provided by mistake), the school will provide a backup snack on that day and will communicate this with the parent upon pickup.

### **Prohibited Food Items**

The teachers will notify you of food allergies that other children in the class may have. With the growing number of food allergies, **please no peanuts, peanut butter, or nuts of any kind.** Please note that we cannot **guarantee** the school is a peanut/nut free environment. We make every effort to provide an area where children with allergies can eat a snack or lunch and still feel included in the class. In addition, **we will not serve popcorn to preschool children.** Please do not include popcorn in your child's snack or lunch as it can become a choking hazard. We make every effort to keep all children safe while enjoying healthy food choices.

If a child is sent with a nut product or popcorn in his/her lunch, they will remain in the lunch box unopened to be returned home with the child. Many "Lunchables™" contain peanut products as desserts so please look closely when purchasing these products.

### **Birthday Snacks**

Parents may choose to provide special snacks for birthdays or other special occasions. These items must be nut-free and pre-packaged according to the Tri-County Health Department guidelines. No homemade food items will be distributed to students

### **Rest Time**

Children who attend the full-day preschool class are required by the Colorado Department of Human Services to have a thirty (30) minute rest time. Please provide a washable sheet and blanket. These will be sent home periodically to be laundered and returned for the next class day. They will be kept in an individual zip closure bag labeled with your child's name. During rest time, children are not required to sleep; however, they must remain quietly on their mat. Children who do not sleep after the required thirty (30) minute rest time will be allowed to get up and move to another area. There they will be provided with quiet toys and manipulatives to play with such as puzzles, books, and coloring pages.

### **Health and Illness**

Your child's health is important to us. Hand washing is a **must** after using the bathroom, before snack, and after coughing, sneezing or nose-blowing. The school uses reasonable precautions to ensure a healthy environment.

To safeguard the health of your child and the other children, please keep your child at home if any of the following symptoms are observed:

- A temperature over 100.4 within the last 24 hours.
- Contagious skin or eye infection
- Diarrhea or vomiting
- Contagious disease (chicken pox, measles, strep, etc.)

- Rash
- Is not rested and alert enough to pay attention in class
- On an antibiotic less than 24 hours prior to class

If your child becomes sick during school, the parent(s) or guardian will be notified immediately and he/she will be taken to the Preschool Office and made to feel as comfortable as possible while waiting to be picked up. Please note that if enrolled children and/or immediate family members are exposed to communicable diseases such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, TB, Covid, giardia, chickenpox, or shigella, the exposure must be reported to the Preschool Office.

As stated earlier, a Certificate of Immunization or approved alternate Certificate of Immunization must be on file on or before the **first day** the child enters the preschool. This preschool accepts children who have not had immunizations due to medical, religious, and/or personal exemption as stated on the Certificate of Immunization form. The preschool also accepts children with partial immunizations.

**It is recommended that medications be given at home!** If medications need to be given while your child is attending school, there are forms that must be completed by you and your primary care medical provider. All medications must be kept in the original container indicating the expiration date. Prescription medications need to have a pharmacy label. A Registered Nurse will train designated staff members to administer medications. This is in compliance with the Delegatory Clause of the Nurse Practice Act.

If your child has any special allergies, emergency medication or special medical needs, please talk with the Director and or Assistant Director. All medications, including inhalers and epinephrine, are stored in ziplock bags containing all the necessary paperwork plus a photograph of your child. This helps to ensure the right medication goes to the correct child. These bags are stored in locked cabinets placed on the highest shelf easily accessed by staff but inaccessible to children. The cabinets are unlocked before classes begin so medication is accessible if needed immediately. Medications that need refrigeration are placed in a locked medication box in the school refrigerator that is inaccessible to children.

If your child has a health condition and you, as parents/guardians, choose not to share that information with the Preschool, or you, as parents/guardians, choose not to provide daily or emergency medication and applicable permission forms if needed or prescribed, the undersigned parent/guardian hereby agree to release the Preschool and it's personnel from any and all claims regarding the consequences of this choice, and are aware that **911** may be called in an emergency. The preschool assumes no liability for any medical bills associated with a 911 call made during an emergency.

### **Infection Control**

All preschool teachers are trained in proper hygiene practices, that include handwashing, general infection control, safe food handling, and diapering and toileting procedures. Teachers and children are encouraged to wash their hands when entering their classroom to prevent the spread of germs.

All equipment, manipulatives, surfaces and toys used in the 2s room are washed, rinsed and sanitized daily. All equipment, manipulatives, surfaces and toys used by preschoolers are washed, rinsed and sanitized at least once per week and whenever visibly soiled.

Covid specific policies are thoroughly detailed on a separate document and regularly updated per CDC and Tri County Health guidelines. Parents may request to view these policies at any time.

### **Late Pick Up**

By picking your child up promptly at or before dismissal time, it will alleviate concerns your child may experience. Please call the attendance line at 720.842.5670 if an emergency detains you. You are encouraged to add this number to your cell phones.

Five minutes after the close of a class session, children who are not picked up will be taken to the Preschool office to wait for parent pickup. One or both parents or guardians (home and work numbers) will be called. If a parent cannot be reached, the emergency number provided for an authorized pick up, other than the parent(s), guardian(s), (i.e. home provider, other family, etc.) will be called.

Following the end of preschool with no communication from parents or guardians, and following attempted contact with all emergency numbers on file, the local law enforcement or Human Services will be notified. Staff will continue to attempt to call parent(s), guardian(s). Two staff members will stay with the child until pick up.

If circumstances keep the parent from being able to pick up their child, parents must make other arrangements with responsible adults for the child to be picked up. The parents must inform the preschool who will be picking up the child. We cannot release the child to an unauthorized person.

The Director and/or the Assistant Director will check each classroom to make sure every child has been picked up before leaving the preschool for the day.

Please observe and respect arrival and dismissal times!

### **Late Fees**

Southeast Christian Preschool will charge a late fee of \$5 for every five minutes after a child comes to the Preschool Office to wait for a parent or guardian to arrive. These fees will be collected at the time of pickup by cash or check. We use the Preschool Office clock to determine time.

### **Parent Grievance**

It is very important to us to have open communication between parents and staff.

Parent Grievance Procedures:

Step 1: Parent to Teacher: The parent is to contact the teacher via note, email, phone, or

conversation to request a meeting. The purpose of this communication is to notify the teacher of the issue to be resolved. Teachers will not engage in an email dialogue regarding the problem. The teacher will contact the parent to set up a meeting to resolve the issue.

Step 2: Parent/Teacher/Director: If either party does not feel the issue is resolved, a conference with the parent, teacher, and Director will be arranged to assure that an open and complete conversation can take place. Any time an issue reaches this level, the Director and Executive Director will be updated by the teacher concerning the issue.

Step 3: Executive Director Involvement: Should the issue still not be resolved, a conference with all involved will be scheduled with the Executive Director. The party requesting the conference must put in writing the specific issue, measures taken and resolution being sought.

Step 4: Appeal to the School Board: Should the issue still not be resolved; the grieving party may appeal to the school board. The appealing party must put in writing the specific concern, measures taken to resolve, and the resolution being sought. The appeal must be submitted to the board chair within 10 days of the conference with the Executive Director. Michelle Thompson Davis, Executive Director Office: 303-841-5988 Cell: 361-293-1121

## **Volunteer Policy**

Parents are welcome to volunteer in Preschool once a background check is complete and has been cleared. Please notify your child's classroom teacher when you are available. When volunteering, please enter the School Entrance to sign in and get a "Visitor" tag, then check-in with the Preschool Office before going to the classroom. When leaving, please sign out.

Volunteer opportunities may include:

- Working in a classroom
- Planning classroom events
- Chaperones on field trips
- Take home projects for teachers
- Help with parties
- Office help

## **Substitute Teachers**

Whenever a substitute teacher fills in for a permanent classroom teacher, a sign will be posted outside of the classroom indicating the substitute's name. All substitute teachers have been screened by Human Resources, fingerprints submitted to CBI/FBI for clearance, and had an extensive background report done by Human Services.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences will be held twice a year in November and April. These conferences provide important information about the progress of your child. Each classroom will provide a sign-up sheet of available times to schedule your conference. We do not offer phone conferences in lieu of attending conferences. Special conferences may be called by the teacher or requested by the parents any time during the school year.

## **Child Abuse**

Our staff is required by law to report any incidents of suspected child abuse or neglect. The Preschool Director will be notified immediately and a report made to the Department of Human Services and/or the local law enforcement agencies. Please understand that in some situations we are instructed by the state's Child Protection Agency not to notify parents of the report.

Children must never be left unattended in a car. Leaving a child, unattended in a vehicle is considered child abuse/neglect per Revised Statutes 19-3-304. Our employees are mandated to report any incidents of this nature to the authorities by calling 911.

### ***Colorado Department of Human Services Child Abuse or Neglect Policy***

Letter provided by the Office of Childcare Services, Colorado Department of Human Services:

Dear Parents,

Your child has recently enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. The license is posted on the bulletin board in the preschool hallway.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county Department of Human Services. The telephone number to report child abuse for the Douglas County Department of Human Services is 303.688.4825. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have a concern about the childcare facility, consult the Colorado Office of Childcare Services at 303.866.5958.

## **Emergency Procedures**

### **Accidents and Injuries**

All staff members have completed current CPR/First Aid, Universal Precautions, and Medication/Delegation classes. If a child experiences a minor injury, an accident report will be filled out and necessary first aid rendered. If a child becomes seriously injured while at school, the paramedics will be called first and parents notified immediately. If emergency personnel determine the child must be transported to a medical facility and the parents still have not been located, the Director or Assistant Director will accompany the child taking the child's complete file containing the full Medical Release form. Another staff member will continue to try to reach

the parents or contact person.

### **Fire Drills**

Periodic fire drills are practiced. Children exit out of the nearest door and leave the building with their teachers. A “student count” is done to ensure all children have evacuated. The teachers carry the complete emergency contact form for each child in their classroom including any medications. In case of an actual fire, all children will be escorted as far from the building as safely possible.

### **Tornado Drills**

Periodic tornado drills are practiced as required by the Colorado Department of Human Services. All staff and children will seek shelter in the Worship Center in the event a tornado is imminent. Children will proceed to the lowest point near the base of the stage, get into a “turtle” position (crouch) between the rows of seats; that will help protect them from any flying debris should it enter the facility and cover their head. Teachers do a “student count” making sure each child is accounted for. Children remain in a covered and protected position until the “all clear” signal is given. Once the “all clear” signal is given, the staff will escort children either to their classroom or a safe location. Teachers always carry the complete emergency contact form with them should a parent need to be contacted.

### **Lockdown Drills**

Lockdown drills are practiced to help keep all children safe. These drills are conducted by a full-time security employee of Southeast Christian School. All drills will be recorded in a separate log by the Director or Assistant Director for review by Human Services or law enforcement personnel.

### **Snowstorms**

Closures are posted on early morning television Channels 4, 7, and 9. You may also call the School Office for updated weather information regarding school closures or check the website at [www.sechristianschool.org](http://www.sechristianschool.org). A Parent Alert through Renweb may be activated, in which case you will receive an automated call or text message from the school notifying you of the closure. If school needs to close early for any reason, we will also utilize the Parent Alert feature in Renweb.

## **Change of Policy**

Southeast Christian Preschool reserves the right to change procedures and policies as needed and will notify families and staff accordingly.