

Southeast
CHRISTIAN SCHOOL



2023-2024
Preschool
Parent Handbook



46 YEARS OF

SERVICE

EXCELLENCE

LEADERSHIP



Dear Parents,

At Southeast Christian Preschool, we believe children are a gift from God. Thank you for choosing to share your most precious gift with us. We are committed to providing a warm, loving, and nurturing atmosphere where your child can thrive. We believe that children learn best through age-appropriate practices modeled at home and at school. We value open communication and partnership between staff and parents as an essential part of meeting your child's needs and providing for individual learning styles. It is our goal that during this brief but important time in your child's life, the stage will be set for a lifetime love of learning and a foundation of biblical principles.

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!

Alyssa Shaw
Preschool Director

Elizabeth Suter
Assistant Preschool Director

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Mission Statement and Philosophy

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

We believe that children learn best through age-appropriate practices modeled at home and at school. We value open communication and partnership between staff and parents as an essential part of meeting your child's needs and providing for individual learning styles. It is our goal that during this brief but important time in your child's life, the stage will be set for a lifetime love of learning and a foundation of Biblical principles.

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 Christian Preschool students will:

- be prepared academically, spiritually, physically, and socially for a successful transition to kindergarten
- practice serving others with their unique gifts
- begin to develop a Biblical worldview in order to build the body of Christ

Core Values

Southeast Christian Preschool's core values are to:

- Provide a warm and nurturing atmosphere that fosters growth in each of the developmental domains
- Provide guidance towards spiritual growth in Jesus Christ
- Provide age-appropriate activities for learning and development

Our Affiliation

Southeast Christian Preschool is a ministry of 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 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 members of the Southeast Christian Church Executive Team and the Chair and Vice Chair of Southeast Christian School's Parent Advisory Council. The Board Governance Policies are available upon request.

Non-Discrimination 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.

Statement of Faith

Southeast Christian Preschool teaches a Biblical worldview in accordance with the following Statement of Faith. By enrolling in the preschool, families agree to these principles being taught in their child's classroom:

Southeast Christian School was founded and functions upon the basic fundamental principles of the Word of God, and holds a Biblical worldview as presented in the Bible. The following statements of faith and practice are believed in and lived out by every Southeast Christian School employee and by which every school family agrees to support.

- We believe the Bible is God's word to us. Human authors, under the supernatural guidance of the Holy Spirit, wrote it. It is the inspired and only written infallible, authoritative, without any mixture or error, Word of God (**Biblical References:** II Timothy 3:16; II Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (**Biblical References:** Genesis 1:1; John 10:30; John 10:37-38).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (**Biblical References:** Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16).
- We believe that humankind is marred by an attitude of disobedience toward God called sin. Regeneration is only possible by relationship with Jesus Christ and indwelling of the Holy Spirit through salvation which is essential for Christ's Kingdom on earth. (**Biblical References:** Romans 3:19, 23; John 3:16-19; John 5:24; Ephesians 2:8-10; Titus 3:5-6).
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is able to live a Godly life (**Biblical References:** Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19-20).
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life (**Biblical References:** Ps 139)

- We believe that God wonderfully and immutably creates each person as male or female. **(Biblical References:** Genesis 1:26-28; Genesis 5:12). These two, distinct, complementary genders together reflect the image and nature of God. **(Biblical References:** Gen 1:26-27.) We do not believe that a person should reject his or her birth gender.
- We believe that the term "marriage" has only one meaning; the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. **(Biblical References:** Gen 2:18). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other **(Biblical References:** 1 Cor 6:18, 7:2-5; Heb 13:4). That all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, bisexual conduct, use of pornography or otherwise, is outside of God's boundaries for our life and therefore sinful. **(Biblical References:** Genesis 2:24-25; Exodus 20:14, 17, 22:19; Leviticus 18:22-23, 20:13; 15-16; Matthew 15:18-20; Matthew 19:4-6, 9; Romans 1:18-31; I Corinthians 6:9-10, 15-20; I Timothy 1:8-11; Jude 7).
- We believe in the resurrection of both the saved and the lost—those who are saved unto eternal life and they who are lost unto eternal damnation **(Biblical References;** John 5:28-29). We believe in the spiritual unity of believers in our Lord Jesus Christ **(Biblical References:** Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- We believe that in order to preserve the function and integrity of Southeast Christian School as an expression of the Body of Christ, and to provide a Biblical role model for our staff, student body, parents and community, it is imperative that all persons associated with the School, in any capacity, or who serve as volunteers, agree to support and abide by this Statement of Faith and with the school's right to teach what it deems to be the fundamental tenets of Christianity and beliefs, including that of marriage, gender identity, and sexuality **(Biblical References:** Matthew 5:16; I Corinthians 5:1-5, 9-12; Philippians 2:14-16; I Thessalonians 5:22).
- We believe that God offers redemption and restoration to all who confess, repent of sin, and seek His mercy and forgiveness through Jesus Christ **(Biblical References:** Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect and dignity **(Biblical References:** Mark 12:28-31; Luke 6:31). Hateful or harassing behavior or attitudes directed towards any individual should be repudiated as they are not in accordance with the Scriptures; nor are they in accordance with the core values of Southeast Christian School.

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired written Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The SCS Board holds final interpretive authority on Biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline as they apply to the School.

Curriculum and Programming

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 activities and interest-based exploration. We use the [Learning Without Tears](#) curriculum and follow the [Colorado Early Learning and Development Guidelines](#) to help students build a strong foundation for success in kindergarten and beyond. We also incorporate strategies from the [Zones of Regulation](#) curriculum in order to encourage social-emotional learning and self-regulation techniques. Biblical principles are taught in the preschool classroom using a Bible framework that has been developed by our staff and administration throughout our 40+ years of operation.

Classroom learning incorporates:

Biblical Literacy and Worship – Children learn about God’s word through Bible stories, memory verses and application of biblical values; i.e., sharing, caring, serving, and praying. Children are taught to praise Jesus through prayer, thankfulness, worship and singing.

Science and Math – Children learn about God’s world around them through direct experiences, manipulation of materials, questioning and direct observation. Graphing and charting are used to represent scientific results or ideas. Children learn math skills by sorting and classifying objects into sets, comparing sizes, one-to-one correspondence, simple measuring, shapes and values. Children learn to use math through exploration, discovery and problem solving.

Art - A heavy emphasis is placed on the process, rather than the product. Creativity, self-expression and joyful wonder are encouraged through a variety of mediums. Art projects are often child directed in order to encourage individual creativity.

Music – Children will learn to respond to rhythm and melody through expressive movement and playing a variety of pitched and unpitched percussion instruments. Improvisation of movement and sound is encouraged in response to music and literature. Children will understand that we use our voices, our movement, and our instruments in praise to God for His Glory and for our own enjoyment.

Social/Emotional Skills – Children learn to identify feelings, practice self-regulation techniques, follow routines, respect classroom expectations, engage in cooperative play with classmates and develop problem solving skills.

Language and Reading Skills – We aim to help foster an enjoyment and interest in books through story time, book exploration and exposure to written text. Children have ample opportunity throughout their day to hear and share stories. Language development takes place as children practice letter sounds, recognition of letter shapes, verbal communication and foundational reading and writing skills. These activities are strongly supported with the use of the *Learning Without Tears* curriculum.

Social Studies – Children learn about themselves, their families and the world around them. Lessons and activities focus on concepts such as transportation, community helpers, diversity and taking care of God’s creation.

Physical Education – Children develop their gross motor skills by engaging in activities such as running, jumping, climbing, pushing, pulling, bouncing, catching, and lifting, etc. Children play outside daily, or use the indoor gym equipment in inclement weather. Fine motor skills are developed through activities such as playdoh, puzzles, tweezers, art and writing that encourage pinching, grasping, and manipulation of small objects.

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 and provide opportunities for children to learn about the world around them.

Program Details

Age Requirements

Our 2s 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.

Children must be three years old on or before October 1st to enroll in the 3s program; children must be four years old on or before October 1st to enroll in the 4s program.

Junior Kindergarten is designed for children who are five years old before October 1st, and therefore qualify for Kindergarten, but would benefit from an additional year of preschool.

Due to our licensure, children must be placed in the program that coincides with their date of birth and we are unable to honor requests for exception. Our teaching staff is extensively trained to meet the needs of each child based on their current level of development.

School Hours

- Half day classes: 8:30 am - 11:30 am
- 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 drop-in before school program from 7:30 – 8:30 am. Children are supervised by a preschool classroom teacher and/or the preschool director/assistant director. Parents must sign their child into the before school sign-in book upon arrival. A preschool staff member will bring each child to their assigned classroom at 8:30 am.

The cost for before care is \$5 for the first half hour and \$10 for 31+ minutes. Incidental billing will be added to the family's FACTS financial account and charged at the beginning of each month for the prior month's attendance.

Holidays

The school year is August 16, 2023 through May 22, 2024. School will be closed on Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Presidents' Day, Spring Break and Memorial Day. In addition, Southeast Christian School teachers and staff participate in approximately 6 professional development days throughout the school year. Exact dates are reflected in the current academic 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.

Inclement Weather

During inclement weather when children cannot go outside, the school has access to two large rooms on the south side of the church building. Age-appropriate gym equipment will be provided for children to exercise their gross-motor skills.

Parents will be notified of school closures via text message. Closures will also be posted on the Southeast Christian School Facebook page and local television stations.

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 text message 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 will continue to remain in effect.

Admissions/Enrollment

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:

- Immunization Record or state approved exemption (Note: this preschool accepts children who have not had immunizations due to medical, religious, and/or personal exemption)
- General Health Appraisal (signed by child's doctor, with a visit date within the last calendar year)
- Signed waiver and indemnity agreement

Waitlist Policy

All parents interested in enrolling their child(ren) at Southeast Christian Preschool must join our waitlist by completing and submitting the online application. Parents may only submit one application per child. Our waitlist will roll over each school year and there is no need to reapply. Your child will remain on the waitlist until one of the following takes place:

- Parents accept/decline an offer of enrollment
- Parents withdraw their application via email to the preschool director
- The school is unable to reach you after three attempts via email or phone
- The child ages out of our preschool program

Due to the nature of our wide variety of preschool offerings, positioning on the waitlist is subject to change based on the needs of the school. Each child's position on the waitlist will be determined by a number of factors, including but not limited to:

- Date and time that the waitlist application is submitted
- Child's age (which program they qualify for)
- Desired schedule (full or part time)
- Siblings currently enrolled at Southeast Christian School
- Children of staff members at Southeast Christian School and Church

As space becomes available, we will extend offers of enrollment via email with instructions to complete the online enrollment process. Parents will then have 72 business hours to accept enrollment offers via our online enrollment system or notify the school of their choice to decline enrollment. Parents are responsible for ensuring that the correct contact information (email and phone number) is provided via our waitlist application.

- Accepting an offer: Parents must complete the online enrollment process and submit the registration fee within 72 business hours of any enrollment offer in order to secure their child's space in the preschool. The preschool director will then communicate with individual families regarding scheduling, start dates and any other enrollment details.
- Declining an offer: Parents may decline an offer of enrollment via email to the preschool director. Depending on circumstances, a family who declines an enrollment offer may be given the option to remain on the waitlist until their desired schedule becomes available.
- No response: After 72 business hours with no communication or response, enrollment offers will be rescinded and the child will be removed from the waitlist.

While we do not guarantee that we will be able to accommodate all siblings at any point in time, siblings of a currently enrolled student are given priority for enrollment into Southeast Christian Preschool. Siblings will be accepted on a first come, first served basis based on the date and time of their application and the other factors noted under the waitlist policy above.

November Enrollment Period

Each November we begin the enrollment process for the following August. Currently enrolled families and staff members are given the opportunity to reenroll for the upcoming school year. At this time, currently enrolled families may also submit enrollment for any new preschool aged children on a first come, first served basis.

Upon completion of this initial enrollment period, the preschool director will evaluate the number of openings in the preschool for the upcoming school year and extend offers of enrollment accordingly. The waitlist policy explanation above will also apply to the November enrollment period.

Enrollment at Southeast Christian School (K-8)

Attendance at Southeast Christian Preschool does not guarantee enrollment into Southeast Christian School (K-8). We value partnership with our current families and do our best to support those who are interested in continuing their Christian education at Southeast through elementary and middle school. Current families who are completing preschool at Southeast will be given the first opportunity to *apply* for enrollment into our K-8 school.

The process for enrollment into Southeast Christian School (K-8) includes an assessment of academic and social/emotional development, statement of faith alignment, and a family interview.

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 via email. If your written withdrawal is received on or before the 15th of the month, you will only be responsible for the current month's tuition. If your child's written withdrawal is received on the 16th 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.

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 preschool director will look at each individual situation to determine whether we are able to meet the needs of that child. When a child with special needs is admitted, the school's child health care consultant is notified so that staff receive training, delegation, and supervision as indicated by the child's individualized health care plan.

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.

Tuition & Fees Schedule

Families can refer to our [2023-2024 Preschool Tuition & Fees Schedule](#) for a breakdown of the current tuition rates as related to enrollment schedule.

Communication and Family Partnership

Communication Methods

At Southeast Christian School, we communicate with parents in several different ways. Email is the primary method used for back and forth communications between parents and teachers. Additionally, classroom teachers regularly send home printed calendars, classroom newsletters, and notifications of upcoming school events in children's backpacks.

In order to promote partnership and collaboration between teachers and parents, we post monthly calendars, "Peek-at-the Week" newsletters and snack information on the bulletin boards outside of each room. We hope that families will use these resources to stay informed about what is happening in the classroom, what their child is learning and what questions they could ask their child about their day! Daily schedules vary from class to class - you will find these posted inside the individual classrooms.

Please note that Southeast Christian school uses Procure Solutions solely for sign in/sign out and attendance tracking. The communication features embedded in the Procure Solutions app are not monitored by preschool teachers or administrators. Instead, please reach out via phone or email with any questions or concerns.

In person communication with teachers can be challenging during the busy drop off and pick up times. Teachers' primary responsibility during this time is the safety of each student. For this reason, should parents have questions or concerns related to their child, we ask that "doorway conversations" are kept to a minimum. Parents should reach out via phone or email to schedule a time to meet with teachers so that they are able to give their undivided attention.

Parent/Teacher Conferences

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

Guidance and Behavior Management

Positive Guidance Strategies

It is important for children to begin to learn positive decision making and self-regulation skills early on. Teachers are trained to effectively and constructively 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. Early childhood mental health and social-emotional well-being is the foundation for success in school and beyond.

At Southeast Christian Preschool, teachers make every effort toward correction in a positive manner. When well-defined, age-appropriate limits are set, children can become increasingly

responsible for their own actions and behaviors. When undesirable behavior does occur, it is important that the child understands why his/her behavior is inappropriate and has assistance with the vocabulary he/she might use to solve the problem.

Teachers use many techniques to assist children in resolving conflicts. Although methods vary depending on children's ages and the severity of the situation, each technique teaches problem-solving skills and helps to 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 expectations to guide their behavior. Boundaries expand as children develop.
- **Consistency:** Children will know what to expect when limits and expectations are consistent and all adults respond in a similar way to conflict situations.
- **Tone:** A kind, yet firm tone delivered by intervening adults reinforces children's sense of security and understanding of classroom expectations.
- **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 challenges, but are there to help if things escalate to destructive or aggressive behavior.
- **Physical intervention:** Children are physically separated if they begin to harm one another.
- **Identifying/Interpreting:** Teachers clarify problems, diffuse tension, and facilitate problem solving language and strategies.
- **Validating feelings:** Acknowledging one's own emotions and those of other children facilitates social-emotional learning.
- **Generating Solutions:** Children are given the tools to settle conflicts and presented with a variety of options for resolution (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 accordingly.

Teachers help to minimize undesired behaviors in the classroom by:

- Keeping lessons and activities relevant and age-appropriate for the individual developmental 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.
- Get down on a child's level, if possible, so that the child can see their face.

- Keep emotions under control.
- Positively reinforce children's appropriate actions.

Teachers will not:

- Make fun, tease, harass, humiliate, name call or embarrass a child.
- Present a child with options if he cannot, in reality, have a choice.
- Compare a child with another child.
- Be dishonest with a child.
- Make a child feel guilty or inferior

Ongoing Harmful Behavior Policy

If a child is disruptive in such a manner that other children are endangered or classroom time is disrupted (i.e., biting, scratching, hitting, spitting, etc.), Southeast Christian Preschool will first make every effort to partner with parents in providing social and emotional supports as needed. The following steps will be taken to address the behaviors:

- The director and/or assistant 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 including a written behavior report.
- If the behavior continues, the director and/or assistant director will conference with the parent(s) and teacher(s).
- If necessary, the preschool director will engage our full time school counselor (or other specialist as needed), the preschool teachers and the child's parents to build a team-based positive behavior support plan with the intent to reduce challenging behaviors and minimize the need for expulsion. All parent/staff meetings and behavior support plans will include documentation of conversations and steps taken.

Prior to discussion of expulsion, Southeast Christian Preschool may engage with an early childhood mental health consultant or other specialists, as necessary. On rare occasions, parents may be asked to withdraw the child from the preschool. The procedures outlined above may be expedited if a child's behavior causes injury to others. Parents are financially responsible for tuition up to and including the withdrawal date. Southeast Christian Preschool does not allow corporal punishment.

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/assistant director will be arranged to assure that an open

and complete conversation can take place. Any time an issue reaches this level, the 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 parties 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 and the resolution being sought. The appeal must be submitted to the board chair within 10 days of the conference with the executive director.

Policies and Procedures

Child Supervision

All children are under the direct supervision of a qualified early childhood teacher at all times. Teachers take attendance during the first part of class so staff will know the student count for the day. In addition, a preschool administrator takes a total headcount of all students on site each morning and afternoon. When changing locations, the staff is required to do a “name to face” student count.

Staff to Student Ratios

In our 2s (24 - 36 months), the staff to student ratio is 1:7. For 2s (2.5 - 3 years), the ratio is 1:8. The state ratio is 1:10 for 3s, 1:12 for 4s, and 1:15 for Junior K. Southeast Christian School strives for a 1:9 ratio in our 3s and 4s classes when possible. At times, the school may use state ratios depending on enrollment needs.

Substitute Teachers

All substitute teachers have been screened and trained by human resources and have completed all background checks required by the Colorado Department of Human Services.

Volunteer Policy

Parents are welcome to volunteer in their child’s preschool classroom as needed throughout the year. When volunteering, parents must enter the school entrance to sign in and get a visitor tag. Parents should also sign out as they leave the school.

Volunteer opportunities may include:

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

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. Parents or guardians must follow the security procedures when entering the building and/or visiting the classroom. Students may not bring friends with them during school hours.

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. Sign in and sign out will be managed through the Procure Solutions app on the iPads located at the entrance of the preschool hallway. Parents, guardians and approved pick up persons are assigned a unique 4 digit pin at the beginning of the school year that will allow them access to sign in/sign out their child(ren). Pin numbers are associated with one individual and must not be shared with other approved pick up persons. Procure Solutions will record the name of the approved individual who picks up each day. Approved pick up persons needing to receive their individual pin number must check in with the preschool office. Preschool children may not be dropped off with their elementary/middle school siblings. Please walk your child to his/her classroom and stay with them until the classroom doors are open.

Preschool doors open at 8:30 AM – unless you choose to take advantage of our Before Care program between 7:30 AM and 8:30 AM. Please be prepared with your sign in code on the first day of school!

On all regularly scheduled days, half day students must be picked up between 11:15 AM and 11:30 AM. Full day students must be picked up between 3:15 PM and 3:30 PM.

Release of Child

We will not release a child to any adult, other than the custodial parent or guardian or to those persons listed on the approved pick up list. The enrolling parent will have the opportunity to list other adults who are approved to pick up their child in their enrollment packet. Parents may also add to their approved pick up list at a later date by sending written notice to the preschool office that includes the approved adult's first and last name, the name of the child(ren) they are approved to pick up, their relation to the child(ren), the approved adult's phone number, and whether or not the approved adult should be an emergency contact for the student.

Approved persons picking up children, other than parents/guardians, must provide photo identification to the preschool office. Driver's licenses will be copied and held in the child's file. Only in an emergency situation will we release a child to another adult with verbal permission.

Restricted pickups need to be indicated on the enrollment packet or in writing to the preschool office. 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, the director of safety and security and/or Colorado Department of Human Services. No drugs, alcohol, or smoking are allowed on the premises.

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 director of safety and security and other necessary personnel.

Late Pick Up/Late Fees

Children should be picked up promptly at or before dismissal time. Please call the preschool office at 720-842-5661 if an emergency detains you. You are encouraged to add this number to your cell phone.

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 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 they are picked up.

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 via FACTS incidental billing.

A preschool administrator will check each classroom to make sure every child has been picked up before leaving the preschool for the day.

Field Trips & Safe Transportation

Teachers may plan field trips both in-house or off-site during the year. 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. Parents must be familiar with and abide by current Colorado car seat laws and guidance. Every car seat is installed 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 and motor vehicle reports 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).

Media and Internet Usage

Occasionally, videos will be used to complement a unit of study in preschool. The video will be previewed by the teacher prior to use and will be limited to a maximum of 15 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 our Junior Kindergarten class, teachers may utilize a smart board to supplement a lesson or activity with videos or other visuals. The use of any web enabled features will be limited to the teachers' use only. Children will not be given individual online access at any point during school hours. Because the preschool does not advocate for internet use during early childhood, any communication about online safe practices for children over the age of 5 will be distributed to parents to be used at their discretion.

Personal Belongings

The preschool strongly discourages children from bringing toys or personal belongings 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. Please do not send valuables, sentimental items (i.e. jewelry) or money to school with your child unless it is for a special event (i.e., to support our Compassion International child, fundraisers, etc). The preschool is not responsible for any personal belongings or money that children bring to school. Any lost, stolen or broken items will be the parent's responsibility. Be sure your child's name is on all personal items; i.e., clothing, backpacks, lunch bags, etc.

The lost and found is located in a plastic container in the preschool pod.

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 periodically donate unclaimed clothing.

Sunscreen

Children should have sunscreen applied to all exposed areas of skin no more than 10 minutes 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 who cannot use the school provided sunscreen, parents must provide an alternate form of sun protection labeled with the child's first and last name to be kept on site. Children over 4 years of age may apply their own sunscreen with teacher supervision.

Snacks and Lunch

Parents of half-day students should provide a labeled water bottle and one morning snack in their child's backpack each day that they attend.

Parents of full-day students 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

Please do not send your preschool child to school with peanuts, peanut butter, or nuts of any kind. Nuts are prohibited in all preschool classrooms. Please note that we cannot guarantee that the school is a peanut/nut free environment due to the fact that our K-8 school is not nut-free. We make every effort to provide an area where children with allergies can safely enjoy snack or lunchtime and still feel included in the class. We ask that parents be cautious of packing food items that may be a choking risk (ie. popcorn, uncut grapes, hot dogs).

If a child is sent with a prohibited food item, teachers will confiscate the item and return it to the parents at pickup time. Many "Lunchables™" contain peanut products as desserts so please

look closely when purchasing these products.

Class Party & Birthday Snacks

Parents may choose to provide special snacks for birthdays or other special occasions. These items must be nut-free, store bought 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 bedding for your child's rest time. Bedding will be kept in an individual bag labeled with your child's name and sent home regularly to be laundered and returned. The provided bag must also be returned to the preschool after each wash. There will be a \$5 replacement fee for lost bedding bags. During rest time, children are not required to sleep but must rest 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 for a quiet activity such as puzzles, books, and coloring pages.

Diapering

Diapers will be checked for wetness or feces at least every two hours, or whenever the child 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 restroom. Teachers take cues from the child anytime they need to use the potty. For sanitary reasons, children in the 2 & 3-year-old classes that are no longer in diapers, but have repeated accidents may be asked to wear a pull up until accidents become more infrequent.

Children entering the 4's or Junior K program must be fully potty-trained. Any exception needs to be discussed on an individual basis with the preschool director. Fully potty trained is defined as the following:

- Recognizes and articulates the need to use the bathroom
- Removes and replaces clothing independently
- Wipes him/herself without assistance
- Washes hands independently
- Has fewer than 3 accidents per month

Occasionally children have toileting accidents. If a toileting accident occurs, the child will be taken to the bathroom where a disposable mat will be provided for soiled items, the child will be cleansed and dressed in clean, dry clothes. 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 several 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.

Health and Safety

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 completed and sent home with the child at pick up time. If a child becomes seriously injured while at school, the paramedics will be called and parents will be 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.

Health and Illness

Your child's health is important to us. Hand washing is a **must** after using the bathroom, before and after snack, when returning to the classroom after recess 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 within the last 24 hours
- 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 parents 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.

Immunizations

An up to date immunization record or an approved [immunization exemption certificate](#) must be on file on the **first** day the child enters preschool. This is a requirement from the Colorado Department of Human Services. Certificates of medical exemption must be signed by an advanced practice nurse, a delegated physician assistant or physician licensed in any U.S. state or territory. Certificates of nonmedical exemption can either be obtained upon completion of CDPHE's Online Immunization Education Module or from a licensed provider with a signed nonmedical exemption form. This preschool accepts children who have not had immunizations due to medical, religious, and/or personal exemption with proper documentation.

General Health Appraisals

A current general health appraisal must be on file the **first** day the child enters preschool. General health appraisals must be signed by the child's doctor and include a visit date within the past calendar year. New general health appraisals must be submitted each time the child is due for a new well check based on AAP guidelines. This is a requirement from the Colorado Department of Human Services.

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 (3s-Junior K) are washed, rinsed and sanitized at least once per week and whenever visibly soiled.

Medications/Health Conditions

It is recommended that medications be given at home. If medications *need* to be given while a child is attending school, there are forms that must be completed by the parents and the child's primary care provider. All medications must be kept in the original container indicating the expiration date of the medication. Prescription medications need to have the original 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 allergies, emergency medication or specific medical needs, please notify the preschool director. All medications, including inhalers and epinephrine, are stored in ziplock bags containing all the necessary paperwork and a photograph of your child. This helps to

ensure that the right medication goes to the correct child. These bags are stored in emergency backpacks in the child's classroom and placed on the highest shelf that is easily accessed by staff but inaccessible to children. Emergency backpacks travel with the class each time they leave their classroom. Medications that need refrigeration are placed in a locked medication box in the school refrigerator that is inaccessible to children.

If a child has a health condition and the parents/guardians choose not to share that information with the preschool, or the parents/guardians choose not to provide on site medication and applicable permission forms (indicated by a completed medication waiver form), the undersigned parent/guardian hereby agrees to release the preschool and its 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.

Emergency Procedures

Security and Safety

The safety of your child is of the utmost importance to the staff and administration at Southeast Christian School. We have implemented many safety and security measures to minimize risks and help keep children safe during their time on our campus. Southeast Christian School employs a full time director of safety and security who oversees building safety, facilitates regular safety drills and manages extensive staff training related to emergency preparedness.

As part of the security protocols, all volunteers or outside visitors/vendors are required to sign in at the school office and receive a visitor sticker. During some special programs in preschool, invited friends and relatives will be allowed to attend (i.e. Christmas program, 4s/Junior K graduation, Thanksgiving feast, etc.). These programs will be closely monitored by our security team, our teaching staff and the administrative team.

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.

If you become aware of any situation that you feel may be a security or safety concern, please contact the school office promptly at 303-841-5988 to notify us of your concern.

Video Surveillance

As a safety precaution, Southeast Christian School has security cameras placed throughout the building in hallways and in classrooms. For the privacy and protection of our students and families, video footage may only be reviewed by school personnel and law enforcement officials as necessary.

Suspected 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 will be made to the Colorado 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.

Fire Drills

Fire drills are practiced monthly in the preschool. Children exit out of the nearest door and leave the building with their teachers. A "name to face" student count is completed to ensure all children have evacuated and are accounted for. Teachers carry their class' complete emergency contact information and the first aid backpack containing any medications for the students in their class. 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 that a tornado is imminent. Children will proceed to the lowest point near the base of the stage and get into a "turtle" position (crouch) between the rows of seats and cover their heads. This will help to protect them from any flying debris should it enter the facility. A "name to face" student count is completed to ensure all children have evacuated and are accounted for. Teachers carry their class' complete emergency contact information and the first aid backpack containing any medications for the students in their class. 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.

Lockdown/Shelter-In/Active Shooter Drills

Lockdown, shelter-in and active shooter drills are practiced regularly in order to help prepare children for a potential emergency. These drills are conducted by Southeast Christian School’s full time director of safety and security. All drills will be recorded by the preschool director for review by the Colorado Department of Human Services or law enforcement personnel.

Evacuation/Reunification

In the event that Southeast Christian School staff and students need to relocate outside of the building, evacuation and reunification will take place as follows:

- “Evacuate to…” will be communicated to staff on the walkie talkies and/or PA system
- Staff and students will quickly and quietly evacuate to the stated location in an orderly fashion. Plans and/or accommodations will be made in advance related to any child who may require additional support evacuating the building.
- Staff will travel with their emergency backpacks and class list (including a list of approved adults for each child’s release).
- Staff and students will assemble at the reunification site and staff members will take attendance using “name to face” procedures.
- Parents will receive an alert via text message and or/phone call stating the location for pick up.
- Staff will not release any child outside of our reunification procedures. An assigned site coordinator (ie. director of security, TK-8 principle, preschool director) will release each student to an approved adult.

Change of Policy

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