

Little Blessings Preschool & Kindergarten Parent Handbook



“Committed to educating, inspiring and caring for God’s Children”

A Christian Early Childhood Experience founded in 1998

Serving Parker and the surrounding area

Little Blessings Preschool – located inside Parker United Methodist Church
11805 Pine Drive
Parker, CO 80134
Phone: 720.204.4420
www.littleblessingsparker.org

Operating Hours: 7AM – 5PM

Table of Contents

	<u>Page</u>
Directory	
Preschool Administration Directory	4
Classroom Emails	5
School/Church Map	6
Parker United Methodist Church Directory	7
Mission, Philosophy & Governing Board	8
Curriculum	
Curriculum and Specials Overview	9
Handwriting without Tears	9
Move and Groove	9
Worship	9
Learning Goals	
Age 18 months to 30 months	10
Age 3 to young 4	10
Age 4 to young 5	10
Kindergarten	11
Admission & Registration	
Admission	12
Registration	12
Open Enrollment	13
Admission of Special Needs Students	14
Developmental Screenings	14
Referral for Services	15-16
Financial Aid for Support Services	16
Medical Hardship Accommodation	16
Tuition and Fee schedule/late payments	17
Payments	18
Scholarship Program	18
Teacher Alliance Discount	18
Extended Programming	19
Parent Involvement	20
Termination of Enrollment/Dismissal	20

Emergency Procedures	
Emergency Drills/Evacuation	21
Evacuation from Building (Fire)	21
Emergency Shelter (Tornado)	22
Lock Down Policy	22
Lost Child Procedure	22
Health and Safe Children Policies	<u>Page</u>
Location of Children at All Times	23
Individuals Not Authorized to Pick Up	23
Inclement Weather/School Delays/Closures	24
Personal Belongings	24
Illness/Accident/Injury	25
Medication Administration	26
Immunization and Statement of Health	26
Toilet Training Policy	27
School Policies	
Child Abuse Reporting Policy	28
Discipline and Guidance Policy	28
Food Policy	29
Classroom Celebrations/Birthday's	29
Field Trip Policy	30
Fundraising Policy	30
Media Policy	30
Parent Communication	30
Parent Conferences	30
Television/Video Viewing Policy	31
Transportation Policy	31
Visitor Policy	31
Procedure for filing a complaint	32
Parent Acknowledgement	33

Little Blessings Preschool Administration Directory

Preschool Administration:

Tricia Woods, Program Director 720. 204. 4420
tricia@parkerumc.org

Emily Shaffer, Director 720. 204. 4423
emily@parkerumc.org

Janelle Welling, Administrative/Extended Program Manager 720. 204. 4429
janelle@parkerumc.org

Amy Boss, Resource Teacher 720. 204. 4419
amy@parkerumc.org

Stephanie Thompson, Resource Teacher Assistant 720. 204. 4419
stephanie@parkerumc.org

Judi McGrevey, Contract Administrative Support judi@parkerumc.org

ATTENDANCE LINE

720.204.4419

Classroom Emails:

<u>Age</u>	<u>Location</u>	<u>Classroom Name</u>	<u>Email Address</u>	<u>Teachers</u>
2's	Nursery-FT	Ducks Classroom	ducks@parkerumc.org	Ms. Karen Ms. Nikki Ms. Maranda
2's	Nursery	Frog Classroom	frogs@parkerumc.org	Ms. Rhonda Open
3's	221 – FT	Cubs Classroom	cubs@parkerumc.org	Ms. Beth Ms. Megan
3's	139	Bees Classroom	bees@parkerumc.org	Ms. Noe Ms. Erika Ms. Jennifer S
3's	143	Llamas Classroom	llamas@parkerumc.org	Ms. Susie Ms. Karen
Y4's	218 – FT	Kangaroos Classroom	kangaroos@parkerumc.org	Ms. Shannon Ms. Kendra Ms. Lauren
Y4's	130	Hedgehog Classroom	hedgehogs@parkerumc.org	Ms. Cindy Ms. Jill
4's/Y4's	235	Zebra Classroom	zebras@parkerumc.org	Ms. Heather Ms. Molly
4's Pre-K	129 – FT	Owls Classroom	owls@parkerumc.org	Ms. Jennifer Ms. Lauren S Ms. Sally Ms. Amy H
4's Pre-K	220	Dragonflies Classroom	dragonflies@parkerumc.org	Ms. Kim Ms. Jen
4's Pre-K	232	Tigers Classroom	tigers@parkerumc.org	Ms. Melanie Ms. Tiffany Ms. Jaime
4's/5's Pre-K	230 – FT	Flamingos Classroom	flamingos@parkerumc.org	Ms. Tiffany Ms. Laura Ms. Anne
Kindergarten	233	Longhorns Classroom	Longhorns@parkerumc.org	Ms. Murphy Ms. Janis



Upper Level Floor Plan



Lower Level Floor Plan

Parker United Methodist Church Directory

Laura Rainwater, Senior Pastor
laura@parkerumc.org 303.841.3979

Cody Anderson, Associate Pastor
cody@parkerumc.org 303.841.3979

Noelle Allison, Director of Children & Family Ministries
noelle@parkerumc.org 303.841.3979

Sarah Blankman, Director of Finance & Administration
sarah@parkerumc.org 303.841.3979

Jason Anderson, Director of Media
jason@parkerumc.org 303.841.3979

Social Media Connections

Little Blessings Preschool and Kindergarten
Website: www.littleblessingsparker.org

Facebook: Official Little Blessings Preschool and Kindergarten

Instagram: littleblessingsparker

Parker United Methodist Church
Website: www.parkerumc.org

Facebook: Parker United Methodist Church

Mission & Philosophy

The mission of Little Blessings Preschool and Kindergarten is to work cooperatively with families to facilitate a program that will create a solid educational foundation for young children. It is our mission to help preschoolers grow intellectually, socially, emotionally, spiritually and physically through hands-on learning experiences that meet the individual needs, interests and abilities of each child.

The objectives of Little Blessings Preschool and Kindergarten are the following:

- To provide a quality preschool program for children ages 18 months through Kindergarten.
- To provide a program for children from all sectors of the community no matter religion, race or financial status.
- To provide families with referrals to support children with special needs or for families seeking information on each childhood development challenges and concerns.
- To prepare young children for formal education and assist parents with becoming active participants
- To support parents as they begin the journey of becoming active participants in their child's education in school.
- To create an environment that encourages a passion for learning.

The Little Blessings Preschool and Kindergarten philosophy reflects the basic concept that God created each individual with unique gifts.

It is our responsibility as teachers to help each child realize his/her potential through guidance, encouragement and Christian love.

Little Blessings Preschool and Kindergarten is licensed by the Colorado Department of Human Services.

Governing Board

Little Blessings Preschool and Kindergarten has a Church/Parent advisory committee made up of the Program Director, Preschool Administration, Associate Pastor, congregation and parents. This advisory committee meets regularly to review policies, program decisions and award scholarships.

Curriculum and Specials Overview

Teaching Strategies

Teaching Strategies is a nationally recognized program that meets state Colorado standards for preschool. Teaching strategies includes all the essential elements of high quality early childhood education. The components that are included in this program are Creative Curriculum, Al's Pals, Gold and Ready Rosie. Creative Curriculum allows teachers to implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels. Next is Al's Pals which is the social emotional curriculum that couples with Creative Curriculum to round out the classroom experience. Gold is a reliable and individualized, authentic observation based assessment tool that provides feedback on how children are performing and the Ready Rosie piece is our family engagement tool that assists teachers in building connections between the classroom and home.

Handwriting Without Tears

Little Blessings Preschool and Kindergarten utilizes the Handwriting Without Tears curriculum throughout each classroom. All staff is trained on how to implement this award winning pre-k and kindergarten curriculum into their classroom. This curriculum is developmentally appropriate and designed so that all children can thrive and build a strong handwriting foundation.

Music

Music Makers classes will help children to create a joy for dance, play instruments and learning new songs. They'll be introduced to rhythms and matching actions and body movements that will train their brains for a love of music as well as math and science all while they just simply have fun.

Worship

Worship is led by our Director of Children and Family Ministries, Noelle Allison. Worship is one to two times a month. Worship is a child centered, interactive time offering basic Bible truths and how they apply in a child's life. The goal is to instill Christian values through Bible lessons, prayers, songs and social relationships.

Learning Goals

The learning goals are broken down by age so that children are learning more basic skills in the beginning and building upon those skills as they move through the preschool setting.

Below you will read a brief outline of each stage along with a few of the learning goals that are set in the classroom for the school year.

Preschool Learning Goals:

Children age 18 months – 30 months:

- To begin to learn about self and others
- Develop play skills and sharing
- To begin to learn about the community and the world around them
- Develop receptive and expressive language
- Learning the school routine

Children age 3 and Young 4's:

- Continue to learn about self and beginning to be responsible for self and others.
- Begin to develop basic problem solving skills
- Continue to develop gross and fine motor skills
- Continue to develop receptive and expressive language
- Continue to follow school routine

Children age 4 and Young 5's:

- Responsibility for self and others
- Pro-social behaviors and conflict resolution
- Logical thinking and concept development
- Concept of print
- Continue to develop gross and fine motor skills
- Cognitive development and problem solving
- Emerging reading skills
- Science, Math and Social Studies enrichment
- Understand the purpose of writing phonemic awareness
- Kindergarten readiness skills

Kindergarten Learning Goals

The Little Blessings Kindergarten is located at our Church campus inside Parker United Methodist Church. The Kindergarten classroom has a wonderful ratio with 12 students that offer the opportunity for regular one to one interactions between the teacher and the students. Classroom emphasis is in reading, writing and math with good individualized instruction. Little Blessings Kindergarten meets state and district standards.

Kindergarten Goals

First Semester Goals:

- Letter recognition, upper and lower case letter sounds
- Rhyming words and patterns
- Beginning sounds of words
- Number recognition and number concepts
- Writing name with upper and lower case letters
- Reading and handling books from front to back and left to right
- Parts of a book (title, author, illustrator)
- Retelling story and identifying beginning, middle and end
- Counting to 100 and using a hundred chart
- Introducing parts of a sentence and writing a complete sentence
- Counting by 5's, 10's and 100's
- Understanding vowels and consonants

Second Semester Goals

- Reading and writing sight words
- Reading word chunks (-at, -an, -it, -en, etc.)
- Reading color words and number words to ten
- Reading with independence
- Counting coins (pennies, nickels and dimes)
- Sounding out words and reading CVC (consonant/vowel/consonant) words. (cat, van, sit)
- Writing and sounding out words using beginning and ending sounds
- Writing a sentence focused on one idea and simple paragraphs using capitals and periods.
- Telling time to hour, 1/2 hour and 1/4 hour
- Place value to a hundred
- Reading graphs
- Basic addition and subtraction concepts
- Being independent

Admission and Registration

Little Blessings Preschool and Kindergarten offers (2) types of enrollment options to support families. Our Traditional session runs August through May and our Year-Round session runs June through May. The Traditional session follows a modified calendar for Douglas County Public Schools and the Year-Round session provides care during breaks with limited numbers of days closed. Families enrolled in the Traditional session are welcome to sign up to attend camps that are held during breaks at an additional cost. Summer camp is held June and July, offering camps for children ages 18 months to 6 years old.

Admissions

Little Blessings Preschool and Kindergarten offers a variety of part-time and full-time schedules to help meet the needs of families in our community. In order to be admitted to the preschool, a child must meet the minimum age requirement set, be walking, be fully immunized or on an altered schedule and there must be availability in the classroom.

Registration

Registration for school opens in January for the upcoming school year. There is an order of registration that is followed by the preschool administration team. The order of registration is prioritized as follows:

- Families that are members of Parker United Methodist Church
- Currently enrolled students
- Siblings of currently enrolled students
- Alumni or siblings of alumni
- Public

A lottery system that utilizes the registration form is implemented as needed. Waitlists are created when classes reach full capacity. Should changes occur that impact the original class enrollment, the preschool administration team will utilize the waitlist to fill the classroom. The waitlists are kept through December of the current school year and do not carry over automatically to the next school year. ***Enrollment documentation is completed annually.***

In order for a child to attend school on the first day, the following documentation **must** be completed and received in the preschool office:

- Enrollment packet – signed by the parent or guardian
- Emergency card
- General Health Appraisal –signed by the doctor/pediatrician
- Immunization record
- Allergy emergency care plan (if needed)
- Completed volunteer form or volunteer fee paid
- All fees are paid – registration/supply/first month’s tuition

Little Blessings Preschool reserves the right to delay and/or suspend enrollment pending the return of complete enrollment paperwork

Any accounts that are carrying a balance or past due will not be permitted to register for the upcoming school year until the account is paid in full. Payment agreements can be drafted by the preschool administration team with the signature of the Director and payees on the account.

Open Enrollment

Little Blessings Preschool and Kindergarten seeks to provide non-discriminating early childhood Christian education. Children with special needs that can be mostly met by the teaching staff are accepted. The preschool administration team will collaborate with other professionals as needed to make reasonable accommodations for any child with disabilities in compliance with the Americans with Disabilities Act.

Any child meeting the age restrictions, regardless of sex, race or religious preference may enroll at Little Blessings Preschool and Kindergarten.

Admission of Special Needs Students

Little Blessings Preschool and Kindergarten will accept physically challenged children or children with other special needs if the needs of the child can be met. We recognize that we are not able to serve every child with special needs based on the limitations of our staffing, finances, expertise, etc. Little Blessings Preschool is a private preschool and does not receive any state or federal funding to support a special needs program. Enrollment is based on the extent to which the child will succeed within the program and its structure.

In an effort to make an informed decision regarding the preschools ability to serve a child, all documentation of previous services must be submitted to the preschool administration team for review prior to enrolling.

Services that a child may receive include but are not limited to the following:

- IFSP
- IEP
- PT services
- OT services
- Speech services
- Other private therapies

Upon review of documentation, the preschool administration team, in cooperation with the parent/guardian, will meet to discuss any concerns and outline a mutual probationary period (up to 60 days). During the probationary period either party may terminate enrollment in writing. If enrollment is terminated, a full refund of enrollment fees will be processed within (14) business days.

In matters where the details of services are withheld or not shared, the preschool will respect the privacy of the family and may recommend that a different school be considered for their child's needs.

Developmental Screening

Little Blessings Preschool and Kindergarten uses the Ages and Stages Questionnaire developmental screening tool as a first step in looking closely at a child's growth, learning and development. Developmental screenings provide valuable insight about the following:

- A child's cognitive, motor, communication and social-emotional development to determine if children are learning basic skills.
- Identifying children's current understanding of concepts
- Assist early learning professionals with building an educational baseline to begin planning.

Screening results can help to connect children at risk of developmental delay to community resources and supports for further evaluation or to determine eligibility for services.

Screening results are shared with families and remain confidential.

If your child is in need of additional evaluations, we will work with your family to ensure that you are connected to the appropriate resource within the community based on the age of your child, your child's needs and the county/school district in which you live.

Screenings take place upon enrollment unless results indicate a need for more frequent intervals. The results from screening will inform our educational planning and will be used to individualize and enhance the learning environment. Family participation and input is a valuable aspect of the developmental screening process. .

Referral of Services

Little Blessings believes in the importance of early intervention when it comes to identifying children that may be experiencing delays. Parents/Guardians and teachers are encouraged to contact our Resource Teacher for guidance and assistance. Another way to identify the possibility of a delay is through the usage of the Ages and Stages Questionnaire that is completed by every family annually in August. Below is the process that the preschool will follow after a concern has been shared with the parent and the Resource Teacher:

- The Resource Team will gain necessary approvals from the parent/guardian prior to any observations
- After obtaining approval, the Resource Team will schedule classroom observations. Realizing that every situation is unique, the observation stage could take several visits as recommendations will be made to classroom teachers and then monitored.
- Recommended suggestions, referrals or further evaluation is presented to family for discussion.

The process for Referrals to Early Intervention or Child Find

- The Resource Team completes referral form for parents to sign
- The Resource Team will submit the referral along with supporting documentation to the appropriate agency
- The agency will reach out directly to the family to schedule an evaluation.
- After the evaluation is complete, the agency will contact the family with results
- A follow up meeting is scheduled with the family and the Resource Team to discuss the next steps.

If a child is found eligible to receive services for early intervention or child find and the parent/guardian refuses to accept services, Little Blessings Administrative team will meet to review all documentation to determine if it is in the best interest of the child to retain enrollment at the preschool.

Little Blessings preschool will help to support any child that is currently receiving services from an outside provider by partnering to allow visits to take place during the time the child is attending preschool. Parents should contact the preschool Resource Team to advise of the type of service, the name of the provider and the day(s) the provider would like to have the visit take place at the preschool. All visitors must sign in at the preschool office and be escorted to the appropriate location.

If a parent/guardian is looking for a referral for services, Little Blessings contracts with service providers to serve and support children. Screening costs are covered 50% by the preschool and 50% by the parent/guardian. Therapy is covered 100% by the parent/guardian.

Financial Aid for Support Services

Financial aid for support services is available to families that have a child/children that qualify for services and the family is unable to meet the financial need 100%. Financial aid for support services is granted only if funds are available. Please see the preschool administration team for more information.

Medical Hardship Accommodation

Little Blessings Preschool serves families with varying levels of medical needs. Families that have a Health Care Action Plan on file with the preschool, qualify to utilize this policy as these families are in this position where they must navigate situations of illness and/or outbreak closely in order to take needed action. Please see the preschool administration team for more information and how to execute this policy.

Tuition and Fee Schedule/Late Payments

The enrollment fee must be paid in order to secure a space in the classroom. The enrollment fee is due to the preschool office upon receiving notification of acceptance into the school. This fee is non-refundable and valid for one school year. Please refer to the tuition schedule online for current tuition prices.

Tuition is paid from July to May with August tuition being charged July 1st and due by July 5th. No payment will be due in August. If the first month's tuition is not paid it may result in the preschool administration team releasing your child's spot in class.

All tuition is on a yearly basis and equally divided into 10 monthly payments. A 10% discount will be given to any family who has more than one child enrolled. The discount will be taken off the lesser of the tuition.

Pre-payment of the full year by August 1st will result in a 3% discount. Contact the preschool administration team for processing.

Tuition is due by the 5th of each month. Any account left unpaid after the 10th of the month will be assessed a \$25.00 late fee.

Accounts that are repeatedly late with making on time payment will be reviewed and are subject to immediate suspension and/or termination of care.

No refund or credit is given for days a student is absent from school whether for illness or personal matters.

In addition to any scheduled preschool closure dates or inclement weather days, the preschool may need to close due to mechanical failure within our facility, a church event (large funeral) or a significant number of the teaching staff and children are absent due to flu or other illness. The decision to close the preschool is made by the Associate Pastor and/or Program Director under the guidance of state licensing regulations. Should such an event occur, the parent/guardian will be notified in writing via email.

There will be NO adjustment to tuition.

Payments

If paying by check, please include your child's name and class in the memo section. Checks can be mailed or dropped in the tuition drop box at the preschool office. Checks that are returned will result in your account being charged a \$25.00 administrative fee. If a check is returned, the payee must present full payment in cash or credit card to the preschool office no later than the 15th of the month. Choosing to utilize your banks online bill pay is another convenient option to pay tuition monthly.

Credit card payments are accepted at the preschool. You can pay online using MyProcure or you can swipe your card upon dropping off/picking up your child. The preschool accepts Visa and Mastercard only.

Cash payments are accepted in person only and a receipt must be given at the time of payment. **DO NOT PLACE CASH IN THE TUITION DROP BOX.**

If you would like to set up your account for a recurring payment to a personal credit card or bank account, please see the preschool administration team for assistance.

Scholarship Program

Little Blessings Preschool and Kindergarten recognizes the hardship that can be caused by unforeseen circumstances and has established a limited discretionary fund for families that are in need of assistance. Please visit the preschool administration team privately to discuss in detail. Donations to the scholarship program are welcome and accepted at any time and are tax deductible.

Parker United Methodist Church, Parker Task Force and Southeast Christian Outreach partner with the preschool to assist with awarding scholarships and connecting families with helpful resources.

Discounts will not be combined.

Teacher Alliance Discount

Little Blessings Preschool provides a discount to parents that enroll in the year-round program and are employed and currently teaching in Douglas County and the surrounding area. Please inquire with the preschool office for details.

Extended Programming

Little Blessings Preschool and Kindergarten provides extended care to families that need to extend their child's day beyond the normal stated classroom hours.

The options for extended programming are as follows along with a brief description:

- **Before Care**
 - Offered daily from 7:00am-9:00am
 - Supervised group play time – multi-age group
- **Lunch Bunch**
 - Offered daily from 11:30am-1:00pm
 - A time for children to eat lunch and play with friends
- **After Care**
 - Offered daily from 1:00pm-5:00pm
 - Required rest time based on child's age
 - Extension of morning classes with structured play, hands on activities, arts & crafts, science, cooking, outside time and free play. The classroom is a multi-age group.

Parents can register to have their child participate in any combination of extended care with a variation of days if needed.

To sign up for extended care, please complete the extended care registration form. Once enrolled for extended care the charges for care will become part of the monthly tuition and all tuition policies apply. To cancel extended care, please see the preschool administration team.

Occasional drop in care is available to enrolled families. This care is based upon availability and must be signed up 24 hours in advance to ensure proper staffing is in place. Billing for drop in care will be applied the date care was needed and be due the next billing cycle.

Please contact the preschool office should you need support with occasional last minute care.

Extended care space is limited and enrollment is on a first come/first serve basis.

Parent Involvement

All Little Blessings Preschool and Kindergarten parent/guardian is required to volunteer a minimum of volunteer hours per school year or pay a volunteer fee in place of service hours. Traditionally enrolled families volunteer 10 hours of time and Year-Round families volunteer 5 hours of time. The parent/guardian may choose to pay the volunteer fee in lieu of meeting the designated hours for the school year. The volunteer fees are as follows:

- Traditionally enrolled: \$75
- Year-Round enrolled: \$25

Volunteer forms are completed at the beginning of each school year. A parent/guardian will choose the area or areas in which they want to volunteer their time. The preschool administration team or teaching staff will contact the parent/guardian in advance throughout the school year advising of upcoming opportunities to complete volunteer hours. Parents who have committed to complete their designated number of hours and have not completed hours by April 10th of each year will be charged the appropriate volunteer fee.

Termination of Enrollment/Dismissal

Enrollment may be terminated by the parent/guardian at any time. To withdraw from Little Blessings Preschool and Kindergarten please complete the following:

- A written intent to withdraw that includes the child's last day and reason for withdraw
- Pay any outstanding balance on account

There will be no money refunded for the enrollment fee or partial month's tuition.

In extreme circumstances it may be necessary for enrollment to be terminated by the preschool. Dismissal from the preschool would be considered only after the Director has discussed concerns and alternatives with parent/guardian and after careful deliberation regarding the needs of the child.

Circumstances that may necessitate dismissal from the preschool include but are not limited to the following:

- A child exhibits behavior that repeatedly endangers the health and/or safety of other children or staff.
- A child exhibits developmental needs that cannot be met by the preschool staff.
- A parent's refusal to cooperate and adhere to the policies of the school.

Emergency Procedures

Emergency Drills/Evacuation

Emergency drills are held on a monthly basis to acquaint administration staff, teachers and children with the recommended process. A log of the drills is maintained in the preschool office.

Evacuation from Building (Fire)

In the event of an emergency that requires evacuation from the building, the staff will take the children and visitors to the nearest exit outside to the designated safe area. The designated safe areas for the Church campus is identified as the parking lots on the north and south end of the building. At any time, local authorities may direct children and staff to a different safe area.

The preschool administration team will check each classroom area including bathrooms and offices for any children. The preschool administration will take the emergency card file and attendance/sign-in sheet and join the children, staff and visitors in the safe area.

A headcount of all children and staff will be taken to verify everyone is out of the preschool. No one may re-enter the preschool until the appropriate authorities give official clearance to re-enter.

If authorities decide that it is not safe to re-enter the preschool, the staff will contact the parents/guardians to pick up the child.

If children need to be taken to an indoor facility due to inclement weather, all necessary arrangements will be made by the Director and local authorities to transport the children to a safe shelter. One staff member will remain on site at the preschool to direct any parent that was unable to be reached during original notification. Parents/guardians must sign their child out with the classroom teacher or Director before leaving the emergency site with their child.

Emergency Shelter (Tornado)

Upon notification from authorities that a weather emergency is present, staff will take the children to the first floor classrooms (rooms 124, 129, and 130). If it becomes necessary, authorities may direct the children and staff to another location.

The preschool administration team will check all classroom areas including bathrooms and offices for any children. A head count of all children and staff will be taken to verify everyone is out of the preschool area. No one may re-enter the preschool until the appropriate authorities give the clearance to re-enter.

Staff will contact parents/guardians to pick up their child if the authorities decide the children may be released safely or are unable to complete their school day. Parents will be instructed where to pick up their child.

If at any time the Director determines that holding class would be detrimental to the safety of the children, the Director may cancel classes until it is safe to resume. All parents will be notified of such action should the situation occur.

Lock Down Policy

All staff has been trained on how to safely conduct a lock down of the preschool in the event the authorities announce danger in our vicinity or should a staff member deem such action is necessary for the safety of the children and staff.

Little Blessings Preschool and Kindergarten follows the Standard Response Protocol for Lock Downs and Lock Outs.

You may learn more about SRP by visiting iloveguys.org/srp.html.

Lost Child Procedure

To prevent lost children, the preschool maintains an excellent teacher to child ratio, constantly monitors all exits of the classroom and building, monitors and supervises all areas of the playground, takes attendance during all transition times and has a strict policy regarding visitors.

If it were ever reported that a child was missing or lost, the Director or preschool administrative team would immediately notify the local police, the parents of the child and the Colorado Department of Human Services.

Health and Safe Children Policies

Location of Children at All Times

Little Blessings Preschool and Kindergarten follows Colorado State Regulations that requires all parents/guardians to sign children in/out each day they attend school. You may sign your child in/out by using the computers or completing the sign in/out sheet. All documents to sign in/out for the day at the Church campus are located at the entrance to the preschool on the upper and lower level. Upon enrollment, fingerprint scans are taken so that parents may utilize the computer system for tracking the child's attendance. If you would like to have additional fingerprint scans set up, please see the preschool administration team.

Documents are generated from our preschool attendance tracking system as well as the manual sign in/out sheets in order to track attendance of children daily. Our teaching staff utilizes a daily attendance sheet to take attendance at the beginning of the day. Attendance sheets are carried with the teaching staff whenever they leave the classroom during any transition and students are counted to verify each child is present and accounted for throughout the day. Preschool staff will accompany any child that leaves the classroom outside of a normal transition time.

Individuals Not Authorized to Pick Up

Little Blessings Preschool and Kindergarten will not release a child to anyone other than authorized persons listed in the emergency section of the emergency card. In the event that an unauthorized person arrives to pick a child up from the preschool, the parents will be contacted immediately. At that time, the parent may provide verbal permission to release the child. If verbal permission is not given, the unauthorized person will be escorted out of the building by (2) preschool staff and the incident documented.

Any person unfamiliar to the preschool staff (administration or teachers) will be asked to provide the staff with a state issued photo identification and this information will be used to verify information on the emergency card on file in the preschool office.

Inclement Weather/School Delays/Closures

Little Blessings Preschool and Kindergarten follows Douglas County School District's inclement weather policy.

You may refer to the Douglas County website or listen to local radio or television for the status of school closures or delays.

The weather conditions are monitored regularly by all preschool staff and children play outside at the discretion of the preschool staff. In the event the weather is too hot, too cold (above 95°F/below 22° F) or if there is excessive rain or snow, accommodations will be made to have the children participate with indoor activities that will help to develop large motor skills.

Children are always offered water after playing outside and may have a drink anytime during the school day.

State Licensing requires that parents/guardians apply sunscreen to their child prior to the start of school and that staff re-apply sunscreen after 4 hours. The children are welcome to wear sunglasses and hats on the playground. If you do not want a staff member to apply sunscreen to your child, please see the preschool administration team for details and to complete a sunscreen application waiver.

Personal Belongings

The items typically needed for each child when at school include a backpack, water bottle and lunch box. Backpacks need to be large enough to fit **all** the child's items inside. **All items need to be labeled with the child's first and last name.** Inside the backpack it is recommended that the parent/guardian place a complete change of clothes including socks and underwear for any circumstances that arise where a child may need to be changed. Please be sure extra clothes are suitable for the current weather conditions Children should be dressed appropriately for school so that they can participate in classroom activities that require sitting on the floor as well as playing outside. Please note that paint smocks are utilized in most classrooms and there may be times spots or smears occur on your child's clothing.

During colder months, please be sure to send your child with a heavy jacket, gloves/mittens, warm hat and boots. All items can be placed inside the backpack should they be needed for the day when the children go outside.

Please do not send your child to school with gum, money, toy weapons or other items that may be a hazard or a distraction.

Little Blessings Preschool and Kindergarten will not be responsible for any ruined or lost items.

Illness/Accident/Injury

At Little Blessings Preschool and Kindergarten the health and wellness of your child is of prime importance to us.

If your child exhibits signs of illness, please safeguard your child and others by keeping them at home. It is requested that siblings with any symptoms of illness not be brought into the school building. Young children, toddlers and preschoolers can experience a yearly average of (6) respiratory infections (colds) and can expect one to two gastrointestinal infections (vomiting and/or diarrhea). Please call or email the preschool administration team to advise when your child will be absent for any reason.

We understand that deciding to keep your child home from preschool can be difficult. Below you will find a few examples as to when to keep your child home:

- Fever of 100° or higher
- Vomiting
- Diarrhea
- Conjunctivitis
- Chicken pox
- Strep throat, etc.

Children who arrive at school with symptoms of an illness will be sent home and should not return for at least 24/48 hours with no symptoms or a doctor's note stating the child is well enough to return to school. If your child becomes ill while at school, the preschool administration team will call you immediately to pick your child up from school. Your child will be moved to the office to rest until you arrive. If after (2) attempts to reach the parent/guardian, the staff will begin to reach out to the emergency contacts listed on the child's emergency card. Please keep all emergency contacts current.

The Preschool must be notified if your child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia and shigella. The child will be excluded from preschool until medical clearance is obtained.

The Health Department is notified immediately by the preschool of any diagnosed communicable illnesses.

Please refer to How Sick is Too sick published by CDPHE.

If a child receives a minor injury (i.e. scrape etc.) while at school, a teacher or staff member will administer first aid in the form of water, soap, bandage or ice pack. In the case of severe emergencies, 911 will be notified first followed by the parent/guardian.

Little Blessings Preschool and Kindergarten follows the policy outlined by The Children's Hospital School Health Program with regard to our illness policy and when to keep a child home from preschool. This document is posted on our website or you may obtain a copy from the preschool office.

Medication Administration

Childcare licensing states that all prescription and non-prescription medication given at preschool requires a written authorization from a health care provider. Medication authorization forms are available in the preschool office.

Medication administration forms are completed by the healthcare provider and must include specific information regarding the medication, reason for the medication, the specific time of administration, detailed dosage amount, route of administration and length of time the medication needs to be given. All medications must be brought in the original labeled container with pharmacy label when applicable.

All medications are stored in a locked cabinet when not needed. When the child is in attendance at school, the medication is on-hand with teachers in a secure location in the classroom or traveling with the teachers during any transition or outside time.

In compliance with the Colorado Nurse Practice Act section 12-38-103 (10), the preschool staff that is involved in medication administration receives special training and is supervised by our School Nurse Consultant.

Any child that has a medical directive and orders are not on file may **not** attend school.

Immunization and Statement of Health

Little Blessings Preschool and Kindergarten recognizes and respects the right of each family to make health decisions regarding their children.

The Little Blessings Preschool and Kindergarten policy regarding immunizations is that all students must be on a minimum of an alternative immunization schedule in order to attend Little Blessings Preschool and Kindergarten.

Students who are 100% unimmunized may not attend the preschool or kindergarten which includes special camps and summer camp.

A completed Immunization and General Health Statement are due to the preschool office by the child's first day of school. Every parent/guardian is asked to comply with the rules and regulations of the State of Colorado Department of Human Services and the Tri-County Health Department by providing a complete Certificate of Immunization and General Health Statement signed and dated by a physician.

Little Blessings Preschool and Kindergarten operates in accordance with ADA standards regarding medical exemptions. Families may refer to their personal health care provider to obtain a medical exemption form.

Toilet Training Policy

Little Blessings Preschool and Kindergarten will partner with the parent/guardian to help support the toilet training routine established by the family. Staff will work with families on an individual basis to help carry over the established routine to the best of their ability while the child is at preschool.

Children are generally ready to begin toilet training between the ages of two and four. This does not account for any children that have developmental or physical delays. The toilet training process is complex and there are many variables a parent/guardian must consider before beginning in order for the experience to be successful.

Below is a brief checklist that your child may be ready to begin toilet training:

- Your child follows simple directions
- Your child remains dry for at least 2 hours at a time during the day
- Your child remains dry after nap
- Your child has regular and predictable bowel movements
- Your child can walk to/from the bathroom
- Your child can pull pants down and back up
- Your child seems uncomfortable with wet or soiled diapers
- Your child shows interest in the toilet
- Your child has asked to wear big kid underwear

If a parent/guardian is beginning toilet training for their child, they will speak with the teachers in the classroom to review the checklist and communicate the routine that has been established for the child. The parent/guardian will sign the toilet training agreement that outlines specific guidelines followed by staff.

If most of the skills on the checklist are **not** present or there has been a negative reaction to toilet training, it is advised to delay the process until most of the skills are present. Beginning too soon may delay the process as well as cause tears and frustration. Toilet training is much easier when the child is ready.

School Policies

Child Abuse Reporting Policy

According to Colorado state law, the school staff members are required to report suspected child abuse and neglect. If a staff person suspects that a child has been subjected to abuse or neglect it will be reported immediately to Douglas County Human Services at 303.663.6270.

All staff members complete training to be mandated reporters as outlined by the Rules and Regulations by the State of Colorado.

Discipline and Guidance Policy

It is the philosophy of Little Blessings Preschool and Kindergarten that recognizing and encouraging positive behavior will help to foster a healthy social/emotional development for each child as her or she builds relationships with peers and teachers. Classrooms are under constant supervision with staff working to redirect and guide children on an individual basis to maximize learning.

Any behavior that is destructive to property, abusive or that could cause physical harm to another child or adult may require intervention beyond redirection and guidance. If this behavior should ever occur, the first step taken is to remind the child that the behavior is not acceptable and attempt to redirect the child to another activity. If the behavior continues, the child will sit down with a teacher or a member of the preschool administration team to talk about feelings and think about what happened in the moment and how to make it better.

If any child's behavior is consistently disruptive, abusive or destructive, the Program Director and/or Director will consult with the parent/guardian about the situation and attempt to create an action plan to help the child. If no mutual resolution can be found, the parent/guardian may be asked to withdraw the child from the preschool.

Under no circumstances is corporal punishment used in the preschool.

Food Policy

Little Blessings Preschool and Kindergarten is a **NUT FREE FACILITY. NO PRODUCTS CONTAINING NUTS SHOULD BE BROUGHT TO SCHOOL FOR SNACK OR LUNCH.** Should a product containing nuts be found by a staff member, the food item will be taken to the preschool office, labeled and placed in a zipper bag. The family sending the snack will be notified and a supplemental nut free snack will be provided as needed to the child. Any parent/guardian caring for a child with severe allergies is encouraged to stop by the preschool office to discuss a healthcare plan with regard to snack/lunch time for their child.

All snacks and lunches are provided by the family and should be clearly labeled with your child's first and last name. If your child attends for an extended day, please be sure to include (2) snacks. One labeled for (AM) and one labeled for (PM).

The preschool encourages healthy eating and our teaching staff promotes making healthy choices when eating. We encourage families to send healthy snacks and lunches and to avoid very sugary foods or limiting those sugary foods such as candy, marshmallows, donuts and other high sugar snacks.

Ideas for healthy snacks that are easy to eat in the classroom are things such as yogurt, cheese, dry cereal, fruit bars, applesauce, and pretzels with hummus or fresh cut fruit.

Ideas for healthy lunches that are easy to eat in the classroom are things such as cheese, deli meat sandwiches, wraps, sun butter sandwiches or foods that contain good protein to support balanced eating.

Classroom Celebrations/Birthday's

Classroom celebrations are coordinated and planned in conjunction with the classroom teacher(s) and parents. Teachers will ask parents for donations to support celebrations.

If your child is celebrating a birthday, please coordinate in advance with your child's teacher(s) if you want to bring a birthday snack for the classroom. We encourage birthday treats to be child-size and healthy such as fruit with yogurt dip, mini muffins or other fun treats. If you choose to bring cookies, cupcakes or brownies, please be sure they are age appropriate size and **STORE BOUGHT** in order to support our **NO NUTS FACILITY**. Store bought items are encouraged as they include a clear label stating specific ingredients.

Field Trip Policy

Little Blessings Preschool and Kindergarten will periodically throughout the year support the use of in house field trips or special events programming.

Fundraising Policy

Little Blessings Preschool and Kindergarten will not endorse an individual, product or company. The Preschool Advisory Board and the Finance Committee at Parker United Methodist Church must approve all preschool fundraisers.

Media Policy

Little Blessings Preschool and Kindergarten will take pictures of your child throughout the year with a parent/guardian approval. Approval is obtained by the parent/guardian signing off on the initial enrollment form. Should a parent/guardian wish to opt out of any media participation for their child, they may do so by not initialing this line item on the enrollment form and communicating directly with the preschool administration team.

Pictures and/or video are typically taken of children by staff during times of celebration such as classroom parties, Christmas program, outside time, themed events or graduation. These photos and/or video may be used by the preschool and/or church and posted on their individual social media accounts.

Parent Communication

The goal for Little Blessings Preschool and Kindergarten administration and staff is to partner with parents to assist in the growth and development of your child. All staff welcomes open communication at any time with a parent/guardian to discuss any concern regarding your child. Little Blessings staff will communicate to families regularly by the following means:

- Monthly school wide newsletters sent via email
- Ready Rosie messages from teachers that outline specifics regarding your child
- Emails from teachers and preschool administrators

Little Blessings will make every effort to ensure that all families receive communication in their home language provided by Mile High Multilingual Services, 5655 S. Yosemite St., Suite 201, Greenwood Village, CO, 80111.

Parent Conferences

Parent/teacher conferences are held twice a year and noted on the school calendar. Conferences take place in the Fall and Spring. The parent/guardian will receive an assessment prior to the scheduled conference with the teacher. All assessments will follow the child through our preschool program and copies are available for families that move to another school.

Television and Video Viewing Policy

Little Blessings Preschool and Kindergarten staff occasionally will show a video in the classroom that is age appropriate and compliments the unit or theme being taught for the month. Staff will obtain an approval from the Director prior to notifying parents.

Parents will be notified in advance of any video being viewed in the classroom. Notification will come from the classroom teachers in the monthly newsletter, classroom bulletin board, via email or communicated during drop off/pick up.

Transportation Policy

Little Blessings Preschool and Kindergarten does not provide transportation to and from school or to family field trips. In compliance with Colorado Regulation 7.702.42, the preschool does maintain a vehicle for emergency transportation only. It is understood that in most emergency situations the preschool will call 911 for emergency medical assistance.

Visitor Policy

Little Blessings Preschool and Kindergarten is open to parents of enrolled students at all times and no appointment is necessary.

Any visitor or guest to the preschool must report to the preschool office upon arrival to sign in at the “visitor log”, show state issued photo identification and explain the nature of their business/visit. Visitors to the preschool will be identified by wearing a visitor's badge and must sign out in the preschool office upon completion of their visit.

State regulations prohibit siblings and friends (not enrolled at Little Blessings Preschool and Kindergarten) from attending school with the enrolled child.

All visitors that are not related to a student are always accompanied by a preschool staff member and must provide a valid reason for visiting the preschool.

Visitors may be removed from the preschool at any time by (2) preschool staff as necessary for the safety of the children and the incident documented.

Procedure for filing a complaint

The Colorado Department of Human Services, Licensing Division is available for complaints regarding the operation of the preschool in relation to the implementation of the Colorado Rules and Regulations for a Child Care Center (less than 24 hour care). It is advised to initially contact the Program Director/Director with any concerns or complaints regarding the preschool and its operations.

The Colorado Department of Human Services
Division of Child Care/Licensing Department
1575 Sherman Street
Denver, CO 80203-1714
Phone: 303. 866.5700

Parent Acknowledgement

The Little Blessings Preschool and Kindergarten parent handbook is available to me online or in a hard copy format in the preschool office.

I understand and have read the policies outlined and agree to follow the policies set forth by the preschool for the 2022-23 school year which includes summer camp care beginning June 2022.

Parent/Guardian Name: _____
(printed)

Parent/Guardian Signature: _____

Date: _____