

# Little Blessings Preschool Parent Handbook

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

A Christian Early Childhood Experience founded in 1998



Little Blessings  
Preschool

*A Ministry of Parker United Methodist Church*

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](http://www.littleblessingsparker.org)

Operating Hours: 7AM – 4PM

## Table of Contents

	<u>Page</u>
Directory	
Preschool Administration Directory	4
Parker United Methodist Church Directory	5
Mission, Philosophy & Governing Board	6
Curriculum	
Curriculum and Specials Overview	7
Handwriting without Tears	7
Worship	7
Admission, Registration & transitioning to school	
Admission	8
Registration	8-9
Transitioning to School	9
Open Enrollment	9
Admission of Special Needs Students	9-10
Developmental Screenings	10
Referral for Services	11-12
Outside Service Providers	13
Support System for Families facing adversity	13
Financial Aid for Support Services	13
Medical Hardship Accommodation	13
Additional Community Resources	13
Tuition, Fee schedule & Late payments	14-15
Financial Aid	15
Teacher Alliance Discount	16
Extended Programming	16
Parent Involvement	16
Termination of Enrollment/Dismissal	17
Universal Preschool (UPK)	17

Emergency Procedures	
Emergency Drills/Evacuation	18
Evacuation from Building (Fire)	18
Emergency Shelter (Tornado)	19
Lock Down Policy	19
Lost Child Procedure	19
Health and Safe Children Policies	
Location of Children at All Times	20
Individuals Not Authorized to Pick Up	20
Inclement Weather/School Delays/Closures	21
Personal Belongings	22
Illness/Accident/Injury	23-24
Medication Administration	24
Immunization and Statement of Health	25
Toilet Training Policy	25
School Policies	
Child Abuse Reporting Policy	26
Discipline and Guidance Policy	26
Food Policy	27
Classroom Celebrations/Birthdays	27
Field Trip Policy	28
Fundraising Policy	28
Media Policy	28
Parent Communication	28
Parent Conferences	29
Television/Video Viewing Policy	29
Transportation Policy	29
Visitor Policy	29
Procedure for Filing a complaint	30

# Little Blessings Preschool Administration Directory

## **Preschool Administration:**

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Janelle Welling, Asst. Director 720. 204. 4423  
[janelle@parkerumc.org](mailto:janelle@parkerumc.org)

Amy Boss, Resource Dept. Coordinator 720. 204. 4419  
[amy@parkerumc.org](mailto:amy@parkerumc.org)

Stephanie Thompson, Curriculum Specialist, Resource Dept. 720. 204. 4419  
[stephanie@parkerumc.org](mailto:stephanie@parkerumc.org)

**ATTENDANCE LINE**

**720.204.4419**

## **Social Media Connections**

Little Blessings Preschool and Kindergarten  
Website: [www.littleblessingsparker.org](http://www.littleblessingsparker.org)

Facebook: Official Little Blessings Preschool and Kindergarten

Instagram: littleblessingsparker

# Parker United Methodist Church



**We are a Christ-Centered community where you belong, grow,  
and make a difference.**

## Church Directory

Laura Rainwater, Senior Pastor 303.841.3979  
[laura@parkerumc.org](mailto:laura@parkerumc.org)

Cody Anderson, Associate Pastor 303.841.3979  
[cody@parkerumc.org](mailto:cody@parkerumc.org)

Noelle Allison, Director of Children & Family Ministries 303.841.3979  
[noelle@parkerumc.org](mailto:noelle@parkerumc.org)

Elizabeth Simonton, Facilities Coordinator 303.222.1864  
[elizabeth@parkerumc.org](mailto:elizabeth@parkerumc.org)

Candi Robinon, Director of Finance  
[candi@parkerumc.org](mailto:candi@parkerumc.org)

## Social Media Connections:

Parker United Methodist Church  
Website: [www.parkerumc.org](http://www.parkerumc.org)

Facebook: Parker United Methodist Church

## **Mission & Philosophy**

The mission of Little Blessings Preschool 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 are the following:

- To provide a quality preschool program for children ages 18 months through 5 years of age.
- 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 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 is licensed by the Colorado Department of Human Services.

### **Governing Board**

Little Blessings Preschool 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**

### **Creative Curriculum**

Creative Curriculum is a nationally recognized program that meets state Colorado standards for preschool. Creative Curriculum includes all the essential elements of high quality early childhood education. The components that are included in this program are Creative Curriculum and Al's Pals. 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. Finally our assessment tool is a reliable and individualized, authentic observation based assessment tool that provides feedback on how children are performing.

### **Handwriting Without Tears**

Little Blessings Preschool utilizes the Handwriting Without Tears curriculum throughout each classroom. All staff are 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.

### **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.

## Admission, Registration & Transitioning to School

Little Blessings Preschool is a traditional preschool program that offers limited extended care hours. Our school year runs from August-May with the addition of summer camp in June and July. If you have signed up for programming that is over 7 hours a day, you will automatically be enrolled into all camps, including holiday breaks and summer. Please refer to the school calendar for closure dates.

### Admissions

Little Blessings Preschool offers traditional preschool with the option of extended care. 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.

### Pre-registration/Enrollment

Pre-registration for school opens in December for the upcoming school year. All families including current families must pre-register every 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 pre-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 by **August 1st**

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

### **Transitioning to School:**

Once paperwork is received, you and your child will be invited to a Meet and Greet Transition meeting. At this meeting your family will have one on one time with your teaching team and in your child's new classroom. This Meet and Greet is typically held in August before the new school year begins but can take place anytime throughout the year as your child joins a new classroom.

### **Open Enrollment**

Little Blessings Preschool 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.

### **Admission of Special Needs Students**

Little Blessings Preschool 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 (15 class sessions). 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 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.

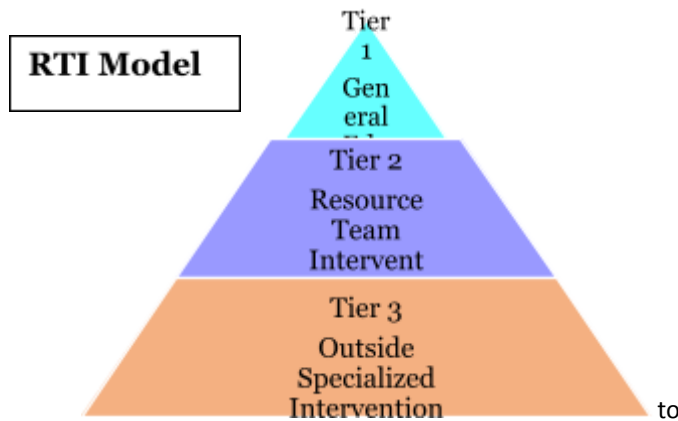
If your child is in need of additional evaluations, we will work with your family to ensure that you are connected to the appropriate resource within the community based on the age of your child, your child's needs and the county/school district in which you live.

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 – add information regarding RTI

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.
- The Resource Team will use the RTI mode (Response to Intervention) for guidance to determine the Tier in which the student falls for leveled support (*see model below*)
- Recommended suggestions, referrals or further evaluation is presented to family for discussion.



## **Outcomes of Observation**

There are several outcomes once an observation is complete.

- Adjustments are made in the classroom to best support the child.
- Further observations to determine next steps.
- 1:1 support provided in Tier 3 only on a short-term interim basis
- Referral for services – outside specialized intervention

The process for Referrals to Early Intervention or Child Find

- The Resource Team completes a referral form for parents to sign.
- The Resource Team will submit the referral along with supporting documentation to the appropriate agency. It can take up to 6 weeks to receive a call to schedule an appointment.
- 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 the results.
- A follow up meeting is scheduled with the family and the Resource Team to discuss the next steps.

When a student qualifies for services, they are found eligible to attend a public preschool. Families are encouraged to accept specialized intervention services for the success of their child. If a child does not qualify for services, continued placement with Little Blessings is dependent upon the RTI Tier of the child.

If a child is found eligible to receive services for early intervention or child find and the parent/guardian refuses to accept services, there still may be a need to process a withdrawal. Children that are identified in Tier 3 of the RTI will be under review by Preschool Administration and the Resource Team for next steps. We recognize that we may not always be able to serve every child due to the limitation of our expertise, the need of the child, staffing and/or finances.

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. Financial Aide may be available, but not guaranteed.

### **Outside Service Provider:**

Little Blessings welcomes contracted private service providers to see children during the school day. Parents must complete a Consent for Services document releasing Little Blessings from all liability while the child is receiving services from the provider. Parents agree to provide the Resource team with the providers schedule, inform the provider of absences, and inform providers of any school events affecting services. Little Blessings reserves the right to terminate Consent for Services with just cause while providing proper notification to parents.

### **Support Systems for Families Facing Adversity:**

Little Blessings Preschool has support systems in place when families and children experience trauma, adversity, or hardship. The Tuition Assistance Program, Medical Hardship Accommodation and Support Resources for students facing adversity or trauma may be accessed through the preschool office and administration.

### **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.

### **Additional Community Resources**

Little Blessings has some additional resources for families who may need some extra support at this time. Please feel free to contact the resource team, [amy@parkerumc.org](mailto:amy@parkerumc.org) or [stephanie@parkerumc.org](mailto:stephanie@parkerumc.org) to help you navigate these unprecedented times.

## **Tuition and Fee Schedule/Late Tuition 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 August to May. The first month of tuition will be charged on August 1<sup>st</sup> and due by the first day of school. All following months, tuition will be charged on the 1<sup>st</sup> and due on the 5<sup>th</sup>. 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.

Prepayment of the full year by June 15<sup>th</sup> will result in a 5% discount, payment in full by July 31<sup>st</sup> is a 3% discount. No annual payment will be allowed after July 31<sup>st</sup>. Contact the preschool administration team for processing.

Tuition is due by the 5<sup>th</sup> of each month. Any account left unpaid after the 5<sup>th</sup> 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.**

## **Late Pick Up Fee per contracted schedule**

Children should be picked up promptly at or before the end of their scheduled program. Starting at one minute after your scheduled pick up, children will be brought to the office. A fee of \$5 dollars a minute will start being assessed. Your Procure account will be billed accordingly. Parents will be called, emailed or procured 5 minutes post pick up time. Three late pick-ups will result in loss of your child's scheduled program.

If you are running late, please notify us immediately, so that we can let your children know that you are on your way. Children will be brought to the preschool office and at this time parents will be called.

Following the end of your child's scheduled program and with no communication from parents or the emergency contacts, the local law enforcement and/or Child Protective service will be called at this time.

## **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 15<sup>th</sup> of the month. Choosing to utilize your bank's 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.

## **Financial Aid**

Little Blessings Preschool 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.

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 full time (more than 7 hours per day) program and are employed and currently teaching in Douglas County and the surrounding area. Your child is not able to attend any breaks (Fall, Thanksgiving, Christmas, Spring and Summer) Please inquire with the preschool office for details. **Discounts will not be combined.**

## **Extended Programming**

Little Blessings Preschool provides extended care to families that need to extend their child's day beyond the normal stated classroom hours at an additional cost. Extended care space is limited and enrollment is on a first come/first serve basis.

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 (toddlers only)
  - Offered daily from 11:30am-1:00pm
  - A time for children to eat lunch and play with friends
- After Care
  - Offered daily from 1:00/2:00pm-4:00pm
  - Required rest time based on child's age
  - Extension of morning classes with structured play. The classroom is a multi-age group.

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.

## **Parent Involvement**

All Little Blessings Preschool parent/guardian is required to volunteer a minimum of volunteer hours per school year or pay a volunteer fee in place of service hours. All families may choose to volunteer 10 hours or pay \$50 dollars in lieu of the hours.

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 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 and/or falls into Tier 3 of RTI.
- A parent's refusal to cooperate and adhere to the policies of the school.

## **Universal Preschool – UPK add attendance**

On April 25, 2022, HP22-1295 was signed into law, which designates the implementation of early childhood programs to the new Department of Early Childhood and creates the free Colorado universal preschool program. This program will provide at least 10 hours of free preschool per week for Colorado 4 year-olds.

UPK Colorado allows families to choose the right setting for their child, whether it is in a licensed community based, school based or home based preschool setting. Families of children in the year before they are eligible for kindergarten can apply for UPK Colorado during the enrollment period which typically takes place in December. UPK Colorado will provide at least 10 hours of free preschool per week for Colorado 4 year-olds. For more information about UPK please visit.

<https://cdec.colorado.gov/colorado-universal-preschool>

Families that are interested in enrolling with Little Blessings Preschool will complete the pre-registration process with the preschool in December. Then families will also complete enrollment with UPK separately through the portal beginning in December. Placement and matching will take place on the schedule sent out via UPK.

Families wishing to attend more hours than are covered by UPK, must list hours on the Little Blessings Preschool pre-registration forms. Any amount not covered by UPK will be the responsibility of the family to pay each month.

# **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 are 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 the 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 have 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.

During a lockout drill, all doors will be locked and no one will be allowed to enter or leave. You will be notified when we have these drills.

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

You may learn more about SRP by visiting [iloveguys.org/srp.html](http://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. **Parents must utilize the Procure app to sign your child in!**

Staff will utilize the procure app's name/face section to track the students during the day after parents have signed in their children. Students are also counted to verify each child is present and accounted for throughout the day. Preschool staff will accompany any child that leaves the classroom.

### **Individuals Not Authorized to Pick Up**

Little Blessings Preschool 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.

Any person under the age of 15 **cannot** pick up children, this includes family members.

## **Inclement Weather/School Delays/Closures**

Little Blessings Preschool generally follows Douglas County School District's inclement weather policy. Little Blessings reserves the right to close school in the event of a safety concern, building concern or safety due to inclement weather.

Little Blessings will be closed in the event that Douglas County Schools is closed. Please refer to the local news, Facebook, email, the website and ProCare for any closure updates.

Little Blessings will begin school for ALL programming at 10:30 for inclement weather late or delayed start days. All before care programming will be canceled on these days.

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 reapply 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:**

Items needed daily; All items must be labeled with first and last name

- Lunch Box ( if staying until 1pm)
- Water Bottle
- Snack (morning and afternoon, if staying after 3pm)
- Backpack (large enough to hold a 8x10 folder)
  - Change of clothes (seasonal)

Items NOT to bring to school:

- gum
- money
- hand sanitizer
- chapstick
- toy weapons
- or other items that may be a hazard or distracting

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. Including items for going outside when it is cold. Please note that paint smocks are utilized in most classrooms and there may be times spots or smears occur on your child's clothing.

**Little Blessings Preschool will not be responsible for replacement of any ruined or lost items.**

## **Illness/Accident/Injury**

At Little Blessings Preschool 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.

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

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

<https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3PykogPoMTDClkF/view>

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 nonprescription 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 **MUST** be FDA approved.

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

The State of Colorado requires that we obtain a Physical Exam Form or Health Appraisal Form, signed and dated by a physician who has examined the child within the past 12 months, and current Certificate Immunization prior to attendance at our school. These forms must stay current throughout the school year.

For the safety of everyone, children that do not have a current Physical Exam Form and/or a current Certificate of Immunization or exemption form may be excluded from the classroom.

At any given time, unimmunized children may be enrolled in the school due to medical, religious or personal exemptions. In the event of an outbreak, exempted persons may be subject to exclusion from school and to quarantine. New state regulations require that parents who claim a personal or religious exemption to immunizations must complete and sign a state issued exemption form and attend a state training.

## **Potty Training Policy**

Children enrolled in our Young 4's , 4's (UPK) or Young 5's program must be toilet-trained by the first day of the current school year. Children must be wearing underwear. A child who has accidents daily would not be considered toilet-trained. Please note that wearing pull-ups is NOT regarded as toilet-trained.

We do understand that even toilet-trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Accommodations will be made only for medical exemptions.

A complete policy is available upon request.

Enrollment spots will not be held for children who are not fully potty-trained by the first day of the current school year. If this requirement is not met by that time, the child's enrollment spot may be forfeited and offered to another family.

## **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 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 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/Birthdays

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 will periodically throughout the year support the use of in house field trips or special events programming.

## **Fundraising Policy**

Little Blessings Preschool 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 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 initializing 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 programs, outside time, themed events or graduation. These photos and/or videos 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 administration and staff is to partner with parents to assist in the growth and development of your child. All staff welcome 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
- Emails from teachers and preschool administrators
- Procure communications from administration and staff

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 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 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 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 visitors 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

**Child Care Licensing and Administration**  
**Division of Early Care and Learning, CDEC**  
710 S. Ash Street  
Denver, CO 80246  
Phone: 1-800-799-5876 or 303-866-5948  
Fax: 303-866-4453  
[cdec\\_communications@state.co.us](mailto:cdec_communications@state.co.us)