



FIRST PRES  
PRESCHOOL

# Family Handbook

**719-884-6133- Preschool Office 719-884-6100- First Pres Church  
219 East Bijou Street, Colorado Springs, CO 80903**

## **Welcome**

We are honored that you have chosen to partner with us as your child acquires life-readiness skills that will serve them throughout their school years and beyond. Our staff uses developmentally appropriate practices to encourage whole-child development. We strive to create many opportunities for your child to explore and discover through hands-on learning, promote the practice of social and emotional skills as they interact with their peers and adults, and experience God's love for them through compassionate and attentive care. The Family Handbook outlines our basic preschool policies and procedures. Please read it carefully and ask any questions that arise.

## **Our Philosophy of Early Childhood Education**

We believe that children learn through hands-on, developmentally appropriate, intentional interactions from caring and qualified staff. We believe that children learn and grow best in a positive, safe, and structured environment. We believe that families are the primary teachers of their children and deserve a place of value in the educational journey.

## **Our Mission**

To promote a love for learning, a love for God, and love for each other in and out of the classroom.

## **Our Vision**

Live for God

Hold Fast

Keep Growing

Love Like Jesus

Share Good News

Deploy Generosity

Make Beauty

## **Admissions**

### **Schedule and Fees**

We accept children starting at three years and ending at the age of seven years old. Regular preschool classes are held from 9:00-12:00 daily. Kindergarten classes are held from 8:30-1:30pm. Early Care is available from 8:00-9:00. Lunch Bunch is available from 12:00-1:30pm. Fees are as follows:

Two mornings per week (\$260.00 monthly or \$2,340.00 annually)  
Three mornings per week (\$355.00 monthly or \$3,195.00 annually)  
Four mornings per week (\$435.00 monthly or \$3,915.00 annually)  
Four morning Kindergarten (\$475.00 monthly or \$4,275.00 annually)

Optional Friday Enrichment (\$105.00 monthly or \$945.00 annually)

Early Care (\$10.00 per day as a drop-in service from 8am-9am)  
(Kinder early drop-in service \$5 for 8am-8:30am)

Lunch Bunch (\$10.00 per day as a drop-in service from 12-1pm)  
(Additional \$5 for 1:30pm pick-up)  
\*Days of service are dependent upon enrollment

### **Discounts and Tuition Assistance**

We offer a multiple child discount that allows for 10% off the tuition of the second and any additional children from the same household. We also offer a discount of \$100.00 to any family that chooses to pay their entire yearly tuition upon registration.

Each year we are able to offer tuition assistance to a pre-determined number of families. This is based on a household's financial situation and completion of an application for assistance and financial disclosure. If tuition assistance is provided, the details of this arrangement are confidential between the family and the program.

### **Registration**

When a new family inquires about enrolling their child with the program, basic information will be given to ensure the program meets the family's care needs. Next, a tour will be scheduled to show the family the facility and give more complete information on what the program offers. If at the completion of the tour the family would like to enroll, paperwork will be provided to complete registration.

Registration paperwork includes the Student Registration Form and non-refundable registration fee, which are required to hold the child's place in the program. The child's first day attending the

program they are also required to turn in the Emergency Contact Form, the Student Information Form, the Permissions and Agreement Form, and the signed Handbook Agreement. Once the child has started in the class the family will receive a statement for the first month's tuition and any remaining fees.

Each child must have a Statement of the Child's Health Status signed by their physician, and proof of immunizations or the required exemption form by their first day attending the program. If the family cannot obtain a physical by the child's first day, the family must provide the date of a scheduled appointment and provide the completed forms within fourteen days of admission.

Children must be three years old fully toilet-trained in all settings by their first day attending the program. This means that they must be able to take care of their own basic personal hygiene, including clothing adjustments.

We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the program. We do not discriminate on the basis of race, color, national and ethnic origin in admission of our admissions policies, tuition assistance policies, educational policies, or athletic or other school administered programs. We reserve the right to deny admission to any potential student.

### **Payment of Tuition and Late Payments**

Tuition is a yearly fee and is based upon the number of school days on the school calendar, divided evenly among the nine months of school. The same amount is due the first weekday of each month, regardless of holidays or the number of school days in a particular month. Checks made payable to First Presbyterian Church may be placed in the mailbox outside of the Director's office or mailed to First Presbyterian Preschool, 219 East Bijou Street, Colorado Springs, CO 80903. Credit card payments may be made online. Teachers are not authorized to accept tuition payments.

**We expect payments to be made within 10 days of the initial payment reminder. If a family goes longer than 2 months without making a payment, their child will be sent home until payment arrangements are made.**

**Please note:** In the event of a short-term shutdown/closure, parents are expected to pay tuition as normal. Teachers are expected to continue to work hard by promoting learning in different ways during a closure. Covid shutdowns are not expected to last more than 14 days.

### **Information Changes**

We request that you promptly inform the office of any changes in address, telephone number, those authorized to pick your child up, etc. please let the office know in written form or give us a call.

### **Notification of Change of Services Offered**

In the event that the program must make changes to the services it offers, or the policies and procedures that govern it, it will notify parents in writing. They will then have the opportunity to decide if the program continues to meet the needs of their family.

## **Supplies**

Basic school supplies and materials are covered by the materials fee paid upon enrollment. Additional specific personal items are required by the program, and teachers may occasionally request a specific personal item unique to their classroom.

## **Children with Special Needs**

Whenever possible, children with special needs are welcome at First Pres Preschool. This includes social emotional and behavioral needs, as well as special health care needs, disabilities, or developmental delays. Admission decisions will be based on the training and ability of staff and in compliance with the Americans with Disabilities Act. We will make all reasonable efforts to accommodate the child's needs and to integrate them with other children. Please discuss your child's individual needs with the Preschool Director.

## **Daily Procedures**

### **Parking**

Parking is available at the YMCA lot across the street on Bijou or in the lot on the corner of Bijou and Weber. Metered parking is also available. Please do not park in the alley to avoid blocking emergency vehicle access, and please use crosswalks when crossing the street.

### **Daily Drop Off**

Families should take their child to the bathroom and assist them in washing their hands before entering the classroom. Upon entering the classroom families should assist their child in putting away belongings and any last-minute preparations for the day.

### **Daily Pick Up**

Prompt pick up is expected at noon, unless arrangements have been made to utilize Car Pick Up or to attend Lunch Bunch. An authorized adult 18 years or older must check the child out before they can be released. Parents will be contacted if more than 15 minutes late.

### **Checking Children In and Out**

To ensure a clear transfer of care each day, parents are required to check their children in when they arrive at the program and out when they leave for the day. The program is not responsible for children who have not been checked into care.

### **Early Care**

Early Care is an additional hour of care available to families before regular class begins. This class will be offered as a drop-in service as space allows.

## **Early Car Drop Off and Car Drop Off**

Early Car Drop Off is offered between 8:00-8:10 am. Car line will be limited. If you arrive after the end of the time period, you will need to park your car and bring your child to the classroom.

If you are utilizing car drop-off, please follow this traffic pattern. Enter the alley from Kiowa, which is a one-way street. You will be heading east. Turn left between the City Hall and the Municipal Building. When you reach the church, turn right on the street parallel to the building and move toward the last door on the building. For safety reasons, please do not attempt to take your child out of the car until you reach the door and a preschool staff member is there to assist your child out of the car. Stop at the door where a staff member will hand you a clipboard. While you are checking your child in, the staff member will open the car door and assist your child into the building. It will expedite the process if your child could be seated behind the driver's seat. Once the child is safely inside the building, we ask that you exit onto Weber Street by turning right. This will facilitate the easy flow of traffic behind you.

## **Car Pick-Up**

For pick-up we will follow the same traffic pattern as during the drop-off times. Children will exit from the far door (nearest Weber) and will be escorted individually to your car. For liability reasons parents will need to secure their own children into their car seat. To help keep traffic flowing we ask that you exit onto Weber Street by turning right.

## **Lunch Bunch**

Lunch Bunch is an additional hour of care offered to families after regular class ends. This class will be offered first by registration and then as a drop-in service as space allows. Families must inform the program of their intention to use the service at least 48 hours in advance if they would like to drop in. If notice is not given, we cannot guarantee that there will be space available in the classroom. Children attending Lunch Bunch will need to bring a lunch that meets USDA guidelines.

## **Late Pick Up**

Please be prompt in picking your child up from preschool at the end of the scheduled day you have chosen. We understand that emergencies do arise, however chronic lateness affects the staff's ability to properly meet their classroom responsibilities. If you are going to be late for any reason, please call the school office to let us know.

In the event you are late picking your child up and a call has not been received, we will attempt to reach you or your child's emergency contact. Your child will remain in the care of qualified staff until someone arrives to pick him or her up. If any child has not been picked up and we have not been able to reach anyone listed as emergency contacts by thirty minutes after their class ends, we will call the Department of Human Services.

## **Releasing Children**

A parent or authorized adult 18 years or older must check each child in and out of school. Upon registration, the parent/guardian must supply the school with a list of people allowed to pick up your child. If someone who is not on the authorized list must pick up your child, the following is necessary: written permission with the parent's signature must accompany the person picking up the child and be provided to the teacher before receiving the child into their care. The teacher will then call the parent to confirm that this person is authorized to pick the child up. The person picking up the child must provide photo identification to the teacher before receiving the child into their care.

**Please note:** In the event that there is a restraining order or other legal paperwork concerning custody, the program must have a copy of these documents on file. If someone attempts to violate the agreement the police and parents will be called immediately. This also applies to any unknown party who attempts to pick up a child.

## **School Year**

Our school year runs from September to May each year. Starting and ending dates are included on the calendar provided to families.

## **Holidays and Vacations**

A calendar including holidays will be provided to families at the start of the school year. We value the time and experiences that families can gain during vacations. Please inform us in advance so we are prepared for your child's absence.

## **Snow Days and Inclement Weather**

If District 11 is closed due to bad weather or delays their starting time, we will be closed. Please check KKTU 11 for school closures and delays. First Pres may occasionally make their own decision about bad weather and close. If an independent decision is made by the church, the information will be on KKTU 11 by 6:30 am. In all cases, we encourage each family to use their own discretion concerning the roads in your neighborhood. If you feel it is unsafe to travel, please stay home. Days missed due to weather will not be made up.

If a storm occurs during school hours, parents will be called and asked to pick their child up as quickly as possible.

## **Withdrawing Your Child from the Program**

If you need to withdraw your child, please provide notice to the Preschool Director a minimum of two weeks before their last day. The Director will prorate your tuition for your child's last month of preschool.

## **Right to Withdraw Enrollment**

We reserve the right to withdraw preschool services from any family for non-payment of fees or if there are severe and disciplinary problems that are unaddressed by the family. When possible,

this will occur only when all other options have been exhausted, and will follow notification of the family of concerns, and attempts by the program to find a mutually agreeable solution. We may also withdraw enrollment at any time if there is a concern related to the child or family that could compromise the safety of others at the program.

## **Family Support and Participation**

### **Parents in Classrooms and Other Visitors**

Parents and other visitors are welcome in the classroom. All visitors must check in at the school office and provide photo identification, name, address and purpose of visit before entering a classroom or the playground. Volunteers are visitors who plan to serve in the program more than one day per year. They must complete a brief orientation and submit to a background check and additional training requirements from the church. At no time may a volunteer be alone with or responsible for any children. Please see specific types of volunteers below.

### **Parent Volunteers**

We believe parents are a vital partner in a child's education. We appreciate parent volunteers on field trips, for special occasions and holiday parties, to share a talent or a craft, or as a helper in the classroom. Please inform your child's teacher if you would like to volunteer, and in what capacity you would like to help.

### **Other Volunteers**

With advanced approval, we welcome volunteers to our program. If someone other than a parent would like to volunteer, please contact the director or one of the coordinators. They schedule a meeting to discuss what opportunities are available. All volunteers are required to perform a background check.

### **Language and Translation Assistance**

If a family primarily speaks a language other than English and would like translation assistance, the school will make every effort to accommodate them. Google Translate and other resources may be utilized.

### **Parent/Teacher Conferences**

Formal Parent/Teacher conferences are scheduled twice a year to share children's progress and provide a time to discuss possible concerns or needs a child or family may have. We ask families to make every effort to attend. If at any time you would like to schedule an informal conference, please contact the teacher and let them know you have a concern about your child. All meetings between families and staff will be conducted in a manner that respects confidentiality. This also means that children may not be present at conferences, so that they do not overhear what is discussed.

## **Email**

When families enroll with us, we request an email to be used for communication. Please provide an email that is checked regularly and let us know if your email changes. You may also opt out of receiving emails from us by letting the office know by email or in writing.

## **Special Events**

The program offers several special events to families throughout the school year, such as Thanksgiving Feast, Christmas Program, and Graduation. Whenever a special event is planned specific details will be communicated to families through classroom newsletters.

## **Community Resources**

The school has a display with community resources available near the main office. It includes information on community-based programs, community health and mental health resources, child nutrition and locations to access food assistance, physical fitness, Child Find, as well as medical and dental resources.

## **Health**

### **Well Child Policy**

We are a well child facility. This means that only children who are well, and ready to play are able to be at the program. We understand that everyone has days that they do not feel well, and we kindly ask on these days that you stay home where they can rest comfortably and recover. If a child becomes ill during the school day and cannot participate with their class, you will be called and asked to pick your child up as quickly as possible.

Children with contagious illnesses or symptoms like those listed below will be asked to remain home or be taken home. This list, though not exhaustive, gives common examples:

Conjunctivitis (Pink Eye)	Headache
Diarrhea	Head Lice, Scabies, Ringworm
Discharge from the ears or eyes	Open Sores with or without drainage
Discharge from the nose (persistent or yellow-green)	Rashes
Earache	Sore throat
Fatigue, irritability, or listlessness	Temperature over 100° F
	Vomiting

Most illnesses are no longer a reason for exclusion twenty-four hours after treatment from a doctor has begun and symptoms have disappeared. The program may request a note from the doctor before allowing a child to return to the classroom.

If a child or adult connected to the program has or has been exposed to communicable illnesses such as, but not limited to, chickenpox, diphtheria, giardia, hepatitis, influenza, measles,

meningitis, mumps, norovirus, rubella, salmonella, shigella, streptococcal illnesses, or tuberculosis, please inform the main office. If a child enrolled at the program has been exposed, the director must inform parents, staff, and the health department. Confidentiality will be maintained with any health disclosures.

When your child will be absent from school, please call the office at 884-6133. The office will ensure the information is shared with the classroom and others with a need to know.

### **Accidents or Injuries**

If there is an accident or injury during program hours the following steps may be necessary. Immediate care of the injured party will be given, including first aid, and an accident report will be completed. Depending on the severity of the injury, the parent may be notified at pick-up or called immediately. If necessary, we will contact emergency services and escort your child to the nearest emergency room.

### **Immunizations**

We admit children to the program who may be under immunized or nonimmunized. Each family must provide the program with either proof of current immunizations, a statement documenting why immunizations are delayed, or a statement of exemption as required by Colorado Department of Public Health and Environment. When under immunized or nonimmunized children are registered at the program there will be a posted notice available to inform all families. Confidentiality will be maintained.

### **Medical Care and Medicine**

No medical care or medicine will be administered at school other than basic first aid and emergency medication, such as those for asthma or severe allergies. Any request for medications to be administered at school must be made in advance and be reviewed by the Director and the family involved. All medications administered at school must have completed health care plan including the prescribing doctor's signature before the school will accept the medication.

### **Health Care Plans**

Families of children with health needs that require care or potential emergency care during school hours must inform the school of these needs upon registration. At that time a Health Care Plan template will be provided to the family. This Health Care Plan must be completed by a doctor before the child can attend the program. This plan must outline steps that the program may be required to take to care for the child, and detailed information about how and when any medication is to be given. Once the Health Care Plan is received it will be reviewed with the programs Child Care Health Consultant and care will be delegated to the proper staff members. We cannot take medical action for a child that is beyond our training or that we do not have authorization to provide by both the child's health care provider and their parent(s)/guardian(s).

## **Allergies**

Allergies can be very severe and at times life threatening. In order to protect the children in our care to the best of our ability, we ask families to disclose any allergies upon enrollment, and complete a Health Care Plan if emergency medication is prescribed as a precaution. In such cases we will do everything possible to exclude the allergen from our program. Please understand that this is not a guarantee that we can completely ensure that the environment will always be free from any trace of an allergen that might be harmful.

## **Toileting**

In compliance with our license, all children must be completely toilet trained before their first day attending our program. We do not have diapering facilities in the program.

## **Safety**

Our staff is trained to follow specific safety procedures in case of fire, tornado or other emergencies. The children and staff practice multiple types of drills several times per year to better prepare for these emergencies. If there is an emergency, please allow our staff to follow the procedures we have set in place to keep your child safe. We will bring your child to safety and then contact you to let you know where you can pick up your child.

## **Child Abuse**

All staff at a childcare facility or preschool are mandated reporters and must report any suspected child abuse to authorities. If you suspect child abuse please call, 719-444-5700.

## **A Lost Child**

In the very unlikely event, a child is lost or separated from their group, the Lead Teacher will immediately re-check the immediate area and use the communications radio to alert the program that a child is missing. All staff and the director will begin a search of the program until the child is found. Lead Teachers in charge of other groups of children will remain where they are but check to be sure that the lost child did not accidentally join their group. Other church staff members will also be alerted and assist in locating the child. In the event that a child cannot be found, the police will be notified.

## **Fire Drills and Evacuations**

Fire drills are conducted by the program monthly. In the event of a fire we will take children to the Weber Street Center at 105 N. Weber. Once all children are safely evacuated and accounted for, we will notify parents and work on reunification.

## **Tornado Drills and Sheltering**

Tornado drills are conducted during the months that school is in session and a tornado is likely to occur. In case of a tornado, classes will shelter in designated areas of the church. When all clear is given we will notify parents and work on reunification if necessary.

## **Transporting Children and Vehicles**

The program does not transport children except in emergency situations. When field trips are planned families are responsible for transporting children to the location.

## **Classrooms**

### **Supervision and Ratios**

Children will always be supervised by teachers. Class ratios will always be in alignment with licensing. A class schedule will be posted outside of each classroom door indicating classes' locations throughout the day. If the class varies from their posted schedule, the teacher will place a sign noting the classes' current location.

### **Guidance, Discipline and Positive Instruction**

We believe that children learn best in a loving, supportive environment in which boundaries for behavior are clearly understood. We focus first on teaching social and emotional skills and assisting children in using those skills when situations are challenging. By focusing on and praising positive behavior, many behavior challenges are avoided. If behavior begins to escalate past a child's ability to use their skills, redirection away from the situation or object may be implemented. We also believe that families are our partners in guidance. From the beginning of the classroom relationship, family input will be sought on how the family uses guidance strategies. This may include a brief meeting during the normal course of the program or at Parent/Teacher Conferences. Staff will take every precaution to have these conversations in a way that maintains confidentiality and does not speak over the child or any other child.

On rare occasions a behavior may occur that endangers the well-being of other children and staff members. These behaviors include, but are not limited to, hitting, pinching, pushing, and biting. If these types of behavior occur, the procedures below will be followed: The child will be moved a safe distance from the group by a staff member. The child will be given time and space to calm down. The inappropriate behavior will be discussed with the child and the child's ability to re-enter the group will be assessed. If dangerous behavior has occurred, the teacher or director will talk with the child's family about the behavior. If the behavior continues to occur, the teacher, director, and family will meet to discuss strategies to assist the child in controlling the behavior. At this meeting or if this plan is not producing the desired outcomes, advice from an early childhood mental health consultant or other specialist may be sought. If the child's behavior has not improved, or the family do not respond to the school's concerns, and the child's behavior is causing a situation that is dangerous for others, the child may be asked to leave the program.

## **Snacks and Meals**

It is up to the individual classroom to request community snacks or to ask parents to provide individual snacks. Please plan appropriately with the teacher. The Department of Human Services requests that parents provide food that meets USDA guidelines. For example, snacks should be from two food groups: crackers and cheese, pretzels and fruit, yogurt and graham crackers, etc... Lunches should also be nutritionally balanced. No candy or sugary foods are allowed at school outside of special events.

## **Celebrations and Special Occasions**

We enjoy offering celebrations and special occasions in the classrooms from time to time. Details for these events will be given in the monthly newsletter and calendar. In many cases parents and siblings are welcome to join in the festivities. Staff are still responsible to supervise any children checked in during these activities.

## **Birthdays**

If your child would like to celebrate their birthday with their class, you may bring in a special treat to celebrate. Please talk with the teacher in advance to discuss appropriate options and any allergies that need to be avoided. Due to regulations, all treats, or snacks must be prepackaged. We cannot serve homemade goods.

If your child is having a birthday party and would like to invite classmates, please work with the teacher to distribute the invitations in a way that is sensitive to all children in the class.

## **Items from Home and Personal Belongings**

Each child is required to bring a filled water bottle and a snack daily. Please provide a lunch box and way to keep items cool until snack time. Children also need a spare change of clothes. This should be replaced as the seasons weather changes. Items such as coats, gloves, hats, etc., should be clearly and legibly marked with the child's name.

Please do not allow your child to bring other items such as toys, money or other personal belongings to school unless they are requested by the teacher. We cannot be responsible for the loss or breakage of any items brought in from home.

## **Dress Code**

Please send children dressed in comfortable clothing for play. Clothing should be appropriate for the weather and fit so that a child may play and move safely. Clothing should be designed so that children can adjust it without assistance (avoiding overalls, buckles, etc.). All children must wear closed-toe shoes. Cowboy boots, dress shoes, and other slick-soled shoes are discouraged because of the lack of traction they provide. Children may not wear flip flops or sandals as they do not provide enough protection for feet in an emergency and may make walking up and down stairs hazardous. Please send your child with all necessary items for weather and temperature (coat, gloves, and a hat, etc.) We will attempt to go outside every day, even when it is cold or snowy.

## **Daily Activities and Curriculum**

The program creates a basic structure and schedule for the time children attend. This is based on the needs of all children and is individualized to meet the needs of each child attending. It may include the class schedule, classroom calendars, lesson plans, and other documentation that provides families with information on plans and daily activities. Curriculum will reflect the elements listed above.

## **Outdoor Play and Sun Protection**

The time we spend outside is a critical part of our daily schedule. We go outside every day, unless there is a public weather advisory or active precipitation. Please dress your child appropriately for the weather predicted for the day and supply needed items in case seasonal weather presents itself. This may include hats, gloves, boots, and protection for rain, snow, and cold temperatures. Also, please apply sunscreen to your child each day before sending them to school that will last the five hours that they will be at the program. If a family would like us to reapply sunscreen before we go outside, they must provide the sunscreen and signed permission to apply the sunscreen. Sunscreen provided by the family must be labeled with the child's first and last name. Please also consider other forms of sun protection, such as hats, sunglasses, etc.

If the day's weather is excessively hot or cold and poses a risk to the health and safety of those attending, the program will modify the schedule to best meet the needs of participants. This might mean going outdoors earlier or later in the day or modifying the amount of time spent outside and utilizing the indoor gym for gross motor play.

## **Field Trips and Leaving the Church Premises**

Occasionally our classes may take field trips or leave the main church building. Parents will always be notified before the day when this is planned to occur. Each child must have a signed permission slip to participate in that specific activity. Parents and siblings are welcome to join us on most field trips, but staff are responsible for supervising any child that is checked in to the class. If driving is necessary for a field trip, it will be the responsibility of the parent to transport their child to and from the field trip destination. Other field trips are within walking distance of the school.

If you arrive at the preschool after your child's class has left for a field trip, you will need to either meet the class at the field trip location or take your child home for the day. If the class has already left the building, there will be information on how to reach them in the office.

## **Electronic Media**

On rare occasions, we may watch an age appropriate, G rated Christian cartoon or educational film that contributes to our curriculum. Parents will be informed in advance. Staff are responsible for supervising children during these times. The viewing time will not exceed fifteen minutes per week. Computers, tablets and smart devices are not to be brought to the program at any time. Rarely children may have instruction on one of these types of devices provided by the program. This time will not exceed fifteen minutes per week.

## **Child Assessment**

Teachers will perform basic observational and informal assessment on all children in their classrooms within ninety days of their admission into the class. This information will be used to guide the teachers' use of daily activities and curriculum to best meet the needs of each individual child.

## **Developmental and Behavioral Referrals**

In the event that basic observation and informal assessment reveals concerns to the classroom teachers about a child's development or other behavior, they will inform the director. The director will make notes of the teachers' observations, make further observations if needed, and communicate these concerns to the child's family. This may include a referral to services available in the community and information on Child Find.

## **Transitions**

The time children and families spend in an early childhood setting contains many types of transitions. These transitions may cause stress to children and their families. This program strives to support families during these transitions.

When a new family chooses to join the program, we assist with the transition to the classroom through the initial tour and orientation to the program. At this time families are given information on what to expect and are encouraged to ask questions that affect their individual situation. This might include separation anxiety concerns, individual transportation needs, etc..

When children complete their time in one classroom and prepare to move on to the next classroom, the program supports this transition with conferences and individual information sessions. This may include updates on a child's individual progress and program input on the next class available for the child. Families are encouraged to request individual meetings if there are unique concerns to be addressed.

When children near the completion of their time with our program their next transition is generally to kindergarten. Spring conferences are specifically planned to address families' questions about this conference. Teachers are happy to answer questions about what expectations might be, what programs may be available nearby, and other concerns.

Occasionally other types of transitions may occur that are specific to an individual family. When these transitions occur, the program will make every effort to support those families.

## **Other**

### **Reviews of Policies and Handbooks**

The Human Resources Committee of First Presbyterian Church reviews program policies and handbooks at least biennially or as needed to reflect changes made to the program.

### **Confidentiality**

All records pertaining to the child including conference reports, health and medical records, social and psychological reports will remain confidential and available only to the child's parents and authorized staff, unless otherwise required by law.

### **Licensing Information**

State law requires that we make available to each parent a variety of information relevant to state licensing. In order to comply with this requirement, we have a display outside of the main office containing a copy of our Permanent Child Care License from the State of Colorado, copies of our most recent fire and health reports, information on how someone can contact State Licensing to file a complaint, and information on how to report suspected child abuse. Please feel free to review any of this information at any time.

To file a complaint about this facility, contact:  
The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, Colorado 80203-1714  
Or call:  
(303) 866-5958 or 1-800-799-5876

## **First Pres Preschool Covid Guidelines:**

Please read the following, as it is a guideline for how we intend to keep everyone healthy and happy this school year.

All guidelines are mandated/recommended by the El Paso County Health Department.

Thank you for trusting us with your children.

## **Mask Policy:**

Masks are recommended but not required. If a mask mandate takes place, our preschool staff will follow suite. We believe long term mask use for young children inhibits proper development. The decision on preschoolers/kindergarten children wearing masks will be left to parent discretion.

\*Colorado Department of Public Health and Environment

## **Daily Actions Taken by Staff to Limit the Spread of Sickness:**

Staff are required to stay home when showing any symptoms or signs of sickness.

Staff will provide guidance and encouragement to children on frequent handwashing.

Hand sanitizer will be used in cases that require immediate attention if soap and water are not readily available.

Classrooms and bathrooms are disinfected at the beginning and end of day, and as much as possible in between.

Stuffed animals and dress up clothes will be rotated and washed often

Classroom supplies will be sanitized with every day.

We will be offering early drop-off and lunch bunch.

We will be offering Friday Enrichment

Community snack will be served.

Teachers wash hands and use gloves

Enforced proper food handling instructions

Staff will move a sick child to an isolated space until he or she can be picked up by the parent.

## **Recommended Daily Actions that Parents Can Take to Limit the Spread of Sickness**

- Children should bring their own water bottles and take them home daily for cleaning.
- Snacks brought from home must be prepackaged or uncut fruit/vegetables.
- Parents should take your child's temperature before bringing your child to school
- If your child is not feeling well, please keep your child home.

If your child is having the following symptoms, please keep your child home and visit your child's doctor immediately:

### **COVID-19 symptoms may include:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning (<https://covid19.colorado.gov/covid19-symptoms>)

## **Positive Covid-19 Policy**

If COVID-19 is confirmed in a child or staff member we take the following steps:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

### **If your child tests positive for Covid-19:**

Keep your child home to quarantine for a minimum of 10 days. To return to school, your child must be 72 hours fever free, and have reduced symptoms.

Contact the Preschool Director immediately so cleaning and disinfection can be intensified in the classroom.

### **If a member of a child's household tests positive for Covid-19:**

Keep your child home for 10 days in order to prevent the spread of the virus.

### **If a child falls ill at school/during class time:**

The child will be quickly isolated from other children.

Isolation will take place in the Director's office or a similar area where the child can be supervised by a staff member. The area must also be openly seen by additional staff.

The child's temperature will be taken immediately.

Staff will immediately call parents to pick up the child as soon as possible.

The classroom and bathrooms will be fully disinfected.

The child may be brought back to school with a written message from the doctor stating the child is not contagious.

**In the event of having multiple positive Covid-19 cases within a short period of time in a classroom:**

Classroom would need to shut down for a period of 10 days in order to give everyone time to get healthy again.

- Parents will be contacted multiple times throughout the shutdown in order to stay informed and supported.
- Classroom will be fully disinfected by teachers AND building maintenance staff.
- Teachers will continue teaching and interacting with students virtually, and assignments will still be sent home.

**In the event of having multiple positive Covid-19 cases in the entire preschool (where we can see it is not isolated to specific classroom):**

Shut down of the entire preschool for 10 days to give everyone time to get healthy again.

- Parents will be contacted multiple times throughout the shutdown in order to stay informed and supported.
- ALL areas of the preschool will be fully disinfected by Teachers and Building Maintenance Staff.
- Teachers will continue teaching virtually. Possibility of assignments being sent home (depending on health of Staff and building access).
- Every classroom is required to have a private Facebook page.

**Tuition Policy**

In the event of a short-term shutdown/closure, parents are expected to pay tuition as normal. Teachers are expected to continue to work hard by promoting learning in different ways during a closure. Covid shutdowns are not expected to last more than 14 days.

**Please sign Handbook Acknowledgments Below:**

Acknowledgement of receipt of **handbook** and that parent/guardian understands and agrees:

I (we) the parent(s)/ guardian(s) of \_\_\_\_\_ have received the Family Handbook, and by signing this acknowledgement, we agree to follow, accept the conditions of, and give authorization and approval for the activities described in the Family Handbook.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign Covid-19 Acknowledgments Below:**

I have read and understand what First Presbyterian Preschool is doing to prevent the spread of **Covid-19**. I understand and will comply with the policies set forth. I understand First Presbyterian Church is not responsible for my child's exposure to Covid-19 or any other sickness. As \_\_\_\_\_ (child's name) parent or guardian, I fully understand the risks we are taking by sending my child to preschool. I also understand that the listed policy is subject to change according to the advice of the El Paso County Health Department and the decision of First Presbyterian Preschool.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

I give First Pres Preschool my permission to use hand sanitizer on my child when soap and water is not available.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_