

# South Table Mountain PRESCHOOL

A Ministry of Faith Lutheran Church - Golden, CO

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## Parent Handbook Policies/Procedures 2019-2020

*The policies and procedures herein are subject to change at the sole discretion of South Table Mountain Preschool and Faith Lutheran Church. Families will receive a 30-day notification of any change/update to policies and procedures.*

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# ***WHO WE ARE***

## **South Table Mountain Preschool**

South Table Mountain Preschool has served the community for many years dating back to 1963. At that time it was established by the Golden Jaycees Club and once was housed at the Golden United Methodist Church. It was originally named the Golden Jaycees Preschool. In the late 1980's, the school moved to its present location. Faith Lutheran Church assumed oversight of the school in 1994 with its new name, South Table Mountain Preschool (STMP). In 2009, Faith Lutheran Church completed a new addition and STMP moved into its new space that allows us to better serve our community's preschool children. We have a rich history in the Golden community with students whose parents also attended STMP!

South Table Mountain Preschool is a ministry of Faith Lutheran Church and our mission aligns with that of Faith Lutheran Church. Our desire is to minister the heart of Christ in our daily experiences and academic endeavors, building in children a solid foundation of faith and character. Through lesson, outreach, life skills, community events and play, children will grow and thrive in the love of Jesus. We are blessed to be a part of Faith Lutheran Church and the Golden community.

## **Mission Statement**

We offer a warm and loving, Christian environment where children know god, through his Son, Jesus. We honor and nurture each child's individuality and learning readiness through play and exploration. Our goal is to develop the whole child's spiritual, socio-emotional, cognitive, and physical needs.

## **Educational Philosophy**

We believe that to grow and succeed every child needs a balance of learning and play. This is what we provide here at South Table Mountain Preschool. Our program combines the better of the two leading teaching philosophies, child-initiated activities as well as teacher-directed activities. We let the individual interests of each child serve as the catalyst to healthy social and emotional development, while our teachers guide them to self-confidence and prepare them for life-long academic achievement and spiritual growth.

We respect and value parents and recognize them as the most significant providers of care and nurturing for their children. We are honored to serve as a trusted partner in cultivating self-discovery and the love of learning for their children.

## **Our Staff**

We are committed to hiring educationally qualified teachers who are personally and professionally devoted to the exceptional care, welfare, and quality education of children. Most of our teachers exceed the academic qualifications required by Colorado licensing regulations and have an average of more than four years of teaching experience at quality schools. In addition, our teachers are CPR and First Aid-Certified. More importantly, they are enthusiastic and enjoy their work with children. This is reflected in the positive environment they create for the children. We strive to create and maintain an atmosphere that fosters the healthy spiritual, emotional, intellectual, social, and physical growth in each child. We acknowledge that learning is enhanced in an environment that encourages sharing, caring, laughing, questioning, risk taking, growing, playing, and praying.

## **Prayer**

Prayer is a part of the daily activities at South Table Mountain Preschool. The children say “grace” together before they eat snacks and lunch, and they pray together at other times during the day and learn to bring God into their daily lives. The goal is to nurture a relationship with God and help our children be the hands, feet and voice of Jesus when we love others.

## **Non-discrimination Policy**

South Table Mountain Preschool admits students of any race, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, or national and ethnic origin in administration of its educational policies or admission policies.

South Table Mountain Preschool strives to offer services to all children, including those with special needs, in compliance with the Americans with Disabilities Act. If we are unable to accommodate children with special needs through our program because of staff limitations, we will recommend to parents Jefferson County Child Find services and other services offered through Jefferson County Health and Human Services.

# ***OUR PROGRAM***

## **Hours**

STMP is open 8:20 am - 3:30 pm. Children register for half-day or full-day. We offer the following for an additional fee: Lunch Bunch, 11:30-12:30, Early Drop-off at 7:30 am and Late Pick-up at 4:30 pm.

## **Preschool**

Our preschool program integrates literacy skills through play and theme-based curriculum. Children learn the alphabet and how to express themselves verbally, with an emphasis on conversation and phonetics. Introduction and exploration of math, science and social studies is based on developmentally-appropriate activities. Other activities help develop happy, confident learners—children who have fun while they sing, dance, talk, rhyme, write, create, and explore. Social skills are enhanced by emphasizing the importance of positive behavior toward others, and spiritual learning is cultivated with songs, Bible stories, and living like Jesus—loving others.

### **Preschool Educational Objectives:**

- Spiritual growth...love God and others
- Develop and expand expressive vocabulary
- Develop self-help skills
- Participate in activities that relate the sciences to daily living
- Foster development of fine motor skills through drawing, painting & other pre-writing activities
- Develop listening skills using a variety of literacy forms
- Define numbers through story and real-world experience
- Develop age-appropriate strategies that will assist with reading and writing
- Encouraged to be an “ I Can Do” life-long learner

## **Pre-Kindergarten**

Our Pre-kindergarten program stretches children’s understanding of language, phonics and math, while encouraging exploration and discovery through art, nature, science, social studies, music and movement. This is accomplished through play and theme-based curriculum. Children learn to take turns, solve problems, respect differences, and resolve conflicts as they prepare for elementary school. We desire to establish a foundation of biblical principles and a love for our Lord and Savior, Jesus Christ.

### **Pre-Kindergarten Educational Objectives:**

- Spiritual growth...love God and others
- Develop and expand receptive and expressive language skills
- Introduction to beginning phonics & development of age-appropriate pre-writing/-reading skills
- Develop self-help skills
- Develop sorting and classifying skills with the use of manipulatives
- Introduction to concepts of numbers and counting
- Learn to recognize, count and write numbers 1-20
- Learn to match, sort and classify
- Apply art, music and science across the curriculum
- Encouraged to be an “ I Can Do” life-long learner

## Special Enrichments

These special programs are scheduled throughout each month. If a Special Enrichment occurs on a day that your child does not regularly attend, you are welcome to bring your child to participate, but you or another authorized adult must remain at school with them during the Special Enrichment time.

- **Chapel**  
We meet in the Worship Center upstairs for all students to participate together in a fun time of learning about God and singing with our Lead Pastor, Jane Jebsen. Parents are welcome to join us any time.
- **Gymnastics**  
Coach Stan, of Stan's Tiny Tumblers, brings the gym to STMP! Each month Coach Stan drives his converted school bus to the parking lot of STMP. The bus is equipped with preschool-sized equipment. Children get to use the monkey bars, balance beam, climbing wall, rings, zip-line, and many other fun things while learning new skills in an age-appropriate manner.
- **Storyteller**  
Ms. Bonnie comes to us each month from Jefferson County Spellbinders. She brings stories to life through her fun and energetic way of storytelling. Ms. Bonnie also incorporates movement and song into her time with our children.
- **Music**  
Ms. Debbie is a very talented music teacher who plays many instruments from the guitar to the dulcimer to the ukulele. Through story and dance, Ms. Debbie makes music fun for our students. Music is a hands-on experience where children get to play with a variety of instruments like shakers, bells, and waffle blocks.
- **Art**  
Ms. Heather shares her passion for art through many different mediums. Students rotate through stations where they get to explore their own creativity with the day's art theme. Parents and visitors to STMP get to see art created by our students displayed in our hallways.

## Rest Time

We are required by the state of Colorado to provide children in our full-day program time to rest during a specifically scheduled time after lunch. Children are expected to rest quietly, allowing those who do sleep the opportunity to do so.

Please provide the following for your child if they attend full-day programming:

- Crib Sheet for their cot
- Small Blanket
- Small Pillow
- Nap animal if your child likes to have one
- Storage bag for naptime items (ie. durable woven bag)

All bedding items and storage bag need to be labeled with your child's name. Bedding is to be taken home and laundered on a weekly basis, or more frequently if necessary.

# ***ENROLLMENT***

## **Registration Requirements**

**Children must be fully potty-trained to attend South Table Mountain Preschool. Please refer to our Potty-Training Policy on page 26.**

Before your child is accepted for admission, the following criteria must be met: Parent(s) or guardian(s) must complete a tour of the facility and meet with the Director. We highly recommend your child accompany you on the tour. Seeing the school prior to attending can ease your child's transition to our program. Your child's specific needs will be discussed to insure proper placement.

The following forms are required and must be completed and returned prior to the first day of school. **Many of these forms are required by the state of Colorado for your child to attend a licensed preschool. Your child may not attend school until all forms are returned.**

- Registration form and payment of required fees
- Enrollment record
- Health Appraisal and Immunization Record (to be completed by both parent and physician)
- Emergency Contact Card
- Health Care Plan (if required by physician for administration of medication)
- Medication Administration Permission Slip (if necessary)
- Parent Handbook Acknowledgement (signature required)
- Potty-Training Policy Acknowledgement (signature required)
- Tuition Agreement (signature required)
- A copy of custody decree (if custody or visitation restrictions are in place)
- Photograph Release
- Gymnastics Participation Form

## **Enrollment Fees**

A non-refundable registration fee of \$125.00 is due upon enrollment and reserves a place for your child. An annual supply fee of \$100.00 is due with required forms prior to the first day of school. The supply fee is pro-rated at 50% for families beginning after November 30 of the school year.

## **Multiple Child Discount**

A tuition discount of 10 percent will be applied for the second and each subsequent child enrolled concurrently from the same family.

## **Returning Students**

Students who plan to reenroll for the following school year are given priority, but are not guaranteed a spot unless the student is registered and the nonrefundable registration fee has been paid in full by the published due date.

## **Enrollment of 2-1/2 year-old Children**

South Table Mountain Preschool is licensed by the State of Colorado to serve children from the ages of 2 ½ to 7 years. We accept applications for children who are 2 ½ years old (and potty-trained) by the first day of school. *Your child is required to be potty-trained in accordance with our Potty-Training policy.* However, we reserve the right to cancel a class if enrollment minimum for this age group is not met.



# ***TUITION***

## **Tuition Rates – Effective 1/1/2019**

<b><u>Morning Program</u></b>	<b>8:20 - 11:30</b>
2 mornings.....	\$48.00/week
3 mornings.....	\$69.00/week
4 mornings.....	\$90.00/week
5 mornings.....	\$110.00/week

<b><u>Lunch Bunch</u></b>	<b>11:30 - 12:30</b>
Add to schedule upon request .....	\$ 8.00/day

<b><u>Full-Day Program</u></b>	<b>8:20 - 3:30</b>
2 days.....	\$104.00/week
3 days.....	\$150.00/week
4 days.....	\$188.00/week
5 days.....	\$225.00/week

<b><u>Before School Care</u></b>	<b>7:30 to 8:30</b>
Add to schedule upon request .....	\$10.00/day

<b><u>After School Care</u></b>	<b>3:30 to 4:30</b>
Add to schedule upon request .....	\$10.00/day

### **Yearly School Fees**

\$125.00 Registration fee due with application

\$100.00 Supply fee due at Fall Open House

### **Notes:**

All children must be potty-trained

Prices listed in this brochure effective 1/1/2019

Parents will be notified of any tuition increases with a 30-day notice

## Tuition Calculation

The school year is two semesters. Tuition is calculated on four-week periods throughout the school year, with the exception of the first and the last invoices of the school year. These two invoices are less than four weeks each. The annual \$100 supply fee is included on the first invoice of the school year. You are not invoiced for Thanksgiving Break, Winter Break, or Spring Break. You are invoiced for Labor Day in September, Martin Luther King Day in January, and President's Day in February if your child regularly attends on those days of the week.

## Vacation Policy

Family vacation times are not reflected in your child's program. All vacations or extended planned absences will not be credited. Full payment of your child's tuition is still expected.

## Tuition Payments

You are invoiced on the first of each month and your invoice is emailed to you. Tuition payment is due by the 10th of each month.

Tuition payments can be made in the following ways:

- Online with an e-check or credit card (processing fee applies for credit card payments)
- Check, cashier's check or money order (fee applies for any returned check)

If tuition payment is not received by the 20th of the month in which it is due, an OVERDUE invoice will be sent to you as a reminder. Failure to pay tuition within the month it is due will result in suspension of enrollment until payment is received.

STMP strives to hold our tuition to a reasonable amount while maintaining quality teachers and programs. Nonpayment of tuition damages our ability to do this for our children.

*Financial Assistance is available. Please see the Director if you have these needs.*

## Late Pick-up Charges

We understand that unforeseen circumstances or emergencies can arise, but we ask you to please pick up your child at their scheduled pick-up time to help maintain a healthy student/teacher ratio. We are legally responsible for maintaining required ratios within the classrooms and staff is scheduled according to the contracted schedule of our students. **A late fee of \$10.00 will be charged to those students who are picked up past their contracted schedule time.** *If you need to add After-Care to the program for your child, please contact the Director.*

Pick-up times are as follows:

- Morning Only - 11:30 am
- Lunch Bunch – 12:30 pm
- Full-Day – 3:30 pm
- After-Care – 4:30 pm

# ***GENERAL POLICIES & PROCEDURES***

## **Reporting Absences**

If your child is going to be absent, please notify the preschool office by phone or email. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all children enrolled.

## **Vacation Policy**

Family vacation times are not reflected in your child's program. All vacations or extended planned absences will not be credited. Full payment of your child's tuition is still expected.

## **Withdrawing Your Child**

A notice in writing to the Director two weeks prior to your child's last day is appreciated. This allows STMP time to notify a family from our waiting list about the upcoming opening. Any unused tuition, following your time at South Table Mountain Preschool, is refundable.

## **Late Pick-up Charges**

We understand that unforeseen circumstances or emergencies can arise, but we ask you to please pick up your child at their scheduled pick-up time to help maintain a healthy student/teacher ratio. We are legally responsible for maintaining required ratios within the classrooms and staff is scheduled according to the contracted schedule of our students. **A late fee of \$10.00 will be charged to those students who are picked up past their contracted schedule time.** *If you need to add After-Care to the program for your child, please contact the Director.*

Pick-up times are as follows:

- Morning Only - 11:30 am
- Lunch Bunch – 12:30 pm
- Full-Day – 3:30 pm
- After-Care – 4:30 pm

## **Personal Belongings**

South Table Mountain Preschool supplies all classrooms with age-appropriate educational materials and toys. Therefore, we feel it is best if your child does not bring unnecessary personal belongs to school. STMP is not responsible for lost or broken items brought from home.

In consideration of our philosophy, we ask that you leave the following items at home:

- Toys/books
- Candy/Chewing Gum
- Anything unlabeled

## Custody and Visitation

Occasionally issues arise as to the release of a child to the appropriate parent or legal guardian. Please note any custody or visitation restrictions on your enrollment forms. Additionally, please provide the preschool Director with any legal documents supporting those restrictions. We will strictly adhere to the instructions provided in such legal documents. Please provide updated legal documents as needed.

## Birthdays

We will celebrate your child's birthday at school. You are welcome to bring a treat to school for your child to share with their class.

## Closure Dates and Holidays

The holiday and closure schedule is published and posted annually. No discounts are given for holidays and closure dates that fall on your child's regularly scheduled day, with the exception of extended breaks. See *TUITION* policies for specific details.

STMP follows the Jefferson County School District holiday and closure schedule as follows:

*Jefferson County School Extended Breaks—Thanksgiving Break, Winter Break and Spring Break*  
*Labor Day*  
*Martin Luther King Day*  
*President's Day*  
*Memorial Day*

## Inclement Weather

South Table Mountain Preschool follows the Jefferson County Public School system protocol for severe weather days. **When the Jefferson County Public School system is closed or announces a delayed start, South Table Mountain Preschool will follow.** Please tune into local radio and television networks on severe weather days to stay informed. Announces are made by about 5:30 am.

## Clothing

We strongly encourage you to dress your child in "play clothes" for school. Some of our activities can get messy and we want your children to be comfortable while they play and learn. For safety and comfort children should wear rubber-soled shoes. We strongly discourage you from allowing your children to wear flip-flops or sandals with no backs. Your child may not be allowed on some of our playground equipment if they are not wearing safe shoes for climbing. ***It is important to have your child wear clothing and outdoor wear that are appropriate for the daily weather. Provide an extra change of clothes for messes and accidents – Please label with your child's name and put in a gallon plastic bag.***

- A set of Socks, Pants, Shirt, and Underwear

**Important:** Please label coats/jackets/hats/gloves/boots, etc with your child's name in permanent marker. Please check the Lost & Found periodically for missing items. All unclaimed items are donated to charity.

## **Outdoor Play**

It is important for children to play outdoors during the each day. Classes are scheduled to be outdoors each day for a minimum of 1/2 hour in the morning and 1/2 hour in the afternoon. However, if it is too cold (below 30°) or too hot, we will have “inside recess”.

## **Taking Care of Our Earth**

STMP works to be a green school through various methods. We recycle and or reuse many materials. We encourage our students and teachers to take time to care for God’s beautiful world. You can support this effort by donating children’s books, toys in good condition, craft supplies, recycled paper for writing, old cards and envelopes, etc. Recycling is also an important part of our school at meal times. Please prepare food that your child will enjoy, as well as it being healthy, so there is less waste of food. We also encourage lunch boxes and reusable lunch containers.

## **Special Events**

There are various special events planned throughout the year. We strongly encourage parental involvement in these events. You will get specific details of events from your child’s teacher and through STMP communication. If an event is planned for a day your child is not scheduled to attend, you are welcome to bring your child to school that day as long as a parent or other approved adult attends with them.

# ***DISCIPLINE***

## **Discipline Philosophy**

Children at South Table Mountain Preschool will not receive physical punishment. Children who have conflicts or problems with others while at our preschool are encouraged to verbalize their angers or concerns. The role of the teacher at school is to be an assistant in positive problem-solving. Children whose behavior endangers others will be supervised away from other children. The child will be encouraged to discuss the problem with a staff member and other concerned parties. The staff rarely uses “Time-Out”, unless a child is emotionally out of control, and needs a private time to regain composure. No child will be subjected to humiliation, shame, fright, or verbal or physical abuse by staff members or by classroom volunteers.

## **Conflict Resolution**

Learning to manage conflict is an important part of preschool. All children are encouraged to understand how to resolve conflicts appropriately on their own in age-appropriate ways, and ask for help when they need it. As we guide children toward their independence, we keep in mind that children need to learn to repair their broken relationships on their own without forcing them to be insincere.

- We help children verbalize their feelings and desires, and to listen to one another.
- We give children the opportunity to suggest their own solutions to the conflict.
- We assist children in finding an appropriate solution if needed.
- We help children to recognize and take responsibility for their own behavior.

Should an extreme behavior occur after attempt at conflict resolution (biting, kicking, hitting, throwing toys, etc), we will impose the following:

### **1st occurrence**

The child will be given a warning and the parent will be notified in writing and documented in the child’s file.

### **2nd occurrence**

The child may be removed from the classroom and sent to the Director’s office for short time. The parent will be notified in writing and documented in the child’s file.

### **3rd occurrence**

The parent may be called to pick the child up for the remainder of the day. A conference will be scheduled in which a specific plan of action will be developed to address the behavior. The action plan will outline all the steps the staff and parents will take to try to improve the child’s behavior, and, if necessary, outline the steps toward dropping the student from STMP, should the behavior persist.

If we cannot meet the specific needs of your child, or if there is concern for the physical safety and well-being of other children and/or teachers, we will request that you withdraw your child. South Table Mountain Preschool reserves the right to require immediate withdrawal without following the action plan, any child whose behavior creates a significant risk of harm to the health and safety of themselves, other children, or staff.

## **Biting**

South Table Mountain Preschool understands that biting in young children is normal in early childhood development. However, since biting and other such behaviors have the potential to harm others, South Table Mountain Preschool has established the following policy to help manage this behavior:

1. If a child is bitten, the teacher will tend to the bitten child with first aid procedures, then speak with the child that bit about the inappropriate behavior. An injury report will be filled out, and parents of both children will be spoken to about the incident. The parents of both children need to sign the injury report, and we will keep a copy on file.
2. If there is another incident within two weeks with the same child biting again, the child may be sent home, the incident will again be documented in an injury report and signed by both children's parents, and we will keep a copy on file.
3. A conference will be set up with the parents, teacher, and the Director to provide input and written documentation of strategies that may be used for your child.
4. If the biting continues, the biting will be documented and signed by the parents of the child that bites, and kept in the child's file. The Director and the teacher will decide if it is in the best interest and safety of the other children to keep the child that bites in the program.

# ***FAMILY INVOLVEMENT & COMMUNICATION***

## **Open Door Policy**

Parents are always welcome and we encourage you to visit at any time. Open communication between the parents and staff is important, and so is your input. Please feel free to discuss any questions or concerns you may have regarding the preschool with the Director at any time. You may drop by or make an appointment.

## **Student Record Updates**

Whenever there are changes or additions to the information originally provided on your registration form, please stop by the office to make changes. It is very important for the school to have telephone numbers where you may be reached while your child is at school. In an emergency we need to be able to reach parents quickly.

## **School Communication**

Monthly school newsletters and most general communications are sent via e-mail. Any written communication will be put in your child's classroom cubby. Individualized communication with families may be through "one-on-one" conversation, phone, or email. Because South Table Mountain Preschool is a ministry of Faith Lutheran Church, you will also receive communication from the church because our email notification systems are linked. We do apologize if this is inconvenient to you, but we also hope you find the communication helpful. If you "opt out" of email communication from Faith Lutheran Church, you will also be opting out of email communication from STMP and may miss important preschool information.

## **Teacher Communication**

Each classroom offers weekly lesson plans and monthly calendars to keep parents abreast of activities, lessons and events. Please be sure to take time out to review communications that are posted outside of your child's classroom as well as on the Parent Board in the front hallway of the school.

## **Fall Open House**

Before school starts in the fall, an Open House is scheduled that allows parents and children to meet their teacher. All required forms and fees are due before your child starts school. Most of the required forms are on our website. Please complete them in advance and bring them with you to Open House. The dates/times of Fall Open House are published and communicated to registered families during the summer.

Attending the Fall Open House allows time for your child to get a chance to not only meet their teacher, but also familiarize themselves with their classroom and meet some of their classmates. It's a great way to start the school year.



## **Student Evaluations**

Student evaluations are conducted to monitor each child's progress in all areas of development. The evaluations help us to meet both current and future needs of your child. Preschool students have one evaluation in the spring and Pre-Kindergarten students have two evaluations, one before Winter Break and one in the spring. Parents will receive a written copy of their child's evaluation and you are encouraged to ask any questions you may have about your child's development. We do not conduct parent-teacher conferences, but they are available upon request.

## **Classroom Volunteers**

Parents, guardians or other family members that are interested in volunteering their time, services, and resources are greatly valued and appreciated at South Table Mountain Preschool. Volunteers are encouraged to help supplement and enrich our programs in a variety of ways including assisting with projects, reading, and activities in the classroom, and through helping with special events. Speak with your child's teacher for more information. It is our policy that only people related to the student be allowed to volunteer in a classroom. Students are never left alone with a volunteer. Volunteers are always in the presence of STMP staff.

## **Parent Support**

We encourage parents to help our school through various means such as: Annual Chili Cook-off Fundraiser, Note Pad Fundraiser, special events, playground maintenance days and others. If you are interested in supporting STMP in any way, please contact the Director. Your help is greatly appreciated.

# ***HEALTH & NUTRITION***

## **Accident/Illness Procedures**

If your child is involved in an accident or suffers a major illness during school hours, we will make every effort to notify you immediately about the condition and any medical treatment. Concurrently, we will contact the appropriate emergency agency (consistent with your requests set forth on the *Emergency Contact Card*) to provide the necessary special care that your child needs. In the case of an emergency, and if we cannot make contact with you or your designated emergency contact, South Table Mountain Preschool, in its sole and unlimited discretion, shall seek any necessary treatment, including, but not limited to, calling 911. The parent(s) or guardian(s) shall be responsible for any and all expenses incurred, in the event that this course of action becomes necessary.

## **Illnesses**

Parents must check in with the teacher prior to leaving your child in class. At this time, the teacher will ensure that the child is free from obvious signs of illness. State regulations prohibit us from admitting any child too ill to participate in regular daily activities.

In order to keep the children healthy, we ask that you adhere to the following guidelines and keep your children home if any of the following apply:

- If a child is sent home with a fever, they cannot return to school until they have been *fever-free for 24 hours, without the use of medication to control fever.*
- If a child is too tired and exhausted to participate in the normal daily routine, we will ask that you come and pick up your child.
- If the child has an uncontrollable cough, or is having difficulty breathing, they will not be allowed at school.
- Your child will not be allowed at school if they have an excessive runny nose. If the child cannot keep the mucus from constantly dripping, and the teacher has to wipe their nose more than three times within one hour, we will ask you to come and pick up your child.
- If your child is vomiting or has diarrhea, they will be sent home and may not return until they have gone *24 hours without vomiting or diarrhea, without the use of medication to control symptoms.*
- Any undiagnosed rash.
- Sore or discharging eyes or ears, profuse colored nasal discharge.
- A communicable disease.
- Should your child get sick at school they will be isolated and you will be notified.
- An authorized person must pick the child up within one hour. If you will be keeping your child home from school due to an illness, please notify the office, so that we may advise other parents accordingly, if necessary.
- If your child has a medical procedure or a surgical procedure, *we must have written documentation from your child's physician allowing them back to school and information regarding activity limitations upon return.*

Should your child be exposed to a contagious illness at school, a notice will be posted so that parents are made aware of symptoms to be alert for. We will notify you if your child is exposed to a communicable or infectious disease while in school. We must be contacted when your child is exposed to communicable or infectious diseases outside school.

South Table Mountain Preschool uses the Division of Public Health Infection Control in Day Care Centers chart as a guideline for readmission to or exclusion from school.

## **Injuries**

If your child sustains an injury while at South Table Mountain Preschool, all appropriate first aid care will be performed. Minor scraps, bumps and bruises are to be expected from time to time in the normal course of a young child's day. We understand the importance of communication with parents should a child be injured while in our care. If an injury is one that bleeds, causes a mark, swelling, bump or bruise, an Injury Report will be filled out and given to the parent. The report will need to be signed by the teacher and parent and a copy will be kept in your child's file. Should an injury require more than basic first aid (cleaning of injury, application of bandage, application of ice pack) a parent will be notified immediately.

## **Medication**

All prescription and over-the-counter (ie. Neosporin, Aquaphor, hand lotion) medication will be administered if needed, but we must have Parent Permission and Healthcare Provider authorization including instructions on how medication is to be given. Medication is stored in the preschool Director's office and is accessible by teachers who are trained to administer medication. Medication shall always be out of children's reach.

## **Sun Screen**

Parents – please apply sunscreen before your child comes to school. South Table Mountain Preschool may apply sun screen to children as needed only if parent has signed the Sun Screen Approval form. We ask that you provide the sun screen you would like applied to your child.

## **Medicine Reactions**

South Table Mountain Preschool shall have no responsibility for any kind of reaction caused by the ingestion of medication or application of sunscreen. Parents will be notified should this happen.

## **Immunizations and Health Requirements**

According to State Law, all students must have a current certificate of immunization. This information may be obtained from your local health department or personal physician. A current immunization record for each child must be on file before the first day of school and continually for us to maintain legal records required by state regulations. ***We must enforce a policy that no child may attend school until an adequate immunization record is on file.***

Admission or continued enrollment of any child may be denied when a child has an illness or disability that the school management deems potentially harmful to any other student or staff member, or in which case the illness or disability is beyond the capacity of the staff of South Table Mountain Preschool to sufficiently handle. No child with a communicable disease will be allowed to attend South Table Mountain Preschool. South Table Mountain Preschool also requires an annual health certificate from its staff members. South Table Mountain Preschool complies with state regulations and maintains a nurse consultant on staff. During monthly visits, medication training, universal precautions, file reviews, and ongoing health education is administered.

## Immunization Exemption

As stated above, Colorado law requires all students attending Colorado schools and licensed child care facilities to be vaccinated against certain diseases unless they have a medical or non-medical exemption on file. You must file an exemption at each school or child care facility the child attends.

### Medical Exemption

A Medical Exemption form must be completed and signed by your child's physician. This form is to be completed annually.

### Non-Medical (personal belief or religious) Exemption

A Non-Medical Exemption form must be completed by parent/guardian. This form will include student's full name, age or date of birth, date the exemption was filed, the immunizations being declined, and which type of non-medical exemption is being taken (personal belief or religious). This form is to be completed annually.

## Allergies

**We are not a "peanut-free school".** However, we take special precautions with children that have allergic reactions to food products, and do not allow sharing of snacks or lunches. Students that do have severe allergies will have a medical profile listed with both the Director and the classroom teachers. *Again, we may have students who have allergies to peanuts or nuts, which can be life threatening, we encourage you to be careful and respectful of the food choices students bring.*

## Staff Medical Training

The Director and key employees are trained on a continual basis in the administration and monitoring of medications and emergency procedures in regard to health care plans and special situations. (CPR, First Aid, Universal Precautions, and other)

## Food

Parents are responsible for providing snacks, lunches and water bottles for their child as needed. We ask that all food is prepared in child-size portions, cut-up, sliced, peeled and in non-breakable containers for easy and safe consumption. **All lunch boxes, snack bags, and water bottles need to be labeled with your child's name on the outside.** We also ask that snacks are packed separately from lunch to reduce the risk of mistaking one for the other and for ease of distribution. We encourage healthy foods choices with no sugary drinks. Our staff is not allowed to heat up or microwave ANY food for children. Please consider this when packing your child's lunch and snacks. We do not provide eating utensils. Please pack any utensils your child may need.

If your child attends:

- Morning program—provide one (1) healthy snack and a water bottle
- Lunch Bunch—provide one (1) healthy snack, a lunch and a water bottle
- Full-day program— provide two (2) healthy snacks, a lunch and a water bottle

# ***SAFETY & SECURITY***

## **Arriving and Leaving**

**The doors to STMP remain locked during the school day for the safety of your children.** The only exception to this is for morning drop-off. The doors are unlocked 8:20-9:00 am. At this time, the Director or a teacher will supervise who enters and leaves the building.

If you arrive at STMP during a time when the doors are locked, please ring the indoor doorbell to the right of the doors and you will be let in. If your child attends the full-day program, we may be out on the playground when you arrive to pick them up. Please ring the playground doorbell to the left of the doors and you will be let in.

When you pick up your child, for the safety of all children, please keep your child with you from the time you pick them up until you get them into the car.

## **Child Pick-Up**

The following will occur in the event your child is not picked up according to the child's contracted schedule. A staff member will remain with your child and every effort will be made to contact authorized persons for your child's pick up. If we are unable to contact an authorized person 45 minutes after the scheduled pick-up time, we will contact the Golden Police Department and/or the Health and Human Services Child Care Division.

## **Signing In and Out**

State law requires that children must be signed in when brought to school and signed out when picked up. Signatures must be your full legal name, no initials. **Our licensing regulations require you to sign your name in full.** The school may be fined if you are only initialing or not signing. These fines will be passed on to you.

## **Authorization**

You must inform the school if someone other than a parent is going to be taking your child home. On the emergency card, please be sure to list all persons you authorize to take your child home from South Table Mountain Preschool. They may be asked to present a photo I.D. if we do not know them. No child will be released to any person not authorized in writing by a parent. State law prohibits us from accepting authorization over the telephone. This is for your child's safety.

## **Supervision of Children**

Children are under constant, direct supervision of preschool staff at all times in compliance with the Division of Child Care Rules and Regulations—Colorado Department of Human Services. We take headcounts of children when they are being transitioned from one area of the school/building to another to assure location of each child.

## **Missing Child**

In the event that a child becomes separated from the class/teachers/group, missing child procedures will be put in to place with STMP and Faith Lutheran Church staff. Separation means that either on school grounds or while on an excursion outside the classroom, the child was present during attendance before the excursion and not in the count when returning to the classroom or on the way back. All available employees will aid in searching for the lost child. Parent and police will be called immediately.

## **Visitors**

All visitors must sign the visitors log in the lobby. The Director should be notified as to the reason for visitation.

# ***EMERGENCIES & DRILLS***

## **Emergency Procedures**

We periodically schedule, carry out, and document emergency drills. This includes fire drills and lock-down drills. We have developed an emergency evacuation system designed to meet the needs of our preschool. Evacuation plans are posted in each classroom. In the unlikely event that our preschool is severely damaged or declared unsafe, all children will be evacuated to a location that is a safe distance from the building and the Director will notify parents as soon as possible. ***If we are unable to remain in or return to our building, STMP will evacuate to the playground area of First Presbyterian Church (building due west) at 17707 W 16<sup>th</sup> Avenue, Golden.***

## **Emergency Contacts**

For your child's security please be sure to provide us with at least two emergency contacts and keep their numbers up to date.

## **Drills**

All Preschool staff are trained in safety procedures. STMP has had a specialized consultant give us the best methods to follow for each possible occurrence. Practice drills are performed regularly to help the children be familiar with what to do.

## **Evacuation**

Evacuation procedures will take place when and/or if the following occurs:

- Fire or Structural Damage - lower parking lot on 16th Avenue.
- Flooding - Faith Lutheran Church facilities upstairs
- Any other threats and location of evacuation that would be announced over radios
- Any children with disabilities or special needs will be transported according to ADA standards.

## **Shelter**

Shelter procedures will take place in the event of:

- Tornado
- Hazmat-chemical/biological or nuclear threat
- Earthquake

## **Lockdown**

Lockdown procedures (**Locks, Lights, Out of Sight**) will occur when and if the following happens:

- Staff or outside persons identify a potential threat
- Active shooter on premises
- Notification of a potential threat received from outside of the school/church
- A reverse 911 notification from police is received

## **Lockout**

If STMP is notified by the Golden Police Department of a suspect or a dangerous situation in the area, doors will remain locked and no person will be allowed in or out. Children will remain in the building and business will continue as usual until we are notified that the situation no longer poses a threat.

*In the event we are required to perform any of the procedures outlined above, parents will be notified by the Director as soon as possible. Please contact the Director for questions or if you would like to see a full copy of our drills/procedures.*



# ***REGULATORY***

## **Complaints Regarding Child Care**

If you have any questions or concerns regarding the care your child is receiving, please feel free to make an appointment to discuss these concerns with the Director of South Table Mountain Preschool. If you as a parent or guardian of a child enrolled at South Table Mountain Preschool would like to file a complaint in regard to child care or licensing violations, you must send the complaint to:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958

## **Social Services**

South Table Mountain Preschool is licensed by the Colorado Department of Social Services, **License # 809464**. They shall have the authority to interview children, or staff, and to inspect and audit a child or facility records without prior consent. The Licensee shall make provisions for private interview with any child or staff member and for the examination of all records relative to the operation of the child care facility. The Department has the authority to observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate behavior.

## **Reporting Child Abuse**

South Table Mountain Preschool is concerned about the well being of all children and families. The preschool has a moral and legal responsibility to report any case of suspected child abuse. Staff at South Table Mountain Preschool are considered “Mandatory Reporters” by the state of Colorado.

A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Mandatory reporters are part of the safety net that protects children and youth and have the ability to provide lifesaving help to child victims in our community. Any person specified in C.R.S. 19-3-304 is by law a mandatory reporter in Colorado. If a mandated reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system.

In suspected abuse and neglect cases, no evidence will be excluded on grounds of confidentiality including preschool records. Although South Table Mountain Preschool administration is not obliged to do so, we may speak with parents prior to notifying the Department of Social Services.

## **POTTY-TRAINING POLICY & ACKNOWLEDGEMENT**

Our goal is to have your child's first school experience be positive. We believe one of the best things we can give our children is time - time for them to develop with as little stress as possible. Potty-training is a significant piece of development and happens at a different pace for all children. Don't rush something your child is not developmentally prepared for.

It is important for parents to understand the requirement for all children to be potty-trained. Your adherence to this policy helps ensure a positive first school experience for your child and the other children in their class. You must agree to the following policy for your child to be enrolled at South Table Mountain Preschool.

Your potty-trained child ...

- Will tell the teacher he/she needs to go the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, before rest time, and before going out to the playground, etc.).
- Will not be in diapers or pull-ups **at all**. He/she must be in regular underwear.

Our school is not licensed nor is it staffed to provide diapering/potty-training care to our students. If a teacher is spending excessive time with a child who is not potty-trained, they are not able to work with your child and the other children in our daily routine and activities. This is neither fair to your child or to the other children.

Our staff is aware that accidents happen. However, if your child has frequent accidents while they are at school, we do not consider your child to be potty-trained and the child's parent will be notified. We do recognize that changes, such as starting school, can affect potty-training progress. With that said, if we feel your newly enrolled child is not potty-trained in accordance with our policy after three weeks of attendance, then your child's continuation of school at STMP will have to be postponed and your child can start again at the next enrollment period. We will hold a spot for your child, should this become necessary.

If your child is ill and has diarrhea, they should be kept home until they have been episode-free for 24 hours without medication to manage symptoms.

I (we) have read and understand the policy of South Table Mountain Preschool on potty-training and will comply with those requirements.

\_\_\_\_\_  
Signature of both parents

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of both parents

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

# **POLICY & PROCEDURE ACKNOWLEDGEMENT**

By signature of this form, I/we, \_\_\_\_\_ acknowledge:

- 1) I/we have read and understand the policies and procedures set forth in the Parent Handbook.
- 2) I/we agree to observe these policies and procedures.

\_\_\_\_\_  
Signature of both parents

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of both parents

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date