



PARENT HANDBOOK 2018/2019

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www.myclcpreschool.org

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Program Goal/Statement of Philosophy

Our staff is here to meet the social, emotional, physical, developmental, and spiritual needs of children in a positive, safe, and loving Christian environment.

Statement of Philosophy

Christ Lutheran Church Preschool welcomes families of all faiths, creeds and ethnic origins to its program. The programs are developed from a common desire for meeting the needs of children and their families for nurturing growth and development of relationships and understanding.

We believe in helping children achieve their full potential in the context of relationships that are based on trust, respect and positive regard.

We believe that the dignity and worth of each child and family is important.

We believe that each child should be helped to develop a positive self-image.

We believe that our educational decisions and guidance for children must be based on our knowledge of child development. We recognize the needs of children change as they grow and our program must respond in content and structure.

We believe each child is a unique individual with special gifts.

We believe that it is important to meet each child's needs for physical, social, emotional and intellectual growth.

We believe that children deserve a nurturing, safe, and happy environment which promotes their natural curiosity and desire to learn.

We believe creativity, self expression and curiosity are expressions of individuality and they should be encouraged and developed in all people.

We believe that children deserve to have teachers who are capable and

caring, and whose values enable them to be excellent role models.

General Information

Address, Phone Numbers and Online

Christ Lutheran Preschool	303-471-9290 Preschool
8997 S. Broadway	303-791-0803 Church Phone
Highlands Ranch, CO 80129	303-791-6026 Fax

Website: www.myclcpreschool.org

Facebook: Christ Lutheran Church Preschool

Classes and Age Requirements for Children

2 ½ Year Class: Must be 2 ½ by 9/1/18 9:15AM-12:15PM W/F

Younger 3 year old Class: Must be 3 by 12/1/18 9:15AM-12:15PM W/F

Preschool Class: Must be 3 by 10/1/18

9:15AM-12:15PM	T/TH
9:15AM-12:15PM	T/TH/F
9:15AM-1:15PM	T/TH
9:15AM-3:15PM	T/TH
9:15AM-12:15 PM	M/W

PreKindergarten Class: Must be 4 by 10/1/18

9:15AM-12:15PM	M/W/F
9:15AM-1:15PM	M/W/F
9:15AM-1:15PM	M/T/TH

JrK Class:

Must be 5 by 12/31/18	9AM-12:15PM	M-TH
Must be 5 by 2/28/19	1:00PM-4:00PM	M-TH

Enrichment: Must be 3-5 by 10/1/18 9:15AM-12:15PM Friday

Kids Klub: Must be 2 1/2-6

8:00AM-9:15AM	M-F
12:15PM-5:00PM	M-F

Optional 1, 2, 3 or 4 hour drop-in care.

Financial Information

Registration Fee:

A non-refundable registration fee of \$60 is required for the 1st child enrolled or \$90 for a family with 2 or more children at the time of enrollment to reserve the child's spot.

Monthly Tuition Fees:

2 $\frac{1}{2}$ Year Class	2 half days/week		\$165
Enrichment	1 half day/week		\$85
Preschool	2 half days/week (AM or PM)	9:15A-12:15P	\$165
Preschool	2 half days/week	9:15A - 1:15P	\$200
Preschool	3 half days/week		\$230
Preschool	2 full days/week		\$250
PreKindergarten	3 half days/week(AM/PM)	9:15A-12:15P	\$230
PreKindergarten	3 half days/week	9:15A-1:15P	\$250
PreKindergarten	2 full days/week		\$250
Jr Kindergarten	4 half days/week	9A - 12:15P	\$315
Jr. Kindergarten	4 half days/week	1 - 4P	\$285

Yearly Supply Fees:

1 day class	\$30
2 day classes	\$55
3 day classes	\$70
4 day classes	\$85
Enrichment	\$30

Kids Klub:

AM Kids Klub	8:00AM-9:15AM	\$6
PM Kids Klub	12:15PM-5:00PM	\$6/hour or \$25 (after 4 p.m.)

Discount:

A 10% discount is given to the youngest sibling of families with more than one child.

Scholarships: We do offer scholarships to families. Please see us in the office for necessary paperwork.

We do accept CCCAP students. For more information, see below.

The Colorado Child Care Assistance Program (CCCAP), helps families that are homeless, working, searching for work or in school help pay for child care (CCCAP may pay a portion or all of the cost of child care). Families that are enrolled in the Colorado Works Program can also use CCCAP services.

Each county's Department of Social/Human Services and the Colorado Office of Early Childhood, Division of Early Care and Learning manage the CCCAP program. Each county sets eligibility requirements for families but must help families that have an income of 165% or less of the federal poverty guideline. Counties will not serve families that have an income over 85% of the state median income.

You can apply for CCCAP online, by mail or by contacting your county's department of human/social services if you are using the paper application, you must submit it to your county department of human/social services in person or by mail. While you must apply for benefits in the county in which you live, you can use CCCAP in any county (i.e. the county in which you work or attend school).

Questions? Need more information?

Contact your county's department of human/social services

If you live in Douglas County, we look forward to hearing from you at:

4400 Castleton Court
Castle Rock, CO 80109
303-688-4825
cccac@douglas.co.us

At this time* Douglas County is providing CCCAP to families with gross income at or below 200% of the Federal Poverty Level(FPL) for their household size:

Family size:	2	3	4	5	6	7	8	9
Maximum Monthly Gross Income:	\$2,706.67	\$3,403.33	\$4,100.00	\$4,796.67	\$5,493.33	\$6,190.00	\$6,886.67	\$7,583.33

**CCCAP is funded through available appropriations and program availability for new applicants is subject to change without notice.*

Tuition Payments

Monthly payments are due at the beginning of each month. Payments are made one month in advance. Checks should be made to Christ Lutheran Church Preschool or CLCP. Payments may be mailed to Christ Lutheran Church Preschool, 8997 S. Broadway, Highlands Ranch, CO 80129 or deposited in the tuition box on the wall by the Preschool Office main entrance.

Arrangements can be made with your bank to have your check mailed directly to us. A non-refundable tuition payment and Supply Fee for the month of September will be due by May 18, 2018 to guarantee your child's enrollment for the school year. We do not accept credit cards at this time.

Full monthly fees are collected regardless of absences due to illness, vacation or snow closure days. Tuition is pro-rated over a nine-month period to accommodate for holidays and vacation days. This is necessary to maintain a top quality staff and program.

Kids Klub will be tracked and billed at the end of each month. Please sign up in advance for the dates your child will attend on the Kids Klub board located outside the Music Room. Your child must be signed in and out of Kids Klub and their attendance will be tracked in our Kids Klub book. This will be used for billing purposes as well.

A \$10.00 late fee is charged for late payment when payment has not been received by the 10th of the month. That is, unless previous arrangements have been made with the Director. Please keep those communications open we are happy to work with you.

A \$30.00 fee will be charged for returned checks. If repeated, payment will be required in the form of a cashier's check or cash only. If there are complications, the Preschool Advisory Team will be notified and dismissal will be considered.

In an effort to help you catch up, if you have fallen behind in tuition payments for two consecutive months, CLCP will discuss payment options with you. If financial arrangements have not been made, your child will be unable to attend until payment arrangements have been discussed or have been made. Please keep communications open regarding any financial concerns so that we know how to help.

Enrollment Procedures

Although enrollment is open, each class is licensed for a specific number of children and staff requirements to ensure the highest quality of support is given to the students. Application for enrollment will be prioritized when enrollment begins for the following school year as follows:

1. Currently enrolled students, siblings of currently enrolled students, siblings of previously enrolled students, church members and MOPS.
2. Members of our community.

Students will be placed in the appropriate class according to their birth date. We try to accommodate specific requests; however, our first priority is to make sure each class is balanced. You will be notified at the time of registration if your first choice is available. Once a class is full, a waiting list will be maintained. Being placed on a waiting list does not guarantee placement in that class for the following school year, but changes often occur due to relocation and schedules, etc. We will notify you as soon as a change has been made if you are on a wait list.

To register for one of our classes, parents must complete the initial Registration form and pay a non-refundable registration fee. This will hold your child's spot in the class requested. You will receive a Welcome Letter, Confirmation Form, Personal Information Form, Authorization Form, Permission for Program Participation Form, CLCP Photo Permission Form, and a General Health Appraisal and Immunization Form (to be filled out by your physician) in the spring. (If enrolled after May 1st you will receive at the time of enrollment.) We will send these forms to you via email or hard copy. (The forms will also be available on our website.) These Forms, 1st month's tuition and Supply Fee are all due on May 18, 2018. The General Health Appraisal and the Immunization Form, which need to be completed by your doctor, are due by August 3, 2018. Your child will be unable to begin school in August without all completed forms. If medical forms are not returned by the Ice Cream social day, your child will not be able to start school due to licensing standards. In addition, the Parent Handbook, School Calendar, and Back to School Dates will be sent, so that you can read them over the summer and put them into the family calendar. We will host a Parent Orientation night listed in the Back to School Dates and encourage you to attend to have questions answered and find out more about CLCP.

Supplies Required

Families are required to supply the following items:

- Supply Fee (see registration form or financial information section)
- Lunch with ice pack (food and drink) for AM and All Day classes and Snack for PM classes is provided by you. ****Please see parent handbook for new state requirements****
- Extra clothing to be kept in a Ziplock bag at school (please remember to change items to be appropriate for the season and child's growth)
- A crib sheet and blanket in a backpack for the Full Day class and Kids Klub.
- A box of baby wipes at the beginning of the year and the middle of the year.
 - Please label items with your child's first and last name!

Classroom Ratios

Staff-Child ratios required by the State of Colorado are as follows:

- 2 ½ years to 3 years - 1 staff member to 8 children
- 3 years to 4 years - 1 staff member to 10 children
- 4 years to 5 years - 1 staff member to 12 children
- 5 years and older - 1 staff member to 15 children
- Mixed age group - 3 years to 6 years - 1 staff member to 10 children

Health Care Policy

A Health Appraisal Form and Immunization Record, signed by an approved health professional who has seen the child during the last twelve months, must be submitted prior to attending. Health examinations must be repeated annually. The dates and results of such health examinations shall be submitted to the preschool office. Medical forms are available in the preschool office. All Immunizations must be current as required by the State of Colorado. If you have chosen to be exempt from any immunization due to a religious, personal or medical you must complete the required forms by the state of Colorado. In the event of an outbreak exempted persons may be subject to exclusion from school and quarantined. (as stated by Colorado Department of Public Health and Environment).

Allergies: We are an Allergy Aware facility. Please notify us, in writing of any dietary restrictions, allergies or health concerns your child may have. If it is necessary for your child to receive medication during school, the medicine, along with the required authorization form must be kept in the preschool office or

secured but inaccessible area in the child's classroom. The authorization form must be signed by the parent and completed and signed by a physician. DO NOT put medication in your child's tote.

Safety: When accidents or illnesses occur, Incident Report forms are completed and the parent or guardian of the child will be given a copy. Minor injuries will be treated with soap, water, ice and band-aids. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. If no one can be reached, the physician you have listed will be contacted or 911 will be called.

Sick Children: Each child shall be observed daily and, if in the opinion of the staff, a child is sick, we will call the parent to come and pick-up the child (or be released to the emergency contact person listed on your child's Emergency Card). The child will wait in the office, away from other children, while waiting to be picked up. The following criteria will be considered in determining if a child must go home:

- | | |
|---|-------------------------------------|
| a temperature above normal (100°) | unexplainable rash or skin eruption |
| sore throat or swollen glands | inflammation of the eyes |
| discomfort caused by coughing | nasal discharge that is not clear |
| vomiting | bad cold/heavy nasal discharge |
| child is not acting his/her normal self | abdominal cramps |
| more than one incident of diarrhea | communicable disease |

If a child is going to be absent from the preschool, please notify us at 303-471-9290. Good attendance is very important to the achievement of your child. However, if your child is not feeling well, it is better to keep him/her at home. Consider the "golden rule": Would you want your child sitting next to someone with his/her current symptoms? If a child is sent home due to illness, he/she cannot return to school until he/she has been free from symptoms for 24 hours. This is to allow ample time to recover and stop the spread of illness to other children. On rare occasions, if a health concern persists, the Director may request that a physician examine be performed by a doctor prior to the child returning to the preschool.

When children have been diagnosed with a **communicable illness**, it is your responsibility to notify the preschool. We will then notify our families and staff members, maintaining your child's confidentiality. The Director will notify the local health department or the State Department of Public Health and Environment in

accordance with state guidelines. Children with contagious diseases will remain out of preschool until a written note from the doctor is presented giving the child permission to return.

Staff

The Christ Lutheran Church Preschool staff consists of a qualified Director, Assistant Director, Early Childhood Teachers and Teachers Assistants. All staff is introduced to our CLCP Community on orientation night. Our staff are Christians who meet or exceed the state of Colorado requirements for teaching in our Preschool. They are dedicated to teaching, loving, and meeting the needs of each child individually. In the interest of safety, background checks and fingerprinting are completed on each individual working with our children. All staff is required to complete 15 hours of continuing education per year, which the preschool provides.

Curriculum/Chapel

A developmentally appropriate theme-based curriculum for young children is planned for the age span of the children within the group. It is implemented with attention to the different needs, interests and developmental levels of those individual children. Handwriting Without Tears is utilized to develop the life skills necessary for successful written communication. The classrooms will be set up with centers, that are learning stations throughout the room where children can move freely from place to place at a designated "center time." This is purposeful play, with a specific learning goal in mind. A non-denominational Christian curriculum will also be integrated and used on Chapel days, with children's stories from a children's Bible delivered with a warm, loving message. Each classroom posts a daily schedule for parent review. If you would like a copy, please let your child's teacher know.

The children will be planting and decorating throughout the school year in our new memorial garden deck area. This is located outside the right entrance door to the school. This garden is in memory of one of our teachers, Ms. Penny, who passed away in 2014.

Communication

Open communication is very important to us at CLCP. Each classroom displays a bulletin board outside the classroom door. It will contain information for parents regarding classroom activities, calendar, monthly newsletter and other important notices. Teachers will either email their classroom newsletter or provide a hard copy in your child's tote each month. Next to the classroom bulletin board will be a daily sign-in and sign-out sheet on a clipboard. A parent or authorized adult must complete this every school day when arriving and departing the classroom. This is a legal document and we are required to have accurate information on file by the State of Colorado. No older siblings can sign a child in or out. The office will keep you informed of news via email. You will receive a monthly school newsletter. If you need to have a hard copy of any notice or newsletter, please let us know in the office, so that we can serve you better. Also, please let us know when your personal information changes, such as; phone number, address, authorized adults, etc. A Classroom directory will be given to each family in the classroom during the first few weeks of school. The office and the classrooms have an "open door" policy and welcome parents and families of our students at any time. Please let your teacher know when you would like to spend time in the classroom.

Discipline

Children who are happy, engaged and well loved rarely have discipline problems. However, when necessary, a teacher will talk with the child with redirection as the next step. All discipline will be positive, developmentally appropriate and follow logical consequences.

Entry Door Code

Every parent is issued a door code at the ice cream social in August. This door code is entry to the school. We ask that you do not let your children or give anyone other than caregivers the code to the door. This will help ensure the safety of everyone in the school at all times. The door code can be changed during a school year due to the following reasons:

- Maintenance on locks may require codes to be changed
- Malfunction of locks may require codes to be changed
- Family decides to leave due to a policy/procedure conflict of interest
- Any immediate threat to the school

Termination of Attendance

If a parent decides to withdraw their child from Christ Lutheran Church Preschool, a 30 day written notice is required. Written notice of the intent to withdraw must be submitted to the Director. Parents are responsible for the payment of tuition between the date of the written notice and the date of withdrawal. In the event of an emergency withdrawal (without prior knowledge) the parent is responsible for a full month's tuition. No refunds will be issued for May after March 1.

Parent/Teacher Conferences

Conferences encourage effective parent/teacher communication and setting children's goals. Conferences will be held twice during the school year. The first conference, held in the fall, will be focused on goal setting and for the child. The second conference, held in the spring, will focus on the child's progress and recommendations for the next year. There is no class on conference day and it is best to arrange childcare so parents and teachers can talk freely. Please see the school calendar for exact dates for your child's conference. Kids Klub may be offered as an alternative on these days.

Toilet Training

We understand that children between the ages of 2 $\frac{1}{2}$ and 3 $\frac{1}{2}$ may still be working on potty training. In efforts to assist these children, we ask that your child come to school in a dry Pull-up. We also ask that all children use the bathroom prior to the start of school. When children see their peers participating in a bathroom routine, they are more eager to try and learn themselves. For the 2 $\frac{1}{2}$ year old class, please send extra Pull-ups, wipes, and clothing in their tote each school day. If your child is in a 3 year old program and still working on potty training, please let the teacher/assistant teacher know at the beginning of the school year. A change of clothing is required to be left at school. Extra Pull-ups and wipes can be stored with your child's change of clothing in their tote.

Sunscreen

Under the Colorado State requirements (7.702.52 D 2) children must have sunscreen applied prior to going outside. Therefore children need to have sunscreen applied at home before arriving to school. If they are staying all day the preschool staff is required to reapply a hypoallergenic sunscreen supplied by the school prior to going outside in the afternoon. If your child has a skin allergy you

must provide an alternative sunscreen that can be left in the school office, not in your child's tote.

Rest Time

Any children attending Kid's Klub or a Full Day program (over 4 hours per day) are required by State Licensing to have a rest time. An appropriate video (such as Veggie Tales, Dora, etc) may be viewed, but this option will be limited to 1- 2 times a week (and total viewing time will not exceed a maximum of 30 minutes per week). Other quiet time activities, such as books and puzzles, may also be available. Children should bring a crib-size sheet and a blanket in a backpack so their totes can be used for lunches and paperwork. The preschool will provide mats, which are sanitized daily.

Video and Television Viewing

Videos are not generally used at the preschool (Full Day and Kids Klub rest time excluded). Occasional exceptions may be made for subjects that directly relate to the children's curriculum and this activity will be teacher directed. Videos will not exceed 30 minutes and must have Director's approval.

Screen Time

A fitness program using the WII gaming system may be used during morning Kids Klub not to exceed 30 minutes per week. Tablets may be used in the classroom/kids klub, but will be limited to 15 minutes a day and not exceed 30 minutes per week.

Lunches

Under the new meal and snack requirements by the State of Colorado (7.702.55A) each child's lunch must contain at least 1 serving of each: protein, dairy, fruit or vegetable and grain. If these food items are not provided, we are required to supplement their lunches for any child that is staying all day, with the item that is missing. These items will be provided to the child by the school and the fee for each item will be \$1.00 per item.

Pizza Day is planned for a few times during the year, we will notify you ahead of time. Therefore, no lunch needs to be packed that day if your child participates. Please see the school calendar for exact dates. There is no fee for this.

Snacks

Under the new meal and snack requirements by the State of Colorado (7.702.55A) Children that are attending all day or afternoon classes must bring in 1 snack from the following food groups: protein, dairy or fruit/vegetable. **Kids Klub** participants will also receive a grain based snack in addition to the snack provided from home.

Pictures

A professional photographer will take individual portraits in the fall and class pictures in the spring for the option of purchasing. Teachers will take candid pictures throughout the year of their classrooms and children's activities. Group photos (no names) may be used on the Christ Lutheran Church Preschool website, Facebook page or for thank-you cards for special visitors, etc. Please fill out the form in your child's enrollment paperwork with your preferences regarding the use of photographs. A slide show is produced for parents and presented at the end of the school year.

Visitors

We have an open door policy at CLCP so parents are welcome in the building at any time. If you would like to spend time in our child's classroom please schedule with your child's teacher. We do ask that parents refrain from classroom visits during the first month of school to allow the children to build a trusting relationship with their teachers. Some children experience separation anxiety during this time and we want to help them make positive connections with their teachers and peers.

We also encourage prospective parents to visit in order to have enrollment continue at full capacity. Observers to a room will be escorted by the Director or the Assistant Director. All visitors must sign-in and sign-out in the Visitor Book at the Director's office.

Classroom Parties/Room Moms/Parent Representative

We have three classroom parties each year which gives our parents volunteer opportunities throughout the school. They are Halloween, Christmas and Valentine's Day. We will also be having a Thanksgiving Feast and a Western Day luncheon. There will be a sign-up for each of these events at the beginning of the school year for room parent help. Sign-ups will be posted prior to the events for items needed.

There is also a parent representative who is on our Governing Board (PAT) who organizes the larger events and the individual class room parents for the school. She/he will email letters prior to an event, organize volunteers to run activities, and help run the events. If you have signed up as a class room parent, you will be contacted by the parent representative at the beginning of the school year about how the parties are handled. There are plenty of opportunities to plug in as a volunteer during the school year.

****Due to state licensing, siblings cannot attend the classroom party. This is due to student/teacher required ratios under our license and ages we are licensed to serve. A baby under the age of six months can attend with mom if they are able to be in a snuggy or infant seat during the party time.****

Arrival/Departure

Children should arrive promptly at the scheduled class time so they may take full advantage of the entire class program and not disrupt a class in progress. A parent or an adult designated by the parent must escort their child to and from their classroom. Children are also required to be signed in and signed out on the attendance sheet at the classroom door. This is a state requirement and we are required to have signatures each school day your child attends. Staff members are accountable for children in their care and head counts are done during transition times and periodically throughout the day to account for each child. If the class is in another area, the parent must escort their child to that area and report to the teacher in charge so that an accurate head count may be maintained. Once released to their parents, responsibility returns to the parent. Please direct children to refrain from walking on the retaining walls, rocks, playing on the lawn, the windows or drainage grate to ensure their safety. The playground is always available before and after classes for playing.

Ten minutes following normal dismissal time staff members are advised to take any child remaining in the classroom to kids klub. They will stay with kids klub and be charged for the time used. If a child is left at the preschool for more than 15 minutes after time of dismissal without notification from the parent, the parent will be called. If there is no response, the emergency numbers will be contacted. The Preschool closes at 5:00PM. If by 5:30PM the child has not been picked up, and the parents or emergency contacts are not able to be reached, the Director will call the authorities. Parents who are late will be charged the kids klub prices. If you do not pick up your child by 5 p.m. you will be charged \$1.00 per minute

after 12:25 and 1:25 for morning half day students, 3:25 for full day students, 4:10 for afternoon half day students, and 5:10 for Kids Klub students. If we have not heard from you by 5:30 p.m. authorities will be notified to assist us.

Parking/Parking lot

Please use the parking lot west of the church building and use the entrance to the Preschool on the lower level. The door will be unlocked at 8:00AM with your confidential security code. It will lock at 5:15 PM. **The door and door code are for ADULT USE ONLY.** This is for the safety of your child as well as the Preschool. Please do not leave children unattended in cars, leave purses on seats, or cars running. Please drive slower than 15 MPH through the lot and DO NOT be on your cell phone. As a courtesy to visitors at the church, please do not park in the Handicap Parking unless you have a permit to do so. Please keep children on the sidewalk and off the rocks and landscape wall.

Release of Children

Children must be signed out by a parent or responsible adult designated by the parents. The Authorization Form must be completed and signed by the parent(s) stating who may and may not pick up a child. Staff members will not release children to anyone who is not listed on the authorization form, nor to children or teenagers. (Parents may call the office, write a note or email the Director stating that someone other than the authorized persons may pick up a child on a specific day.) Staff members are required to ask to see identification of anyone they do not know, unless directed differently by the parent or guardian, such as the child identifying a grandparent. 911 will be called if an unauthorized person insists upon picking up a child.

If the child attends AM Kids Klub, the Director, Assistant Director or kids klub teacher will sign the child into the classroom. If the child is attending PM Kids Klub, the child will be signed in by the Teacher, Assistant Teacher, Director or Assistant Director. Parent, Guardian or Authorized Adult will be responsible for signing the child out at the end of the day.

Unforeseen Events

The preschool's goal is to open and run each scheduled day of the calendar year. However, some resources needed in order to have a safe environment are out of the preschool's control. In the event a vital resource to the preschool is cut off (water, electricity, plumbing, etc.), the preschool may contact parents during the

school day to pick up their children. Providing a safe and secure environment for children, in compliance with State licensing regulations, is our number one priority. Please be aware there are many variables and an assessment of the entire situation must be made. The procedures that are followed when this type of event occurs are as follows:

1. Children are moved to a safe area if the area where they are located is no longer deemed safe. Teachers will reassure children calmly, giving them a brief idea of the situation if necessary. If we cannot remain on the premises during the school day, then we will move to St. Luke's Methodist Church next door and notify parents to pick children up there.
2. The authority governing the resource (Xcel Energy, Centennial Water, etc) is contacted by the Director/Assistant Director to get an update on when the resource will become available.
3. If the resource will not be available within acceptable timeframes, parents will be contacted immediately to pick up their children. If the resource is due to be available shortly (the preschool has an emergency water supply, flashlights, etc), we will manage with our supplies.
4. You will be notified if an incident occurs during the school day.

Emergency Procedures

Christ Lutheran Church Preschool's telephone number is 303-471-9290. Emergency telephone numbers for the fire, police, rescue unit, parents, poison control center and health departments are readily available. A car or planned arrangement for use of a car is available to the preschool at all times for emergencies.

Fire drills are held so that the children and staff are familiar with the drill procedure in the event of an emergency. Drills are held at unexpected times and emphasize orderly evacuation following an established routine. Speed is not emphasized, but rather safety in leaving the building. If we are unable to return to the building, St. Luke's Methodist Church next door is our safe place.

Tornado drills are held occasionally so that the children know what to do in the event of a tornado. CLCP is located underground with the exception of the front three rooms; the office and the outer two classrooms. The students in these areas will be moved to the center of our school.

Lock Out/Lock Down

Drills are practiced with the teachers during school hours so that they are aware of what needs to happen in the event of these circumstances. There could be two kinds of lock downs for the students and parents.

Lock out would mean something in our community is going on and we feel we need to gather more information to find out the details of the situation. This may be directed to the school by the county, school district or determined by the preschool. The students would remain in their classrooms and there would be no outdoor activity during this time. Parents will be allowed to pick up their child with prior approval via email or phone call.

Lock down would mean that we have been notified or advised to formally lock down by an outside source to the school. Or, If there is an immediate "outside threat" or an "active shooter" on the premises we will go on immediate lock down. We have a formal process for lock down which all staff is trained to follow protocol. All children in the outer classrooms with windows would join the connecting classroom, classroom doors would be locked, windows would be covered and all access doors would be un-programmed until further requirements are determined. Parents would be called and emailed notifying you of the formal lock down.

In the event of a formal lock down, **NO ONE IS ALLOWED** to pick their child up until we have taken the school off lock down. We will not be able to let you into the school should you come during lockdown either. This is all due to the reasons around the lock down, which you would be aware of when we put the school on lock down. If parents panic in this situation, our staff would have a difficult time dismissing children under unsafe circumstances. ***Our staff is fully trained in all areas of disaster preparedness and know what the expectation is and that your children will be the first priority in having needs met.*** We have supplies on hand in the event of any emergency. In the event we have to vacate the premises, we would go next door to St. Luke's Methodist Church and notify parents to pick children up there.

Special Care Needs Assistance

In the event of an emergency, any child with special needs will be provided personal assistance. If there are children with allergies and/or other medical needs, medication and any equipment to ensure health needs will be met will be taken with us in the event of leaving the building.

Christ Lutheran Church Preschool makes safety and security a number one priority. Everyone entering the building is on video camera and we have secured doors only accessible by parents who have been given the entry code, which is changed regularly. To prevent lost children, we maintain an excellent teacher to child ratio, constantly monitor all exits of the classroom, supervise and observe all areas of the classroom and playground, count the children during all transition times and have a visitor sign-in policy with supervision. If it were ever determined that a child was missing or lost, the Director or Assistant Director would immediately notify the local police or sheriff, the parent or guardian, and the Colorado Department of Human Services.

Safety Measures Regarding Firearms, Alcohol, Marijuana and Tobacco use on School Premises

In order to maintain the safest environment for our children and their families, this facility does not allow any weapons on the premises pursuant to Colorado Revised Statute § 18-12-105.5.

As a non-public school, as allowed under state law, our school safety policy also chooses to implement and adhere to Colorado Revised Statute § 18-12-214.

Under this state statute, possession of deadly weapons is prohibited without a valid state-issued concealed carry permit. It is a class 6 felony if any person knowingly and without legal authority possesses a deadly weapon on the grounds of "any public or private elementary, middle, junior high, or high school . . ." C.R.S. § 18-12-105.5. The definition of a "deadly weapon" includes a firearm, a knife, a bludgeon, or any other weapon, device, instrument, material, or substance whether animate or inanimate.

2 Under this statute, there is a very precise and narrow exception to the general rule regarding concealed weapons under a valid concealed carry permit. Assuming a person has lawfully obtained and possesses a valid permit, this exception provides that carrying a concealed weapon onto school grounds is only permitted so long as: "the handgun remains in a locked vehicle on school property and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked." C.R.S. § 18-12-214 (3)(a).

The preschool cannot legally deny release of any child to a parent or guardian unless we have a written court order or just cause. The preschool staff will not allow a child to leave with any inebriated person or a person under the influence of any legal, illegal or prescriptive substance that we suspect could interfere with the safety of the child, even a parent. NO drugs, alcohol or smoking are allowed on or in the premises.

Field Trips

Field trips by the preschool are minimal. A parental permission slip for an excursion is provided and must be signed by a parent or guardian. If a teacher elects to participate in field trips (either walking or driving), advanced notice will be given and there may be a small fee required. For driving field trips, parents are required to drive their child(ren) (or designate a driver - written documentation must be given to the office with a copy of license and insurance) to and from the activity, as well as attend the activity. All Colorado safety laws regarding seat belts, car seats, seating, etc., must be observed. In case of a vehicle emergency, emergency procedures include having the availability of first aid supplies, and a means of communicating for help and advising the Director of the situation as soon as possible. For walking field trips, teachers may request some parent helpers. If a child arrives after the class has left for the field trip, the parent will be given instructions to the location of the field trip and notify the child's teacher upon arrival so that roll calls may be initiated to maintain an accurate headcount.

Outdoor Playtime

Parents are REQUIRED to put sunscreen on their children prior to arriving at the preschool. Our program includes a large outdoor playground. Children will be playing outside most days, except when the weather is too severe. When the temperature is below 25 degrees or above 100 degrees, or it is raining, lightening, snowing or too wet to be outside, the children will play inside in the fellowship hall or narthex. If using the playground after school hours, please follow the same rules enforced during the school day when supervising your children.

The rules are as follows:

- Adult supervision is required at all times.
- Please keep sand in the sand boxes.
- Keep pea gravel on the ground (no throwing) and off the climbers .
- All equipment should be used appropriately (no climbing on top of houses, outside of climbing structures, standing on swings, etc)

- Please put all toys, buckets, shovels, etc. back in the tubs before leaving.
- If enjoying snacks or picnics in or around the playground, please clean up after yourself. Trash cans are located near the church entrance.
- Use common sense and be respectful of the school, playground and equipment!
- Have fun!

If you have any questions, please talk to your child's teacher or see us in the office.

Personal Items/Lost & Found

A hook is provided in the hallway for each child to place their coat, backpack, etc. Please check your child's hook at the beginning of class for information sent home. Children will be provided with a tote at the beginning of the school year to carry and store personal items such as papers, art projects, lunch, show and tell, etc. This tote will be labeled with your child's name and accompany them throughout their years here at Christ Lutheran Church Preschool. They will be stored below the child's hook in the hallway outside the classroom and be taken home each day and brought back the next school day. Be sure to check their totes daily for important information that may be sent home. The Preschool cannot be responsible for lost items, including money. For this reason, we ask that toys remain at home, except for a quiet time item for Full Day and Kids Klub students. Please do not allow your child to bring toys (with the exception of show and tell), candy, gum, money or any type of weapons - real or pretend. There is a Lost and Found Box outside the Preschool Office, which will be emptied monthly with leftover items being donated to charity.

Clothing

Children should dress comfortably, simply and suitably for the weather. We do engage in a number of "messy" activities that, despite smocks, can get clothes dirty. We do not want to inhibit the children unnecessarily, so we ask you to bring them in comfortable clothes that they can play in without hesitation. Please bring an extra set of clothing in a Ziploc baggie, labeled with your child's name, to be kept at school in case of accidents. Please update the clothing with the season and growth of your child. We do keep some extra clothing on hand, but most children feel more comfortable wearing their own. The playground does have pea gravel so the most successful shoes for play are sneakers; however, this is your choice.

Holidays and Teacher In-Services

Our school year program begins the week before Labor Day and ends before Memorial Day. We follow the Douglas County School District conventional calendar for Fall, Christmas and Spring Break as well as the following holidays only: Wednesday, Thursday and Friday of Thanksgiving week, Martin Luther King Day, President's Day and Good Friday. The Preschool will also be closed one Friday in October for a conference in order to obtain the hours of training required by the state and possibly the Friday before Christmas break. Please refer to the school calendar provided with your paperwork for the exact dates.

Vacation Time

Families will receive no tuition discounts for times they are absent due to being on vacation. Tuition is pro-rated over a nine-month period to accommodate for holidays and vacation days. This is necessary to maintain a top quality staff and program.

School Closures/Severe Weather Policy

The preschool will be closed or delayed on very snowy days. To determine if the preschool is closed or delayed, check 9 news or 9news.com and look for "Christ Lutheran Church Preschool-Highlands Ranch." Some teachers may call or email for notification, as well. **If all Douglas County Schools are closed, we are closed. If Douglas County School District is on a delayed start, we are also delayed.** For a delayed start, ALL AM and All Day classes will start at 10:15am. If a class is canceled four times due to weather/unforeseen events, a make-up class will be determined and you will be notified of the date and time.

**Kids Klub for those who have signed up in advance will be available at 9:15am.

Confidential Information

Christ Lutheran Church Preschool keeps certain information on file regarding children, families and staff, which may be considered personal in nature. Staff members are expected to maintain this information in confidence and not discuss it or release it to persons outside the Preschool staff unless prior written permission has been obtained from the parties. Parents are not allowed to use the Christ Lutheran Church Preschool class directories or any other resource from the school to solicit any students or parents of the students at Christ Lutheran Church Preschool for reasons other than school related information (birthday parties and play dates are okay). Parents are also asked to keep information confidential.

Code of Parental Conduct

Christ Lutheran Church Preschool is a Christian based school. Basic and fundamental teachings of Jesus Christ are a guide to this preschool, our teachers and staff, and the congregational members of Christ Lutheran Church.

In this spirit, the conduct of Parents and family of preschoolers should reflect these values taught to our children in the school. "Love one another," "Love your neighbor as yourself" and "Do unto others as you would have them do unto you," are three of Christ's teachings which guide how we should always treat one another. Please review guidelines for positive communications and safety of everyone.

Supervision and Safety

Safety is always our number one concern during and around school hours. When children are on the preschool and church premises, when not in class, parents are expected to supervise their children at all times. Please keep children from climbing retaining walls in the front and sides of the school, playing on the drainage grates and moving stones from landscaping areas.

Parents are allowed on the new memorial garden deck area with their children; however, please make sure children are not jumping off the edge to ensure safety at all times. We are asking that everyone visit and play on our wonderful playground before or after school sessions. This will ensure the safety of all children.

Respect for children, parents, teachers and Church staff and members.

We ask that everyone, "Speak well of others, defending their actions in the kindest ways," as Christian conduct demonstrates. If there is a concern regarding another person, then please speak directly to that person communicating in a positive manner, and upholding integrity for all parties involved.

Respect for Grounds and Property.

Use of church property should always be used in a way of respecting, protecting and maintaining its wellbeing for all to enjoy.

Communication/Open Door Policy

The school and church has always had an open door/open communications policy for everyone. Positive intent in an open, trusting and truthful manner is encouraged in any conversation. Gossip is to be avoided as well as triangulation. Triangulation is when a person engages a third person in a criticism or complaint instead of approaching the appropriate person directly. Please use common sense and good judgment when matters may not have been outlined or communicated. And, always ask questions for further clarification when there are concerns. For further understanding of this policy we invite you to speak to the Preschool Director or the Lead Pastor at any time.

Thank you for helping us to always maintain a high level integrity, safety and regard for all of its members at Christ Lutheran Church Preschool and church.

Family Dismissal Policy

Christ Lutheran Church Preschool reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or tuition and any other fees.
2. Not observing the rules and policies of the preschool as outlined in the Parent Handbook.
3. Physical and/or verbal abuse of staff or children, by parent.

Child Dismissal Policy (7.702.31 Z)

If the preschool determines there is a situation in a classroom with a child that needs special attention, we will help manage the situation with the teacher and the family. We will document all the behaviors within the classroom. We will then create a behavior or learning plan with the cooperation of the teacher and the family to assist with the specific area of need. Only after we have explored all the possible options we will refer the family to their pediatrician for further evaluation. If the need persists we will refer the family to Child Find for a more complete evaluation. If it is determined a child will require additional services outside of what Christ Lutheran Church Preschool can provide, it may be necessary to dismiss the child from their current classroom. If a parent disagrees with the path in referring a child to Child Find and we can no longer meet the needs of the child, it may also be necessary to dismiss the child.

Non Discrimination Policy

Christ Lutheran Church Preschool admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and scholarship programs.

Special Needs Children

Christ Lutheran Church Preschool will make an effort to accommodate children with special needs (physical, behavioral, cognitive, etc) in compliance with the Americans With Disabilities Act. Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the Individualized Education Plan that they develop. Parents are required to submit to us their most recent IEP, and keep us updated on progress. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents.

Child Abuse

Any staff member of Christ Lutheran Church Preschool who has reasonable cause to suspect that a child has been subjected to abuse or neglect shall immediately talk with the Preschool Director in order to report such fact to the Colorado Division of Child Care, Department of Human Services, Douglas County Division at 303-688-4825. (All staff members attend a Safeguarding God's Children training class adopted by Christ Lutheran Church). As educators in the State of Colorado that makes our staff mandatory reporters.

Licensing Complaints

Parents who suspect licensing violations may write to the Division of Child Care, Colorado Department of Human Services at 1575 Sherman Street, Denver, Colorado 80203-1714 or call the Douglas County Department at 303-688-4825. However, informing the Director, so that immediate action can be taken, is appreciated. Safety is a priority always!

Governing Body

The preschool is governed by the Preschool Advisory Team, which consists of parent representatives; existing or alumni, a church council liaison, two church members, a teacher in the preschool, the church Pastor and the Director of the preschool. The Assistant Director can also be a part of the body in the absence of the Director. The Church Council and Congregation of Christ Lutheran Church is the parent organization of the Preschool. Therefore, Christ Lutheran Church Preschool is a nonprofit, 501 (c) 3 organization.

Change of Policy

Christ Lutheran Church Preschool reserves the right to adjust procedures and policies at any time with proper notification to families. All changes are reviewed and approved by the Preschool Advisory Team.