

# **NEW CREATION PRESCHOOL PARENT HANDBOOK**

Our school is open to all children, regardless of race, nationality or creed, who may benefit from our program. We accept children between the ages of 18 months and 5 years old. Children 18 – 36 months of age are charged the toddler rate. Children must be potty trained to enroll in the preschool program (ages 3 – 5 years). We also accept children with developmental constraints and disabilities; evaluation will be made on an individual basis to determine if our program best meets the needs of that particular child. The potty training requirement for the pre-K program does not apply to children with developmental constraints or disabilities.

**Our Vision:** New Creation Preschool is dedicated to nurturing the whole-child by providing a faith based, developmentally appropriate preschool program with a knowledgeable, educated and loving staff.

**Mission Statement:** Reach families through a safe, caring environment where children are valued individually, parents are supported wholeheartedly, and learning is fun.

## **WE BELIEVE . . .**

- ❖ that every child is a precious gift
- ❖ that every child is uniquely created with individual gifts, abilities and needs
- ❖ that children grow and develop at their own pace
- ❖ that every child needs to feel loved, nurtured, and secure
- ❖ that we have a responsibility to give our children a firm foundation through knowing their heavenly Father

## **OBJECTIVES:**

1. To provide a safe, loving, wholesome setting that gives each individual child a sense of love and security.
2. To guide each child on their way to becoming a fulfilled, responsible person.
3. To provide varied and meaningful play experiences that contribute to growth and are based on the individual child's needs, building foundations for learning.
4. To support parents, providing them the opportunity to grow in the understanding of their child and his/her development.
5. To make learning FUN!!

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## **NEW CREATION PRESCHOOL DAILY OPERATION**

**The preschool is open Monday through Friday from 7:30 a.m. until 5:30 p.m.**

We will be closed on the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day. We close at 4:00 on New Year's Eve. If the aforementioned holidays occur on a Tuesday or Thursday, the preschool will be closed the day before or after the holiday (for example: if Christmas occurs on a Thursday, the preschool will be closed on Friday). We are also closed two days in August for teacher workdays, and one Friday in April for the staff to attend an early childhood conference. The school reserves the right to close on other days if projected enrollment is extremely low. You will not be charged for days the preschool is closed.

## **ADMISSIONS**

Your child can only be admitted after the completion of several necessary forms including:

1. Enrollment Form, including non-refundable \$140.00 registration fee.
2. Emergency Care and Permission to Leave School forms.
3. Financial Agreement & Contract.
4. \$500 deposit.
5. Authorization for pick-up of child.
6. Medical form completed by child's physician.
7. Immunization record.
8. First week's tuition.

Also – for the first day of school, please bring a blanket, small pillow and crib sheet for nap time with your child's name on them, as well as their school supplies. Nap items will be sent home for laundering on a weekly basis. An extra set of clothes including socks and underwear are to be kept in your child's cubby, preferably in a clear plastic shoebox sized box with lid. Please provide clothing appropriate for weather (i.e. snow clothes for winter). Toddlers should have diapers/pull-ups and wipes, as well as extra underwear and pants available in their cubbies.

All communication will be directed to the placing parent. In circumstances such as a distant parent, non-custodial parent or separated/divorced parent, it will be the responsibility of the placing parent to forward information.

## **REGISTRATION**

A non-refundable registration fee of \$140.00 is payable when you enroll your child. If a child withdraws and then re-enrolls within three months, the re-registration fee will be \$50.00. We offer a discounted enrollment rate of \$90 if more than one child in a family is registered at the same time.

## **PAYMENT CONTRACT**

Upon enrollment, we will ask you to sign a payment contract and provide \$500 per child as a deposit. This deposit will be held for use toward tuition for the last month which your child attends New Creation Preschool. In the event you choose to withdraw your child unexpectedly, this deposit will be used to cover any unpaid tuition. If a balance is outstanding with the termination of care, the account must be settled within 30 days to avoid additional fees.

## **ARRIVAL AND PICK-UP**

Traffic Flow: Highway 6 experiences high traffic at "highway speed". It is our desire to create the safest route for our staff and families with maximum visibility and a smooth traffic flow. For these reasons, we ask that staff and families observe the following:

Entrance from the East- use East Entrance (first driveway on the right).

Entrance from the West- use Main Entrance (under the New Creation Church sign).

Exit All Traffic (East and West bound) - use far West driveway (around back of main church building. Turn left onto Slaughter House Rd. to stop sign).

Traffic around preschool building is ONE WAY, counterclockwise from the South. Please be mindful of this flow and follow the arrows.

Arrival: We open at 7:30 a.m. Breakfast begins at 8:30, so if your child is having breakfast with us please have your child here by that time or provide breakfast for them before arriving at the preschool at 9:00am. Our morning preschool program begins immediately following breakfast, so please have your child here **no later than 9:00am** each day. Children arriving later can sometimes interrupt the flow of the classroom and your child may not be able to fully benefit from our program. This is firmly enforced to ensure quality for all of our children and staff. If you have extenuating circumstances and your scheduled arrival time will be delayed, please call the school and speak with the Director or Assistant Director. Children arriving late without previous arrangements with Director or Assistant Director will not be admitted to school that day and a make-up day will not be available. Children arriving late to school while their class is away on a field trip or excursion will be cared for in another classroom until their group returns.

Pick-up: All children must be brought and picked up by a responsible adult. \*Please be aware that state law forbids anyone under the age of 18 to pick up your child from our center. Your child will not be released to anyone not included on your authorization sheet. In an emergency, your child may be released to an adult for whom you have given verbal authorization to the Director, Assistant Director or supervising teacher. At least one piece of identification must be inspected for individuals who are strangers to personnel at the center. Please notify us **in writing** if there are any changes to the authorization. If you know you are going to be detained, please notify the school immediately so that we can reassure your child.

If an unauthorized person attempts to have a child released to them, they will be denied and asked to leave. Parents/guardians of the child will be contacted. If the unauthorized person refuses to leave, staff will call 911.

Because the school has no provision for care after 5:30 p.m., there is an overtime charge of \$10.00 for every 10-minute increment starting at 5:31, as indicated by the preschool clock. If you pick up your child anytime between 5:31 and 5:40pm you will be charged an extra \$10.00, anytime between 5:41 and 5:50, you will be charged \$20.00 and so on to be paid in cash, directly to the teacher that stayed with your child. If you are not prepared with cash, arrangements must be made and payment made to the closing teacher on your child's next scheduled day. The same \$10.00/10 minute fee will be charged if your child is enrolled for a half-day and you arrive later than 12:45pm (12:00pm for the toddler class).

If a parent or adult smells of marijuana, alcoholic beverage or appears to be impaired, the child will not be released and other pick up arrangements will have to be made.

An appropriate car seat/booster must be used when picking up children. If none are present in the vehicle, other pick up arrangements will need to be made.

Sign-In and Out: Please sign in (time and signature) when you leave your child at the preschool and sign out (time and signature) when you pick your child up. Also, upon arrival please don't leave your child until a teacher is aware they have arrived. Upon pick up, please don't come in and take your child without checking them out with a teacher. Thank you!

## **TUITION RATES**

Preschool rates: 3 – 6-year-old

Full days, 2-5 days per week - \$51.00 per day

Toddler rates: 18 – 36 mo

Full days, 2-5 days per week - \$54.00 per day

Yearly assessment fee:

\$40.00 per year

Children must be potty trained to graduate to our preschool classrooms (age 3 – 6 years). Once the child shows 2 solid weeks of ability to use the toilet without accidents, as determined by the child's teacher, the rate will drop to the standard preschool rate.

There is a 2-day minimum for full-day sessions. We do not go by an hourly system.

**DELINQUENT TUITION**

If payment is more than one (1) week late and unless special arrangements are made with the Director in advance, this may be a cause for termination. We will work with you on a plan to bring your account up to date within 3 weeks; however, you must be honest and work with us, too! We cannot allow any account to consistently carry back tuition.

**FINANCIAL ARRANGEMENTS**

Fees and tuition are set by the Governing Board. Fees are subject to change with a minimum of one-month notice.

Tuition is payable in advance each Monday for the coming week. Tuition is charged for your child's scheduled days even if they are absent. You may pay tuition weekly, biweekly, or monthly, but we ask that it be paid in advance, rather than behind the time your child is here. The school depends on each week's tuition to pay current expenses. If your tuition has not been received by the end of the week, you will receive a reminder statement. Please pay immediately or see Director to make arrangements.

**TUITION ASSISTANCE**

The Temple Hoyne Buell Foundation has made it possible for us to offer tuition scholarships based on financial need. The preschool applies for this funding each year, but it is not guaranteed that we will receive it. When the funds are available all preschool families will be notified and given the opportunity to apply. NC preschool follows the guidelines and format of Kids First Aspen/Glenwood Springs to determine eligibility.

## **OVERTIME CHARGE**

There is an overtime charge for children not picked up at their regular dismissal time (between 3:00pm and 5:30pm). As stated previously, this will be strictly enforced. Because the school has no provision for care after 5:30 p.m., there is an overtime charge of \$10.00 for every 15-minute increment starting at 5:31p.m. as indicated by the preschool clock. If you pick up your child anytime between 5:31 and 5:40 p.m. you will be charged an extra \$10.00, anytime between 5:41 and 5:50 p.m. you will be charged \$20.00. If this happens more than once, it is grounds for termination. When you sign your child out, please indicate the time. The teacher on duty will place her initials next to it to confirm the time. The overtime fee should be paid in cash at the time you pick up and will go directly to the teacher who stayed with your child. If you are not prepared with cash, arrangements should be made and paid to the closing teacher upon arrival on your child's next scheduled day.

If your child is not picked up by 5:30pm, the closing teacher will attempt to contact parents first, and then emergency contact person. We will make every attempt to contact someone, using your authorization for pick-up list. In extreme cases when we are unable to reach anyone, and we have not received any word regarding your whereabouts, Gar Co Dept of Human Services and/or the Garfield County Sheriff will be contacted and will assume responsibility for your child. As I stated, this is extreme, and I am happy to say that we have never had to do such a thing!

## **SCHEDULE CHANGES**

**If you need to make a change to your child's schedule,** we will do our best to accommodate you by adding or changing days, provided we have available space. We understand that schedules of our working parents can change, which may reflect changes to your child's schedule. Children thrive when they have consistency and routine and it is with their best interest in mind that we ask that these arrangements be made out of the necessity of a true schedule change (long term) and not frequent changes out of temporary convenience. Standard rates apply for all schedule changes.

Make-up days can only be made if there is availability within the same week.

## **TUITION STATEMENTS**

A statement will be e-mailed to you on a weekly basis through Smartcare to show charges and payments made. The objective is for you to look over charges and payments to determine that they reconcile with your records. If not, please contact the Director right away. This is not meant to be a bill – in other words, do not wait to receive your statement to make your tuition payments.

## **WITHDRAWAL**

If you should decide to withdraw your child from the preschool at any time, we require two weeks advance notice in writing, OR two week's tuition payment payable upon your child's last day. If your child does not attend for two consecutive weeks without notifying the preschool, it will be assumed that the child has withdrawn. The last two week's tuition is still due. In order for your child to continue at the preschool, the re-registration fee must be paid.

## **TERMINATION**

The preschool reserves the right to terminate a child if the staff decides such action is necessary after considering the goals and purposes of the preschool. This includes delinquency in payment of fees or tuition, or inability, as determined by the Director, of a child or parent to adjust to the school program. In the case of extreme behavioral issues, the parents will be notified, and every effort made to correct the problem. If a problem persists, the child will be suspended or terminated for the overall well-being of the other children as well as the staff. A child may be temporarily suspended if they do not have the signed medical and immunization forms as required by the state updated yearly. The child will then be re-enrolled with the appropriate forms and a re-enrollment fee of \$20.00.

## **THE PROGRAM**

A schedule of monthly activities will be provided through our monthly calendar. It will be available at the first of every month along with a newsletter to help keep you informed. At our preschool your child will have time to grow, time to explore, to experiment, to discover, time to play and time to rest. Research confirms that the preschool years are a vitally important period of human development in its own right, not as a time to grow before "real learning" begins in school. The program we pursue is geared toward providing a safe and nurturing environment that promotes the physical, social, emotional, aesthetic, intellectual, and language development of each child while being sensitive to their needs and individuality.

Staff ratio is as follows: 2-year olds have one teacher for 7 children. 3 through 6 years of age will have a minimum of one staff member for up to ten children. Generally, these ratios are lower, especially between the hours of 9:00 a.m. and 3:00 p.m., when the classes are divided by age groups. It is very important that your child arrive by 9:00a.m. to fully benefit from our preschool program. A child that arrives later will miss out on many fun activities and learning time that the teachers have planned for them. This also makes it difficult for a child to adjust to our program when they arrive in the middle of group time, or after it is over, not to mention the disturbance it can cause.

Field trip departure times are usually at 9:00a.m. as well, but suggested arrival time may be earlier depending on our destination. This information will be specified by the lead teacher, as preparing for departure with a class of little ones is an involved process and arriving at departure time puts a strain on everyone. If your child arrives after the specified departure time, there will be no care for them.

### **PHOTO DOCUMENTATION**

Photo and written documentation is created and compiled daily by the classroom teacher and displayed for parents to view upon pick up. This is an opportunity for parents to catch a glimpse of their child's day revealing what he/she is learning through their play. Documentation encourages communication between you and your child as well as the staff and also serves as a tool for observation/assessment purposes.

**From time to time the preschool updates our website, public Facebook page and informational resources about the program with photos from the classroom and outdoors, which may include individual children to be used for NCP informational or advertisement purposes.**

### **MEALS AND SNACKS**

Your child's body and brain are growing at a rapid pace in these young years. Good nutrition is essential to support this growth. The school provides a nutritious breakfast as well as an afternoon snack each day. We make most of our food from scratch, use whole grains, fresh fruits and vegetables (organic when we can) and try to keep processed food to a minimum. The school does not provide lunch at this time, so you must pack a lunch for your child including a cold pack if needed. Lunches are stored in your child's cubby so please provide a cold pack or heated thermos if needed. Lunches cannot be heated up at this time. We ask that you pack nutritious foods for your child with milk or juice (water is always available) in your child's lunch, not soda or Kool-Aid, and please only one dessert, not several, keeping processed food to a minimum. Children at this age can be a little finicky, so we understand the challenge, but please encourage healthy eating. Feel free to talk to your child's teacher; she may have some creative suggestions for you if this is a challenge. Again, water drinking is encouraged and available to your child all day.

### **CLOTHING**

Please dress your child comfortably and consistent with the weather. Think sturdy, comfortable, simple, and WASHABLE!! We work with many art materials and other messy activities, and although we do use painting shirts and aprons, we don't want your child to have to worry about spoiling their clothes.

Remember that in the fall and spring outdoor play can include mud, and although we don't encourage it because we don't have the resources to clean them up afterward, they do inevitably gravitate toward it!

We encourage you to dress your child in tennis shoes because they are comfortable and provide the best traction for running, climbing and playing. Cowboy boots and open sandals (without backs) are too slippery for running. In nice weather, we allow the children to play barefoot on the playground.

Younger children have a hard time with belts and one-piece outfits which are difficult for them at restroom time – so please make it simple for them. We will never send your child home because 'they're not wearing the right clothes or shoes', but when shopping for new clothing items, please consider these recommendations for your child's comfort.

And then there's winter. . . . . yes, we try to go out every day in the winter and run, sled and play in the snow, which means you'll need to provide snow clothes from that first snowfall until spring. For our youngest children (2-year olds), if you haven't purchased anything as yet, we would recommend one-piece outfits – jacket, pants, and head covering in one. Then you just have to add gloves and boots.

We also understand hand-me-downs and making the best use of what we have or are given, so as long as your child has bib overalls or snow pants, a jacket with hood or hat, gloves and boots – terrific. Please provide WATERPROOF gloves or mittens, as children love to pick up snow.

### **ITEMS FROM HOME**

Children often want to bring toys from home to the preschool. We have tried to work with this in the past, but it seems to be counterproductive to the learning environment we are striving for. As a result, we must ask that you **NOT** allow your child to bring any toys from home. Although this is firmly enforced, your child's teacher will be forced to make the determination at school once toys arrive and tends to put a damper on the morning for all parties involved. Parents are asked to talk to their child regarding this rule and enforce it from home before arriving to school. This rule applies to other items such as cell phones, electronic devices, money, purses, lipstick, etc.

On the other hand, we highly encourage things such as books, items from nature or objects brought from home that directly relate to our area of study that month. Suggesting one of these is a great way to divert the desire to bring toys and extend and enrich learning for all. Bringing something to share in this way also helps your child to feel a sense of confidence and belonging by contributing to the class.

At naptime we allow children to bring a stuffed animal from home which, along with their blanket, comforts them at naptime. If the item is not soft, lights up or makes sound, then it would fit into the toy category and needs to stay at home.

## **TRANSPORTATION**

All transportation to and from school is to be arranged by parents. From time to time we have excursions, field trips and related activities outside the preschool. Prior notice and information will be available to parents before these activities occur. Parent permission slips are required for every outing.

When travelling by bus for field trips, car seats or boosters are not an option. Our church buses are equipped with seatbelts and children are required to wear them when travelling. However, community buses such as RFTA or Ride Glenwood Springs are not equipped with seat belts. Children will remain seated on buses at all times.

## **COMMUNICATION**

We expect and look forward to communication with you about your child throughout the school year through daily interactions and formal parent/teacher conferences. If you typically pick up your child late in the afternoon, often times our morning teachers have already gone home for the day. Please feel free to call. Your child's teacher can fill you in on the best time to call when she is not in the classroom with the kids. We also have a mailbox communication system, which your child's teacher would be happy to show you.

All children at the preschool are evaluated throughout the year for developmental milestones as well as behavior, progress, and social and physical needs. This information is shared formally with parents in the fall & spring. For children in the 2 & 3-year old classes, parent/teacher conferences are scheduled in October and March. For our preschool classes, parent/teacher conferences are scheduled in November and April. Parents may request a conference at any time throughout the school year in addition to those times stated above.

At NCP we encourage strong relationships and involvement between families and their child's preschool through newsletters, bulletin boards, conferences, parent nights, field trips and special events. In addition, our special events throughout the year provide opportunities for parents to get to know one another.

Parent suggestions and input regarding our program are always welcome. Feel free to use the payment box for administrative communication, the teacher communication boxes, or speak to us verbally any time. An annual family survey will inform us of how we are doing and guide our goals for ongoing improvement.

Please be aware that if you require an interpreter or resources in a language other than English or Spanish, these services will be provided through a

contracted interpreter - verbally, written or both. Please let us know at time of enrollment if these services will be required.

### **GUIDANCE & DISCIPLINE**

Our teachers create and maintain a socially and emotionally respectful early learning experience in our classrooms. For that to be accomplished, adults need to be consistent, firm, patient and understanding. Teaching strategies that support positive behavior, pro-social peer interaction and overall social and emotional competence in young children are implemented. In addition to positive reinforcement, some situations may require logical consequences, redirection of activity, time out, or removal from the situation. A teacher's role in a conflict between two children is to help those children resolve the conflict themselves through respectful verbal communication and mutual problem solving. Hitting, kicking or hurting (physically or emotionally) is not acceptable. In such cases, a meeting with the Lead Teacher and parents will be coordinated and a positive behavior support plan will be put into place. Our desire is to help this child succeed by setting clear expectations and creating accountability for the benefit of all. This plan will be evaluated after a specified time with the expectation of progress. If guidance & positive instruction options are exhausted and significant progress is not made, it may be grounds for dismissal. Referral to an early childhood mental health consultant or other specialist is an option if parents so desire.

Parents may choose (and are encouraged) to contact outside agencies/organizations for programs or services directly. Lists of resources in our area are available to any parent who would like information about organizations that provide early intervention and connect families to appropriate community service agencies.

The referral process is outlined below:

- The teacher informs the director of their concern
- A meeting is scheduled with the parents, teacher(s) and director
- The parent is given the contact information for the appropriate referral agency
- The parent makes contact with the appropriate agency and a screening is arranged
- The outcomes are discussed with the teacher/director

### **PARENT EDUCATION & SUPPORT**

Our program offers opportunity for parent to grow in their understanding of their child's development. Educational information sessions are offered at least once a year and include the Colorado Early Learning and Development Guidelines.

A parent resource library is available in our foyer. Books can be checked out at the front reception desk. Parenting classes and other parenting resources are posted on our parent board in the foyer as well.

## **TRANSITIONS**

We take every opportunity to support a positive transition for your child which includes the initial transition into our preschool as well as transitioning to a different classroom.

For new students, an initial tour and meeting with the parents and child includes an introduction to their prospective teacher and a look at the classroom in which the child will be spending his/her learning time. Additional visits prior to their first day are encouraged. Information provided by you in the enrollment packet regarding your child's personality and preferences is helpful to the teacher in getting to know them. Our teachers spend significant time building relationship with new children and helping them adjust. Daily phone calls are encouraged in those first days - or as long as needed – for parents and teachers to work together to support a smooth transition.

Spring parent/teacher conferences are an excellent opportunity to discuss transition to the next level classroom (or kindergarten) and strategies to support success for your individual child. In addition, in the weeks leading up to a classroom change (for example: young preschool class transitioning to PreK class), the young preschoolers will take "field trips" to the PreK class. They will have opportunity to explore the room, sit in on a group time and play on the playground.

## **BIRTHDAYS**

We are happy to celebrate your child's birthday with them in a simple and loving way. You are welcome to provide a snack (such as muffins, cookies) for their birthday, which we will celebrate at either morning or afternoon snack.

Treats are limited to food items and not decorations and party favors please. If you are planning a birthday party for your child outside of the preschool, please DO NOT place invitations in children's folders or cubbies unless you are planning on inviting the whole class. This has, understandably, led to hurt feelings. At this age, being left out of a birthday party can be devastating.

## **VISITORS**

All visitors to the center must sign in and out in the Visitor's Sign In Book located at the entrance to the preschool. Visitor's name, address and purpose of visit will be recorded. At least one piece of identification will be checked.

## **VOLUNTEERS:**

We have volunteer opportunities such as breakfast assistants, morning greeters, parking lot attenders and storytellers. Volunteer Handbook available upon request. All volunteers must receive a background check.

## **TELEVISION AND VIDEO VIEWING**

Although we never watch TV at the preschool, we do occasionally watch videos. The objective for video viewing is primarily to extend learning with regard to our area of study that month. For example, during Fire Prevention Month when the Fire Department visits us, they may show a Stop, Drop & Roll video. For Dental Health Month, a visiting dental hygienist may show a short video on how to properly brush our teeth. In the wintertime, we schedule one Pajama Day per month. This is a day that the children may wear their pajamas to school (teachers too) and we have popcorn and a movie. The name of the movie will always be on the monthly calendar. Contents of videos are screened, and we have fairly conservative standards. You are more than welcome to take a look at our DVD collection.

From time to time, interests and questions spark in the classroom such as, "How do bats hunt for food?" Or, "why does a flamingo stand on one leg?" At the discretion of the lead teacher, an age appropriate video may be viewed from our classroom computer. The fun is always finding a practical and authentic way to extend these videos and information with real life experiences. It may be just practicing to stand on one foot like the flamingo.

## **HEALTH AND SAFETY**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. This health form must be updated yearly. We also require that your child have certain standard immunizations. These are state requirements.

Your child may be sent home if he/she appears to have symptoms of illness. In such cases, the child is immediately isolated from the other children (in a clean, quiet place) and a parent is contacted to pick up the child. **It is expected that the parent come immediately** or makes arrangements for an authorized person to promptly pick up your child.

Please keep your child home for the following:

- Less than 24 hours after a temperature of 100 or more
- Continual cough that is difficult for the child to control and interrupts child's nap.
- Runny nose with heavy discharge (yellow or green)
- Sore throat
- Upset stomach
- Less than 24 hours after last vomiting or diarrhea

- Less than 24 hours after starting antibiotic medicine for infection.
- Drainage, redness or puffiness around eyes.
- Lethargy, or not feeling well enough to participate in active preschool play.

Even if your child is just overly tired, rest at such times may prevent the development of an illness. \*Please notify the school at once if the child has been diagnosed with a communicable disease.

### **ACCIDENTS AND INJURIES**

Here at New Creation Preschool we have an excellent track record. Serious injuries are few and far between. However, minor bumps and scrapes are a part of life for active young children. In these cases, we treat each child with tender loving care as we wash and care for their wound. If the minor injury will leave a mark, or the child is very upset, we will call their parent and report the injury as well as encouraging the child to speak to their parent for comfort – to tell them the ‘whole sad story’! (This seems to help)

In the event of a serious accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call your emergency contact and the child’s physician. If necessary, we will also call an ambulance or paramedic. The Director or Assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent’s signed consent form agreeing to this provision. It is to your child’s benefit that you keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

### **DIAPERING AND POTTY TRAINING**

For children who are not yet potty trained, diaper/pullups are routinely checked throughout the day and changed when wet or soiled. Parents supply diapers/pullups and wipes. Please keep an adequate supply at the preschool at all times. If your child’s supplies are running low, your child’s teacher will notify you. Diapers and pullups are changed according to health standard requirements for early childhood.

Potty training begins when the child shows interest and/or readiness and is a joint effort between home and school. Good communication between parent and teacher support a child’s success.

### **SUPERVISION**

Children are always under supervision by one or more staff members whether indoors, outside on playground, or on a field trip. Staff consistently checks records to maintain accurate roll and child counts throughout the day.

After the last child has been picked up at closing of preschool, the lead closing staff member walks through the entire preschool, including restrooms, to ensure that there are no children remaining.

## **MEDICATION**

**Any routine medication, prescription or non-prescription (over the counter) must be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. The preschool is not authorized to administer home remedies, including homeopathic medications. This is a state regulation. A Permission To Give Medication In School form, signed by your physician and yourself, with complete instructions for administration must be provided. The medication must be in the original container with the child's name and directions for use clearly marked. Please give the medication to a teacher with the proper form at the time of arrival so that the medication can be placed in a locked cabinet. DO NOT send medication in a child's backpack or lunch box. Preferably medication is administered at lunchtime. Only staff members who have received training in Medication Administration are allowed to administer medication to children.**

## **EMERGENCY PROCEDURES**

### **Blizzards/snow days:**

In the event of heavy snow days, the staff will make every effort to open the preschool. However, due to road conditions, this may not be possible or safe. The director will determine whether the preschool will close on these days, and the staff will make every effort to contact you. If the weather conditions require the public schools to close, we will follow suit. Please tune in to KMTS, 99.1 FM for information regarding school closures. You will not be charged for days the preschool is closed due to snow days.

If extreme weather develops during the course of the day, parents will be called for an early pickup and children will be cared for until all children are picked up.

### **Lock Downs:**

In the event of a mandatory lock down, we will not unlock the doors until authorities confirm that the area is safe. This will be to ensure your child's safety.

### **FIREs:**

A safe and quick-fire evacuation plan has been determined for the preschool, and all staff are trained in this plan. Fire drills are practiced with the children periodically throughout the year. The preschool is equipped with a fire alarm system in every room, which has an immediate notification to the G.S. fire department. When our alarm sounds, a fire truck is on the way.

In the event of such a crisis during school hours, the children would be immediately evacuated in our church school bus, driven by a CDL driver, to a safe location. Unless instructed otherwise by emergency responders, our children will be evacuated to New Hope Church in New Castle (in the City Market parking lot). Hopefully, we would have enough time to call parents prior to our evacuation, but if that was impossible, we would begin calling parents on our cell phones IMMEDIATELY upon leaving the preschool. The safety and well-being of your children, as well as your knowledge AT ALL TIMES as to where your child is, is of utmost importance to us.

Our list of supplies to take with us include drinking water, snacks, children's nap bags (for comfort), first aid, family emergency phone numbers, attendance sheet, cell phones.

The preschool will remain closed during this time until the preschool director and Board of Directors (and with city official's advice) has determined the area to be safe for young children. When the decision is made to re-open the preschool, all parents will be notified by telephone and/or email. In the event of this type of emergency situation, please tune your radio to our local radio station, KMTS 99.1 FM for emergency information. They will also announce school closures and re-openings.

**Continuity of care:** In the event that the preschool building is not able to reopen due to damage, the church building will be used for the care of children until the facility is able to reopen.

**Excessively hot weather:**

In the event of excessively hot weather, we will refrain from outside play and stay indoors as the preschool is air-conditioned. If the air-conditioning malfunctions under these conditions, we would set up our play pools in the shade and have lots of cool water play until parent's arrival.

**Lost children:**

All children will have the preschool phone number on their nametag when away from the center. If a child is separated from the group, the local authorities and parents will be contacted immediately. Staff consistently checks records to maintain accurate roll and child counts.

**Tornado/severe winds:**

(Although we don't experience tornados up here in the mountains, the State of Colorado requires a plan) The director has identified the best tornado shelter in the building. Tornado drills are conducted once a year.

**Children with Disabilities:**

In the event of an emergency, a staff member will be assigned to aid a child with disabilities throughout the evacuation process. Procedures will be planned out ahead of time for each individual to effectively meet their needs and will be practiced during our routine drills.

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How to report suspected child abuse or neglect:  
Garfield County Dept of Human Services  
(970) 945-9191

How to report a licensing complaint:  
Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street, First floor  
Denver, CO 80203-1714  
(303) 866-5958

## Are you a New Creation?

The bible says, "Anyone who is in Christ  
is a New Creation" II Corinthians 5:17  
and...  
" If you confess (say) with your mouth  
that Jesus is Lord,  
and believe in your heart  
that God raised Him from the dead,  
YOU WILL BE SAVED" Romans 10:9