# Parent Handbook

FirstArtpreschool@yahoo.com

FirstArtChristianAcademy@gmail.com

303-659-1202

# 1. Mission Statement

**FirstArt** **Christian Academy** is a Christian based program emphasizing early literacy skills and the arts (culture, visual arts, architecture, crafts, literature, performing arts, music, drama, dance and more!). **FirstArt Christian Academy** focuses on children and their families first by offering true quality (as defined below), exemplary customer service, an open-door policy, and Christian-based truths.

**Our Definition of Quality Childcare:**

A safe, well-monitored, stimulating, creative environment that attends to a child’s physical,

spiritual, emotional, social, and academic wellbeing.

An age appropriate, hands-on, play-based curriculum using the Core Knowledge program and

standards.

A well-trained, caring staff with college credentials.

Constant communication with our families. This communication will include basic daily

information, messages sent via e-mail in a weekly newsletter, and an open-door policy to

schedule in person communication.

**2. Academic Excellence**

We use the *Core Knowledge* *Sequence* as the basis of our curriculum planning.

**Curriculum**

Our program is based on the *Core Knowledge Sequence* and focuses on individual child achievement and success. Here at FirstArt, we then incorporate the arts into our everyday learning experiences to provide your child with an optimal learning experience.

The *Core Knowledge Sequence* is a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school’s curriculum, it is intended to provide a coherent, content specific foundation of learning, while allowing flexibility to meet local needs.

The *Sequence* represents an effort to describe and state the *specific* core of shared knowledge that all children should learn in U.S. schools, and that speakers and writers assume their audience knows.

It should be emphasized that the *Core Knowledge Sequence* is not a list of facts to be memorized. Rather, it is a guide to *coherent content* from grade to grade, designed to encourage *cumulative* academic progress as children build their *knowledge and skills* from one year to the next.

The *Core Knowledge Sequence* is distinguished by its specificity. While other standards provide general guidelines concerning what students should be able to do, they typically offer little help to teachers in detailing specific content or skills. The *Sequence* provides a solid foundation on which to build instruction. Moreover, because the *Sequence* offers a coherent plan that builds year by year, it helps prevent the many repetitions and gaps in instruction that often result from vague curricular guidelines. (Taken from Core Knowledge Sequence: Content and Skills Guidelines for K-8)

**Enrichment**

Enrichment is included day for every child enrolled in our program. This program includes a music class which teaches basic music instruction, chapel, Spanish and P.E.

**Christian/Moral Focus**

Children will attend Bible class each week where children will learn Bible stories and basic Christian values. Every month we will also focus on a moral theme for the children to learn (for example, truth, kindness, patience, perseverance etc.)

**3. General Information**

**Hours and Ages**

We are open Mon-Friday from 6:30-6:00 p.m. for our full-time program. Our full-time program serves children ages 2 ½ years- 5 years old for preschoolers and 5-12 for school-aged children. Our part time preschool on Tuesdays-Fridays from 8:45-12:30 is for preschoolers beginning at age 3.

**Before and After School**

We care for students through the 6th grade for before and after school care and full time for summer care. We transport to and from Foundations, Pennock, and Bromley East.

**Part-Time Preschool Program**

Our part-time classes are from 8:45-12:30. This class is available for children 3-5 years old. Please refer to the school calendar for our part-time pre-k start and end dates, as this program is based on a 10-month school calendar, and payment is due monthly. This monthly payment is prorated so it is the same, regardless of the number of days the child attends due to holidays and school closures, or child attendance. We also ask that part time preschool parents provide 1 snack per month for the entire class. The classroom teacher will have a sign-up sheet at the first of every month.

**Sample Classroom Schedule:**

**Part Time PreK**

 8:45-9:00 Drop off and table time

 9:00-9:30 Large group activity

 9:30-9:45 Snack Time

 9:45- 10:00 Circle Time

 10:00-10:30 Table Activity/ CK Skill

 10:30-11:00 Small Groups

 11:00-11:15 Large Group Activity

 11:15-11:45 Recess

 11:45-12:30 Enrichment/dismissal

**Full Time PreK (varies per class)**

 6:30-8:00 Before school program and Breakfast

 8:00-8:15 Center Open Play

 8:15-8:45 Circle Time

 8:45-9:30 Bathroom, Hand washing and snack

 9:30-10:15 Enrichment

 10:15-10:30 Recess

 10:30-11:00 Whole Group Activity

 11:00-11:45 Centers and Small Groups

 11:45-12:00 Bathroom and hand washing

 12:00-12:45 Lunch

 12:45 Nap Prep

 1:00-3:00 Nap Time

 3:00-3:30 Wake Up and snack

 3:30-4:00 Recess

 4:00-5:00 Afternoon activity and camp

 5:00-6:00 Centers and Closing

**4. Calendar**

**Christmas Break**

We are closed from Christmas Eve to New Year’s Day. Parents of full-time students will not be charged for 1 week of tuition for this Christmas break. If a holiday (Christmas Eve, Christmas Day, New Year’s Eve, or New Year’s Day) falls on a Saturday, it will be observed on the previous Friday. If it falls on a Sunday, it will be observed on the following Monday.

Our Part time Pre-K classes are closed for 2 weeks at Christmas break. Please refer to the current school calendar for specific dates and closures.

**All Other Holidays**

Our Full-time programs are also closed on Martin Luther King Day, President’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, and the day after and Juneteenth. If a holiday falls on a Saturday, it will be observed on the previous Friday. If it falls on a Sunday, it will be observed on the following Monday.

Part time Pre-K class is closed for other various holidays in addition to the holidays listed above, please refer to the school calendar for these closures.

*There is no reduced tuition for these holidays*.

**In-Service Days**

We close several times throughout the year for teacher in-service days. These days are listed on our school calendar. *Tuition stays the same for every program* for these in-service days.

**Inclement Weather**

We are closed for snow when 27-J schools are closed for snow.

Parents will be notified by email for any other unplanned school closures.

If 27-J is not in session and we need to close our school, we will email all parents. For example, if we need to call a snow day when 27-J is on Christmas break we will email all parents to notify them. *There is no reduced tuition for in-service days.*

**Summer Camp**

We offer summer camps. The dates for these camps are listed on the school calendar. Camp scheduling and rates are listed on the tuition sheet. The rates for summer are the same rates as fall. Each child must have a set schedule for each week and may not exchange days.

**Scheduling/Unenrollment Breaks**

All changes in scheduling must be in writing and are subject for approval per our availability and ratios.

If you choose to unenroll your child for any length of time and want to return, the enrollment fee will be charged to your account upon re-enrollment regardless of the time you were gone from the center. We also do not save spots during unenrollment breaks. We do not guarantee that your spot will still be available if we are able to collect tuition on it. The only way to save your spot is to continue to pay for it.

**5. Enrollment**

**Tour and Meeting**

A parent tour and meeting with the parent is required.

**ELV App**

Upon enrollment you will receive an invitation (per email) to our ELV childcare app. Once you accept the invitation, you will be able to set up your child’s account. You will be able to use this app to sign your child in and out, upload and access your child’s paperwork, view, pay your bill, and leave and view messages from your child’s teacher.

**Paperwork**

All paperwork, enrollment fees and first week’s tuition are required in full before a child may begin class. Enrollment fees are non-refundable.

The paperwork required is:

 An enrollment form with the correct address and phone numbers

 Photo ID for both parents

 Tuition and parent handbook agreement form

 A health form which must be updated yearly.

 Immunization card

 Medical treatment form

 **Changes in Information**

 For safety purposes parents are asked to notify the preschool immediately via a *Change of* Personal *Contact Information* form whenever any contact information has changed.

**Parking**

We are located at a busy intersection. Please exercise caution when walking to and from the center with your child. If you park directly on 8th Ave., we suggest your child exit the vehicle from the curb side of the street. We welcome front door drop off to limit the number of people and sickness exposure in our building. Please call us at 303-659-1202 for front door pick up and drop off at the main front doors of the church.

**Drop Off and Pick Up**

 Anyone attempting to enter the building will need a key code to gain access to the center.

 Parents then manually sign their child in and out on the classroom clipboard.

 Teachers, parents, and children need to greet each other upon coming to school and leaving, for

 safety purposes.

 **Identification**

Anyone picking up a child must be listed on the enrollment form, and will need a driver’s

license to properly identify themselves. Please let the preschool know if an approved pick-up person other than yourself will pick up the child.

**What to Bring**

Please bring your child a clean water bottle, a healthy lunch and snack, a change of clothes and any pull-ups/wipes as necessary. We ask that all pull-ups be the kind with refasten-able sides. We also ask for a small sized blanket that will fit in your child’s cubby for nap. During the various seasons, we will need appropriate weather coats, boots, mittens, hats etc. as well as we try to go outside every day.

**Scheduling**

If a family requests a schedule that is less than 5 days a week in our full-time class, we will have to wait for enrollment until we have 2 families that we can match together to make a full-time spot.

 4-year-olds enrolled in the states UPK program are required to attend 5 days a week in our

 extended day program or all 3 days in our part time program per UPK regulations.

 Changing a child’s schedule is only allowed per classroom availability and ratios.

**6. Tuition and Enrollment Fees**

Tuition and yearly enrollment fees are listed as an attachment in the back of this handbook. Tuition is due before care is received. Tuition is charged weekly except for the Part Time Pre-K class which is charged monthly. Tuition is posted to each account on Sunday, due Monday and considered late on Wednesday.

**Tuition**

Tuition stays the same regardless of a child’s sick days, vacations, attendance, snow days, holidays, in-service days or school closures. We do not charge for 1 week of Christmas break.

**Late Fees**

It is the parent’s responsibility to ensure that proper payments and account balances are maintained. Any account with a balance on Wednesday will receive a 10% late fee on the balance due.

Parents may submit a payment plan to the director in writing for the director’s approval. The payment plan must include when payments will be made, and how much over-and-above the regular tuition amount will be paid. If this payment plan is accepted but is not maintained by the parent, late fees will be charged retroactively, the parents will receive an un-enrollment notice and their account will be sent to collections. It is the responsibly of the parent and/or guardian to pay all costs associated to cover lawyer, court and collection fees. If an account is sent to collections FirstArt will no longer provide childcare for this family in the future.

**Payments**

Check, Money Order, Debit, Credit or Electronic Check are all acceptable forms of payment. If a client’s check bounces, the client will be required to pay with cash, money order or cashier’s check for the remainder of their child’s enrollment. The parent or guardian is responsible for the cost, or the bank fee associated with a bounced check. Postdated checks are not accepted. You can pay directly from your portal using debit or credit (2.5% fee) or electronic check ($1.00 flat fee). You can also pay in person with cash, check and money orders. Checks can be placed in the payment drop box outside the office door. Cash and money orders must be given directly to an office staff member, it is the parent’s responsibility to receive a receipt.

**Part Time Preschool Rates**

The part time pre-k is pro-rated throughout the year and is the same regardless of the number of weeks preschool is in attendance, child attendance or holidays.

**UPK rates**

UPK for 4-year-olds covers 36 weeks of school like a traditional school. We are open more

than 36 weeks from August-May and therefore need parents to be aware that the last few

weeks of the school year will reflect our regular tuition rate.

**C-CAP**

C-CAP spots are limited and must be approved through the office before the enrollment process

begins.

If a child is enrolled in a regular tuition spot, the spot must remain a regular tuition spot. If a

parent wishes to switch to a CCAP spot, the request must be made through the office to see if a

CCAP spot is even available.

**Sick or Vacation Time**

We do not offer any sick or vacation time to our families. If a child has missed a scheduled day, they may not swap or make up that day.

**Discounts**

We offer a 10% off multiple child discount.

**Late Pick Up Fees**

Families will be billed for $1.00 per minute past 6:05. Part time pre-k will be billed $1 per minute past 12:05. If a child has not been picked up by 6:30 (or 12:30) and no one from the emergency contact information can be reached, Brighton Police will be contacted to pick up the child.

**Non-Potty-Trained Fee**

We require that our children be potty trained in order to enroll. We understand that accidents may happen. If a child has been without an accident for 2 consecutive weeks, the child will be considered potty trained. However, if the child requires diapers, pull ups or has accidents daily, a fee will apply. This fee is $20.00/month extra for our part time preschool program or $10 a week extra for our full-time program.

**Before and After School Care/Summer Camp**

Tuition for before and after school care is charged based on a set, weekly schedule.

If your child’s school is closed for the day, please know we do not typically offer care. You are free to request care if you need it and we will always do what we can to accommodate our families and their needs.

Summer camp rates (for preschoolers and school-aged children) are also charged on a set weekly schedule. Parents may not change that schedule unless it is going to be the child’s new permanent schedule and as long as there is availability for us to do so.

Summer camp field trip fees are charged in addition to regular weekly tuition.

**Supplies**

We will send out supply lists to our parents 2-3 times a year to supplement our art and classroom supplies.

**7. Meal Service**

**FirstArt Christian Academy** provides breakfast (from 6:30-8:00) and 1 morning snack a day for our full day students. Parents will need to provide a nutritious lunch for their child and an afternoon snack. We ask parents for support us by sending healthy food choices. We encourage parents to bring at least 1 protein, fruit and vegetables for lunch. If there is a sweet included in your child’s lunch, we will save it for your child’s afternoon snack after naptime.

We do not allow soda, pop or sugary drinks at school.

 If your child is allergic to any of the foods listed on our school menu, you will need to provide

 an alternative.

 Parents from our part-time preschool class (Little Mozart’s) are asked to bring 1 snack a month

 for the whole class.

 We have no food restrictions if there are no food allergies in the class. If a student is

 allergic to a particular food item we will let parents know not to include it in their child’s lunch.

 **Special Days**

We love to celebrate holidays, birthdays and traditions with you and your child. We

require that when food is provided for the entire class, parents buy pre-packaged foods

with a list of ingredients included.

**Culinary Arts**

Allowing children to participate in cooking activities is a crucial part of our curriculum

as it provides sensory, math, science, and team building skills. Therefore, there will be

times throughout the year that parents are asked to bring in food items and even

traditional family or cultural recipes from home.

**Lunch Policy**

Lunches are parent provided. We encourage healthy food choices and work to teach our students about healthy foods. We ask parents for support from home so our students can learn what healthy food choices are. We encourage parents to bring at least 1 protein, fruit and vegetables for lunch.

We do not allow soda or pop at school.

If multiple sweets are in a child's lunch (ie...cookies, cupcakes, fruit snacks, vanilla wafers,

pudding, animal crackers etc..) we will allow the child to pick one sweet for afternoon snack and the rest will be sent home.

We ask that you do not bring lunches in plastic bags as they are a suffocation hazard and that you do not send items in glass containers.

 We have no food restrictions as long as there are no food allergies in the class. If a student is

 allergic to a particular food item we will let parents know not to include it in their child’s lunch.

**8. Keeping Healthy**

 **Hand Washing**

Teachers will monitor hand-washing times.

Children are required to wash their hands upon arrival to the center. We highly recommend that parents have their children wash their hands upon leaving the center.

Children will also wash their hands before and after eating, after blowing their nose or

 coughing, and after using the restrooms.

**Water Bottles**

It is the parents’ responsibility to take home your child’s water bottle every night and provide a fresh clean one every day.

**School Wide Sickness**

If 30% or more of our staff and/or children are ill due to 1 type of

illness…the center will immediately close for environmental health purposes. The center

will also receive a deep cleaning.

 **Bathroom**

* Children must be potty-trained to attend **FirstArt Christian Academy.**
* 3, 4, and 5-year old’s DO NOT have a restroom in the classroom and will be taken to the

 restroom down the hall periodically to use the bathrooms.

* 3, 4- and 5-year old’s may use the 2 ½ year old restroom in cases of emergency and staff will

 maintain child ratios by doing so.

* Teachers will monitor bathrooms from the hallway.
* Only one child per stall.
* Main bathroom doors will remain open halfway.
* Children may never go to the bathrooms unattended.

**Illness**

Children may not attend preschool if they are ill and/or are contagious. This includes, but is not limited to:

* Fevers over 101 for ANY reason
* A severe cough or cold
* Diarrhea (3 or more loose stools in a 24-hr. period)
* Vomiting
* Hand foot and mouth (a child must remain home until all blisters are completely scabbed over)
* Pink, red or yellow eyes with or without pus
* Children receiving antibiotics for any type of illness may not attend for 24 hours after receiving

 the first dose.

* Children who cannot fully participate in the day’s activities because they are feeling ill.

**Diagnosis**

* Staff is not allowed to diagnose any type of illness or concern. Only a licensed

 physician may diagnose an illness.

* Staff may not accept children into the center who have received Tylenol or Motrin for a fever.
* If a parent is called, they must be here within 1 hour to pick up the child.
* **FirstArt Christian Academy** reserves the right to ask for a Dr. note before allowing a sick

child to attend preschool.

**Medications**

Prescription and non-prescription medication (including cough drops) must be brought in

their original containers with the medication label, and a *Medication Administration Form* signed by your child’s Physician. Parents are responsible for handing the medication directly to the child’s teacher so they can lock it up appropriately and according to State regulations. The teachers will then fill out a *Medication Log* form when dispensing medication, which will be given to the parents daily.

**Allergies**

Children with any allergy requiring medication must have an Allergy Medical Plan from their doctor. Children requiring an epi-pen may not attend preschool until the school nurse has come to the center and delegated the staff to use the epi-pen and reviewing the child’s health care needs. Because most food throughout the day is provided by parents, we are unable to ban any type of food product from our preschool.

**Pets**

Pets are not allowed in the building, unless we have a class pet activity AND an accompanying permission form from every parent so we can ensure each child’s safety and monitor for any allergies that we may have in the school.

**Smoking**

Smoking is not allowed within 50 feet of FirstArt’s premises.

**Health and Screenings**

If your child is NOT up to date on their current health exam, vision, or hearing screenings, please let us know. We can help you find resources to get these up to date. We also have a community guide in the back of this handbook which will provide contact information for a variety of services.

**9. Emergencies**

**Accident Reports**

 If a minor accident or incident should occur, you will be asked to sign an

 accident/incident report.

**Emergency Contact**

In case of an emergency or injury we will make every attempt to contact the parents immediately through phone numbers given. If we cannot reach the parents, we will call the emergency contact numbers and/or the child’s doctor. Should we need to transport your child to a medical facility the primary insurance used will be the parents/guardian’s insurance.

**School Evacuation**

In case of a school evacuation, there are emergency procedures posted in all the rooms. If evacuation is necessary, we have prepared emergency backpacks which are stocked with basic supplies necessary for most emergency situations. Parents/emergency contacts will be called to pick their children up immediately. If evacuation from the building is required, we will take the children to a safe off-site location within walking distance and will call the parents immediately to notify them where the children are and to pick them up immediately.

**Accounting for Children in Our Care/Lost Child**

Parents are required to sign in and out at the front computer and on the classroom clipboard. We take attendance and perform headcounts throughout the day including every transition. In the event a child is lost we will immediately call 911, contact the child’s parents and continue searching for the child until the child is found.

At the end of closing each day, our teachers confirm that all children have been signed out by a parent, guardian or another staff member who witnessed the child being picked up (as well as the time and who picked them up). They then sign off on each sign in and out sheet before closing the building at the end of each day.

**10. Behavior**

We believe in treating each other with kindness, respect and in a Christian manner. We believe that adults should model this behavior for children and use every day, teachable moments to help children learn proper behavior and social skills.

If a child has trouble with their behavior at school, we will notify the parents via one-on one conversations and incident reports. If behavior persists to the point that it becomes a hazard to the staff or other students in the classroom, we will meet with the parents in a conference to determine a plan to address the behavior. If that does not help the behavior cease, then we may have to notify the parent of unenrollment.

**Rules**

Classroom rules are used to set clear limits regarding acceptable and unacceptable behaviors. These rules are taught, displayed and are to be reinforced by staff and parents.

 **Manners/ Social Skills**

We will use everyday moments as learning opportunities to teach and to reinforce basic social skills and good manners, we also believe and expect that all adults should model these skills for children.

**Positive Reinforcement Approach**

Social skills are explicitly addressed using a positive behavior support system that allows teachers to reinforce desired behavior. Other behavior management techniques include re-directing, communication, empathy, time in with the teacher, and addressing a child’s basic needs (i.e., are they tired or hungry). Behavior management then proceeds to reinforcements which include: a loss of privileges, time-out (in an area that is in total view of the classroom teacher) phone call to a parent, a meeting with a parent and may end in un-enrollment from the center.

**Bullying**

The following information about bullying is according to Colorado State Statutes (Section 22-32-109) “Bullying is any written or verbal expression, or physical act or gesture or pattern, thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.” Bullying will not be tolerated at FirstArt. Bullying will be treated as a disciplinary matter and handled accordingly. All bullying activities will be documented and result in parent/guardian notification and may include unenrollment from the program.

**11. Screenings and Referrals**

We will work to provide the best care for each individual child based on each child’s needs and based on our educational training/qualifications. If your child has special needs including but not limited to physical abilities or limitations, emotional, social, behavioral, mental etc.…. please see the director about our ability to meet and to assist you with those needs.

We will gladly work with outside resources for needs that we may not have the qualifications to meet. We can also help you research and find resources if you feel as though your child, or your family need some assistance.

We are happy to work with occupational therapists, speech therapists, behavioral therapists, mental health specialists etc.…. These costs would have to be met by the parent or the parents’ insurance.

If a parent or teacher suspects a developmental need of a child, it is the responsibility of both to reach out to the other and express the concern. Our assessments may help with this process.

We do have the ability to reach out to 27J services to help screen and serve the child based on those screening results. 27j may be able to teach and assist our staff with the appropriate tools to service some special needs. If needs are beyond our capability, we will create a plan with the parents, 27J and/or other resources to find appropriate services for the child.

Our resources are:

Libby Schellenberg Skinas with Milestones Developmental Services

And 27J Office of Student Support Services at 303-655-2923

 **12. Assessments**

**Preschool Grading**

Our grading is as follows:

NY: The student has not yet mastered this skill

P: The student showed a partial understanding of this skill

R: The student has mastered this skill and is now ready to begin learning the next skill in the sequence

**Evaluations, Report Cards**

Student evaluations are scheduled in August before school begins, mid-year in January and at the end of the year in May. Parents will receive report cards after each evaluation and will also have the opportunity to schedule a parent-teacher conference.

**13. Communication**

We always have an open-door policy for our parents. We welcome you to stop and chat with us when you can. You are also welcome to send an email to the school anytime if you have a question, concern, or feedback to provide

However, when we are in a classroom caring for the children, staff focus must remain on the children. Therefore, in-class conversations with our parents will need to be brief. If a longer conversation is required, please arrange a meeting time with your child’s teacher.

**Feedback**

Your feedback is incredibly important to us. Whether you enroll with FirstArt, or you acquired this packet from a tour and have decided to not enroll with us, we would like your feedback and input! We continuously strive to make improvements at FirstArt and your input is invaluable in order for us to do so. We always have an open-door policy and welcome your feedback. From time to time, we will send out surveys asking for your input, and we appreciate your taking your time to fill them out and send them back. Thank you!

**E-mail Newsletter every Friday**

A parent board is in your child’s classroom. This board provides information regarding the school menu, classroom capacity and ratios, emergency information, classroom scheduling, posted lesson plans and may include vocabulary lists, and the monthly scope and sequence for our curriculum goals.

 The school calendar in the back of this handbook contains information regarding picture days, school closures, special events and parent-teacher conferences.

Communication with our families is an essential part of the **FirstArt Christian Academy** experience, as we want to meet the needs of your child, and we appreciate your constant feedback!

**Back to School Night and Events**

Every year we offer a back-to-school night to help new families get to know our teachers and our staff. As new parents enroll throughout the year, we will ensure that we introduce everyone upon enrollment and work to support students and families.

**14. Unenrollment**

In the event that a parent wishes to un-enroll their child, we require 2 weeks’ notice in writing. If we do not receive 2 weeks’ written notice, your account will continue to be charged for an additional 2 weeks past your child’s last day of attendance. We also request that you fill out an *Un-enrollment Feedback Form* from the office. It is up to you to decide if you want to fill out and return the feedback form, however we hope that you do as we appreciate your comments.

In the event, a parent leaves the center with a balance on their account without a payment agreement, late fees will be applied, and the account will be sent to collections. It is the responsibly of the parent and/or guardian to pay all costs associated to cover lawyer, court and collection fees. If an account is sent to collections FirstArt will no longer provide child-care for this family in the future.

We always have an open-door policy and will work to communicate with parents regarding the care of their child and any issues or concerns a parent may have. We will always do so in an appropriate and professional manner and ask that all parents do the same. We require parents to refrain from any inappropriate behaviors or language while on our property. Any parent who does not do so will be immediately asked to leave and their child will be immediately un-enrolled from the center.

**15. Volunteers and Visitors**

Only parents, family members and church members are allowed as volunteers or visitors. The volunteer/visitor may never be alone with any child(ren). Visitors/volunteers are to be approved by the director, sign in at the office, and follow all state regulations including parent background checks for parents who regularly volunteer to ensure the safety of our students.

**16. Other Topics of Interest:**

**Objects from home**

We cannot be responsible for lost or broken items. No recommend leaving toys, money, and electrical items at home. No weapons (play or real) are allowed at any time. Only those items necessary for the child’s care, education, and emotional security (no bottles or pacifiers please) may be brought to the center.

**TV/Movie**

 Parents/guardians will be notified of any upcoming TV/ movie viewing and will be asked to sign a permission form before the movie is viewed. TV/movies may be viewed a maximum average of once per month.

**Clothing**

 Preschool:

Children should be dressed in comfortable, easy to fasten play clothes. Please know that your children will make a mess as we encourage lots of hands-on play! Rubber-soled shoes that protect the child’s toes are required. Please always keep an extra change of clothes (from head to toe) in your child’s cubby. We also provide an old tee shirt for painting and other messy projects.

**Breastfeeding**

Sometimes younger siblings need care while at our center. If this occurs, please notify a staff member and we will find a quiet private place for you to nurse your infant.

**Daily Transitions**

 When we are transitioning between rooms, events or activities, children will have a 5 minute

time to prepare before cleaning up. Children will be provided with clear expectations as to their directions and classroom activities. When transitioning between rooms or to and from the playground, staff will take attendance and do child/face head counts to ensure that all children are accounted for.

**Life Transitions**

Children experience many transitions in life as they grow. They transition from infancy to the toddler years. They may experience changes in caregiving, they may move and have transitions with their health. We are here to help in whatever way we can.

Some helpful tidbits are:

1. Maintain Rules

2. Be responsive to your child and continue to communicate with them.

3. Use visuals to help your child use and understand language.

4. Be a role model by modeling good coping skills with your own positive social behavior during times of stress.

It is our goal to connect personally with each of our families to help in any way we can. We are here to communicate with you to get to know you and your family and to help solve any worries or concerns you may have. We also love sharing in the positive changes that life can bring. We are here to help prepare for upcoming changes and transitions and will provide opportunities for teachers, staff, and children to get to know each other to prepare for those transitions. We are here to work with you to help raise a healthy, safe, and happy child.

A big transition for every child is going to school. Naturally, we will work with parents to ensure that each child is academically prepared for kindergarten. Please refer to our sample list of Core Knowledge skills at the end of this packet for a sample of what academic skills we will be working on throughout the year. Through our Core Knowledge curriculum, we also provide opportunities for children to develop their social skills with each other and with other adults. We also introduce children to concepts such as lining up in line, waiting for their turn to speak, introductions to school supplies such as craft supplies, manipulative toys, science materials, providing reading time and materials and so much more.

Naturally, health and safety are a priority for every person. It is of upmost importance that we have communication with you regarding your child’s health. Please see the resource page at the end of this handbook for resources if you need assistance finding healthcare for your child.

We offer opportunities for staff and children to build relationships on a day-to-day basis. If your child begins attendance in the fall, we also offer back to school nights for everyone to get to know each other. It is important that teachers and parents have common expectations for each child so we can support continuity of care. To do this, we will communicate with you to create individualized support for each child’s needs.

**Primary Caregiving Practices/Continuity of Care**

All our classes are scheduled to have the same 1-2 caregivers each day. We do this to ensure that

 we are always fostering strong emotional bonds between our staff and students. We also keep

 our children in the same peer group for 2 years. When possible, we will work to make sure they

 have the same staff as well.

**Lending Library**

We have a small parent resource center for parents and invite you to borrow any books that may be helpful to you. Children are also welcome to borrow a book from our children’s library as well.

**17. Field Trips/Transportation Safety**

If a class goes on field trips, parents may need to drive their children to and from the activity. Parents may give written permission to the center staff or to other parents to transport their children if they so wish. Parents will be required to provide an age-appropriate car seats/booster for the field trip and the director will ensure that all car seats are properly installed before the trip may begin. Children 4 years of age and older are not required to use a car seat on our bus, but parents may choose to bring a booster if they desire to do so. Staff will take a cell phone, sign in/out sheets, child emergency information, first aid kits etc.… with them on the trip. Staff will provide parents with appropriate field trip times and location. Children will be required to remain buckled and seated while they are in the vehicle and maintain proper behavior. Drivers must be at least 21+ years of age and must provide a driver’s license and insurance information to the preschool.

During the transition time from class to vehicles, from vehicles to event and then back, children will be monitored, and attendance will be taken, we will also count children as we leave the classroom and as we enter the vehicles. If there are down time moments when children must wait, children will be led in songs, fingerplays and stories to help keep children engaged, monitored and busy while we wait for the event to begin.

A staff member is required to ride in every vehicle. Fees for the field trip will be billed to the parents account and must be paid by the end of the month or late fees will be assessed.

All field trips will be included in the calendar and/or posted for each individual class in a timely manner. If the whole school is going to be gone on a field trip a list of staff and students will be left at the facility as well as a contact number. If a parent shows up to drop a child off and the whole school is gone, they will not be able to leave the child at the school and will have to find alternative care for that day.

In the event of an emergency during a field trip (such as an accident, flat tire, etc.), the teacher in charge will first contact police if necessary. Next step will be to contact program director and notify of situation. If there has been an accident or any injury, parents will be notified immediately.

**18. Special Activities**

We will provide enrichment activities for children and may at times partner with other music, dance, or arts-based companies. If an outside company works with the children, a FirstArt employee will attend all times.

**19. Interpreters**

If you need an interpreter while at our center, please let us know. We will work with you to provide one.

Si necesita un intérprete mientras está en nuestro centro, infórmenos. Trabajaremos con usted para proporcionarle uno.

如果您在我们中心期间需要口译服务，请告诉我们。 我们将与您一起提供一个。

Если вам понадобится переводчик в нашем центре, сообщите нам об этом. Мы будем работать с вами, чтобы предоставить его.

Wenn Sie in unserem Zentrum einen Dolmetscher benötigen, teilen Sie uns dies bitte mit. Wir werden mit Ihnen zusammenarbeiten, um eine bereitzustellen.

Interpreters

Linguance/Translation, Interpreting and Localization Company

Linguance.com

Brighton Colorado 80602

720-316-2267

Spanish 2 English Translations

Brighton Co 80601

720-755-8262

Spanish2englishtranslations.com

**20. Abuse**

All staff working with the children is required by law to report to social services any

suspected child abuse or neglect. Parents are also required to report suspected abuse. If

you suspect your child has been abused please call Child Protective Services @ (303)

412-5212.

Adams County Abuse Hotline- 720-523-2000

Co-4-KIDS 844-264-5437

**Filing a complaint**

To file a complaint about this facility, contact:

The Colorado Department of Human Services

Division of Child Care

1575 Sherman Street

Denver, Colorado 80203-1714 Or Call (303) 866-5958 or 1-800-799-5876

 **Handbook revisions**

We reserve the right to change this handbook as is needed. We will always notify parents in writing of any changes we have made.

**Community Resources**

**Colorado Office of Early Childhood**

<https://www.coloradoofficeofearlychildhood.com/?lang=en>

call 1-800-799-5876

fax 303-866-4453

email: cdhs\_oec\_communications@state.co.us

[**Early Intervention Colorado | Ei\_home (force.com)**](http://coloradoofficeofearlychildhood.force.com/eicolorado/EI_Home?lang=en)

1-888-777-4041

1575 Sherman Street, Denver Co 80203

**Early Childhood Partnership of Adams County**

Website ecpac.org

8859 Fox Dr. #205, Thornton, CO 80260

303-428-2929

**Child Find**

Ft. Lupton-Keenesburg consortium

Child Find Coordinator: Meghan Fitzpatrick

720-383-7265

**School District 27J**

Intake Line- 303-655-2946

Child Find Coordinator: Kristen Hanson Hofmann 303-655-2924

Fax: 303-655-2875

18551 E. 160th Ave. Brighton Co 80601

**Tri County Health Department**

30 South Avenue, unit F

Brighton, Colorado 80601

303-659-2335

**Nutrition**

Cooking Matters

Cookingmatters.org

Recipes, shopping guides, nutrition classes

**Medical Nutritional Specialists**

Website: medicalnutritionspecialists.com

Address: Brighton Co, 80601

Phone: 720-608-1283

**Food Banks**

St. Augustine Food Bank

Address: 129 S. 6th Ave, Brighton CO 80601

303-654-1040

**Weld Food Bank**

Weldfoodbank.org

220 Denver Ave. Fort Lupton, CO 80621

303-857-0238

**Fort Lupton Food and Clothing**

Flfcb.org

421 Denver Ave. Fort Lupton CO 80621

303-857-1096

**Mental Health Provider**

Community Reach Center

[www.communityreachcenter.org](http://www.communityreachcenter.org)

parenting classes, mental health services, vocational services, case management, child, adolescent and adult services

1850 E. Egbert St. Ste 200, Brighton, CO 80601

303-853-3600

**Pediatricians**

Brighton Pediatrics

Brightonpeds.com

183 S. 18th Ave, Brighton, CO 80601

303-659-4248

**Premier Pediatrics**

Premierpediatrics.us

1606 Prairie Center Parkway, Ste 300, Brighton, CO 80601

303-655-1685

**Eye Care**

Family Eye Care of Brighton

Familyeyecareofbrighton.com

193 S. 27th Ave, Ste 400, Brighton, CO 80601

**Hearing**

Echo Hearing Center

Echohearingcenter.com

401 W. Hampden Pl, Ste 110, Englewood, CO 80110

303-789-1322

 **Dentistry**

Kids In Need of Dentistry

Kindsmiles.org

2465 S. Downing St, Ste 210, Denver, CO 80210

303-733-3710

**Brighton Modern Dentistry**

Brightonmoderndentistry.com

3494 Eagle Blvd, Brighton, CO 80601

303-659-3003

**Insurance**

Medicaid Insurance Division

Colorado.gov

1570 N. Grant St, Denver, CO 80203

303-866-2993

**Physical Fitness**

Brighton Recreation Center

500 S. 4th Avenue

Brighton Colorado 80601

303-655-2000

https://www.brightonco.gov/258/Recreation-Center