



PRESCHOOL HANDBOOK

2021 - 2022

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TABLE OF ORGANIZATION

Fort Lupton Recreation Center

203 South Harrison Avenue

Fort Lupton, CO 80621

303.857.4200

www.fortluptonco.gov

Recreation Director

Monty Schuman ext. 6162

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Recreation Manager

Julie Holm ext. 6163

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Program Director

Jennifer Diller

Preschool Room ext. 6178



WELCOME TO PRESCHOOL!

Philosophy of the Preschool Program

At the Fort Lupton Recreation Center we strive for a nurturing and joyful environment where children, families and staff come together to enrich and touch the lives of the future. The Preschool Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability. Our program uses a "learn through play" approach.

Eligibility for Participation

All participants (ages 3-5 years) must have reached his/her third birthday by August 1, 2021. Children already attending Kindergarten are not eligible to enroll in the Preschool Program.

Children with Special Needs

The City of Fort Lupton does not discriminate on the basis of race, color, national origin, sex, or disability. The City of Fort Lupton is dedicated to supporting the Americans with Disabilities Act.

Under § 35.135 Personal devices and services

http://www.ada.gov//regs2010/titleII_2010/titleII_2010_regulations.htm#a35135 a public entity is not required to provide to individuals with disabilities personal devices, such as wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing. If your child is unable to perform activities of personal care, you may provide, at your own cost, a personal care assistant.

To determine if full inclusion would be a good fit for your child, please consider the following:

- Semi-structured and unstructured activities are offered and require children to demonstrate independent leisure skills and self-initiation of activities.
- The environment can be highly stimulating and is conducive to individuals who can maintain control with minimal redirection, intervention, prompting or cueing, and maintain appropriate self-control. The environment can be loud throughout the day.
- Activities are presented in a group setting. There are multiple transitions through the day.
- The City of Fort Lupton does not employ a Therapeutic Recreation Specialist.

If your child may require special accommodations for participation, please call Julie Holm at 720.466.6163 in advance of enrollment. We invite you to discuss your needs, and allow us to tell you more about our preschool setting so you can decide if it would be a good fit for your child.

Hours of Operation and Holidays Observed

Tuesdays - Fridays	Half Day:	8am - 11:30am
	Full Day:	8am - 3:30pm

Once the program begins in early September, we follow the Weld RE-8 calendar for all major holidays. The program ends mid/late May. A calendar will be posted in the preschool classroom and available to all parents by the first day of school.

Inclement Weather Procedures

If Weld RE-8 cancels school for bad weather, The FLRC preschool program will be cancelled. Please notify us if you're going to be late picking up your child due to the weather conditions. In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened. The children will then be moved indoors. In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

NOTE: Snow days are not made up.

Admission

Once enrolled in the FLRC Preschool Program, your child's enrollment carries over each month throughout the school year (Sept-May). Class curriculum will remain age appropriate. There is no need to switch classes when your child has a birthday.

All families must enroll to have their tuition deducted automatically from a debit or credit card (autopay). **Please call Julie Holm at 720.466.6163 with credit/debit card information.** Please complete the Preschool Auto Pay Form (*FLRC Preschool Payment Policy*) and return it with the rest of your paperwork. Tuition will be deducted the first of the month beginning in September.

Registration of Children/Custody Situations

In the event of shared custody arrangements, it is assumed that both parents are in agreement with the child(ren) attending the program. The City of Fort Lupton will not interpret or mediate any conflicts regarding custody or parenting time disputes. If there are any custodial arrangements that may affect the child during the participation of the program, it is the enrolling parent's responsibility to make the staff fully aware of all such arrangements.

Fee Schedule

Fees for the 2021-2022 school year are as follows:

<u>Half Day Monthly Tuition</u>	<u>Full Day Monthly Tuition</u>
\$300	\$656

Identifying Where Children Are at All Times

Schedules of activities are given out to parents and children at the beginning of each session or month. Changes are given out as they occur.

All children are under direct supervision at all times. The teachers keep a sign in sheet of children in attendance and frequently take head counts.

Conduct in the Classroom/Guidance

Positive, strong relationships are critically important to all aspects of healthy development for young children. Positive relationships between staff members helps create a warm and nurturing classroom environment in which children grown and learn. Positive relationships between staff and families helps create a sense of school community and sets the stage for open communication. Please let us know if there is anything we can do to support your child in their school experience.

Social emotional skills will be infused into the curriculum each day. Children will have opportunities to learn about feelings and express themselves throughout the day.

In order to make the FLRC Preschool Program a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate activity to a more appropriate activity. Teachers communicate with and provide guidance to the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving. Behavior issues are handled on an individual basis as they arise.

When a child is repeatedly having trouble observing classroom guidelines, behavior support steps may include any or all of the following steps in a supportive manner with teacher involvement and support:

- Child takes a break from the group with the teacher. Separation is never punitive, but used as a chance for the child to calm himself.
- Discuss with the child the inappropriate behavior before returning to the group.
- Parents will be notified of any significant problems during the class.
- Staff will document serious behavior problems.
- For children who may need more support, staff will discuss a team based positive behavior plan of action, appropriate for that individual child to include both staff and parents/guardians.

Referrals will be made if teachers feel the child may benefit from area services such as mental health, Child Find or other local agencies.

Physical punishment is never used. Guidance is not associated with rest, toilet training or eating.

It is the parent's responsibility to note on the child's paperwork any behavior, mental, or physical issues, which may affect his/her day-to-day activities in class. Failure to do so may result in the child's dismissal from the class.

If a child's behavior continues to be a problem and/or the safety of others is at risk, a decision could be made to suspend a child temporarily from the program or the child may be removed from the program entirely. Appropriate steps will be taken to reduce the likelihood of expulsion.

COVID-19

We continue to work closely with local and state offices regarding COVID-19 guidelines. Updates will continue to be available. Please call Julie at 720.466.6163 with specific questions or concerns.

Children Who Become Ill/Accidents/Emergency

Child not feeling well? We encourage you to keep them home where you can monitor their symptoms and they may rest. You may call your teachers during class time to let them know.
Preschool Direct Line: 720.466.6178.
Children must be symptom-free, without medication, for 24 hours before returning to class.

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities such as; overly tired, fussy, or won't stop crying.
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

CHILDREN WITH THE FOLLOWING SYMPTOMS SHOULD BE KEPT HOME FROM SCHOOL:

- Diarrhea.....diarrhea with fever and/or vomiting
- Fever.....fever over 100 degrees F
- Flu like Symptoms.....for at least 24 hours after fever is gone (no medicine)
- Coughing.....severe, uncontrolled, wheezing, difficulty breathing
- Rash with Fever.....call the doctor
- Vomiting.....until vomiting stops
- Strep Throat.....for 24 hours after starting antibiotics

Please see handout in classroom for detailed information.

If a child exhibits symptoms of being ill, they will be separated from the other children and will be offered a blanket to lie on and a parent will be notified. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury and an incident form will be completed. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child. In any event in which the parent/guardian cannot be reached the emergency contact will be notified.

Parents must report to the FLRC Preschool Program Director, Jennifer Diller, any exposure to communicable illnesses outside the center. For the safety of others, the child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department. A notice will be posted to inform families that there was a confirmed case of a communicable illness.

Lost Children/Natural Disasters

All Preschool Program Staff members are trained in the established safety procedures. Drills are held monthly to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, severe weather, and lockdown. The following steps will take place in such situation:

- A. Specific procedures for responding to the crisis will occur.
- B. Notification to the Recreation Manager must be immediate. The Recreation Manager will notify police.
- C. Local authorities will begin work immediately.
- D. Emergency transportation will be provided.
- E. Children's parents or guardians must be notified promptly.

When Preschool Program Staff hear the tornado siren or are alerted by the Fort Lupton Recreation Center Staff that there is a tornado warning, children will be moved to the designated area that has been deemed a tornado safe spot. Preschool Staff will take attendance once they are safely in the designated area. Once the Fort Lupton Recreation Center receives an all-clear signal from the Recreation Manager/Director or the Police Department, children will return to the classroom.

Evacuation Procedure

Each site is required to have a written evacuation plan in case of natural disaster, including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs inside the building or playground area. If staff members decide that an evacuation is necessary the following procedure will be used:

1. Call 911 if deemed necessary
2. Children will be notified of evacuation.
3. Staff will move children as a group to a predetermined safe location.
4. Once participants and staff are safe and secure the recreation manager will be notified of the evacuation, the location, and the status of the group.
5. The recreation manager will determine the next steps which include notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.
6. The program will conduct evacuation/tornado drills every other week.

An individualized plan will be developed for children with special needs for evacuation procedures.

Transportation of Children

Transportation is not provided by Staff. Staff is not permitted to transport children in their private vehicles.

Field Trips/TV & Video Viewing

The Fort Lupton Recreation Center Preschool Program will have voluntary off-site field trips. Regular class will be cancelled for that day, parents will meet at the field trip site with their child. This will be announced at least two weeks in advance.

Videos are seldom used, however, if teachers feel a particular video may enhance the learning process, teachers will preview the materials and ensure the relevance to the current lesson plan.

Arrival/Release of Children

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the Preschool Program. Log-In/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to Preschool Program Staff may be asked to show ID. Authorized persons must be at least 18 years old. No Preschool Program Staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

Late Pick-Up/Failure to Pick-Up

Please contact the Preschool Room at 720.466.6178 if you are going to be late. A late fee of \$5 for every 15 minutes will be charged for any pick up that occurs after the scheduled pick up time. This must be paid before the child can return to class. When a child is not picked up after class, staff will first try to contact the parent/guardian, then the emergency contact numbers. After 30 minutes, the Department of Social Services/Police will be contacted by staff and the child will be placed in their custody.

Late Arrivals

If a child arrives late to class, they are expected to join their respective group activity

Reporting an Absence

Please let your teachers know if your child will be absent for any planned missed days. For last minute absences, please call the classroom directly at 720.466.6178.

Storing and Administering Children's Medication

Please notify the Preschool Director if during class your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Recreation Manager and the Preschool Program Director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in class.

In the event that a medication does need to be administered during class time by staff, we must have on file before administering the medication 1) written authorization from the health care provider; 2) parent written authorization; 3) and medication in the original labeled container.

Only the Preschool Program Director is authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked cabinet away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Handling of Children's Belongings

All children's belongings should be labeled with their name. A specific place is designated in the classroom for personal belongings to be stored. Although the Preschool Program Staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. The Preschool Program provides activities and equipment for children. Children should not bring expensive or valuable items to the program. The Preschool Program is not responsible for lost, stolen, or damaged items.

Label all items brought from home with your child's name.

Sunscreen

Please apply sunscreen to your child daily before attending Preschool. **Please initial the clause on the Admission Form to give consent to Staff to help your child re-apply sunscreen if needed.** Full sun-protection clothing can be used in place of sunscreen to include a wide-brim hat, long sleeves and long pants.

Child Helmet Use

Children are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a FLRC Preschool Program activity. Helmets are provided for use with program equipment.

Snacks

COVID-19 Update: A small snack may be sent with your child each day in their lunchbox/backpack. Please do not send items that must be kept cool. The FLRC Preschool Program does not provide daily snacks.

Diapering and Toilet Training

It is required that participants of the Preschool Program are potty trained.

Rest Time - Full Day Preschool

Children that are enrolled in the full day preschool program will be provided a rest period of 90 minutes daily. Children will not be forced to sleep. Children who do not sleep after 30 minutes will be allowed to move to the quiet area of the room and will be provided with books and quiet toys to play with. The rest area is located upstairs in the teen room. Each child will also be provided a nap mat and sheet. Please provide your child with a blanket/pillow. A small stuffie is also allowed. Personal nap items will be sent home each Friday for washing.

Dressing for Play!

Children should wear "play clothes" to school. Closed-toe shoes (sneakers) are ideal for outdoor play. We go outdoors almost every day, even during cold weather, so please dress children appropriately according to weather. Arts and crafts may be messy so that the children can feel free to express themselves. Also consider the needs of your child for the use of the restroom. Clothing which children cannot handle themselves, such as; one-piece jump suits and complicated belts or buckles are not recommended. If your child wears snow boots to class, please bring a change of shoes for in the classroom.

Visitors/Volunteer Policy

Parents may visit the classroom at any time. All visitors, including parents, are required to check in with Preschool Program Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All volunteers must complete a City of Fort Lupton Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Recreation Manager.

Communication with Parents

We believe in an open door policy and want our parents to feel involved in their child's learning. Parent conferences may be scheduled at any time.

Parent/Teacher conferences are normally scheduled in early spring (March / April).

Please notify staff of events that may affect your child's day at school, such as: home issues, birth of a new sibling, death or illness of someone important or a pet, upcoming events/trips/visitors. This helps staff to understand and handle behaviors that may stem from events that trouble or excite children.

Teachers keep parents informed of classroom happenings in a variety of ways, to include: brief conversations before and after class, written notes sent home or telephone conversations, messages posted in the Sign-in/out area, and E-mail.

Filing a Complaint

We want to hear from you if you have questions or concerns about your Preschool Program. We will make every effort to resolve any issues or concerns you have about the program. Should you have a concern, or idea for improving the program, please speak with your child's Teachers, the Program Director or the Recreation Manager.

If you have a complaint regarding suspected licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Social Services. The telephone number for the Weld County Social Services is 970.352.1551.

Should you have a concern, or idea for improving the Preschool Program, you may also contact the Recreation Manager at 303.857.4200 ext. 163 at anytime.

Reporting of Child Abuse

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of suspected child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the County Department of Social Services, Police Department, or other law enforcement agency in the community or Weld County in which the facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the County Department of Social Services in the County in which the child resides, or the local law enforcement agency in the County in which the incident is believed to have occurred.

Withdrawing From the Program

A parent or guardian may withdraw his/her child from the FLRC Preschool Program at any time. However refunds will be given based on the following refund policy.

Refund Policy

- All withdraw requests must be made in writing, via Email to the Recreation Manager, before the 1st of the month's tuition (ex: if your child will no longer be attending the program as of December 1st, parents must email the Recreation Manager before November 15th) in order to not be charged for the upcoming month's tuition.

Expulsion and Appeals

The removal of a child from the program will always be a last resort after following the appropriate steps for the situation at hand.

Before a child is removed, the Recreation Manager will discuss the current situation and everything that has occurred to date with the teachers, parents/guardians, and Recreation Director. The Recreation Manager will provide a letter stating what actions have been taken and why. This letter will also indicate that a copy has been sent to the Recreation Director. The program will work with the parent to identify a plan to transition the child to a more suitable setting.

An Appeal Process is available if the parent(s)/guardian(s) by contacting the Recreation Manager to arrange a hearing before the Appeals Board (Recreation Director, Recreation Manager, and FLRC Preschool Program Director). The family would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child be reinstated to the program. The Board has the authority to make exceptions and would give the parent/guardian their decision within 24 hours of their appeal hearing.

Dear Parents:

Your child was recently enrolled in a Preschool Program that is licensed by the Colorado Department of Human Service. The license indicates that the program has met the required standards for the operation of a child care facility. **If you have not done so, please ask to see the license and the last facility inspection.**

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your County Department of Social Services. The telephone number to report child abuse in your county is listed below.

Weld County Department of Social Services	970-352-1551
Adams County Department of Social Services M-F	303-412-8121
Douglas County Department of Social Services	303-688-4825
Jefferson County Department of Social Services	303-271-4357 or 4131
Clear Creek County Department of Social Services	303-569-3251 ext.365
Gilpin County Department of Social Services	303-582-5444
Boulder County Department of Social Services	303-441-1000

Colorado Law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and implemented program. Remember to observe the program regularly, especially with regards to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, or if you would like to review a licensed facility file, please consult the Colorado Department of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958.

To review a file for a licensed child care facility please call 303-866-5088.

With a Play Based Approach

Creative Arts

Music/Movement

Art

Dramatic Play

Social & Emotional

Self Concept & Self Control

Cooperation & Social Relationships

Self Discovery

Mathematics

Patterns, Measurement, Numbers & Operations

Science

Body Parts, Senses, Cause & Effect

Literacy

Phonics/Zoo Phonics

Book Knowledge

Early Writing

Alphabet Knowledge

Language

Speaking & Communicating

Listening

Manners/Morals

Motor Skills

Eye-Hand Coordination

Balance

Large Muscle Strength

DAILY SCHEDULE

8AM - 8:30 AM	Drop Off / Free Play
8:30 - 11:30 AM	PRESCHOOL Enrichment
11:30 AM	Half Day Pick Up
11:45 AM - 12:10 PM	LUNCH
12:10 - 12:30 PM	Recess
12:30-12:45 PM	Bathroom Break
12:45 - 2:15 PM	Rest Time
2:15 - 2:30 PM	Bathroom/Water Break
2:30 - 3:30 PM	Free Play
3:30 PM	Full Day Pick Up

A YEAR IN ADVANCE

AUGUST

10 Parent Meeting : 5:30pm

SEPTEMBER

7 First Day of Preschool!

OCTOBER

29 Halloween Party

NOVEMBER

23-26 NO SCHOOL : Thanksgiving Break

DECEMBER

17 Holiday Party

20-31 NO SCHOOL : Winter Break

JANUARY

4 Preschool Resumes

FEBRUARY

11 Friendship Party

MARCH

TBD NO SCHOOL : Spring Break

MAY

20 End of Year Party

LAST DAY OF SCHOOL