

Preschool Policies and Procedures

CKCS Administrator

Our Mission

is to

*build an early foundation of knowledge & skills
by providing stimulating opportunities for children
to grow and learn in a safe, caring preschool environment.*

Our Philosophy

is that

every child has the ability to learn and the sooner we begin their formal instruction, the further they can go. We also believe that experienced teachers understand that they must “meet students where they begin” and then move forward in a very intentional way to help each child achieve important developmental goals.

*Small class sizes, centers, one on one time with teachers, whole group instruction, small groups and outdoor play will keep students challenged and enjoying learning. We believe this early training will pay dividends in terms of improving
Kindergarten readiness in students.*

At PCK Preschool & Junior Kindergarten, we enroll children who are three years old by October 1st to our preschool program and four years old by October 1st to our junior kindergarten program. Children will be accepted in the program based on space availability. If there is no space available, children will be placed on a waiting list.

Our program is open to the public and we will not discriminate against any child on the basis of race, creed, color, gender, national origin, religion, ancestry, age or disability. While we are not an official Child Find provider, we will make reasonable effort to integrate children into our program and accommodate a child’s needs.

Parents are always welcome to take tours, meet teachers and the director upon scheduled appointment. Parents need to complete the registration packet and pay the ***\$50 registration fee to secure admission to the program***. Immunization records must be up to date per state regulations. For children with exemptions for immunizations, we must receive a written signed statement which states the reason for exemption and that the child is in good health. Parents will be notified when we admit a child who has not been immunized.

All children must have seen a doctor in the last 12 months or within 30 days of admittance to PCK Preschool & Junior Kindergarten, and annually after that. All statements of health will be kept in the child’s file. Children with incomplete paperwork will not be able to attend until their file is complete.

We offer many choices for parents and schedules for students.

Preschool Options	Junior Kindergarten Options	Enrichment Options
2 days/week \$225/month	3 days/week \$350/month	Lunch Bunch \$5/day
3 days/week \$275/month	5 days/week \$425/month	Afternoon Enrichment \$15/day
	5 full days \$725/month	Punch-cards are available for purchase

There is a ***\$100 annual supply*** fee per child to be paid at the beginning of the school year or when a child begins the program.

Class Times

- Morning classes run from 8:15 am – 11:15 am
- Morning Lunch Bunch is available from 11:15 am – 12:00 pm
 - For AM students
- Afternoon Lunch Bunch is available from 12:00 pm – 12:45 pm
 - For PM students
- Afternoon classes run from 12:45 pm – 3:45 pm
- Full Day Junior Kindergarten runs from 8:15 am – 3:45 pm

PCK Preschool & Junior Kindergarten will be closed on all national holidays, twice a year for parent teacher conferences, plus two teacher work days during the school year. We will also be closed for Fall Break, Winter Break, Spring Break and Summer Vacation. Please view our calendar at www.ckcs.net under the Preschool tab.

Our school follows Douglas County School District for weather closures. Parents can log onto www.dscdk12.co.us or call 303-387-7669. If school is delayed 1 hour, preschool morning and full day programs will begin one hour later. Our ending times remain the same. In the event of severe ice, deep snow or poor visibility, it may be necessary to close early. We will notify parents by phone to come and pick up students as soon as possible. There will be no refunds or make-up days due to weather closures.

Tuition is amortized over nine months. There is no break in tuition or make-up days for any closed or missed days.

Arrival and Dismissal Procedures

Our doors open promptly at 8 am. Upon arrival, parents will check in at the reception desk. The receptionist will release the security door to all parents and persons who are on file as authorized pick-ups for students. If a student is going to be absent, parents need to call the school as soon as possible. Teachers will take attendance and notify the director of any absences.

Teachers will sign in students when they arrive in the classroom and parents will sign out their student and any other student they are picking up at dismissal with a full signature. If a student is attending Lunch Bunch or Afternoon Enrichment, their teacher will sign them out of their class and into enrichment. Parents will sign out their child from their enrichment program.

At the end of the day, teachers will check their classrooms, bathrooms and hallways for any children who were not picked up. They will submit their attendance records to the director who will review that all children are signed out.

Pick-up time for morning students is 11:15 am. “**Late**” is defined as after **11:30 a.m.** Pick up time for afternoon students is 3:45 pm. “**Late**” is defined as after **4:00 p.m.** Parents may call the school to notify staff of late arrival. Parents will be charged a **late fee of \$5 for every 5 minutes**,

if parents do not call. The director will stay with students who are not picked up by 11:30 am or 4:00 pm respectively, and will call parents, guardians and emergency contacts. ***If the director is unable to contact anyone listed by 12:15 pm for morning students or 4:45 pm for afternoon students, the police will be contacted.***

Please adhere strictly to the times assigned for drop off and pick up. If you don't have children attending PCK Elementary, please don't plan on arriving before 8:00 am. For parents with older students, they will be supervised until the preschool pick up time. You may pick up all of your students at one time.

We must have written permission from parents for any new authorized pick-ups. This written authorization needs to have the new person's name and the legal guardian's signature. Any authorized pick up who is an unfamiliar face to PCK Preschool & Junior Kindergarten staff member must provide proof of identification before passing through our security door. **PCK Preschool & Junior Kindergarten will only release the child to adults for which written authorization has been given.**

In the event that a person attempts to pick up a child who is not authorized by the parents or guardians, the following procedure will be followed:

- If the person believes that the parent forgot to authorize them, a staff member will contact the parents. **The parent may verbally consent for this person to pick up only one time.** Parents need to email, fax or send in written authorization within 24 hours. The person will not be allowed past the security door until it is deemed they are authorized to pick up the child.
- Parents will sign a **Verbal Authorization Form** the next school day indicating that they did in fact consent to the person who picked up their child. This form includes the signature of the staff member who witnessed the verbal authorization over the phone.
- All authorized pick-ups must be at least eighteen years old.
- In regards to custody issues, parents need to submit a copy of the court ordered parenting agreement. Restraining orders also need to be submitted. Should a situation arise, the school will follow the documentation on hand. It's the parent's responsibility to supply the most recent court orders to the school.
- If a person attempting to pick up a child begins to get verbally or physically threatening, 911 will be called.

Visitors

Visitors wishing to tour PCK Preschool & Junior Kindergarten may come into our reception area and sign in on our Visitor's Log. Proof of identification is required at that time. All visitor's must wear an yellow Visitor's sticker. When their visit is over, they must sign out as well.

Carpool Procedures

All preschoolers and junior kindergarteners need to be walked into the building each day. We will not be running a preschool-specific carpool. The preschool will be impacted by PCK Elementary Carpool.

Parents can park in the loop in the front of the building during non-carpool times. Carpool runs from 7:35-7:55 am, 11:00-11:15 am, 12:00-12:15pm, and 2:45-3:45 pm.

*If you are dropping off your child for PM Lunch Bunch, you need to park in the parking lot.

The north parking lot is designated for preschool parents. If there are no parking spots available, you may park on the loop behind the school. However, no parking is allowed on Centennial Drive. Also, parking in the park is not allowed as this is private property of Lincoln Creek subdivision.

Health and Safety

To prevent illness, teachers and students will wash their hands regularly throughout the day and **always** before class starts, before meals, after using the bathroom, and after sneezing, blowing their nose or coughing. Toys and materials are sanitized weekly. All poisonous substances are stored in locked cabinets out of the reach of children. All electrical outlets are capped. Scissors are used only under direct supervision of a teacher and all other sharp objects are out of the reach of children.

The school will utilize reasonable precautions to ensure a healthy environment. To ensure the health of students, children need to stay home if s/he has one or more of the following symptoms:

- A fever of 100 degrees or more
- Sore throat
- Rash
- Stomach pain
- Conjunctivitis (pink eye)
- Vomiting and/or diarrhea

Children need to be free of the symptoms mentioned **for at least 24 hours** before returning to school. Some communicable diseases require a longer exclusion from school. If a child is unable or unwilling to participate in regular activities due to illness, parents may elect to keep their child at home that day.

Should any of the fore-mentioned symptoms appear in school, the following procedures will be followed:

- When a child becomes ill at school, s/he will be isolated from other children, yet remain within supervision of an adult.
- Parents will be notified that their child needs to be picked up.
- If parents can't be reached, the emergency contact person listed will be called.
- In case of a more serious injury or illness, 911 will be called for medical assistance and parents will be notified. Emergency personnel will determine if the child should be transported to the designated medical facility.

For the safety and well being of all at PCK Preschool & Junior Kindergarten, please report exposure of a child to communicable illness outside of the center. Depending on the nature of the illness, children may be excluded from the program for a specified amount of time prescribed either by the child's physician or by the local health department.

PCK Preschool & Junior Kindergarten consults with a district nurse monthly. During these visits, the nurse helps with specific needs of the preschool and includes training, delegation and supervision of medication administration, special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, normal growth and development.

Medications

For children who must receive medication during regular program hours, a strict procedure will be followed.

- Medication needs to be in the original container, labeled with the doctor's name and pharmacy number.
- The **Student Medication Request and Release Form** needs to be on file and completed with signatures from parents and the child's doctor.
- Medications will be placed in a locked box in the classroom with all of the proper documentation.
- No medications may be kept in the child's backpack. Medications will be kept locked in a secure location.
- WE ARE UNABLE TO ADMINISTER ANY MEDICATIONS WITHOUT PROPER DOCUMENTATION per state licensing.
- Documentation from the child's physician is also required for topical ointments.
- If a child has an allergic reaction and an EPI pen is used, **911 will be called.** Parents will be contacted immediately and the child will be transported to the hospital with a PCK staff member. Teachers will also fill out an incident report detailing the entire event.

Injuries

Safety is of the utmost priority for us. Students will be under direct supervision of a PCK teacher at all times. All teachers are trained in CPR, first aid and universal precautions. In the event of an injury, teachers will comfort the child and provide necessary first aid. Once the child is feeling better, teachers will complete an incident report. The report will be signed by the teacher, director and parent, guardian or authorized pick-up person that day. Parents will take a copy of the report home and the original will be placed in the child's file.

If one child injures another child, teachers will fill out an incident report for both children. Parents of both children will be informed of the incident, though identities will be kept confidential. Parents will take a copy of the report home and the original will be placed in the child's file.

Head injuries of any kind must be reported to the parent and director immediately. Teachers will inform the parents how the injury occurred and the status of the child. Parents may need to pick up their child immediately and take them to the doctor. If we are unable to contact parents, emergency contacts will be phoned.

In the event of a major injury, teachers will notify the director immediately to assess the situation and extent of the injury. If it is determined the child requires further medical attention, parents will be notified. **If necessary, 911 will be called.** A staff member will call parents, guardians and emergency contacts until someone is reached. A PCK Preschool staff member will stay with the child until a parent, guardian or emergency contact arrives.

It is very important that we have correct phone numbers for parents, emergency contacts, and authorized pick up persons, in case of emergency.

Other Emergencies

Tornado and fire drills will be conducted on a monthly basis to familiarize students with the appropriate procedures. If there is a tornado watch, children will be escorted to the designated safe area. If the fire alarm sounds, children will be escorted out of the building to the specified safe location. Teachers will take attendance immediately and remain with students at all times.

In the event that a child is lost, the director will be notified immediately. The entire school building and grounds will be searched. Parents will be notified and police called if the child is not found within **10 minutes**. A staff member will then begin to search surrounding areas while waiting for parents and police to arrive.

Discipline Policy

We believe that children are learning at all times and their behavior needs to be directed in a positive and loving way. We rely on well-planned classroom routines, engaging curriculum, and experienced staff to help children make good choices, interact appropriately with their peers, and develop autonomy. We provide quiet space within the classroom for children who need help with their behavior and also time to think about the choices they are making. The child may return to the group when they feel they can control themselves and make better choices.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self or to other children, the child will be escorted to the director's office and parents will be notified. Parents, teachers and the director will conference to determine alternate strategies to use with the child. An action plan will be put in place as well as a follow-up conference date. If the child does not respond to the action plan, s/he may be asked to withdraw. An incident log will be kept for all children to insure accountability of actions and verification of grounds for withdrawal. This log will be kept in the director's office. All reasonable measures will be taken to make our program work for each child attending.

Children will never be subjected to physical or emotional harm. They will be treated with love, respect, and dignity. Discipline will not be associated with food, rest or toileting. Children will not be punished for toileting accidents. Food will never be denied or forced upon a child as a discipline measure. Verbal abuse and/or derogatory comments will not be tolerated. Any inappropriate action listed above by staff is grounds for immediate dismissal.

Any suspicion of abuse should be reported to Douglas County Department of Social Services:

Health and Human Service
4400 Castelton Court
Castle Rock, CO 80109
(303) 688-4825 Office Hours 8 am – 5 pm
(303) 663-6270 Crisis Hotline

Complaints or concerns regarding the operation of PCK Preschool & Junior Kindergarten implementation of the Rules and Regulations for Child Care Centers may be submitted to the Colorado Department of Human Resources, Licensing Division:

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

Curriculum

Preschoolers will be covering the Core Knowledge Preschool Sequence through monthly themes. Teachers will be covering nine domains: movement and coordination; autonomy, social skills, and work habits; language and literacy; mathematical reasoning and number sense; orientation in time; orientation in space; scientific reasoning and the physical world; music and visual arts.

Junior Kindergarteners will be covering Saxon Early Learning, Saxon Kindergarten Math and Handwriting Without Tears. Saxon Early Learning covers the same domains as the Core Knowledge Preschool Sequence.

Each class will highlight an artist of the month where students will learn about the artist and make a rendition of a famous masterpiece. Classes will also listen to classical music and discuss music appreciation. Television and video viewing will only be used when directly related to the curriculum.

Special Guests will be invited to come to the school for in-house fieldtrips, story-telling and enrichment of curriculum. Parents will be notified about each visitor through classroom monthly plans.

Personal Belongings and What To Bring To School

Each child needs to bring a backpack with an extra pair of clothes and shoes. All children's belongings need to be labeled. We ask parents to pack their own children's morning and/or afternoon snack and lunch (if the child is registered in Lunch Bunch, Afternoon Enrichment or Full Day Junior Kindergarten). Children will wash their hands before and after meals. All snack times and lunch times will occur in the classroom.

PCK Preschool & Junior Kindergarten is keenly aware of the severity of food allergies in some children. For students that have food allergies, we will alert classroom parents to avoid food items that include that specific allergen. If a student has a life-threatening allergy, i.e. to peanuts, we will make his/her classroom "peanut free." We respectfully ask parents to refrain from sending items that contain nuts.

For birthdays, parents can bring a special treat to share with the entire class. Please check with the classroom teacher for suggestions and allergy specific needs. Parents of students with allergies can bring a special treat for that child that day, if that would be preferred.

All children must be potty trained before attending PCK Preschool & Junior Kindergarten. We do not have changing tables available in the classroom. However, we understand that all children have accidents sometimes and we will lovingly assist children in changing into clean clothes. We have also built in multiple bathroom breaks into the daily routine to help children achieve great success with toileting.

If a child needs a transitional object to help with separation anxiety, teachers will allow the student to bring in this item. We will help students to become comfortable in their classroom, make friends and have a great time.

Teachers will do their best to keep track of personal items. As money is a choking hazard, children will not be allowed to bring any money to school.

For children staying for Afternoon Enrichment or Full Day Junior Kindergarten, please bring a sheet and blanket for your child to use during Rest Time. Crib sheets fit snugly on the mats we provide. Please label all Rest Time belongings. Each week, your child's sheets will be sent home for you to wash and return the following week. For children who do not fall asleep, we will provide appropriate quiet options including books and puzzles.

Outdoor Play

Each classroom will have the opportunity to go outside on a daily basis. Should playing outside be precluded due to weather, children will have the opportunity to have gross motor play in the lunchroom. We have gross motor equipment and many fun games and activities planned.

Our shade structure will provide relief for students from the heat. ***Please apply sunscreen to your child before arriving at school.*** Also, children need to wear closed toe shoes for safety reasons.

No matter what the weather, please dress your child appropriately. We plan on taking your child outside daily, so when it snows please pack snow boots, a heavy coat, gloves and a hat. We will not subject children to extreme heat or cold. We will assess the weather daily and make the best decision for the children in terms of outdoor play.

Fieldtrips

PCK Preschool & Junior Kindergarten will provide opportunities for children to go on fieldtrips during the school year. However, we will not be transporting students. Parents will transport their own children to the designated location.

If parents are unable to attend the fieldtrip, we will help coordinate a ride for their child. Should a parent transport a child that is not theirs, the parent will need to provide proof of liability insurance and a copy of their driver's license to the school. Parents are responsible for all children in their vehicle and for following the rules of the road. All children will ride in booster seats in the back seat. All parents will sign a field trip permission form that will include the date, times, locations and specified activities that will occur on the fieldtrip. If a parent is uninterested in attending the fieldtrip, they may keep their child home that day.

There may be times when teachers take their classes for a walk around the property. We will post which class is on a walk and their estimated time of return at the reception desk.

Parent/Teacher Conferences and Family Events

Parent/teacher conferences will be conducted twice a year on days when school is closed. Teachers will have assessments, progress reports, and samples of their student's work to discuss with parents.

Family Events will occur throughout the school year. All parents will be invited to participate in classroom programs, parties, parent days and graduation. All events will be communicated to parents through classroom newsletters, monthly lesson plans, and email.

Volunteers

We are very excited for volunteers to enrich our program by helping teachers in the classroom and completing projects for the school. Volunteers need to review all PCK Preschool & Junior Kindergarten policies and procedures. Once this is completed, they will sign that they have read, understand and will adhere to these policies and procedures. Each volunteer will sign in on the visitor's log and indicate the reason for their visit. Volunteers may not work alone with students, but be under the direction of a PCK staff member.

We are excited to partner with PCK Middle School in offering a child development elective. Middle school students will work in preschool classrooms under the direct supervision of a preschool teacher. They will have the opportunity to read to students, assist in snack set up and clean up, center time and outdoor play. They may not hold, pick up or carry preschool students. They may not escort students outside of the classroom, to the bathroom or playground.

Confidentiality

All student records will kept in the director's office. Only the director, school nurse and teachers will have access to these files.

Withdrawal

If parents decide to withdraw their student, one month's notice must be given. Tuition will be paid through the month. We do not pro-rate fees for withdrawals.

We have an open door policy and want you to know we are always here for you and your child! Let us know if you ever have any concerns. Thank you for choosing PCK Preschool & Junior Kindergarten!