



Promoting
Growth and Development of the
Young Child in a Christ-Centered
Environment

PARENT HANDBOOK

2017—2018



Dear Parents,

Welcome to Cherry Creek Presbyterian Playschool Program. Our Playschool is dedicated to promoting the growth and development of young children in a Christian environment. It is our goal to provide age-appropriate educational and social emotional activities designed to stimulate curiosity and to reinforce the excitement of learning as well as to foster personal health and social skills necessary for future success. The program offers a safe and nurturing environment that enables children to develop a positive self-image and respect for others as well as to grow in their love for God and His creation.

Thank you for allowing us the opportunity to be partners in your child's education. We anticipate a wonderful year with you and your child.

Sincerely,

Lorna Tamsett, Director
Playschool Teachers

THUS A CHILD LEARNS

Thus a child learns: by wiggling skills through his fingers and toes into himself; by soaking up habits and attitudes of those around him; by pushing and pulling his own world.

Thus a child learns: more through trial than error, more through pleasure than pain, more through experience than suggestion, more through suggestion than direction.

Thus a child learns: through affection, through love, through patience, through understanding, through belonging, through doing, through being.

Day by day the child comes to know a little bit of what you know; to think a little bit of what you think; to understand your understanding. That which you dream and believe and are, in truth, becomes a child.

As you perceive dully or clearly; as you think fuzzily or sharply; as you believe foolishly or wisely; as you dream drably or goldenly; as you bear a false witness or tell the truth - thus a child learns.

Frederick J. Moffitt
Editor, Jack and Jill



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MISSION STATEMENT

The vision of Cherry Creek Presbyterian Church is “Seeking the Christ-centered Life Together” and the mission is “To Learn about Jesus, Live in Jesus, and Love Like Jesus”. The mission of Cherry Creek Presbyterian Preschool/Playschool programs is to promote the growth and development of the young child in a nurturing, Christian-centered environment.

Educational Philosophy

Cherry Creek Presbyterian Preschool/Playschool provides a variety of developmentally appropriate social, emotional, intellectual, physical and spiritual experiences designed to encourage the child’s discovery for learning, awareness and understanding of self and others, and his world, all within a safe setting.

Our Affiliation

Cherry Creek Presbyterian Preschool/Playschool is a ministry of Cherry Creek Presbyterian Church. Therefore, as part of CCPC, you will receive some informational emails from the church. Our intent is to serve the community and present the love of Jesus Christ. Families are invited to participate in any church activity and/or weekend church services.

Core Values

- Provide a curriculum that motivates and engages the “whole child” for learning and growing.
- Provide a social and emotional environment that embraces the child's needs to develop empathy, cooperation with other children, independence, and self-help and health skills.
- Provide a secure and nurturing environment that promotes the child’s self-image as a valuable person whose worth is established in Jesus Christ.
- Provide age-appropriate spiritual concepts with an emphasis on caring and sharing, thankful hearts, prayer, God as the Creator, love of God and Jesus, Jesus as the Son of God, and God’s Word, the Bible.
- Provide a partnership with parents to support and encourage them in their knowledge of child development and their parenting skills.

The Cherry Creek Presbyterian Preschool/Playschool admits enrollment to qualified children regardless of their race, color, sex, religion, or national origin.



Faculty

Our Playschool staff possesses formal education, training, and work experience in early childhood education. By attending conferences and workshops that equate to fifteen hours annually, visiting other early childhood programs, and reading professional publications, they keep current with the latest in educational principles and methods. The teachers either meet or exceed Colorado Department of Human Services' requirements. All teachers have a personal relationship with the Lord Jesus. The staff is available to answer any questions you may have about your child and our program.

Preschool/Playschool Committee

The Preschool/Playschool Committee performs required administrative duties as the “working” governing body of the programs. The committee is composed of an assigned church elder, parents who are church members, the Director, the Assistant Director, and the Director Substitute. They orchestrate with the church elders to ensure that the purpose and policies of the Preschool/Playschool programs are maintained.

Communication

The school strives to form a partnership with you, the parents, through clear, concise communication. Most of our school communication is delivered through all-school emails. Our goal is to use these to inform you of:

- School happenings-fundraisers, service projects, family events, etc.
- Additional details to the monthly classroom calendars
- Change of information
- Parenting information-links to websites (i.e. “Bright Ideas”) to help with day-to-day parenting concerns
- Individual classroom reminders and clarifications

Each classroom has its own informative and comprehensive monthly calendar. A paper copy will be placed in your child’s basket and can also be found on the school website listed under “Calendars”. Additional reminders are written at the bottom of the sign-in sheet at each classroom and important reminders are written on a white board. The teachers also post a “Daily Sheet” with details of the day’s happenings at the table where you sign your child in every morning.

The teachers have assigned work emails in order for there to be a bridge of communication between teacher and parent. Their work email addresses will be listed at the bottom of the class lists that will be distributed to parents in September. Please be prudent with this email privilege. Teacher work emails should not be used to report student absences, late arrivals, etc. Absences and late arrivals should be reported to the school office.



CURRICULUM

A balance between free choice and structure provides each child opportunities for personal growth through experiences that encourage personal care, self-confidence, self-control, problems solving, and the acceptance of responsibility. Individual and small group activities are included in each day's schedule as are group sharing experiences and outside play. Special activities and resources are planned to integrate with the unit of study.

Group Sharing Experiences

The group sharing period denotes any time when the group as a whole participates in an activity. Included in the group sharing experience are stories, conversation, music experiences, finger-plays, and visual aids. Bible stories, Bible verses, and Bible-related songs are used in the "worship" experience. The group sharing experience is important in helping each child feel a part of a large group and in providing opportunities for interaction among the children.

School Experience & Artwork

Most children are eager to share experiences with their parents. Your response is very important - so listen attentively, give good eye contact and ask open-ended questions. Concerning art, a good comment is "tell me about your picture." Remember, there is no right or wrong way for a child to create art (trees can be purple and the sky green). To keep your child enthusiastic about bringing home his/her work, establish a place where your child can display it (refrigerator, closet door, bedroom door, or wall). This helps promote healthy esteem by showing you value his/her work.

ACC Teachers...

Cherry Creek Presbyterian Preschool/Playschool has the honor of being selected to be an "observational/teaching school" for undergraduate ECE students from Arapahoe Community College (ACC). Whenever an ACC student is observing in a classroom, a sign will be posted outside the room indicating the name of the student or intern. ACC conducts background checks on all of their students who observe, before they are allowed into the classroom.

Screen Time

The children may have the experience of viewing a Christian or secular DVD that compliments the teaching themes. A permission form must be signed allowing the viewing of a DVD and for your child to participate (see permission form in enrollment packet). The maximum length of time for viewing is fifteen minutes and a teacher will interact with the children, so that the device is used as a teaching tool. The subject matter details will be posted on the "Daily Sheet". The Toddler class will not have screen time until all the children in the class are two years of age.

Parent/Teacher Communication

In the fall, your child's teachers will schedule a parent/teacher conference in order to answer questions concerning school, and exchange information about your child and discuss social emotional goals for your child. In the spring, there will be a written document to review observations of your child's growth and development in the classroom setting. The fall conference will happen during class time with one of the teachers while the other teacher remains in the room with a substitute teacher to help care for the children. If a situation arises, we will schedule a conference concerning the child's behavior, social, or physical needs.

PLAYSCHOOL OPERATING POLICIES & PROCEDURES

The parent(s) will be notified in writing of significant changes in the services, policies, and procedures of the Playschool program.

Qualifying Age Requirements

The Playschool Program operates two classrooms on Mondays, Tuesdays and Fridays with a teaching team of two qualified teachers. The classes follow the common calendar of the Cherry Creek School and are as follows:

Toddlers – Explorers

Room 104: Children are nineteen months through twenty-seven months of age by October 1 with eight children and a team of two teachers.
Monday or Tuesday, 9:15 am-1:15 pm.

Young 3's – Builders

Room 108: Children are twenty-eight months through thirty-six months of age by October 1 with twelve children and a team of two teachers.
Monday or Tuesday, 9:15 am-1:15 pm.

Friday All ages (must be enrolled in Playschool during the week)
Enrichment: Friday 9:15 am-1:15 pm

Admission

Prior to school starting, all parents will fill out a registration form and pay the current non-refundable registration fee. Afterward, a link to complete electronic Admission Forms will be emailed to you. The following forms are posted on the school's website: General Health Appraisal, Certificate of Immunization, and School Supply List. Admission forms must be submitted prior to your child's first class day. **The General Health Appraisal and Immunization forms need to be completed by your child's physician and are required by the Department of Human Services to be in your child's file his first class day; otherwise, your child may not attend school. Completed admission forms are required in order for the child to remain at school.** When a child enrolls at a later date, then completed admission forms are due the child's first day of school.

Open House

An Open House is held the Wednesday prior to school starting. This is a wonderful opportunity to meet your child's teachers, visit the classroom, and meet the other children and their parents.

Orientation

On Orientation Day the child will be dropped off in his class to be with the teachers and experience his class. Parents will come to the FUEL Room to meet/greet one another, receive and review the Parent Handbook of Policies and Procedures and to sign up for holiday snacks. Parents will then be dismissed to reunite with the child and receive additional helpful class information. Child care for siblings will be offered, with details in our summer newsletter. *Parents who have attended CCP Preschool and Playschool in the past consecutive years are not required to attend the Parent Orientation, but will be accountable for all information, including information in the parent handbook.*

Blended or Restricted Family Situations

In situations where a blended family situation exists, it is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements and how email communication shall be conducted.

If there is a restraining order in place, please bring a copy of the order along with a picture of the restricted party to the school office.

Special Needs

The school is in compliance with the American with Disabilities Act for children with special needs. A child with an identified special need (emotional, behavioral, and/or physical) and has an IEP or IFSP will be considered for acceptance in the program based on each individual need and situation as determined by the Preschool/Playschool Committee. If the director/teacher has concerns regarding a child's developmental profile, it will be necessary for the child to be formally evaluated to determine if the child should continue in the Playschool program or requires intervention services to meet his developmental and academic needs.

Release of Child

Children will only be released to registered parents or to person's parents have listed on the enrollment form in the child's folder. We must have written authorization from the parent for any person not listed on the initial enrollment form (including carpool). On occasion a parent may want to give a one-time release authorization to a particular person(s). The parent will provide a note that is signed and dated stating the person's name and the date(s) involved for permission of release. If the person is unknown to the staff member, then photo identification must be provided to determine that the person is named on the enrollment form or in the parent's note.

The preschool cannot legally deny release of any child to a parent or guardian unless we have a written court order or just cause. The Playschool staff will not allow a child to leave with any inebriated person or a person under the influence of any legal, illegal, or prescriptive substance that we suspect could interfere with the safety of the child. This school must immediately report the incident to the police and/or the Department of Human Services. **No drugs, alcohol, or smoking are allowed on or in the premises.**

Sign In/Sign Out

The sign-in sheets are located outside the child's classroom. The parent or designated person shall sign the child in and out for each session and check the box that states sunscreen has been applied to the child. This is a mandate from the Colorado Department of Human Services. There must be written authorization from the parent for any person other than parent to pick up a child (including car pools).

Identifying Children

The teachers will do a head count at the beginning of class and then during transition times exiting to the playground and upon re-entering the classroom. In the event that a child becomes lost, the teacher will make certain that the other children are safe and notify the director. Steps will be retraced to locate the child.

Visitors

All visitors must sign in at the school's office upon entering the premises. Signing in shall include name, date, time, and purpose of visit. If the individual is unknown to school staff, he/she must show photo identification. The visitor will wear a nametag to identify him/her as a visitor to the premises.

Clothing

Dress your child in appropriate clothing that is comfortable and can be subjected to the dirt of the playground and activity of the classroom. The child's footwear must be safe, so it should be closed-toe shoes (no sandals, jellies, Crocs™, or boots, etc.). We will be outdoors almost every day, so dress your child accordingly. Hats, mittens and boots are a must on cold, snowy days. **OUTDOOR CLOTHING MUST BE LABELED WITH YOUR CHILD'S NAME.**

Personal Belongings

The school and teachers are not responsible for your child's personal belongings. Please do not allow your child to bring money or priceless items on school property.

Party Invitations

Personal invitations to birthday parties and other non-preschool activities are not allowed to be placed in children's baskets.

Snacks

We share your sense of dedication to nurture your child's proper growth and development through nutritious snacks. Parents will participate by providing nutritious snacks for all the children on a rotation basis. The snack assignments will be posted on the monthly calendar. Please refer to page 19 and bring two food items, one from each column of suggested nutritious snack items. These must be prepackaged from commercial sources and received sealed. Children will be offered water during snack time. Due to a potential choking hazard and allergies, please do not bring nuts. If your child has a food allergy, please communicate with the teachers so that a safe food plan can be created. Teachers will assign snack close to your child's birthday so you may bring a special healthy birthday treat (can be commercial or homemade).

Holiday Snacks

Teachers schedule holiday snacks for Pumpkin Day (in lieu of Halloween), Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-year. Two parents will sign up to bring a healthy snack item, a special treat, and decorative napkins. Teachers will serve the treats at snack time, so drop them off with your child at the beginning of class.

Lunch

Every day the child attends school, he will need to bring a nutritious lunch (meets 1/3 of the child's nutritional requirements – www.myplate.gov). The parent is to provide the child with a lunch that is in a paper bag or a lunch box with child's name written on the outside.

Food items that are **NOT** considered safe for children younger than four years old are: hot dogs (whole or sliced into rounds), whole grapes, nuts, raw peas, spoonfuls of peanut butter, chunks of meat and cheese, or chunks of raw carrots. Staff will not serve the food items listed above (whole) to children younger than four. Cut foods, such as grapes, hot dogs, and carrots into lengthwise pieces that children can swallow safely. THANK YOU for your assistance with this.

Lunches need to be finger foods only (**no utensils**) so your child can feed himself. We do not refrigerate or warm food in the microwave. We recommend you limit sugar and offer the child a chance to sample new foods including ethnic foods and fresh fruits and vegetables. The Colorado Department of Human Services requires an ice pack in lunches to keep perishable items cold; i.e., meats and dairy products. Please comply with this regulation to keep your child safe and healthy. A note will be sent home with the child if the lunch is found to be insufficient, and the teacher will give a verbal reminder. If necessary, the Director will speak to the parent about ideas and needs for a child's nutritious lunch. Please refer to pages 18 and 19 for nutritious and healthy lunch and snack ideas.

Students and teachers will sit down together to eat lunch, which provides opportunities to share intimate conversation and build relationships, and for manners to be modeled.

Blanket/Pacifier/“Loveys”

In the school setting, we encourage independence from a security object (a “lovey”) such as a pacifier, blanket, toy, etc. This helps your child to have a higher degree of participation in the class and to develop internal regulation and coping skills.

In the Toddler classroom, we do allow a blanket/pacifier to be packed in your child's diaper bag. The teachers will use it as needed to comfort your child during the course of the day. Our goal is to have your child involved in activities and too busy for a “lovey.”

In the Young 3's classroom, there is no need for “loveys.” Please leave them at home or in the car.

Diaper Bag/Back Pack

Every child should bring a diaper bag/backpack to carry items to and from school and with an extra change of clothes/diapers, and child's name should be written on the outside of the diaper bag/backpack.

Toddlers: Every class day, please bring a diaper bag/backpack with your child's name on it. The bag should include:

- 2-3 disposable diapers
- A change of clothes (including socks)
- Labeled blanket/pacifier/lovey (optional)

Young 3's: Every class day, please bring a diaper bag/backpack with your child's name on it. The bag should include:

- 2 diapers (if not potty trained)
- A change of clothes (including socks)

Guidance and Behavior Management

We believe it is important for children to learn how to make good decisions and choices for themselves. Each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a desired behavior. An early learning setting is ideal for teaching children social-emotional skills, self-regulation, identifying feelings of self and others, learning to share, cooperative play with classmates, developing problem-solving skills, and enhancing resiliency. Teaching these skills in the earliest years is what is best. Social and emotional competence is the foundation for success in school and is linked to being a future high functioning adult.

Our philosophy of behavior is based on two principles that are developmentally appropriate. The **first principle** is the reinforcement of positive behavior. We state and model expectations in a positive manner. We guide the young child to learn what acceptable behavior is and encourage positive social interaction with other children. **The second principle** is for the child to have the opportunity to make choices and to experience natural consequences. Age-appropriate guidelines for behavior are enforced with pre-determined consequences that are suitable for the young child.

We strive to allow children to settle their own differences as much as possible. As we observe the children, and as conflict arises, we interact and model as needed to encourage a positive resolve. We assist children with vocabulary that could be used in solving a social problem. It is our desire for children to develop skills to solve their own problems of interaction. We acknowledge positive behavior at all possible times and we seek ways to accentuate the positive in all children.

When inappropriate behavior does occur, we feel it is important for the child to understand why his/her behavior is inappropriate and assist the child with vocabulary he/she might use to solve the problem. It is important that the consequences for inappropriate behavior make sense to the child. If the behavior continues to be a problem, the Director will be called in to observe and may take the child to the office for a short time. The parent will be informed of the child's behavior and the steps we have taken.

If the child is involved in multiple incidents, the Director, teaching staff, and parents will conference. The school takes a proactive approach to challenging behavior by partnering with parents and involving a mental health consultant to reduce the likelihood of expulsion. The Director and teachers can assist the parents in assessing services of a mental health consultant to support early intervention as necessary. A child will not be referred for mental health services without parental consent. Should these behaviors continue, the Director and Pre/Play Committee will determine whether continued enrollment is in the best interest of the child and the program.

Cherry Creek Preschool/Playschool does not allow corporal punishment. We will make every effort to help each child be successful in the classroom environment.

Health

Within the school setting, teachers encourage healthy habits. Children are reminded to use tissues when needed and to cover their mouths using their elbows when sneezing and coughing and must wash their hands. All children and teachers wash their hands upon entering the classroom in the morning, after using the bathroom, before and after eating, before using water tables, and after handling classroom pets. The school uses all reasonable precautions to ensure a healthy environment.

The school office will notify you when there is a contagious disease in the school or when we know your child has been exposed. In order to safeguard the health of the school, please keep your child home if he/she has one or more of the following symptoms within the last 24 hours:

- A cold with sneezing and coughing
- A temperature over 100.5 degrees
- Conjunctivitis or discharge from eyes
- Diarrhea
- Nasal discharge (discolored, yellow or green)
- Rash
- Runny eyes
- Sore throat
- Stomach pain
- Taking an antibiotic for a contagious illness less than 24 hours

Be sure your child is free of the symptoms mentioned above for at least 24 hours before returning him/her to school. If the child is too sick to go outside, he is probably too sick to be with children and should remain at home.

For communicable diseases, please contact your pediatrician about when your child may return to Playschool. This policy/procedure is in the best interest of all the children. Thank you for your cooperation.

Reporting Illness to School

Please contact the Director's voice mail at (303) 771-1364 to leave a message concerning your child's absence and reason. State the child's name and class. Should any of the above symptoms appear in your child while at school, the Director will notify you and your child will be safely isolated, waiting for immediate pick-up.

Infectious Diseases

All staff are trained in the use of Standard Precautions for infectious diseases. For all incidents when ANY child is bleeding, the staff uses gloves and cleans up with a disinfectant. If we experience a large group outbreak, we are required by the Colorado Department of Health to report suspected outbreaks to our local public health agency (Tri-County Health Department) within 24 hours.

Biting

Biting is a very upsetting incident for the biter, the injured child, and the families of both children. While we know the causes of biting and that it is normal in young children, we take the situation very seriously.

The following has been developed for the benefit of the biter and safety of the other children in Playschool. Teachers respond to biting as follows:

- When a child bites another child, the area is cleansed with soap and water and ice is applied.
- The injured child gets large doses of TLC. The teacher gives the child words to use, “Ouch!” Don’t bite!”
- Next, the teacher takes the biter aside, gets down to their eye level and tells the child in a stern voice that biting hurts and they may not hurt their friends.
- The teacher will try to determine whether the bite was out of frustration, territorialism, inquisitiveness, or provocation.
- The teacher will then try to give the child the words to use in a future situation. “I know Billy was too close to you and it bothered you. Next time say, “Billy, please move.”
- The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed.
- The teacher will record the biting incident on the appropriate Accident Report Form.

Actions that may be taken to stop a child from biting:

- Notify the parents and provide information on biting.
- Schedule a conference with the parents, teacher, and Director to discuss developmentally appropriate techniques to stop the behavior. The parent may be asked to consult with the child’s pediatrician.

Repeated biting by children three years and older may reflect a child’s inability to function in a group setting. It may be necessary to remove persistent biters from the program for the benefit of the biter and the safety of other children in the program. Periodic reviews and parent conferences with the Director and teaching staff will help determine whether continued enrollment is in the best interest of the child and the program.

Hand Washing

Teachers and children will wash and scrub their hands for 20 seconds with liquid soap and warm running water at the following times:

- On arriving at school in the morning
- After using the toilet or diapering
- Before and after eating
- Upon returning from outdoor playtime
- After wiping noses and/or sneezing
- After handling animals
- Before and after food preparation
- Before playing in the sensory table

Teachers and children will dry their hands with a single use paper towel from a dispenser. Hand washing procedures will be posted at each hand-washing sink.

Sunscreen

It is important to shield your child's skin from damaging effects of the sun, so please apply sunscreen to your child before coming into class.

Medication

The medication policy for storing and administering of children's medicines and delegation of medication administration is in compliance with section 12-18-132, C.R.S., of the "Nurse Practice Act". Children are not allowed to bring medications to Preschool (including placing medication in the child's backpack). **Teachers may not dispense any medication or apply any topical ointment (diaper cream, sunscreen, etc.) at school.**

If your child has a need for emergency medication (including inhalers and epinephrine) related to allergic reactions (e.g. peanuts, milk, animal exposure, etc.) you will need to have the following on file with the school: (1) health care provider written authorization to administer medication, (2) parent written permission to administer medication and (3) the required medication in a pharmacy labeled container including a dispensing spoon/syringe placed in a Ziploc baggie labeled with the child's name (over-the-counter medicine should be in the original container). The school will place the medication form and a photo of the child in the Ziploc baggie with the medication. Please make sure the medication expiration date will allow it to be used all year. The Director, Assistant Director, and Director Substitute are certified to administer the medications. During class time medications are placed on the highest shelf in the classroom so they are inaccessible to the children, but accessible to staff. When class is not in session, the bags are stored in locked cabinets.

If the possibility exists that your child could have a reaction requiring medication on a field trip, please plan on being a parent volunteer for that field trip in order to observe your child and administer needed medications.

At the end of the school year, medications will be returned to the parents.

Participation Permission Policy

The following policy reflects verbatim what each family has agreed to and signed for in their child's admission packet:

I hereby grant permission for my child to use all of the age appropriate play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for field trips as long as I am informed prior to the field trip (Preschool-age only).

I hereby grant permission for Cherry Creek Presbyterian Preschool/Playschool to use any and all photographs and video footage of my child in presentations about the school, programs and people. All photographs and video footage shall remain the sole property of Cherry Creek Presbyterian Preschool/Playschool. I understand that no compensation will be made to me for this use. I also understand that a DVD of the Preschool Spring Program will be created and distributed to the families of the program for a fee.

From time to time, Cherry Creek Presbyterian Preschool/Playschool will create web pages for publication on the Internet. All Web publications are subject to the following terms: all web page documents may include only students' first names; no confidential student information shall be published or linked to a Web page; and no names may be associated with pictures. I hereby grant permission for Cherry Creek Presbyterian Preschool/Playschool to publish my child's work, photograph(s), first name, or non-confidential information on the World Wide Web.

I hereby grant permission for my child to view age-appropriate Christian or secular DVD's relating to classroom themes.

I, the undersigned, do hereby authorize the Preschool/Playschool staff to directly contact the persons named on my child's Emergency Information Form and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child. In the event that the parents, physicians or other persons named on said form cannot be contacted, the staff is hereby authorized to take whatever action is deemed necessary in their judgment, for the health of said child.

Solicitation Policy

The unrequested solicitation of families attending CCP Preschool and Playschool by external (non-school) or internal (staff or enrolled families) who have products to sell or businesses to promote is prohibited. No unrequested solicitation activities will be allowed on school property or via school ministry events with the following exception:

- ❑ Fundraisers sponsored by the school and approved by the Preschool/Playschool Committee and Session.

The school does communicate via email concerning school events, important dates and general information. **No person or organization may use email addresses and/or class roster information of enrolled families for purposes of solicitation. Violations of the above policy will be addressed by the Preschool/Playschool Committee.**

Parent Grievance

When trying to resolve a grievance with either the teacher or the Director, parents are asked to be courteous and to exercise discretion. Please select an appropriate time and place to address your concerns, preferably by making an appointment in advance.

Step One: Consult the teacher. **If not resolved-**

Step Two: Consult the school Director. **If not resolved-**

Step Three: Consult the school liaison representative and request to be placed on the agenda for the next Preschool/Playschool Committee meeting.

If not resolved-

The Preschool/Playschool Committee may at its discretion appoint a mediator. The mediator will report his/her findings and recommendations in writing. After all input has been reviewed, the Preschool/Playschool Committee will make a final ruling to solve the grievance.

CCPC Policy for Child Abuse or Neglect

All school staff members receive training on recognizing child abuse and neglect and mandatory reporting. Any staff member of the program who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report the circumstances to the Arapahoe County Department of Social Services or Arapahoe County law enforcement authorities.

Colorado Department of Human Services Child Abuse or Neglect Policy

Dear Parent,

Your child has been enrolled in a childcare facility that is licensed by the Colorado Department of Human Services. The license indicates that this childcare facility has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license and the most recent report of inspection.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from:

Arapahoe County Department of Social Services (303) 636-1750

Colorado law requires that the childcare provider report all known or suspected cases of child abuse or neglect.

Childcare Services plays 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 run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials and staff. For additional information regarding licensing, or if you would like to review a licensed facilities file, please contact:

**1575 Sherman Street
Denver, Colorado 80203-5958
(303) 866-5948**

Thank you,

Office of Child Care Licensing

EMERGENCY PROCEDURES

We take every precaution to ensure your child's safety in the school setting. We have communicated with the local police and fire departments to create safe procedures for all emergencies. Every teacher knows all of the emergency policies and can carry out the procedures as needed. Every teacher has a cell phone for emergency calls and each room is equipped with a first aid backpack – includes a flashlight, band aids, bandages, baby shampoo, gloves, bottled water, 24 lollipops for stress, tissues, and the classroom emergency phone number list.

The school staff is certified in First Aid, CPR and Standard Precautions. The Director, the Assistant Director and the Director Substitute are certified to administer medications to the children who have a completed plan of care on file.

Injury

In the event of a child's injury, the protocol is as follows: Assess whether a minor or major injury.

Minor Injury (an abrasion, scrape, cut or bump) – the teacher will wash the affected area, apply ice if needed and place a band aid on it. An accident report will be completed and signed by the teacher. The Director will place the original report in the child's file and give the parent a copy. The parent will be informed of the injury when the child is picked up.

Major Injury (broken bone, head injury, breathing issue, etc.) – the child will be kept stable and safe by the teacher and the parents will be contacted immediately by the Director. If they cannot be reached and it is determined immediate medical attention is needed, 911 will be called to request professional assistance. If emergency personnel determines your child must be transported to a medical facility and the parents have still not been located, the Director or Assistant Director will go with your child, taking his/her full file which contains the medical release form. Throughout this procedure someone will be assigned the task of locating the parents through use of all available phone numbers: home, cell, work, emergency contact person, etc.

Allergic Reaction of a Child

If a child with an identified allergy and has a completed plan of care has an episode requiring medication, he will be brought to the Director's office. The identified plan of care will be followed and the parent will be contacted. A medication administration log will be completed and signed by the teachers and administrative staff on duty. The Director will retain the original report in the Medical Log (refer to medication policy on page 11).

Parent Emergency

If a crisis occurs and you need to reach the Director or classroom teacher immediately, please call the church office at (303) 779-9909. Request that someone hand deliver the urgent message to either the Director or your child's teacher; or request that if at all possible, the Director or teacher please speak to you on the phone. The crisis must involve your child's safety. Otherwise, leave a message at (303) 779-9909 ext. 5110 (Director), ext. 5113 (Administrative Assistant), or (303) 771-1364 (school voice mail).

In an emergency the parent/guardian may give a one-time verbal permission and the teacher or school staff must ask for a photo identification to verify identity. A copy of the photo identification will be placed in the child's file.

Late Pick Up or a Child Not Picked Up

Picking your child up PROMPTLY at or before dismissal time will alleviate concerns your child may experience.

Please call the school Administrative Assistant at (303) 779-9909 ext. 5113 if an emergency detains you. You are encouraged to add this number to your cell phones. Five (5) minutes after the close of a class session with no communication from the parents(s), a staff person will:

1. Call one or both parent(s), guardian(s), (home, cell, and work numbers)
2. Call the emergency number provided for an authorized pickup, other than the parent(s), guardian(s), (i.e. home provider, other family, etc.)
3. At 1:25 pm, children who are not picked up will be taken to the Preschool office to wait for parent pickup.
4. If circumstances keep the parent from being able to pick up their child, parents must make other arrangements with responsible adults for the child to be picked up. The parents must inform the preschool who will be picking up the child. We cannot release the child to an unauthorized person.
5. If there is no response to the calls that have been placed after an hour upon closing the school, then Arapahoe County Department of Human Services will be contacted.
6. The Director or Assistant Director will remain on site until the last child is picked up.
7. If late pick-up fees apply (page 17), then the parent needs to pay it at that time.

Snowstorms

Parents need to listen to the radio or TV for announced closures or storm schedules. School is cancelled when the Cherry Creek School System closes. If Cherry Creek Schools activate a STORM SCHEDULE due to snow, the playschool schedule remains the same. Should a storm suddenly develop, parents will be called to notify them to pick up their children immediately. Sufficient staff will remain to guarantee the children's safety and comfort until pick up is possible by the parent or his/her designee.

Inclement Weather

If there is inclement weather with unsafe conditions and the temperature goes below 20 degrees or above 90 degrees, then the children shall play inside the church in Room 112, Room 113 or Room 209, where appropriate equipment (including large motor) will be provided.

Emergency Evacuation/Fire Drill

Periodic drills are practiced throughout the school year as required by the Colorado Department of Human Services. Upon hearing the church's fire alarm, all children will exit the building and go to the south perimeter of the parking lot by the tennis courts. The children will be accompanied by the teachers at all times. The teachers will exit with the First Aid backpack, class roster of names, and emergency phone numbers should parents need to be contacted.

If there is a need to evacuate the building and we cannot return to our building for an extended length of time, the children and staff will walk to the Community Life Center. The teachers will exit with the First Aid backpack, class roster of names, and emergency phone numbers should parents need to be contacted. The Director and Administrative Assistant will call parents to inform them of where to pick up their children.

Shelter-in-Place/Tornado Drill

Periodic shelter-in-place drills are practiced throughout the school year as required by the Colorado Department of Human Services. For a tornado drill, children will kneel along an inside wall, heads down (turtle position), hands covering the back of their necks. The children will remain there until the "all clear" signal is sounded, then the staff will escort children either to their classroom or a safe location. The teachers will exit with the First Aid backpack, class roster of names, and emergency phone numbers should parents need to be contacted.

Lockdown Drill

During the school year lockdown drills are practiced as required by the Colorado Department of Human Services. The children and staff will move to a safe location inside the building and out of sight of a threat. The building is secured and no one, other than emergency personnel, is allowed in or out of the building until the threat has passed. The teachers will exit with the First Aid backpack, class roster of names, and emergency phone numbers should parents need to be contacted. These drills are conducted in conjunction with the Director of Facilities, a police officer, and the Director.

Reuniting with Children

The parents will be contacted by the Director, Administrative Assistant, and Assistant Director using the phone numbers listed on the emergency forms, as soon as it is safe and appropriate for parents to be on site. The parents will be given the location of where the children are and advised to stay calm and be patient as each child is safely released to a parent/guardian.

Adaptation of Plans for a Child with Special Needs

Each child with special needs will be accessed to know how to safely and quickly participate in each drill. A designated staff member will be assigned to care for that child as needed.

FEE SCHEDULE AND ATTENDANCE POLICY

Registration

The registration fee is \$125 and is to be submitted with your registration form. This fee is **NON-REFUNDABLE** and will assure your child's placement in the Playschool.

Tuition

Monday – all qualified ages - \$112/month (pro-rated)

Tuesday – all qualified ages - \$116/month (pro-rated)

Friday – all qualified ages - \$112/month (pro-rated)

The school uses FACTS, an ACH system, for tuition payments. This is mandatory and no exceptions will be made. The first tuition payment will be withdrawn from your designated checking or savings account on September 5, 2017, with the remaining payments to be withdrawn the 5th of each month through May 5, 2018. **Please note, FACTS charges a non-refundable annual enrollment fee of \$43, which is deducted from your financial account when the FACTS account is finalized by the school.**

Absence Policy

There are no make-up days for absences. There are no refunds or reductions of tuition for absences, holidays or other vacation periods during the year, including snow days. ***If Cherry Creek Schools are closed because of inclement weather, then Playschool will also be closed. Listen to your radio or TV for school closings.***

Student Withdrawal

When withdrawing a student from enrollment, a written notice must be submitted to the school office 30 days prior to the withdrawal date. If a child is withdrawn from school after August 4, the first month's tuition will be withheld. No exceptions will be made.

We make every effort to take a proactive approach to challenging behavior by partnering with parents and obtaining a mental health consultant to reduce the likelihood of expulsion from the playschool. If a child's behavior continues to be disruptive in such a manner that other children are endangered, the parents may be asked to withdraw the child from school. Parents are financially responsible for tuition up to the date of expulsion.

Arrival and Dismissal

Please observe and respect our designated class schedules: 9:15 am to 1:15 pm. If a parent is more than 10 minutes late in picking up a child, a \$5.00 fee will be charged. This will be according to the school's clock and an additional \$1.00 fee will be assessed for each minute after the first 10 minutes.

Please observe and respect arrival and dismissal times.

NUTRITIOUS LUNCH IDEAS

(Playschool children must have finger foods – plan accordingly)

You’ve heard the line, “For good health eat a wide variety of foods every day.” Translated into bag lunch language, this means to vary the type of sandwich, use different fruits and vegetables, and be alert for new ideas.

Lunches with variety are seasoned with surprise – they are fun to open and eat!

Here’s a guide listing mix-and-match lunch ideas. Keep it handy on your refrigerator door. For a balanced lunch, choose at least one item from each column.

Fruits & Vegetables

Apples
Bananas
Cherries
Grapes
Melon wedges or balls
Orange wedges
Peaches
Pears
Pineapple chunks
Juice packed canned fruit
100% fruit juice
Raisins or other dried fruit
Carrot sticks
Celery sticks
Cherry tomatoes
Zucchini slices
Green pepper strips or rings
100% tomato or vegetable juice
Hot vegetable soup
Lettuce
Sliced tomato
Cauliflower flowerettes
Broccoli flowerettes

Grains

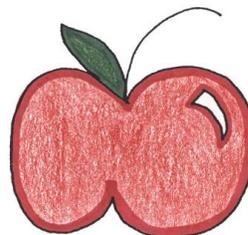
Enriched, whole grain or fortified products:
Bread
Oatmeal
Rye
Wheat
Raisin
Biscuit
Tortilla
Hamburger or hot dog bun
Pita bread
English muffin
Crackers
Soft or hard pretzel
Bagel

Protein

Sliced meat
Chicken
Turkey
Beef
Chicken, egg or tuna salad
Meatloaf
Baked beans
Chili
Peanut butter
Turkey Dog

Dairy

Low fat milk
Skim milk
Yogurt
Cheese-string/cubed
Cottage cheese
Cream soup
Custard or pudding
Macaroni & Cheese



Safety tips!

Keep foods hot in a thermos. For cold food, freeze sandwiches or use an ice pack to keep perishable foods safe. Frozen yogurt or a frozen box of 100 % juice also works well.

Miscellaneous

- Have children help make their own “lunchable” (save container or use a divided plastic plate) combinations. Choose crackers or cocktail bread, lunchmeat, fruit, etc.
- Yogurt Sundae – container of yogurt, cereal, fruit, etc.
- Banana Dog – spread peanut butter on a whole wheat hot dog bun; wrap. Send along a banana. At lunch peel banana and place on the bun.

Make lunch special

Include a fun, colorful napkin

Add a few stickers

Put lunch in a colored or patterned bag

Write an IOU for an after school activity

Add a “You’re special because…” note

NUTRITIOUS SNACK IDEAS

Here's a guide listing mix-and-match snack ideas. Keep it handy on your refrigerator door. **Please bring 2 items – one from Column A and one from Column B.**

Must be prepackaged and prepared from commercial sources and received sealed.

Column A:

Fruits & Vegetables

Apple slices
½ banana
Cut-up grapes
Cut-up watermelon
Blueberries
Fresh veggies
Steamed carrots
Strawberries

Protein

Hummus
Rolled turkey & ham

Diary

Cheese cubes
Cheese sticks

Column B:

Grains

Animal Crackers
Cheese-it Crackers
Club Crackers
Gold Fish Crackers
Graham crackers
Gold Fish crackers
Granola bar
Pirate's Booty
Pretzels (hard or soft)
Ritz Crackers
Saltine crackers
Teddy Grahams
Veggie Straws

Resources

To gain more ideas for healthy foods and recipes, refer to the following websites:

www.myplate.gov

www.letsmove.gov

www.weelicious.com

www.bettycrocker.com/recipes/courses/dinner-recipes/muffin-tin-meals

CHERRY CREEK PRESBYTERIAN PLAYSCHOOL CALENDAR

First Semester (2017)

August 30 (Wed)	Open House
September 4 (Mon)	Labor Day, <u>NO SCHOOL</u>
September 5 (Tues)	Parent/Student Orientation for Mon classes
September 5 (Tues)	Parent/Student Orientation for Tues classes
September 8 (Fri)	Friday Enrichment begins
September 14 (Thurs)	Back-to-School Family Event
September 25 – October 5	Service Project: Breakfast Buddies Cereal Collection
September 26 (Tues)	Fundraiser: Chipotle Spirit Night, 4-8 pm
October 6 (Fri)	<u>ECCDA Workshops, NO SCHOOL</u>
October 9 – 20	Fundraiser: Design-a-Bowl/Mug/Plate
October 9 (Mon), October 10 (Tues)	Individual Portraits
October 16 – November 10	Service Project: Operation Christmas Child Collection
October 23 – October 27	<u>Fall Vacation, NO SCHOOL</u>
October 30 (Mon), October 31 (Tues)	Pumpkin Snack
Week of November 6	Bake Sale for Scholarship Fund
November 16 (Thurs)	Fundraiser: Chick-fil-A Spirit Night, 5-8 pm
November 20 (Mon), November 21 (Tues)	Thanksgiving Snack
November 24 (Fri)	<u>Thanksgiving Vacation, NO SCHOOL</u>
November 27 – December 8	Service Project: New & Used Toy & Book Collection for Deacon Outreach Party
November 27 – December 14	Fundraiser: Great Lakes Scrip 'Cocoa & Candy Cane' Contest
December 18 (Mon), December 19 (Tues)	Christmas Snack
December 22 (Fri) – January 5 (Fri)	<u>Christmas Vacation, NO SCHOOL</u>

Second Semester (2018)

January 8(Mon)	Second Semester Classes Resume
January 15 (Mon)	Martin Luther King Jr. Day, <u>NO SCHOOL</u>
January 19 (Fri).....	Winter Warm-Up Family Event
January 22 (Mon), January 23 (Tues)	Class Photos
January 23 (Tues).....	Fall Registration (2018-2019) (evening event)
February 12 (Mon), February 13 (Tues)	Valentine's Snack
February 19 (Mon), February 20 (Tues)	President's Day, <u>NO SCHOOL</u>
March 19 (Mon), March 20 (Tues)	Easter Snack
March 25 – April 2 (Mon)	Spring Break, <u>NO SCHOOL</u>
April 9 – 27.....	Fundraiser: Great Lakes Scrip 'Pizza Party' Contest
April 9 (Mon), April 10 (Tues).....	Lil' Angels Photography – Fashion Photos
April 16 (Mon).....	Tiny Tots Love Music Concert (10:30 CLC)
April 23 – May 4	Service Project: Packs of Hope Collection
Week of April 30.....	Teacher Appreciation Week
April 30 (Mon)	Fundraiser: Chick-fil-A Spirit Night, 5-8 pm
May 18 (Fri)	Preschool & Playschool Family Picnic
May 21 (Mon), May 22 (Tues)	End-of-Year Parties – Last Day of School
July 10, 11, 12 (Tues/Wed/Thurs)	Summer Fun Day's – Session I
July 17, 18, 19 (Tues/Wed/Thurs)	Summer Fun Day's – Session II
July 24, 25, 26 (Tues/Wed/Thurs)	Summer Fun Day's – Session III