



-Parent Handbook-

Director: (720) 249-7726

[www.FoothillPreschoolColorado.com](http://www.FoothillPreschoolColorado.com)

## Introduction

Thank you for choosing Foothill Preschool! We are happy to have you and your child in our Early Childhood Education program for children ages 2.5 to entering kindergarten. Please read through this Handbook thoroughly. We encourage you to take your time and ask as many questions as you'd like. We are here for you and your child and to make these early days of learning fun and successful!

## Our Philosophy

Our philosophy at Foothill Preschool is to provide a fun, nurturing environment that balances education with individual growth and development. A child who feels happy, confident, and comfortable in school, as well as with who they are as an individual, is more likely to enjoy going to school, making friends, and performing at their highest capability. Your child is unique and special. We take pride in creating and implementing our programs to facilitate the acquisition and development of language, academic, and social-emotional skills. We strive to provide each child with the tools and support necessary for building a foundation that will support future learning and success into adulthood. Helping children develop self-confidence through exploration can be one of the most important steps that parents can take towards ensuring success throughout their child's life.

## Our Mission

Our mission is to help your child develop into a well-rounded, secure, confident little person with a strong sense of self. Children vary in how they process information and acquire skills. Learning strategies that are helpful for one child may be useless or possibly counterproductive for another. Even very young toddlers demonstrate strong learning preferences as well as areas of relative weakness. Our staff at Foothill Preschool are uniquely qualified to assess these individual learning styles, utilizing both

formal and informal assessment strategies. Teachers are able to plan activities that meet the needs of individual children, promoting growth in all areas of development, and accelerating overall learning, personal growth, and a feeling of success.

### **Our Team of Professionals**

Our team consists of highly educated, credentialed and experienced individuals. They come from diverse backgrounds and hold a variety of degrees from Bachelor's to Masters in Education. The preschool staff is a group of highly motivated professionals that choose to work with children to share their teaching and behavioral management experience in order to support and implement our philosophy and mission.

### **Curriculum**

Our curriculum consists of large group activities, small group learning stations and individual learning experiences. Developed by our highly trained staff, each activity is modified to your child's unique learning style and level so that it is a stimulating, challenging, fun and rewarding learning experience. Our students will have opportunities to explore from a given number of daily activities. These activities will focus on developing skills in language arts, math, science, and creative arts. Activities will include fine and gross motor development, sensory motor development, and social development through themes that will focus on the children's interests in music, community, social studies, cooking, and much more. Our curriculum encourages self-reliance, exploration, cooperation and creativity. The children at Foothill Preschool are taught respect for themselves, others, and the environment. We believe that learning should be an enjoyable and rewarding experience that does not place pressures upon your child. To promote a collaborative environment between family and school, teachers may send fun activities home for parents to explore with

their children. Foothill Preschool as a whole, provides the flexibility that all children need as they enter in and move through these very early years of education. Foothill Preschool pays special attention to our young children. Your children are adjusting to a new place, maybe away from parents/caregivers for the first time in a new setting of learning and growing. We take special care with these little ones to help them adjust and feel confident and happy in these new surroundings. We maintain a lower teacher to student ratio than Colorado and NAEYC requires (1:6 ratio) in order to provide the individualized attention young learners need. Before you know it, your little one will be running around enjoying the great activities Foothill Preschool has to offer. Our warm and positive program, along with our nurturing and strong staff support, will guide your toddler into success. We take pride in creating and implementing programs that meet your child's individual needs.

### **Foothill Preschool consists of the following:**

- A holistic approach to the education and development of your child
- Introduction to basic academics, fine and gross motor skills, speech and language, and social emotional-based activities
- A nurturing, warm, fun and creative setting
- Exploration through a variety of child centered and child directed activities
- Positive social and behavior management
- Highly experienced staff
- Daily communication with parents
- Assistance in school-related parent separation issues
- School potty training
- Music, dance, cooking, science, yoga, and gardening

## 2022-2023 Schedule

8:00-8:30 MORNING CARE

8:30-9:45 EXPLORATION

9:45-10:00 POTTY AND SNACK

10:00-10:30 MORNING MEETING

10:30-11:15 CENTERS/PREPARE FOR OUTSIDE

11:15-1:00 OUTSIDE FREE PLAY

(11:45-12:15 LUNCH)

12:30 HALF DAY PRESCHOOL DAY ENDS

1:00-1:15 POTTY AND STORYTIME

1:15- 2:30 QUIET TIME/NAP

2:30 END OF FULL DAY PRESCHOOL

2:30-4:30 AFTERCARE

**\*\*In the case of inclement or extremely hot weather, outdoor/playground time will be moved indoors in the interest of keeping students safe and healthy.\*\***

Holidays Observed/No school: Labor Day, Veteran's Day, Thanksgiving break, Winter break, Martin Luther King Jr. Day, President's Day, Spring Break, Memorial Day, Juneteenth

**\*\*Staff development days and Parent-Teacher conference days will also be scheduled throughout the school year. Calendars are available on our website, or upon request.**

## Schedule of Daily Activities

Foothill Preschool is for children, ages two-and-a-half to six. Our operating hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. The daily schedule provided above is to be used as a guide. We do our best to keep to the schedules, but we also respond to the needs and interests of the children. Please note that activities and schedules are sometimes adjusted due to our organic approach to each day. Your child's needs are always considered; if you ever have questions, please always feel free to ask one of your child's teachers or the Director.

## Philosophy

### *Positive Behavior Management*

At Foothill Preschool, we honor a positive behavior system. All teachers and staff are trained in this behavior management technique that uses positive language, redirection, and modeling for desired behavior. We also encourage children to try and manage their own behaviors and emotions, given supports and appropriate models. Abusive discipline is strictly prohibited. Only acceptable positive behavior management techniques are used to control undesired behavior. Both parents/guardians and the Director will be notified of any disruptive or inappropriate behavior in school. In the event that the behavior escalates and/or becomes continuous or dangerous, the following procedures will take place:

-The parent/guardian will be notified

-A conference(s) will be conducted to assess the situation and to develop and implement a positive behavior plan with an appropriate timeline.

-If the behavior fails to cease, continues to escalate, or is dangerous, the child will be subject to suspension and/or permanent

dismissal from Foothill Preschool. Please see the "Grounds for Dismissal."

Foothill Preschool provides many opportunities for independent decision-making based on the child's age and ability to accept and grow from the consequences of those decisions. To give children this freedom of choice, they must have the security of loving, thoughtful, and appropriate limits.

*Techniques used at Foothill Preschool:*

- Assess the situation
- State the behavior that is unacceptable
- State the acceptable behavior
- Discuss acceptable alternative behavior to resolve conflict
- State consequences of continued unacceptable behavior
- Redirect child to different activity
- Meet with child's parent/guardian
- Establish a plan of action to be followed at school and at home
- Follow up between teacher and parent/guardian

*\*Corporal Punishment is never used at Foothill Preschool\**

Please keep your child's teacher informed of any attitude or behavior changes at home. Teachers and parents each see different parts of the child's personality, often dramatically different sides. It helps teachers to understand changes in attitude and behaviors at school by relating them to those taking place at home. The staff is always interested in the total continual development of each individual child.

**Working Together for your Child's Success**

Parents are a vital part of our program. Foothill Preschool is an extension of and support to the family in raising children. It is important that we work together so that your child can grow and develop to his or her full potential. Conferences with staff members are scheduled twice a year. In addition, conferences are available when parents or teachers feel they are needed. Please contact the teacher(s) or Director to set up an appointment. Again, we would like to stress your involvement as parents in your child's early learning experiences as the key to a healthy, happy, confident child. You are giving your child the values that he or she will hold for a lifetime. The teachers at Foothill Preschool are here to perpetuate and support those values. To help guide our program's continued development, we ask all families to complete an annual parent survey to share opinions and suggestions about the program. This survey helps us continuously improve your child's preschool experience.

By law, you as the parent/guardian, have the right to visit Foothill Preschool without advanced notice whenever children are in class. We fully support parents of currently enrolled students to visit and observe their children while in the classroom. We do, however, prefer that you notify us in advance so that we can control the number of adult observers on any given day. Our goal is to maintain a secure and nurturing environment for the children; too many unfamiliar adults can be very intimidating to a young child. Your respect and cooperation is greatly appreciated.

### **Enrollment**

Annual tuition is based off a 10-month school year. Summer sessions are an additional cost dependent on the requested schedule.

## 2022/2023 Tuition Rates- PRESCHOOL

### **Full Day + Before/Aftercare- 8am-4:30pm**

5 days= \$1595/month

3 days= \$1076/month

2 days= \$764/month

### **Full Day - 8:30 a.m. - 2:30 p.m.**

5 days= \$1258.00/month

3 days= \$816.00/month

2 days= \$556.00/month

### **Half Day- 8:30 a.m. - 12:30 p.m.**

5 days= \$946.00/month

3 days= \$582.00/month

2 days= \$405.00/month

## 2022/2023 Tuition Rates- JUNIOR KINDER

### **Full Day + Before/Aftercare- 8am-4:30pm**

5 days= \$1300/month

4 days= \$1110/month

### **Full Day - 8:30 a.m. - 2:30 p.m.**

5 days= \$1050.00/month

4 days= \$860.00/month

**Before School Care (8:00 a.m.-8:30 a.m.): \$5/day**

**Drop-in Rate: \$12 hour/\$9 half hour**

These fees must be scheduled to be included with preschool tuition otherwise they will be charged at the drop-in rate. Tuition is due the 1st of each month starting in August with the last month's installment due June 1st. August and June tuition is calculated at half the full month tuition. There is a late charge of \$25 for payments received after the 5th of each month. Make all checks out to "Foothill Preschool."

\*Discounts are available for siblings\*

Late Pick Up Policy: A fee of \$1 per minute after a 5-minute grace period will be charged. The grace period is not to be used on a daily basis. Late fees are due at the time of pick up on the day in question. Late pick up on a regular basis will result in an increase in tuition to include aftercare.

### **Other Fees**

-An Admission Agreement will be signed by the parent/guardian and Foothill Preschool when the child is enrolled which includes tuition fees and information.

-Monthly tuition is due on the first day of each month. A \$25.00 late fee will apply on the 5th of the month. Foothill Preschool reserves the right to withdraw your child, without notice, if tuition is not received within 10 days after the due date. Please see the "Grounds for Dismissal."

-Any returned checks will be subject to a \$40.00 bank fee. After 2 returned checks, all fees must be paid by cashier's check or money order.

-Parents/Guardians are liable for all costs incurred by Foothill Preschool to collect all and any delinquent fees. Fees and policies are subject to change. You will be given 30-days-notice prior to any rate or fee changes.

- A one-time, non-refundable registration fee of \$75.00
- An annual, non-refundable materials fee of \$250.00
- Extra hours outside of current schedule (subject to availability & preapproval) \$12.00 per hour
- Late pick-up (outside your regular schedule) \$1.00 per minute (due at time of pick-up)
- Drop in rates are \$12.00 per hour/\$95 per day and subject to availability and pre-approval
- Registration Process Foothill Preschool does not discriminate on the basis of race, color, ethnic origin, sex, or religion.

### **Phase I: Parent Handbook**

After reading through this "Parent Handbook" thoroughly, if you would like to request admission and register your child into Foothill Preschool, please fill out the "Student Registration" form (to be obtained from the Director). Once we receive your request to enroll your child, we will determine space availability for the time/days you have requested, and you will be notified. Prior to acceptance of your child into Foothill Preschool, an interview between the parent/guardian and Foothill Preschool will be conducted. You will also be provided with this "Parent Handbook" for policies, procedures, and information regarding Foothill Preschool. By law we will obtain all identifying health and personal information about your child so that we may understand the child's individual health and physical and emotional development to determine that we can meet the child's needs.

### **Phase II: Registration Materials**

To complete registration for your child, please complete our "Registration Materials" packet (to be obtained from the Director). Please note that all required forms must be completed,

signed and returned to Foothill Preschool before your child can be accepted into the school.

- Parent Handbook Acknowledgment
- Student Registration Form
- Admissions Agreement
- Photo/Video Release
- Identification and Emergency Form
- Child's Preadmission Health History-Parent's Report
- Child's Physician's Report/Physical
- Immunization Records
- Consent for Medical Treatment
- Medication Form
- Sunscreen Authorization Form
- General Permission Form
- Covid Policies
- ACH Agreement

### **Phase III: Admission Agreement**

Once we receive all required, completed, and signed forms and information, and your child has been accepted into Foothill Preschool, you will receive our "Admission Agreement." This is your contract with Foothill Preschool that is signed by you and us and is the last phase of the process. It includes the day and times your child has been accepted, tuition fees and obligations, and reiterates other important information required by law. Important Registration Policies It is in the best interest and safety of your

child to keep all forms and information current. It is your responsibility to notify Foothill Preschool immediately if there are any changes and to update and resubmit forms accordingly. If you do not plan on enrolling your child immediately, you may secure the spot, if available, with a holding deposit equaling the amount of one month's tuition. At the time your child begins with Foothill Preschool, all other fees and deposits are due as required. You have seven working days to accept your child's acceptance and return all requested information and tuition/fees to Foothill Preschool. Should you fail to do so, your child's spot may be given to the next family awaiting space. All requested information and forms must be completed and submitted before your child may be accepted and attend Foothill Preschool.

### **Refund Policy**

Foothill Preschool does not offer any refunds.

### **Waiting List Policy**

It is the policy of this facility to have a waiting list. After acceptance to the facility, if there are no immediate openings available, a child can be placed on the waiting list. There will be a deposit collected in the amount of \$150 that will be credited to the child's registration fees upon being offered enrollment. If you decide to remove your child from the waiting list, Foothill Preschool must be notified in writing prior to our offering enrollment, in order for the deposit to be refunded. If enrollment is offered and then declined, Foothill Preschool will retain the deposit.

### **Grounds for Dismissal**

Grounds for dismissal may occur in the following situations:

-If Foothill Preschool does not receive tuition payment within 10 days after the due date (first of each month).

-If the teacher(s) or Director feels as though the program no longer appropriately meets the needs of the child.

-If, following the procedures as listed in "Positive Behavior Management," the child's behavior escalates or continues to be inappropriate, disruptive and/or dangerous to him/herself or others.

### **Specialized Services**

Creative Learning Center (CLC), the founding company for Foothill Preschool, is also a Non-Public Agency that provides Specialized Services to private families as well as School Districts. Please be informed that, should we determine that your child requires Specialized Services, Foothill Preschool will notify you. If interested, a meeting will take place with the parents, teachers, and Directors from Specialized Services, and a separate program can be added to your child's schedule at your request. All Specialized Services and the related fees are separate from Foothill Preschool. Please inquire with the Director for internal referrals if you have any questions and would like more information. Specialized Services include student assessments and evaluations, individualized academic and positive behavior programs, parent training, teacher and staff training as well as training and/or providing shadow aides for students in other classrooms. We also have an after school integrated peer socialization group that is developed and implemented by a team of professionals at CLC and in the community. We are happy to provide these Specialized Services along with tutoring, small group or 1:1 shadow aides, additional testing and evaluations, and many other services to Foothill Preschool students when needed. We are dedicated to helping all children achieve their individual and maximum potential.

Foothill Preschool also works with a variety of community organizations to further support students and families who may benefit from additional supports and/or services.

- Child Find is utilized to refer students for additional evaluations at no cost to the parents. Child Find matches families with Early Intervention services for children up to age 3, and with school-based services for children ages 3-5. Referrals to Child Find may be made by a family member, child care provider, or doctor at any time. To make a referral, a family member, child care provider, or doctor first makes a call to Child Find at (720) 561- 5078 for Boulder Valley RE2 residents and (303) 772-6649 for St. Vrain RE 1J. More information about making a referral can be found at [www.cde.state.co.us/early/childfind](http://www.cde.state.co.us/early/childfind)
- Kid Connects/Mental Health Partners provides on site mental health consultation services at childcare facilities and schools in Boulder and Broomfield counties. These supports may include working with specific families whose child is at risk of expulsion or who display consistent behavioral needs, training program staff on a variety of topics and methods, screening tools, observations and assessments.

### **Absences and Withdrawal Procedures**

Foothill Preschool's costs and staffing continue even when children are absent; therefore, you will be charged for the space reserved for your child whether or not he/she attends school. There are no tuition adjustments for illness, holidays, vacations, or extended absences. If a child must be absent for at least one month and we receive a written request at least three weeks in advance, we will retain the child's place for a period of up to two months at a 60% reduction in tuition costs. For absences longer than two months, Foothill Preschool cannot guarantee a place upon the child's return.

Your child will have enrollment priority and will be placed at the top of the waiting list. To avoid any charges, a written notice must be given to the Director to properly withdraw your child from Foothill Preschool one month prior to his/her withdrawal.

### **Health and Illness**

School is for healthy children. Please check your child for signs of illness before coming to school. A quick morning health check will be taken before a child is admitted for the day. Children MUST stay home in the following situations:

- A temperature of 100 degrees or more (including 24 hours previous)
- Diarrhea
- Vomiting
- Undiagnosed rash
- Discharge from eyes or ears
- Profuse nasal discharge, especially green or yellow
- If your child is unable to participate in the daily program.

Children may return to school 24 hours after the symptoms of illness have disappeared. If your child becomes ill at school, we will notify the parents first. If we are unable to contact the parents, we will call the next available person listed on the child's emergency form. The child should be picked up as soon as possible to prevent the spread of infection and to tend to the sick child's needs. Please do not get offended if a teacher calls to notify you that your child displays symptoms of illness. Health related policies are for the protection of all the children, including yours.

**THESE POLICIES ARE SUBJECT TO CHANGE DUE TO CURRENT COVID-19 RECOMMENDATIONS.**

## Incidental Medical Services Plan

### Incidental Medicines Provided:

- Clean cuts and put band aids
- Put ice on bumped heads or other body parts
- Administer Epi-pen per Medication Administration plan
- Take temperatures
- Give medication if prescribed by physician and current Medication Administration plan in place

All parents must fill out the authorization to dispense medication for any medication to be given. Staff signs the bottom of this form as well as an additional page verifying training. Written instructions from the physician are given to the director and a copy is kept with the medication.

-Medication is stored in a locked cabinet in the Director's office.

-First aid kit is kept in each classroom in a cabinet inaccessible to the students.

In case of emergency, medications will be taken from the lock box, first aid kit, and medications will be added to the red backpack.

-Staff in service covers training on how to administer incidental medical services. Emergency procedures are reviewed monthly at staff meetings. Fire drills are scheduled monthly with staff and children, and tornado drills are scheduled monthly during tornado season.

-The director and lead teacher are trained by the Health Care Consultant on how to administer any medication that needs to be dispensed. Directions from the physician are kept with the medication.

-Gloves are kept with first aid kit and in our emergency backpack to ensure that gloves are used for any incidental medical procedure. Hands are washed with hot water and soap (child and staff). Anything used to perform an incidental medical procedure is put in a ziploc bag and disposed of in a covered trash can.

-Foothill Preschool keeps 1 emergency backpack, in each classroom with supplies for incidental medical services as well as each child's consent to treat and emergency contact forms. The backpack is taken with staff during drills to ensure that it is with us if there is a real emergency. A minimum of 4 staff members, for 24 students, are trained to administer incidental medical services. A copy of the Incidental Medical Services Plan are in each emergency backpack.

-Parents/ authorized representatives are notified of an incidental medical incident with an "ouch" report. The "Ouch" Report is attached to the student's sign in sheet. Parents also receive a text message if notification needs to be immediate. An Unusual Incident/Injury Report is filled out if necessary.

-Any changes to the plans above, serious incidents or plan of operation will be emailed to our licensing analyst. A hard copy will also be mailed.

## Immunization Requirements

Colorado Department of Public Health and Environment requires that we have a record of your child's Certificate of Immunization (CI). Colorado law requires all children attending a licensed childcare or preschool to be immunized against certain vaccine preventable diseases. You may turn in a copy of your child's immunization record or complete the "Certificate of Immunization" form. We must have these records prior to the first day of school. If your child has not met all requirements for immunization or if we do not have these records, Foothill Preschool will be unable to

admit him or her to the classroom. Your child can only be admitted if "up-to date" or "no immunizations due currently" is noted. If your child is to be exempt for medical reasons, a doctor's written statement is required. The statement must include which immunization(s) is to be exempt and the specific nature and probable duration of the medical condition requiring the exemption. In addition, all current steps required by the state of Colorado for an immunization exemption must be current.

### **Medical Records**

Within 30 days of the first day of school, all students must submit documentation of a well-visit or physical dated within the past year. Health statements must include the doctor's signature, as well as the date of the next visit. Records of hearing/vision screenings are also kept on site as part of the student's health statement. The student's primary care doctor, dentist, and insurance information is recorded in the registration packet, and updated annually.

### **Medication Policy**

If your child takes medication on a routine basis, such as for asthma, eczema, allergies, etc. please notify the school, arrangements will be made on an individual basis with the proper licensing paperwork in place. Sunscreen is considered medication.

### **Contagious Disease**

If your child is exposed to a communicable disease at Foothill Preschool, a notice will be placed in your child's file and a copy given to the parent/guardian. Please notify us immediately if your child is exposed to communicable diseases outside of school. Communicable diseases which must be reported (as listed on the CDPHE website) will be reported to the local Public Health Agency by phone or fax upon confirmation.

### **Medical/Dental Emergency**

In case of serious medical/dental emergency, we will follow these procedures as listed below:

Contact Parent/Guardian and 911 (if emergency care is immediate) while child is being tended to with First Aid, CPR, etc. If Parent/Guardian cannot be reached, we will contact persons on the Emergency Form. If the Emergency Contact(s) cannot be reached and the child is in need of medical/dental care, we will proceed to contact the child's doctor/dentist. If the doctor/dentist cannot be reached, we will then call the local hospital and/or emergency services/911. Please note that the child will be attended to at all times. If the teacher(s) feel that it is a serious emergency, he/she will contact 911 immediately.

### **Minor Injuries**

For minor injuries, we will wash the area with soap and water; apply ice, and a band-aid. If more care is required, the parent will be notified. An accident report will be placed in the child's file and a copy will be given to you.

### **Rest/Nap Time**

A quiet rest/nap time is included in the schedules of children who will attend Foothill Preschool. An individual cot will be provided for your child with his/her name on it. Please bring a small blanket, pillow and a crib-size sheet marked with your child's name. Foothill Preschool will provide you with a Ziploc bag also marked with your child's name. This is for your child's protection and is required by law. Nap items need to be taken home every Friday, laundered, and returned to school the following Monday in the plastic bag provided.

## **Snack and Lunch**

Parents must provide their child with a snack and lunch each day, as well as a labeled water bottle. Please make sure Foothill Preschool staff are aware of any food allergies your child has and/or any dietary needs, and that a current allergy action plan is provided to FPS staff. We will note, in writing, any allergies and/or dietary needs your child has and post them near the snack and lunch areas. Children need to bring their own lunch, napkins, drinks, and utensils. Please pack nutritious foods that your child likes. Please do not send candy or soda, as children tend to choose those items first and are unable to finish the nutritious food you packed for them. Please use an ice pack in your child's lunch to ensure that food stays stored at the proper temperature. If you would like your child to celebrate his/her birthday at school, you may send a special treat to be shared after lunch.

## **Clothing**

Please send your child in play-clothes, i.e. clothing that is okay to get dirty and is easily removed by the child for toileting. Each child must have a complete set of extra clothes to be kept in his/her backpack. Please label all clothing as well as the backpack. Please check the lost and found frequently for your child's items. On the first of each month, all unlabeled and unclaimed items will be donated to charity.

## **Diapers**

Parents must provide diapers and wipes as needed. Even though teachers will assist you, it is the parent's responsibility to check their child's diaper supply. Please send your child to school in a fresh diaper. Foothill Preschool will provide diapers for a \$1.00 per diaper fee. If we are assisting your child with potty training, Pull-Ups with tear-away sides are best. We suggest that you place a pair of underwear on first and then a pull-up over them. This helps

your child understand the uncomfortable feeling of being wet. We are here to work as a team with you on this difficult but wonderful process. Consistency is the key to successful potty training.

## **Parent-Teacher Conferences/Parent Communication**

Two parent/teacher conferences will be scheduled per school year (one in the Fall and one in the Spring) in order to discuss your child's development, progress, answer questions, and discuss any concerns. Documentation will be provided at each conference to represent your child's current progress in the areas of Literacy, Math, Fine Motor, Gross Motor, Self-Help, and Social-Emotional Skills. Parents are welcome to request additional conferences if needed. Requests can be made to your child's teacher or the preschool director.

Preschool staff make every effort to clearly communicate key notes from the day, whether verbally or in writing. Written communication is typically via email or the Procure app. If another language is spoken by the family, Foothill Preschool is able to provide staff translation for Spanish, Portuguese, Farsi, and American Sign Language. Furthermore, Foothill Preschool can secure a translation service company to provide written materials in other languages. Companies used include Translation Excellence and Denver Translators and Interpreters.

## **Videos/Special Activities**

Television viewing, including videos, should not be permitted without the approval of a child's parents, who must be advised of the center's policy regarding television and video viewing. If the center engages in special activities away from the preschool facility, the staff member responsible for the activity must possess evidence of appropriate experience, training, and/or certification in the program specialty. Verification of experience

and/or certification must be in the staff member's personnel file at the preschool. This staff member must be present whenever the activity is being carried out unless otherwise indicated in these regulations.

### **Sharing**

Children may bring toys, books, or other items to show their friends on designated Sharing Days. Photos from recent vacations or trips to the zoo and such are also great sharing items. Sharing these items during circle time promotes language development. Items brought on other days will need to be kept in the child's backpack until they leave for the day. Please no weapons. Don't forget to label your child's toys. Foothill Preschool cannot be responsible for lost or broken toys.

### **Field Trips**

Parents will be notified and permission request forms will be sent in advance for all field trips. Strollers will need to be provided for those students who may not be able to walk the distance if we are taking a walking field trip. In the event that the class is on a walking field trip, a note will be placed on the door informing parents of where they have gone and what time they will return. If parents do not give permission for their child to attend the field trip, he/she may be required not to attend school on that day as all of our teachers may be on the trip. Our student to teacher/adult supervisor ratio will be 4-5:1. Often the ratios are smaller due to parent participation. Teachers, volunteers and children may be required to wear a certain color t-shirt to assist in identifying one another. Teachers will also be carrying cell phones to assist with communication. If your child is tardy on the day of a field trip, all reasonable efforts will be made to contact the parent before the group leaves school grounds. If contact cannot be made with the parent to ensure the student is en route to the school,

the group may leave and the child will be required to miss school that day. Please be sure to bring your child on time on scheduled field trip days.

### **Transportation Provided by the Preschool**

Foothill Preschool does not provide transportation for any students.

### **Sign in/Sign out Procedure**

State Licensing requires that all children be signed in and out by a parent/guardian or any other authorized person(s) as designated on the child's authorization form. Foothill Preschool strictly adheres to this policy. Printing your full name, signing your complete signature, and recording the date and time are required by law. Unless the parent/guardian has given prior written notice, Foothill Preschool will not release a child to persons not listed on the child's Authorization form. Authorized pick up persons must bring ID and a child car seat as required by state law. If a child has not been picked up by the end of the school day, all efforts will be made to contact the parents and emergency contacts regarding pick up. If no one can be reached upon multiple attempts, authorities will be contacted to assist in locating the child's parents and the classroom teacher or school director will stay with the child until an authorized person has picked up the child. As long as a student(s) are at school, a staff member will be with them to supervise until pick up has been completed. Students are always supervised by staff to ensure that they remain on school grounds and/or with the class while on a field trip. All measures will be taken to ensure student safety while in class, outside, or when on an off-campus field trip.

## **Child Abuse**

C.R.S. 19-3-304 of the Colorado Code requires all staff of Foothill Preschool to report any known, observed, or suspected forms of child abuse or neglect to a child protective agency.

### **Procedure for Filing a Complaint About Child Care**

Child care facilities must provide written information to parents at time of admission and to staff at time of employment on how to file a complaint concerning suspected licensing violations.

The person filing a complaint must include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Child Care:

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

Boulder County Child Welfare  
P.O. Box 471  
Boulder, CO  
80306      (303) 441-1309

The facility must post in a prominent and conspicuous location mailing information for filing a complaint.

### **Policy Regarding Visitors to the Center**

In order to ensure safety of all staff and students at Foothill Preschool, all visitors must check in with the Preschool director upon entering the facility. All visitors must sign-in with the Preschool Director. Visitors are given a badge to wear. At least one piece of identification must be inspected for individuals who are strangers to personnel at the center.

## **Emergency Procedures**

In the case of a fire or other disaster requiring evacuation, all students and staff will convene in the parking lot behind the school building until the premises is deemed safe by officials. In the case of tornado alerts, students and staff will evacuate the classrooms or outdoor play area to the basement main room until an "all-clear" has been signaled by the City alert system. In the event a child is unable to be found, all efforts to locate the child within a timely manner will be taken. If the child cannot be found within 10 minutes, staff will contact 911 and the child's parent/guardian.

### **Relocation Site**

In the event of a local emergency and relocation should be required, Foothill Preschool will relocate to the following address. Full details are included below including all contact information and emergency phone numbers.

Romero Park  
201 S. Belmont Ave  
Lafayette, CO. 80026

720-249-7726 (this is the preschool's mobile number)

### **Emergency Contact Numbers**

Vrinda McGinnis cell (720) 249-7726

Tamila Sayar cell 650-492-1731

Linda Sayar cell 650-209-5252