



-Parent Handbook-

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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 6. 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 to education values a fun and nurturing environment that balances education with individual growth and development. A lot of our philosophy is inspired by the Reggio Emilia Approach to Education, which originated in Italy after WW2 by pedagogist Loris Malaguzzi and parents in the nearby villages. The Reggio philosophy is an understanding that children develop their personality during the formative early years of development, and that each child has "a hundred languages", through which they express their ideas. (Wikipedia). "Influenced by this belief, the child is beheld as beautiful, powerful, competent, creative, curious, and full of potential and ambitious desires." (Hewitt, Valarie (2001).

Your child is unique and special, and they have the rest of their lives to learn math and geography. That is why we believe early education should focus primarily on social emotional learning and development. We help children learn how to advocate for themselves, name and tame their feelings, develop friendships, set and respect each other's boundaries, and collaborate with their peers. Our teachers develop relationships built on trust with each child in order to create a safe space for the child to express themselves authentically. In doing so, we are developing fundamental skills that they will carry with them for the rest of their lives.

Our Vision

We view students as protagonists in their learning and co-constructors of knowledge with peers, teachers, and parents. In Reggio Emilia, Italy, parents are viewed as the child's first teacher, while educators are their second, and the classroom environment is the third. We agree wholeheartedly, which is why we strive to maintain a close relationship with each family in our program. When parents, teachers, and therapists all work together with the child's best interest at heart, wonderful partnerships filled with trust and compassion can be created.

We are here to guide the development and education of young children, but we are also here to support the caregivers and families as much as we can. That is why we partner with an Occupational Therapist, Speech Language Pathologist, and Mental Health Specialist onsite and weekly. We are an inclusion preschool program, meaning we do not shy away from neurodiverse behaviors or diagnoses. We meet each child exactly where they are at. To support our educators, we have close professional partnerships with therapists, as well as ongoing professional development trainings.

Our Curriculum

Our priority is to guide each child as they develop into a well-rounded, secure, confident person with a strong sense of self. We aim to teach independence, collaboration, and social emotional education first and foremost. We empower children through play-based learning and creative exploration. While we do not adhere to a strict academic curriculum, we naturally weave these learning opportunities into our daily experiences. Our teachers are constantly observing and documenting what the students are interested in and what they are talking about with their peers.

This is how we plan our projects and investigations to guide our daily learning. Students are co-constructors of their learning and curriculum; meaning teachers and students work in a lateral relationship opposed to a hierarchical one. Through this approach, we build a strong foundation of lifelong skills, preparing children for Kindergarten and beyond!

Our Flow of the Day

8:00-9:00 Welcome & Free Play

9:00-9:45 Clean Up & Morning Snack

9:45-11:00 Transition to Investigations & Creations

11:00-12:00 OUTSIDE FREE PLAY

12:00-12:45 LUNCH

12:45-1:00 Transition to Quiet Time

1:00-2:30 Rest, Stories, & Other Quiet Manipulatives

2:30-4:15 Free Play & Art Exploration

4:15-4:30 Clean Up & Farewells!

****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.

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. Our 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.

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.

Foothill Preschool

2024-2025 Tuition Rates

Preschool Tuition

Half Day (8:00-12:30)	
5 days:	\$1,100 /month
3 days:	\$750 /month
2 days:	\$550 /month

Full Day (8:00-4:30)	
5 days:	\$1,775 /month
3 days:	\$1,200 /month
2 days:	\$900 /month

Jr. Kinder Tuition

Half Day (8:00-12:30)	
5 days:	\$1,000 /month

Full Day (8:00-4:30)	
5 days:	\$1,500 /month
3 days:	\$1,100 /month
2 days:	\$800 /month

Additional Expenses to Note:

A one-time, non-refundable registration fee of \$100

An annual, non-refundable materials fee of \$250

There is a 5% discount for siblings (applied to oldest child's tuition)

In order to hold a space for your child more than one month in advance or in the event that there are no current openings, we will request a paid deposit of your first month's tuition cost.

Foothill Preschool is a proud participant of Colorado's Universal Preschool Program (UPK).
We also accept Colorado Child Care Assistance Program For Families (CCCAP).

Tuition is due the 1st of each month starting in August with the last month's installment due June 1st. There is a late charge of \$25 for payments received after the 5th of each month. Make all checks out to "Foothill Preschool." If a child is absent due to vacation or any other reason, full tuition is owed to Foothill Preschool. Parents should notify the provider of such vacation plans two weeks in advance. If a payment is due during their scheduled vacation, it should be paid prior to departure, or on auto-pay to avoid late fees.

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."

-A one-time, non-refundable registration fee of \$100

-An annual, non-refundable materials fee of \$250

-Extra hours outside of current schedule (subject to availability & pre-approval)

-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.

preapproval) \$15.00 per hour

-Late pick-up (outside your regular schedule) \$1.00 per minute (due at time of pick-up)

-Drop in rates are \$15.00 per hour/\$100 per day and subject to availability and pre-approval.

-Registration Process Foothill Preschool does not discriminate on the basis of race, color, ethnicity, 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 Acknowledgement
- -Student Registration Form
- -Admissions Agreement
- -Photo/Video Release
- -Identification and Emergency Form
- -Child's Preadmission Health History-Parent's Report
- -Child's Physicians Report/Physical
- -Immunization Records
- -Consent For Medical Treatment
- -Sunscreen Authorization Form
- -General Permission Form
- -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.

Wait 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 **one month tuition** that will be credited towards the first month of enrollment. If you decide to

remove your child from the waiting list, Foothill Preschool must be notified 30 days prior to anticipated start date, or before enrollment is offered in order for 50% of your deposit to be refunded. If enrollment is offered and then declined, Foothill Preschool will retain 100% of 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

Please be informed that, should we determine that your child would benefit from 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 Foothill

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
- 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.

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
- -Excessive nasal discharge, especially green or yellow
- -If your child is unable to participate in daily activities

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.

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, tornado drills are scheduled monthly during tornado season.

-All staff 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 backpack.

-Parents/ authorized representatives are notified of an incidental medical incident with an incident report on Brightwheel. The incident report is sent with the child's daily notes. Parents also receive a phone call if notification needs to be immediate.

-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 or non-medical reasons, a certificate of exemption 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.

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. If we are assisting your child with hc]Yh`YUfb]b[žPull-Ups with tear-away sides are best. We are here to gi ddcfh`nœi `UbX`nœi f` W]X`Xi f]b[`h\]g`]a dcfhUbh`a]YghcbY`]b`h`Y]f``ZY``: cch\]``DfYgWcc`` XcYg`bch`fYei]fY`U`W]X`hc`VY`hc]Yh`YUfbYX`VmUbrngdYVZ]WU[Y"

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 Brightwheel app. If another language is spoken by the family, 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. 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 kindly be asked 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 personal items.

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, under any circumstance.

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.

Babysitting

Foothill staff are permitted to provide babysitting services to students given that it does not interfere with their scheduled hours on site at the preschool.

Staff are not permitted to drive students, or sign them in or out of school, per liability and state licensing guidelines. Staff are asked to inform the director when they begin providing babysitting services to students, so it can be noted.

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.

Bob Burger Recreational Center
111 W. Baseline Rd.
Lafayette, CO. 80026

720-939-4595 (this is the preschool's mobile number)

Emergency Contact Numbers

Business Owner:

Tamila Sayar (650) 492-1731

