



Preschool Family Handbook

2022-2023

BVSD District Office
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Office Hours: Monday-Friday 8:00 am to 4:30 pm
Summer Hours (June/July): Monday-Thursday 7:00 am to 5:00 pm

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PHILOSOPHY STATEMENT

“Spark a Lifetime of Achievement”

Boulder Valley Early Childhood Education is a high-quality, inclusive continuum from preschool through third grade. BVSD ECE grows young learners in an environment that’s language-rich and encourages exploration and problem solving while also developing key relationship skills. Young learners are propelled on the journey to achieve their full potential.

WELCOME TO PRESCHOOL

On behalf of the Early Childhood staff, we would like to welcome you to your new school! Boulder Valley School District has been a leader in Early Childhood Education in Boulder County for over 30 years. The BVSD Early Childhood Education program goal is to “Spark a Lifetime of Achievement” by providing high-quality developmental and academic experiences for young children. Our preschool program provides young children and their families an environment that’s language-rich and encourages exploration and problem solving while also developing key relationship skills so that young learners are propelled on the journey to achieve their full potential. Children follow their own unique patterns of growth and maturation; therefore, teachers, paraeducators, and community liaisons build instruction around each child and family’s specific needs, interests, and learning style.

The early years of life are critical to a child’s learning and development. In fact, neuroscientists have shown that the first five years – in particular the first three – have the greatest potential for setting a strong foundation for lifelong learning and health. During that time, children’s brains are developing at rapid rates with 700-1,000 new neural connections formed every second. Quality early learning programs like ours help children start early and start strong on the path to lifelong success.

Colorado recognizes the importance of quality early learning programs and established Colorado Shines, the state’s quality rating and improvement system for early care and learning programs, through the Colorado Division of Early Learning and Care. Boulder Valley School District is proud to announce that we have been rated Level 4 out of 5 by Colorado Shines. Boulder Valley School District is committed to providing a high-quality learning environment that supports your child’s development and gives him/her a strong start on the path to lifelong success. Our Colorado Shines rating is one way that Boulder Valley School District

demonstrates our commitment to quality and continually improving the services we offer.

BVSD's Early Childhood Education program prides itself on an inclusive, comprehensive model. For more information on the many programs that the Early Childhood Education Program offers, please see our website at <https://ece.bvsd.org/> or contact the BVSD Educational Center at (720) 561-5075 to be directed to one of our staff members to answer your questions.

We are looking forward to meeting you and your family in August when many of the elementary schools and Mapleton Early Childhood Center will offer open houses. All preschool locations have a community liaison prepared to support you on your new journey. The first day of school will be on Thursday, August 25 and this can be an exciting time for children and their families. We are very excited about the coming year and look forward to meeting you and working with you through the Early Childhood Advisory Council meetings and other events throughout the year. If you would be interested in serving on the Early Childhood Council or if you have suggestions, concerns, or questions, please don't hesitate to contact us at 720-561-5075.

Sincerely,

Kimberly Bloemen, Early Childhood Education Executive Director

720-561-6269 or kimberly.bloemen@bvsd.org



ALL ABOUT PRESCHOOL

What is the preschool calendar and schedule?

A morning and afternoon session is offered Monday, Tuesday, Thursday, and Friday at each of our locations. The preschool classrooms will **not** have school on Wednesday in order for the preschool staff to participate in professional learning with their school. Please see "[Your Child's Preschool Contact Information](#)" section of this handbook for specific times of your child's preschool classes.

The BVSD Early Education Program follows the BVSD 2022-2023 calendar. Please note the start and end dates below:

- First day of preschool is **August 25, 2022**
- Last day of preschool is **May 25, 2023**

A [preschool calendar](#) is located on the final page of this handbook.

Who teaches our preschool classes?

All of our preschool classes are taught by a licensed teacher endorsed in Early Childhood Special Education (Director Qualified through the Colorado Department of Early Childhood Education). One highly qualified classroom paraeducator who has met the requirements for Early Childhood Teacher (as defined by the Division of Early Learning and Care) serves as the assistant teacher in each classroom. In addition to the teacher and classroom paraprofessional, there may be other service providers in the classroom.

Service providers work together with the teacher and para-educator as a classroom team. Even though your child may not have special education needs, she/he may be involved in group activities with specialists. Other support in the classroom may include services from, speech language pathologists, school psychologists, social workers, physical therapists, occupational therapists, a school nurse consultant, a teacher for the visually impaired and teacher of the deaf, and audiologists.

Another key team member, the early childhood community liaison, is available to support families in a variety of ways. The community liaison will offer services to you and your family, beginning with a survey requesting your thoughts on the kinds of activities you would like your child's preschool to sponsor. Families have engaged in potluck dinners, play dates,

summer picnics, and family education classes such as home activities to support early literacy development, plan healthy snacks or support young children’s social and emotional development. Community liaisons also support families to access other community agencies such as health and dental care, clothing banks, and local libraries.

Please see [“Your Child’s Preschool Contact Information”](#) section of this handbook for your child’s teacher, community liaison, paraeducators, and specialized staff information.

What will my child learn in preschool?

Children’s success as learners is the goal of the preschool curriculum. To accomplish successful learning, teachers foster social interaction, promote independent thinking, investigation, problem solving, and inspire confidence as learners.

The Creative Curriculum® serves as the foundation for planning learning experiences both in and outside of the classroom. It is a research-based, developmentally appropriate, project-based curriculum for children from birth through age eight. The Creative Curriculum® is also linked to its own assessment system, My Teaching Strategies GOLD. GOLD allows teachers to summarize, evaluate and communicate children’s development and skill acquisition. Learning objectives in the assessment system are organized in nine developmental and content areas:

Social-Emotional

Physical

Language

Mathematics

Cognitive

Literacy

Science and Technology

Social Studies

Arts

Each objective is based on research and widely-held expectations of child development and is also aligned with Colorado's Academic Standards and Colorado Early Learning and Development Guidelines. Teachers observe children on a daily basis using the objectives to guide additional observations and to plan activities for groups and individual children. Your child's teacher will share information about your child's development and progress throughout the year based on daily classroom observations. My Teaching Strategies GOLD assessment is an online system. In addition, teachers meet with the child's family twice a year to review the school readiness plan, school readiness goals, transition and goals in the readiness plan, TS GOLD assessment data, and questions from the family. The family will receive a My Teaching Strategies Gold report card after the 1st semester and 2nd semester each year.

What does equity and diversity look like in the classroom?

The Boulder Valley School District Early Childhood Education program values and welcomes the diversity of the community we serve and offers classrooms that are equitable and inclusive of all children and families. To achieve excellence for every student, we recognize that we must have a district focus on equity. We want all our students and families to know equity is at the center of our "All Together for All Students" strategic plan and everything we do.

In the Boulder Valley School District, we define equity as:

- removing institutional barriers to success
- providing intentional support for each student, staff member, and family or community member so that each has the opportunity to achieve at the highest levels
- embracing and respecting the dignity and diversity of each individual within our community
- questioning assumptions and examining our own biases
- challenging systems of power and oppression
- creating counter-narratives to the common habits and assumptions that inhibit inclusion
- confronting discrimination against our own or another person's identity
- committing to building our own and others' capacity for culturally responsive teaching, learning, and leading.

What will I see in a preschool classroom?

We know that young children learn best in a play-based environment. Children explore the world by using all of their senses (touching, seeing, smelling, tasting, and hearing). Our classrooms are busy places where children have plenty of opportunities to experiment and try out their ideas in a safe environment. We are teaching children how to learn. We are building self-confidence, strong habits, and positive attitudes about school.

One of the first things you might notice about our classrooms is the many interest areas or centers. Each of the interest areas is created for a very specific reason. Your child's teacher carefully plans activities and materials that support learning in each of these areas.

In our classrooms, you will see a Block Area, Literacy Area, Art Area, Dramatic Play Area, Tabletops/Puzzles and Games, Sand and Water Table, and an Outdoor Play Area.

Several other centers such as science, music, and large motor centers are also included in classrooms either on a daily basis or as teachers introduce new materials. Children are free to explore the activities and materials in each of these areas at specific times throughout the day. Materials are placed on low shelves that are labeled in print and pictures to help children independently choose and put away toys.

Another important part of the classroom is the daily schedule. Every classroom has a daily schedule posted in print and pictures so that children can "read" the day's activities. Teachers quickly establish a routine for each classroom so that children can become comfortable and secure in knowing what is going to happen next. Each day children will have time when they may choose their own activities and work alone or in a group of children. At other times, the teacher will direct children's activities. There will be opportunities for children to work in large and small groups, as well as independently.

Note: BVSD is committed to ensuring that we maintain our goal of keeping students in person with as few interruptions as possible. Please visit this website for updates <https://www.bvsd.org/parents-students/stay-together>.

Do children play outside?

Outdoor play is an important part of our daily schedule. Children who are well enough to attend school are considered well enough to participate in outdoor activities. We try to go outside every day all year long unless the weather conditions do not allow for a safe recess. In hot weather, children are permitted to play outdoors, but teachers monitor children's activity levels and are especially aware of the need to provide water, rest, and/or a cooling off activity. Teachers may also choose to stay indoors in the case of inclement weather and may use the building gymnasium, if available. Child care licensing regulations require 30 minutes of outdoor time for 3-hour half-day preschool programs. Staff will use Rocky Mountain Sunscreen for all students unless the family has noted otherwise. For more information about sunscreen application in the classroom see [Classroom General Procedures](#).

Are meals served at preschool?

Snack time allows children to learn and practice self-help skills such as pouring, eating with utensils, and hand washing. In addition, snack time is a natural environment for language and social skill development; children use language to negotiate turn-taking when requesting a peer to pass food and drink items. Rich conversation between peers and adults flows during snack and lunchtime, providing ample opportunity to practice social language skills. Boulder Valley School District partners with the State of Colorado Child and Adult and Care Food Program (CACFP) to fund the preschool snack program. Therefore, the district follows all snack guidelines and will monitor for food safety, menu requirements for young children, annual staff training requirements and free and reduced lunch requirements.

Snacks and lunches are prepared and provided by BVSD nutritional services. Snacks and lunches are served to all children unless parents request other arrangements. Menus are posted in each of the classrooms on the family communication board. All snacks meet USDA and CACFP dietary guidelines for children in child care centers. No sugar-sweetened drinks, such as soda, fruit ades, fruit drinks, flavored milks, and sports and energy drinks are allowed. Only 100% fruit juice, milk, and/or water are served during snack and/or lunch. If your child has any dietary restrictions, please share information with your child's teacher so that alternative arrangements may be planned.

Some schools offer breakfast instead of a snack. Please check with your child's school on what meals are served and when.

Is there naptime at preschool?

Boulder Valley School District rest-time is only offered in the full-day enrichment programs Children are offered, at a minimum, a 30-minute rest and/or quiet time. All children will have an opportunity to nap or rest quietly on mats looking at books or quiet time activities.

What should my child bring to school?

Each child will have a space for their personal belongings. We ask that all personal items be clearly labeled with the child's name.

Clothing: Play clothes are best! When children feel dressed up, they hesitate to enter wholeheartedly into activities. We usually do things that have the potential to be messy and, although we provide aprons to protect your child's clothes, we do not want your child to ruin good clothing.

Shoes that fit well are the best footwear choice for your child at preschool. We do lots of running and gross motor activities and comfortable shoes are best. Sandals, flip-flops, and cowboy boots are not the best choices for footwear.

Dress your child for the weather. We almost always go outside for a brief amount of time. Children need boots, mittens, and hats for cold, snowy weather. Please label all clothing items with your child's name. The children will be learning to put on their own coats, jackets, boots, as part of self-help activities.

Toys: We ask that your child not bring toys to school unless approved by a teacher for special activities. Toys are easily broken or lost and sharing can pose a problem. Sometimes during active play at school, small toys are put in pockets and then forgotten. If you find one of our toys at your home, please send it back. We would appreciate its return.

Other items: Children should not bring food, money, or medicine (including things like cough drops, vitamins, or aspirin) from home. Any toys that promote violence (toy guns, knives, etc.) are never allowed in school.

How will my child learn to interact with others at school?

One of the major goals for all preschool children is learning how to interact with other children. For many children, preschool is their first time away from family and home. Some children may not have had the experience of working, playing, and spending time with other children. We recognize that children need to learn a variety of skills to be successful in their relationships with other children. Prosocial behaviors such as sharing, problem-solving, and turn-taking are all directly taught and practiced in classrooms. We recognize that all behavior is serving a function or need. If a child's needs are not being met, then sometimes he/she tries to get that need met by displaying challenging behaviors. Our staff works with all children in a variety of ways and with different intervention levels to teach the children more appropriate ways to get their needs met.

Discipline: The BVSD ECE program uses positive guidance rather than discipline. Most children will respond if attention is given to those who are doing what is expected. The staff does not allow children to hurt themselves or others, use unacceptable language, or misuse materials. If a problem occurs, the teacher will explain to the child why the behavior is not acceptable. If the child does not respond, he or she may be required to leave an activity for a short time. If a child's behavior continues and is an obstacle to the child's own development and/or interferes with the learning and development of other children, the classroom teacher may contact the elementary principal. The elementary principal will work with the ECE network coordinator if additional support is needed. Discipline is never associated with food or toilet training. Children are never spanked, threatened, shaken, subjected to abusive language, or humiliated. All BVSD employees are required to follow Board Education Policy Index J: Students. Observance of the Child Guidance Policy by all participants in the program (staff, parents, and volunteers) is required. The Board of Education policy can be found at www.bvsd.org, (select Board of Education in the Menu). At no time is a preschool-aged child suspended or expelled due to behavior.

ENROLLMENT AND REGISTRATION

How do I know if my child is eligible to attend preschool?

The Boulder Valley School District Early Childhood Program offers preschool classes for children ages three through five. Children who are eligible to attend kindergarten (five years old on or before **October 1st** of the school year) are not eligible to attend BVSD preschool classes. Likewise, children who live outside of the BVSD attendance boundaries are not eligible to attend classes. Children who move out of district mid-year will be allowed to finish the school year in BVSD; however, families will be asked to enroll in their home district for a second year of preschool. Children are enrolled under three preschool funding sources, each with specific eligibility guidelines: Colorado Preschool Program, Special Education, and tuition.

Eligibility is based on the following criteria:

Colorado Preschool Program (CPP): Children who have identified eligibility factor(s) may qualify for free preschool services through the Colorado Preschool Program. CPP is typically awarded to families who would struggle to pay the tuition and may have other circumstances that could hinder a child's ability to succeed in kindergarten.

Children must be three or four years old on or before October 1 of the school year. For additional information, please contact the BVSD Early Childhood Education Office at 720-561-5075. Admission to the Colorado Preschool Program will be restricted to the number of funded slots by the Colorado Department of Education.

Special Education (SPED): Children with an educational disability, determined through a BVSD Child Find assessment, are eligible to attend preschool at no cost. Special education services to children are based upon each child's individual needs and occur within the context of the preschool classroom. Services are available for children beginning on the child's third birthday. For additional information, please contact the Child Find Office at 720-561-5078.

- **What do I do if my child no longer qualifies for special education?**

If your child is staffed out of special education prior to the end of the school year, this will impact your child's seat in a district preschool program as he/she will no longer be considered a child with a disability. Depending upon availability, your child may be able to continue enrollment on a tuition-based agreement. Or, if your child is eligible for Colorado Preschool Program (CPP) funding, depending upon availability, your child may be eligible to continue enrollment as a CPP funded student.

Tuition: A limited number of children whose families are interested in enrolling on a tuition basis are accepted at each of our sites. Tuition is \$400 per month for 4 half-days a week, Monday, Tuesday, Thursday, and Friday. Tuition students are accepted through a lottery that operates from November through early January. Applications will be accepted after the lottery dates; however, preference will be given to applications received within the lottery date window. Children must be three or four years of age on or before October 1 of the school year. Applications received after the annual lottery period will be enrolled on a space-available basis or placed on a waiting list.

A tuition scholarship may be available. In order to be considered for a reduced tuition rate, families must complete a scholarship income verification form with their community liaison. For additional information please contact the BVSD Early Childhood Office at 720-561-5075. A limited number of scholarships are available for families who qualify.

Preschool Enrichment (PSE) Wrap-Around Child Care Services Provided by BVSD Community Schools Program: PSE is only offered at Mapleton Early Childhood Center, Eisenhower Elementary, Heatherwood Elementary School, Kohl Elementary School and Nederland Elementary School. For more information, please contact Community Schools at <https://childcare.bvsd.org/>.

Enrollment Information

The information that you provide as part of the enrollment process is kept confidential and stored in the school district's on-line enrollment system through ECE and Infinite Campus and Frontline. This information is only used by staff as needed to identify any needs of your child and to determine eligibility for our programs. General statistical information and achievement data are provided to the Colorado Department of Education and may be used by the Early Childhood Program for program planning, monitoring, and evaluation. This information is provided anonymously.

Can my child stay in preschool another year instead of going to kindergarten?

BVSD Early Childhood Education program does not have universal preschool in all schools and only accepts students who are school-age 3 and 4 years old as of October 1st. BVSD Early Childhood Education does not retain children who are eligible to attend kindergarten. All children who are five by October 1 are age-eligible to enroll in a BVSD kindergarten and cannot remain in a BVSD preschool for another year. BVSD kindergarten staff are ready to meet the individual developmental and academic needs of all children entering kindergarten.

Families can always make the choice to not send their child to kindergarten. In this case, families will often choose to send their child to a private preschool.

*****It is important for parents/guardians to update the on-line enrollment system during the Annual Data Update (ADU). Please see your registrar if you need assistance**

completing ADU or updating contact and emergency information during the school year. Boulder Valley School District will not release your child to a person who is not on the authorized pick-up list in the event of an emergency***

How do I register my child for preschool?

You can contact your neighborhood school's preschool community liaison or staff at the Early Childhood Education Office for assistance in completing the BVSD Online Registration (OLR) application. Staff will also confirm your child's eligibility to attend preschool under one of the available funding sources (Colorado Preschool Program, Special Education, or Tuition). For additional information on OLR please visit the BVSD website <http://bvsd.org/Enrollment>.

ATTENDANCE AND TARDINESS POLICY

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may have a negative impact on future academic success and lack of social development. Preschool is the starting place for building good academic habits. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation are seriously disrupted by excessive absences. In most situations, the missed classroom experience cannot be adequately replicated. Students who have good attendance generally achieve higher grades, enjoy school and are college and career ready after leaving school.

Children who are sick should stay home for the day. If a child is absent, we ask parents to call and notify the school where your child is enrolled. This must be done on a daily basis, as teachers are required to report attendance daily. The elementary principal, community liaison, and/or teacher will send letters to parents once a child has missed more than five days. If a child is absent for two consecutive weeks and parents have not notified us of a reason, the child will be dis-enrolled from the program.

Extended Absences - Sometimes a family has an extenuating circumstance and they need to be gone for an extended time. In this situation, the parent/guardian must complete a formal request for an extended absence. This form can be requested at the school. Once completed the request will be given to the school principal and ECE office for review. The request will be reviewed and either approved or denied. No requests over 16 school days will be approved. If a child will be absent for a total of 16 school days they will lose their slot and will need to reapply once they return. This does not apply to absences due to illness.

Tardiness – It is important for all children to arrive on-time at the beginning of the school session. When a child arrives late, it is difficult for him/her to transition into the classroom routine that has already begun. Twelve tardies count as one absence.

BVSD Early Childhood Education guideline: Children whose attendance drops below 85%, or who have eight consecutive unexcused absences, will be at risk of losing a state and/or federally funded preschool seat.

WITHDRAWAL

What if I move or decide to take my child out of preschool?

If your family circumstances change or you decide that preschool is no longer an option for your child, please begin by talking with your child's teacher. Quite often, the school can work with families to resolve issues. If, however, you do need to withdraw your child from the BVSD Early Childhood Education Program, please see below for specific information on each of the funding sources. *Please note that BVSD does not serve children who are living outside of the attendance boundaries of Boulder Valley School District.*

Special Education: If you move to a different district in Colorado, your community liaison or case manager will assist you in contacting the early childhood program in your new school district for services.

Colorado Preschool Program: If your family is moving out of the Boulder Valley School District attendance area, your child's community liaison will work with the staff at the Early Childhood Education Office to help you locate another preschool program in your new community.

Tuition: Families enrolling their children on a tuition payment option are required to sign a tuition agreement. The agreement lists deposits (a non-refundable \$50 registration fee and one month's tuition), paid at the time of the agreement. The Tuition Agreement is effective for the entire school year and payment(s) for the entire year of enrollment is expected. All families must give a full 30-day notice or the legal guardian will be responsible for the next month's tuition payment.

All Families: Contact the school office or Community Liaison and complete a Notice of Withdrawal Form.

Note: BVSD does not terminate enrollment in preschool or enrichment based on toilet training needs, behavior, and/or special needs. However, the BVSD ECE program will withdraw a child from preschool for parent/guardian failure to make payments on a tuition account. The account must be 30-days past due and the parent/guardian has failed to pay the balance. In addition, the Early Childhood Education program does send letters out from the district legal counsel for failure to make payment.

FAMILY INVOLVEMENT

May I visit my child's classroom?

Parents are always welcome in classrooms. We encourage parents to visit the classrooms at any time; however, we are unable to accommodate other children in our classrooms. Only children enrolled in the preschool are allowed in the classrooms, therefore, we ask that you make other arrangements for brothers, sisters, and other children when visiting the classrooms. If there is a specific activity you would like to help with, please call ahead of time to arrange this. During the time when children are in class, the staff's full attention is devoted to children. It is very difficult for teachers to speak with parents during class time. Please save your conversation for a time when the teacher can give you his or her attention. All visitors are required to sign in and out at the school office when visiting any of our classrooms.

Note: BVSD is committed to ensuring that we maintain our goal of keeping students in person with as few interruptions as possible. Please visit this website for updates <https://www.bvsd.org/parents-students/stay-together>.

Who else can visit my child's classroom?

BVSD often receives requests from university students, prospective parents, and community members to visit classrooms. All visitors are required to sign in at the school office. Guests are required to show identification and are required to wear BVSD visitor identification badges at all times during the visit. Our first obligation is to ensure a safe and productive learning environment for our preschool students. Should visitors become distracting to the learning environment, guests will be asked to reschedule. Principals will follow BVSD BOE Visitor Policy.

Will I be able to meet with the teacher?

Close and continual communication between home and school is an important part of our program. To maintain this communication, we offer a variety of opportunities for communication such as home visits, phone contacts, newsletters, and conferences. If you have any questions regarding home visits, conferences, or communication between home and school, please contact your child's teacher. Each child will receive one home visit per year and two family conferences to review school readiness goals and progress. Please see your child's local school calendar for conference schedules.

We believe that parents/guardians are the most important adults in a child's life. Studies have shown that the more involved a family is in their child's education, the better the child will do in school.

HEALTH SERVICES

What medical information do I need to provide to my child's school?

At the time of enrollment, you will be asked to complete a current health information form on your child. The following will be required:

- Health information including any allergies, medication taken, special diets required, or chronic health conditions;
- Name, address, and phone number of child's hospital, physician and dentist;
- Signed permission for the school to arrange for medical care in the event of an emergency (must be on file on the first day of attendance at the site);
- During completion of the enrollment process, documentation of a current (within the last 12 months) physical examination completed and signed by your child's healthcare provider must be submitted to the ECE office or community liaison.

A child will not be able to enroll without this documentation. This will need to be updated annually. You may have your child's provider use the General Health Appraisal form which may be obtained by contacting the school nurse consultant at your elementary school or the Mapleton Early Childhood Center. We can also accept a physical form that your doctor uses if it includes documentation of significant health concerns, clearance to participate in all routine school activities with any exceptions listed, and the provider's signature and date. You may fax a copy of your child's physical examination documentation to 720-561-5142.

- A copy of your child's Certificate of Immunization showing all immunizations he/she has had, including the day, month, and year of administration, is required **before** your child begins attending preschool. If your child is not fully immunized for medical, religious, or personal reasons, a Vaccine Exemption Form must be completed and submitted annually (or once in the case of medical exemption). The Vaccine Exemption Forms are located at <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>. Parents of other children in your child's class must be notified if a child enters the center without having appropriate immunizations. **THE SCHOOL MUST RECEIVE YOUR CHILD'S IMMUNIZATION RECORD BEFORE ENROLLING IN A BVSD PRESCHOOL. THIS MUST BE COMPLETED BY THE FIRST DAY OF SCHOOL OR YOUR CHILD WILL NOT BE ALLOWED TO ATTEND PRESCHOOL.**

If the school nurse consultant and/or you determine from the child's history that an individualized healthcare plan is needed to keep your child healthy and safe while at preschool, the nurse consultant will call you to discuss an individualized healthcare plan. You may reach the nurse consultant at your elementary school or Mapleton Early Childhood Center. Health information is kept in a confidential location in the school health office.

What if my child needs to take medications at preschool?

Most medications can be timed in such a way that they can be given before or after school. For medications on a strict time schedule or medications that need to be given on an as-needed basis (i.e. emergency medications such as inhalers, etc.), the school health office will need the written order of a person with prescriptive authority and written consent from you. A Medication Administration Authorization form (which may be obtained by contacting the nurse consultant at your local elementary school or Mapleton Early Childhood Center) needs to be completed by the parent(s) and the child's health care provider. The nurse consultant, medication aide or other appropriately trained personnel will administer medication and maintain a written medication log. Medications cannot be sent to school with your child; they need to be delivered to the school by you or an authorized adult in the original pharmacy labeled container. Medication is to be maintained in the health room. Over-the-counter medications also need a physician's order and signed parent permission and must be kept in the original container labeled with your child's first and last name. Any changes in the original medication authorization will require a new written order by the prescribing practitioner and a change in the prescription label. Verbal orders to make changes must be taken from the prescribing practitioner only by a licensed registered school nurse consultant. These requirements are summarized below.

- The written order by the prescribing practitioner must include:
 - Child's name
 - Licensed prescribing practitioner name, telephone number and signature
 - Date authorized
 - Name of medication and dosage
 - Time of day medication is to be given
 - Route of medication
 - Length of time the medication is to be given
 - Reason for medication (unless this information needs to remain confidential)
 - Side effects or reactions to watch for
 - Special instructions

- Prescription medications must be in the original labeled bottle or container with the original pharmacy label that lists:
 - Child's name
 - Prescribing practitioner's name
 - Pharmacy name and telephone number
 - Date prescription was filled
 - Expiration date of the medication
 - Name of the medication
 - Dosage
 - How often to give the medication
 - Length of time the medication is to be given

How do you store and access inhalers and epinephrine in the classroom?

All inhalers and epinephrine will be stored in the preschool classroom and out of the reach of children. The location of the medication will be denoted in the health care plan and delegation by the school nurse consultant.

What if my child is not feeling well?

If your child is ill or running a fever, please keep him/her at home until he/she is well (and fever-free for 24 hours without fever-reducing medication) and ready to return to school. Remember that there may be students in your child's classroom with medically fragile conditions who need to avoid exposure to illness as much as possible. Call the school/center if your child will not be attending due to illness and, if your child receives transportation from the district, please call transportation to cancel the bus for that day. The preschool teacher has the authority to exclude a child from class during the incubation period of certain communicable illnesses as per the child's physician or the local health department. Preschool staff members are trained in CPR, First Aid, and Universal Precautions.

- Boulder transportation terminal number: 720-561-5125
- Lafayette transportation terminal number: 720-561-5126
- Nederland transportation terminal number: 720-561-6241

When your child is ill

We ask that all parents follow the "Golden Health Rule." Place yourself in the role of other parents...Would you want your child exposed? We encourage you to use your own judgment in sending your child to school.

For your protection and the protection of schoolmates, the following are some common health conditions for which a student will not be permitted in school (less common conditions are not listed):

- **Fever:** Fever is defined as a temperature greater than 100.4 degrees Fahrenheit (oral). Temperature should be back to normal for 24 hours without fever lowering medication.
- **General illness:** General illness is defined as with or without fever, along with changes in behavior and/or the student looks and acts sick; which the health department defines as a student who is not able to participate comfortably in his/her usual activities or if the student has persistent crying or requires more care than school personnel are able to provide.
- **Diarrhea:** A child should be kept at home until the diarrhea has been resolved and includes times when stools are so loose they can't be contained in a diaper or controlled by the child.
- **Signs of possible severe illness:** (for example persistent crying, extreme irritability, severe or uncontrolled coughing, difficulty breathing, wheezing, lethargy).
- **Vomiting:** When this occurs and is accompanied by symptoms of illness, is the result of a head injury, or if the vomit appears green or bloody.
- **Lice:** Children with an active infestation will be sent home at the end of the day. Children may return after lice treatment has begun.
- **Rash:** When there is a rash with a fever or behavior change or until the origin of the rash has been deemed by the health care provider to be non-contagious in nature.
- **Infectious conjunctivitis:** (pink eye) Children do NOT need to be excluded for pink eye unless the child meets other exclusion criteria, such as fever or behavioral change.
- **Impetigo:** Until 24 hours after treatment is started.
- **Strep throat:** scarlet fever, or other strep infection-until 24 hours after treatment started and the child no longer has a fever.
- **Chickenpox:** Until all blisters have formed scabs and crusted over.
- **Oral herpes:** Exclusion is not necessary unless the student has open sores and is drooling uncontrollably.
- **Flu symptoms:** Elevated temperature (>100 F) or fever (>101F) and sore throat, cough, sore throat, runny nose, body aches, vomiting, or diarrhea. Stay home from school until the fever or symptoms of fever are gone for 24 hours without fever-reducing medication.

Communicable diseases should be discussed with the nurse to determine if any accommodations are necessary for the student to attend school. Please call your child's preschool if your child will not be attending school. Please notify the school/center as soon as possible if your child is exposed to or contracts a contagious disease.

Note: BVSD is committed to ensuring that we maintain our goal of keeping students in person with as few interruptions as possible. Please visit this website for updates <https://www.bvsd.org/parents-students/stay-together>.

What if my child has toileting accidents?

Many of the children enrolled in our preschool classrooms are very independent in their bathroom needs. However, your child does not need to be toilet trained to attend a BVSD preschool. Children are encouraged to use the bathrooms throughout the day as needed and during scheduled bathroom breaks. Teachers monitor healthy bathroom habits such as flushing and hand washing. Many children are in various stages of toilet training including diaper use. Diaper changing takes place in a manner that meets health and safety guidelines. When toilet accidents that require a change of clothing happen, children are assisted to change into dry clothing. Soiled clothing is placed in a plastic bag to take home. If your child comes home in borrowed clothing, we ask that you wash and return the clothes as soon as possible. Families are asked to supply diapers and wipes. Please discuss a system for supplying a change of clothing, diapers, and wipes with your child's teacher if needed.

Is my child ready for toilet training? Resources & Information

Readiness Indicators for Potty Training

- Child is able to keep a diaper dry for two or more hours;
- Child has regular bowel movements;
- Child shows interest in the bathroom and the toilet;
- Child shows a desire to be independent & develop self-mastery;
- Child can follow and understand basic directions;
- Child can communicate through words, facial expressions, or posture that she has to go.

Reasons to Consider Waiting:

Don't tackle potty training during another major change. For example:

- Moving to a new home;
- Birth of a new sibling;
- Moving from a crib to a bed;
- Starting or switching preschool.

These shifts may disrupt your toddler's routine and cause stress – which may set back toilet training.

BVSD District Procedure

Many of the children enrolled in our preschool classrooms are independent in their bathroom needs. However, your child does not need to be toilet trained to attend a BVSD preschool. If a child isn't toilet trained but shows readiness indicators, staff will do the following to support consistency between home and school toilet training:

- Develop a schedule with the parent/guardian.
- Give multiple opportunities during a preschool session to use the bathroom and develop toileting routines.
- Proactively give reminders to go on a "toilet trip."
- Develop a visual schedule for children learning to use the bathroom independently.
- Provide praise and rewards to students for completing toileting activities.

For more information on different methods and a toolkit for potty training please contact the community liaison at your school.

We are looking forward to a happy, healthy learning experience with your child. Please feel free to call the school nurse consultant at your elementary school or the Mapleton Early Childhood Center with any health related concerns that you may have.

GUIDELINES AND PROCEDURES

Do I need to walk my child into the classroom every day?

Families and child care providers who bring children to preschool are required to hand off and sign their children in and out with classroom staff. **Only authorized adults listed in the child's online enrollment system application and Infinite Campus, who are 18 or older, will be authorized to sign children in and out of preschool.** Please do not leave children until a staff member greets your child and takes responsibility for him/her. Colorado Child Care regulations require that an adult **sign children in and out of school each day.** Teachers, paraeducators, and/or community liaisons will help you locate the book or clipboard used for signing children in and out. Children who ride our bus to and from school are signed in and out of centers by district staff.

Note: BVSD is committed to ensuring that we maintain our goal of keeping students in person with as few interruptions as possible. Please visit this website for updates <https://www.bvsd.org/parents-students/stay-together>.

Will my child ride the bus to school?

We strongly encourage all families to bring their children to school in order to strengthen the relationship between the family and the school. Family involvement in their child's education is proven to have the most influence over the academic success of the child, and this influence begins in preschool. Dropping off and picking up children creates daily opportunities for families to check in with school staff about how their child is doing and best support the child at home.

Nevertheless, we recognize that some families may not have the option of transporting their children to school. Some children **may be** eligible for BVSD transportation. All preschool students are required to ride in a Child Safety Restraint System (CSRS). All families accessing BVSD Transportation are expected to comply with the policies and rules of BVSD Transportation. Additional information, including copies of BVSD Transportation Rules and Parent Handbooks, is available at the BVSD website: (<https://www.bvsd.org/departments/transportation>).

TRANSPORTATION PROCEDURES AND PRACTICES

Transportation Eligibility

Special Education: Some preschool students with an Individualized Education Plan (IEP) may be eligible for transportation. The IEP team uses district guidelines in determining if a student is eligible to be transported to and from school. If your child attends preschool based on special education funding, please talk with your child's teacher regarding transportation needs.

Colorado Preschool Program: Some children attending preschool based on Colorado Preschool Program funding may be eligible for transportation. If you have questions about your child's eligibility, please call 720-561-5075.

Tuition: If your child is enrolled on a tuition agreement basis, your child is not eligible for transportation, unless the child has a preschool sibling who does qualify for transportation through the Colorado Preschool Program or Special Education. Families will have to fill out a space-available application to apply. Space available forms can be found on the BVSD Transportation page [here](#). It must be submitted electronically and cannot be submitted before July 1.

Transportation According to Primary places of care (student residence or child care location)

BVSD Integrated Preschool Education Program

Students enrolled in the Integrated Preschool Education program will be transported to and from BVSD Integrated Preschool Education Programs. Qualifying students may be transported back home or to an approved child care program within the district guidelines set for the BVSD Integrated Preschool program. Students enrolled in this program may be eligible for transportation under two circumstances:

- The child qualifies for transportation as part of the special education IEP process.
- The child qualifies for transportation as part of the Colorado Preschool Program.

Tuition paying families who have preschool siblings who qualify for transportation through an Individualized Education Program (IEP) or the Colorado Preschool Program (CPP) may apply to ride with their siblings to and from Integrated Preschool on a space available basis. Space available forms can be found on the BVSD Transportation page [here](#). It must be submitted electronically and cannot be submitted before July 1.

Tuition-paying families (with or without siblings riding via CPP or an IEP) may be eligible for *midday* transportation between Integrated Preschool and PreSchool Enrichment (PSE) sites on routes that have already been established. Families qualifying under this circumstance must work with the schools Early Childhood Education Community Liaison to request and schedule this transportation through the Integrated Preschool Education Program.

Integrated Preschool FAQ:

- A student will be transported to or from an educational BVSD Integrated Preschool location as long as it is within the city of student residence or school of placement, or bilingual program, not to exceed 5 miles of driving distance by bus. This will allow the necessary time to service the next school in the route segment. Exceptions can be brought to the preschool location committee via the preschool community liaison or a transportation supervisor/director.
- When there is a change in home address or childcare facility, please communicate with your preschool liaison. They will take the request to the location committee for appropriate processing. Depending on the location of the new address, it may involve a re-location to another school.
- Two stop location changes can be requested per year. Exceptions for reasonable cause (ex. loss of job, divorce, new address) will be considered through a request to the transportation supervisor. Each additional change may take up to two weeks to process.

BVSD Community Schools Preschool Enrichment (PSE) Child Care Program:

The Preschool Enrichment Child Care program does not provide transportation. Children qualifying as part of the special education IEP process or the Colorado Preschool Program may be transported to, but not from the BVSD Community Schools Preschool Enrichment Child Care program. Guardians of qualifying students are responsible for providing transportation from a Preschool Enrichment Child Care program back home.

PreSchool Enrichment FAQ:

- A request for transportation must be submitted for children qualifying for transportation as part of the special education IEP process and/or the Colorado Preschool Program. Qualifying students may only be transported to a Preschool Enrichment Child Care program from a BVSD Integrated Preschool Education Program.

General Transportation FAQs

What is the adult to student ratio for preschool students on the bus?

- Adult to student ratios follow preschool regulations, which is a 10-1 ratio.

What other steps are taken for the safe transport of preschoolers?

- Bus services cannot begin without a photograph of the child in the possession of transportation.
- Expect to be asked to show a photo ID at the stop when your preschool child is being dropped off to ensure the appropriate people are receiving the children.
- A preschool child must be met by an adult individual, defined as 18 years of age and older.
- The school and transportation need to have documentation in place for each individual receiving a preschool student, name, and contact phone #. Please communicate with your preschool liaison to add any individuals to this list. The school will communicate with transportation.

I have a child with special needs, how long will a request for transportation take?

- Transportation strives to have a child with special needs on a bus within 3-5 business days after receipt of the transportation request. There are times of the year, due to the high volume of requests, when it may take longer to have the student's routing processed.

How is transportation provided for a student with dual residences?

- If the addresses of both parents are in the neighborhood school's attendance boundary, transportation will provide service from both residences, according to the parenting schedule.
- If one parent resides outside of the neighborhood school's attendance boundary, the primary address within the attendance boundary, listed in IC, will be the address used for transportation. As students with special needs are located at schools according to their program needs, rather than neighborhood schools, co-parenting situations will be reviewed on a case by case basis, with bus service determined by a transportation supervisor or director.

In education, there are many laws, rules, and regulations that dictate the service that must be provided, but few of them offer directions or suggestions as to how the service is to be provided. Transportation policies and procedures should be developed, adopted by the governing board or superintendent, as appropriate, and periodically updated to reflect changes in federal, state, and local regulations.

Despite such policies and procedures, an individual student's IEP or Section 504 plan or a behavioral intervention plan (BIP) may override specific provisions. Visit the [National School Transportation Specifications and Procedures](#) website for more information.

Transportation, as a related service on the IEP, should be established as the mutual responsibility of parents, transportation, and service providers. It is to be provided based on the documented needs of the student.

If a student qualifies for transportation, a parent or caregiver must be present at the bus stop to receive their child at the scheduled time. If the parent or caregiver is not there, the child will be taken back to school or the transportation terminal. At this point, social services and law enforcement may be called.

Adults who you have given permission to collect your child from the bus stop must be listed on the emergency card and show ID to the driver before the child will be released to them.

Preschool Staff Process for Receiving and Dropping Off Students at School Bus

Arrival:

- Staff members will be assigned to a bus or buses to pick up students. The assignment will be discussed with the principal, classroom teacher, and para.
- Staff members will receive students from their assigned buses.
- Staff members will carry a current list of students riding their assigned buses.
 - This list must be available to substitutes if they are receiving students.
- Once staff receive the students, the staff member will check their list to ensure they have all students and if a student is missing they will ask the bus driver about that student.
- Staff members will deliver students to the classroom and make verbal and eye contact with the classroom teacher stating which students have arrived and share info on students who did not ride the bus that day.
- All students from the bus must be signed in by classroom staff on the daily attendance roster.

End of Class/Departure:

- Each class will walk their own students out to the bus.
- Staff members will carry their bus list to the bus.
- If a child is absent or is not riding the bus, the classroom staff will inform the bus driver.
- Staff members must go to each bus that their students are assigned to and tell them if someone is absent or not riding the bus home.
- All students must be signed out by classroom staff on the daily attendance roster.

New Students:

- When a teacher/staff member is informed of a new student who will be riding the bus, the case manager will inform the staff member assigned to that student's bus of any special needs that need to be noted in order to maintain safety for all students; i.e. risk of elopement, must hold hands, needs physical assistance, etc.
- The classroom teacher and community liaison will communicate with one another and review together all transportation routing emails to update student bus lists.

- A photo must be given to transportation prior to any child riding the school bus. Transportation will not be provided unless a photo of the child has been uploaded into Infinite Campus. This can be submitted with the transportation request by the community liaison. Community liaisons will get a photo of the student and send the photo to the school registrar who will upload the photo into Infinite Campus.
- Space available for families who pay preschool tuition is no longer available. Effective 2017-2018 school year and thereafter.

Bus Drivers' Process for Receiving and Releasing Students from the School Bus

Pick-Up at Bus Stop

- Transportation drivers/assistants will carry a current list of students and student information sheets riding their assigned routes.
 - This list must be available to substitutes.
- Each time a student does not ride, the driver/assistant will call it into Transportation Dispatch to document.

Drop-off:

At School:

- When discharging students from the bus, either the bus driver/assistant will communicate to the school staff any student(s) not riding that day.

At Routed Bus Stop Location:

- All adults will be required to show proof of ID until the driver/assistant is familiar with the guardian.
- All adults must be over the age of 18.
- If an approved adult is not at the bus stop, drivers will call Dispatch to attempt to contact an authorized adult or the school.
- If an authorized adult cannot be reached or is unavailable to receive the student, the student will be transported to the respective terminal or school. If within 15 minutes of arrival at the school or terminal, pickup arrangements are not made with an authorized adult, Transportation will contact the Police Department and/or the Division of Human and Child Services for assistance.

End of Route/Last Stop:

- Every bus driver is required to perform a child check on their bus for students and left items. This is to be conducted at each school post-drop-off, their last bus stop, and before leaving their bus after returning to the terminal for each shift.
- This check is a thorough check-in and under every bus seat by walking the entire bus length from the inside.
- **Electronic child check system** – Upon the ignition being turned off, every bus driver will walk to the back of the bus and deactivate the

monitor. This reminder helps ensure all children have safely disembarked the vehicle upon completion of each run.

How can I be sure my child will be supervised at school?

As children are signed into the classroom by a family member, care provider, or BVSD employee, attendance is taken. Throughout the school day, especially during transitions in and out of the preschool classroom (playground, bathroom, use of other building facilities), staff continually do a headcount. For children who may need more time during transitions, specific staff are assigned to stay behind to accompany individuals or small groups of children. Teachers take sign-in sheets and/or attendance with them during emergency drills and field trips in order to account for the safety of all children in attendance.

What happens if I cannot pick my child up from school?

On the emergency contact form you completed, you were asked to provide information about other adults (18 and older) who may take responsibility for picking up your child in the event of an emergency. It is important to keep this information current. We can only release children to someone who is listed on the emergency contact list. For your child's protection, the school must be notified in advance that someone other than a parent will be picking the child up that day. Teachers will ask the adult (18 and older) for identification prior to releasing the child. Similarly, adults who you have given permission to collect your child from the bus stop must be listed on the emergency card and show ID to the driver before the child will be released to them.

If a child is not picked up after class within 15 minutes, every effort will be made to contact the parent and other approved adults (18 and older). If no one can be reached, staff members will contact the Police Department and/or the Division of Human and Child Services for assistance.

In custody cases involving restraining orders, a copy of the restraining order must be kept on file at the child's school.

What if my child is absent?

We recognize the benefits of regular attendance. Children do best in school when they are in school each and every day. Children are at their best when following a routine and know what to expect. Relationships with teachers and other children are quicker to form and easier to maintain when children attend every class session.

In addition to benefiting the children, there are other reasons why we require that children attend on a regular basis. Funding for our preschool program is dependent upon the attendance of the children enrolled in the program. Also, because we have limited space for children in our classrooms, we maintain a waiting list throughout the

year. There are many families who would like to have their children in our program and it is not fair to those families to allow a child who is not attending on a regular basis to use a classroom slot. All children are required to attend the four-day a week program. We understand that children do miss school due to illness. Guidelines for when to keep children at home due to illness are found in the "[What if my child is not feeling well](#)" section of this handbook.

CLASSROOM GENERAL PROCEDURES

What is the process for sunscreen application?

Recent updates to the Colorado Child Care Licensing Rules and Regulations include new requirements for the application of sunscreen and sun protection for students in our care.

Preschool programs are required to get written authorization from families regarding sunscreen use and are required to document when students have had sunscreen applied.

If families choose to apply sunscreen at home, families will need to record when sunscreen was applied at home when they drop their child off at school. If no sunscreen was applied at home, sunscreen will be applied at school 15-30 minutes prior to going outside.

If a family chooses not to have sunscreen applied, the family will need to provide sun protection gear such as a wide-brimmed sun hat and long-sleeved sun shirt with a full spectrum UVA/UVB rating of SPF 30 or greater.

Staff will use [Rocky Mountain Sunscreen SPF 50](#) for all students unless the family has noted otherwise on the sun screen authorization form.

How are screen time and media used in the classroom?

Occasionally video or television viewing may be planned as part of a unit of study. Video time will not exceed 30-minutes per week. All videos or television programs will be previewed by the classroom staff. Only materials that are age-appropriate and non-violent will be shown. Children are always offered the option of other activities during viewing time. Additional information on district policies regarding the use of digital technology, the internet and digital wellness may be viewed on the district website at [BVSD District Policies-JS](#). All television and media devices are prohibited during snack and mealtimes unless it is personal adaptive equipment.

BVSD preschool classrooms may have computer centers, iPads, iPods, or a listening center in the classroom. If this is offered at the school, the screen time will not exceed 30-minutes per day broken into two 15-minute increments.

There will be no restrictions for children using personal adaptive equipment.

If a student is participating in online learning, the amount of screen time will be adjusted in order to align with the online learning programming.

Do preschoolers take field trips?

Field trips are sometimes planned to expand units of study. A notice of a planned field trip will be sent to you prior to each field trip. You will be asked to sign and return the permission-to-attend form. At no time will the children take a city bus or private transportation. All children will be transported on a BVSD school bus if transportation is needed. Your child will not be able to go on the field trip if the form is not signed and returned to the teacher.

Attendance procedures for field trips include are as follows:

- Attendance is taken prior to leaving the school, boarding the bus, departing the bus at the field trip destination, re-boarding the bus, and again upon return to the school.
- Teachers will carry emergency cards listing medical emergency contact information and emergency phone numbers for all children.
- At least one preschool staff member must have a cell phone for emergency use during the field trip.
- If children attending the field trip require routine medications to be administered during the field trip or have special health needs, a staff member with current medication administration training will be delegated and attend the field trip.
- When using BVSD transportation all of the policies and procedures of the BVSD Transportation Department will be employed. For additional information please visit the BVSD website. [BVSD Transportation Rider and Parent Resources](#).

When your child's class leaves on a field trip your teacher will post a notice on the classroom door with information on the destination location, time of departure, and anticipated time of return. If you arrive at school after the class has left for a field trip, you may not leave your child at school unattended. You may stay at the school with your child or join them at the field trip site. If you join your child's class at the field trip site, please notify his/her teacher that your child has joined the group before you depart.

While families are always welcome to join classes for field trips, only children and adult guests (parents, grandparents or care-givers) enrolled in our program will be allowed to ride the district school buses on field trips on a space-available basis.

Are special events celebrated in the preschool classroom?

Celebrations of special events in the community, and in families' and children's lives are also an important part of building a classroom community. Parents are encouraged to share cultural and family events with classroom staff. Special celebrations for events may be planned within classrooms. Holidays, family events such as the birth of a new baby, a new family pet or losing a tooth are all important and relevant celebrations worth sharing with classroom friends. If you prefer your child not to participate in any special event, alternative

activities may be arranged. Please do not bring balloons to the preschool. Deflated balloons present a choking hazard to preschool children and are not allowed in any classroom. BVSD is committed to providing healthy meals and snacks for all children. All district-provided snacks must meet the USDA and CACFP food program guidelines and can contain no sugar-sweetened drinks.

Please work with your child's teacher when planning snacks for special events. Follow district and school wellness policies. All food brought into the classroom must be store-bought and in the original packaging.

How can I volunteer in my child's classroom?

A school or district administrator must approve a volunteer for service upon completion of a volunteer application in our volunteer management system, Raptor (IJOC-E). There is a background fee due at the time of submission. The School District reserves the right to decline the services of a volunteer at any time for any reason.

Who can volunteer in my child's classroom?

Community volunteers will sometimes be in our classrooms. Community volunteers must follow the district volunteer policies. Preschool classrooms located on an elementary or K-8 campus may coordinate with the upper grades to have classroom "buddies." The older students may at times visit the preschool classroom for special activities. All students will be supervised by both the preschool staff and the teachers of the older students.

Volunteers follow BVSD volunteer guidelines. (Child Care Rules and Regulations 7.702.45 H. 3)

Note: BVSD is committed to ensuring that we maintain our goal of keeping students in person with as few interruptions as possible. Please visit this website for updates <https://www.bvsd.org/parents-students/stay-together>.

EMERGENCY PROCEDURES

Department of Human Services licensing regulations require us to include policies for handling emergencies. These include:

Lost Child Policy

Staff members are trained to be aware of children at all times. During transition times (moving between buildings, playground, bus), staff routinely count children and check attendance sheets as necessary. In the event of a lost child, staff will immediately notify the principal. The parents will be notified and appropriate law enforcement will be called. The school will submit a written report to the Department of Human Services regarding any child who has been lost from the school and for whom the local authorities were contacted.

Policies on Handling Emergencies

You will be asked to provide your emergency information in the Online Registration application (and update it annually via Annual Data Update). It is important that the information remains current during the school year (if you need to change information mid-year, please contact your preschool community liaison). The emergency information will be in the possession of the teacher during any emergency situation or whenever the children are away from the building. Preschool emergency procedures are congruent with BVSD Board Policy which is available on the BVSD website (www.bvsd.org).

In the event that a child becomes ill or is injured at school or while being transported to or from school, families will be immediately notified. In the event that parents cannot be contacted, the individual listed on the emergency number will be contacted.

If a minor accident or injury occurs, staff will treat and comfort the child. All staff members are trained in Universal Precautions. At least one classroom staff member is also certified in First Aid and CPR. In the event of a more serious accident or injury, 911 will be called. If this occurs, staff will immediately attempt to contact the parent or guardian. If they cannot be reached, staff will contact emergency contacts as listed on the emergency card. Emergency card information includes preferences for hospitals, physicians, and dentists. All of the information will be provided to the emergency medical response team.

Emergency Drills

Each school practices safety drills on a routine schedule. Lock down, evacuation/fire, secure/lock out, shelter in place/tornado drills are planned and practiced with children. Each classroom has an evacuation plan posted in the classroom and all staff members are trained on the procedure for evacuation.

End of the Day Classroom Closure Practices

At the close of each school day, staff checks the preschool classroom including all centers, bathrooms, and staff workrooms for any remaining children. In addition, a review of the sign in and out daily log is completed to determine if there are any children not accounted for. If a child has not been signed out and/or staff is unable to account for the dismissal of the child, a parent is contacted immediately.

School Closures

School closure may occur due to hazardous weather or other emergencies that would threaten the health, safety, or welfare of children. Emergency closings may occur at the discretion of the Superintendent. For important information on school closures, please visit the BVSD website www.bvsd.org.

Reporting Child Abuse

Compliance with the Child Protection Act is mandated by Colorado state law and is a policy of Boulder Valley School District. Any school employee who has reasonable cause to know or suspect that a child has been neglected or abused is mandated by law to make a report to the Colorado Department of Human Services. Staff receive on-going training on child and abuse neglect practices. The number to report child abuse is listed below:

**Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS
(1-844-264-5437)**

Licensing Complaint Statement

All BVSD preschool classrooms are licensed by the Division of Early Learning and Care with the Colorado Department of Human Services. All of our centers comply with applicable licensing regulations and standards. These standards relate to facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our centers are subject to inspection by state and city health, fire, and licensing officials. If you have concerns regarding a violation of a licensing regulation please contact any Early Childhood staff member, the school's principal, or the Department of Human Services:

Colorado Department of Human Services
1575 Sherman St. 1st Floor Denver, CO 80203-1714
303.866.5958

Boulder Valley School District Public Complaint Policy - Board Policy KE

The Board of Education strives to foster a constructive working relationship between Boulder Valley School District and employees and patrons by providing a fair, orderly, and timely process for handling concerns and complaints concerning the operation of the school district. This policy shall apply to all public complaints except those included in Policy KEC, Public Complaints about the Curriculum or Instructional Materials or Strategies. The Board of Education relies on employees to resolve concerns of patrons. It is the policy of the Board to provide for such resolution at the level most directly involved first and in an informal manner if possible. Any complaint about school district personnel shall be reviewed at the level most directly involved. If resolution cannot be accomplished, however, procedures shall be made available for review at higher administrative levels with an opportunity for appeal to the Board of Education. Complaints shall be resolved consistent with this policy and accompanying regulation and standards of good educational practice.

Nondiscrimination/Equal Opportunity Statement

NONDISCRIMINATION/EQUAL OPPORTUNITY (Sample Notice for District and School Publications) In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and Board of Education Policy AC (Nondiscrimination/Equal Opportunity), Boulder Valley School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to,

treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public.

The following persons have been identified as the compliance officers for the district:
Compliance Officer for students, parents and members of the public:

Compliance Officer for the district:
Elizabeth Francis
Equity Counsel/Title IX Coordinator
6500 Arapahoe Rd.
Boulder, CO 80301
720.561.8091
elizabeth.francis@bvsd.org

YOUR CHILD'S PRESCHOOL CONTACT INFORMATION

Your child's class meets on: _____

Your child's class meets at this time: _____

Your child's teacher is: _____

Your child's teacher's phone number is: _____

Your child's teacher's email address is: _____

The para-educator in your child's classroom is: _____

Your community liaison is: _____

The number to call when your child is ill is: _____

Other staff in your child's classroom: _____

The principal of your child's school is: _____

HELPFUL PHONE NUMBERS

Name	Title	Phone Number
Kimberly Bloemen	Executive Director of Early Childhood Education	720-561-6269
Kathy Grant	Administrative Assistant to ECE Executive Director Kimberly Bloemen	720-561-6269
Theresa Clements	Early Childhood Education Director Northwest Network and Mapleton Early Childhood Center	720-561-6200
Lindsey James	Administrative Assistant to ECE Director Theresa Clements	720-561-6200
Patricia Ammann	Early Childhood Education Coordinator	720-561-5038
Lisa Collins	Early Childhood Education Program Assistant, Enrollment and Billing	720-561-5692
Lucia Cisneros	Early Childhood Education Program Assistant	720-561-5075
Cheryl McCarthy	Early Childhood Education Instructional Specialist	720-561-6168
Nichole Villa	Early Childhood Education Instructional Specialist	720-561-6237
Brenna Aversano	Early Childhood Special Education Itinerant Teacher	720-561-5230
Kitty Mulkey	Child Find Coordinator	720-561-5263
Ellie Sabourin	Child Find Administrative Assistant	720-561-5078
Margarita Nava	Child Find Administrative Assistant	720-561-5267

BVSD PRESCHOOL CALENDAR