



Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

Fountain-Fort Carson School District 8 Preschool Program *Weikel Elementary*

Parent Handbook

2022-2023

Teacher's Name: _____

Teacher's Email: _____

Tuesday-Friday

AM Session: 8:15-11:15 AM

PM Session: 12:15-3:15 PM



A Message from the Principal

Greetings,

Welcome to the 2022-2023 school year! I am thrilled to have you as part of the Weikel Family! As principal, I am honored and proud to be your partner as we begin our 13th year of service to the Weikel Community.

At Weikel, we cherish the namesake of our school. Our school is named in honor of Captain Ian P. Weikel. Captain Weikel graduated from Fountain-Fort Carson High School in 1993 as the class Valedictorian. He attended the U.S. Military Academy at West Point and served as a Captain in the U.S. Army. Captain Weikel died while serving in Iraq on April 18, 2006. The Board of Education felt naming our school after such an outstanding graduate of our district was a way of telling a story and honoring an outstanding young leader of both our school and military community.

Our school mascot is the wolf and our motto is, ***“The strength of the wolf is the pack and the strength of the pack is the wolf.”*** It is my belief that together we can maximize efforts to provide a positive culture, a standard of excellence, and a school environment where every child in every classroom will learn, grow, and reach their full potential.

At Weikel, I have high expectations for achievement and I believe that together we can accomplish more! We will work hard to ensure success for each and every child. The school year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. We will focus on social-emotional skill training, the use of data to drive excellent instruction, and parent/community collaboration.

As your principal, it is important to me that everyone who steps through our doors feels welcome! This attitude enables us to meet the challenges of academic excellence in a positive, engaging, and nurturing environment. My door is always open and I welcome your input. Please feel free to call or email to discuss any concerns you might have throughout the school year.

Again, I welcome you to Weikel Elementary School and wish you a very enjoyable and successful school year.

Honored to serve,

Mrs. Misty Jaramillo
Principal
Weikel Elementary

Fountain Fort Carson District 8 Mission

"To develop generations of world-class learners capable of being successful members of society by providing a positive, empowering, and safe environment where academic success is the desired result for all students."

Fountain Fort Carson District Board of Education

Teresa Wright, Board President
Don Grubbs, Board Vice-President
Kenneth Coffee, Jr., Board Treasurer
Shirley Martinez, Board Director
Rose Terrell, Board Director



Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

Dr. Keith Owen, Superintendent
Dr. Montina Romero, Deputy Superintendent
Dr. Lori Cooper, Assistant Superintendent of Student Achievement
Joanne Vergunst, Assistant Superintendent of Business
Joel Hamilton, Executive Director of Human Resources

Fountain/Fort Carson District Website:

All Board of Education policies and administrative regulations for the Fountain/Fort Carson School District are available on the district's website, which can be accessed at: <http://www.ffc8.org/>.

Revised June 2022

The Military Parent's Pledge

The Military Parent's Pledge adopted by Army Community Services serves as a great example for the Weikel Elementary School Community. We are honored to partner with you and offer this pledge to all parents as we build a partnership for success.

1. I will be a good role model for my child, setting an example of appropriate behavior.
2. I will help my child feel loved and valued through what I say and do.
3. I will show my child the same respect that I expect to be shown by my child.
4. I will praise my child for his/her successes and efforts toward success.
5. I will create opportunities for my child to feel successful, encouraging my child to meet new challenges and learn from mistakes.
6. I will recognize that each child is unique, developing at his/her own pace. I will make sure my expectations are appropriate to my child's age and stage of development.
7. I will establish effective communication with my child. During periods of separation, I will stay in touch through letters, calls, and emails.
8. I will spend time with my child in activities we both enjoy. Even though my military job may sometimes require me to be away from home, I will be sure to make time for my child when I am home.
9. I will correct my child in positive ways, focusing on the misbehavior, not my child's self-worth.
10. I will love my child unconditionally. Through words and gestures, I will let my child know he/she is a lovable, capable, and worthwhile human being.



Weikel's Guiding Principles

These four cornerstones promote mutual understanding and shared responsibility for the vision of excellence at Weikel Elementary School

Academic Excellence focused on the individual needs of each student, accomplished through clear, high expectations supported with excellent instruction and learning opportunities. Students will become responsible learners and held accountable for their academic accomplishments. Pride in achievement and the joy of learning are evident.

Professional Excellence demonstrated by our educators through ongoing and advanced study. Expertise, integrity, respect, and passion acknowledged and shared. As a result, our children receive the benefits of best classroom practices and a safe, caring school environment.

Social/Emotional Climate is positive and caring with the expectation of behavior that demonstrates respect, responsibility, fair treatment, and safety for all. This results in strong self-esteem for our children and a welcoming environment for our community. Weikel will develop a culture of trust and collaboration by enhancing social emotional skills in order to develop an academic mindset for success and a highly effective school.

Community Partnership driven by open communication between staff members, students, parents, and the community. There are varieties of opportunities for parent and community involvement, which serve to further enrich our children. The spirit of volunteerism and community support are constants in the life of our school.

Weikel Elementary staff will:

- Believe in every student and his or her ability to achieve success.
- Provide a safe, engaging, and collaborative learning environment.
- Demonstrate high levels of academic and social/emotional achievement and growth for students.
- Cultivate a trusting, collaborative environment, always placing student needs first.
- Develop a culture of respect, honor, trust, fellowship, and wellness, reminding each other to have balance and take care of oneself.
- Engage stakeholders to include staff, students, parents, FFC8 district, and the community in order to develop a "highly effective school".

FFC8 Preschool Program - Vision and Philosophy

The Fountain-Fort Carson School District Eight (FFC8) Preschool Program provides a foundation of learning in a fun, warm, nurturing, safe, secure, and inclusive environment where every child is valued as an individual. Through purposeful play, children will develop a love for learning in order to enhance self-expression, creativity, awareness of peers, and a desire to interact with and care for others. Our preschool team is committed to partnering with families and the community to build healthy relationships. Students will develop a positive perspective about themselves and others as they grow emotionally, socially, intellectually, and physically as part of their first school experience.



Welcome to Preschool

We are pleased that you and your child will be involved with the Fountain-Fort Carson Preschool Program. This Parent Handbook and an orientation meeting with your child's teacher will familiarize you with our philosophy, policies, and procedures. Please feel free to call the school with any questions or concerns.

Goals of the FFC8 Preschool Program:

We teach children:

- To develop a positive perspective about themselves and others
- To develop self-expression and creativity
- To develop motor, language and academic skills to progress towards higher learning
- To develop an awareness of peers and a desire to interact with others in the environment
- To develop a positive attitude toward learning and school
- To follow daily routines of a classroom
- To respond appropriately to adult direction
- To participate in both large and small group activities
- To learn the skills to solve conflicts appropriately
- To learn to transition safely from one activity or area of the building to another
- To learn to express themselves through various materials
- To explore new concepts and ideas
- To become aware of differences in colors, pictures, sizes, shapes, sounds
- To learn and use new vocabulary words
- To attend to the task on which they are working
- To plan what to do next
- To care for themselves and others

Ages Served and Hours of Operation

Fountain-Fort Carson School District 8's Preschool Programs are licensed for children 3 years to 5 years of age.

Hours are as follows:

Weikel Elementary Preschool office hours: 7:45 a.m.-4:00 p.m.

Please note: Playgrounds are closed before the session begins. Please wait outside the gate until 8:15 a.m. for the AM session and 12:15 pm. for the PM session.

School Calendar - August 11, 2022 is the first day of Preschool.

Our classes meet Tuesday through Friday. Preschool follows the regular school calendar with regard to holidays, early dismissal days, and staff days. Please refer to the school calendar for specific information.

You may call Weikel's Preschool Office should you have any further questions:

Weikel Preschool Office: 719-358-4338

Forms Necessary for Your Child to Enter School (updated annually)

- Birth certificate
- Updated immunization form
- Health form filled out by physician - only good for twelve months
- Proof of residence
- Completed online enrollment forms will be needed prior to your child beginning school.
- Indicate on the enrollment form, the names and phone numbers of persons to contact in case of emergency. Please keep the office updated as changes occur.

ATTENDANCE REGULATIONS

ATTENDANCE

Attendance areas for each elementary, middle school and high school of the district are drawn up by the administration and approved by the Board, based on geography and student population projections. In establishing school boundaries, consideration shall be given to the densities of student populations in an area in relation to the relative capacities of the schools, the equalization of enrollments in classrooms and efficient use of transportation facilities. A student's designated attendance area shall be based on the legal residence of his parents/guardians.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class or school day begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties may be imposed for excessive tardiness.

An extension to the time allotted for a tardy may be determined by individual building administrators in the cases of inclement weather, local traffic/construction issues, bussing issues, etc. Parents/guardians shall be notified of all penalties regarding tardiness. ***Students are tardy if they arrive at 8:20 for morning session and 12:20 p.m. for afternoon session.***

Recording of Attendance/ Absences

In calculating the number of absences for purposes of determining whether a child is "chronically absent" or "habitually truant," the following guidelines apply:

Elementary:

Attendance is recorded for the morning (AM) session and the afternoon (PM) session. Each session is considered a one-half day of attendance/absence. Two one-half days of absence equal one full day of absence.

The following are excused absences:

- Personal illness - a doctor's note is required after 3 days of absences
- Death of a relative (provide documentation)
- Observance of religious holiday
- Military block leave - up to 5 school days with a copy of military orders
- Doctor, dental and therapy appointments with proper documentation (If possible, please schedule such appointments after school hours)
- Emergency situations - such cases will be approved by administration on an individualized basis

**If a student is on an attendance plan, documentation is required for absences.

The following are unexcused absences:

- Military block leave without orders
- Family events - vacations, birthdays, family visits, other family members' appointments, etc.

Attendance Codes:

- Tardy - Student arrives after 8:20 a.m. for AM session and after 12:20 p.m. for PM session
- Reverse Tardy - Student leaves 30 minutes before the session ends.

Recording of Attendance/Absences - In calculating the number of absences for purposes of determining whether a child is "chronically absent" or "habitually truant," the following guidelines apply:

Please Note: An excused absence may include, but is not limited to, the following reasons: funeral, illness, injury, legal obligation, medical procedure and religious observation. An unexcused absence occurs when the student is absent without a reason, or for an unacceptable reason, as identified within the attendance rules set by the Board of Education.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention, or in-school suspension.



ATTENDANCE REPORTING AND LEAVING EARLY

Daily Absence Reporting:

- Parent(s)/guardian(s) should notify the office by telephone each day a student is absent.
- Students who are absent without a parent's or guardian's excuse may be considered truant.
- All absences, including those approved in advance by parent(s)/guardian(s) or school officials, except those for school-sponsored activities, will count against a student's attendance.
- Weikel Elementary encourages parent(s)/guardian(s) to schedule doctor and dental appointments after school hours.
- Excessive absences may affect a student's academic achievement
- Parents may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive.
- All attendance notes should be given to the attendance secretary office.

Request to Leave School:

Parent(s) must notify the attendance office should their child need to leave for an appointment.

Students must check out through the attendance office for their absence to be considered excused.

Students who leave school without prior parental consent and without checking through the office will be considered truant.

If a family will be absent for an extended amount of time (more than three days), an attendance approval form must be completed. The forms are located in the front office.

However, if your child misses more than 5 days in a quarter or 10 days in a year, it may be necessary to meet and determine whether your child is able to continue in the FFC8 Preschool Program. After 5 days of absence in a year, you will receive a letter regarding the importance of attendance in the Preschool Program. Because FFC8 is not able to provide Preschool services to all students who are eligible, if your child is unable to attend consistently, another child will need to be considered for placement.

- *In the case of extenuating circumstances, attendance will need to be discussed individually with the school administration. These situations will be discussed on a case-by-case basis.*

Emergency Dismissal/Cancellation Process

In case of no school or early dismissal for an emergency or bad weather,

- Please be sure the information on file in the office is complete and up-to-date.
- Check the district website: www.ffc8.org.

- Listen to the radio or watch your local news channel on bad weather days for delayed start, early closing or school closure information. We are listed as Fountain-Fort Carson School District 8.
- If there is a delayed start to the school day, there will be no AM session. This does not affect the PM session.

Withdrawal from School

Please notify the teacher and the preschool office if your child will be leaving our school. There are papers which must be completed in order that files may be sent to your child's next school.

Preschool Supplies

- Each child will need a backpack or book bag.
- Please provide a change of clothes for your child in their backpack or book bag.
- No other supplies are required. If you are interested in contributing to classroom supplies, please check in with your child's teacher regarding any requests.

Personal Belongings

Children should wear comfortable clothing that they can get into and out of themselves. For safety reasons, you should **avoid** dressing them in cowboy boots, sandals and flip flops, overalls with shoulder buckles, and long necklaces. Please note that any clothing your child wears to school could get dirty and/or stained. We also recommend labeling your child's jackets/hoodies so they can be returned (initials are fine).

Please keep all toys at home unless prior arrangements are made with the preschool teacher.

Arrival and Departure

Getting your child off to a positive start is a main goal. Some points to remember:

1. Give your child a hug and a kiss in the house before leaving for school or the bus.
2. Be confident and positive as you say goodbye to your child.
3. Leave your child with the feeling that they are leaving you to go to school, not that you are leaving your child.
4. It is expected that some children will cry. Be assured that our staff has experience and training in handling these situations in a positive manner.
5. Concern for safety requires that an adult accompany your child to the bus or to greet the teachers.
6. For students who do ride the bus, an adult will accompany them to and from the bus.

Arrival Procedure

1. Parents will drop off and pick up their student outside their teacher's door. This may require families to walk through the Weikel preschool playground to the back of the building.
2. Wait with your child until the teacher is present.
3. Parents must sign their child into the classroom upon arrival.
4. Please apply sunscreen to your child within 10-15 minutes of drop-off.
5. Do not leave your child unattended.
6. Late Arrivals: Parents visiting classrooms or picking up/dropping off children before or after normal school hours are required to sign in/out at the office.

Departure Procedure

1. Parents, or authorized adults (at least 18 years old) must pick up children and sign them out from the classroom unless the child rides the bus.
2. Parents may authorize adults (at least 18 years or older) to sign in/out their child(ren).
 - a. Parents must provide the school with the following information in writing:
 - i. Name
 - ii. Address
 - iii. Phone Number
 - b. Notify authorized adult of our procedures and let them know that they will be required to provide photo identification before picking up children.
3. Parents are an important part of our school and are invited to visit or observe their child's classroom. In order to ensure the safety of all preschool students, we ask that all visitors sign in at the office immediately upon entering the building. Visitors must present an ID and will receive a visitor sticker. Visitors must wear the sticker at all times while in our buildings. If you would like to speak with the teacher at greater detail during your visit, please make an appointment to follow up with the teacher regarding your child's progress at a time that is mutually convenient.
4. The preschool office and the teacher should also be notified of specific persons who may not pick up your child (when your emergency contacts change).

Health Policy

Health Forms: The Colorado Department of Health requires that all students have an up-to-date immunization certificate and health form to begin school.

Medication: School personnel are not permitted to give over-the-counter medication, such as aspirin, cough medicine, etc. Children need to leave cough drops and Chapstick at home. ***Sunscreen should also be applied at home since our program is half-day.*** However, prescription medication can be given with a doctor's signature. The preschool office has the necessary form which must be completed prior to giving any medication. Emergency medications will be kept in the classroom with the children at all times which includes field trips, recess, library and changing of classrooms. Medications will only be administered by delegated staff. Staff will follow the health care plan when administering medications.

Bus Transportation

- Students must be registered on line for bus transportation.
- Please call Transportation (719-382-1335) for confirmation prior to placing your student on the bus for the first time.
- To avoid confusion for your child and the classroom teacher, please plan a consistent bus or parent pickup schedule for your child.

Illnesses

Please help us minimize illnesses in our school setting.

The guidelines below should be used to help you decide whether or not your child should come to school.

Children may not be in school if they have a fever (over 100 degrees), are vomiting, or have diarrhea. The student must be fever free for up to 48 hours without medication.

Symptoms to watch for might be a flushed face, chills, paleness or skin abnormally warm to the touch. One or all of these symptoms might be present. If in doubt at all, please take your child's temperature. Remember, if you reduce your child's fever with medication like Tylenol, your child is STILL ill.

Please do not medicate your child and send them to school. Children spread illness most easily during the time they have a fever.

We strongly recommend that you keep children home if they:

- have had a fever of over 100 degrees in the last 48 hours.
- have had vomiting or diarrhea in the last 48 hours.
- have severe cold symptoms.

Cold symptoms may include:

- A constant runny nose, especially with abnormal color or consistency
- nasal or Jung/chest congestion
- coughing that is constant or persistent

We also ask that you:

- **Keep the preschool office updated** with current phone number and contact information
- **Make arrangements** in advance for home care of your child if he/she becomes ill at school

Reporting of Child Abuse

The Colorado state law requires that educators report any suspicion of neglect or child abuse. For your information, any adult should also report suspected abuse. The number for the El Paso County Department of Human Services is 719-444-5700.

Food

Each day your child will receive a snack at school. Your child's teacher will provide you more information about how this is structured in your child's classroom. Please be sure your child's teacher is aware of any allergies and/or intolerances.

Milk is provided through the school.

Special snacks may be served on special event days such as birthdays.

Please let us know at least two days in advance if you desire to bring in a special snack. These need to be store purchased and pre-packaged.

PLEASE NOTE: We are concerned about your child's good health and many students have food allergies. Foods brought in to be shared with the class need to be store-bought and must not contain trans-fats. Whole grain crackers, cheese sticks, and individually packaged fruit are great ideas for healthy snacks.

Please note that we cannot serve **candy or gum** at school. If bringing a sweet treat, please also provide a healthy alternative (fruit, veggie, etc.)

Parent Activities

1. Observations: You are welcome to observe at any time. However, we ask that parents wait to observe the class until after your child has had the opportunity to gain confidence and classroom routines have been established. Please consult with your child's teacher to determine an appropriate time to observe.
2. Conferences: Parent conferences are scheduled for October and February. However, parents can request to talk with their child's teacher at any time.
3. Volunteer Opportunities: Depending on your child's school, a parent questionnaire may be sent out inquiring as to any skills and/or talents you may have to support and contribute to our program. Parents may also be asked to cut paper, cut out letters for bulletin boards, help with field trips, provide food for special events, etc.
4. Teacher Organization (PTO): Our school has a PTO. This is an organization of teachers and parents that work together to promote mutual understanding and increase the effectiveness of the educational program. Please ask at the front office about how to get involved with this group.
5. Throughout the year, our Preschool provides Parent/Family Activities so that we can effectively partner with our families and community to support children. Please ask at the front office about upcoming Parent/Family Activities in your child's school.

6. Upon request, interpreters are available for conferences, meetings, or family events at no cost to the family. Please contact the office to request an interpreter.
7. Throughout the year, our Preschool program will be offering a "Paw"tners in Pre-K Parent Education Program. Each session will address different learning components to support your child's academic and social/emotional growth. Be on the lookout for dates, times, and topics.

Early Learning and Instruction:

Colorado Academic Standards: The FFC8 Preschool Program provides instruction aligned with the Colorado Academic Standards for Preschool. We utilize the following resources to provide this instruction:

- **Creative Curriculum:** An early learning program using research-based strategies that foster children's learning in all content areas. These include social/emotional, language, cognitive (early academic skills), and physical skills.
- **Ready Rosie:** A collection of video resources for parents to help support continued learning for children at home.
- **Heggerty:** An early literacy program designed to help your child build language and phonological awareness.
- **Teaching Strategies GOLD:** An authentic, ongoing observational system for assessing children from birth through kindergarten. It helps teachers to observe children in the context of every day experiences, which is an effective way to learn what they know and can do.
 - **Individual Learning Plan:** Teachers will use assessment information from Teaching Strategies GOLD to develop an Individual Learning Plan for every child that specifically identifies his/her strengths, needs, and how the teacher and parents can partner to meet these needs.

As part of qualifying for the Colorado Preschool Program, your child will receive a minimum of 360 hours (approximately 12 hours per week) of state-funded preschool at no cost to the family.

Purpose of Play:

Play is children's work. Children learn through play, so providing a diverse, engaging environment for children to learn through self-directed activities allows them opportunities to take learning to a deeper level. Play supports children's skills across all developmental domains: social and emotional, language, cognitive, early learning, self-help, and physical. It builds fundamental skills they'll use throughout their lives, such as problem-solving, interacting and negotiating with others, processing emotions, taking risks, flexibility, resilience, and self-direction. Play also provides an authentic way for teachers to assess each child's learning and identify important next steps for instruction.

Discipline at School

Discipline will be handled in a positive manner through redirecting the child's attention to a different activity, giving instructions for proper use of materials, etc. If necessary, a child may be asked to take a calming time so they can successfully rejoin the activity.

Multi-Tiered System of Supports (MTSS)

We are committed to the success and development of all our students. To accomplish this, our program utilizes a tiered model of support that includes effective daily instruction as well as targeted intervention for students who require additional support. In our program, we incorporate a team-based approach of analyzing student data to determine specific student strengths and needs. This information is then used to provide targeted intervention and support through a comprehensive framework that focuses on core instruction, differentiated learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a program supported by the Colorado Department of Education and Fountain-Fort Carson School District 8 to promote and maximize academic achievement and behavioral competence. This is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Weikel Elementary is proud to be a part of this exciting initiative.

Home habits that will help your child at school:

Read to your child EVERY day!

Have your child:

- Dress themselves
- Go to the toilet without help
- Put away toys
- Do simple household tasks
- Help others - brothers, sisters, pets
- Listen to others
- Have family listen to them
- Follow directions (give one at a time - check to see they do what is asked)
- Start the school day rested and well-nourished

Safety and Security

REPORTING CONCERNS REGARDING SAFETY

Students and parents are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property.

Safe2tell

Safe2tell allows students, teachers, parent(s)/guardian(s), or anyone else to call 1-877-542-SAFE or 1-877-542-7233 a toll-free hotline within the state of Colorado, to report information about a crime or harmful event that has already happened, or one they fear may happen. Web: <http://safe2tell.org/>. All reporting is anonymous. (See APPENDIX 1)

School Resource Officer

Weikel Elementary will have an SRO on school grounds while the school is in session. If you have any safety concerns, please report them to the principal and a meeting may be scheduled with the SRO and administration.

STANDARD RESPONSE PROTOCOL (SRP)

In an effort to expand our safety program, we have adopted a Standard Response Protocol process. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration; therefore, lockout, lockdown, evacuate, and shelter drills will be held at least once a month throughout the school year. Please note: No one is allowed in or out of the building during a lockout or lockdown drill.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

Lockout is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.

Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

Shelter is always followed by a type and a method and is the protocol for group and self-protection.

Hold is used when there is a need to keep students in their classrooms for a short bit (usually due to a medical response.)

Controlled Release is called when there is a need to release students to their parents during the school day. Teachers will remain in the classroom with students until further instructions provided by the principal.

Reunification takes place in the event of an emergency evacuation. During reunification, families will be notified of the reunification site and a check-in/check-out process will be enacted.

EMERGENCY SCHOOL CLOSINGS

The Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the Superintendent will take such action only after consultation with appropriate authorities.

Information regarding notification of emergency closings and early dismissals shall be provided to parents, students, and staff members at the beginning of each school year.

*****Please be aware that announcements for closures will list Fountain-Fort Carson School District 8 as: "DISTRICT 8."***

INCLEMENT WEATHER; Indoor Recess

The weather in Colorado allows us to experience all four seasons and it sometimes changes drastically; therefore a few procedures have been established to address the various weather conditions as well as the condition of the playground. An indoor recess day will be declared if the conditions are not favorable for students to weather the elements or if the playground is deemed unsafe (ie. Ice). The temperature of (feels like) 25° and below will be used as a guideline in determining whether it will be indoor or outdoor recess.

RAIN STORM OR LIGHTING for DISMISSAL (CONTROLLED RELEASE)

- Students will not be released in the event there is a severe rain storm at the end of the day.
- Students will remain in their classrooms until it is deemed safe to be released at the end of the day.
- Parent(s)/guardian(s) will be allowed to enter the office and have their student released to them. Day care students will be sent to the gym and daycare staff will escort students to the day care. We will respond as necessary to keep students, parents, and staff safe.

STAFF PERSONAL SECURITY AND SAFETY

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building Principal and the Superintendent's office.
2. The Principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The Superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The Superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Access to Mental Health Supports: Our early learning centers place significant emphasis on meeting the social-emotional and health needs of all students in our programs. For students in need of supports above and beyond what is provided in our typical programming, classrooms have access to school psychologists and behavior specialists who can consult and collaborate with staff and families to meet student needs within the classroom setting, as well as make key connections between families and community mental health providers to ensure all necessary mental health needs are met. Access to these supports will be engaged with parent permission.

Access to an Interpreter: The FFC8 Preschool Program places a high value on partnership with families. As such, the district provides interpreter services for families who need this resource.

Out of District Policy

Parents may be required to provide a proof of residence upon request at any time during the school year.

Fountain-Fort Carson School District

Policies and Procedures for Fountain-Fort Carson Preschool Classrooms

- The Fountain-Fort Carson School District maintains compliance with all federal legislation including the Americans with Disabilities Act.
- Children with identified special needs and/or Colorado Preschool Program (CPP) risk factors are eligible for preschool services on their third birthday and may continue in the program until the age at which they are eligible for kindergarten.
- Students begin kindergarten if they are five years of age on or before October 1.
- Classrooms are staffed with adequate personnel to supervise children at all times.
- School personnel greet each child upon their arrival to school. The adult transporting the child should sign the child in and drop the child off with the classroom teacher or teacher assistant. If a child is late to school and the child's class is off site or in another section of the building, the transporting adult must bring the child to the office where the classroom staff will be notified. No child should ever be left unattended.
- All visitors must sign in at the office in each school building. Visitors must abide by the guidelines established within these settings so as not to interrupt the educational process.
- All children will be supervised until picked up by the designated person. The designated person **must be 18 years or older** and needs to sign the child out before leaving the school. If a child is not picked up from school, an attempt will be made to notify the parent, emergency contact(s), and, if necessary, community agencies such as the Department of Human Services or Police Department.

- The FFC8 Preschool Program will take the following action in the event a child becomes lost and their presence is not immediately known to the supervising adult: notification will be made to the supervisor and building administrator, notification will be made to the parent or emergency contact, and should the child not be immediately located, the Police Department will be notified.
- Unauthorized attempts to pick up children will be immediately reported to building administration with follow-up to community agencies as appropriate.
- The school district takes into consideration weather conditions when children are participating in activities outside. If any condition such as heat, cold, wind or rain is determined by designated personnel to be detrimental to the children's health, alternate arrangements will be made for the activity.
- Children's illnesses, accidents and injuries are noted by classroom personnel who seek additional support within the building when necessary. School personnel will notify parents immediately by phone should one of these events necessitate immediate attention by a physician or the removal of the child from the setting. Follow-up with the parent by phone and health office visit notes will be provided for less serious incidents. All students have a health card on file in the office that provides information regarding medical conditions and emergency contacts.
- A protocol for correct diapering techniques has been established within the district; only trained district staff will complete diapering. A diapering log will be maintained in the classroom. Parents and teachers will work together to develop a program for children to support toilet training when appropriate.
- Transportation is available for students. The Transportation Department communicates with the parents and school personnel regarding specific considerations necessary for individual children. Parent notification and permission is obtained for any activities that take place off of school grounds.

- Special activities such as field trips and television/video viewing take place only when an educational purpose has been determined. Staff continue to be responsible for the supervision of children during these activities.

- School staff may photograph children interacting at school for use on the school and/or district website, social media, Yearbook, etc. Parents who do not wish their child to be included in these photographs can notify the school.

- Emergency situations of any nature require that school personnel work closely with administrative personnel within the school building to ensure the safety of children. Specific response procedures are established for each site and appropriate staff in-service is provided. Emergency Drills are held monthly to ensure children are accustomed to emergency evacuation and/or response. (Please see attached pages concerning Standard Response Protocols and Emergency Reunification Procedures.)

- FFC8 Preschool classrooms are located at the following locations: Weikel Elementary, Conrad Early Learning Center, and Aragon Elementary. Any concerns relative to the care of children should be reported to administrative personnel.
 - Misty Jaramillo, Weikel Elementary Principal 719-358-4320
 - Melanie Baker, Weikel Elementary Assistant Principal 719-358-4320
 - Amanda Cordova, Weikel Elementary Early Intervention Specialist 719-358-4337
 - Laura Browning, Conrad ELC Administrator 719-304-3500
 - Tracey Landrum, Aragon Elementary Principal 719-382-1340
 - Laurie Noblitt, Director of Elementary and Early Learning 719-392-1549

- If any individual has concerns regarding suspected licensing violations, they may write to the *Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver, CO 80203-1714*, or call them at (303) 866-5958 or 1-800-799-5876.



Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

Fall 2022

Dear Parent:

Your child has been enrolled in our Fountain-Fort Carson Preschool Program at Weikel Elementary for the 2022-2023 school year. Please note that we are not able to serve students living out of district due to the demand for preschool services by in-district families. If at any time during the school year your family moves out of Fountain-Fort Carson School District, your child will be permitted to remain in our FFC8 Preschool Program until the end of the semester in which the move occurs. At the conclusion of that semester you will need to seek programming with your new district of residence.

Thank you for your understanding.

Sincerely,

Laurie Noblitt
Director of Elementary and Early Learning
Fountain-Fort Carson School District 8

Child's Name: _____ (2022-23 School Year)

Initial if you agree:

_____ I have had the opportunity to review the FFC8 Preschool Program handbook.

_____ I realize that in order for my child to receive the full benefit of learning, he/she needs to attend school consistently. I understand that if my child has frequent absences from school, I will be contacted. Frequent absences could result in the loss of placement in the program.

_____ I understand that after my child has begun the program, there might be the need to further assess his/her development in the areas of cognitive, social, language, and motor development. The teacher will contact me if this is necessary.

_____ I give permission for my child to view videos, DVDs, movies, etc. that have been approved by the school for educational purposes only.

_____ I give my permission for my child to be video-taped or have photos taken of them to be included in program activities (i.e. web page, Facebook, photo presentations in building, wall displays, newsletters, end of year videos, etc.).

_____ I understand that if at any time during the school year my family moves out of the Fountain-Fort Carson School District, my child will be permitted to remain in the FFC8 Preschool Program only until the end of the semester in which the move occurs. At the conclusion of the semester I will seek programming in my new district of residence.

_____ I have had the opportunity to ask questions about the program and give permission to place my child in it.

_____ I understand that if I need an interpreter for conferences, meetings, or family events I contact the office to arrange this at no cost to me.

_____ I understand that I should apply sunscreen to my child within 10-15 minutes of drop-off at school.

Parent's Name (**please print**)

Parent's Signature

Today's Date

(Parent copy to remain attached to handbook)

Child's Name: _____ (2022-23 School Year)

Initial if you agree:

_____ I have had the opportunity to review the FFC8 Preschool Program handbook.

_____ I realize that in order for my child to receive the full benefit of learning, he/she needs to attend school consistently. I understand that if my child has frequent absences from school, I will be contacted. Frequent absences could result in the loss of placement in the program.

_____ I understand that after my child has begun the program, there might be the need to further assess his/her development in the areas of cognitive, social, language, and motor development. The teacher will contact me if this is necessary.

_____ I give permission for my child to view videos, DVDs, movies, etc. that have been approved by the school for educational purposes only.

_____ I give my permission for my child to be video-taped or have photos taken of them to be included in program activities (i.e. web page, Facebook, photo presentations in building, wall displays, newsletters, end of year videos, etc.).

_____ I understand that if at any time during the school year my family moves out of the Fountain-Fort Carson School District, my child will be permitted to remain in the FFC8 Preschool Program only until the end of the semester in which the move occurs. At the conclusion of the semester I will seek programming in my new district of residence.

_____ I have had the opportunity to ask questions about the program and give permission to place my child in it.

_____ I understand that if I need an interpreter for conferences, meetings, or family events I contact the office to arrange this at no cost to me.

_____ I understand that I should apply sunscreen to my child within 10-15 minutes of drop-off at school.

Parent's Name (**please print**)

Parent's Signature

Today's Date

(Classroom copy to return to teacher)