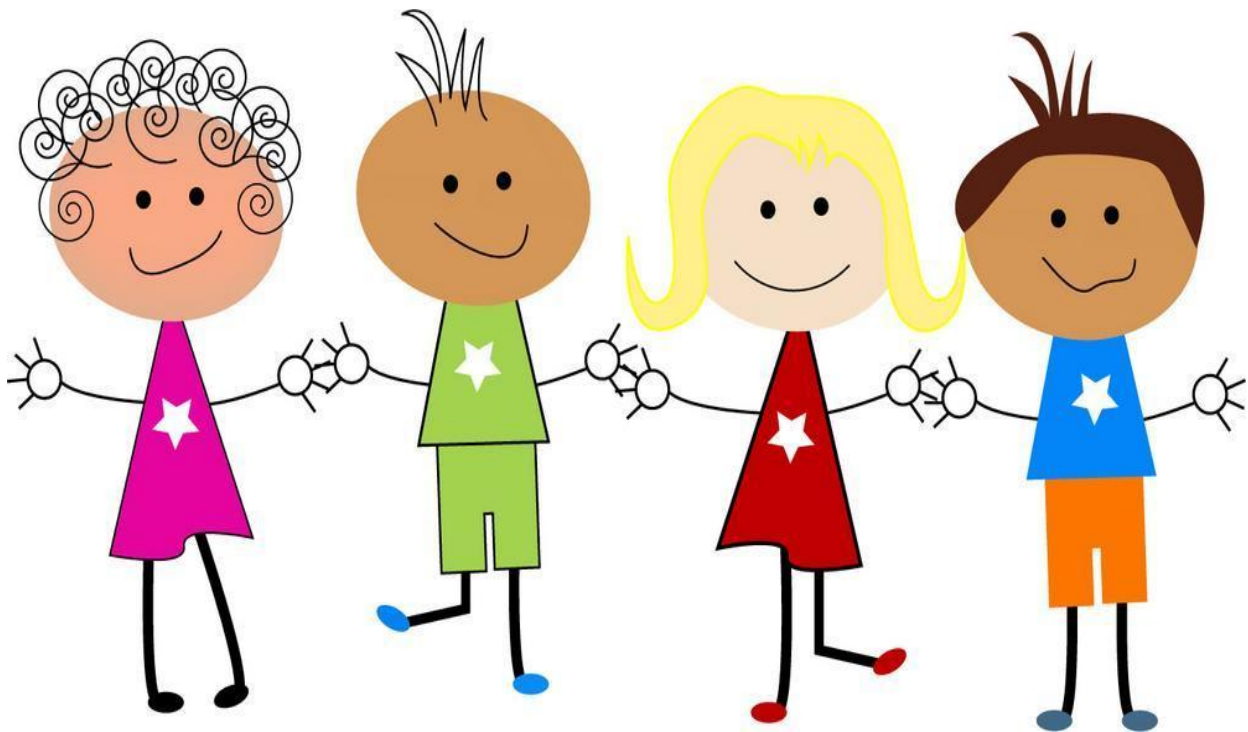




Early Childhood Education Program

Preschool Family Handbook

2022-23



Thank you to the contributors

This handbook is being brought to you through the efforts of several people. Teachers, nurses, site directors, specialists, parents and administrative staff contributed to provide the most relevant information possible. Their service and commitment towards the success of students, staff, department and district is recognized and greatly appreciated.

Thank you to everyone that participated!

Adams 12 Five Star Schools

Early Childhood Education Program



Adams 12 Five Star Schools
 1500 E 128th Ave
 Thornton, Colorado 80241

BOARD OF EDUCATION

2022-2023

Ms. Lori B. Goldstein - President - District 1
 Ms. Jamey L. Lockley - Secretary - District 2
 Ms. Courtney Potter - Director, District 3
 Ms. Amira Assad-Lucas - Director - District 4
 Ms. Laura P. Mitchell - Vice President - District 5
 Mr. Christopher E. Gdowski, J.D - Superintendent of Schools

CONTACT US

General Questions	720.972.8760
Preschool Special Education	720.972.4346
Child Find	720.972.6145 or 720.972.6004
Colorado Preschool Program	720.972.8765
Director of Early Childhood Education	720.972.8763



TABLE OF CONTENTS

TOPIC	PAGE
1. Welcome and Overview	6
2. Quick Reference Guide (School locations and phone numbers)	8
3. Ages of Children Accepted into Preschool	11
4. Assessment	12
5. Attendance	12
6. Backpacks	13
7. Birthdays and Holiday Parties	13
8. Calendars	13
9. Class Schedules	13
10. Classroom Use of Videos and Screen Time	14
11. Clothing	14
12. Colorado Preschool Program (CPP)	14
13. Concerns about Your Child's Development	15
14. Curriculum	15
15. Digital Resources	15
16. Discipline	15
17. Emergency Contact Information	16
18. Emergency Procedures	17
19. Field Trips	19
20. Health Services including Nursing	20
21. Hours of Operation	20
22. Illness, Accidents and Injuries	21
23. Immunizations	22
24. Inclement Weather and Extreme Weather	22
25. Kindergarten Transitions	22
26. Parent/Family Orientation, Visits and Conferences	23
27. Parent/Family Participation	23
28. Pathways to Preschool	24
29. Personal Items for students	24

TABLE OF CONTENTS, continued

TOPIC	PAGE
30. Physicals	24
31. Resources for School Safety	25
32. Reporting a Concern (non-School Safety related)	25
33. Reporting Suspected Child Abuse or Neglect	26
34. Retention in Preschool	27
35. Signing In and Out Process	28
36. Snacks	29
37. Snow and Emergency Closures	30
38. Sun Protection	31
39. Toileting	31
40. Transfer Requests	32
41. Transportation	32
42. Tuition	32
43. Vision and Hearing Screenings	33
44. Visitors	33
45. Volunteers	33
46. Withdrawal of Students	33
47. Information Available on District Website	34
48. Addendum	35

WELCOME!

Thank you for this opportunity to partner with you in your child's early educational experience. We strive to provide a high-quality educational program that establishes a strong foundation for kindergarten and beyond. You have entrusted us to provide your child with a safe learning environment and we greatly appreciate that.

DISTRICT OVERVIEW

Setting out to develop a new strategic plan for the district, we looked to our community. More than 7,000 parents, students, staff and community members came together across every school in the district through in-person collaboration and online surveys to create a new plan to ELEVATE student success for years to come.

Behind the scenes was the ELEVATE Core Team, a group of staff and community members who drove the process by planning the engagement sessions and analyzing the data.

Vision: Adams 12 Five Star Schools is a caring, inclusive and engaging district which exists so the students it serves can attain the knowledge and skills necessary to pursue the future of their choosing and are equipped to navigate and thrive in our rapidly changing world.

Mission: We commit to engage and inspire all students to innovate, achieve and succeed in a safe environment by ensuring high-quality instruction in every classroom, every day.

EARLY CHILDHOOD PROGRAM OVERVIEW

The Adams 12 Five Star Early Childhood Education program strives to help children gain the knowledge and skills necessary for success in kindergarten and beyond. Our learning opportunities are reflected in the curriculum through the use of the Colorado Early Learning and Development Guidelines (ELDG's). These include preschool academic standards as well as developmental expectations for young children including ages birth to five years.

Young children learn best through opportunities to play, explore and experiment in a safe and predictable environment. They need hands-on activities, opportunities to use each of their senses, and opportunities to interact with other children as well as adults. They benefit from a balance of self-directed opportunities to play and create, as well as more structured

opportunities when teachers facilitate specially designed learning activities. Within the preschool program, children:

- Are safe and secure while in our care
- Develop positive relationships with other students and adults
- Have the supports they need for academic, social/emotional, physical, language and cognitive development
- Have experiences that form the foundation for later academic success in reading, writing and mathematics
- Become increasingly independent

A developmentally appropriate environment that is engaging, safe, consistent and nurturing allows children to expand their developmental skills. Opportunities are provided for each child to master tasks appropriate to his or her individual level of development by enhancing their natural curiosity, creativity and a love of learning.

The daily schedule includes structured opportunities for children to learn through a range of activities designed to increase literacy, math, social/emotional, fine motor, gross motor, language and cognitive skills. This is accomplished by children being able to make choices in independent learning centers, participate actively in circle time, creative movement, music as well as small group time dedicated to specific studies of topics, and creative art.

Each classroom is organized with centers for creative art, reading, sensory, science, math, blocks and dramatic play. Teachers use a research based academic curriculum with strategically designed activities to support academic, language, cognitive and motor development necessary for success. The classroom environment is designed to encourage imagination, inquiry, creativity, socialization, and discovery. The curriculum is established to align with the Colorado Early Learning and Development Guidelines (ELDG's).

Each student brings unique strengths, needs, and experiences that are coupled with each parent's hopes for a bright future. Learning is individualized so that we tailor opportunities for each child in a way that challenges them to grow in a rich learning environment. We embrace this time in your young child's learning journey and take seriously the desire to partner with you.

**If you find information contained in the handbook that you believe is in error, please contact the Director of Early Childhood at 720-972-8763. Thank you.*

Quick Reference Guide

Classroom and Office Guide

School Name	locations	Phone numbers	Class time 20-21
Arapahoe Ridge	13095 Pecos St, Westminster, CO 80234	<u>Site Director-720-972-3731</u> Caterpillars -720-972-3725 Kangaroos - 720-972-3733 Polar Bears -720-972-3732 Zebras - 720-972-3726 Main Office: 720-972-5740	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Bright Horizons	5321 E 136th Ave, Thornton, CO 80602	<u>Site Director 720-972-4517</u> Falcons 720-972-4518 Hawks 720-972-4516 Racoons 720-972-4519 Coyotes 720-972-4514 Main Office: (720) 972-4400	Full Day programming 8:00 - 3:00 Extended Day Care: 7:00 - 8:00 a.m. 3:00 - 4:30 p.m.
Centennial	13200 Westlake Dr, Broomfield, CO 80020	<u>Site Director-720-972-8878</u> Dolphins -720-972-8850 Giraffes - 720-972-8849 Penguins - 720-972-8851 Main Office: 720-972-5280	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Cherry Drive	11500 Cherry Dr, Thornton, CO 80233	<u>Site Director-720-972-3301</u> Cheetahs -720-972-3301 Flamingos - 720-972-3303 Sloths - 720-972-3306 Pandas -720-972-3302 Main Office: 720-972-5300	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Coronado Hills	8300 Downing Dr, Denver, CO 80229	<u>Site Director-720-972-7011</u> Lions -720-972-7011 Tigers - 720-972-7000 Main Office: 720-972-5320	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Federal Heights	2500 W 96th Ave, Federal Heights, CO 80260	<u>Site Director-</u> Grasshoppers -720-972-6964 Honeybees - 720-972-6965 Main Office: 720-972-5360	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Hunters Glen	13222 Corona St, Thornton, CO	<u>Site Director-</u> Bears -720-972-8144 Hedgehogs - 720-972-8142	AM Session: 8:05 - 11:10 PM Session:

	80241	Main Office: 720-972-5440	11:55 - 3:00
Malley Drive	12401 Malley Dr, Northglenn, CO 80233	<u>Site Director</u> -720-972-3468 Cubs -720-972-6224 Dolphins - 720-972-3468 Otters - 720-972-3469 Main Office: 720-972-5480	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Mountain View	12401 Perry St, Broomfield, CO 80020	<u>Site Director</u> - Owl -720-972-8436 Wolf Pups - 720-972-8420 Lambs - 720-972-5527 Main Office: 720-972-5520	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
North Mor	9580 Damon Dr, Northglenn, CO 80260	<u>Site Director</u> - Bear Cubs -720-972-6241 Kittens - 720-972-6242 Main Office: 720-972-5540	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
North Star	8740 North Star Dr, Thornton, CO 80260	<u>Site Director</u> - Bumblebees -720-972-8118 Monkeys - 720-972-8125 Tigers - 720-972-5569 Main Office: 720-972-5560	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Riverdale	10724 Elm St, Thornton, CO 80233	<u>Site Director</u> -720-972-3612 Fish -720-972-5594 Fireflies - 720-972-5598 Foxes - 720-972-3607 Main Office: 720-972-5580	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
STEM Lab	11700 Irma Dr, Northglenn, CO 80233	<u>Site Director</u> - Marmots -720-972-3366 Moose - 720-972-3363 Main Office: 720-972-3340	AM Session: 8:20 - 11:25 PM Session: 12:05 - 3:10
Tarver	350 Summit Grove Pkwy, Thornton, CO 80241	<u>Site Director</u> - Ducks -720-972-5653 Frogs - 720-972-8487 Owls - 720-972-8477	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00

		Main Office: 720-972-5640	
Thornton	991 Eppinger Blvd, Thornton, CO 80229	<u>Site Director-</u> Seahorse -720-972-3681 Starfish - 720-972-3682 Main Office: 720-972-5660	AM Session: 7:45 - 10:50 PM Session: 12:10 - 3:15
Thunder Vista	3461 Preble Creek Pkwy, Broomfield, CO 80023	<u>Site Director-20-972-7391</u> Blue Jays -720-972-7384 Buffaloes - 720-972-7385 Eagles - 720-972-7383 Hummingbirds -720-972-7382 Main Office: 720-972-7300	AM Session: 8:00 - 11:05 PM Session: 12:05 - 3:10
Westview	1300 Reseanna Dr, Northglenn, CO 80234	<u>Site Director-</u> Elephants -720-972-8520 Hippos - 720-972-8521 Main Office: 720-972-5680	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00
Woodglen	11717 Madison St, Thornton, CO 80233	<u>Site Director-720-972-8718</u> Ducks -720-972-8719 Frogs - 720-972-8718 Turtles - 720-972-5717 Main Office: 720-972-5700	AM Session: 8:05 - 11:10 PM Session: 11:55 - 3:00

Student and Family Resource Center (SFRC)

10280 N. Huron St., Northglenn, CO 80260

Child Find Secretary(s)

720-972-6145

720-972-3870 (For Spanish)

Business Support Technician for Early Childhood,

720-972-8761

Secretary, Early Childhood

720-972-8762

ECE Coordinator

720-972-8765

ECE Special Education Coordinator

720-972-6010

ECE Special Education and Child Find Coordinator
720-972-8766

Director of Early Childhood Education,
720-972-8763

AGES OF CHILDREN ACCEPTED INTO PRESCHOOL

The Early Childhood Education program uses a multi-age classroom approach, meaning that classrooms are inclusive of students that vary from age 3 to 5 years old. For children to be eligible for preschool, they must be at least 3 years old (i.e. 36 months) in order to start. For children that turn five years old *on or before* October 1st of any given school year, they will attend kindergarten. If your child turns 5 *after* October 1st, they may still attend preschool until the following fall.

ASSESSMENT

Teachers use on-going, observational assessment to monitor progress of children enrolled in the preschool program. The intent of informal assessments is to help teaching staff with the opportunity to plan for individualized instruction. Progress in language development, early literacy, early mathematics, fine and gross motor skills as well as social/emotional skills are assessed three times per year using Teaching Strategies (TS) GOLD.

The first TS Gold assessment occurs at the end of the first quarter. Teachers use the data from the assessment in order to begin creating an Individual Learning Plan (ILP). This plan notes the academic and developmental skills your child is currently demonstrating. Teachers use the opportunity to meet with families during Fall Parent/Teacher Conferences in order to review student data and present the ILP. These assessments are conducted two other times during the school year and occur in the second semester.

If your child has an Individual Education Plan (IEP), they will also receive quarterly progress reports from the special education case manager. These progress reports are a measure of the goals in your child's IEP.

ATTENDANCE

While there are multiple contributing factors to a student's success in kindergarten and beyond, we know that kindergarten readiness is not an overnight process. When students present us with excessive tardiness or absenteeism, it challenges the consistency of their learning on several levels. Adams 12's educators serve students by providing a safe learning environment in which they can learn, feel safe, and be productive citizens by partnering with parents.

Preschool is not bound by compulsory attendance statutes; however, we firmly believe that every instructional minute with our students supports the development of positive attitudes toward school, provides students with consistent and caring adults, and develops a strong knowledge foundation for kindergarten and beyond.

We ask that parents send their child on a consistent basis* and would ask that you let us know if there are barriers that prohibit regular attendance. Performance in kindergarten can set the foundation for success in later grades.

If we note that your child is not attending regularly, we will check in with you. If for some reason, there are repeated patterns of non-attendance, the Director of Early Childhood will contact you to discuss options. The student may ultimately be withdrawn from the program, with written notification from the Director of Early Childhood.

**pending illness protocol*

BACKPACKS

Children should bring a backpack to school every day. The backpack should have the child's name clearly marked on it. Please check your child's backpack daily for information from school.

It's helpful if your child has the following items in their backpack on a daily basis:

- change of clothing (see Clothing section, page 14)
- a gallon sized ziploc bag to store clothing that may become soiled
- a snack and drink (see "Snacks" below)
- a water bottle if you'd like for your child to have one

BIRTHDAYS AND HOLIDAY PARTIES

We appreciate the spirit of celebrating birthdays and understand that families want their children to share in the celebration with their school based friends. Thus, in order to maintain a safe learning environment, please reach out to your child's teacher to coordinate any activities. Children may bring a special toy to share at a designated time if pre-approved by

their teacher. Students have a variety of allergies, therefore, do not send food, drink, treats or other items without advanced permission from the teacher.

Your child's preschool classroom may host special celebrations that may coincide with calendar holidays. Your child's teacher will communicate with you the expectations of any special dress codes, treats, or activities for the celebrations.

CALENDARS

District calendars associated with preschool are handed out to parents at the beginning of the school year. If you have any questions, or did not receive one, please contact your child's teacher, or refer to the "Documents" tab of the Preschool website:

[Adams 12 Preschool Documents](#)

CLASS SCHEDULE

A structured routine supports students in a variety of ways:

- Students become able to predict what will happen next, therefore they feel prepared and secure,
- Routines facilitate students' understanding of the learning environment and associated expectations,
- Routines provide stability for students and also allows for the instructional time to be maximized,
- Students that are familiar with classroom routines and schedules are more likely to be engaged learners.

Classroom staff post a schedule in their classrooms. Schedules will be clearly posted in each classroom so they can be clearly seen by all.

CLASSROOM USE OF VIDEO VIEWING and SCREEN TIME

Young children experience learning through a variety of contexts. In order to enhance students' exploration of an educational topic, teachers may scaffold digital media opportunities. For example, preschool children may use a digital media resource from the approved curriculum, may view a video while at school, and use other technology that encourages their learning.

It can also be used for an occasional special event. In this case, the occasional use may require Parent/Guardian permission for these activities, and in the event of such use, parents would be given a Parent Permission Form to be signed prior to the event.

Recorded media and other screen time is limited to 30 minutes a week. Computer and tablet time is limited to non-consecutive 15 minute increments not to exceed 30 minutes per day. Digital devices used for communication or other learning needs are excluded from this policy.

CLOTHING

Your child's comfort and safety should be given primary consideration when sending them to school. As you select your child's clothing, please keep these things in mind:

- students are involved in activities such as art and water play that can be messy,
- they go outdoors, therefore, clothing should be chosen so that it is appropriate for the range of outside temperatures that we experience, and
- clothing items that restrict free movement or that are hard to remove for the purpose of toileting are discouraged.

For your child's comfort, we ask that you send a complete change of clothing (including underwear and socks) in your child's backpack. Many parents use or send a gallon size plastic bag that can be sealed to hold the clothes. Please be sure these, as well as all outdoor clothing, are clearly marked with your child's name.

COLORADO PRESCHOOL PROGRAM (CPP)

The Colorado Preschool Program (CPP) is a program administered by the Colorado Department of Education. Children that are eligible must meet specific criteria in order to access the program.

Children are determined eligible for CPP based on certain risk factors present in their lives, which have been shown to be associated with later challenges in school.

- Four-year-old students must have at least one risk factor present, although most children served show two or more.
- Three-year-olds must have at least three factors present.

For more information, please refer to: <https://www.cde.state.co.us/cpp>

CONCERNS ABOUT YOUR CHILD'S DEVELOPMENT

If you have concerns about your child's development or know of a child who may be experiencing delays in their development, please speak with a preschool staff member. Delays can be present in one or multiple areas of development, such as speech/language, academic, fine motor, gross motor, and/or social/emotional. Information related to age expectations for young children can be provided as well as steps to seek support.

Classroom staff are trained to address developmental questions or concerns with the child's parent, and may also consult with other preschool staff that may specialize in child development to address their concerns.

Please review the [Colorado Early Learning Guidelines](#) (PDF) for developmental guidelines.

Resources for Caregivers of Infants and Toddlers:

- Early Intervention Colorado www.eicolorado.org
- Zero to Three www.zerotothree.org
- March of Dimes www.marchofdimes.com

- National Early Childhood Technical Assistance Center www.nectac.org
- The Division for Early Childhood www.dec-sped.org
- Office of Early Childhood, Colorado Department of Human Services <https://www.coloradoofficeofearlychildhood.com/home?lang=en>

CURRICULUM

The curriculum supports a variety of diverse learners, establishes clear routines, and embeds the Early Learning Developmental Guidelines (ELDG's), which ultimately align with the Colorado Academic Standards. This foundation supports a strong base for all students as they enter Kindergarten. A digital component is available to parents of students enrolled in preschool.

DIGITAL RESOURCES

The Board of Education approved curriculum, "*Worlds of Wonder*" offers a digital resource for students as well as families. Participation with students and families will be presented at a later date.

DISCIPLINE

We provide opportunities for our preschool students to learn various strategies and apply their skills in order to manage their emotions and behaviors in positive and productive ways. Preschool staff members are trained in using strategies to improve socially appropriate behavior while decreasing socially inappropriate behavior.

Our program will ***never***:

Use corporal punishment to punish a student by spanking or otherwise physically handling a student in any way to purposefully inflict punishment (as distinguished from physical restraint/force as described in [District Policy 5150](#)).

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, preschool staff will enforce District policies and school rules related to expected student behavior. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to these policies/rules.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

The suspension or expulsion of a preschool student will be limited and in accordance with [District Policy](#), which provides:

The principal or designated administrator may issue sanctions including suspension and may refer for expulsion a student in preschool who engages in one or more of the following activities as specifically identified by state statute.

1. Violation of District Policy 5100 as it pertains to the possession of a firearm or other dangerous weapon. Expulsion is mandatory for bringing or possessing a firearm at school.

2 Violation of District Policy 5040 as it pertains to the use, possession or sale of a drug or a controlled substance as defined by C.R.S. 18-18-102(5).

3 Conduct that endangers the health or safety of others.

EMERGENCY CONTACT INFORMATION

To ensure effective communication regarding your child, it is vital that we have current emergency contact information on record at all times. Phone numbers will need to include home, mobile and work numbers for parents or guardians, as well as other trusted people over the age of 18 years old that may be reached in case of emergency. These numbers must be provided in writing. For the safety of your child---PLEASE NOTIFY THE SCHOOL OF ANY CHANGE IN EMERGENCY INFORMATION AS SOON AS POSSIBLE.

EMERGENCY PROCEDURES

General Safety Protocol

SAFETY & SECURITY: Types of Action

<p>LockOUT</p> <p> Building is locked and students are brought inside as a precautionary measure based on activity in the area.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Law enforcement activity such as serving warrants in a nearby location • Report of dangerous wildlife in area <hr/> <p>ACTION: Monitoring</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Email to parents <p>Further communication as needed if the situation impacts daily operations.</p> <p>Please remain at home until receiving further communication.</p>	<p>LockDOWN</p> <p> Building is put on lockDOWN due to danger inside or very near the building. All students and staff are in lockDOWN – Locks, Lights, Out of Sight.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Threat inside the school • Emergency or dangerous situation very near the building <hr/> <p>ACTION: Active with district and emergency responders</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Phone call (auto dial) to parents • Text to parents (if opted-in) • Email to parents <p>Updated communication as situation progresses and as needed.</p> <p>Please remain at home until receiving further communication.</p>	<p>Evacuate</p> <p> Students and staff are moved to a new or safe location due to a situation in or near the school building.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Gas leak in the school • Unsafe situation near school affecting release times <hr/> <p>ACTION: Active with district and emergency responders</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Phone call (auto dial) to parents • Text to parents (if opted-in) • Email to parents <p>Updated communication as situation progresses and as needed.</p> <p>Please remain at home until receiving further communication.</p>	<p>Shelter</p> <p> Students and staff are instructed to take safe shelter due to a situation in or near the school.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Tornado, earthquake or other natural events <hr/> <p>ACTION: Active with district personnel and emergency responders as needed</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Email to parents <p>Further communication as needed if the situation impacts daily operations</p> <p>Please remain at home until receiving further communication.</p>
<p>Reunification</p> <p> As a result of any of the above scenarios, students may need to be reunified with parents through a controlled release at the school or a reunification at a new location.</p> <p>We want to reunite students with parents as soon as possible during an emergency situation. We will work with police and fire agencies to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your child are reunited safely.</p> <p>Here are some tips for your role in a reunification:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>1 STAY HOME</p> </div> <div style="text-align: center;"> <p>2 STAY INFORMED</p> </div> <div style="text-align: center;"> <p>3 BE READY</p> </div> </div> <p style="text-align: right;">Watch a video on your role during a reunification at www.adams12.org/safety</p>		<p>Hold</p> <p> Hold is called when the hallways need to be kept clear due to a situation inside or outside of the building. Students and staff are instructed to clear the halls and remain securely in a classroom until the situation is resolved. Behind doors it's business as usual, although students may remain in class longer than the dismissal bell.</p> <p style="text-align: right;"><i>New this year!</i></p>	

Visit www.adams12.org/safety to learn more about district safety protocols, update your contact information and sign-up for text message alerts.

A. Emergency Procedures In Case of a FIRE

Fire evacuation plans and alternate plans are posted in every room. Fire drills are held at unexpected times and under varying conditions to simulate the conditions of an actual fire. The drills are scheduled by the building administrator and the records of the drills are kept in the main school office. The drills are held often enough that all school occupants are familiar with drill procedure and their conduct during a drill is a matter of established routine.

B(1) Fire Drill Procedures:

- a) Teachers prepare the children to leave the building when they hear the fire alarm or someone shouting fire in the event the alarm is not working.
- b) Before leaving the building one teacher takes the class roster/list.
- c) Teachers lead the children out of the building as quickly and as calmly as possible using the primary exit posted in each room. The alternate exit will be used if the primary is not usable.

- d) Once outside the building, teachers use class lists to complete a headcount to make sure all children are accounted for. Teachers closely supervise children and use positive strategies to keep them calm.
- e) The school principal or center's site director will signal it is safe to return to the building by sounding alarms.
- f) Teachers conduct another headcount to make sure all students have returned.

C. Emergency Procedure in case of a LOST CHILD

It's important to note that we IDENTIFY WHERE CHILDREN ARE AT ALL TIMES. Students spend the majority of their day within the classroom. They are accompanied by at least one adult whenever they leave the classroom to transition to the playground, use the restroom, etc.

In the unlikely event that a child is missing from our preschool, the following emergency plan is put into effect:

- 1) The staff will thoroughly search the school and grounds for the child
- 2) If the child is not found, the police and the child's parents/guardians will be immediately notified,
- 3) Staff will then start searching the area surrounding the school for the child.

The preschool program also follows all State of Colorado applicable regulations for reporting such incidents.

D. Emergency Procedures in case of a TORNADO

Tornado safety plans are posted in every room. Tornado drills are held so that all school occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. The drills are scheduled by the building administrator and the records of the drills are kept in the main school office.

D(1) Tornado Drill Procedures

- a. A warning will be given by the main office personnel by either sounding the alarm or verbally alerting staff and students in the event the alarm is not working.
- b. The teacher takes attendance.
- c. The teacher leads the children to a designated area marked on the posted drill plans.
- d. Once in the designated area, the teachers will have the children:
 - 1. kneel on the floor facing the wall
 - 2. bend over putting their head on the floor
 - 3. cover their head with their hands
- e. Once instructions have been given, using their class lists, teachers will complete a headcount to make sure all children are accounted for,

f. Teachers and children will remain in the designated areas until the all clear to return signal is given.

FIELD TRIPS

Preschool classes rarely go on field trips, but do encourage community based instruction. This may mean that an approved volunteer may visit the classroom in a way that aligns with the curriculum. Yet, if the preschool program was to plan a field trip, the policy includes:

1. The Preschool staff will notify the children's parents or guardians at least one week in advance of any field trip.
2. No children may go on a field trip unless they have a permission slip signed by their parent or guardian. Verbal permission for a child to go on a field trip is not accepted.
3. The staff to child ratio must be maintained at all times.
4. An accurate itinerary will remain at the site.
5. All emergency medications are overseen
6. The staff must have with them on a field trip the following information about each child:
 - a) Child's name, address and phone number
 - b) Phone number of child's physician or other appropriate healthcare professional, including the preschool nurse assigned to that school.
 - c) A written authorization from the parent or guardian for emergency medical care
 - d) A signed parent permission form
7. A list of all children and staff on a field trip will be kept at the school.
8. Each child will wear a tag with the name and phone number of the school on it.

Transportation may be provided by Adams 12 school buses and driven by district bus drivers. No child under the age of four or weighing less than forty pounds may ride the bus without a safety device. All passengers on the bus will remain seated and in their safety devices, if applicable, while the bus is moving.

If the bus should break down the driver will radio the Adams 12 Transportation Department to arrange alternate transportation.

If there is an illness or injury occurring on the bus or during the activity that requires medical attention, 911 will be called. The sick or injured child's parents or guardians will also be called and notified of their child's condition and if or to what hospital the child is to be transported by ambulance.

The preschool announces field trips in advance so parents or guardians have plenty of notice to plan on how to get their child to school on time. In the event a child arrives at the

school late and their class has already left for the field trip, the child must return home with his or her parent/guardian.

OR

Directions on how to get to the field trip location will be left at the school's main office and the parent/guardian may use these to transport the child to the field trip location themselves. **PARENTS MUST ONLY LEAVE THEIR CHILD AT A FIELD TRIP LOCATION WITH AN ADAMS 12 STAFF PERSON.**

HEALTH SERVICES INCLUDING NURSING

Registered nurses consult with the preschool staff regularly regarding health and medical issues within the preschool. The nurses are also responsible for training and delegating preschool staff to administer prescribed medications and/or medical procedures to those students who require these interventions while at school.

HOURS OF OPERATION

Parents receive specific information about their child's class hours at the time of enrollment. Please note: early arrivals and late departures create challenges for the staff. Time is needed for teacher preparation, lunches and other activities, so please note your child's class times and adhere to the schedule. (See page #7 for Classroom Quick Reference)

During the school year, the District Preschool office hours include Monday - Friday from 7:30 a.m.– 3:30 p.m. The main office number is 720.972.8760.

For hours of operation for preschool locations or their main office, please refer to their website or contact their main office.

Summer hours may vary.

ILLNESS, ACCIDENTS AND INJURIES**

For the protection of all children and staff, children who are ill must be kept at home from school. Adams 12 coordinates efforts with State and Local health agencies to maintain safe and healthy learning environments for students and staff.

If the child becomes ill while at school, parents/guardians will be notified to pick up their child within 30 minutes. A prompt response to the request to pick up your child is imperative. State and local regulations support District policy which requires your child be kept at home or sent home if there are any signs of the following symptoms*:

- A temperature of over 100 degrees. Child should stay home until they are fever free for at least 24 hours without the use of medication,
- Intestinal disturbance accompanied by diarrhea or vomiting. Child should stay home until symptom free for 24 hours,
- Any undiagnosed rash,
- Sore or discharge from the eyes or ears, or profuse nasal discharge

- Any symptoms indicating a contagious illness

Parents/guardians will be notified promptly when their child becomes ill at school. For each child's safety and comfort, we cannot care for sick children. A child who becomes ill will be isolated while waiting for pick up.

If your child is staying at home due to being sick, please let the teacher know the reason for and the nature of the illness. State regulations require that the school be notified of the nature of all children's illnesses.

Preschool Health Services staff will consult with the local health department when there is a concern about a possible contagious disease situation. When necessary, the school will post exposure notifications for any contagious diseases so that other parents may be alerted for symptoms that may occur for their child. The exposure notifications will provide general information as we will maintain confidentiality of all student information.

Injuries such as minor bumps, bruises and scrapes, etc. will be taken care of at school. Ice packs will be applied to bumps and bruises. Scrapes will be cleaned with soap and water and covered by a Band-Aid as needed. Parents or guardians will be notified of minor injuries by phone or in person when picking up their child.

When a child who is ill or injured at school requires medical attention, the parents/guardians will be notified by phone. In the event they cannot be reached, the names on the child's emergency contact list will be called. Therefore, **it is essential to keep the school informed of any change in address and/or telephone numbers.** In the event of a life-threatening illness or injury, 911 will be called and the parents/guardians will be notified immediately.

**The State, local and/or District regulations may change based on current public health needs. The District will take the opportunity to ensure student and staff safety are paramount at all times. This may mean that some adaptations to this policy are necessary.*

***COVID-19 specific protocol will be disseminated through District communications in addition to any other preschool specific communications.*

IMMUNIZATIONS

Colorado law requires students who attend a licensed child care, preschool, or Head Start program to be vaccinated against many of the diseases vaccines can prevent, unless an exemption is filed. For more on required vaccinations and how to set up the exemption process please visit cdphe.colorado.gov/schoolrequiredvaccines.

INCLEMENT AND EXTREME WEATHER

Preschool children engage in outdoor play most days except when the severity of the weather, including extreme temperatures, make it a health hazard. In the event that outdoor play is canceled, gross motor activities and games are played indoors. Colorado Shines, our state Quality Rating and Improvement System, sets the temperature requirements for when children may play outside. Preschoolers will go outdoors for recess when the outdoor temperatures are between 20 degrees and 90 degrees Fahrenheit. The preschools will additionally follow Adams 12 Five Star schools protocol for inclement weather responses or closures.

KINDERGARTEN TRANSITION

We know that transitioning to kindergarten can be a joyous yet stressful time for a student and family, therefore, please let us know how we can support the transition to Kindergarten for your child.

The kindergarten cutoff date is October 1, therefore students that turn 5 on or prior to October 1 will transition to kindergarten. The District hosts a variety of events designed to introduce families to the kindergarten program and share valuable resources to help children and families prepare.

PARENT ORIENTATION, VISITS AND CONFERENCES

Parent/family orientation and special events are scheduled throughout the year.

- Parent/Family Orientation - held at the beginning of the school-year.
- Parent Visits/Tour - when a child has been assigned to a preschool classroom, the family can tour the classroom and meet members of the staff that will be working with the student,
- Family conferences will be held and/or written reports of your child's progress will be distributed at regular intervals during the year. Parent/Teacher conferences usually coincide with K-12 Parent/Teacher conferences in October and again in February. Additional conferences may be scheduled as needed.
- For students with disabilities, regular IEP meetings will be held as well any additional meetings on an as needed basis.
- For students with a 504, annual meetings will be held, as well as any additional meetings on an as needed basis.

Families are encouraged to visit the program by first communicating with their child's teacher. Check with your child's teacher to discuss the best days and times for a visit. All visitors are required to follow the District visitor policy and enter through the front office, adhere to confidentiality policies, adhere to safe and healthy school environment protocol, and are also encouraged to limit distractions. Working together so that we can provide a safe learning environment at all times is paramount.

PARENT PARTICIPATION

The preschool program offers a portfolio of ways that parents and families can participate:

- **Colorado Preschool Program (CPP) Advisory Committee** - The CPP Advisory Council offers parents and community stakeholders an opportunity to participate on an advisory committee. The Advisory committee visits classrooms, reviews proposals with community based partners, and makes recommendations on a variety of topics. If you are interested in serving on this committee, please contact the Preschool Coordinator at 720-972-8765.
- **Special Education Advisory Committee:** The Adams 12 Five Star Schools Department of Student Support Services partners with a Special Education Advisory Committee (SEAC). The SEAC is a group of parents and school or district based staff that meet on a regular basis. The parents are knowledgeable about programs and services within Adams 12 Five Star Schools which are designed to meet the needs of exceptional students, ensure and encourage parental involvement and serve as liaisons in the community. If you are interested in additional information about the Special Education Advisory Committee please contact the Department of Student Support Services at 720-972-4770.
- Contact your school's main office for information on how to participate in school based PTO activities

PATHWAYS TO PRESCHOOL

- A. Colorado Preschool Program (See page #14)
- B. Services for Students with Disabilities
 1. Compliance with the Americans with Disabilities Act (ADA): We will make reasonable efforts to make necessary modifications and accommodations for young children with special needs. These efforts may include but are not limited to some of the following examples: wide pathways between furniture, adaptations to toys, equipment and curriculum, addition of specialized equipment or furniture.

2. **Preschool Special Education:** Children that meet state definitions of disability are determined eligible for special education services. Specialized instruction will be provided through a continuum of services to students in preschool that are eligible under ECEA regulations.

C. Tuition Programming (See Page #33)

PERSONAL ITEMS FROM HOME (TOYS, OBJECTS FROM HOME, MONEY, ETC...)

The classrooms are equipped with materials that support high quality instruction, many times, though play based activities. Therefore, toys from home are not necessary. Please leave all toys at home. An occasional exception may be a toy to share on special occasions, or events related to the curriculum, in which your child's teacher will notify you and pre-approved the proposed item. Further, children should not bring money to class. Any other household items are prohibited so that we can ensure a safe learning environment.

PHYSICALS

A copy of your child's current physical exam is kept on file due to being a licensing requirement. Classroom staff will request a copy of your child's physical annually. We adhere to required guidelines from the Colorado Department of Public Health and Environment (CDPHE), Colorado Department of Human Services (CDHS) and the Colorado Department of Education (CDE). Therefore, parents are often required to follow district guidelines to ensure a safe learning environment for all students.

RESOURCES FOR SCHOOL SAFETY

Promoting a safe and secure learning environment is further strengthened and reinforced through a partnership with students, staff, parents and the community.

See something. Say something.

Safe2Tell Colorado provides a safe and easy way to anonymously report information about anything that is a concern to school or community safety. We encourage families to contact Safe2Tell if they have knowledge of anything that could compromise the safety of the Five Star community.

To report a safety concern please:

- Call: 877-542-SAFE (7233)

- Web: <https://safe2tell.org/>
- Mobile App: Safe2Tell Colorado is available in the [App Store or the Google Play Store](#)

REPORTING A CONCERN TO ADMINISTRATION (non-Safety related as listed above)

We value a collaborative partnership with each of our parents. It's important for us to partner with you for your child's success. Therefore, please address questions or concerns first to the early childhood teacher or preschool site director at your child's school. If you feel as though your concern has not been fully addressed, we encourage you to contact the Coordinator (i.e. Preschool/CPP or Special Education Coordinator) that may be best to address your questions. Finally, establishing and maintaining positive working relationships are essential to the administration: you can always reach out to the Director of Early Childhood Education.

Where do I start if I have a concern?

First Step: Contact your child's teacher

Second Step: Contact the Preschool Site Director at your child's school

Third Step: Contact the Coordinator associated with your concern
(i.e. Preschool/CPP or Special Education Coordinator)

Fourth Step: Contact the Director of Early Childhood Education

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

The State of Colorado has a statute requiring early care and education providers report all known or suspected cases of child abuse or neglect. Therefore, as mandated reporters, staff will follow the appropriate protocol as necessary.

Likewise, if you have concerns about possible abuse or neglect related to your child, you should seek immediate assistance from your county department of social services. In addition, the Colorado Department of Human Services' hotline, 1-844-CO-4KIDS provides a single phone number for people to call to report child abuse or neglect. Throughout the state, all

callers will be able to speak with a representative 24 hours a day, 7 days a week.

Our preschool considers child abuse and/or neglect, in any form, a suspected issue to be taken seriously. Thus, Rules governing child abuse in the General Rules for Child Care Facilities issued by the Colorado Department of Human Services as well as the policy and procedure as stated in the Adams 12 Superintendent Policy 5540 are consistently followed. This policy can be found on the Adams 12 website at: <https://www.adams12.org/district-policies>

The rules for reporting child abuse state as follows:

- A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.
- If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.
- If the suspected child abuse did not occur at the child care facility, the suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.
- At the time of admission the facility must give the child's parent or guardian information that explains how to report suspected child abuse or neglect.

The rules for investigation of child abuse state:

- Staff members of the county's department of social services or a law enforcement agency that investigates an allegation of child abuse must be given the right to interview staff and children in care and to obtain names, addresses and telephone numbers of parents of children enrolled at the school.
- Any report made to the law enforcement authorities or a county department of social services of an allegation of abuse of any child at the child care facility will result in the temporary suspension or reassignment of duties of the alleged perpetrator to remove the risk of harm to the child/children if there is reasonable cause to believe that the life or health of the victim or other children at the facility is imminent danger due to

continued contact between the alleged perpetrator and child/children at the facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by appropriate authorities.

RETENTION IN PRESCHOOL

Retention of children in preschool is not recommended and is rarely approved for a number of reasons:

1. There is a significant body of research that shows that retaining young children in preschool can actually weaken child outcomes rather than strengthen them. For this reason, the Colorado State Board of Education rules for administration of the Colorado Preschool Program (CPP) state that it is the responsibility of kindergartens to be ready to serve all age-eligible children regardless of any disabilities or delays that may be present at the time of transition. The Colorado Preschool Program Act states that children who are age-eligible for kindergarten may not be served.
2. The district has very limited space to serve those who are eligible.
3. Children with disabilities and developmental delays should be included, to the maximum extent possible, with typically developing same-aged peers. Therefore, transitioning with same aged peers to kindergarten is a critical consideration. In addition, because special education services are funded for students ages Birth to 21 years, retention of a child who has significant support needs while in preschool may result in one less year at the end of their public school career when they could still be benefitting from educational supports prior to transitioning to post-secondary education opportunities and other adult services within their community.

Please contact the Director of Early Childhood Education if you have questions, at 720-972-8763.

SIGNING IN AND OUT PROCESS

To ensure the safe transfer of your child to and from preschool staff, as well as a safe learning environment, parents and caregivers:

- are required to follow sign in protocol for their child upon arrival and when dropping off,
- are required to leave when the staff have acknowledged the child is present,
- will provide the school with the names of all persons authorized to pick up their child
- will be required to use the District approved visitor check-in system, providing a photo ID is required

Authorized persons, not known to the staff by sight, will be required to provide a photo I.D. before the child will be released to them. Under no circumstance will anyone under the age of 18 be allowed to pick up a child. Colorado law requires that the school be notified in writing whenever there is a change in persons authorized to pick up a child. District policy prohibits the release of children during the school day to anyone other than their parent or guardian without advance written notice.

In the event the parent, guardian or authorized person is unable to pick-up the child at the end of the school day, a phone call from the parent or guardian can be made to provide temporary pick-up authorization. A staff member will verify the request. The individual picking up the child will be required to provide a photo I.D. before the child will be released.

The last staff person to leave the building will check all classrooms. This is to ensure no children have been left unattended.

B. Picking up a child late: We recognize that there may be a rare time when you or another designated care provider may not be able to pick your child up on time. Special consideration will be given if parents or guardians are late due to severe weather. Please contact the classroom as soon as possible to let the teaching staff know you may be late, as well as your expected time of arrival.

If there are extreme or repeated patterns of a parent or designated care provider not picking up your child, the following protocol may be applied:

1) Failure to Pick Child Up after Dismissal:

- If an authorized person does not pick up a child at the end of class, the child's parents or guardians will be called. In the event the parents or guardians cannot be reached, the individuals on the child's emergency contact list will be called.
- **If the child has not been picked up 30 minutes after dismissal, and attempts to notify all emergency contacts* have been made without success of reaching anyone, the staff member in charge may call the local police department.** Local law enforcement may then contact the county child protection agency and may take custody of the child. The child will be released to parents or guardians at the discretion of the child protection agency. The Director of Early Childhood will also be notified.

2) Late Pick Up of a Child:

- If there are repeated patterns of the child being picked up late, the child may be withdrawn.
- The Director of Early Childhood will make the final determination.

*It is the parent's/primary caregiver's responsibility to keep the emergency contact up to date and current at all times.

SNACKS

Preschool classrooms have a daily snack time set aside within the schedule. In addition, water is offered to children throughout the school day, not just during snack time.

Please send the following items daily:

- a nutritious snack for your child in his/her backpack or in a lunch box
- a small water bottle labeled with your child’s name to school.

A snack should have two food components. Reference the following chart for examples:

Milk	Fruits and Vegetables	Grains or Breads	Meat or Meat Alternatives
Skim or Low Fat (1%) Milk	<p>Unsweetened fruit or vegetables.</p> <p>Please – NO juice.</p>	<p>Bread, crackers, cereal or muffins made from whole grains or enriched flour or meal.</p> <p>First ingredient listed on the package cannot be “Sugar”.</p>	Meat, poultry, fish, alternate meat products, cheese, eggs, beans or yogurt.

SNOW AND EMERGENCY CLOSURES

Inclement weather can come at any time and Adams 12 Five Star Schools uses a variety of resources to determine if conditions exist that will impact schools. [Adams 12 Inclement weather policies](#)

The district closely monitors weather reports and road conditions and makes a decision regarding school on a daily basis between the following options. All schools/offices are either:

- **Open:** All schools will operate on a normal schedule despite the weather. If schools are open but a parent feels, based on personal circumstances, that conditions pose a safety concern for their child getting to or from school they can call the school for an excused absence.
- **1 hour delayed start** -Half-day morning preschool will be canceled; half-day afternoon preschool will start at the normally scheduled time. Full-day preschool will start one hour later and morning extended childcare will not be available.

- **Closed:** All schools will be closed. Additionally, all scheduled activities in the school buildings are canceled and sports events and practices are postponed.

Keep in mind, parents will only receive alerts if schools are closed or operating on a-1-hour delay. If schools are open and operating on a normal schedule, there will not be an alert.

If the determination has been made that all schools will be closed or operating on a 1-hour delay, the District makes every effort to announce the decision by 5:30 a.m. Given how quickly weather conditions can change in Colorado, decisions are typically not made the night before.

Impacts to schools are communicated in multiple ways:

- District website at Adams12.org
- School websites
- District Phone hotline (720) 972-4000
- District Social media including Facebook and Twitter
- Local news/media channels, websites or social media accounts
- Email and text messages to families
 - In order to receive text messages, opt-in by texting “ES” to 67587

SUN PROTECTION

- Sun protection is a state licensing requirement.
- At sign-in, the caregiver will document that sunscreen has been applied or if an alternative form of sun protection will be utilized (including long sleeves, hats). Time of application must be noted.
 - If sunscreen has not been applied, sunscreen will be available for the caregiver to apply at sign-in.
 - The Adams 12 Preschool program will utilize Rocky Mountain Sunscreen, Kids <https://rmsunscreen.com/product/rocky-mountain-sunscreen-kids-quart-spf30-bulk-pump/>

TOILETING

Our program does not restrict enrollment for children who are still learning to use the toilet independently. If needed for your child, please send an adequate supply of diapers or pull-ups and wipes each day.

We understand that accidents can occasionally occur. If this should happen, soiled clothing will be removed and placed in a plastic bag to be sent home with the child. Spare clothing from the child’s backpack will be used. If no extra clothing has been sent with the child, the school has clothing that can be used in an emergency. Unless otherwise instructed by parents, we do not contact parents prior to changing children’s soiled clothes.

When changing clothes or diapering, a sterilized mat will be provided for the child to sit or lay on. Proper sanitation and hand washing requirements will be followed.

TRANSFER REQUESTS

The Early Childhood Education Program places students in their home school or as close to their home school as much as possible, always considering student needs foremost. In addition, working in tandem with parents to place students is essential. Sometimes, for a variety of reasons, parents seek a change to a different session, classroom or school. Transferring students during the school-year presents several challenges and may not be approved; options for transferring are extremely limited.

For students returning for a second year of preschool, there is a formal transfer request process available for the following school-year. Please refer to the Preschool page, “Frequently Asked Questions” of the District webpage. www.adams12.org/preschool for the transfer protocol.

TRANSPORTATION

Transportation is provided to students through the special education program, as determined by the IEP team. Transportation is only provided for students by meeting specific criteria. Students within the Tuition program are not offered transportation.

TUITION PROGRAM

The tuition program allows preschool aged students to experience a rich learning environment, opportunities to interact with students of a diverse population and be prepared for kindergarten.

Enrollment for tuition occurs most frequently on an annual basis in the spring, yet, can also occur at any time throughout the school-year. All preschool students have to meet age requirements in order to attend preschool. These requirements include:

- they are required to be at least three years old (36 months) in order to start preschool (i.e. they can not be younger than 3),
- they can age in range from 3 years to 5 years old*
- *students that turn 5 prior to October 1st, will be required to attend Kindergarten.

Please see the Adams 12 Five Star website, within the preschool page titled “Preschool” to find out more.

Tuition based programming is currently offered in certain schools; not all schools have tuition within their preschool classrooms. Please consult the list of schools that can be found on the Preschool page of the Adams 12 Five Star website.

VISION AND HEARING SCREENINGS

Vision and hearing screening is mandated for all students in preschool, kindergarten, first, second, third, fifth, seventh, and ninth grade levels. This screening does not include extensive testing. If a deficiency is found parents are contacted and advised to arrange for a more complete evaluation.

VISITORS

All visitors are required to provide a photo ID, at which time, a visitor’s identification tag may be issued. Visitors to preschool classrooms must follow the District and school’s main office protocol when entering the school and follow safe learning environment protocols at all times, including exiting appropriately.

VOLUNTEERS

We support strong school and family partnerships. Family members who wish to volunteer in their child’s school should contact the site director in order to discuss the protocol. Then, once approved, the best days and times can be determined.

There are possible influences on the child’s participation and behavior while the parent or guardian is present in the program, therefore parents may not volunteer in their child’s classroom. To regulate the number of adults present with children in our classrooms, we may limit volunteering opportunities. Confidentiality practices are required to maintain a safe learning environment and demonstration of respect to the preschool community.

WITHDRAWAL OF STUDENTS

Our program often has a long waiting list of children hoping to attend. Please inform school personnel if you plan to withdraw your child from the program so that we may prepare to invite another child to attend.

In rare instances, there may be circumstances requiring the district's withdrawal of services for a given child. Before this occurs, a meeting will be held with the family to address the issue. Following the meeting, a formal written notification letter will be sent from the district to the family outlining the reason for withdrawal.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

"Commonly requested" information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions

Addendums

The space at the end of the Handbook is reserved for future additions.