



Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

Preschool Program Parent Handbook 2023-2024

CONRAD ELC



Laura Browning, PreK Principal
10605 Jimmy Camp Road,
Fountain CO 80817
719-304-3500
719-382-1067 (fax)
www.ffc8.org/Conrad
www.facebook.com/ConradFFC8

FFC8 ADMINISTRATION



Laurie Noblitt,
Director of Elementary & Early
Learning
10665 Jimmy Camp Road
Fountain, CO 80817
719-382-1300

EAGLESIDE STAFF PreK



Laura Browning, PreK Principal
Anne Warren, Eagleside Principal
9750 Sentry Dr.
Fountain, CO 80817
719-382-1520
www.ffc8.org/Eagleside

WEIKEL ELEMENTARY



Misty Jaramillo, Principal
Jennifer Page, PreK Principal
6565 Lindstrom St.
Fort Carson, CO 80908
719-358-4338
www.ffc8.org/Weikel

School Hours

AM Session: Tuesday-Friday • 8:15-11:00 am
PM Session: Monday-Friday • 12:45-3:45 pm

Office Hours

Monday-Friday • 8 am – 4:00 pm
Office closed during school breaks

Teacher's Name _____

Para's Name _____

Email _____@ffc8.org



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

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: www.ffc8.org

Revised May 2023

PRESCHOOL 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.

FFC8 PRESCHOOL PROGRAM GOALS

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



FAMILY PARTNERING AGREEMENT

To assist you in participating in your child's education, we ask that you...

- Participate in some of the Parent/Family Activities opportunities provided this year (family nights, daytime events, classes and more)

To actively participate in a family and school partnership, we ask that you...

- Attend October & February Parent & Teacher conferences.
- Understand that you can request an appointment with your child's teacher at any time.
- Check your child's backpack, your email, and text messages every day for updates sent by the school and teacher.
- Request an interpreter at no cost to you for conferences, meetings, or family events as needed.

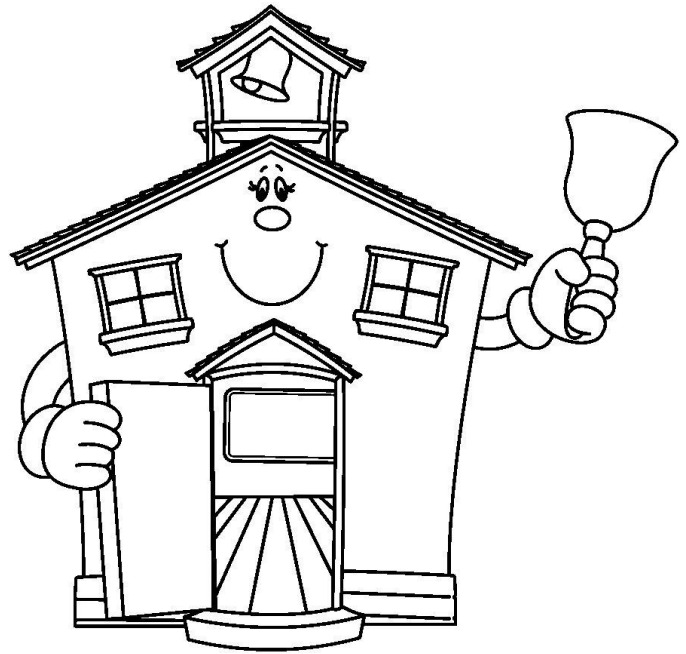
To support your child's preschool education and kindergarten readiness at home, we ask that you...

- Read to your child daily.
- You will monitor your child's "screen time" (television, movies, educational computer games, etc.).
- Maintain a consistent bedtime and wakeup time for your child during the school week.

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.

FFC8 POLICIES & PROCEDURES for PreK 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.
- 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.
- Parent notification and permission is obtained for any activities that take place off of school grounds.
- 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. (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 Eagleside Elementary. Any concerns relative to the care of children should be reported to administrative personnel.



CURRICULUM, INSTRUCTION and SUPPORT SERVICES

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. The Creative Curriculum for Preschool is a developmentally appropriate, comprehensive curriculum that promotes positive outcomes for preschool children. It focuses on meeting the needs of individual children, while honoring and respecting the role that teachers play in making learning engaging and meaningful for every child.

The curriculum includes build-in support for all learners, with specific sections of guidance for working with English - and dual- language learners, advanced learners, and children with disabilities. The resources and guidance embedded throughout the curriculum help teachers build essential bridges between school and home and create meaningful partnerships with families. In District 8 preschool classrooms, children develop and practice social emotional skills, language, and early learning abilities in a positive, child-focused, and engaging environment filled with rich learning experiences, exploration, and instruction.

For more information about Creative Curriculum, please visit www.ffc8.org/earlychildhood

EVALUATIONS

After a child has begins Preschool, 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 the parent if this is necessary.

HEGGERTY

An early literacy program designed to help your child build language and phonological awareness.

INDIVIDUAL LEARNING PLAN (ILP)

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.

READY ROSIE



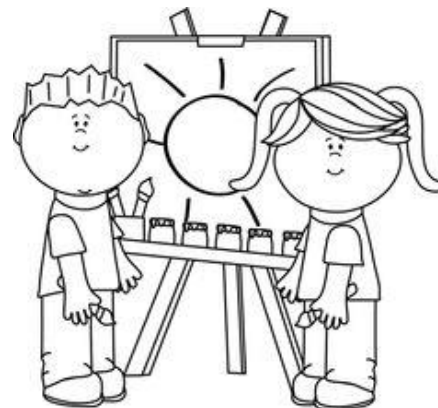
A collection of video resources for parents to help support continued learning for children at home.

TEACHING STRATEGIES GOLD (TS 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.


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.



GENERAL PRESCHOOL INFORMATION

BUS TRANSPORTATION 719-382-1335

- As available and needed
 - Students must be registered on line for bus transportation.
 - The Transportation Department communicates with the parents and school personnel regarding specific considerations necessary for individual children.
1. **Complete the PreK Bus Registration** at www.ffc8.org/Conrad -> select the bus icon
 2. **Wait** for the Bus Dept. to review & process
June-August: Bus stop locations will be available a few days before the first day of school.
Sept-May: Wait 3-5 days
 3. Go to www.ffc8.org -> Quick links  -> **Find Bus Stop**
Login Student ID # Password DOB MMDDYYYY
 4. **Notify the Preschool Office** before your student begins riding the bus.



5. **Download the My Stop APP** to view projected arrival time
Apple: Versatrans My Stop
Android/Google Play: My Stop

CONTACT UPDATES

Keep the Preschool Office updated with current phone number and contact information for parents and emergency contacts.

DIAPERING

- A protocol for correct diapering techniques has been established within the district.
- Parents and teachers will work together to develop a program for children to support toilet training.
- A diapering log is kept in the classroom.
- Only Preschool classroom staff will complete diapering.

DRESS CODE

Always dress your child...

- for the weather (hat, gloves, jacket/coat as weather appropriate)
- in shoes with slip resistant soles so s/he can use the ladder & the "up" slide safely
- in comfortable clothing that s/he can get into and out of themselves.

For safety reasons, please avoid dressing your child in...

- cowboy boots
- sandals or flip flops
- overalls with shoulder buckles
- long necklaces

Please note...

- any clothing your child wears to school could get dirty and/or stained
- label your child's jackets/hoodies so they can be returned (initials are fine)

EMERGENCY CONTACTS

- Parents may authorize adults to sign in/out their student.
- Colorado Preschool licensing requires that individuals must be 18 years or older to sign a student out of school.
- A form must be completed in the Preschool Office to **add** or **remove** emergency contacts.
The form includes the emergency contact's: Full Legal Name, Address, Phone Number, Relationship to student
- Parents are responsible to notify emergency contacts of:
Preschool arrival and departure procedures
The Government issued photo ID requirement to sign a student out of school.

INTERPRETER

- The FFC8 Preschool Program places a high value on partnership with families.
- 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.

MENTAL HEALTH SUPPORTS

FFC8 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.

OUT OF DISTRICT POLICY

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

PERSONAL BELONGINGS

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

PET and ANIMAL POLICY

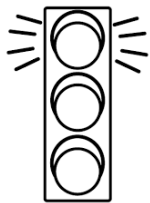
To ensure safety of all students, staff, and families: please, no dogs or other pets on school property during pick up/drop off times.

PLAYGROUNDS

Playgrounds are closed before, during, and after the session.

RECESS INDOOR AND OUTDOOR

Conrad follows the Colorado Office of Early Childhood's **Child Care Weather Watch** guidelines for indoor/outdoor recess.



Temperature & wind speed are used to determine **3 Categories of Safety**

- **Green zone** 30 min. recess outside
- **Yellow zone** <30 min. outside or indoors
- **Red zone** Indoor recess

- 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.
- An indoor recess day will be declared if the conditions if the playground is deemed unsafe due to ice, etc.
- Due to heat and wind conditions, sandboxes and/or slides may be closed.

REGISTRATION

Students must be registered every school year. The Colorado Department of Health requires that all students have an up-to-date immunization certificate, health physical form and dental screening form prior to beginning school.

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

- **Online registration** through www.ffc8.org
- **Birth certificate**
- **Immunization records**

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

Parents should contact the school nurse concerning immunization exemption forms for medical, personal or religious reasons.

- **Physical form** completed, signed and dated by physician
Physicals expire after one year. Physicals must be updated. NO exceptions.
- **Dental screening form**
- **Proof of residence**
Must include parent/guardian's name, address and a date within the past 30 days
- **Preschool Welcome Forms** to include the names and phone numbers of persons to contact in case of emergency. Keep the office updated as changes occur.
- Provide any relevant legal or custody papers to the Preschool Office.
- Required **Parent Orientation**
This Parent Handbook and an Orientation meeting with your child's teacher will familiarize you with our philosophy, policies, and procedures.

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.

SCHOOL & HOME COMMUNICATION



- The Remind App is a parent tool to communicate directly with the school and/or teacher.
- Parents and school staff can select their communication preferences.
- Options are email, text, or app notification.
- To avoid missing important messages, please do not block messages

SCHOOL SUPPLIES



- **Backpack** large enough to hold a two-pocket folder
- **Water bottle** (will be sent home each day to be cleaned)



- **Change of clothes** to be kept in student's classroom cubby. Shirt, pants, underpants, and socks



- As needed: **diapers, pull-ups, and wipes** to be kept in student's classroom cubby

- Teachers will notify parents as supplies are needed throughout the school year.
- If you are interested in contributing to classroom supplies, please check in with your child's teacher regarding any requests.

SUNSCREEN

- Sunscreen is a requirement of preschool licensing.
- Sunscreen should be applied at home since the program is part day or half day.
- Please apply **sunscreen** to your child within 10-15 minutes before drop-off at the school or bus stop.
- As needed, sunscreen will be available in the office for the parent to apply to their child.
- Sunscreen waivers are available to complete upon request.

TECHNOLOGY

- Television/video viewing takes 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 should notate it on the Preschool Welcome Forms completed upon at registration.

WITHDRAWAL FROM SCHOOL

- Please notify the Preschool Office if your child will be leaving our school.
- A withdrawal form must be completed.
- Parents will be provided with information to give the next school to request records.

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. Conrad Early Learning Center is proud to be a part of this exciting initiative.

ATTENDANCE & ILLNESS POLICIES



ATTENDANCE

- 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.
- Schedule appointments before or after school.
- Do not medicate your child and send them to school.
- Remember: Children spread illness most easily during the time they have a fever.

FFC8 ILLNESS GUIDELINES FOR SCHOOLS



- Children who have **TEMPERATURES OF 100.0 °F or ABOVE** should not attend school. Children should remain home until their temperature has been normal (98.6 degrees), without any fever reducing medication for up to 48 hours.
- Children who have **COLD SYMPTOMS** such as: a constant runny nose, with abnormal color (green, yellow, or white) or thick nasal discharge, constant coughing, or lung congestion should not be in school.
- Children who have been **DIAGNOSED WITH AN INFECTION** and have been placed on medication should not return to school until they have taken the medication for up to 48 hours after the first dose.
- Children who have had **VOMITING** or **DIARRHEA** in the last 24 hours should not attend school for up to 48 hours.
- Children who have an undiagnosed **SKIN RASH** or **OPEN SKIN LESION** should not be in school.
- Children who have red, inflamed **EYES** with a thick discharge and have a fever and/or behavioral changes should not be in school.
- FFC8 policies for specific illnesses such as lice, conjunctivitis and more are available online at www.ffc8.org -> Menu -> Families -> Student health -> Physical health -> Resources for Specific Conditions/Illnesses

ATTENDANCE LETTER

After **5 unexcused absences** or **10 Tardy/Reverse Tardy** in a quarter, parents/guardians will receive a letter regarding the importance of attendance in the Preschool Program.

ATTENDANCE MEETING

After **10 unexcused absences** or **15 Tardy/Reverse Tardy** in a school year, it may be necessary to meet and determine whether your child is able to continue in the FFC8 Preschool Program.

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.

EXCUSED absence



Student does not attend school
Parent notifies the school

Examples:

- Student's illness 1-3 days
- Religious holiday

EXCUSED w/DOCUMENTATION provided to the Preschool Office

Student does not attend school

The absence will be marked as unexcused until documentation is received

Examples:

- Personal illness (4+ days)
- Appointment: Doctor, dental or therapy
- Military block leave
- Funeral
- Legal obligations requiring the student's presence

UNEXCUSED absence



- **5** per quarter = letter

- **10** per quarter = meeting

Examples:

- Family events, vacations, birthdays, family visits, family member appt, family member illness, overslept, traffic or construction delays, missed bus, car trouble, no transportation, and all other absences
- **No parent contact** through online absence reporting or phone call to Preschool Office

TARDY and REVERSE TARDY

Penalties may be imposed for excessive tardiness due to

- disruptive nature of tardiness
- the detrimental effect upon the rights of the non-tardy student to uninterrupted learning
- the removal of staff from the classroom to escort the student
- 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.
- The parent must remain with the tardy student until a staff member is available to escort the student to class.

TARDY

- Arrival at or after the Tardy Bell at 8:20/12:50
- **10** per quarter = letter
- **15** per year = meeting

REVERSE TARDY

- Departure before the Bell at 11:00/3:45
- **10** per quarter = letter
- **15** per year = meeting

LATE PICKUP

Signed out after 11:20 am/3:50 pm

Returned on the bus because an adult was not at the bus stop to greet the child

1 per quarter = letter

5 per quarter = meeting

ARRIVAL AND DISMISSAL

ARRIVAL PROCEDURE

SCHOOL BELL rings at **8:15 am & 12:45 pm**



1. Parents will **sign-in** their student outside the **teacher's assigned location**.
2. Do not leave your child unattended. Wait with your child until the teacher is present.

3. Parent will say goodbye to their student at the door before the student enters the building.

BUS STUDENTS

- Preschool staff will greet students at the buses and escort the students to their classrooms.

TARDY STUDENTS

TARDY BELL rings at **8:20 am & 12:50 pm**

- Parents are required to **sign-in** the student in the Preschool's office.
- Parent will wait with the student until staff is available to walk the student to class

REVERSE TARDY STUDENTS

Student leaves before **11:00 am or 3:45 pm**

- Parents are required to **sign-out** the student in the Preschool's office.
- Be prepared to present a photo identification to sign a student out of school.
- Allow time for staff to be available to walk the student to the office.
- Parents may not call ahead to have the student waiting in the office.

DISMISSAL PROCEDURE

SCHOOL BELL rings at **11:00 am & 3:45 pm**



1. Parents will sign-out the student with the teacher at the assigned location.
2. Be prepared to present a Government issued photo ID to sign a student out of school.

Acceptable IDs include: Driver's license, State ID, Military ID and Passport

3. Colorado Preschool licensing requires that individuals must be 18 years or older to sign a student out of school.
4. To prevent confusion, please arrange a consistent departure plan for your student.
5. Please call the Preschool Office before 10:45 am or 3:30 pm if the plan for the day will change.

BUS STUDENTS

- Preschool staff will escort students from their classrooms to the buses

LATE PICKUP

Student is **signed out** after **11:05 am or 3:50 pm**

Student **returned on the bus** because an adult was not at the bus stop

1. Teachers will walk the student from the assigned dismissal location to the Preschool Office.
2. Parents are required to **sign-out** the student in **Preschool Office**.
3. If a child is not picked up from school, an attempt will be made to notify the parent(s) and emergency contact(s).
If necessary, the Preschool Office will contact community agencies such as the Department of Human Services or Police Department.

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.

NOTIFICATION PROCESS

1. In case of no school due to an emergency or bad weather, be sure the information on file in the office is complete and up-to-date.
 2. Families will be notified by Mass notification system in **Blackboard**, which will come via **text, email, and phone**.
A pop-up message at www.ffc8.org
A push a notice through **FFC8 Twitter and Facebook**
Watch the **news** of listen to the **radio** for **Fountain-Fort Carson School District 8** updates
- 2-hour delay:**
- No AM Prek
 - PM Prek regular schedule (12:15-3:15 pm)

CONTROLLED RELEASE

- Called when there is a need to release students to their parents during the school day due to an emergency or bad weather.
- Teachers will remain in the classroom with students until instructions provided by the Administrator.

CONTROLLED RELEASE at DISMISSAL TIME

- 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.
- We will respond as necessary to keep students, parents, and staff safe.
- Families will be notified of the controlled release and a check-in/check-out process will be enacted. School Bus service will not be available.

REUNIFICATION

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

HEALTH OFFICE

ALLERGIES and/or INTOLERANCES



- Notify the School Nurse of any allergies and/or intolerances.
- The School Nurse will ensure the proper documentation is on file.
- The School Nurse will notify the classroom teacher concerning any restrictions.

HEALTH ROOM VISITS AND FIRST AIDE

- Children's illnesses, accidents and injuries are noted by classroom personnel.
- Students will be escorted to the health room.
- All Preschool staff is trained in First Aide & CPR.
- Every time a student visits the health room, the parent will receive a phone call and/or a health room note will be sent home in the child's backpack.
- School personnel will notify parents should an illness, accident or injury necessitate immediate attention by a physician or the removal of the child from the setting.

VASELINE AND LOTION

The following items in the health office may be applied to your child if needed:

- Vaseline (for chapped lips)
- Lotion (hypoallergenic, free of active ingredients and common allergens)

As desired, please contact your school nurse to request the "Opt Out of Personal Care Items" form.

MEDICATIONS

- Prescription medication can be given with a doctor's and parent's signature.
- The necessary form which must be completed prior to giving any prescription medication is available online at www.ffc8.org -> Menu -> Families -> Student health -> Physical health -> Health forms in the Preschool Office
- The parent must bring the medication and form to the school office for verification and check-in.
- Do not send medication in the child's backpack.
- Emergency medications will be kept with the children at all times. This includes field trips, recess, library and changing of classrooms.

- Medications will only be administered by delegated staff who will follow the health care plan when administering medications.

OVER THE COUNTER MEDICATIONS

- School personnel are not permitted to give over-the-counter medication, such as aspirin and cough medicine.
- Children need to leave cough drops and Chapstick at home.

RESOURCES FOR SPECIFIC CONDITIONS/ILLNESSES

FFC8 policies for specific illnesses such as lice, conjunctivitis and more are available online at www.ffc8.org -> Menu -> Families -> Student health -> Physical health -> Resources for Specific Conditions/Illnesses



SAFETY AND SECURITY

REPORTING SAFETY CONCERNS

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.

SCHOOL RESOURCE OFFICER (SRO)

All FFC8 schools will have an SRO on or near school grounds while the school is in session. If you have any safety concerns, please report it to the Preschool Office.

STANDARD RESPONSE PROTOCOL (SRP)

Fountain-Fort Carson School District 8 is dedicated to the safety and security of all schools, students, and staff. District and school staff must have a comprehensive understanding of the systems that improve safety and security and allow for an immediate response to potential threats to the school environment, crisis situations, and other student or staff needs that may impact the typical school day. Because of the importance of school safety and security as well as the increased legal requirements to ensure student safety, Fountain-Fort Carson School District 8 formed a multidisciplinary committee to support the continued development of safety guidelines and expectations, internal and external building staff expectations, visitor management, communication systems, school safety personnel expectations, and other areas of safety and security that committee members believe are necessary for a comprehensive understanding of safety and security expectations. A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.



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



SECURE 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.

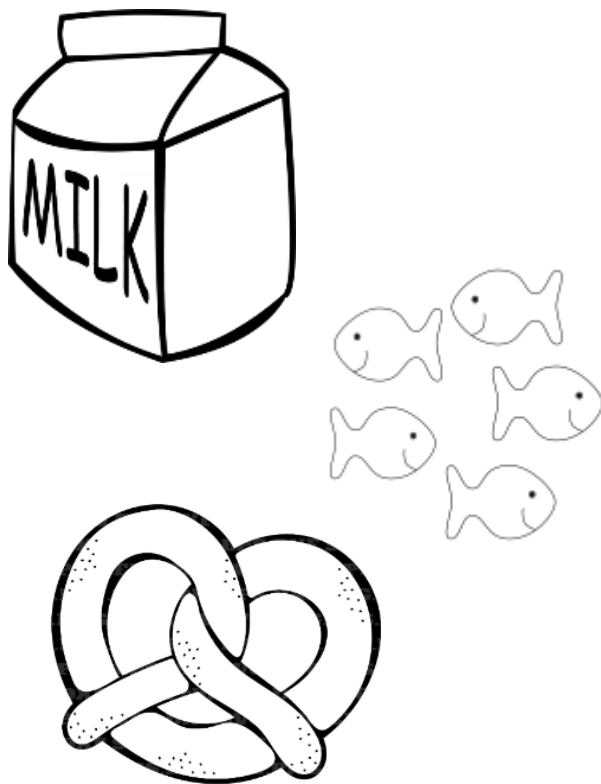
MONTHLY DRILLS

Emergency Drills are held monthly to ensure children are accustomed to emergency evacuation and/or response.

Parents will be notified after a drill occurs.

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. The teacher or employee shall file a written complaint with the building Principal and the Superintendent's office. 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. The Superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred. 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.



SNACKS

- Breakfast and lunch are **not** served at Preschool.
- FFC8 Preschools follow a school wellness policy that stipulates the provision of healthy snacks for students in public schools.
- Classes will have a regular snack time.
- Parents are asked to provide a healthy snack for the whole class on a rotating basis
Approx. 1-2 times a month for 16 students
- A snack calendar will be posted on the website.
- Please notify the classroom teacher if it is not possible for your family to provide classroom snack.

MILK

Milk is provided through the school each school day.

BIRTHDAYS

- Special snacks may be served on special event days such as birthdays.
- Please contact the teacher at least two days in advance if you desire to bring in a special snack.
- If bringing a sweet treat, please also provide a healthy alternative (fruit, veggie, etc.)
- **Candy or gum CANNOT** be served at school.

SNACKS MUST BE

- Peanut/tree nut free
- Please check the label to be sure items do NOT contain nuts or are made on equipment that process nuts.
- Store bought
- Homemade goods are not allowed.
- Trans fat free
- Provided for 16 students
- Fruits & Vegetables must be whole (not cut)
- Cannot require refrigeration. No yogurt cheese sticks, etc.
- Provide a spoon or bowl if needed

SNACK SUGGESTIONS

- For your convenience, please see the attached list of snacks that would be considered healthy and those that are not.
- Please note, you are not limited to this list. Wheat thins, Ritz crackers, animal crackers, Vegetables or fruit, Nutri-grain bars, Pretzels, popcorn, goldfish, Cheez-its, Chex mix, raisins, Jell-O cups

VISITOR POLICY

PARENT OBSERVATIONS



- Parents are an important part of our school and are invited to visit or observe their child's classroom.
- We ask that parents wait to observe the class until after your child has had the opportunity to gain confidence, build a relationship with the teacher/para, and classroom routines have been established.

- Please consult with your child's teacher to determine an appropriate time to observe.
- 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.

ADULT VISITORS



- 18 years old and older
- All visitors and volunteers must check into and check out of the Preschool Office.
- All visitors & volunteers are required to obtain a Raptor

Sticker by presenting a Government Issued ID to the school office. Acceptable IDs include: Driver's license, State ID, Military ID and Passport

- Visitors must wear the Raptor Sticker at all times while in our buildings.
- To ensure the safety of students, staff and other visitors, there are no exceptions to the Raptor Sticker procedure.

SIBLINGS and CHILDREN *NOT* enrolled as a Preschool student

- Siblings and other children are NOT allowed to visit the classrooms during regular school day sessions due to licensing regulations, ratios, potential health concerns, and disruptions to the classroom environment.
- **This INCLUDES the following situations**
Infants and children in strollers/carriers.
Children of all ages including school age
Birthday celebrations
Holiday events during the school day
Volunteer activities, and more
- **EXCEPTION-** Siblings are welcome to attend:
OUTDOOR EVENTS during school hours (field day)
FAMILY NIGHTS After-school hours
PTO meetings



FOUNTAIN-FORT CARSON SCHOOL DISTRICT EIGHT

2023-2024 ACADEMIC CALENDAR

STUDENT CALENDAR

Start Date - August 7, 2023
End Date - May 24, 2024

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						19

Phased-in start by grade:

8/7 - First Day for 3, 4, 6 & 9 *

8/8 - First Day for K, 2, 7, & 10*

8/9 - First day for 1, 5, 8, 11 & 12* (all grades attend except PK)

8/10 - First Day for PK & Online Academy (FFCOA)

* FFCOA device distribution by grade level

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19/38

9/1 - Teacher/Staff Development - No Students

9/4 - Labor Day - District Closed

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17/55

10/6 - 1st Quarter Ends

10/9 - Indigenous Peoples' Day - District Closed

10/10 - Teacher/Staff Development - No Students

10/11 - P/T Conf - All Schools - No Students

10/12 - P/T Conf - All Schools - No Students

10/13 - Non Work Day - No Students

10/16 - 2nd Quarter Begins

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						16/71

11/10 - Veterans Day Observed - District Closed

11/20 - 11/24 - Thanksgiving Break

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18*	19*	20*	21	22	23
24	25	26	27	28	29	30
31						14/85

*12/18 - Exams - Early Dismissal for FFCHS ONLY

*12/19 - Exams - Early Dismissal for FFCHS ONLY

*12/20 - Exams - Early Dismissal for FFCHS

12/20 - 2nd Qtr Ends - Early Dismissal - All Schools

12/21/23 - 1/3/24 - Winter Break

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17/102

1/1 - New Year's Day - District Closed

1/4 - Teacher/Staff Development - No Students

1/5 - Teacher Work Day - No Students

1/8 - 3rd Quarter Begins

1/15 - Martin Luther King, Jr. Day - District Closed

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						16/118

2/19 - Presidents' Day - District Closed

2/20 - Teacher/Staff Development - No Students

2/21 - P/T Conferences - All Schools - No Students

2/22 - P/T Conferences - All Schools - No Students

2/23 - Non Work Day - No Students

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16/134

3/15 - 3rd Quarter Ends

3/18 - 4th Quarter Begins

3/25 - 3/29 - Spring Break

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						20/154

4/26 - Teacher/Staff Development - No Students

4/29 - Non Work Day - No Students

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22*	23*	24*	25
26	27	28	29	30	31	
						18/172

*5/22 - Exams - Early Dismissal for FFCHS ONLY

*5/23 - Exams - Early Dismissal for FFCHS ONLY

*5/24 - Exams - Early Dismissal for FFCHS

5/24 - Last Day of School - Early Dismissal - ALL SCHOOLS

Student Instruction Days

1st Quarter 43 Days - August 7 - October 6

2nd Quarter 42 Days - October 16 - December 20

Early Dismissal - All Schools - December 20

3rd Quarter 44 Days - January 8 - March 15

4th Quarter 43 Days - March 18 - May 24

Early Dismissal - All Schools - May 24

APPROVED 4.21.21

REVISED 1.5.22

REVISED 2.22.23



Conrad Early Learning Center

10605 Jimmy Camp Road

Fountain, CO 80817

719-304-3500 • 719-382-1067

www.ffc8.org/Conrad • www.facebook.com/ConradFFC8

A Message from the Preschool Principal

Dear Parent and/or Guardian,

Welcome to Conrad Early Learning Center! You are about to embark on an amazing educational experience with your child, and I am honored to be part of this first school experience with you. As the Principal, I am looking forward to our partnership through this 2023-24 school year.

Our motto at Conrad is **“Play, Laugh, Learn, Grow, Create, and Be Kind.”** These words come to action in our classrooms every day. Preschool offers students the opportunity of adventure and learning through play, exploration, and social development in a language rich environment. Our staff work together to create developmentally appropriate lessons and activities to meet the needs of all students. During your child’s time at Conrad ELC, you will witness outstanding growth and development.

Each year, our staff truly understands the importance of offering a safe, relational, wholistic learning environment in which our motto will continue to ring true:

Play and Laugh: Our staff will provide developmentally appropriate instruction and opportunities for play, social, emotional and language development. This is how children learn best!

Learn: We will continue to follow recommended safety guidelines and incorporate additional opportunities to teach and practice healthy habits (handwashing, personal space) with our students. In addition, early learning skills will be addressed through our Colorado Academic Standards and adopted curriculum (Creative Curriculum). Again, learning through play is how we will best reach our students.

Grow: If children feel safe, they can take risks, ask questions, make mistakes, learn to trust, share their feelings, and grow.

Create: Students will have opportunities to create through exploration and play. This allows for higher level thinking and problem-solving development.

Be Kind: When we all work together in kindness and practice grace, flexibility, and patience, we make a difference in each other’s lives. Our children learn from us; what we model and what we say, so let us set a positive example.

My commitment to you and your child is that this year will be full of new learning, growth, and fun. Let’s enjoy this journey together as we watch our children laugh, play, learn, grow, create and be kind.

Laura Browning, Conrad Principal

Conrad Early Learning Center

North Side • Back of Building • Buses ONLY!



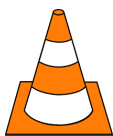
South Side • Front of Building

TEACHER	DROP-OFF LOCATION	PICK-UP LOCATION
MRS. JENN Christopherson	East Door • Ball Field Side	Playground (East or West switch monthly) <i>Bad weather: East Door/Sports Field Side</i>
MS. TICO Gunderson	Front Door • South Side	Front Door • South Side
MRS. KAYLA Hondorf	East Door • Ball Field Side	East Door • Ball Field Side
MS. KATELYN Huddleston	East Door • Ball Field Side	Playground (East or West switch monthly) <i>Bad weather: East Door/Sports Field Side</i>
TBD Red West	West Door • Mountain Side	West Door • Mountain Side
MRS. JANEL Lippy	West Door • Mountain Side	Playground (East or West switch monthly) <i>Bad weather: West Door • Mountain Side</i>
MRS. KATE Trevino	Front Door • South Side	Playground (East or West switch monthly) <i>Bad weather: Front Door • South Side</i>
TBD Yellow West	West Door • Mountain Side	West Door • Mountain Side



PARKING LOT DO's and Do NOT's

SERVICE & DELIVERY ZONE



DO NOT drive past the orange cones

DO NOT enter

DO NOT park, sit, wait or idle

PARKING LOT DO'S & DON'TS:



DO Park in designated parking spaces in the SOUTH/FRONT of Conrad.

DO Follow speed limits, signage & arrows.

DO keep your child close to you in the parking lots.

DO use the crosswalks



DO NOT Park in the North/Back Bus Loop

DO NOT Leave children alone in the car.

DO NOT Park in the Handicap space without a Handicap Placard

LIBRARY

- **Books Due:** Tuesdays
- **Book Checkout:** Wednesdays
- Keep your book in a safe place away from babies, pets, crayons, pencils, pens, food and drinks
- If a book is lost or damaged, a fine will not be charged. However, the donation of a replacement hardcover book is appreciated.

ATTENDANCE



Report at www.ffc8.org/Conrad -> phone image

PTO VOLUNTEER TEAM

WHAT IS A PTO?

The PTO is a Parent-Teacher Organization composed of teachers, parents, and school staff members. We hope to have a minimum of 3 parents per class involved in the PTO.

WHAT IS THE PURPOSE OF CONRAD'S PTO?

- The PTO provides an opportunity to work closely with school administration and staff.
- We will discuss upcoming events, fundraising, volunteer opportunities and other topics as available.
- You will have the opportunity to meet other parents and make connections.
- You will learn how to volunteer an hour or two a month (or more), AT SCHOOL or FROM HOME, to benefit the students at our school.

HOW DO I JOIN CONRAD'S PTO?

- Meetings will be one morning each month
- Watch for text, email and/or Facebook reminders for the monthly meetings and volunteer opportunities.
- Kids are welcome to attend the monthly meetings. Please bring snacks & quiet entertainment.

WHAT ARE THE PTO ROLES?

PTO CO-PRESIDENTS

- Coordinate Oct. & Feb. Parent & Teacher Conference food for staff
- Write PTO meeting agendas and lead meetings
- Check-in & support the PTO Teams

FAMILY EVENT TEAM LEADER

- Supports Conrad's teachers with planning, prep and set-up for monthly Parent events

FUNDRAISING TEAM LEADER

- Coordinates and promotes fundraisers such as Restaurant nights, the Book Fair, and more

SERVICE PROJECT TEAM LEADER

- Coordinates and promotes Quarterly Service Projects such as collecting glasses for Lion's Club, the FFC8 Food Drive and the Backpack drive for Fountain Community Event

STAFF APPRECIATION TEAM LEADER

- Takes notes during PTO meetings that will be uploaded to Conrad's website by the PreK secretary
- Plans door decorations, treats, presents, signs, etc. for Staff Appreciation Days

LIBRARY VOLUNTEERS

- One volunteer per week during the AM session and one volunteer during the PM session
- Check in, clean, shelve & check-out library books
- **REMINDER:** children may not accompany library volunteers.





Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

2023-2024
School Year



PLEASE INITIAL

- I have had the opportunity to review the FFC8 Preschool Program handbook.
- I had the opportunity to ask questions about the program and give permission to have my child attend.
- I understand that FFC8 school board policies are available at www.ffc8.org.

GENERAL PRESCHOOL INFORMATION

- I give permission for my child to view videos, DVDs, movies, etc. that have been approved by the school for educational purposes only.
- I understand that if I need an interpreter for conferences, meetings, or family events, I must contact the office to arrange this at no cost to me.
- I understand & agree to follow the Preschool Out of District policy and withdrawal policy.
- I give permission for my child to view videos, DVDs, movies, etc. that have been approved by the school for educational purposes only.
- I understand the indoor/outdoor recess policy & agree to dress my child for the weather.

FFC8 PRESCHOOL PROGRAM - VISION & PHILOSOPHY

- I understand and agree to follow the Preschool Family Partnering Agreement. I will check my child's backpack daily and attend Parent Activities.

ARRIVAL AND DISMISSAL

- I understand & agree to follow the Preschool Arrival and Dismissal procedures.

ATTENDANCE

- I understand & agree to follow the Preschool attendance policies.
- I understand that arriving late or leaving early is disruptive to the classroom routine and decreases my child's education opportunities. I will arrive on time and ensure that my child attends the entire session.

CURRICULUM, INSTRUCTION & SUPPORT SERVICES

- 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 understand the curriculum, PBIS, and MTSS, and discipline procedures.

HEALTH, ILLNESS and SNACKS

- I understand the Hearing and Vision screening process. If needed, I will contact the nurse for opt-out instructions.
- I understand Vaseline and lotion guidelines. If needed, I will contact the nurse for the opt-out form.
- I understand that sunscreen must be applied to my child before drop-off at bus stop/school.

SAFETY AND SECURITY

- I understand & agree to follow the Preschool Program's identification, visitor, volunteer & sibling policies.

Parent copy to remain attached to the handbook





Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

2023-2024 School Year



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SAFETY AND SECURITY

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Classroom Copy to return to the teacher

Child's Name _____

Parent's Name (please print) _____

Parent's Signature _____

Today's Date ____ / ____ / 20 ____