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# POLICIES AND PROCEDURES

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Policies and procedures follow guidelines set by the Colorado Department of Early Childhood for licensed preschool programs.

(Updated 4/2024)

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Ellicott Preschool will provide breakfast for morning students and lunch for afternoon students as they arrive to school. Meals will be provided by the district nutrition staff and will be served in the classrooms 30 minutes prior to the start of the sessions. Parents must inform the classroom teacher if the child is eating at school or if they will be eating at home.	36
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## **Purpose and Philosophy Statement**

### PURPOSE AND PHILOSOPHY:

Ellicott Preschool is here to provide and maintain a high quality, comprehensive and accessible preschool program. The program desires to benefit and enhance early educational opportunities during the child's most critical learning years. We strive to develop a positive attitude towards learning. Our program promotes social, academic, and emotional growth in preparation for elementary school.

## **Eligibility Criteria**

To be eligible to enroll in our preschool program, all families with 4 year olds (or 3 year olds with an IEP) must first complete the initial enrollment application through UPK and be matched with the Ellicott Preschool Program. After being matched and accepted, families will need to enroll their child through the district enrollment process and provide the following forms to be kept in each child's file:

- Current Immunization Records Or Exemption Form as Required by Dept. of Public Health
- Health Physical
- Birth Certificate

Children must be 4 or 5 and eligible for Kindergarten the following year (achieving age 5 by the Ellicott School District eligibility deadline of October 1).

If the child is 3 years old, qualification for the program would require the child/family to meet UPK qualifying requirements through the school district.

Ellicott Preschool reserves the right to determine new enrollment of students after March 1.

Once students are enrolled in our program, they are then placed with a specific teacher. Students will stay in that class for the school year. Three year old students may have the opportunity to stay with the same teacher for the next preschool year if they are matched with our program through UPK . In setting up classes, Ellicott preschool strives to have primary caregivers with continuity of care for the students by not having students change classrooms or teachers. Exceptions may be made to meet student's needs.

**\*Physicals are required within 30 days of start date or 30 days after the current physical expires, and must be signed and dated by the physician. A 30 day grace period can be granted with director approval.**

If your child is absent for two straight weeks with NO contact between teacher and parent, your child may be dropped and will have to be re-enrolled. **If your child has 10 unexcused absences in a two month period, your child's eligibility will be reviewed by the enrollment team.**

## **Physical and Immunization Records**

The state requires each child to have:

- An annual physical form (less than one year old) must be turned into the teacher within 30 days of admission to preschool. This form must be signed by a health care provider, dated, and noted when the next physical is due.
- Immunization records or exemptions (as required by the Colo. Dept. of Health) must be on file before the child attends classes.
- An emergency medical release form is required for each student.

## Admission and Registration of Children

### POLICY:

Ellicott Preschool will serve the children who are most vulnerable to starting grade school unprepared. A completed enrollment application, and match to the Ellicott Preschool Program through the Colorado Universal Preschool Program is required. Placement in the preschool program will be determined by families being matched and accepted through UPK then completing the district online enrollment process. Ellicott Preschool reserves the right to determine new enrollment of students after March 1.

### PROCEDURE:

#### **Eligibility Criteria as set by the Colorado Universal Preschool Program:**

1. A child who lives in a low income household (Guardians gross income must not exceed 270% of the Federal Poverty Guideline).
2. A child is identified as in poverty ( Guardians gross income does not exceed 100% of the Federal Poverty Guidelines)
3. A child who is a dual language learner and the native language spoken in the child's home is a language other than English, or the child's native language is not English.
4. A child who has an Individualized Education Plan (IEP).
5. A child who is currently in the custody of a state supervised and county administered foster care home or in non-certified kinship care
6. A child who is identified as homeless and lacks a fixed, regular, and adequate nighttime residence and at least one of the following:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or other similar reasons. Living in motels, hotels or camping grounds due to the lack of alternate accommodations, or living in emergency or transitional shelters.
  - b. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
  - c. Lining in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or in similar settings.
  - d. Is a child who is migratory who qualifies as homeless for the purpose of this rule subsection because the child is living in circumstances described in these sections.



**Selection Process and District Enrollment:**

Student selection at the district level will not be based on race, sex, creed, color, or national origin, and those matched through the UPK process will be offered the opportunity to enroll based on availability of slots in the Ellicott Preschool Program. Eligible families will be contacted by Ellicott Preschool Personnel and will receive the district enrollment forms electronically or can pick them up at the preschool.

Families that have been matched and accepted to enroll in the Ellicott Preschool Program, will have 2 weeks to complete the enrollment packet as required. If these are not completed in the allotted time, the preschool slot may be given to another eligible family.

## Waiting List

### POLICY:

Ellicott Preschool adjusts the amount of 3 and 4 year old UPK slots each year to reach a total of 115 students. The Colorado Universal Preschool Program aims to provide high-quality preschool programming for children throughout the state in the year proceeding kindergarten, and provide additional preschool services for children who are experiencing poverty , or in low-income families and meet the criteria of an identifying qualifying factor.

### PROCEDURE:

When preschool slots are full, UPK qualifying students 3 or 4 years old, will be placed on a waiting list until a space becomes available. When a family is notified of an opening, they will also be given directions on how to enroll their student.

## Out-of-District

### POLICY:

Ellicott Preschool recognizes that students may benefit from having a choice of schools to attend, with the public school system that is not limited by school district boundaries.

Ellicott Preschool will consider out of district admission requests from Colorado students who do not reside within the boundaries of the school district, but who wish to attend Ellicott Preschool. Individual requests will be reviewed and accepted to fill slots as required by the Colorado Universal Preschool Program while also complying with the American with Disabilities Act and all federal, state, and local laws in providing preschool for children with disabilities.

### PROCEDURE:

1. Requests for admission:
  - a. Parent/guardian must complete an out-of-district application, to be included with enrollment paperwork.
  - b. The school principal will make the decision as to whether an application is accepted or rejected, based on criteria established below.
2. **Approval** of a request to enroll in the district, will be conditioned on compliance with each of the following:
  - a. Space availability.
  - b. Actual enrollment and attendance of family members.
  - c. Receipt of all applicable records.

*In the event any information is falsified or withheld from the district, during the admission process, approval for admission will be withdrawn immediately.*
3. **Grounds for denial** of admission:

Grounds for denial of admission to a nonresident student who otherwise complies with the preschool policies and procedures, are limited to the following:

  - a. There is a lack of space, or teaching staff, in the preschool program, in which case priority will be given to resident students applying for admission to the preschool program.
  - b. The school requested does not offer appropriate programs, or is not structured or equipped with the necessary facilities to meet special needs of the student, or does not offer the particular program requested.
  - c. The student does not meet the established eligibility criteria for Ellicott Preschool.

***Admission granted to one child in a family will not necessarily support enrollment of another child in the family.***

## **Children with Special Needs**

### **POLICY:**

Ellicott Preschool complies with the American with Disabilities Act and all federal, state, and local laws in providing preschool for children with disabilities.

### **PROCEDURE:**

Within two weeks of the date (except during vacation times) a prospective enrollee has completed the UPK enrollment application and has been accepted by Ellicott Preschool for enrollment, the application and documents presented by the parents/guardians will be reviewed by the Ellicott Preschool Enrollment Team and forwarded to BOCES for further review of needs and/or services.

If a child is currently enrolled and concerns have been identified and documented by the classroom teaching team, the child will be referred to the Preschool MTSS team for further observation of needs. If the evidence from the child's observation and interventions shows concerns, and/or the parent expresses concerns regarding the child's development, the child will be referred to the Ellicott Special Education/ Child Find Team. The team will then meet and determine specific eligibility criteria.

## **Medication Administration and Storage of Medications**

### **POLICY:**

Medication will be stored and administered to a student as required by a healthcare plan or physician's orders, to include rescue medications. Most daily medications are not required to be given during preschool hours, and should be given at home. Staff administering medication must be trained per licensing regulations, and have received delegation by the school district nurse following the Rules and Regulations for Child Care Centers and Nurse Practice Act.

### **PROCEDURE:**

Emergency medications will be kept in a locked emergency bag that is accessible to classroom teachers anytime, to include time in the classroom, outside time, or during emergency drills or actual events. At least 1 delegated staff member will be with each classroom at all times.

## **Daily Closure Procedures**

### **POLICY:**

To ensure the children of Ellicott Preschool programs are safe and accounted for, staff will follow proper procedures at the close of each classroom/playgroup session.

### **PROCEDURE:**

1. All teaching staff and Ellicott transportation staff are responsible for ensuring children's safety at the end of each classroom session.
2. The center teaching staff will take the following precautions to ensure child safety.
  - a. Staff, utilizing the classroom Sign-In Sign-Out Sheet, will monitor each child's departure at the close of each session.
  - b. Drive-In parents will sign the Classroom Sign-In/Sign-Out Sheet.
  - c. Children receiving district transportation will be escorted to buses by teaching staff.
  - d. Transportation drivers will "acknowledge" and document the child as the child boards the vehicle.
  - e. Classroom staff will check all rest rooms, hallways, and areas of the classroom including any closets or enclosed spaces for any remaining children.
3. Should a child be left at the center after operating hours and contact attempts are unsuccessful the Child Protection Services will be called.
4. The teaching staff will check that the following procedures are completed prior to closure.
  - a. Check all electric appliances.
  - b. Be sure toys and equipment are reorganized back on shelf, tables and chairs are in place, and cubbies are in order.
  - c. Be certain all dishes and cooking equipment are clean.
  - d. Spray toys, classroom materials, cabinets, and furniture with sanitizer or approved disinfectant spray.
  - e. Closing staff will ensure that all entry doors are closed and locked.

## **Hours of Operation**

### **POLICY:**

Ellicott Preschool will operate 4 days a week in accordance with the Ellicott School District calendar and meet the standards set by Colorado Department of Early Childhood and the Colorado Universal Preschool Program. (minimum of 10 hours per week and 360 hours per year). Ellicott Preschool will be closed for parent teacher conferences.

### **PROCEDURE:**

1. Preschool classes are scheduled 4 days a week, in accordance with the district calendar.
2. Morning session from 8:00-11:00
3. Afternoon session 12:45-3:45
4. Parents will be given a school calendar at the home visit.
5. Preschool classes will be canceled in accordance with Ellicott District emergency closures, to include maintenance issues and inclement weather.
6. If a late start is called, there will not be AM preschool.
7. If there is an early release there will not be PM preschool.

## **Preschool Daily Schedule**

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability; although there will be times when we have to make adjustments to the schedule. Each classroom has a Teacher and Classroom Para with a max class size of 15. *Approved Licensing group sizes (20) may be exceeded for circle time, meal time, special occasions, and activities.*

### **Class 1 and 2 (Rooms 305 & 307) 11:00-12:30 preschool staff lunch and planning times**

<b>AM</b>	<b>PM</b>
7:45 Arrival/bathroom/breakfast/table toys	12:30 Arrival/bathroom/lunch/table toys
8:00 Circle time	12:55 Circle time
8:15 Creative Curriculum	1:25 Outside/Classroom gross motor
8:30 Centers	1:55 Bathroom/handwashing
9:35 Teacher directed gross motor	2:20 Teacher directed gross motor
9:45 Circle time/reading	2:00 Centers
10:15 Outside/Classroom gross motor	3:05 Circle time/reading
10:45 Bathroom/handwashing	3:40 Bathroom/handwashing
11:00 Go home	3:45 Go home

### **Class 3 & 4 (Rooms 312 & 314) 11:00-12:30 preschool staff lunch and planning times**

<b>AM</b>	<b>PM</b>
7:45 Arrival/bathroom/breakfast/table toys	12:30 Arrival/bathroom/lunch/table toys
8:00 Circle time	12:45 Circle time
8:15 Creative Curriculum	1:00 Creative curriculum
8:30 Centers	1:15 Centers
9:35 Outside/Classroom gross motor	2:20 Outside/Classroom gross motor
10:10 Bathrooms/Hand washing	2:55 Bathroom/Hand washing
10:15 Circle time/reading	3:00 Circle time/reading
10:35 Teacher directed gross motor	3:20 Teacher directed gross motor
10:50 Bathroom/ hand washing	3:35 Bathroom/hand washing
11:00 Go home	3:45 Go home

- Circle times are for calendar, weather, stories, letters, numbers, and 2<sup>nd</sup> Step: Social Emotional Curriculum.
- Each classroom will have a designated time for a teacher-led gross motor activity daily.
- Appropriate supplies of material must be readily accessible to children and arranged in an orderly manner for children to select, remove, and replace independently or with minimal assistance.
- Students will remain with the same teacher and classroom para daily for each school year.
- Three year old students may have the opportunity to stay with the same teacher when they turn four for continuity of care.
- Classroom staff will provide individual/differentiated instruction to all students to support academics and social emotional growth.

### **Remote Learning:**

For Remote Learning days, teachers and paras will provide direct instruction to students during “live” circle times and small group activities. Lesson and activity links will be shared with families to access electronically through Google Classroom. Attendance will be taken daily with students logging into circle times, or completing an activity that is submitted to the classroom teacher by 4:00 pm daily. Absence policies during remote learning are the same as in person learning. Preschool staff are available by email Monday-Thursday 7:45am- 4:15pm.



## **Inclement and Excessively Hot Weather/Electrical Storms**

### **POLICY:**

Ellicott Preschool will ensure children's health and safety with regard to extreme weather conditions. Staff will follow guidance from the *Child Care Weather Watch* for safe and unsafe conditions to play outdoors, and ensure students are dressed appropriately for the weather conditions. The Ellicott District Office will determine and post weather related late starts, early releases and closures.

### **PROCEDURE FOR COLD:**

1. Children will remain indoors if the temperature or wind chill factor is below 32 degrees.
2. Staff will watch for symptoms of hypothermia and/or frostbite.
  - a. Symptoms of hypothermia: amnesia or sluggishness, cardiac arrhythmia, loss of muscle coordination, unconsciousness, cardiac arrest.
  - b. Symptoms of frostbite: numbness, severe pain, swelling, and blistering (once in a warm environment).

### **PROCEDURE FOR HEAT:**

1. Staff will carefully monitor outdoor weather when it is extremely warm (90-100 degrees). Staff will ensure that there is adequate shade and water available.
2. Ellicott Preschool staff will watch for symptoms of heat exhaustion and heat stroke.
  - a. Symptoms of heat exhaustion: headache, dizziness, faintness, loss of appetite and nausea; skin may be cool and clammy.
  - b. Symptoms of heat stroke: extremely elevated temperature, warm, dry skin, depressed level of consciousness, possible coma, low blood pressure or shock.

### **PROCEDURE FOR STORMS:**

Staff will be alert to changing weather conditions while outside. If there is thunder or lightning, staff will immediately direct the children and families to the safety of the classroom or other shelter.

### **PROCEDURES FOR CLOSURES DUE TO INCLEMENT WEATHER:**

The Ellicott District Office will determine and post weather related late starts, early releases and closures.

## **Emergencies (Fire, Tornado, Shelter in Place, Lock Down, Intruders on Premises and Reunification of Families)**

### **POLICY:**

In case of a fire we will follow the fire exit route; it is outlined and posted by main entrance doors and in all classrooms. In case of a tornado we will follow the plan posted by the exit door (tornado shelter). **In all safety incidents, preschool staff will follow protocols outlined in the Preschool Emergency Plan.**

### **PROCEDURE:**

Safety drills are required to be conducted at regular intervals, following the District scheduled safety drills. Ellicott Preschool will follow district policies and procedures for such drills, or actual events.

## **Identifying where Children are at all Times**

### **POLICY:**

Ellicott Preschool Teachers will post a daily schedule and make every attempt to ensure that two staff members are present with the children at all times. The Preschool staff will be aware of the location of children at all times.

### **PROCEDURE:**

#### **Schedule**

The Preschool teachers will post a daily schedule letting administration, parents and volunteers know where they are at all times.

#### **Supervision**

1. Every attempt will be made to have two staff members supervising the children at all times.
2. Staff will complete written attendance verification throughout the day, to include transitions. This will include attendance tracking from transportation.
3. Teaching staff will be aware of the location of the children at all times by counting:
  - a. When moving from classroom to bathrooms
  - b. Before and after outside
  - c. Periodically throughout the day
  - d. Before, during and after field trips

## **Lost Child**

### **POLICY:**

Specific procedures will be followed in the event that a child enrolled in any Ellicott Preschool program becomes separated from the classroom group.

### **PROCEDURE:**

1. Staff members are to remain calm.
2. Designate a staff member to search the area and the bus in which the child was last seen.
3. Notify
  - a. Ellicott Elementary Principal or Dean of Students
  - b. School personnel
  - c. Responsible personnel at the field trip site.
4. If the child has not been located within 10 minutes of first being reported missing, contact authorities (police or sheriff's department).
5. Follow instructions of authorities and Program Administration regarding notification of the parents.
6. Teacher will document the situation on ID notes and complete a Special Incident Report (H-117).
7. Report to DHS within 48 hours.

## Guidance

### POLICY:

Ellicott Preschool believes that children learn best in a loving, supportive environment in which boundaries for behavior are clearly understood. As much as possible, the school's administration desires for children to experience the logical consequences of their behavior, helping them to become responsible for their own actions. Physical activity and outdoor time will not be withheld as a disciplinary measure.

The mission of the Positive Behavior Support (PBS) is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado.

However, it is unacceptable for a child's behavior to endanger the well-being of other children and staff members. Such unacceptable behavior includes, but is not limited to hitting, pinching, and biting. In case of such behavior, the procedures below will be followed. Any form of restraint is not permitted. Physical redirection may be used to keep a child from imminent danger, and the child must be released once removed from the danger.

### PROCEDURE:

1. The inappropriate behavior will be discussed with the child, and then the child will be directed toward another activity.
2. Behavior or other concerns will be documented by the classroom teachers while interventions are put in place to support the student.
3. The child will be provided individualized social and emotional intervention support, if needed.
4. The child will be redirected from the group, with the support of staff members if needed, to a designated "thinking time" area.
5. The teacher or director will notify the child's parents of the behavior.
6. If a child continues with inappropriate behavior, the teacher or director may contact the principal/assistant principal and request support for the child. A discipline referral may be filled out. If concerns continue after classroom interventions are put into place, the student may be referred for MTSS support.
7. The teacher, director, principal/assistant principal, and parents will conference and design a plan for altering the child's behavior. This plan can include a behavior plan, suspension, expulsion, or withdrawal from the preschool program. If a student meets the criteria for out of school suspension, the suspension shall not exceed 3 school days unless it is determined that a longer period of suspension is necessary to resolve the safety threat, or the student is recommended for expulsion. C.R.S. 22-33-106.

**Positive Behavior:**

1. Children will be given tickets for positive, appropriate behavior.
2. Children will have the opportunity to use the tickets they have earned to receive (buy) a prize from the PBS store.
3. Preschool classrooms support social/emotional behavior by teaching the Second Step Curriculum in the classrooms daily.
4. Students meet with classroom staff at the end of the day to reflect on their behaviors.

**MTSS (Multi-tiered systems of support)**

Teachers will document student concerns for approximately 6 weeks while implementing intervention strategies to support the student in the classroom. If a student is not showing progress with the interventions, the teacher can then refer the student to the Preschool MTSS team for additional support and intervention, and parents will be notified. Student data and progress will be collected while the student is receiving MTSS support and the MTSS team will meet approximately every 4-6 weeks to review this progress and discuss other intervention strategies.

- Students participating in MTSS can be exited out when they are showing continued progress in the areas of concern.
- At the end of a school year to the beginning of a new school year, a MTSS plan can follow a student who is in need of the continued MTSS supports and are showing growth.
- A student who has not shown growth through MTSS interventions can be recommended for additional supports through an evaluation for special education.

## Preschool Through First Grade Behavior Matrix

Behavior	Step 1	Step 2	Step 3
<b>Possession of phone/electronics or other non-permitted items</b> (such as interactive watches, portable gaming systems, etc.) -exceptions made on a case by case determination	Teacher/staff confiscates the item Conference with student <b>Family contact</b> Returned to student at end-of-day	<i>Minor referral</i> Conference with student Teacher/staff confiscates item and turned in to main office <b>Family contact</b> Returned to parent	<i>Major referral</i> Teacher/staff confiscates item and turned in to main office <b>Family contact</b> Conference with student and parent Lunch detention (not recess)
<b>Possession of toys to include cards (like pokemon) and stuffed animals</b> -exceptions made on a case by case determination	Teacher/staff confiscates the item Conference with student <b>Family contact</b> Returned to student at end-of-day	<i>Minor referral</i> Conference with student Teacher/staff confiscates item and turned in to main office <b>Family contact</b> Returned to parent	<i>Major referral</i> Teacher/staff confiscates item and turned in to main office <b>Family contact</b> Conference with student and parent Lunch detention (not recess)
<b>Classroom-managed behaviors to include;</b> Noncompliance Refusal to do work Refusal to follow directions Defiance Leaving classroom without permission (3rd incident +)	Removal from class for up to 15 minutes for reregulation and student conference <b>Family contact</b>	<i>Minor Referral</i> Removal from class for up to 30 minutes for regulation, discussion, and completion of work <b>Family contact</b>	<i>Major Referral</i> Removal from class until child is regulated or family pick the child up for the day Conference with family <b>Family contact</b> *consider creating a behavior plan
<b>Profanity or verbal aggression</b>	Classroom managed behavior Teacher and student conference <b>Family contact</b>	<i>Minor Referral</i> Teacher and student conference Loss of up to 5 minutes of playtime or recess <b>Family contact</b>	<i>Major Referral</i> Student removal for conference Lunch detention <b>Family contact</b> *consider creating a behavior plan
<b>Physical aggression</b> -including injury *Elementary students who are out of the classroom for an excess of 45 minutes will be considered ISS **Elementary students who are removed from the school will be considered in OSS	Removal from class for up to 15 minutes for reregulation and student conference <b>Family contact</b>	<i>Minor Referral</i> Removal from class for up to 30 minutes for regulation, discussion, and completion of a think sheet and/or apology note <b>Family contact</b>	<i>Major Referral</i> Removal from class until child is regulated or family pick the child up for the day Conference with family <b>Family contact</b> *consider creating a behavior plan
<b>Bullying/Harassment</b> -a pattern of behaviors to include physical aggression towards another student on a consistent basis	Classroom managed behavior Teacher and student conference <b>Family contact</b>	<i>Minor Referral</i> Teacher/office and student conference 1 day of lunch detention Think sheet completion <b>Family contact</b>	<i>Major Referral</i> Student removal for conference Family and admin conference Half day of ISS <b>Family contact</b> *consider creating a behavior plan
<b>Threat (Verbal or otherwise)</b> -telling others that you will do harm against them -aggressive motions towards another	Classroom managed behavior Teacher and student conference As warranted inspect belongings for a threat assessment <b>Family contact</b> *refer to counselor for additional support	<i>Minor Referral</i> Teacher/office and student conference 1 day of lunch detention Think sheet completion <b>Family contact</b> *refer to counselor for additional support *consider creating a behavior plan	<i>Major Referral</i> Student removal for conference Family and admin conference Half day of ISS <b>Family contact</b> *create a behavior and/or safety plan *refer to counselor for additional support
<b>Sexual harassment or sexually-inappropriate</b>	<i>Minor referral (exposure)</i> Student interview	<i>Major Referral (groping and intentional exposure)</i>	<i>Major Referral (groping and intentional exposure)</i>

<p><b>behavior</b>          -touching in the bathing suit zones          -exposing private body parts to others          -sexual verbiage          *special consideration will be taken given the circumstance of the exposure</p>	<p>Teacher/Admin/Family conference as warranted  <b>Family contact</b>          *consequence dependant upon situation - to include think sheets or loss of privileges          *referral to DHS/Law enforcement as appropriate</p>	<p>Student interview          Teacher/Admin/Family conference as warranted  <b>Family contact</b>          Half day ISS          *creation of safety plan          *call to DHS/Law enforcement</p>	<p>Student interview          Teacher/Admin/Family conference as warranted  <b>Family contact</b>          OSS for up to 3 days in order to create a safety plan          *call to DHS/Law enforcement</p>
<p><b>Theft-</b>          Unauthorized removal or possession of personal property belonging to another student, staff, or school</p>	<p>Classroom managed behavior          Teacher and student conference  <b>Family contact</b></p>	<p><b>Minor Referral</b>          Teacher and student conference          Loss of up to 5 minutes of playtime or recess  <b>Family contact</b></p>	<p><b>Major Referral</b>          Student removal for conference          Lunch detention  <b>Family contact</b>          *consider creating a behavior plan</p>
<p><b>Property damage/Vandalism</b>          *families may incur the cost to replace or repair damaged item          *consequences will be appropriate to the actions (i.e. clean up items, wash down walls)</p>	<p>Classroom managed behavior          Teacher and student conference  <b>Family contact</b></p>	<p><b>Minor Referral</b>          Teacher and student conference          Loss of up to 5 minutes of playtime or recess          Child will repair damages (clean up) as appropriate  <b>Family contact</b></p>	<p><b>Major Referral</b>          Student removal for conference          Lunch detention          Child will repair damages (clean up) as appropriate  <b>Family contact</b>          *consider creating a behavior plan</p>
<p><b>Possession</b>          *illegal substances          *Tobacco (including vapes)          *unsafe objects (including “fake” gun, knife less than 3 inches, etc.)</p>	<p><b>Minor referral (first incident)</b>          Student interview          Teacher/Admin/Family conference as warranted  <b>Family contact</b>          *consequence dependant upon situation - to include think sheets or loss of privileges          *referral to DHS/Law enforcement as appropriate</p>	<p><b>Major Referral (second incident)</b>          Student interview          Teacher/Admin/Family conference as warranted  <b>Family contact</b>          Half day ISS          *creation of safety plan          *call to DHS/Law enforcement</p>	<p><b>Major Referral (third incident)</b>          Student interview          Teacher/Admin/Family conference as warranted  <b>Family contact</b>          OSS for up to 3 days in order to create a safety plan          *call to DHS/Law enforcement</p>
<p><b>Disclaimers:</b></p> <ul style="list-style-type: none"> <li>● Bus referral consequences will be handled in compliance with the above matrix. Multiple infractions will incur suspensions of privileges as aligned with the bus policies.</li> <li>● Restorative Practices and Capturing Kids Hearts should be incorporated into all stages of the process.</li> <li>● Students may be considered for expulsion after 10 days of OSS.</li> <li>● Students with an IEP/504 plan will receive a Manifestation Hearing after 10 days ISS/OSS to determine cause of behavior.</li> <li>● Dangerous weapons - classified per board policy are grounds for automatic expulsion</li> </ul>			

\*This form is to be used by all staff and administration as a general guideline for behavioral consequences, but is not an exhaustive list. All consequences will be determined on an individual student basis.

\* The above identified behaviors are in alignment with Infinite Campus. All behavior referrals, whether major or minor, will be documented in this system.

## **Accident/Incident Reporting for Children, Families and Staff**

### **POLICY:**

Any person injured and/or is experiencing a medical or dental emergency situation, will receive immediate first aid administered by a qualified person(s) who has completed American Red Cross First Aid training. An accident/incident report will be completed as well as any other required documentation for proper reporting and filing procedures in connection with the accident/injury.

### **PROCEDURE:**

1. Preschool staff are required to follow district accident reporting procedure as laid out in the district hand book.
2. Immediate first aid will be administered by individuals currently certified in American Red Cross First Aid but never surpassing current level of training. Response to medical and dental health injuries, including use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for First Aid, poison control, 911).
  - a. A list for local emergency centers, including poison control number, will be made available by Health Component to each program center for posting beside telephones.
  - b. First Aid kits or Emergency Bag will be available at all times.
3. Staff will have complete emergency information available on children at all times, including parent/guardian consent for emergency care.
4. If an injury occurs, the staff member must assess the nature and severity of the injury. The procedures for the following types of injuries are outlined below.
  - a. Minor Injury
    - Minor injuries may include, but are not limited to, scraped knees and elbows, paper cuts, small bruises, lightly bumped heads (that don't result in bruising, loss of blood or change in consciousness level), etc.
    - Minor injuries must be documented on the accident/incident report form with description of what first aid measures were taken.
    - If in doubt regarding the seriousness of accident/injury, the school nurse should be consulted.
    - Parents must be notified of minor injuries and the accident report form must be completed and sent home by the end of the day.
  - b. More Serious Injury
    - More serious injuries may include head injuries, injuries that result in the child fainting or complaining of nausea and vomiting, large cuts that result in loss of a measurable amount of blood, eye injuries, minor burns, and choking.
    - More serious injuries need to be reported to the school nurse.
      1. Notify the school nurse and the parent. The school nurse may come to observe the child whose injuries may need to be treated medically. If it is not feasible for the school nurse to arrive in a timely manner, 911 may need to be called. Administer first aid immediately and have another staff member call 911.



2. Parents must be notified of this injury and the accident/incident report must be completed and sent to the school nurse by the end of the day.

c. LIFE THREATENING ACCIDENTS

- Life threatening accidents are injuries that require immediate medical attention of a physician and/or hospital staff. These injuries may include those that cause profuse bleeding, loss of consciousness for more than a couple of seconds, send the child into shock, block the child's breathing passages, etc. (A major burn would also be considered life threatening.)
  1. The first priority is immediate medical attention, and to provide a safe environment for treatment.
    - a. Administer first aid immediately. Do not go beyond your level of training. Call the school nurse and 911.
    - b. Do not move an injured person, except to save a life.
    - c. Remove others from danger as required.
  2. The second priority is notification.
    - a. A staff member will notify the school nurse and administration or designee as soon as possible.
    - b. Family notification can be done by anyone delegated by the school nurse or administration.
    - c. Administration will be notified as soon as possible.
  3. The third priority is communication and documentation.
    - a. All involved staff members will report back to the school nurse and administration or designee as required with updated information.
    - b. The school nurse or administration will call a meeting of staff as soon as practical, for discussion of areas of concern, if appropriate, and to follow up information shared.
    - c. Complete written documentation of the incident will be forwarded to the school nurse and administration by the end of the working day.

d. POISONINGS

- If any child while at Ellicott Preschool ingests any harmful substance, poison control will be notified immediately. Poison Control # is 1-800-332-3073.
- It will be the responsibility of the teacher (or other staff if teacher is absent) to gather the bottle/container from which the child has ingested the substance as well as a sample of any vomit the child may have regurgitated. Both of these items will be sent to the hospital with the child.
- Contact the school nurse or administration.
- Contact family.

## REPORTING COMMUNICABLE DISEASES

Disease outbreaks will be immediately reported by the director to the Colorado Department of Health in the time frame stipulated by 6CCR 1009-1, *Rules and Regulations Pertaining to Epidemic and Communicable Disease Control*. The district nurse will also be contacted about the report.

## Illnesses and Emergencies

### POLICY:

The health of all our students is important to us. In order to maintain a healthy environment please keep your child home for **24 hours** after last symptoms of the following: (per illness policy from Children's Hospital Colorado)

- \*A temperature above 100 degrees Fahrenheit (**must be fever free without medication for 24 hours**)
- \*Intestinal disturbance accompanied by diarrhea or vomiting
- \*Any undiagnosed rash or sores on the face and/or body
- \*Sore or discharging eyes or ears,
- \*Profuse nasal discharge
- \*Coughing and other severe respiratory symptoms
- \*Flu like symptoms

### PROCEDURE:

If your child is sick and not attending school call 683-2700 x2250, or the classroom teacher so we can plan accordingly. In case of an emergency during school hours, call 683-2700 x2250. If your child develops any of the above symptoms, we will isolate them and ask that you pick them up and take them home. If your child is exposed to any communicable illness an information sheet will be sent home. Please, contact the preschool immediately if your child has a communicable disease such as chicken pox. Students may return to the preschool with a doctor's note stating when they can return.

Immediate first aid will be administered by individuals currently certified in American Red Cross First Aid. If a doctor is needed we will make every attempt to contact you and your child's doctor. If it is an emergency, we will make sure your child receives the necessary treatment until you arrive. Within 24 hours, excluding weekends and holidays, the occurrence of a critical incident at the facility or within 24 hours of child's return to the facility, the director will report in writing to the licensing authority the critical incident involving a child in the care of the facility or staff member on duty.

Remember: Call 683-2700 x2250 when your child is sick and missing school or in case of an emergency.

Due to the nature and symptoms of an illness, the school district nurse and/Or health department may be contacted for consultation. The preschool will follow guidelines, isolations times, or quarantine as recommended.

## **Transportation of Children**

### **POLICY:**

Ellicott District will provide transportation to and from school for the morning and afternoon sessions. Children will be transported via the Ellicott School Buses and all State transportation and safety guidelines will be strictly adhered to. Parents have to sign an acknowledgement of bus rules and regulations. No staff members will transport children in their personal vehicles even with parent permission.

### **PROCEDURE:**

1. Children riding the bus are allowed one pickup address and one drop off address.
2. Parents must sign a bus agreement provided by transportation.
3. If parents are not able to meet the bus the child will be brought back to the elementary office to wait for parent or emergency contact.
4. Teachers will call parents or emergency contact person upon notification from transportation.
5. (BUS PICK UP) If students are dropped off late at their designated bus stop, it will be documented by the bus driver and shared with preschool staff. A late drop-off is considered 10 minutes after the designated pick up time. If the problem is a recurring issue, the staff or Preschool Director will communicate to parents the concern.
6. (BUS DROP OFF) Parents are expected to be at their child's designated bus stop to pick the student up. A late pick up is 10 minutes after the scheduled pick up time. After 10 minutes the parents of the child will be called, if there is no response then emergency contacts will be called. If there is no response again, the student will be brought back to Ellicott Preschool.
7. If there is no response after 30 minutes, one more attempt to contact parents or emergency numbers will be made.
8. If there is no response after 60 minutes, the Department of Human Services will be called.
9. Repeat issues with late pick-up will be addressed with the parents by the school administration and the student's preschool slot may be revoked.

## Field Trip Policy and Procedure

### POLICY:

Ellicott Preschool provides group experiences both indoors and outdoors, including supervised and developmentally appropriate field trips.

### PROCEDURES FOR ALL FIELD TRIPS:

Ellicott Preschool will ensure that field trips are planned to enhance the child's exposure to new and interesting activities and places.

1. The center must notify children's parents or guardians in advance of any field trip. Every field trip must have a field trip permission form completed and signed by parent or guardian.
2. In the event a field trip is canceled, it may be rescheduled.
3. Ellicott Preschool classroom staff members are to coordinate field trip scheduling--dates, times, locations—in accordance with District field trip procedures.
4. On days there are field trips scheduled, staff members will not be available at the center. If parent/guardian should arrive after we leave, you will need to find alternative coverage for your child. If your child is unable to participate in the field trip please make prior arrangements with the staff. If your child should come to school on the day of the field trip without a signed permission form, attempts will be made to contact parents. If parents cannot be reached in order to obtain verbal permission, the parent or emergency contact person will be required to pick up the child from school.

Ellicott Preschool will ensure the safety of each child on field trips.

1. Staff will ensure that adequate adult/child ratio is maintained on all trips - one adult per four children is required. In the event that appropriate adult supervision is not possible, the field trip will need to be rescheduled. Parents are welcome and encouraged to attend. **Teaching staff will actively supervise all children in their care.** Children will be frequently counted (at loading and unloading of the vehicle and throughout the field trip).
2. On the day of the field trip, the teaching staff will notify Ellicott Elementary Office staff of the class departure time as well as the anticipated time of return. A list of all children and staff on the field trip must be kept in the classroom in a predetermined location close to the classroom telephone. The field trip schedule will be placed on the classroom door identifying the location and anticipated time of return. This procedure must be followed any time the class leaves school grounds.

3. Both transportation and the Ellicott Preschool staff must have on hand a current emergency contact list. This list must include: the name of the child, name of parent/guardian, address, phone number, child's physician, hospital, and dentist.
4. Children and staff must have completed safety education/training prior to participating in a field trip which involves transportation in an Ellicott District vehicle.
5. For insurance purposes, if a parent/guardian transports his/her own child to the field trip location, they must sign the Sign-In/Sign-Out form **AFTER** they arrive at the field trip site. When a child leaves the classroom group with a parent, he/she must be signed out **BEFORE** they leave the field trip site.

## **Screen Time and Media Use**

### **POLICY:**

Screen time, which includes: Television, recorded media, computer, tablet, cell phones, video games, and other media devices is prohibited for children less than 2 years of age and limited for children ages 3-5 years of age.

### **PROCEDURE:**

1. Screen time is prohibited during meal times.
2. All media that children are exposed to must not contain explicit language or topics.
3. For children 3-5 years of age, screen time must be limited to no more than 30 minutes per day.
4. For children 2 years and older, screen time may only exceed 60 minutes for special occasions and must not occur more than once every two weeks.
5. Children must be provided a developmentally appropriate alternative activity once the child loses interest in the media activity.
6. There is no time restriction for children using personal adaptive equipment or assistive technology.

## **Authorization for Child Pick-Up**

### **POLICY:**

Children will not be released to anyone unless authorized by the parent/guardian.

### **PROCEDURE:**

In the event that someone who is not authorized to pick up a child arrives at a center to pick them up, the following procedure shall be followed:

1. The center must release the child only to individuals over the age of 16 for whom written authorization has been given on an Emergency Contact and Student Pick-up/Drop-off form. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization to the classroom staff. The parent/guardian's identity shall be verified by teaching staff which will be re-verified with a follow-up phone call by teaching staff. If the staff member who releases the child does not know the adult, photo identification is required.
2. The parent, guardian or foster parent of the child will be contacted and informed of any situation in which an unauthorized person tries to pick up a child.
3. When possible, the unauthorized person will be prevented from seeing the child. Should they see one another, necessary precautions will be taken to prevent the child and unauthorized person from coming in close physical contact (i.e. person taking child by the hand or lifting and holding the child). As a precaution, the child can be taken by teaching staff to the school office. A staff person will remain with the child.
4. Staff will inform the unauthorized person that they are to leave the premises immediately or the authorities (police or sheriff's department) will be called.
5. Reasonable effort will be made to prevent an unauthorized person from taking custody of a child. Unnecessary risks to prevent abduction, however, will not be taken.
6. If necessary, 911 will be called.
7. Should the child be taken, an effort should be made to obtain a description of the vehicle and the license number.

## **Drop off and Pick Up Policy**

### **POLICY:**

Children may be dropped off and picked up in their classrooms. Drop off time is 8:00 for AM session and 12:45 for PM session. Remember to wait outside your child's classroom until the teachers are present. Children may be picked up in their classrooms at 11:00 for AM and 3:45 for PM. All children must be signed in and out of school by a parent or authorized individual over the age of 16. Upon registration, the parent/guardian must supply the school with a list of people allowed to pick up the child. If a situation arises, where someone must pick up a child other than an approved person the following will be necessary:

### **PROCEDURE:**

1. Teacher will attempt to contact the parents/guardian first. Then, if unable to reach the parents/guardian, emergency contacts will be called.
2. A written permission slip with the parent's signature must accompany the person picking up the child and provided to the teacher before receiving the child into their care.
3. The person picking up the child must provide a photo I.D. to show the teacher before receiving the child into their care.
4. If there are restrictions on either parent we will require a copy of the court order or other legal documents.
5. If students are picked up late, it will be documented by staff. If the problem is a recurring issue, the staff or Preschool Director will communicate to parents the concern. A late pick-up is considered 10 minutes after dismissal.
6. After 10 minutes the parents of the child will be called, if there is no response then emergency contacts will be called (if a child is picked up late, the child will be in the care of the classroom teacher for 15 minutes after dismissal, and then taken to the Preschool office).
7. If there is no response after 30 minutes, one more attempt to contact parents or emergency numbers will be made.
8. If there is no response after 60 minutes, the Department of Human Services will be called.
9. Repeat issues with late pick-up will be addressed with the parents by the school administration and the student's preschool slot may be revoked.



## **Children's Personal Belongings and Money**

### **POLICY:**

Ellicott preschool staff encourages parents to leave toys, money, etc. at home. We may designate days for "show and tell." The Ellicott Preschool cannot assume responsibility for lost or damaged personal possessions. We understand there may be a need for a child to take a special object to school and provisions will be made on a case-by-case basis.

### **PROCEDURE:**

1. Each child will be provided with a cubby or mailbox in order to store personal belongings.
  - a. Personal belongings will be placed in the child's mailbox for safekeeping until the end of the school day. The objects will then be placed in the child's backpack to return home.
  - b. In the case of money or electronic devices, the teacher will secure them in a locked cabinet. The parents will be called and required to pick up the item for the teacher.

## **Dress Code**

### **POLICY:**

Children should wear appropriate and comfortable clothing to school. Shorts are allowed on warm days and please send a light coat since the temperature can change so quickly. To prevent accidents, children should wear closed-toe shoes, preferably tennis shoes. Cowboy boots, dress shoes and other slick-soled shoes are discouraged because of the lack of traction they provide. Please send your child with a coat, gloves, and hat in the winter. Label all your child's belongings. In addition, a complete set of extra clothes should stay at school with your child's name on them.

### **PROCEDURE:**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities. During school and at all school activities, the following is prohibited:

1. Inappropriately short, sheer, or low-cut clothing such as midriffs, spaghetti straps, backless clothing, tube tops, muscle/tank tops, garments made of fishnet, mesh, or similar material (including jeans with holes) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, torso, upper thigh, and breasts. Nightwear such as pajamas and slippers are not considered appropriate clothing for school.
2. Headwear, hats, and sunglasses are not permitted in the building.
3. Exposed undergarments are unacceptable. Pants, shorts, skirts, etc. must be worn at waist level. Shorts and skirts must not be more than 3 inches above the knee; spandex, tights and leggings does not exempt this requirement. At the elementary-level shorts and skirts must be longer than their fingertips when arms are resting to their side.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornment that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Reference drugs, alcohol, tobacco, or weapons.
  - Imply anything of a sexual nature.
  - Denote or advocate gang affiliation, violence, or disruptive behavior.
  - Items that may cause injury (i.e. chains)
5. Clothes that are obscene, profane, vulgar, lewd, or legally libelous.
6. Clothes that threaten or help hide the safety or welfare of any person (i.e. gloves).
7. Clothes that promote any activity prohibited by the code of conduct.
8. Clothes that otherwise disrupt the teaching or learning process.

9. Please remember that Colorado weather is unpredictable and we try to go outside for recess daily. Please make sure your child is dressed in appropriate clothing for the weather.

### **Sun Protection (Year Round)**

Ellicott Preschool must have on file authorization and instructions from parents for the application of SPF30 or greater sunscreen, or another form of approved sun protection prior to children going outside. Sunscreen must be applied 30 minutes before going outdoors. Parents must be notified in advance of the type of sunscreen being used by the center, if they do not provide sunscreen for their child.

## Meals

### POLICY:

Ellicott Preschool will provide breakfast for morning students and lunch for afternoon students as they arrive to school. Meals will be provided by the district nutrition staff and will be served in the classrooms 30 minutes prior to the start of the sessions. Parents must inform the classroom teacher if the child is eating at school or if they will be eating at home.

### PROCEDURE:

1. Families are discouraged to bring meals to school because staff cannot ensure that children are bringing a meal that meets USDA child food program requirements.
2. Menus will be posted on the bulletin board just inside the door.
3. Copies of the menu are provided to parents, upon request.
4. Staff will never force a child to finish what is on his/her plate, but we do encourage each child to try everything.
5. Documentation must be provided in writing by a physician for the food allergy.
6. If a child has allergies, their name and allergy will be posted inside the snack cabinet to keep confidential, and all meals eaten by the child will be checked and documented by classroom staff.
7. Students that have a dairy allergy will receive juice twice a week or a milk substitute.
8. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with a nutritional item from home.
9. It is not required that children eat breakfast or lunch at school. They may choose to eat at home before school.

## **Toilet Training of Children**

### **POLICY:**

When a child is ready for toilet training, parents will begin this training at home during a weekend or vacation. Preschool staff will follow through and encourage the child while in our care. The child must be showing signs of readiness, and No attempt to toilet train will be made until the child is able to communicate, or indicate the need, can help manage their clothing, and be able to access toileting facilities. The child must be kept in pull-ups or 5-ply training pants at all times. The Preschool staff may continue to use pull-ups until the child can and will announce that he/she must use the bathroom (not just at home, but at school, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

### **PROCEDURE:**

1. Children have access to bathroom facilities during the entire school session.
2. Preschool staff will encourage the child to use the restroom at regular intervals, and when they show signs that they may need to go.
3. When toileting accidents occur, preschool staff will follow diapering procedure (see diapering procedure).

## **Volunteers, Visitors and Student Aid**

### POLICY:

Ellicott Preschool uses volunteers to the fullest extent possible. Special efforts have been made to have volunteer participation, especially parents, in the classroom and during group socialization activities. All volunteers (except for Ellicott student aides) must complete a district volunteer packet form before volunteering. These forms can be picked up at any school office. All volunteers must be cleared by the district administration office before volunteering. All visitors and volunteers must obtain a visitor pass **through the Raptor System or** have a school ID before entering the preschool.

### PROCEDURE:

1. For all classroom volunteers:
  - Community Volunteers** – A Community volunteer is defined as anyone who is not a parent or direct relative of a child in the center. This includes presenters, relatives of staff, past parents, students doing practicum/observations, court ordered volunteers, and any other person wishing to interact with the children in the center. Volunteers will be encouraged to contact the teacher before visiting the classroom to introduce themselves, talk about a potential schedule, and arrange a time to visit the classroom for the first time.
  - Parents and direct relatives of enrolled children** - may volunteer the classroom at any time after being cleared by the district administration office.
  - Ellicott student aides** - are chosen by the Ellicott School District staff, are required to have a student ID, and must sign-in to the assigned preschool classroom daily.
  - Visitors** - All visitors, other than parents of children presently attending Ellicott Preschool, must sign-in with the classroom teacher; listing date, time, and purpose of the visit.
2. The classroom teaching staff is responsible for supervising volunteers in their room. Teachers are encouraged to treat volunteers as they would treat their staff. Teachers are encouraged to acknowledge the community volunteer's contribution by sending occasional notes, or other recognition, as deemed appropriate by the staff.
3. Volunteers, Visitors, and Student Aides are to be supervised at all times and are not to be left alone with the children at any time.
4. Ellicott Preschool also has a Preschool Advisory Council in which 2 parents from each class may volunteer. Council meets 6 times a year to discuss items such as preschool curriculum, policies, and participate in preschool family nights.

## Parent/Teacher Meetings and Conferences

### POLICY:

Ellicott Preschool teachers will complete one home visit, one orientation, and two parent teacher conferences per year. Ellicott Preschool will provide at least 4 family nights per year.

### PROCEDURE:

#### HOME VISITS

- Teachers will conduct a home visit before school begins and complete the home visit report with the parents. For students that start after the first day of class, home visit and orientations will be done in the classroom before the student starts school. This visit is the beginning of the child's transition into preschool and meeting the teacher.
- Parents will be given a home visit packet to complete and return at orientation.

#### ORIENTATION

- Before classes are scheduled to begin, teachers will conduct an orientation for all parents.
- During orientation, teachers will go over the preschool handbook, obtain any required paperwork, introduce the students to the classroom, discuss information compiled from parent surveys, and share the preschool's Quality Improvement Plan with families.
- If parents are unable to make it to an orientation, it is recommended that they contact the teacher to make an arrangement to receive the information provided.
- Ellicott preschool uses this time to help families and students transition into the preschool setting.

#### CONFERENCES

- Conferences will be held in November and February, or at the request of a parent or staff member. In addition, a portfolio of observations and work samples will be compiled for each child. A formal observation checklist will be completed 3 times during the school year that will help assess progress of language, literacy, mathematics, and cognitive, motor, and social developments. Report cards will be compiled through Teaching Strategies Gold and shared with Parents during conferences. These reports will also include student assessment goals for the next checkpoint period.  
**There will be no school on these days.**
- Two attempts will be made to complete a conference before the paperwork is sent home for signature.

#### FAMILY/PARENT EVENTS

- The preschool team will coordinate four Family nights per year. These nights have included: Culture of Wellness events, Literacy Night, Holiday Craft Night, and Safety Curriculum presentation for parents.
- Preschool staff will set specific days in the spring to support families with the Universal Preschool Application process.
- Kindergarten early registration (1st Thursday in May) is a time for students transitioning into kindergarten to meet the kindergarten teachers, fill out needed paperwork for the elementary, and tour the school.

#### FAMILY/PARENT SUPPORTS

- Preschool staff will keep open communication with preschool families.
- Preschool staff will provide information to families for resources as needed. Resources for community services are also provided to families in the packet given to them at the Home Visits.
- Preschool staff will use resources from the elementary to support families, such as district counselors.



## **Complaint about Child Care**

### **POLICY:**

The parent handbook contains information where parents can file a complaint against the preschool.

### **PROCEDURE:**

The following information is in the parent handbook and is given to every parent at orientation.

### **TO REPORT A LICENSING COMPLAINT, CONTACT:**

The Colorado Department of Human Services  
Division of Child-Care Licensing  
1575 Sherman St.  
Denver, CO 80803  
303-866-5958 or 1-800-799-5876

### **TO REPORT CHILD ABUSE, CONTACT:**

El Paso Count Department of Human Services  
1675 W. Garden of the Gods  
Colorado Springs, Co 80907  
Child Abuse Hotline: 1-844-264-5437

## **Child Abuse/Neglect Reporting**

### **POLICY:**

Situations where children are suspected of being victims of child abuse will be reported to the Department of Social Services as required by state law. Preschool staff is required to follow district accident reporting procedures and CDHS licensing procedures.

Recognition and response to suspected and/or actual child abuse/neglect serves to protect the child, provide rehabilitative services, initiate prompt investigations, keep the family intact and prevent further possible abuse or neglect. Ellicott employees are mandatory reporters, therefore required by Colorado State law to report suspected and/or actual cases of child abuse or neglect. The law provides for immunity from civil and criminal liability for good faith reporting. Current Colorado Children's Code shall govern activities related to abuse or neglect including current definitions of abuse or neglect.

### **PROCEDURE:**

1. The School District will annually update Ellicott Preschool staff on current Colorado Children's Code regulations, reporting requirements, and definitions of abuse/neglect.
2. Parent/guardians are to be notified upon child entering the program of the policy and procedure for child abuse/neglect reporting.
3. When a staff member has reasonable cause to suspect a child has been subjected to abuse/neglect or conditions that might result in abuse/neglect, that person shall immediately consult with the School Counselor, Nurse, or Elementary School Principal, while maintaining the child's strict confidentiality.
4. Consulting with a counselor, principal or nurse shall not absolve the staff member from mandatory reporting requirements.
5. If upon consultation with a counselor, principal or nurse, it is decided that a report is not needed, and the staff member continues to have concerns, the staff member shall follow the same procedure indicated below to contact the appropriate community agency and Ellicott personnel.
6. The person who was first made aware of an incident of child abuse or neglect is mandated by the child abuse reporting laws to call the Department of Human Services Hotline (444-5700) to report the issue. The hotline employee may refer the caller to the police department or other community agencies. The person making the phone call to DHS should have the child's file available that includes: address, phone number, others residing in the home and other identifying information necessary for an investigation.
7. The person who makes the call to DHS or other agency as directed will be responsible to complete documentation notes. The completed, signed note is

- turned over to the counselor, principal or nurse for review and record keeping in a locked file. The reporting person shall also document in the child's file that a DHS referral was made on the specific date that it was done. It is the duty of the person making the DHS call to notify the counselor, principal, the teacher, and the nurse involved with the particular family to discuss how the team should proceed in the care of this family. This also ensures the safety of the other team members if safety is a concern due to the circumstances of the DHS call.
8. Each employee is instructed in the Ellicott policy and procedure for handling child abuse issues. Staff should not interview or examine the child; this is the role of the DHS worker. Investigations could be affected by unskilled workers questioning the child.
  9. If DHS personnel come to the classroom to interview a child, safeguards will be taken by the classroom staff to ensure the privacy of the child. DHS identification must be presented to the staff. Personal family information can only be given to a person holding a valid DHS employee identification badge. If there are any questions about the person's identity, call the principal, nurse or counselor for assistance.
  10. The nurse will review each note and document findings for report to the principal.

**The Department of Human Services of El Paso County (DHS) has requested that staff use the following definitions for child abuse and neglect when reporting:**

- **Physical abuse** as defined by the Colorado Revised Statute 19-1-103 (1) Any case in which a child (under the age of 18) exhibits evidence of skin bruising, bleeding, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either, such condition or death is not justifiably explained; the history given concerning such condition is at variance with the degree or type of such condition or death: or the circumstances indicate that such condition may not be the product of an accidental occurrence.
- **Physical neglect** as defined by Colorado Revised Statute 19-1-103 (111): Any case in which a child (under the age of 18) is a child in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
- **Serious Emotional Injury** as defined by Colorado Revised Statute 19-1-103 (IV)-identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk of impairment of the child's intellectual or psychological functioning or development.
- **Sexual Abuse** includes: sexual intercourse (the sexual union of two individuals and may involve oral, genital or anal sexual penetration and sexual exploitation and sexual molestation - contacts or interaction exclusive of sexual intercourse between child and adult when the child is being used as an object of gratification for an adult's sexual needs and desires. This includes acts such as: an adult verbally enticing, fondling, masturbating, or exposing sexual organs to a child.

## **Withdrawal and Transfer**

### **POLICY:**

Parents/guardians are required to complete and submit the district withdrawal form to the preschool office to formally withdraw their student(s) if they will no longer be attending the Ellicott Preschool. Parents will be asked to provide a forwarding address and the name and address of the new school of attendance. All fees and bills owed by the student must be paid before the withdrawal is official.

### **PROCEDURE:**

1. When the teacher is notified by a parent/guardian of a upcoming move, the teacher will:
  - Refer parents to the preschool office.
  - Notify the preschool director.
2. If teacher is notified via phone call or letter:
  - Teacher will give a copy of the letter to the preschool office as soon as possible.
  - Phone call notifications will be forwarded to the preschool office as soon as possible.
  - Notify the preschool director.
3. Upon notification of withdrawal or transfer, the teacher will give the child's belongings and portfolio information to their parents.
4. The preschool office will retain UPK paperwork to archive at the preschool and submit district forms, health information, and grades to the elementary office.

## **Quality Improvement Plan (QIP)hg**

Ellicott Preschool has a quality improvement plan (QIP) that will be shared with staff, families, and stakeholders via orientation, student handbook, and upon request. The plan is a continually evolving plan as needs and requirements may change over time. Information collected in parent surveys is also included on improvements within the QIP.

Continuing quality improvement ideas include:

1. The use of translators, or other resources, to support students and families with getting information in their home language. This will include translating for students and families when they enroll, and in the classrooms, and translating forms that are sent home to families. Class Dojo will also translate communications between teachers and families.
2. Ongoing professional development. These will align to licensing requirements, and individual professional development plans.
3. Transitions for students from home to preschool, then preschool to kindergarten. These will be done through home visits, conferences, and early enrollment days.

A Playground QIP will be created based on results of inspections, and progress will be monitored annually and updated accordingly.

## **Staff Related Policies (Other)**

A written code of professional conduct for staff members is outlined in the District 22 staff handbook. All staff are trained annually on the code and must acknowledge and sign the code each year.

Ellicott preschool staff agree to, understand, and will follow, licensing rules and regulations as outlined in their specific job descriptions.

Ellicott preschool follows the school district's implementation of a salary scale based on education, experience, and job performance. Ellicott Preschool recruits staff that have early childhood education experience, and supports new staff that are in process of gaining that experience. New staff are enrolled into a mentor program to help guide their success as an employee that can lead to staff retention. All preschool staff are provided with in person and virtual options for professional development that aligns to licensing requirements, aligns to their own professional development goals, or aligns to the QIP for Ellicott Preschool.

Preschool staff must have monthly consultations with their Child Care Health Consultant, and it must be specific to the needs of the facility. On-site consultations must be completed quarterly. The center will maintain a current file for the health consultant and their qualifications. Health and Mental Health consultation records must be maintained at Ellicott Preschool for at least three years.

The retirement plan for Ellicott Preschool is the same as all other District 22 schools. It consists solely of contributions made to the Public Employees Retirement Association. Provided health and medical benefits are also equivalent to all other employees as outlined in the District handbook.

The program has a current strategic plan created by and for the District as a whole that is not specific to the preschool program.

## **Preschools operated by a Public School District**

### **POLICY:**

Administration of medical marijuana must comply with policies listed in Licensing section 12-255-120, 12-255-127, 2-30-116.C.R.S.

### **Director Requirements:**

Preschool age classrooms that are operated by public school districts are not required to have a Large Center Director qualified staff member assigned to each program when they have an organizational structure that includes at least ten administrative support elements from the following:

- CPP Coordinator
- Parent Educational Specialist
- Principal
- Health Coordinator
- Nurse
- Health Technician
- Food Service Director
- A Registered Dietician
- Fire/Health/Safety Inspector
- Mental HEalth Team
- Speech Language Pathologist
- Occupational Therapist
- School Psychologist
- Family Outreach Worker
- Human Resource Specialist
- Transportation Manager

Substitutes may be from the sponsoring school systems list of approved subs.

Licensed preschool programs operated by public school districts who do not meet fencing or barrier requirements in Licensing section 7.702.74, A, 3 may use the school's perimeter fencing if they maintain a ratio of (1) staff member to (8) children.