



Parent Handbook 2024-2025

Policies and procedures follow guidelines set by the Colorado Department of Early Childhood for licensed preschool programs. Board approved on 7/31/24

Revised 4/2024

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 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 online 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
- Birth Certificate
- Health Physical

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. 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 provide 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.

Students with Special Needs

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

Families must complete the application process as required by UPK, be matched with Ellicott Preschool, and complete the district enrollment process. If the results of the child development screening shows concerns, and/or the parent expresses concerns regarding the child's development, the child will be referred to the Ellicott Preschool MTSS committee for further observation and support, and possible referral to Special Education/Child Find 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 or 30 days after the current physical expires,**
- **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. **Non compliant immunization records must be corrected within the 14 days of non compliance notification.**
- An emergency medical release form is required for each student.
- **Students without a current physical as required by licensing, or with a non compliant immunization record after 14 days of notice, cannot be in attendance at preschool until records are current and compliant.**

Hours

Preschool classes are scheduled 4 days a week (**Monday-Thursday**), with a morning session (**8:00-11:00**) and afternoon session (**12:45-3:45**).

Ellicott Preschool Daily Closing Procedures

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.

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 take attendance 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 your 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 with bleach water solution or approved disinfectant spray.
 - e. Closing staff will ensure that all entry doors are closed and locked.

Attendance

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.

Withdrawal and Transfer

Parents are asked to come to the preschool office and formally check out students if they will no longer be attending the Ellicott Preschool. A written form must be completed and signed by a parent or guardian. Parents will be asked to provide a forwarding address and, if known, the name and address of the new school of attendance. All fees and bills owed by the student must be paid before withdrawal is official.

Transportation

Ellicott School 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.

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 persons 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.

Drop off and Pickup

Children may be dropped off and picked up in the preschool after obtaining a visitors pass. Classes begin at 8:00 for AM session and 12:45 for PM session. Remember to wait outside your child's classroom until the teachers are present when dropping off. Children may be picked up in the waiting area or on the playground at 11:00 for AM and 3:45 for PM. All children must be signed in and out of school by parents or authorized individuals 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:

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 be 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.

Authorization for Child Pick-Up

Children will not be released to anyone unless authorized by the parent/guardian, and they must be over the age of 16. 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 the adult(s) 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.

Early Dismissal or Late Starts

If there is an early dismissal there will be no PM classes. AM classes will meet as scheduled.

If there is a late start there will be no AM classes. PM classes will meet as scheduled.

No School Days

- District Parent/Teacher conferences
- Preschool Parent/Teacher conferences

Parent/Teacher Meetings & Conferences

HOME VISITS

1. 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.
2. 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, please contact the teacher to make an arrangement for an orientation.

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, 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.

Remember 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: *Literacy/Math night, Holiday craft night, Second Step Safety curriculum night, and Safety, Health, and Nutrition night.*

Kindergarten early registration (1st Thursday in May). This is a time for students transitioning into our kindergarten programs to meet the kindergarten teachers, fill out needed paperwork for the elementary, and tour the school.

Preschool Quality Improvement Plan

Families will receive a survey each year to complete for the preschool. Information from these surveys is used in the preschool quality improvement plan, and throughout the district for improvements to the program. Ellicott preschool also will use translators, or other resources, to support students and families in getting information in their home language. This improvement plan is available to view in the preschool waiting area.

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 online platforms. 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.

Snow Days & Inclement Weather

Ellicott Preschool follows the district’s decision on closing due to bad weather. If Ellicott District is closed Ellicott Preschool will be closed. **If there is a delay there will be no AM session, however the PM classes will meet as scheduled.** These media outlets broadcast the delay or closure; 5/30, 11, 13, KKCS and KRDO. Additionally, parents can log on to www.rockyinfo.net to review closure information or you can call the district’s main telephone number (683-2700) to hear a recorded message in the event of school closure.

Ellicott Preschool will ensure children’s health and safety with regard to extreme weather conditions. The Ellicott District Office will determine and post weather related late starts, early releases and closures.

Play Weather/Outdoor

Please dress your child for the current weather conditions. Outdoor activities will be a part of the daily routine for outdoor time. In case of extreme weather (**hot or cold, 32 degrees or below**) all children will remain inside with alternate activities provided. Sunscreen will be applied before going outside for an extended amount of time. (See supply list and permission slip). Staff will ensure students are dressed appropriately for the weather conditions.

Children will remain indoors if the temperature or wind chill factor is below 32 degrees.

Staff will carefully monitor outdoor time when it is extremely warm. Staff will ensure that there is adequate shade and water available.

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.

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 at least 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.

Illnesses and Emergencies

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 of 100 degrees Fahrenheit or higher (**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

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.**

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, isolation times, or quarantines as recommended.

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.

Child Abuse/Neglect Reporting

Situations in which 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.

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.

Storing and Administration of Medication

No medication will be administered during preschool hours. (Rescue medication will be the exception i.e. Epi-pen, Inhaler. These medications will be stored in a locked box.) If a special needs child does enroll and medication is to be administered, the school nurse, preschool staff, parents, and physician will develop an appropriate Health Care Plan. The school nurse will delegate the Health Care Plan and administration of medications to designated preschool staff on a case-by-case basis, following the Rules and Regulations for Child Care Centers and Nurse Practice Act.

Dress Code

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.

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 midribs, 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:
 - a. Reference drugs, alcohol, tobacco, or weapons.
 - b. Imply anything of a sexual nature.
 - c. Denote or advocate gang affiliation, violence, or disruptive behavior.
 - d. 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.

Guidance & Consequences

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. Physical redirection may be used to keep a child from imminent danger, and the child must be released once removed from the danger. In case of such behavior, the procedures below will be followed:

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. 22-33-106.1

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 will meet with classroom staff at the end of the day to reflect on their behaviors.

Preschool Through First Grade Behavior Matrix

Behavior	Step 1	Step 2	Step 3
Possession of phone/electronics or other non-permitted items (such as interactive watches, portable gaming systems, etc.) -exceptions made on a case by case determination	Teacher/staff confiscates the item Conference with student Family contact Returned to student at end-of-day	<i>Minor referral</i> Conference with student Teacher/staff confiscates item and turned in to main office Family contact Returned to parent	<i>Major referral</i> Teacher/staff confiscates item and turned in to main office Family contact Conference with student and parent Lunch detention (not recess)
Possession of toys to include cards (like pokemon) and stuffed animals -exceptions made on a case by case determination	Teacher/staff confiscates the item Conference with student Family contact Returned to student at end-of-day	<i>Minor referral</i> Conference with student Teacher/staff confiscates item and turned in to main office Family contact Returned to parent	<i>Major referral</i> Teacher/staff confiscates item and turned in to main office Family contact Conference with student and parent Lunch detention (not recess)
Classroom-managed behaviors to include; 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 Family contact	<i>Minor Referral</i> Removal from class for up to 30 minutes for regulation, discussion, and completion of work Family contact	<i>Major Referral</i> Removal from class until child is regulated or family pick the child up for the day Conference with family Family contact *consider creating a behavior plan
Profanity or verbal aggression	Classroom managed behavior Teacher and student conference Family contact	<i>Minor Referral</i> Teacher and student conference Loss of up to 5 minutes of playtime or recess Family contact	<i>Major Referral</i> Student removal for conference Lunch detention Family contact *consider creating a behavior plan
Physical aggression -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 Family contact	<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 Family contact	<i>Major Referral</i> Removal from class until child is regulated or family pick the child up for the day Conference with family Family contact *consider creating a behavior plan
Bullying/Harassment -a pattern of behaviors to include physical aggression towards another student on a consistent basis	Classroom managed behavior Teacher and student conference Family contact	<i>Minor Referral</i> Teacher/office and student conference 1 day of lunch detention Think sheet completion	<i>Major Referral</i> Student removal for conference Family and admin conference Half day of ISS Family contact

		Family contact	*consider creating a behavior plan
Threat (Verbal or otherwise) -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 Family contact *refer to counselor for additional support	Minor Referral Teacher/office and student conference 1 day of lunch detention Think sheet completion Family contact *refer to counselor for additional support *consider creating a behavior plan	Major Referral Student removal for conference Family and admin conference Half day of ISS Family contact *create a behavior and/or safety plan *refer to counselor for additional support
Sexual harassment or sexually-inappropriate behavior -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	Minor referral (exposure) Student interview Teacher/Admin/Family conference as warranted Family contact *consequence dependant upon situation - to include think sheets or loss of privileges *referral to DHS/Law enforcement as appropriate	Major Referral (groping and intentional exposure) Student interview Teacher/Admin/Family conference as warranted Family contact Half day ISS *creation of safety plan *call to DHS/Law enforcement	Major Referral (groping and intentional exposure) Student interview Teacher/Admin/Family conference as warranted Family contact OSS for up to 3 days in order to create a safety plan *call to DHS/Law enforcement
Theft- Unauthorized removal or possession of personal property belonging to another student, staff, or school	Classroom managed behavior Teacher and student conference Family contact	Minor Referral Teacher and student conference Loss of up to 5 minutes of playtime or recess Family contact	Major Referral Student removal for conference Lunch detention Family contact *consider creating a behavior plan
Property damage/Vandalism *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)	Classroom managed behavior Teacher and student conference Family contact	Minor Referral Teacher and student conference Loss of up to 5 minutes of playtime or recess Child will repair damages (clean up) as appropriate Family contact	Major Referral Student removal for conference Lunch detention Child will repair damages (clean up) as appropriate Family contact *consider creating a behavior plan
Possession *illegal substances *Tobacco (including vapes) *unsafe objects (including “fake” gun, knife less than 3 inches, etc.)	Minor referral (first incident) Student interview Teacher/Admin/Family conference as warranted Family contact *consequence dependant upon situation - to include think sheets or loss of privileges *referral to DHS/Law enforcement as appropriate	Major Referral (second incident) Student interview Teacher/Admin/Family conference as warranted Family contact Half day ISS *creation of safety plan *call to DHS/Law enforcement	Major Referral (third incident) Student interview Teacher/Admin/Family conference as warranted Family contact OSS for up to 3 days in order to create a safety plan *call to DHS/Law enforcement
<p>Disclaimers:</p> <ul style="list-style-type: none"> • 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. • Restorative Practices and Capturing Kids Hearts should be incorporated into all stages of the process. • Students may be considered for expulsion after 10 days of OSS. • Students with an IEP/504 plan will receive a Manifestation Hearing after 10 days ISS/OSS to determine cause of behavior. • Dangerous weapons - classified per board policy are grounds for automatic expulsion 			

*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.

*Not all described behaviors are representative of the preschool classroom.

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.

Parent Volunteers & Visitors

We believe parents are a vital partner in a child's education. We appreciate parent volunteers for special occasions and holiday parties, to share a talent or a craft, or as a helper in the classroom and on field trips. Please inform your child's teacher if you are willing to volunteer, and in what capacity you would like to help. **All parent volunteers must complete a district volunteer packet form and be fingerprinted, before volunteering. These forms can be picked up at any school office.**

1. For all classroom volunteers: (All visitors must obtain a visitors pass or have school ID before entering the preschool)

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.

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.

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. The first council meeting of each year is the orientation meeting for all new members and their role on the council.

Birthdays and Holiday Treats **Please be mindful of student food allergies when sending in treats. Allergy lists are posted in all classrooms.*

Suggested Birthday and Holiday treats:

Graham crackers	Snack crackers	Celery or carrot sticks
Rice cakes	Mini bagels	Individual sized canned fruits
Fruit snacks	Pretzels	Goldfish Crackers

Celebrations

Parents and siblings are welcome to join in the festivities.

These include:

October- Pumpkin Party
December- Holiday Party

February- Valentine Party
May- End of the year celebration

Meals

Ellicott Preschool will provide breakfast for morning students and lunch for afternoon students as they arrive at school. Meals will be provided by the district nutrition staff and will be served in the classrooms.. **Please inform your classroom teacher if you plan on your child eating at school or if they will be eating at home.** We are discouraging meals being brought to school because staff cannot ensure that children are bringing a meal that meets the current USDA child care food program requirements.

Menus will be posted on the bulletin board in the parent waiting area and in the classrooms. Copies of the menu are provided to parents upon request. 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.

If your child has allergies, and requires a modified diet, we must be notified of this in writing, by a physician. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we will require the parents to provide his/her meals, or have the child eat before they come to school. Students that have a dairy allergy will receive juice twice a week for a milk substitute or a milk substitute ***Student names and their allergy are posted inside the meal cabinet for confidentiality. Meals will be checked daily by staff and documented***

We never force a child to finish what is on his/her plate, but we do encourage each child to try everything. Sometimes they are surprised by what they like. **It is not required that students eat breakfast or lunch at school.**

Supplies

A supply list is available online, or provided in the home visit packet. Students are responsible for bringing these supplies to school with them on orientation day or as soon as possible thereafter.

Toys and Other Objects from Home

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.

Screen Time and Media Use

Screen time includes television, recorded media, computer, tablet, cell phones, video games, and other media devices will be prohibited during meal times, and limited to no more than 30 minutes a day. **There is no restriction for children using personal adaptive equipment or assistive technology.**

Diapering and Toilet Training

When you feel your child is ready for toilet training, we ask that you begin this training at home during a weekend or vacation. We will follow through and encourage your child while in our care; children will have access to the bathroom in the classroom throughout the class session. The child must show 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. When a child is ready, the process normally goes pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part-time and training pants part-time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an

urge to use the restroom, more so than at your home. Therefore, we may continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, baby wipes, and a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

1. Children will have access to the bathroom three times during the classroom session.
2. Preschool staff will encourage the children to use the restroom throughout the day.
3. When toileting accidents occur, preschool staff will follow diapering procedures.

Field Trips

Field trips are an important part of our curriculum. For field trips a permission form must be completed and signed by parent or guardian. If your child should come to school on the day of the field trip and not have the parent permission form signed, attempts to contact parents will be made. However, if the parent has not been reached or verbal permission was not given, the parent or emergency contact person will be required to pick up the child from school. **On days there are field trips scheduled there will be no staff here at the center to care for children that arrive late.**

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. 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).
4. 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.
5. 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.
6. Children and staff must have completed safety education/training prior to participating in a field trip which involves transportation in an Ellicott District vehicle.
7. 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.

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

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.**

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.

Lost Child

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

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 a 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 CDHS within 24 hours.

Safety

Every attempt will be made to ensure that two staff members will be present with children at all times.

Teaching staff will be aware of the location of children at all times by completing written attendance throughout the day, to include transitions. This will also include attendance tracking from transportation.

1. When moving from classroom to the buses
2. Before and after outside
3. Before during and after field trips

Confidentiality

All records pertaining to the child including conference reports, health and medical records, social and psychological reports will remain confidential and available only to the child's parents and authorized staff.

Licensing Information

State law requires that we make available to each parent a variety of information relevant to state licensing. In order to comply with this requirement, we have made available a folder in the preschool waiting area containing the following: a copy of our Permanent Child Care License from the State of Colorado, copies of our most recent fire and health reports, information on how parents can contact State Licensing to file a complaint and information on how to report suspected child abuse. Please feel free to review any of this information at any time.

Preschool 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 size (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

AM

7:45 Arrival/bathroom/breakfast/table toys
8:00 Circle time
8:15 Creative Curriculum
8:30 Centers
9:40 Circle time/reading
10:00 Teacher directed gross motor
10:10 Outside/Classroom gross motor
10:45 Bathroom/handwashing
11:00 Go home

PM

12:30 Arrival/bathroom/lunch/table toys
1:00 Circle time
1:15 Creative Curriculum
1:30 Outside/Classroom gross motor
2:00 Bathroom/handwashing
2:05 Centers
3:10 Circle time/reading
3:30 Teacher directed gross motor
3:40 Bathroom/handwashing
3:45 Go home

Class 3 & 4 (Rooms 312 & 314)

11:00-12:30 preschool staff lunch and planning times

AM

7:45 Arrival/bathroom/breakfast/table toys
8:00 Circle time
8:15 Creative Curriculum
8:30 Centers
9:35 Outside/Classroom gross motor
10:10 Bathrooms/Hand washing
10:15 Circle time/reading
10:35 Teacher directed gross motor
10:45 Bathroom/ hand washing
11:00 Go home

PM

12:30 Arrival/bathroom/lunch/table toys
1:00 Circle time
1:15 Creative Curriculum
1:30 Centers
2:35 Outside/Classroom gross motor
3:05 Bathroom/Hand washing
3:10 Circle time/reading
3:30 Teacher directed gross motor
3:40 Bathroom/handwashing
3:45 Go home

- *Circle times are for calendar, weather, stories, letters, numbers, 2nd Step: Social Emotional curriculum.*
- *Each classroom will have a designated time for a Teacher led gross motor activity daily.*
- *Appropriate supplies of material will be readily accessible to children in an orderly manner.*
- *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.*
- *Classroom staff will provide individual/differentiated instruction to support academics and social emotional growth.*

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 County Department of Human Services
1675 W. Garden of the Gods
Colorado Springs, Co 80907

Child Abuse Hotline 1-844-264-5437