

Preschool on Poze (PoP)

Parent & Student Handbook

2025-2026

2410 Poze Blvd Thornton, CO 80229
Office: (303)853-1570
Attendance Line: 303-853-1578
Fax: 303-853-1569

Hours of Operation

School Day 8:30am-3:35pm Office Hours 8:00am-4:00pm
AM Session: 8:30am – 11:30am
PM Session: 12:35pm – 3:35pm
Full Day 8:30am – 3:35pm

Principal	Ryan Fiore	303-853-1571	fiorer@mapleton.us
Office Secretary	Maria Gonzalez	303-853-1570	gonzalezm@mapleton.us
Office Clerk	Sandra Herrera	303-853-1575	hererras@mapleton.us
Health Assistant	Luz Rodriguez	303-853-1573	rodriquezl@mapleton.us

Dear PoP families,

Welcome to Preschool on Poze or PoP!

This handbook will provide guidance and support for a safe learning environment. Students and their guardians are encouraged to read the contents of this handbook and discuss them in order to promote understanding and a positive experience for everyone.

We have high academic expectations for students who attend with us. All staff is dedicated to the growth of your child. They help students achieve by engaging them in standards-based learning every day. Our thematic approach to instruction grounded in language development as well as Early Learning Development Guidelines (ELDGs) and the Colorado Academic Standards.

PoP families are encouraged to be part of their child's education. We offer a variety of opportunities for school involvement. Through our Parents in Education group, and working with PoP stakeholders, we build partnerships and discuss school related issues to build positive relationships. We want you to feel comfortable at school and to help us support your child to learn, grow and gain the ability to interact and learn throughout their education. We need your full support and cooperation to maximize your child's overall learning. This includes supporting your child with homework, ensuring that they get a good night's sleep and helping them arrive at school on time each day and ready to learn.

If you have any questions, concerns or suggestions don't hesitate to contact us. We look forward to working together this year!

PoP Staff

PoP

Mission

We are PoP. We provide a safe, fun, and challenging learning environment for all children so they can experience personal success both today and in the future.

School Uniform Information

PoP does not have a designated uniform. Students are allowed to wear clothes that comfortable, easy to move in with the understanding they may get dirty or soiled while learning. Children are required to go outside daily, so clothing should be suitable for outdoor play – sneakers, closed toed shoes, boots, sweaters, raincoats, hats gloves etc. all items should be labeled with your child's first and last name. Please make sure that your child has additional clothes in their backpack in case of accidents or we need to change them. Please dress your child for the weather and learning.

School Hours

The official day begins at 8:30am and ends at 3:35pm. Half Day sessions AM 8:30am to 11:30am and PM sessions 12:35-3:35 and full day session 8:30-3:35pm. All students must be picked up at their respective dismissal times.

Arrival Policy

Students must have an adult present until released to classroom teacher. Student supervision begins at 8:30 when students are let into the building and guardians have signed student in via ProCare. Parents are required to sign in their student daily with their four-digit code. Please ensure that you use the code assigned to you by your child's teacher and do not share that code with anyone. Each member of the family that is authorized to pick up and drop off will be assigned a code. Any student who arrives early must be supervised by guardian. All students are expected to be in class ready to learn by 8:30. If you are running late to school, please go directly to the office and sign your student in there.

Dismissal Policy

Students will be dismissed at their respective times. 11:30 or 3:35pm daily. Contact information regarding the person or persons permitted to pick up your child on a daily basis must be provided to the school office in case of emergency. Photo identification of the person picking up your child is mandated and must be presented before the school may release the child to that person. **All children are required to be signed with a four-digit ProCare code provided by the school.** Guardians are expected to inform the school office of any changes in status as to who may be permitted to pick up your child. **All students being picked up need to be by an adult 18 years or older**. **School aged siblings under the age of 18 may not pick up students.** No child may remain in the building after 3:35 unless they are involved in a district approved after school program. Students involved in these programs are expected to be picked by 5:15pm. If a child is not picked up by the end of class and parents cannot be reached, a call will be placed to the emergency contacts designated in the child registration packet. If no one can be reached

and the child I not picked up within 30 minutes of class ending, staff will contact child protection services and/or local authorities.

ProCare

One of the main forms of communication within the building is ProCare. This software helps monitor every part of your child's day from signing them in and out of the building, to private messages sent to and from families to classroom. All parents/guardians are required to sign up on ProCare upon arrival to Preschool on Poze. Codes distributed to parents/guardians are not to be shared. Additional codes may be distributed at parent request the main office.

Supervision

We utilize a name to face system while tracking children during the day. Children will remain with staff members direct line of sight at all time. The following process will also be followed:

1. Children will be accompanied and supervised by an adult during school.
2. Children will be counted during transitions: going to and from the playground, to the bathroom, to visit another classroom, getting on and off the bus during field trips etc. to ensure that each child is accounted for at all times.
3. Children are accompanied by an adult to the bathroom to toilet or wash hands.
4. During transitions, one adult stays at the head of the line, and one at the end of the line.

Attendance Policy

One of the most important factors to a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequents tardiness or absence.

Attendance will be in accordance with School Board Policy. According to District/Board Policy, a student is expected to have fewer than **10 absences in one school year or 4 absences in one school month.** Guardian's must call the school on the same day of their students' absence or on the first day of multiple day absence. The PoP attendance line is open 24 hours a day and can be reached at 303-853-1578. Parental explanation of absence must be provided to the school no later than 48 hours from the time of absence. The school has the authority to determine whether the absence be recorded as excused or unexcused. If no, explanation is given, the absence will be unexcused. Please notify the office if someone other than the guardian has the authority to excuse your child from school.

Excused Absences

Guardians and students should give careful consideration before deciding to participate in any activity which necessitates the student being absent from school.

Legal excuses as defined by law and board policy are: (1) illness, (2) death of an immediate family member, (3) time required for medical and dental appointment that cannot be scheduled outside of school hours, (4) Religious holidays, (5) court appearances, (6) school

sponsored events or activities, (7) an absence as approved by the administration of the school. The school office may require a doctor's note.

Unexcused Absences

These absences are not approved by school administration. They include but not limited to: (1) Truancy or skipping school without valid cause, (2) absences without notification from parents/guardians, (3) absences that do not meet the criteria for an excused absence regardless of parent or guardian permission, (4) Vacation or travel

Truancy

Truancy is defined as the accumulation of four unexcused absences within any calendar month during the school year or the accumulation of ten unexcused absences over the course of the entire school year, including both full day and partial day absence.

Chronic Absenteeism

Is a student missing 10% or more of the school days (an average of 2 days per month or 17 days over the course of the academic year) for any reason, excused or unexcused.

Tardiness

Students arriving to class more than 5 minutes are considered tardy.

Consequence for excessive tardies and or Absences are as follows:

1. Guardian contract
2. School level consequences
3. Letter home
4. Attendance contract
5. Removal from program

Bus Transportation

Mapleton Public Schools provides transportation to and from school as well as field trips. Please contact Mapleton Transportation Department at 303-853-1096 or 303-853-1095(Spanish) to obtain bus pass, bus schedule and bus routes. Please make sure your child is with an adult as the assigned bus stop on time. Children shall never be left at a bus stop by themselves. Adult caregivers must be present at the bus stop during arrival and departure times. Children are expected to be sitting in their seats, secured in their individual safety belt harness. All district transportation rules will be followed.

School Visitors and Family involvement

We encourage guardians to visit the school. All visitors must sign in at the front office and receive a school visitor badge before proceeding to the classroom. Guardians will have reasonable access to observe classes, activities and functions as the school upon advance notice to, and authorized by, the school administrators office. Guardians who are interested in volunteering in their child classroom or school on a regular basis, must complete a background

check. This policy ensures a measure of safety for children as they interact on a regular basis with an adult in a position of trust in the school setting. Teacher shall avoid conferring with parents during class sessions. Visitors shall not distribute information to students of staff without prior approval from Superintendent's office.

Parents are invited to request a conference with teacher at any time. To schedule a conference please contact teachers in advance.

PIE (Partners in Education)

PIE meets once a month. PIE members organize events, support initiatives at PoP, and work toward partnerships between home and school. If you are interested in joining PIE, please contact the school Principal.

Family concerns

With the goal of positive parent-school relationships, it is our desire to respond quickly to any concerns that you may have and work together to resolve any issues that may arise. The best way to do this is to address the problem with the staff member closest to the problem. If the concern is not resolved, please contact the school director.

Electronic Devices and Toys from home

Bringing electronics (including but not limited to cell phone, iPads, videogames etc.) is not encouraged at PoP. **Preschool on Poze is not liable for any lost, stolen, or damaged electronic device or toys brought to school.** We encourage students to leave them at home. Electronic devices will be confiscated any time they are a disruption to the learning environment. Toys needed to help transition a child during the first few days of school is appropriate, all children's toys and valuables should remain at home. In some cases, parents may be asked to pick up the electronic device or toy from the office.

Fire, Secure, Lockdown and Tornado Drills

These drills must be taken seriously, and all instructions carefully followed. If dangerous weather ever causes us to have to take cover, we request cooperation of all guardians stopping at the school during that time must come into the main office and we will make every effort to locate your student. We may be forced, however, to keep students for a period of time in order to maintain order and verify the whereabouts of all students.

1. Each room is equipped with instructions for evacuations during a fire drill. The teacher is responsible for giving complete directions to be followed during the drill. Fire drills are held monthly.
2. Tornado drills will be held in the fall and spring of each year. Each room is equipped with a map and instructions.
3. Lockdown/Secure drills will be held at least two times a year. Students are asked to take these seriously and to follow all instruction for their teachers. The safety of students and staff is foremost and can only be accomplished with everyone's full cooperation.

- **Lockdown** means that classroom doors are locked, and all school community members are out of sight and silent.
- **Secure** means all exterior doors are locked and school continues as normal, with the exception of outside activities. Note: if the school is on a district mandated secure no one will be allowed in or out of the building (no exception).
- **Controlled Release** means we release students to guardian one by one. This usually occurs when there is an event happening in the neighborhood, not within the school.
- **Hold** means that students will hold in their current location. This is generally used in case of medical emergency and allows staff of emergency personnel to properly attend to the student of staff in need.

School Closing & Emergency Contact Information

In rare instances, the Superintendent and/or Director will need to close the campus on an emergency basis for a variety of reasons, such as inclement weather and power failure. If an emergency occurs while school is in session, students are to remain with the teacher in the classroom until official dismissal has been given by the school administrator. No student will be allowed to go home without permission of both the parent/guardian and school administrator. In the event of an early dismissal due to inclement weather, the parent and/or designated emergency contact person will be notified and is expected to come and pick up the student immediately upon notification.
In the event of an emergency or inclement weather, when students may have to be dismissed early from school, it is imperative the school office have the most current emergency contact information for every student. This information must be kept up to-date. Whenever there is a change of address or telephone number, the parent or guardian must notify the school office when the change occurs.

Whenever normal schedules need to be adjusted due to weather or emergency conditions, this information will be given as early as possible to the television and radio stations listed below for announcement:

Television Channels: 2-WB24, 4-KCNC, 7-KMGH, 9-KUSA, FOX 31
FM Radio: KBCO-97.3, KBPI-106.7, KJMN-92.1, KOSI-101.1, KXKL-105.1, KYGO 98.5
AM Radio: KDKO-1510, KHOW-630, KOA-850, KTLK-760

School Health Paraprofessional

All students are required to be fully immunized in accordance with the requirements of the State of Colorado Department of Education. A school health paraprofessional is on staff five days a week. They are responsible for checking the vision, height, weight and hearing of the children and making necessary referrals to parents when problems are found. They also teach safety and good health skills. The health paraprofessional maintains health and medical records for every student. If your child has a specific problem, it should be made known to the teacher and health paraprofessional. PoP complies with all regulations concerning the dispensation of

medicines and requires that all parents do the same. Students may not possess any prescription or non-prescription medication. All prescription and non-prescription medication must be turned over to the health paraprofessional with appropriate paperwork for dissemination.

Dispensing Medication

Medications should be dispensed at home, although we realize that sometimes this is not possible. For your child to receive a prescription or an over-the-counter medication at school, a Medical and Parental Consent Form must be completed. The form is available from the health paraprofessional or main office and signed by the parents and by the students' physician. Medication must be provided in the original container with accurate content and dosage information on the label. All medication must be stored inaccessible to children in locked cabinet.

Sunscreen

Due to the amount of time spent outside and out in the intense Colorado sun, sunscreen is required for all children participating in a licensed preschool program. Sunscreen shall be applied by parents to their child's face and other exposed skin before dropping off at school. Parents will indicate this has been completed on the classroom's attendance sheets. Bottled sunscreen will be located outside Preschool classrooms for your convenience. With parent permission, sunscreen will be re-applied as per the manufacturer's recommendations to children's who attend full time.

Accidents, Illness, or Injury

Accidents, injuries, or illness during school will always be reported to the parents in a timely manner based on the severity of the situation. Serious and/or life-threatening incidents will be reported to parents immediately, while minor cuts, scrapes, and bumps will be reported upon pick up. Please note, paramedics or an ambulance will be called if the situation warrants it. If parents cannot be reached, emergency contact listed on the child's emergency card will be notified. The school health aid will be in charge and make all decisions about the care of the child until the arrival of the parent, emergency contacts, paramedics, or ambulance – as stated on the Emergency Medical Authorization in your child's application packet. **It is in your best interest that phone numbers, emergency numbers, and other pertinent information be always kept current.**

Meals and Nutritious Snacks: Half Day Preschool only

Students in our Half Day programs will receive a nutritional meal each day that meets the USDA and CACFP food program will be provided by nutrition services. Students in our AM class will receive breakfast when they arrive. Students in our PM classes will receive lunch when they arrive. These menus can be located on Mapleton Website under Nutrition Services Mealviewer and type in Preschool on Poze to see the daily menu.

The Nutrition Services department provides all of the full day food and designs a well-balanced menu. If a child has a documented food allergy, nutrition services will provide substitutions. Modifications to a child menu plan will require a completed School Meal Modification form that

is signed by the child's health care provider. Please refer to the Allergy information listed on the Nutrition Services page for additional information.

We encourage all parents to take advantage of the provided food provided by the program. But if there is a dietary need for a child to have different food, food from home can be sent, but it must be a well-balanced meal, or it will be supplemented by the district provided food and we are not able to warm any food in a microwave per the health department guidelines.

Meals and Nutritious Snacks : Full Day only

Breakfast, Lunch and snack that meet the USDA and CACFP food program will be provided by nutrition services for all full day students.

The Nutrition Services department provides all of the full day food and designs a well-balanced menu. If a child has a documented food allergy, nutrition services will provide substitutions. Modifications to a child menu plan will require a completed School Meal Modification form that is signed by the child's health care provider. Please refer to the Allergy information listed on the Nutrition Services page for additional information.

We encourage all parents to take advantage of the provided food in the full day program. But if there is a dietary need for a child to have different food, food from home can be sent, but it must be a well-balanced meal, or it will be supplemented by the district provided food and we are not able to warm any food in a microwave per the health department guidelines.

POP

Parent and student Handbook Acknowledgement

Student Name:_____

My parent/guardian has read and reviewed the Parent and Student handbook. I, along with my parents will be held responsible for being familiar with and following the guidelines outlined in the handbook. Please Return this form by Friday August 29, 2025.

_____ _____

Parent Signature Date