Sherman Preschool

Parent Handbook
2025-2026

Sherman Early Childhood Center
300 Sherman Street
Fort Morgan, Colorado 80701
970-867-2998

SHERMAN PRESCHOOL
PARENT/STUDENT HANDBOOK

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MISSION STATEMENT

The mission of Morgan County School District Re-3 is to
inspire creative thinking, high achievement, and lifelong learning.

MISSION STATEMENT OF SHERMAN EARLY CHILDHOOD CENTER

The mission and purpose of Sherman Early Childhood Center is to develop and provide quality, integrated, comprehensive early childhood development programs that offer a broad range of services and respond to the needs of all young children and their families for the purpose of preparing them for success in school and life.

Purpose and Philosophy

The Preschool Program at Sherman Early Childhood Center provides a combination of child and teacher-directed activities to encourage growth in the areas of motor, language, self-help, and social skills in a safe and caring environment.

Ages of Children Accepted

Sherman Preschool enrollment age is in alignment with Morgan County Re-3 School District. Children who are 3 years old by June 15th of the calendar year are eligible for acceptance and can continue preschool education until they are eligible for kindergarten.

Sherman Early Childhood Center does not discriminate based on race, ethnicity, religious affiliation, sexual orientation, gender identity, lack of housing, income level or disability.

Accidents and Injury

If an accident or injury should occur, immediate action will be taken. If the incident is minor, a note will be sent home, or a phone call will be made to the parents. If the incident is major, parents will be notified and, if necessary, the child will be carefully transported to the local hospital, or the ambulance will be called to the school. Parents are required at the onset of the child's attendance to sign an enrollment card that states emergency information. Parents are also required to sign an emergency release form that is kept in the classroom and taken on all school field trips.

Inclement/Adverse Weather Consideration

Children will play outside every day if the weather permits. Please make sure your child is dressed appropriately for the changing weather every day. If the temperature is 30°F or below or if it reaches 90°F or above children will remain inside for activities. If the Air Quality Index falls between 101 to 150 children will remain inside for activities.

Please see District Policy information on our website ~ fortmorgank12.com.

Breakfast/Lunch Program

Please see District Policy information on our website ~ fortmorgank12.com.

Absences

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic progress and reduced social development. Regular attendance is of great importance for school interest, social adjustment, and scholastic achievement. **No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.**

Consistent school attendance is an important component of success for students. A Preschool student who misses more than 10 days of school may forfeit their spot in the program. A meeting between the parent(s) and the principal will be required to review the student's attendance. Medical documentation for the absences may be requested.

Please call the school and let us know within 30 minutes of the beginning of the session that your child will not be in school that day. We are concerned about the safety of children and want to know that they are safe with you if they are not in school.

School starting and ending times will be handed out at "Open House".

Student Behavior Expectations

The student will be expected to:

- Engage in activities that are productive for the safety and learning of himself/herself and others.
- Follow directions.
- Use equipment and materials appropriately.
- Get along with others.
- Not use profanity or obscene gestures.
- Not engage in bullying activities. Bullying will not be tolerated and will result in disciplinary action, which could result in suspension from school.

Behavior Expectations PBS

All staff at Sherman Early Childhood Center use Positive Behavior Support (PBS). PBS is a proactive, research based, school-wide framework for developing and supporting positive learning behavior in all students. It is a way to teach, reward and monitor behavior in students.

Our "preschool code" lists three positively stated behavior expectations:

- Be Safe
- Be Respectful
- Be Responsible

Expectations will be taught year-round and positive behaviors will be rewarded. Because consistency is so important, all Sherman staff have the same expectations for behavior. Ask your classroom teacher for more information about PBS.

Suspension/Expulsion from School:

- Please see District Policy information on our website ~ fortmorgank12.com.

Guidance, Positive Instruction, Supporting Positive Behavior

Cultivate positive child, staff and family relationships through daily communication and encouraging family involvement to ensure children are being guided in a positive direction.

- Create and maintain a program-wide culture that promotes children's mental health, social and emotional wellbeing:
    - All Sherman staff encourage positive interactions with each child through demonstration and teaching that all children to lean and be capable of respecting other socially and emotionally.
- Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children:
    - Through training each teacher can reinforce children's positive behavior effectively and positively and re-direct any behavior that is harmful to a wanted behavior. Each teach continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
- Provide individual social and emotional intervention supports for children. Including methods for understanding children's behavior and developing and implementing team based positive behavior support to prevent suspensions expulsions:
    - Sherman Preschool believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive support plans for each child. This reduces challenging behaviors and may help to precent suspensions and expulsions.
- Access an early childhood mental health consultant or specialist as needed:

- Sherman Preschool strives to strengthen our relationships with children and parents. While working with our families we strive to provide each child with specialized care within our classrooms. When the situation arises that a child's needs are too difficult to address in the classroom we will give families information about an Early Childhood Mental Health Specialist to support their child in all environments.

Discipline

It is believed that discipline is used to assist children in solving problems, maintaining self-esteem, and learning the consequences of their actions. An appropriate discipline measure is used if the need arises. Absolutely no form of physical punishment is used.

Students are encouraged to participate in activities that will not hurt themselves or others, or cause damage to property. The child, parents, and school staff share the responsibility to ensure that appropriate behavior is maintained in all situations. If a child's behavior is such that it disrupts or interferes with the educational program or infringes on the rights of other students and or staff members, the principal will be called in to help resolve the problem. Depending on the nature of the problem, the parents may or may not be notified.

Building Accountability Committee (BAC)

A Building Accountability Committee will assist in the planning/accountability process of the district. The focus of these efforts is to produce a quality educational program for each student in the school. Parents are encouraged to participate.

Colorado's Accountability/Accreditation program is unique in the nation because it enhances control by allowing the local district to determine its own goals, priorities, plans, evaluation procedures, and expectations for quality educational programs in a partnership arrangement with the state.

Under Colorado accreditation regulations, each administrative unit must develop action plans for school improvement based upon both district priorities and priorities unique to the individual buildings.

Each building also has parent representation on the District's Accountability Committee.

BAC/PTO Dates

All parents are automatic members of the Sherman Parent-Teacher Organization (PTO) and are encouraged to participate in the monthly meetings. Notice of meeting time and date will be sent home as a reminder each month.

The BAC and PTO meet together and operate jointly.

Change of Address

If your address, telephone number or employment should change, please notify the school office as soon as possible.

Classroom Visitation

Parents and other significant adults are encouraged to visit their child's class. Teachers appreciate knowing in advance if you are planning to visit the classroom. As a safety precaution, each school visitor is asked to sign in at the office and pick up a school visitor's pass to identify you as a welcome guest. After the visit, you will return to the office, return the pass, and sign out.

Dress Code

Students are encouraged to dress appropriately and safely for the season and school setting/situation. Each child should be neat, clean and comfortable. Shorts and sleeveless tops may be worn in hot weather. "See through" clothes, bare midriff, and shirts with big armholes are not considered acceptable, nor are T-shirts with tobacco, alcohol, or drug advertisements or suggestive writing. Children will not be allowed to wear hats indoors. Shoes such as flip flops, crocs, sandals with heels or slick soled shoes can create a safety issue for children in the school building and on the playground. Do help your child by choosing shoes that promote positive movement and function at school. Sneakers are recommended.

In the winter we will play outside unless it is very cold (below 30 degrees) or it is raining. We would like to encourage you to send your child to school in a warm coat with a hat, gloves, and boots if possible. If your child wears snow boots, please send a pair of shoes for them to change into for inside activities.

Hair that is dyed a natural color will be acceptable. Hair dyed green, blue, etc. will not be acceptable. Also, "designs" cut into hair may be considered as disruptive to the learning environment of other students.

Children will not be allowed to wear face paint, make-up or tattoos on face or neck to school unless there is a scheduled classroom or school activity or celebration.

Children We Serve

The Sherman Preschool serves children three to six years of age. The classrooms are composed of children who have been identified as having special needs and children who are developing typically. The children who are considered to be developing typically are admitted into the program to model developmentally appropriate behavior and language skills. Parents are required to re-enroll to the program every year.

Commitments to Excellence

Please see District Policy information on our website ~ fortmorgank12.com.

Daily Schedule

The Preschool at Sherman Early Childhood Center is open Tuesday through Friday. There is a morning class from 8:00 A.M. to 11:00 A.M. and the afternoon class 12:00 P.M. to 3:00 P.M. School begins approximately 2 weeks after the start date for other district grade levels then follows the regular school district calendar.

Dropping Off/Picking Up Students

Transportation to and from school is the responsibility of parents or child-care providers. A sign-in and sign-out sheet must be signed daily by parents or day-care providers when transporting the child to school and picking the child up after class. Please be prompt in picking up children after school. The Department of Social Services will be contacted if the child is left at school beyond a reasonable length of time (30 minutes).

Please inform the office if your child arrives late so that our daily attendance records are accurate. If your child is late on the day of a field trip, it is the parent's responsibility to transport your child to the field trip location.

Transportation

- Re-3 School District buses may be used to transport children to and from school and on field trips based on availability.
    - All passengers must remain in their seat at all times while the bus is in motion. Sponsors are also to remain seated, unless there is an emergency. Passengers should sit properly – facing forward with feet out of the seat. Keep aisle and exits clear. Keep hands, feet, and objects to yourself. Shoes must be worn at all times. NO hard cleats or spiked shoes.
    - Sponsors need to seat themselves on the bus in such a way that they can provide ample supervision of students throughout the bus (preferably at least one toward the rear of the bus and one toward the front of the bus). If more sponsors are on the bus they need to split up, one in the front, one in the middle, and one in the back.

Emergencies and Drills

<u>EVACUATION AND FIRE EMERGENCY PROCEDURES</u>

Fire exit directions are posted in each classroom. At the sound of the fire alarm:

- teachers and their preschool students will walk normally and remain quiet
- teachers will close windows and doors before leaving
- teachers will take their attendance books
- teachers will accompany their class out of the building by the posted route to their designated area

- teachers will assemble their class well away from the building
- teachers and/or assistants will make sure that all students evacuated the building by checking restrooms, etc. for stragglers
- teachers and their preschool students will re-enter the building in a calm, orderly manner when directed to do so by the administration

In the event an emergency situation requires students and staff to be evacuated completely from the school premises, all individuals will be moved to the Department of Human Services building, 800 East Beaver Avenue. Standard reunification procedures identified in the District Emergency guidelines will be followed to reunite student and parents in such a situation.

LOCKDOWN

If a situation arises when there is a threat inside of the school building, classrooms will be notified by an announcement. Staff and students will take appropriate cover in a predetermined safe location for each classroom.

TORNADO EMERGENCY PROCEDURES – SHELTER IN PLACE

Teachers are to post tornado procedure directions in each classroom. At the sound of the tornado alarm:

- teachers and their preschool students will proceed from their classroom to the hall where they will position themselves against the wall
- if a warning occurs when preschool students are outside, the teachers will immediately bring the children in the hall nearest their classroom and position the children against the wall

Emergency Phone Numbers

Emergency numbers are accessible to all staff in two locations and include fire department, police, rescue unit, staff, poison control center, and school nurse.
A list of parents' names, numbers, and addresses is also accessible to the staff.

Morgan County School District Support Center	970-867-5633
Sherman Early Childhood Center	970-867-2998
School Bus Garage	970-867-2263
Fort Morgan Police Department	970-867-5678
Colorado State Highway Patrol	640-867-8644
Morgan County Department of Human Services	970-542-3530
Rocky Mountain Poison Control Center	1-800-332-3073 or 1-303-629-1123

Entrance Requirements

The first step would be for the families to fill out a preschool application and complete a developmental screening. The following steps would take place after the preschool application is complete and submitted to the school office. Families would wait to receive acceptance notification. Upon receiving acceptance into the program, the family would then complete

registration online and their child will be placed in a preschool classroom. The family would hear from the preschool teachers in the fall and then attend open house and begin school.

Prior to the first day of school, the school must have:

- a copy of the student's immunization record,
- enrollment forms,
- birth certificate, and
- a statement of Health Status (must be returned to the school within 30 school days of enrollment).

If your child does not have all entrance paperwork he/she will not be able to attend school. If you do not have it within 10 days you may forfeit their spot in the program.

Field Trips

Parents and guardians are asked to sign a generic field trip permission form that is used for any trips throughout the school year. Parents are sent a written notice prior to the field trip taking place. A specific number of parent volunteers may be asked to accompany the students depending on where the field trip is taking place.

Siblings of preschool students are not allowed to ride the school buses to or from field trip locations. While on field trips, students are supervised by staff members at all times.

Funding for the Program

There are three types of funding that support the Preschool: federal funding, state funding and tuition.

Children with identified special needs are able to attend preschool through federal funding, state funding from Universal Preschool supports students in the year before kindergarten.
All parents will be required to fill out the free and reduced lunch form.

Governance

Administrative decisions concerning the Preschool Program are addressed through a governing body consisting of the teacher, special education teacher, principal, and superintendent.

Health and Safety

Preschool classrooms meet all standards of health and safety. The procedures for hand washing and diapering are posted in the classrooms. Diapering or changing clothes is done in the restrooms. Preschool does accept children who are not toilet trained and will communicate with parents on training methods. While diapering a student, staff members are required to wear gloves. The diapering area is cleaned and sanitized after every use.

Sherman Preschool follows "how sick is too sick" produced by Children's Hospital. If a child has a fever, he/she may not attend class. If he/she is ill without a fever, but is incapable of actively participating with the group, action is taken to have the child return home. Current health status and immunization records of each child are maintained and filed in the office. If an outbreak of a communicable disease or illness occurs, the parents will be notified in writing.

Children are never left unattended and are counted periodically throughout the preschool session. If a child is unaccounted for, a thorough search of the classroom, restrooms, and building will be conducted. If the child is not found within five minutes, parents and local law enforcement officials are notified.

District Health Care personnel follow procedures outlined in the Morgan County School District RE-3 Health Services Policy and Procedure Manual, Infectious Diseases, Guidelines for Childcare Providers, School Nurses and Other Personnel to determine the need for reporting to the Colorado Department of Public Health.

Holiday Celebrations

It is believed that holidays are special events in a young child's life and they will be celebrated at school. Birthdays are also celebrated.

Immunization of Students

Please see District Policy information on our website ~ fortmorgank12.com.

Leaving School Grounds

When children need to be taken from the school by a parent or guardian, it is necessary for them to report the intentions to the office and preschool staff before removing the students from their classroom. A written visitor's policy and sign-in book is located at the front office. The office and/or preschool staff will inspect identification when necessary. In the case of an unauthorized visitor making an attempt to take a child from the building, the school administrator and the parents of the child will be notified concerning the situation. Parents MUST inform the preschool staff when a new adult will pick up their child and picture identification will be requested from that person.

Licensure

The Preschool Program at Sherman Early Childhood Center is licensed through the **Colorado Department of Early Childhood, Division of Licensure, 710 Ash St., Denver, Colorado, 80246. 303-866-5958.** If you have concerns about licensing issues, please contact the address above.

Child Abuse Law & Reporting

Preschool Staff are required under TITLE 19, Article 3, THE CHILDREN'S CODE 19-3-304 -- to Report Child Abuse or Neglect.
Please see District Policy information on our website ~ fortmorgank12.com.

Lunch/Breakfast Program

Please see District Policy information on our website ~ fortmorgank12.com.

Medication Policy

Please see District Policy information on our website ~ fortmorgank12.com.

Parents Right to Know

Please see District Policy information on our website ~ fortmorgank12.com.

Parents /Teacher Conferences

Parent/Teacher conferences are held twice yearly and follow the schedule of the school district calendar. One conference is in the fall and one is in the spring. This time allows parents and teachers to discuss the progress of the child.

Parent Portal Instructions

Please see District Policy information on our website ~ fortmorgank12.com.

Personal Belongings

Each child will have a cubby labeled with his/her name in which to put his/her belongings. The Sherman Preschool staff is not responsible for items that are lost or broken at school or on the bus. Parents are asked not to send any toys or money with their child unless it is requested by the teacher. Children's coats, backpacks, and personal belongings will be stored in their individual cubby or coat hook.

Retention Policy

Please see District Policy information on our website ~ fortmorgank12.com.

School/Parent Policy Compact (Title 1)

Please see District Policy information on our website ~ fortmorgank12.com.

Show and Tell

Each classroom has a different policy regarding show and tell. All children will have an opportunity to participate in show and tell each week. Parents are asked to remind children that they are only to bring toys for show and tell, not to play with throughout the school day. Once they have presented the toy to their classmates, the toy will be put into the child's cubby for the rest of the day. ***It is school policy that toy weapons are not allowed on school grounds.*** The preschool staff is not responsible for items that are lost or broken at school.

Snacks

Children will be served a snack daily that is prepared by the school cafeteria. Staff members will supervise children during this time. The children will be encouraged to try a variety of nutritious foods.

Staff

The Preschool staff may include Early Childhood Teachers, Special Education Teachers, Para-Educators, and Speech-Language Pathologists. Other staff members may also be involved within the classroom at various times throughout the year. Those staff members include an Principal/Director, Occupational and Physical Therapists, Certified Occupational Therapy Assistant, Certified Physical Therapy Assistant, Audiologist, School Social Worker, School Counselor and School Psychologist.

Student Insurance

A student accident insurance program providing a broad coverage at a nominal fee to parents shall be made available to all students. Such protection, when purchased by a parent, will cover the student while at school, on the way to and from school, and while engaged in school sponsored activities on school grounds or elsewhere. Parents are responsible for obtaining insurance to cover accidents and injuries while children are at school.

Asbestos Notification

Please see District Policy information on our website ~ fortmorgank12.com.

Students with Food Allergies

Please see District Policy information on our website ~ fortmorgank12.com.

Substance Policy

Please see District Policy information on our website ~ fortmorgank12.com.

Suspension/Expulsion from School

Please see District Policy information on our website ~ fortmorgank12.com.

Tardy Policy

Please see District Policy information on our website ~ fortmorgank12.com.

Television/Video Tapes

The preschool classes watch videos on occasion that correlate with the weekly theme. Only videos that have a rating of "G" will be shown in the classroom. Parents are asked to sign the video viewing permission form, which will be kept on file in the preschool classroom.

Volunteer Responsibilities

Parents are encouraged to volunteer, beginning in the middle of October. This time between the beginning of school and when parents begin to volunteer allows the child to get to know the preschool staff and the rules and expectations. Volunteers will be required to pass a background check. Volunteers may be asked to help prepare future activities and interact and/or supervise a certain area within the classroom. All volunteers must sign in at the office and receive a visitor's badge.

Weapons in School

Please see District Policy information on our website ~ fortmorgank12.com.

Web Site

The Morgan County School District RE-3 website can be found at www.fortmorgank12.com. You may find helpful information out about what's for lunch to what sporting events are going on. In addition, the website has links to many resources, including Universal Preschool.

Withdrawal from the Program

To withdraw a student from the preschool program, please notify the office and assure that all school property has been returned. If your child will enter a new school district, the Sherman School staff will forward all records and individualized-written programs for the child upon request.

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Parent Signature Page

All parents involved in the Preschool Program must read the policies explained in this handbook. By signing below, you are stating that you have read and understand all the rules and regulations contained in this handbook.

Please sign below and return this page to the preschool staff when you have read the Parents Handbook.

I, _____ have read and understand the policies in this handbook.
(Parent's Signature)

Child's Name _____

Date _____