



Cherry Creek Schools
Early Childhood Education
Family Handbook

Last Updated: 8/1/25

Early Childhood Education 11777 E Wesley Ave Aurora, CO 80014

Dear Preschool Families,

Welcome to Cherry Creek Early Childhood Programs! We appreciate the opportunity to share this year of your child's life with you and look forward to a wonderful partnership. This program emphasizes the key relationship between the child, the parent, and the learning environment.

Our goal is to foster the social, emotional, physical, and intellectual growth of each child; and to prepare them to enter kindergarten and find success in their educational career. We attempt to offer rich and satisfying experiences in a sensible progression, which allows children to proceed at their own pace without pressure. Our program strives to meet the developmental needs of all children in a creative, nurturing way. Each child is given maximum individual consideration.

Our activities focus on the process of learning versus the product of accomplishments. We want to encourage natural curiosity and a love of learning. Active learning is an integral part of our program, and active participation is the child's way of experimenting and interacting with the surroundings. Through hands-on activities, children gain confidence. They learn to interact with varied materials, take turns, share, be leaders, think critically, problem-solve, and make choices. Staff members work to scaffold and challenge each child at his/her appropriate level.

The classes are professionally staffed with a variety of qualified early childhood educators. In our blended classrooms we have one instructor and at least one teacher assistant who are in the classroom daily. Additionally, the special education staff (Early Childhood Special Educator, Mental Health, Speech Language teacher, and Occupational Therapist) are frequently in the classroom working with students.

The child's family is a valued part of our program. Research has shown that the most significant influences on children's lives come from home and especially from the adults in that home. You are your child's primary teacher. We encourage families to communicate any information from their child's life or activities that will help us provide a supportive and exciting experience. The program may hold various family activities throughout the year, and you will be informed of these events by your teacher. Family involvement in the program is highly encouraged and a large part of our program. If you have any questions do not hesitate to reach out to us. Respectfully Submitted,

The Early Childhood Education Team

"We worry about what a child will become tomorrow, yet we forget that he is someone today." – Stacia Tauscher

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Welcome to the Cherry Creek Early Childhood Education Program!

This handbook has been prepared to help you become familiar with the Cherry Creek Schools Early Childhood Education (ECE) program including your responsibilities and opportunities for your involvement in the program.

We aim to provide the best possible early childhood education for your child and your family. If any of the policies or procedures are unclear, please contact our team by telephone, email, or in person.

About Cherry Creek Early Childhood Education (ECE)

Purpose and Philosophy-

- The Cherry Creek Early Childhood Program values and appreciates the diversity and capability of all children, their families, and cultures. We welcome all children at their developmental level and support their growth to the next stage, realizing that this is a unique and individual process for each child. We believe this growth occurs best in a safe, supportive environment where children are free to learn, grow, and develop through active learning. We also believe parents should be partners with teachers and children in this educational process.

Curriculum-

- Our program follows the Creative Curriculum, a developmentally appropriate, research-based curriculum for preschool. This curriculum supports children as active agents in their learning. They learn from interest centers in the classroom through support and guidance from the adults. Children in our classrooms have daily opportunities to decide which classroom materials they will use, and express their thoughts and ideas about the use of these materials through artistic representation and language. Through the use of a variety of materials in the classroom and interactions with adults, children are also exposed to rich content in literacy, math, science, social studies, the arts, and technology both in centers and in small groups.

- Decades of research have revealed that young children learn best through play so our instruction happens predominantly while children are engaging in play-based activities with their peers. In order to teach children to make choices and plan, and to follow through on their plans, as well as to provide organization and structure, the classrooms are divided into distinct learning centers. These centers include art, blocks, pretend play, computers, books, science, and manipulatives. Each center is clearly labeled with both

the printed word and pictures. Materials within each center are also labeled with pictures and prints to assist children in early literacy skills and independence while locating and replacing items. Children follow a consistent daily routine. We have an assessment system through which teachers can monitor children's growth and development. Information from observations is shared with parents during conferences and informal daily conversations.

- We hope to form a partnership with parents to achieve the highest expectations for all children. We welcome you to join us in the classroom to see our philosophy and curriculum in action.
- We strive to achieve the highest standard of quality programming in the classroom. Our programs meet required standards and are licensed through the Colorado Department of Early Childhood, Child Care Licensing, and Administration
- The Cherry Creek Early Childhood Education Program has adopted the PBIS (Positive Behavior Support) philosophy when educating young children about appropriate behavior. PBIS is a systems approach that enhances the capacity of schools to educate all students, especially students with challenging social behaviors, by establishing (a) clear outcomes related to social behavior, (b) systems that support staff effort, (c) practices and supports student success, and (d) data utilization that guide decision making. The PBIS Approach has been adopted throughout the Cherry Creek School District and vertically aligns with the philosophy within the elementary schools. The Second Step curriculum is used to directly teach social skills, with supplemental materials from the Pyramid Plus Approach.

Preschool Sites

- Early Childhood Education (ECE) is offered in nearly every elementary building, ensuring widespread access to quality early learning. In addition to these integrated programs, we also have three stand-alone ECE sites dedicated solely to preschool education.

Cherry Creek Early Childhood- Kindergarten Readiness

- When parents think about a preschool program for their children they have certain expectations about the program, one of which is preparation for kindergarten. The Cherry Creek Early Childhood Program believes that preschool should build a solid foundation for the next stage of schooling, kindergarten. Our task is to help children develop the skills they will need for further learning.

- Social readiness skills are vital for all kids. In kindergarten, children are expected to function within a cooperative learning environment and work both independently and as a members of a large or small group. Kindergarten children are expected to be able to attend to and finish a task, listen to a story in a group, follow multi-step directions, take turns, and share and care for their belongings. They are expected to understand and follow the rules and respect others. We work on developing these skills by practicing how to share and take turns. We identify and recognize the feelings of ourselves and others. We learn how to sit and listen to short stories, we work in small groups, we play games, and we make choices about our activities.
- Motor skills are an area of focus for preschool students. By age five most children will be able to independently perform many self-help activities such as dressing themselves, buttoning coats, and brushing their teeth. Students at this age will be developing basic fine motor skills that will aid in the writing process. During preschool, children work to develop these skills through manipulation of small toys, building with blocks, working with Play-Doh, easel painting, puzzles, and dressing dolls. Children will engage in countless outdoor play and indoor gross movement activities.
- Cognitive and language development are other important areas of readiness. Children must develop adequate verbal language in preschool as a preparation for reading. Speaking and listening are the developmental precursors to reading and writing. In preschool, children are given many opportunities to talk about new experiences to develop vocabulary and understand a variety of concepts. Language and vocabulary develop through dramatic play with other children and adults and through informal conversations between children and adults during activity times. Emphasis is placed on early literacy activities including the sound symbol relationship and letter recognition. Cognitive skills, such as classification, measuring, patterning, and counting are part of the daily curriculum.
- All the activities in preschool are designed to build a foundation for a child's future academic expectations. Although it may look like "play" it is building the basic skills for children to learn to read, write, solve problems, build relationships, and think critically. Children who participate in the Cherry Creek Early Childhood Program emerge ready for kindergarten. As you visit the classroom throughout the year, ask the teacher about the variety of activities.

Inclusive Classrooms-

- The Cherry Creek Early Childhood Program prides itself on being a fully inclusive program. This means that children with different special needs are included in the

blended preschool classroom with their typical peers. Children with special needs participate in the same activities as their typical peers. Accommodations and modifications might be made based on the individual's identified needs. An inclusive environment offers benefits to all children. Children have the opportunity to develop positive attitudes toward others who are different from themselves. Meaningful peer relationships develop and all children are valued. The presence of the special education staff in the classroom provides comprehensive resources to the classroom and to parents who may have questions and concerns about child development in general.

- Cherry Creek Preschools' group size and adult-to-child ratios are aligned with those of the National Association for the Education of Young Children (NAEYC): one adult for every eight children, 1:10. All parents/guardians are required to sign their children in and out each day and at all family events.

Special Education-

- The services for children with Individual Education Plans (IEPs) are carried out within the context of all our preschool classrooms.

Child Find / Referrals-

- Parents who have concerns about the appropriate developmental progress of their child (3-5) can contact the Cherry Creek Child Find Office at 720-554-4021.
- A multi-disciplinary team will evaluate your child's development and make recommendations. The Child Find team works closely with Developmental Pathways to develop an Individualized Family Support Plan (IFSP) with services and support to address any developmental delays determined in the evaluation process. All services are provided free of charge and take place in the home or the community.
- If a developmental concern arises once a student is in preschool, the Special Education team at that site will evaluate them (e.g., mental health, occupational therapy, speech-language, developmental/cognition), and/or refer parents/guardians to Child Find for an evaluation.

Transitions-

- Cherry Creek Early Childhood Education works diligently to support you and your child as he/she transitions through our program and into kindergarten. We individualize the support your family receives based on the needs of your child throughout their enrollment in our program.

- During the registration process, families receive the parent handbook and pertinent program information to review and program staff can answer basic questions. The week before school starts in the fall, families are invited to attend a “Meet & Greet” with their child’s teacher in the classroom. Here they will receive items like welcome letters, daily schedules, and other information specific to the classroom they will be attending. We highly encourage all families to attend to help their children become comfortable with their new educators and environment.
- Once your child is attending, we will continue to support you with any transitions that arise, including moving from one classroom to another (if applicable) and moving on to kindergarten. We individualize these transitions through Parent/Instructor Conferences, IEP meetings, and any other meetings requested by both staff and/or families. We value your child’s educational experience and together as a team, we will develop plans and recommendations to make these transitions as smooth as possible.
- One of the best strategies utilized for the transition to kindergarten is sharing the district Kindergarten enrollment information for children’s home schools and encouraging families to attend these highly beneficial events. Each elementary school in the Cherry Creek School District develops its informative sessions to help introduce new families to their school, to the teachers, and to the curriculum used in the classrooms. In the Spring, you can look for information regarding your child’s Kindergarten enrollment sessions from your child’s teacher in the monthly newsletter, district flyers, and/or on the CCSD website. Other strategies include focusing on Kindergarten readiness expectations in the classroom, reading books about kindergarten, and again, reviewing individual goals for children at Parent/Instructor Conferences in the Spring.

Quality Improvement Plan

- The Cherry Creek Preschool Program has developed a continuous Quality Improvement Plan (QIP) that is updated annually and can be found at the Cherry Creek ECE Website: [Early Childhood Education / Homepage \(cherrycreekschools.org\)](http://cherrycreekschools.org)
- The QIP has documented goals, timelines, and outcomes, and we share this QIP with our staff, families, and stakeholders by posting it in each classroom and notifying everyone via newsletters

Information About The Early Childhood Program

Enrollment-

- Upon enrollment into the ECE Program, registration paperwork must be completed. All students must have completed registration paperwork on file in addition to a copy of their birth certificate, a current physical and dental exam, immunization records, and proof of residency (required for some funding sources).
- Please note that all children must have a current physical on file to start preschool and on an annual basis thereafter.
- Please see the **Immunization/Physical** section for additional information.
- New enrollment/registration information must be completed at the beginning of each school year.

Ages-

- The program is licensed by the Colorado Department of Early Childhood to serve children 4 years old through Universal Preschool.
- We also have 3-year-old classes at The Journey Preschool (TJP) and The Outback Preschool (TOP).
- Contact the Early Childhood Education office at 720-554-4052 for specific eligibility information.

3year old's Tuition Rates & Payment Policy:

A \$100.00 non-refundable annual registration fee is required with enrollment. Payments by Visa, MasterCard, or Discover credit card are completed through RevTrak. An optional AutoPay feature allows for recurring payments on the 1st of each month. Refunds are not available. There are no credits or refunds for early pick-up or absences.

2025-2026 Monthly Rates:

Total tuition for the school year is \$3,500.00, divided into 10 equal payments of \$350 each. Monthly tuition is not dependent on the number of school days in the month. Enrollment is for the school year (August through May), with pro-rated mid-year entry. There is no option to attend part-time. Tuition payments should be made on the 1st of each month (August-May). A late fee of \$20 will be added if payment is not received by the 15th of each month. The child will not be able to attend enrichment until full payment, including the late-fee is made.

August 1st	\$350	January 1st	\$350
September 1st	\$350	February 1st	\$350

October 1st	\$350	March 1st	\$350
November 1st	\$350	April 1st	\$350
December 1st	\$350	May 1st	\$350

*Please note that if payment is not received by the 15th of each month a \$20 late fee will be applied to your account.

Financial Assistance:

Financial assistance is available for families who qualify for the free/reduced school lunch program, offering a discount on tuition. This discount does not apply to additional fees (registration, late payment, etc.). The discount begins once the letter is received and must be renewed annually. Please email a copy of the letter to the enrollment office. For more information, visit [CCSD Food & Nutrition](#).

Attendance-

- Regular school attendance is necessary for a successful preschool experience. Children must be familiar with and anticipate the routine of school days.
- If it becomes necessary for a child to miss school several days, please notify your child's teacher. If a child is absent for ten (10) consecutive days they will be dropped from the program and will have to re-enroll to continue preschool. Space will not be guaranteed.

Funding-

- The ECE Program utilizes funding from the state funding for Universal Preschool, as well as state and federal Special Education Funds
- Each funding source has its own set of eligibility criteria.

Arrival and Departure-

- **Licensing requires that parents/guardians or their adult designee** (see authorized adults to pick-up) **sign children in and out daily**. Children riding the school bus will be signed in and out upon arrival and dismissal.
- The sign-in/ out is also used to ensure all children are accounted for upon closing. The closing procedure includes checking all rooms and physical space as well as signing out before staff leaves for the day.

- **Days and Hours of Operation**

- ECE operates from August through May in the School Calendar Year.
- **ECE Calendar-** please refer to the ECE Calendar for holidays and student non-contact days.
- Morning Session-7:45-10:55 a.m. (Mon-Thurs)
- Afternoon Session-11:50 -3:00 p.m. (Mon-Thurs)
- **Children who arrive after arrival time** will enter through the front door of the building to be walked down to the classroom.
- Preschool Enrichment is available for an additional charge. Please refer to the Cherry Creek School District/ [Enrichment page](#)

Authorized Adults Allowed to Pick-Up-

- A list of persons authorized to pick up a child is kept in each child's folder.
- **Individuals authorized by parents/guardians to pick up children from preschool, must be at least 18 years of age. Photo identification must be available upon request.**
- IF A CHILD IS TO BE PICKED UP BY SOMEONE OTHER THAN AN AUTHORIZED PERSON LISTED ON THE CHILD'S RELEASE FORM, THE SCHOOL MUST BE NOTIFIED IN ADVANCE BY THE PARENT OR GUARDIAN AND PHOTO IDENTIFICATION MUST BE AVAILABLE. Please inform the school immediately of any changes.
- **Staff cannot prevent a biological parent/legal guardian from picking up their child unless there is a safety concern, or a court order, such as a protection order, that restricts the individual from having contact with the child.**
- Parents/guardians must notify the school when an emergency prevents them from picking up their child on time. In the case of an emergency, parents/guardians need to make arrangements for an authorized adult to pick the child up from school or the bus stop.
- When children are not picked up, every attempt is made to contact parents /guardians and/or persons listed as emergency contacts. When we are unable to reach either the parents or an emergency phone number within one hour after school dismissal or one-half hour after the close of the childcare program, we have no choice but to call the Police Department. Children will be provided with a snack and an activity and may be taken by Law Enforcement to the Police Station. Staff will also report to the county Department of Human Services. Please see the Transportation Section for additional information for children riding the school bus.

Parent Contact Information-

- Parents will keep updated contact information at mycherrycreek.org and inform the teacher of any changes. To ensure the safety of our students we must have

accurate contact information. It is the parent's responsibility to ensure all information is accurate and up to date. When a family moves a parent must take proof of residency to the District Admissions office, inform the Early Childhood office and inform the classroom teacher.

Health & Safety

Immunizations/Physical-

- An **up-to-date immunization record** and a **current physical exam are all required before the start of preschool for all children.**
- If your child's immunizations are not current, you will be required to provide an *in-process* immunization record from your child's doctor before beginning preschool and will need to maintain your *catch-up* appointments for your child to remain at school.

Sickness/Allergies-

- All students are required to have an annual General Health Appraisal form, signed/stamped by their physician on file within 30 days of enrollment.
- A vision and hearing screening for all students within the first 45 days of enrollment.
- For your child's protection and the protection of schoolmates, **KEEP YOUR CHILD AT HOME IF THE FOLLOWING SYMPTOMS ARE PRESENT:**
 - Skin rash or sores
 - Eyes that are red with a crusty discharge
 - New onset cough without a diagnosis from a medical provider
 - Stomachache or nausea
 - Diarrhea or vomiting
 - Taking an antibiotic for less than 24 hours
 - Earache
 - Heavy nasal discharge
 - New onset sore throat without a diagnosis from a medical provider
 - Fever during the previous 24 hours
 - Fussy, cranky, and generally not themselves
- Your child must be free from fever, diarrhea, and vomiting for 24 hours before returning to school.

- Please notify the classroom instructor immediately if your child contracts any contagious disease. In certain instances, we might ask for a doctor's note before the child may return to class. We may choose not to accept a doctor's note as the only qualifier for a student returning to school.
- Participation: If a child is too sick to play outdoors, they should be kept at home until they are well.
- Medication: Should it become necessary for children to take prescription medications while at school please consult with the school nurse. The school nurse will assist in any medication administration plan or delegate tasks to appropriate staff members in accordance with the Nurse Practice Act. All medications given in school require the appropriate Cherry Creek School District form to be completed by a physician before the administration of any medication.
- If your child becomes ill while at school, parents/guardians will be called. Parents/guardians must pick up sick children immediately. Your contact information must be always up to date with the school office.
- Allergies: Please alert the instructor and the school nurse to any allergies your child may have.

Hearing & Vision Screenings-

- During the school year, parents will be notified at least one week before district hearing and vision screenings. These will take place at each preschool site.

Sunscreen-

- For outdoor play (year-round) parents should apply sunscreen to children at home, of at least SPF 30, to any skin that would be exposed to. Pay special attention to the nose, cheekbones, ears, and shoulders.

Accident or Sickness

- All accidents or illnesses during school are immediately reported to the school nurse and parents by using the emergency number left by the parent on the sign-in sheets or by numbers on emergency cards.
- If a parent cannot be reached at the given number, we will call the alternate contacts and then the child's physician. If necessary, the paramedics or an ambulance may be called.

- The instructor and/or school nurse will have discretion to make all decisions about the care of the child until the arrival of a parent, the physician, paramedics, or ambulance.
- The school will maintain a parent's signed consent form agreeing to these provisions.

Primary Caregiving Practices and Continuity of Care-

- Ongoing, positive relationships between children and their caregivers form the foundation for all other learning experiences and secure emotional development.
- Early Childhood Educators have the unique opportunity to build these bonds with children and their families and the establishment of trusting, secure relationships with children is an essential expectation for all early childhood staff.

Screen Time and Media Use-

- Different media sources are occasionally used to supplement in-depth studies of a unit. This may include television, recorded media, computers, tablets, and media devices. This will not exceed thirty (30) minutes per week and will not be used during snack times.
- Computer and tablet time will be limited to non-consecutive fifteen (15) minute increments not to exceed thirty (30) minutes per week per child. There will be no restriction for children using personal adaptive equipment.

Bathroom Procedures-

- Encourage the children to use the bathroom at home or at school before class begins.
- Staff will provide supervision and support to prevent classroom accidents.
- Individual toileting plans will be developed for students who need one.

Child Abuse/Neglect – Reporting-

- Colorado Law requires that all public school employees report all cases of suspected child abuse or neglect to the county Department of Human Services (“DHS”) or Law Enforcement immediately. This includes if any individuals attempting to pick up a child or who are on school property appear to be or are under the influence of any substance that may impair judgment.
- The employee's job is to report the information. Law Enforcement or DHS has the discretion to take any action after the report.

- Employees who fail to comply with the mandatory reporting obligations may be subject to criminal prosecution and consequences in employment.
- Any individual may make a report if there is a concern that a child is being subjected to abuse or neglect. Reports can be made to the Arapahoe County Department of Human Services at 303-636-1750, the Child Abuse and Neglect Hotline is 1-844-CO-4-KIDS, or by contacting Law Enforcement.

What to Bring and Wear

Clothing-

- Children should be dressed in clothing that is suitable for active and sometimes messy play. We play outdoors every day, weather permitting, and this year, we will be spending even more time than usual outside. Please be aware of weather conditions and dress your child appropriately. **Labeling all outer clothing (mittens, hats, boots, coats) with your child's name is especially helpful.** If your child has toileting accidents, please send an extra change of clothing, including socks.
- Classes go outside every day unless the temperature is below 20°F or above 95°F. Please send children with adequate clothing for 25 minutes of outdoor playtime.

Footwear-

- Children should be dressed in footwear that is suitable for active play. Heelys (roller shoes), high heels, or shoes that do not stay on children's feet are not permitted in preschool/childcare. parents/guardians may be called to bring in appropriate shoes.

Personal Belongings and Toys-

- Children should not bring money, gum, candy, or personal toys to school other than those they need to make a positive transition to school. Staff is not responsible for items brought to school.
- We request that your child leave personal toys at home. Children should not bring toys from home. Toys are easily damaged or lost and sharing can be a problem.
- Sometimes during active play at preschool, small toys are put in pockets and then forgotten about for the rest of the day. Children at this age do not "steal" toys but occasionally may bring one home. If you find one of our toys at your home, we would appreciate its return.

Backpack-

- We recommend sending your child with a backpack. Backpacks ensure that precious artwork, lesson plans and other important information make it home safely. Please label the inside of the backpack with your child's name. All of the

child's belongings, including the backpack and coat will be placed in a marked bag outside the classroom to keep them separated from the belongings of other children.

Snack-

- A snack is to be provided by families for students each day.
- Please also bring a water bottle for your child.

Classroom Birthdays-

- We are promoting healthier choices for our students' birthday celebrations by changing the focus from sugary snacks to healthier alternatives. This is an initiative brought forth by the Colorado Department of Education, which oversees our program.
- Healthy celebration ideas include:
 - Food that is low in fat, sugar, salt and high in nutrients. Please see our snack list for examples.
 - Choking may be a problem for our young children, as they may not have enough muscle control to chew and swallow foods properly.
 - Parents may not distribute birthday invitations at school.

Child Guidance

Discipline-

- One of the primary goals of your child's program is to teach socially appropriate behavior. The social skills curriculum teaches sharing, waiting, listening, anger management, conflict resolution, problem-solving, and making friends. The preschool staff is trained in positive behavioral supports and how to encourage children to appropriate behavior.
- Should the need arise for additional support, mental health or other Special Ed professionals are on site. All children are entitled to a safe and healthy environment. If there is a situation during which health and safety concerns arise, the child's parent will be informed in developing a plan.
- In accordance with school district policies, The Early Childhood Director reserves the right to suspend or dismiss any child who is a threat to him/herself or others in the program

without prior warning or intervention. Early Childhood Preschool operated by the Cherry Creek School District are subject to district policies governing discipline.

- At Cherry Creek ECE, we partner with parents to teach children to manage their behavior along with teaching academic skills. Children will not be expelled or unenrolled from the program based on their behavior, and suspension is only used as a last resort in extraordinary circumstances. In the event that a child's unsafe behavior does not change based on the strong social-emotional curriculum that is in place for all children, the child's family and ECE staff will partner to determine how to teach the child the skills that he or she needs to be socially successful in a preschool classroom. This may include an informal plan, changes in the classroom strategies, a formal behavior plan, consultation with mental health staff, consultation with special education staff, evaluation for an individual education plan, or referrals to community partners.

Weapons-

- All classrooms and schools are "weapon-free" zones.
- No deadly weapons, firearms, or facsimile weapons such as water pistols, cap guns, etc. shall be brought to school by any child or adult. Violation of this rule may result in loss of the object and consequences.

Supervision of Children-

- Children must be signed in and signed out of preschool and childcare by their parent/guardian or authorized adult. Children riding the school bus are signed in upon arrival and signed out as they are boarding the school bus.
- Children are supervised at all times.
- Classroom attendance checks and child counts are made at the beginning of each day.
- Attendance checks and child counts are made throughout the day—especially before, during, and after transitions.
- Attendance rosters and sign-in sheets are taken with staff during emergency drills and on field trips.
- Parents/guardians are responsible for the supervision of their children until they are signed in the classroom at the beginning of the day and are responsible for supervision once they have picked up their children.
- **Children should not be in the hallways unattended.**
- Families are reminded to closely supervise their children in the parking lots and when crossing the street to school.
- Families are reminded that young children or babies **may not** be left in automobiles while dropping off or picking up preschool children.

Transportation

Children Transported by Parents

- Parents must remain with their children until they enter the classroom, and the child has been signed-in.
- The child must be signed in and out by an adult over the age of 18.
- Children will be released only to parents or persons authorized by a parent to pick up the child.
- Verbal or written authorization for any changes must be provided.
- If an unauthorized person comes to pick up a child, the preschool staff will attempt to contact a parent or other emergency contact to verify that this person may take the child.
- Staff will require the unauthorized person to show a picture ID.
- Please observe class hours. Staff have additional responsibilities and are not free to supervise children before or after class. Please be prompt.

Children Transported by Special Services

- Bussing may be provided as a related service under a child's Individual Education Plan.
- Parents are required to notify The District Transportation Department if a child will not need to be transported on a specific day.
- Parents or an authorized adult must take the children directly to and from the bus.
- Due to time schedules, drivers will wait only two minutes for parents to bring their children out to the bus, so please be alert to their arrival.
- Out of consideration for neighbors, drivers will not honk their horns.
- If an authorized adult does not pick the child up promptly from the bus, the child will be returned to school.

Inclement Weather

- Parents are urged to use their discretion in driving the children to school in severe weather. Should inclement weather or emergencies occur that result in the closing of schools in the Cherry Creek School District, the Early Childhood Programs will also be closed.
- If a delayed start is announced by Cherry Creek Schools, it is also observed by the preschool in the following manner.
- Children transported by parents: Preschool will begin 60 minutes after the regularly scheduled preschool start time for the morning class ending at the original time.

- The information will be announced by the following local radio and television stations. The information will be conveyed to the stations by 6:00 a.m.
 - Television Channels: 4-KCNC, 7-KMGH, 9-KUSA
 - FM Radio Stations: KAZY-106.7, KHOW-95.7, KYG0-98.S
 - AM Radio Stations: KOA-850
 - Cherry Creek Schools Website: www.cherrycreekschools.org
- Classes go outside every day unless the temperature is below 20°F or above 95°F. Please send children with adequate clothing for 25 minutes of outdoor playtime.

School and Family Partnership-

Parent/Family Involvement-

Parents/guardians and adult family members are invited to visit the school at any time and to contribute to the activities of the Program at whatever level they feel comfortable. They may choose to:

- attend classroom and school events
- volunteer to provide classroom or office support
- attend parent information and education activities
- help with special class or school projects
- Create or donate materials that could be used in the classroom
- Volunteer

Holiday Policy-

- At Cherry Creek ECE, we acknowledge that holidays and celebrations are an important part of many lives but are celebrated in different ways for different reasons. Our goal is to provide children with the opportunity to share what is important to their family and how they have celebrations without teachers directing or teaching about specific holidays. In the Cherry Creek ECE program, we do not plan the curriculum around holidays or formally celebrate any holidays. However, children spontaneously have conversations, draw, and engage in pretend play about holidays and topics that are important to the child and his/her family. These authentic discussions and actions are encouraged because they lead to lifelong lessons for adults and children.

- In Cherry Creek ECE, we seek out ways to celebrate the unique aspects of every family. Throughout the year, teachers may provide opportunities for children to celebrate the many exciting things that happen in their young lives. We encourage you to talk with your classroom teachers to share the unique ways your family celebrates and to participate in classroom celebrations throughout the year.

Classroom Visitation-

- Parents and adult relatives are welcome to visit the classroom at times coordinated with staff. All visitors are required to sign in at the elementary school office, show identification, and obtain a visitor tag before entering the preschool classroom.
- By state law, all visitors must then sign into the visitor's log at the classroom stating their name and the reason for the visit. Visitors, other than family members, must call the classroom to make an appointment for a visit.

- Parent volunteers, who are there to support the learning of all students, may not bring in younger siblings.

Confidentiality

- Confidentiality of student and family information is maintained at all times.
- Information regarding students or families will not be shared with other families.
- Please be aware that information may be shared with appropriate authorities if needed, including Licensing, Department of Human Services, and Police Departments.
- Upon completion of the ECE Program, transition information; including health and cumulative files will be transferred to receiving Cherry Creek Elementary Schools.
- Classroom staff, preschool teachers, family service & special education staff, have access to student health and cumulative files.
- Health personnel, school nurses, and health assistants have access to health files.
- Special Education staff and classroom staff have access to special education records.
- Additionally, the Director of ECE, Child Find, and the School Secretary have access to all records.

Family/Instructor Conferences-

- Please speak with your child's teacher as soon as any concerns arise. You are welcome to send a note or call the teacher to arrange for a conference with staff members

regarding a child's progress or any other concerns. A personal or telephone appointment will be arranged as soon as possible.

- We provide 2 parent/ instructor conferences to share your child's growth and development. There will be specific, scheduled conference days throughout the year for which school will be canceled. The teacher will inform you when to sign up. If you are unable to come at the scheduled time, please make arrangements for an alternative time.

Interpreters-

- If you require an interpreter, please contact your classroom instructor. The District will provide interpreters free of charge to help parents/guardians with the process of enrolling their child and communicating with staff during parent/instructor conferences.

Emergencies

Emergency Information

- We periodically practice Tornado, Fire Drills, and Other Emergencies required by Cherry Creek School District and The State of Colorado Division of Child Care.
- Evacuation routes are outlined for all spaces utilized within the school. The Emergency Response Procedure is posted in licensed areas of the school building. Staff is trained in fire and safety procedures before working with children.
- We encourage you to discuss these drills with your child.
- If a real disaster occurs while your child is at school, The Cherry Creek School District will use the ConnectEd phone system to contact parents. We urge you to not call the school and not come to the school until you are directed to do so.
- The safety of students and staff is a priority. Staff will not be able to answer phones or open doors, they will be required to be in a safe location. The safest place in case of a disaster is to be off the city streets and out of the way of any emergency and rescue equipment.

Missing Child

- Children are supervised at all times with attendance checks and child counts are conducted periodically throughout the day--especially before, during and following transitions.

- Children are supervised by adults at all times throughout the day. If a child is determined to be missing from school, a thorough search of the premises will be made before calling 911 and the child's parents.

Emergency Procedures-

- At the time of admission, parents or guardians must provide telephone numbers of the child's physician or other appropriate health care professional and numbers where the parent or guardian and at least one other responsible adult can typically be reached in the event of an accident, illness, or other emergency.
- Written authority must be provided for ECE to arrange for medical care in the event of an emergency. This information must be on file the first day a child attends the center.
- When accidents, injuries, or illnesses occur, the director or responsible adult in charge must notify the parent or guardian of the child and if necessary call the physician or medical facility as instructed in writing by the parent or guardian.
- For every thirty (30) or fewer children in attendance, there must be at least one (1) staff member on duty who holds a current department-approved first aid and safety certificate (including CPR for all ages of children) and is responsible for administering First Aid and CPR to children.
- Such individuals must be with the children at all times when the center is in operation. If children are at different locations, there must be a First Aid and CPR-qualified staff member at each location.
- Portable First Aid kits must be available to staff at all times and must be located out of reach of children and maintained in a sanitary condition. First aid kits must be checked and restocked on at least a monthly basis.
- In the event of an emergency in which the students are evacuated from the building, parents/ guardians or their designee will be reunited with the student at the school's off-campus evacuation site. Parents or authorized adults will need their picture ID to pick their child up following an evacuation.
- Accommodations documented in students' Individualized Education Plan (IEP) will be implemented in cases of emergency.

Concerns and Complaints Regarding Classroom

- Parents should address classroom concerns with the teacher.
- If concerns remain unresolved, parents should contact the Building Principal or The Director of Early Childhood at 720-554-4000.

- Serious concerns regarding the safety and care of children during school hours should be directed to the Colorado Department of Human Services - 303-866-5958. Issues regarding abuse and neglect should be addressed to Arapahoe County Department of Human Services - 303-636-1130.