Collegiate Academy of Colorado Preschool Pups Handbook

Mission

Empower. Innovate. Lead.

Vision

To encourage lifelong learners by providing a challenging curriculum through applied learning, leadership development, and civic engagement.

Core Values

Integrity: Collegiate students do the right thing regardless of whether anybody sees them. This value goes beyond honesty to require sincerity in communicating and living.

Perseverance: Our students see their problems as challenges, hurdles to overcome. They see their problems as weights to build strong character. By shifting the way they think about problems, Collegiate students change their thought patterns to improve their attitude and perception of a given situation.

Ownership: Collegiate students are held accountable and responsible for present and future actions. They take pride in the work they do and are honest with adults, peers and community members. When their work is strong, they showcase it, and when their work lags, they improve it by owning the notion that we can always do just a little better.

Quality: Our students follow the rule that no matter how great or small, one always puts his or her best effort forward. The notion of doing quality work is a confidence builder that improves our reputation with ourselves, our teachers, and our peers.

Schedule/Hours Of Operation

7.702.41 (D)

CAC Preschool Pups currently offers one full day classroom for ages 3, 4 and 5. All children need to be fully toilet trained.

Hours: Monday - Friday: Soft Start 7:30 am - 7:45 am, Start Time 7:45 am, Pick up Time 2:45 pm. (If a half day is available, pick up time is at 11:15am)
Teacher to student ratio: 1:10
Classroom maximum: 20 students

The preschool follows the CAC calendar regarding school holidays and closures. The school calendar can be found on the Collegiate Academy of Colorado website, https://www.collegiateacademy.net/.

Daily Schedule Example

	Full Day **7:45am - 2:45pm**
7:30am - 7:45am	Soft Start/Arrival
7:45am - 8:15am	Morning Circle Time
8:15am - 9:15am	Play Centers and Small Group Time (Literacy)
9:15am - 9:45am	Snack
9:45am - 10:00am	Recess/Outside
10:00am - 10:30am	Social Emotional Learning
10:30am - 11:30am	Play Centers and Small Group Time (Math)
11:30am - 11:45am	Large Group Time
11:45am - 12:15pm	Lunch
12:15pm - 12:45pm	Recess/Outside
12:45pm - 1:45pm	Quiet rest time
1:45pm - 1:55pm	Rest time clean up
1:55pm - 2:10pm	Snack
2:15pm - 2:45pm	Specials (M, W, F) or Enrichment
2:45pm	Dismissal

Admission/Registration/Fees

7.702.41 (F)(G)

Fees and Tuition

Tuition will be due on the 1st of every month. Tuition billing will be completed by our Business Manager, Tracey McMullen. All billing questions and concerns will need to be addressed with Tracey at, *Tracey.McMullen@jeffco.k12.co.us*.

Tuition will not be refunded, nor will the school days be made up, if your child must miss due to illness, family vacation, mandatory school closures, emergencies, inclement weather etc.

25/26 CAC Fees			
Grade/Group	**Fee Description**	**Amount**	**Description**
Pre-K	Deposit	$100.00	
Pre-K	School ID	$3.00	Student Annual ID Card
Pre-K	Pre - K Supplies	$50.00	Classroom Supplies
	TOTAL FEES	$153.00	
Pre-K	Full Day Tuition	$930.00	Monthly Charge
Pre-K	3 or 4 Year Olds on UPK	$465.00	Monthly Charge
Pre-K	Half Day Tution	$490.00	Monthly Charge

Admission

Admission is open to all children without regard to race, color, or religious affiliation. Children will be placed in classes based on their age as of October 1st (consistent with Jeffco Public School District requirements) of the current school year.

Special Needs

Collegiate Academy Preschool will not discriminate against any child and will work with every family to find the best placement for each child. Children with educational services should consider a district preschool. CAC is not a district program and does not have access to district intervention services.

School Closures And Delays

Collegiate Academy Preschool will follow the Jefferson County School District for school closures and delays. Closure information can be found at the district website or any local news source. Please use your discretion regarding late starts to ensure the safety of your family. Please email the Director if your child will be tardy or absent on these days.

Dress Code

Collegiate Academy Preschool is required to wear the CAC uniform. Clothes with holes or inappropriate language will not be permitted. Closed toed shoes must be worn; no flip-flops are allowed as we have wood chips on the playground. This is for the safety of your child.

Pre-K - 6 Uniforms and Dress Code

- **Tops —** Any solid color polo, turtleneck, button up shirt, or sweater is permitted. All Collegiate Academy Spirit Wear are acceptable on Fridays.
- **Bottoms —** Any khakis or solid color pants, shorts, skorts, capris, skirts or jumpers (including corduroy and cargo pants) may be worn, but may be no shorter than the bottom of the fingertips with your arms straight at the sides. Leggings or tights may not be worn as a solitary garment and must be a solid color. No sweatpants, or denim or lace can be worn, including Collegiate Academy sweatpants.
- **Plaid —** The burgundy plaid and green plaid uniform items in the French Toast catalog may also be worn.
- **Ties and cross ties —** May be worn appropriately.
- **Long-sleeved shirts —** Solid colored long sleeved shirts may be worn under short-sleeved uniform shirts.
- **Outerwear —** Solid color zip up hoodies/fleeces are permitted indoors with a uniform shirt worn underneath.

Identifying Where Children Are At All Times

7.702.41 (H) (K)

Safety is our number one priority. All parents/guardians are required to sign their child in when they drop-off and when they pick-up their child. The teacher will also have an attendance sheet in the room that lists all students. The attendance sheet will be checked periodically throughout your child's time at preschool. Children are counted going out to the playground and coming in from the playground.

In the event a child cannot be located, preschool staff will advise other team members of the situation and re-check the preschool facility. If the child still cannot be located,

preschool staff will advise the front office of the situation and follow school and local law enforcement guidelines for locating a missing child on the CAC campus or in the surrounding off-campus area.

Behavior And Discipline Policy

7.702.41 (I)

Our goal is to provide a positive learning experience for all children enrolled. We use positive reinforcement for appropriate behavior and focus on what children are doing well. We will also help children learn how to handle difficult situations in appropriate ways through our Social Emotional curriculum and teacher intervention. When necessary, we will utilize re-direction and discussion of appropriate choices. In the event the behavior is disruptive to the class, the Preschool Director will be notified, the child will be removed from the room and a call will be made to the child's parent/guardian. If necessary, behavioral management plans will be put into place with the possibility of suspension if unacceptable behavior continues. All disciplinary concerns will be documented. Children will never be subjected to physical or emotional humiliation or punishment. Discipline will never be associated with food, rest or toileting. Rules for behavior are kept simple and to a minimum.

Our rules are as follows:
1. Keep yourself safe.
2. Keep each other safe.
3. Keep our things safe.

Illnesses, Accidents And Injuries

7.702.41 (J)

Illness

A child needs to be able to participate in all daily activities, including outside play, to attend school. Please be respectful of others and keep your child at home if he/she is ill. If your child becomes ill, he/she must be symptom free for 24 hours (48 for vomiting or diarrhea) before returning to school. (See Medical Policy)

Please inform staff of any illnesses or communicable diseases (e.g., Flu, strep, Covid 19, pinkeye, ringworm, lice).

If your child becomes ill at school, the parent/guardian and/or emergency contact will be called to take the child home. An ill child is kept isolated until the parent/guardian arrives.

Contagious Disease

Many communicable diseases are contagious before the symptoms appear as well as afterwards. For this reason, guardians should keep their student's home whenever they appear to be ill, even with a common cold. Guardians are urged to consult a medical provider for professional advice in such matters. Guardians will be contacted under the following conditions: temperature of 100 degrees or more, vomiting, serious injury, and other questionable concerns of the health office staff. If students are sick with a fever, please wait a minimum of 24 hours before allowing them to return to school. In the case of vomiting and diarrhea, please wait a minimum of 48 hours before allowing them to return to school. Please follow the guidance below for exclusion due to COVID 19.

Illness Exclusion Criteria for Staff and Students

- Cough
- Sore Throat
- Shortness of Breath
- Fever of 100.4 or higher
- If a child has had close contact with someone one COVID-19 or symptoms follow local health department guidelines.
- Other Signs of illness requiring Exclusion
- If the temperature is between 99.2-100.3 it will be monitored throughout the day

Medication Policy

In order for the school staff to administer medicine we must have WRITTEN PERMISSION from your child's physician. The medicine must be in the original container, bearing the original pharmacy label that shows the pharmacy number, name of medication, date filled, physician's name, child's name and directions for dosage. Only staff with Medication Administration training will administer medication. Our nurse consultant will review all medication. Medication will be kept in a locked cabinet inaccessible to children. All medication is returned at the end of the school year. If the medication is an emergency medication (i.e., inhaler for asthma, Epi-Pen for severe allergies etc.), the medication will be placed in a backpack inaccessible to the children and will travel with the class wherever they go. All staff members are trained to administer emergency medication.

Immunization/Health Records Policy

All children must have an immunization record, as well as a health statement record on file in the preschool. This is mandatory by the Colorado Department of Human Services rules and regulations for licensing of a preschool. Each child's records need to be turned in prior to the first day of school. If you are choosing to exempt your child from

any of the required immunizations to attend school, you will need a physician's signature or take an online course to sign off on the exempt form. These are not CAC rules and regulations, these rules have been set in force at the State licensing level. Parents will receive required forms in their enrollment packets. Each of these forms are only valid for one year to the date the child is last seen by the physician. You will receive an email letting you know when your forms will need to be updated. You will have 30 days to be compliant.

Accidents And Injuries

If a child receives an injury or has an accident while in our care, and the injury is not serious, trained staff will administer first aid (e.g., cleaning, band aids, ice). An accident report will be completed to document the accident. Both staff and parent/guardian will then sign this form. If the injury is more serious, parents/guardians or emergency contacts will be called and are required to pick up the child for any necessary treatment. If school staff cannot reach a parent/guardian or emergency contacts, the child will be transported to the hospital of choice listed on the emergency contact form by ambulance with all costs assumed by parents/guardians.

Sun Protection/Sunscreen

7.702.52 (D)

Colorado receives some of the strongest UV sunlight in the nation, licensing regulations stipulate all preschool students must have sun protection before going outside. We require that parents/guardians apply sunscreen of their choice to their child's exposed skin EVERY DAY before he/she comes to class. Parents will be REQUIRED to acknowledge this on the sign in/out sheet when checking your child in. If you forget you MUST put sunscreen on your child before they come into the classroom.

Emergency Procedures

7.702.41 (K)

Collegiate Academy Preschool will routinely practice, in accordance with the requirements of the State Rules and Regulations, monthly fire, tornado and other incident drills.

Crisis and Emergency Response Plan

The administration and staff of the Ben Franklin Academy Preschool have taken significant steps to ensure the safety and well-being of your child(ren) at school. The school has created a School Crisis and Emergency Plan in accordance with the Douglas County School District. This plan takes into consideration a variety of situations

that could potentially arise in our school, or our neighborhood and plans have been created should an emergency or crisis arise.
In the event of an emergency, parents/guardians will be contacted via text, email and/or phone by the ELV system we use for all enrollment paperwork, or the Preschool Director.
Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockdown.
Please DO NOT call the school directly during an emergency as this ties up the phone lines.

Inclement And Excessively Hot Weather

7.702.41 (E)

Outdoor recess will be held every day unless it is snowing, raining, or below 28 degrees. We will have shortened outdoor time if the temperature is above 90 degrees, or as deemed necessary by the Preschool Director. Students should come prepared with appropriate coats, hats and gloves for the variable Colorado weather. In the event of severe weather, children will be kept safely inside. Parents/guardians will be notified in the event of the need for early dismissal.
All children need to come to preschool with sunscreen already applied. Sunscreen will only be applied to those students that are in school for more than 4 hours after being dropped off.

Personal Belongings And Money

7.701.41 (S)

All children enrolled in the preschool program will be assigned a cubby in which to store their personal belongings while they are at school. Parents/guardians are asked to clearly label their child's belongings; this includes outerwear, extra clothing and lunch boxes. All items will be returned to your child's backpack at the end of the day. Please keep their valuables at home, as cubbies are not secure. Toys and books from home need to stay at home. CAC Preschool will not be responsible for lost or stolen items.

Meal And Snack Policy

7.701.41 (T)

Due to a high number of student allergies and special dietary needs, parents/guardians will need to provide a morning snack, as well as an afternoon snack and a filled water bottle (water only please) from home for their child. Snacks need to be healthy, quick, and easy. Please do not send candy, cookies, or other sweets for snacks. Water bottles

will be filled whenever it runs empty. Lunch can be purchased through our cafeteria, as long as your child has money in their lunch account or a packed lunch from home can be sent with your child. All containers from home should be clearly marked with your child's name. We can neither heat nor refrigerate lunches, as lunches are kept in your child's cubby. Teachers will assist children with their lunches as needed but self-help containers are encouraged. Children are not allowed to share food.

Toilet Training And Extra Clothes Policy

7.701.41 (U)

All children attending CAC Preschool are required to be toilet trained. Encourage your child to use the bathroom at home before coming to school. Adults will provide supervision and support to prevent classroom accidents. Individual toileting plans will be developed for students who are impacted by handicap conditions. Parents may be called to pick up a child if a bathroom accident/child requires cleaning. CAC Preschool is not staffed for changing and our bathrooms are not equipped with changing tables. No child will be permitted to wear pull ups while in preschool. However, we understand that young children will occasionally have accidents. Every child should have a change of clothes that are kept in their backpack. This needs to include: socks, underwear, pants and a shirt. Please be sure to change clothing out for each season. If a child has more than three toileting accidents within a two-week period, preschool staff will begin discussions with parents/guardians regarding continuing current class enrollment or postponing enrollment until the child is properly toilet trained. Hand washing is required daily as a child enters school and after use of the bathroom, before and after eating, returning from outside and anytime a staff member sees hands in mouth or nose. Children will be reminded often by staff.

Observation/Volunteer Policy

Parents are welcome to visit in the classroom when appropriate. Please allow the child a few weeks to get settled before joining us. Visits to the classroom should not disrupt school operations or interfere with the educational process. Parents will be asked to take their child with them if they are having difficulty with the parent leaving. Parent visitors will not be left alone in the classroom or with any child other than their own. All volunteers and visitors, including family and friends, must sign in and out at the front office. This is a security measure to keep our school, students, parents, and staff safe.

Field Trip, Television And Video Viewing, And Special Activities

7.702.41(K)

Field Trips

There may be occasions when preschool classes will take walking excursions to areas on or immediately surrounding the CAC school grounds. The preschool does not take off-campus field trips that require transportation and/or parent/guardian permission slips.

Television And Video

On occasion, the preschool may watch educational videos or a storybook read online that are age-appropriate and relate to the curriculum.

Special Activities

On occasion, we will provide fun special activities (guest speaker, class party, etc.). Parents/Guardians will be notified prior to the event. Staff will supervise the children during all special activities.

Rest Time

Children participating in our full day program will be required to have a rest period following lunchtime. Parents/guardians will need to provide a crib sheet, small blanket and a small stuffed animal. All items need to fit in a 16 quart plastic bin. Rest mats will be provided. If your child no longer takes naps, he/she is still required to have a rest period per Division of Child Care Rules and Regulations. A teacher always monitors rest time and soft lights are lit and soft meditation music or stories are played while they rest. They also cannot cover their head with covers, as the teacher needs to be able to always see the child. If after 30 minutes your child has not fallen asleep, s/he will be given a quiet academic activity to engage with.

Birthday Policy

Due to many allergies, we prefer that you do not bring in food as treats to celebrate your child's birthdays. We do feel it is important that children get to celebrate their birthday with their school friends, and we encourage this practice. Please see the teacher to discuss options.

We encourage parents/guardians to partake in one of the following ways:

- Give a Gift: Bring in a wrapped gift for your child's class (This gift needs to be new and age appropriate for our class, such as a book, a game, a toy, recess equipment, or dress up clothes). After the class sings "Happy Birthday", the child

will open the gift in front of the class and leave it there for the whole class to enjoy. Feel free to note your child's name and the date on the item so that the school will always know whom it came from.

- Goody Grab Bags: Parents pack goody bags with pencils, erasers, crayons, etc. (things that are not food) to share with each child in the classroom.

Parent/Teacher Conferences

7.701.41 (W)

Parents/guardians are notified of classroom happenings via class e-mail updates or class newsletter. Additionally, preschool staff may inform parents/guardians of their child's behavior, progress, social and physical needs via written or oral communication. Formal conferences are held twice a year (October and February) for all students, but parents/guardians may contact teaching staff for additional conferences at any point during the school year.

Vehicle Procedures

7.702.41(N)

CAC Preschool does not provide transportation for students, nor are staff able to buckle children into vehicle safety restraint systems. Parents/guardians are responsible for following Colorado law regarding child seat safety restraint requirements, as well as properly seating and supervising children in private vehicles, and in following proper traffic/emergency procedures on the road.

Persons Authorized To Pick Up Students

7.702.41 (O)

Parents/guardians are required to fill out an "Authorization to Transport" form when registering their child. Parents/guardians are asked to confirm and/or amend this information at the beginning of the school year and throughout the school year if there are any changes. Preschool students will only be released to persons who have written authorization to pick up students. Parents are responsible for notifying preschool staff in writing regarding any changes to persons authorized to pick up their child. No child will be released to an unauthorized person. If a person comes to pick up a child that the teacher is unfamiliar with, the person must be identified on the registration form and must provide picture identification. Parents/Guardians must notify the school in advance of any change in person(s) allowed to pick up a child. If there are any legal restrictions to who may drop-off or pick-up (i.e. custody or restraining orders), a copy of these documents must be in the child's file.

Late Arrival/Late Pick Up

7.702.41 (P) (Q)

Late Arrival

We ask that all children arrive at school by 7:45 am to begin their classroom day. Please try to be prompt. Children may feel uncomfortable arriving after everyone else has become involved in class activities. Morning routines help set a healthy pace for the day. If you arrive after this time you will need to go to the elementary school front office to check your child in. These early years are when you are teaching your children the importance of education and the respect of others' time.

Late Pick Up

Children must be picked up from school at the designated end time, 2:45 pm.

If a child is not picked up on time, the parent and/or guardian will be called 15 minutes after dismissal and may be subject to a late fee of $10 after 15 minutes and a $2 per minute fee after the first 15 minutes, until the child is picked up.

We understand that there may be extenuating circumstances. If you are caught in a storm, traffic accident, or event that may delay you from picking up your child on time, please call the school office at (303) 972-7433 or email the director at wpote@collegiateacademy.net to inform us of your circumstances. Parents who arrive late will be subject to a late fee charge.
If preschool staff cannot contact a parent and/or guardian or the child's emergency contact within a reasonable amount of time (approximately 40 minutes after class dismissal), the preschool director will notify CAC administration and appropriate steps, including calling the authorities, will be taken.

Filing A Complaint

7.701.41(X) AND 7.701.5

You have the right to file a complaint on any childcare center that your child has attended, either in writing or via telephone. A complaint may be reported to:

Colorado Department of Human Services (CDHS)
1575 Sherman Street, 2ndFloor
Denver, CO 80203-1714
303-866-4511

Reporting Child Abuse

7.701.41 (Y) AND 7.701.5

All CAC Preschool staff members are required by law to report all incidents of child abuse and/or neglect to the Department of Human Services or local law enforcement agencies. Parents/guardians wishing to report suspected child abuse or neglect may also make a report to the Department of Human Services or local law enforcement agencies. To report child abuse or neglect:

Colorado Child Abuse and Neglect Hotline
1-844-CO-4-KIDS

Disenrollment From Preschool

If disenrollment is necessary prior to the end of the school year, a two-week notice is required. If the Collegiate Academy Preschool needs to withdraw a student due to lack of payment, parents/guardians will be notified through email or writing to make arrangements to fulfill their financial responsibility. If the Collegiate Academy Preschool needs to withdraw a student due to disruptive behavior, the Principal and Preschool Director will meet with the family and try to resolve the issue with possible alternative solutions. At that time, a written notice will be issued stating a specified amount of time for the behavior to improve; if the behavior continues, the child will face immediate dismissal. Please direct any questions or concerns regarding our policies and procedures to the Preschool Director.

Withdrawals

7.701.41 (Z)

Parents/guardians who wish to withdraw their child from any portion of the preschool program are requested to notify the preschool director in writing at least two weeks prior to any changes being implemented. All tuition payments must be paid in full prior to withdrawing.

Parent Acknowledge

If you have questions about this handbook, see your child’s teacher, or reach out to the director at wpote@collegiateacademy.net.

You will be asked in our enrollment process to acknowledge that you have received and read a copy of the CAC Preschool Parent Handbook. You understand that it provides guidelines and summary information about the school's policies and procedures. You also understand that it is your responsibility to read, understand, become familiar with, and comply with the handbook. You further understand that these policies are in no way

contractual, and CAC reserves the right to modify, supplement, rescind, or revise any provision, or policy from time to time, with notice, as it deems necessary or appropriate. You also understand that CAC reserves complete discretion to interpret the provisions of the handbook and how they apply to any situation that may arise.