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*Parent
Handbook*



PUEBLO

SCHOOL DISTRICT 60

Educating for Purpose and Impact

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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Miranda Martinez Early Childhood Department Assistant
Nancy Medina..... Early Childhood Coordinator

August 2025

Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

PLAY

is often talked about
as if it were a relief from
Serious Learning.

But for children,

play IS

Serious Learning.

PLAY is really

the work of childhood.

– Fred Rogers

MISSION STATEMENT

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

VISION STATEMENT

The Vision of the Early Childhood Department is dedicated to support and lead a collaborative community culture that is responsive to young children's academic, emotional, and life-long achievement needs by working with schools, students and their families.

PROGRAM PHILOSOPHY

We believe that children learn best through “active learning” including exploration with a rich variety of materials of their own choice which are developmentally appropriate.

Beginning in the school year of 2023-24, the District will participate in the Universal Preschool (UPK) Colorado program. This program ensures that every child in the year before they are eligible for kindergarten is eligible for up to half-day (15 hours) of state-funded, voluntary preschool. Children who are three-years-old by October 1st with qualifying factors are eligible for part-time (10 hours) of preschool programming.

PURPOSE

The purpose of the Pueblo School District 60 preschool program is to provide:

- A quality pre-kindergarten experience in school readiness for all children four-years-old by October 1.
- A quality preschool experience for all qualifying three-year-old children (cut-off date of October 1).

ELIGIBILITY

The District preschool program is funded through the Colorado Department of Early Childhood (CDEC) through a limited number of slots. The District has a number of select slots available in specific elementary schools and cannot accommodate all families who apply to UPK. The District determines final placement to a preschool classroom. Our program serves four-year-old children and qualifying three-year-old children with birthdates on or before October 1st of the current school year. Children with disabilities may be enrolled throughout the school year as of their 3rd birthday.

SPECIAL NEEDS/DISABILITIES

Preschools in Pueblo School District 60 work collaboratively with the District's Exceptional Student Services (ESS) Department in the assessment, identification, and programming for children with disabilities. Our preschool staff and ESS department work together with parents to determine the best program for the child based on individual needs. Information from an initial ESS screening is used to determine if a child may be eligible for special education support services. Children who may be eligible will need further in-depth testing called evaluation. This process is called Child Find. It is available throughout the year at no cost to families. If you have a concern about your child's development, please speak to your preschool teacher or call the District Child Find office at 719 423-3886 for more information.

PARENT ORIENTATION/CHILD SCREENING

Before children begin our preschool program, parents are required to participate in a parent orientation session. The orientation provides the opportunity to meet the classroom teachers. During this orientation teachers will learn about your child through a screening process. Your child will be asked to answer questions and perform common tasks. Parents are asked to complete a written questionnaire about their child. This overview of how your child is growing and developing helps us to discover their strengths, interests and possible areas of concern.

ENROLLMENT FORMS

Once accepted to the program, the parents/guardian must complete an online enrollment packet that includes emergency contact information, media release, sunscreen policy, and technology agreement. An up-to-date immunization record and school medical examination form signed by the child's physician must be submitted to the classroom teacher before the child can begin school.

FACILITY

Each classroom is licensed by the Colorado Department of Early Childhood. We believe that licensing and rigid enforcement of the Colorado Quality Standards for Preschool and Child Care Centers are in the best interest of all children. All of our classrooms comply with applicable licensing regulations and standards. If you have concerns regarding a violation of a licensing regulation please contact any Early Childhood staff member, the school's principal, or:

Colorado Department of Early Childhood
710 S. Ash St.
Denver, CO 80246
1-800-799-5876

PROGRAM DESCRIPTION

The district preschool program offers morning and afternoon sessions. In addition to the time the children spend in the classroom, our program provides take home activities for the family to do with their child.

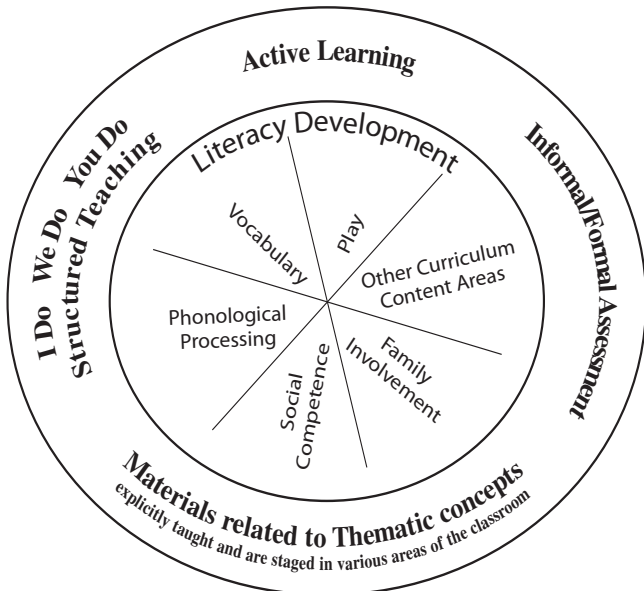
The daily routine for the classroom is posted within the classroom, and the Colorado P-12 Academic Standards are addressed during the session.

Pueblo School District 60 Preschool Program

Key Curricular Components

Elements of Embedded Active Learning

- Availability of age appropriate materials for every child.
- Children engage in hands-on manipulation of materials to develop abstract thinking and concepts.
- Designated time for Child-Choice activities so that learning is meaningful and relevant.
- Focus on oral language and explicit teaching of Tier II vocabulary.
- Adults scaffold children's learning through modeling higher level skills.
- Teachers "design" learning experiences through deliberate and intentional teaching.



Daily Schedule: We want your child to feel secure at preschool. A consistent daily schedule provides security for preschool age children. Our schedule gives the opportunity for both active and quiet times, large group and small group activities, child to child interaction, and adult to child interaction.

Greeting: As children arrive, staff review the schedule for the day through the use of a message board.

Large Group: A large group activity with story time, songs, finger plays, music and movement.

Small Group Time: A small group of children work together on activities initiated by the teacher.

Planning Time: The children plan where and what they will do during work time.

Work Time: This is “do” time. It is the longest and single most important period of the day. Through their play children learn at their own pace using materials of their choice and interacting with other children. This enables social growth, language development, problem solving skills and decision-making skills.

Review or Recall Time: Review time is when children tell teachers and other children what they have done during work time. This makes them aware of the process and sequence of steps they followed to accomplish their plan. In this way they can see how they can expand and build upon their plan (or someone else’s plan) in the future. Recall fosters thinking and language skills. Recall also occurs continually during work time as children complete their plans.

Outside Time: Preschoolers need to run and jump, climb and skip, in order to stimulate brain growth and gross motor control. The preschool staff will often have guided outdoor activities for the children as well as *free playtime.

CLASSROOMS

In our classrooms, children are active learners using many different types of materials and equipment including: sand/water, clay or play dough, blocks, dramatic play props such as hats or dress-up clothes, science equipment, items for exploration, an area where children rest quietly and read books or have a book read to them. Paper, paints, markers, crayons, glue, tape, staplers, scissors, puzzles, cotton balls, pieces of fabric and/or foil paper provide the materials needed to help develop fine motor skills as children make different projects.

PROFESSIONAL STAFF

All of Pueblo School District 60 Early Childhood Staff meet licensing requirements set by the Colorado Department of Early Childhood. All staff participate in continuing education, as well as all Pueblo School District 60 in-service training throughout the school year.

ATTENDANCE

We believe that attendance is important to provide consistency and develop a routine that will carry on through their educational years. Please call the classroom to report all absences. Children who are tardy are to report to the school office to obtain a tardy slip before entering class. Class begin and end times are posted by the classroom door. Children with a history of poor attendance may be dropped from the program.

TOILETING

Children enrolled in our program should be independent in their bathroom needs. Children are encouraged to use the bathroom throughout the day as needed and during scheduled bathroom breaks. Teachers monitor healthy bathroom habits such as flushing and hand washing. Exceptions may be made for children who are in various stages of toilet training, including diaper use. Teachers will collaborate with parents in regard to potty training. Diaper changing takes place in a manner that meets health and safety guidelines. When a toileting accident occurs, the child will be assisted to change into dry clothing. Wet or soiled clothing is placed in a plastic bag to take home. Families are requested to provide a change of clothes to be kept at school for such occasions. Families are responsible to provide diapers and wipes if their child is in this stage of toilet training. Please discuss a system to supply a change of clothing, diapers, and wipes with your child's teacher as needed.

FOOD AND NUTRITION

All children attending preschool in the morning will be able to participate in the school breakfast program. All children attending preschool in the afternoon will be able to participate in the school lunch program. Food allergies – preschool food allergy or lactose intolerance paperwork.

INCLEMENT AND EXCESSIVELY HOT WEATHER

In the event of severe weather which causes school closures, children will not attend class in accordance with Pueblo School District 60 policies. Parents are encouraged to listen to the weather channel for school closures or check the District website at www.pueblod60.org.

WEATHER AND SUNSCREEN

The preschool class will go outside daily for outdoor learning and physical development. In the case of severe, inclement, or excessively hot weather conditions, the Principal will cancel outdoor play and teachers will provide alternate activities inside the school.

Sunscreen should be applied prior to the child's arrival at school. In the event parents request sunscreen to be applied at school our family agreement must be signed authorizing the preschool teacher to apply sunscreen to your child, or parents will use another form of approved sun protection. Sunscreen must be provided by the family and clearly marked with the child's name. Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend school will be considered well enough to go outside.

TRANSPORTATION

Transportation to and from school is not provided. In some cases a child with disabilities may be provided transportation. The need for transportation and who will provide transportation will be noted on the child's Individual Education Plan. Parents or their designee are required to transport children to and from school.

FIELD TRIPS

Parents are expected to transport their child to the field trip and STAY in attendance with their child the entire duration of the field trip. If the temperature is below 32 degrees, the field trip will be canceled with every attempt to be rescheduled. School-age children should remain in attendance at school. Please make alternative arrangements for younger siblings. If younger siblings must attend a field trip, parents are responsible to care for their own children.

SAFETY

Arrival and Departure Procedure

Class times are posted near the entrance to the preschool classrooms. We ask that parents do not bring their children more than five minutes prior to the class start time. We will not be able to watch your child on an individual basis and the parent is responsible for the child until the posted time.

Parents/guardians are asked to pick up their child within five minutes of class end-time. Excessive late pick-ups will require a parent meeting. In the event that an adult cannot be reached after 30 minutes, the school principal will be notified. The police and Department of Human Services will be notified of an abandoned child. If you have any questions regarding individual school policy, please inquire at the school office.

For security purposes, a sign-in/sign-out sheet must be maintained by each site. The parent or guardian is the only person who can authorize the preschool to release the child to another individual. We will not release children to anyone other than persons listed on the emergency card located in the office and in the classroom. Children will only be released to a responsible adult. **Children will not be released to an older sibling who is under the age of 18.** It is important to update the list of persons who are able to pick up your child periodically. An example is when your child's day-care provider changes. Persons who are picking up children, other than parents or guardians, will be required to show proper identification.

Student Accidents

If your child is injured while attending preschool, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have identified on the emergency contact card. No child will be transported without parental consent unless there is an emergency. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you.

Lost Child Procedure

All precautions will be taken to prevent losing a child or children while they are at preschool or off site during a field trip. In keeping with licensing requirement by the Department of Human Services we have developed the following: Upon discovering that a child is missing and presumed lost, the Preschool teacher will call 911 for immediate assistance. If the group is away from the school, the principal will be notified to enlist supervision of the remaining children in the group while the Preschool teacher actively participates with the police in the search for the lost child(ren). The principal will contact the parents immediately and if needed, will enlist the aid of the police department in notifying the parents.

Emergency Procedures

Each school has developed an emergency evacuation system designed to meet the individual needs of that location. Emergency/evacuation plans are posted in each of the classrooms as well as the school office. In the event of tornado, fire, severe thunderstorms, etc. All precautions will be taken to ensure your child's safety. Emergency practice drills and exit processes include Secure Perimeter, Lockdown, and Reunification Plans.

Fire Drills/Emergency Exit Drills

Fire drills will be held at regular monthly intervals. The preschool classroom participates more frequently in fire drills than the upper grades to make sure that young children know what to do in the event of a fire. This is part of licensing for the classroom and is important for your child's safety. It is essential that when the alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give the students instruction as to the safest exit from the room and where to meet once safely outside the building.

MEDICATION POLICY

Parents are encouraged to give medication outside of school hours whenever possible. The responsibility for dispensing medication lies with the parent or guardian of the student.

If, under exceptional circumstances, a student is required to take medication during school hours and the parent(s), legal guardian, or legal custodian, cannot be at school to administer the medication, only a trained designee of the school district may administer medication in compliance with regulations established by the State Department of Health and the school district. Non-prescribed medication shall not be dispensed to students under any circumstances.

If you have any questions regarding medication, please call your school office.

ILLNESS POLICY

When your child should stay home

Children with the following symptoms should be kept home (excluded) from school.

1. Diarrhea
 - a. If a child has diarrhea with fever
 - b. If a child has diarrhea with vomiting
 - c. If a child has diarrhea that overflows the diaper or the toilet
2. Flu-Like Symptoms
 - a. If a child has a cough or sore throat along with a fever over 100 degrees Fahrenheit.
 - b. Child should not return for at least 24 hours after the fever is gone, without the use of medicine that reduces fever.
 - c. Flu symptoms can include tiredness, body aches, vomiting and diarrhea.
3. Coughing: if severe, uncontrolled coughing or wheezing.
4. Rash with Fever
 - a. Body rash without fever or behavior changes usually does not need to stay home.
5. Vomiting
 - a. Throwing up two or more times in the past 24 hours.
 - b. Child should not return until vomiting stops or a doctor says it is not contagious.

Each child should be observed for common signs of illness upon arrival and throughout the day. A child who is ill upon arrival at school shall not be admitted.

Remember, the best way to prevent the spread of infection is through good hand washing.

VISITORS

We welcome you to visit your child's classroom so that you know your child's progress and for you to become acquainted with school procedures. Please make arrangements with the classroom teacher and check in at the school office before going to a classroom. Check in with the office and at the classroom door.

CONFIDENTIALITY OF STUDENT RECORDS

The district shall permit parent(s), legal guardian(s) or legal custodian(s) to inspect or review any permanent educational record relating to his/her child which is collected, maintained, or used by District personnel. No other person shall have access to any child's file without proper authorization.

FAMILY INVOLVEMENT

Active parent involvement is an important step to supporting your child's education as a life-time learner. Parent involvement includes: parent teacher conferences, family events, and local school events. Parents are always welcome in the preschool classroom. We invite you to volunteer in the classroom, stop in and visit, and join us in our activities. Parents are their child's FIRST teacher. Studies have shown that the more involved a family is in their child's education, the better the child will do in school.

PARENT CONDUCT

To ensure positive relationships with parents/guardian and preschool staff, the district preschool program requires all staff to treat parents/guardian with courtesy and respect as stated in school board policy GBEB. The school district also recognizes the need to inform parents/guardians of the expectations for parent code of conduct.

One of our most important goals is to provide the most appropriate and secure environment for children that encourages growth, learning and development. Therefore, all parties must be aware swearing/cursing is not permitted on school grounds (includes classroom and playground) Threats of any kind will not be tolerated. Disagreements must be handled in a calm and respectful manner.

Parents/guardian are expected to respect children's rights by not expressing physical affection or disciplining children other than their own. Remember it is the teacher's role to manage the children. Parents/guardian should always check with the teacher for guidance and protocol.

PARENT GRIEVANCE PROCEDURE

We encourage parent(s) or guardian(s) to discuss concerns with their child's Preschool teacher. If you feel your concerns are not being addressed to your satisfaction, you may contact the principal/administrator of the school. If matters have not been resolved, please contact the Early Childhood Department at 253-6016. Your comments and/or concerns are important to us.

BEHAVIOR AND CONDUCT

Students are expected to engage only in activities which will not hurt themselves or others, or damage their own property, the property of others, or public property. The child's parents and the school share in the responsibility of seeing that appropriate behaviors are maintained in all situations and that children learn how to relate socially and resolve conflicts appropriately.

In most cases the teacher will address disciplinary problems. If a child's behavior is such that it disrupts or interferes with the educational program or infringes on the rights of students and/or staff, the principal will be called in to help resolve the problem. If the problem continues, a conference with parents will be required.

In the event that a child injures another child, both parents will be notified. The child who caused the injury will be referred to the principal. If a child brings a dangerous weapon of any kind to school, (knives, hand-guns, sling-shots) the weapon will be confiscated, the parent will be notified, and the child will be removed from the classroom until such time as a conference can be held to determine the severity of the problem.

In the event that a child makes statements that she/he wishes to harm themselves or others, staff will notify the school counselor and the principal and a referral will be made to the Early Childhood Education Department.

CHILD ABUSE

Any staff member who has reasonable cause to suspect that a child has been subjected to abuse or severe neglect is required by law to report the suspected abuse to the police or Department of Human Services.

BIRTHDAYS AND SPECIAL EVENTS

Birthdays and holidays are special times for children and for our program. We encourage parents/guardians to take part in the celebrations planned in the classroom. Store bought; cookies, cupcakes, etc., are permitted. Please talk with the classroom teacher in advance. Parents/guardian should talk with the teacher if they do not want their child to participate in a celebration such as Halloween, Valentine's Day, or birthdays. Our teachers respect individual diversity.

Your Child's Preschool Contact Information

Your child's class starts at _____ and ends at _____

Your child's teachers are: _____

The classroom phone number is _____

Your child's teacher email address is _____

The school phone number is _____

The principal of your child's school is _____

The secretary of your child's school is _____