“ACHIEVING EXCELLENCE TOGETHER”

Pueblo County School District 70

Preschool Policies and Procedures

Department of Curriculum and Instruction
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MISSION STATEMENT

Pueblo School District 70 Preschool provides an inclusive, developmentally appropriate environment that builds on children's natural curiosity and enthusiasm for learning and meets the needs of the whole child. We value and respect the needs and strengths of all children and are dedicated to celebrating each individual child. Children are provided a solid educational foundation to prepare them for a successful academic journey. Our preschool team offers a loving, safe, and nurturing environment that supports the social, emotional, physical and cognitive development of all children in our program.

VISION AND PROGRAM PHILOSOPHY

The Pueblo School District 70 Preschool is dedicated to providing a warm, nurturing environment where children can learn and grow. We respect and value the differences in each child as to his or her developmental needs and personality. Our preschool programs provide inclusive settings that recognize children's varied abilities, interests, needs, and learning styles. We appreciate and value different family cultural and ethnic backgrounds. We use a developmentally appropriate curriculum that prepares children for kindergarten through a learning-rich environment that is both playful and purposeful. Children are naturally curious and encouraged to explore and learn about the world and develop their cognitive and social/emotional capabilities.

Children are provided with many opportunities that cultivate a lifelong love of learning. Our preschool programs offer experiences that foster a sense of self and a positive pattern of interaction with others. Teachers nurture and support each individual child and strive to encourage a sense of belonging and the importance of each child as a participating member of their community.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

Pueblo School District 70 Preschool believes that each child is an individual and we will value and develop each child's strengths, interests, skills, abilities and knowledge to extend their learning.

PURPOSE

The purpose of District 70 preschool programs is to provide each child with a developmentally appropriate education that addresses their individual needs. The preschool program will offer an inclusive environment that recognizes each child as an individual. Instruction and supervision will be provided by preschool-certified staff to help children develop to their individual potential in preparation for the educational process.

UPK ELIGIBILITY

District 70 preschool programs are part of Colorado's Universal Preschool (UPK) program, which is funded by the Colorado Department of Early Childhood (CDEC). UPK gives every child the opportunity to attend preschool in the year before they start kindergarten.

Families must complete registration through the UPK website. As part of that process, families answer questions to see if their child qualifies for additional support, like more preschool hours. These supports may be available for children who have specific needs, such as low income, learning English as a second language, being in foster care, or having a disability.

Children who may need special education services will go through a separate evaluation. If a child between the ages of 3 and 4 qualifies for services through an Individualized Education Program (IEP), they can attend preschool with support that meets their needs.

AGES OF CHILDREN ACCEPTED

Children must be 4 years of age before October 1st to be eligible to attend preschool in District 70 as part of the UPK program. Children who qualify to receive services on an IEP (Individualized Education Program) must be between the ages of 3 and 5 years old.

PRESCHOOL PROGRAM ADMISSION AND REGISTRATION

District 70 preschool enrollment follows Colorado's Universal Preschool (UPK) system. Families complete the online UPK application and list up to five preferred providers. The matching process is guided by family preference, rather than the geographic attendance area. Providers may receive priority in matching if the child currently attends, has a sibling enrolled, or if a parent works at the site. Placement is based on preference, seat availability, and qualifying factors. Once matched, families must submit required documents to finalize enrollment, including a birth certificate, current immunization records, and proof of residence. If a child is under-immunized, families have 14 days to comply with state requirements or submit a valid exemption. Staff are expected to support families through the enrollment and compliance process.

HOURS OF OPERATION

District 70 preschool programs will follow the District 70 Calendar for elementary schools.

The hours of operation for the preschool students are 7:35 a.m. to 10:50 a.m. for the morning session and 12:00 p.m. to 3:15 p.m. for the afternoon session, Monday through Thursday.

Drop off for the morning class is 7:35 to 7:40 and pick up is 10:45 to 10:50. Afternoon drop off time is 12:00 to 12:05 and pick up time is 3:05 to 3:15.

Full-day programs operate from 7:35 a.m. to 3:15 p.m. Drop off time for full day programs is 7:35 to 7:40 and pick up time is 3:05 to 3:15. All drop off

and pick up times must be closely observed. District 70 preschool programs will follow the District 70 elementary school schedule regarding holidays and closures.

INCLEMENT WEATHER

All District 70 preschool schedules will incorporate outdoor play daily, unless severe weather conditions, such as extreme temperatures, pose a health risk. In cases where school is canceled due to bad weather, preschool will follow District 70's procedures.

FEE SCHEDULE

There are no fees associated with District 70 preschool programs.

PROCEDURE FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

In accordance with staff-child ratio regulations (1 adult to 10 children), at any time when eleven (11) or more children are present in the preschool, **at least two (2) preschool staff members will be on duty**. Children will never be permitted to leave the preschool without direct supervision from District 70 staff. During transitions, both preschool staff members will be responsible for supervising children and accounting for all children present in preschool.

GUIDANCE/DISCIPLINE

Guidance is helping the children develop their own internal controls so they can function appropriately in social situations. We ultimately want to help them develop self-control and learn that they are responsible for their own actions. Direct guidance is used to establish rules, routines, schedules, expectations, and consequences. Redirection of behaviors and positive reinforcement are used, and if necessary, a child may be removed from the group to allow them time to refocus. Indirect guidance is used once the children begin to demonstrate they are

developing internal controls, making good choices, and are able to handle independence safely. Parents will be contacted for disruptive behavior that requires constant attention from staff, such as inflicting physical or emotional harm on other children or themselves, disrespecting people and program materials, consistently disobeying classroom rules, or verbally threatening other students or staff. No staff member will be permitted to use physical or harsh punishment when disciplining a child. No discipline will be associated with food, rest, outdoor play, or toileting.

SUSPENSION AND EXPULSION POLICY

The preschool program in Pueblo School District 70 is committed to creating positive, supportive learning environments that focus on preventing challenging behaviors before they arise. Staff intentionally structure classrooms to promote self-discipline, establish clear guidelines for safe conduct, provide appropriate alternatives to unacceptable behavior, and consistently reinforce positive behaviors. Our goal is to foster each child's growth in a loving and nurturing setting that honors their individuality. If a child engages in behaviors that pose a risk to themselves or others, the teacher may separate the child from the group for a brief, developmentally appropriate period. Throughout the discipline process, the preschool director will keep the school principal informed of any serious or ongoing concerns. Decisions regarding removal from the preschool classroom will be made at the discretion of the school principal or their designee.

Suspension and expulsion are not considered appropriate consequences for preschool children in Pueblo School District 70. However, behavior that endangers the health or safety of children and/or staff could result in the temporary removal of a child as described in CRS 22-33-106.1. Should a child demonstrate the need for behavioral and/or social-emotional intervention, the district utilizes a variety of supports and resources to ensure the child's needs are appropriately addressed while ensuring the safety of other children and staff. If severe behavioral concerns arise, the teacher, principal, school psychologist, counselor, family, and behavior specialist will develop a Behavioral Intervention Plan (BIP) for all parties to follow in supporting the child. If behavior exceeds the BIP intervention, team meetings will be held with the family and appropriate school district personnel to discuss the next steps in supporting the child.

ILLNESS, ACCIDENTS, AND INJURIES

If your child is ill and will not be attending school, please call the school office by 7:45 a.m. to have your child excused for the day. Young children frequently become mildly ill. Preschoolers experience a yearly average of six respiratory infections and can expect one to two gastrointestinal infections (vomiting and/or diarrhea) each year. Clearly, there are instances when it is necessary for a child to remain at home or be excluded due to illness. The following is a guideline to help you make the correct decision whether to send your child to school and not compromise the health and safety of the other children:

- An illness that prevents your child from participating comfortably in school activities.
- Acute change in behavior - Lethargy, irritability, persistent crying, difficult breathing, wheezing, quickly spreading rash, or other signs of possible severe illness
- Fever of 100° or higher and behavior change or other signs of illness (sore throat, rash, vomiting, diarrhea)
- Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves.
- Diarrhea or diarrhea with vomiting, fever.
- Abdominal pain that continues for more than two hours or is associated with fever or other signs/symptoms of illness
- Rash with fever or behavioral changes-until primary care provider has determined that the illness is not an infectious disease *Conjunctivitis (pink-eye) – until 24 hours after treatment by a healthcare provider and approved for readmission.
- Head lice – until after the first treatment
- Strep throat – until 24 hours after treatment, and the child has been fever-free for 24 hours without any medicine.
- Chicken Pox –until all lesions have dried or crusted, usually 6 days after onset of rash.
- Rubella – until six days after the rash appears
- Pertussis – until five days of appropriate antibiotic treatment
- Mumps – until five days after onset of parotid gland swelling *Measles – until four days after onset of rash
- Hepatitis A virus infection – until one week after onset of illness *Impetigo – until 24 hours after treatment starts
- Ringworm – after treatment starts

Should your child become ill at preschool, a school staff member will contact you by phone, and we will keep them as comfortable as possible while waiting to be picked up from the nurse's office. Note: Your child should be free of fever, vomiting, or diarrhea for a full 24 hours, without medication, before they return to preschool.
In the event of an accident or injury, your child will be taken to the school nurse's office. The nurse will contact the parent or guardian to report the accident or injury. The parent or guardian and nurse will make the decision on whether the child is picked up early from preschool or is able to stay at preschool. If the injury is serious, 911 will be called immediately, and the parent or guardian will be immediately notified.

Families of children on a healthcare plan must submit a copy of the plan, signed by the physician, and meet with the school nurse to review the plan. A child on a healthcare plan cannot attend unless a current plan is in place, signed by the child's physician. Enrollment will be temporarily suspended if a current, signed plan has not been received by the preschool.

EMERGENCIES AND DISASTER PREPAREDNESS

All District 70 preschool programs will follow the Emergency/Disaster Plan specific to their Elementary school. Each plan is designed specifically for the school to provide instruction and ensure safety within the designated school environment. Children should know that school is a safe place for them to be, but we also recognize that they must be able to calmly and safely respond to the emergency alarm, quietly listen for our instructions, and exit the building calmly should an emergency occur. During the school year, fire, tornado, lockdown, and bus evacuation drills will be held as important safety precautions. An entire school evacuation may also be held.

TRANSPORTING CHILDREN

Preschool children are allowed to participate in District 70 busing provided by First Student. Parents can arrange for their child to ride the bus to or from preschool based on their attendance time. There is no midday First Student transportation provided. District 70 staff meet the children as they arrive on the bus and escort the children to the Preschool Director and Lead Teacher. Preschool staff escort the children to the bus and place each child on their correct bus. Preschool children must be met by an authorized adult to pick up the child from the bus. Preschool staff will be responsible for signing children in and out who are transported by First Student. Parents will need to verify the sign-in and sign-out sheet weekly for accuracy.

FIELD TRIPS

When preschool students attend field trips, staff will notify parents or guardians in advance and provide all necessary details. Planning for each field trip includes developing an accurate itinerary, with a copy maintained in the school office. Children will be actively supervised by qualified preschool staff at all times, and required staff-to-student ratios will be maintained throughout the trip. Preschool staff will carry a roster that includes each child's name, address, and the contact information of their physician or other appropriate health care provider. In addition, staff will have written authorization from parents or guardians for emergency medical care. If a child requires routine medication during the trip, a staff member with current medication administration training and delegation must accompany the group. A complete list of all staff and students participating in the field trip will also be kept on file in the school office.

TELEVISION/VIDEO VIEWING AND SPECIAL ACTIVITIES

Screen time for children **will not exceed thirty (30) minutes per day**. All videos shown in preschool will be of an educational nature related to the

curriculum. All videos and special activities are based upon developmentally appropriate practices. Children will be directly supervised by preschool staff when participating in any television or video viewing, or any special activity in which the preschool is participating. There is no time restriction for children using personal adaptive equipment or assistive technology.

MEDIA AND INTERNET USAGE

Preschool staff will supervise/support children in all media and internet usage. Media and internet usage will be used to enhance the program curriculum and further the children's expressed interests. Staff will review safe practices and demonstrate how we can utilize the internet to enhance our learning.

PROCEDURE FOR RELEASE OF CHILDREN TO AUTHORIZED INDIVIDUALS

All preschool children must be signed in and out with the preschool staff. Parents will be notified by preschool staff where each program's designated drop-off and pick-up area is located. Children will only be released to individuals **16 years** or older who are authorized on the child's registration forms. Information on authorized individuals is kept in the child's preschool file and in the school office. If the staff member releasing the child is unfamiliar with the individual picking up the child, identification will be required to ensure that the individual is authorized to pick up the child. Children arriving on the school bus will be met by a preschool staff member and walked to the preschool classroom. Children departing the preschool on the school bus will be escorted to the bus by a preschool staff member. Preschool children must be met at the designated bus stop by an adult to pick them up. Preschool students will not be dropped off unless an adult is present to pick them up. Preschoolers will be returned to the school office, and parents or guardians will be notified to come and pick them up. In the event of an emergency, parents or guardians will be notified where they can safely pick up their child. Children will remain under the

supervision of District 70 staff until they are safely picked up by individuals authorized to pick them up.

CHILDREN PICKED UP AFTER HOURS OR NOT AT ALL

In the event a child is not picked up at the end of their session, parents or guardians or emergency contacts will be notified, and the child will be taken to the school office until a designated person arrives. The child will be supervised by District 70 staff until the child is picked up. In the case that a child is not picked up and no authorized persons are available for pick up, an appropriate social service agency will be notified.

PROCEDURE FOR CHILDREN WHO ARRIVE LATE AND THE CLASS IS AWAY

If a child arrives late and the preschool class is out on an excursion, the parent or guardian will be advised by the elementary school office staff that the class is away, and the child will remain with the parent or guardian. If the class is available but away from the room, the elementary office staff will notify the preschool, and a staff member will meet and escort the child to the preschool group.

PROCEDURE FOR ADMINISTERING AND STORING MEDICATIONS

All prescriptive and non-prescriptive medication of any kind will be administered only on written order or prescription from a physician for the school, with the knowledge and written consent of the parent(s) or guardian(s). Also, a Permission for Medication form must be picked up at the school office and completed by the physician. Medication must be in the original container and bear the original pharmacy label containing the prescription number, name of medication, date filled, physician’s name, child’s name, and directions for dosage. Medications may not be transported to and from school by your child. When medication no longer needs to be administered, it is necessary for the parent to pick up the remaining portion. Anything that says it is medicated, such as cough drops

or lip balm, may not be used without a doctor's written order. All medications must be stored in their original container and will be kept in a locked cabinet in the nurse's office. If it is determined by the nurse that it is necessary to store the medication in the preschool classroom, it will be kept in a locked cabinet out of reach of children. At least one (1) of the preschool staff will be designated and trained by the nurse to administer medication.

PROCEDURE CONCERNING CHILD'S PERSONAL BELONGINGS/MONEY

Sufficient space will be accessible to children to hang their backpacks, outdoor coverings and store other personal items. All personal items should be clearly marked with the child's name. Children will not be required to bring money on a regular basis. In the event that they need to bring money (for class photos or the yearbook), the supervising adult will collect and manage the money.

MEALS AND SNACKS

District 70 Preschool programs provide nutritious meals and snacks in accordance with USDA and Colorado Department of Early Childhood (CDEC) nutritional requirements. Breakfast is served to children attending the morning session or full-day session, while lunch is served to children attending the afternoon session or full-day session. Additionally, a snack is provided in the afternoon for children enrolled in the full-day session. All meals and snacks are prepared and provided by the School District 70 Food Service Department and meet all applicable state and federal dietary guidelines. Preschool staff closely monitor for food allergies and choking hazards to ensure the safety and well-being of all children during meal times. For special occasions such as birthdays or holidays, any food brought into the classroom must be store-bought and individually wrapped.

POLICY ON DIAPERING AND TOILETING

Each Preschool will have a designated diapering area. The designated area will be large enough to safely accommodate the children attending preschool. There must be two (2) staff members present at all times during the diapering and toileting process. The diapering surface will be non-absorbent and easily cleanable. The surface will be disinfected after each use. Parents will be required to provide all diapering supplies for their child. These supplies must be clearly labeled with the child's name and will be stored and only used for the designated child. The diapering area will be near a handwashing sink. All staff will be required to wear gloves when diapering and maintain sanitary precautions. Children will have access anytime throughout their day to a restroom located in the preschool classroom. Children will be encouraged to independently use the restroom to help prepare them for Kindergarten. Assistance will be available if the children require it. Children will learn proper hand-washing practice and learn that it is part of the restroom routine. Assistance will be provided during the toilet training stage appropriate to the child's individual developmental abilities (for children with physician documented exceptions or accommodations). Children will be encouraged to use the restroom at regular intervals throughout their day. No discipline will be used in conjunction with toilet training. Parents will need to provide adequate change of clothes to address any accidents. No attempt will be made to toilet train a child until they are able to communicate or otherwise indicate need, help manage their own clothing, and be able to access toileting facilities.

POTTY TRAINING POLICY

To ensure the health, safety, and smooth daily operation of our preschool program, **all children enrolled <u>must</u> be fully potty trained**.

Definition of Potty Trained (NAEYC Standards)

A child is considered potty trained when they: use the toilet independently for urination and bowel movements, can communicate the need to use the restroom, manage clothing (pulling pants up/down) with minimal assistance, stay dry throughout the school day, do not require diapers or pull-ups, comfort in public settings - your child is comfortable using the toilet in settings other than their own home, such as school or public restrooms.

Rationale

Our preschool environment is designed for children who are developmentally ready for group learning. Staff are not able to provide diapering services due to: classroom supervision ratios, health and sanitation standards, program structure and daily routines

Accidents

We understand that **occasional accidents may occur**. In these cases: families must provide a complete change of clothing, staff will assist with changing clothing as needed, repeated accidents may indicate the child is not yet ready for preschool participation

Exceptions

Reasonable accommodations will be made for children with: documented medical conditions and/or developmental delays or disabilities. Families must provide appropriate documentation from their physician that outlines any exceptions or accommodations.

Enrollment & Continuation

Children must be potty trained **before their first day of attendance.** If a child consistently struggles with toileting, families may be asked to pause enrollment until the child is fully ready

Family Partnership

We encourage families to complete potty training at home prior to enrollment and are happy to share readiness tips and resources upon request.

POLICY REGARDING VISITORS

All visitors will be required to sign in at the school office. They will be required to show identification and collect and wear a visitor badge. The office will contact the preschool classroom and let them know the visitor's name and escort them to the preschool. The visitor will be required to identify themself to the preschool staff and state the reason for their visit. When the visitor is ready to leave, they will return to the school office and sign out and return their visitor badge.

PROCEDURE FOR PARENT/TEACHER CONFERENCES

Staff and parents can request a conference at any time if they want to discuss a child's progress or concerns. Preschool staff will hold parent-teacher conferences for all children in the fall and spring to coincide with Teaching Strategies Gold checkpoint periods. Parents will be notified by the preschool Director when their child's conference is scheduled and how the meeting will be conducted. Parents and staff will go over the child's social, emotional, and physical needs as well as their academic progress in preschool.

PROCEDURE FOR FILING A COMPLAINT

To make a complaint, call the Division of Early Care and Learning at 303-866-5958, Monday through Friday between 8 a.m. and 5 p.m. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint,
- To call you back if the investigator received contradictory or unclear information during the investigation, and
- To call you to let you know the results of the investigation.
- *A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care provider.* All information is kept confidential about parents and children in care. The facility will never know who made the complaint.

PROCEDURE FOR REPORTING CHILD ABUSE

Pursuant to section 19-3-304, C.R.S. any preschool staff member who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the state hotline, county department of human or social services, or local law enforcement agency.

POLICY FOR DRESSING CHILDREN APPROPRIATELY FOR THE WEATHER

Please make sure your child has appropriate clothing during colder weather so that they may comfortably enjoy time outdoors. Unless it is extremely cold or hot, children will be playing outdoors. Weather can pose a

significant health risk to a child. Remember to label jackets, hats, gloves, etc. with your child's name.

ATTENDANCE POLICY

Regular attendance is expected of all preschool students. Please see that your child attends regularly and is on time. Tardiness must be kept to a minimum. We find it is much harder for a preschool child to arrive after the rest of his or her classmates have arrived and are already engaged in an activity. Being tardy can increase separation anxiety. Please call your school's office by 7:45 a.m. on the morning of an absence. All unexplained absences are considered unexcused. The Colorado Universal Preschool Program requires regular attendance of the students enrolled to utilize the full benefits of the preschool. As part of the attendance policy, it is also vital that your child is picked up on time every day. This is another issue that can cause great anxiety for a preschooler. Instilling the value of school attendance at an early age is a great stepping stone to success throughout their educational career.

LATE START PROCEDURE

For safety reasons, District 70 determines when we will have a two (2) hour delay due to weather or other unforeseen circumstances. In order to make sure we see all of our preschool students, our schedule on late start days will be morning session from 9:35 to 11:50 and afternoon session from 1:00 to 3:15. This schedule ONLY applies if the district has called for a late start or two-hour delay.

FAMILY AND COMMUNITY ENGAGEMENT

Preschool staff will refer families to the appropriate District department to connect them with the community resources they are seeking. Throughout the preschool year, staff will provide information to families regarding various community activities and events taking place when the District is made aware of them. The District will have interpreters available to help

with any language barriers to best connect families with any resources they may need.

PRESCHOOL TRANSITION POLICY

Pueblo School District 70 preschool programs want children to feel safe and happy in the absence of their parents, to recognize other adults as a source of authority, build friendships, and be able to share with parents their new learning experiences. We want parents to feel welcome and involved from the beginning of their child's educational journey. In order to accomplish this, we aim to create a partnership with parents and will adopt the following strategies where appropriate:

- Organize an open house where the child and parents will meet the preschool staff and tour the preschool classroom. The family will have the opportunity to explore the preschool setting, which will help the child feel more secure on their first day of preschool.
- Invite parents to feel welcome about contacting the preschool staff to discuss achievements or concerns.
- Create opportunities for the exchange of information using various resources such as phone calls, email, conferences, newsletters, etc.
- Offer opportunities for families to share their child's interests and achievements.

Children cannot play and learn if they are feeling anxious or unhappy. Our goal is to help children feel safe and comfortable in the preschool setting. We want parents to feel confident entrusting their children to our care.

KINDERGARTEN TRANSITION POLICY

Pueblo School District 70 wants to make the transition from preschool to Kindergarten an enjoyable experience. The preschool staff will work with their elementary school principals, teachers, and support staff to follow a transition plan to help families feel comfortable and confident in their child's entry into kindergarten. The transition process will be treated as a field trip with signed permission from families to visit the various areas. The preschool staff will read various books to the preschool children about

going to Kindergarten. The children will discuss what they think Kindergarten will be like and what they want to learn when they start kindergarten. Preschool staff will schedule time with each of the Kindergarten teachers at their school for the preschool children to meet the teachers and participate in an activity in the Kindergarten classrooms. The preschool staff will take the preschool children on a tour of the school and introduce the principal, secretary, and other office staff. The group will discuss the office staff roles and give a brief explanation of when the children might need to visit the office. The children will visit the library and meet the librarian. The librarian will discuss the rules the children will follow while in the library. The preschool staff will schedule a time for the preschoolers to visit specials (Music and P.E.) to meet those teachers and participate in an activity so they know what to expect when they go to these classes in Kindergarten. Preschool staff will schedule a time for the children to tour the cafeteria and meet the staff. The children will be served a snack and go through the process they will follow in the cafeteria. The cafeteria staff will go over the rules and expectations that the children will follow while in the cafeteria. Preschool teachers will hold an end-of-the-year conference with parents to discuss the child’s progress throughout the year and answer any questions regarding the transition to Kindergarten.