



BOULDER VALLEY SCHOOL DISTRICT

Preschool

BVSD Preschool Family Handbook

Colorado Universal Preschool Provider
UPK

Boulder Valley School District Office
Location: 6500 Arapahoe Road, Boulder, CO 80303
Mailing Address: P.O. Box 9011 Boulder, CO 80301

Welcome to BVSD Preschool

Boulder Valley School District's Preschool programs provide an inclusive, safe and fun educational experience for children. By promoting whole child development, we strive to inspire a lifelong love of learning and teach the foundational skills that support educational success. We do this by providing a language-rich environment that encourages exploration and problem solving while fostering key relationship skills. Children learn by asking questions and playing with their friends.

Neuroscience tells us that the first five years in a child's life are critical to their learning and development. During that time, children's brains are developing at a rapid rate; 700 to 1,000 neural connections are formed every second. Colorado recognizes the importance of quality preschool programs and has established Colorado Shines, the state's quality rating and improvement system for early learning programs, through the Colorado Department of Early Childhood. Boulder Valley School District is proud to announce that we have been rated a level 4 out of 5 by Colorado Shines. BVSD preschool programs are accredited, licensed and recognized as high quality. Our rating is one way that we demonstrate our commitment to quality and continually improving the services we offer.

Boulder Valley School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities.

The Boulder Valley School District Board Policy: AC-R can be found [here](#).

In BVSD, we treat our families as partners in providing the best possible educational experience.

Sincerely,

The BVSD Preschool Administrative Staff

Preschool Staff

BVSD early childhood educators are dedicated to providing a high-quality program for children. All preschool staff meet the job requirements for their specific role per the Colorado Department of Early Childhood (CDEC) licensing rules and regulations (2.216). [All staff meet and maintain professional development requirements per CDEC Universal Preschool Quality Standards and licensing rules and regulations \(2.213\)](#). Any staff member who works with children in the classroom is required to receive and maintain a background-screening using the Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) fingerprint checks, Central Registry (child abuse offenders list), personal interviews, and reference checks.

In the Preschool classrooms the lead teacher is an Early Childhood Special Education teacher who works with additional special education service providers as a part of the classroom team. Even though your child may not have special education needs, they may be included in group activities with specialists. This can include services from speech language pathologists, school psychologists, social workers, physical therapists, occupational therapists, a school nurse consultant, a teacher for the visually impaired, teacher of the deaf, and audiologists. The school counselor may also come into the classroom and provide lessons on social and emotional development.

Another key team member is the preschool community liaison. The community liaison supports families during the enrollment and screening process, provides access to resources in the community, and offers opportunities for families to engage with their preschool community. Community Liaisons work with the family to complete a developmental and social emotional screening (ASQ and ASQ-SE) during the enrollment process.

Goals

Our programs provide high-quality learning that is safe, nurturing and sparks curiosity. In our classrooms, children learn and grow through play and age-appropriate activities that support cognitive, social, emotional, and physical development and creative growth. Our programs:

- Develop a solid foundation for success and a love of learning throughout life;
- Create a community that values diverse opinions and ideas, and has a positive regard for self and others;
- Establish consistent, age-appropriate limits and encourage independence;
- Provide children with opportunities to build social skills, form healthy friendships, and establish relationships with peers and adults;
- Experience the joy of shared accomplishments by learning to work cooperatively with others;
- Build skills and confidence through exploration with a wide variety of age-appropriate materials in the creative arts, including visual arts, dramatics, movement, music and writing;
- Provide opportunities for imaginative play and develop an appreciation for children's literature;
- Partner with families because parents/guardians are the most significant people in a child's life.

What will my child learn?

BVSD Preschool teachers use the Creative Curriculum® to plan inquiry-based learning experiences. The Creative Curriculum® is a research-based, developmentally appropriate, project-based curriculum for children from birth through age eight. The Creative Curriculum® is also linked to its own developmental readiness assessment system, My Teaching Strategies GOLD. Student progress information is communicated through two methods: a developmental report card twice per year and two parent-teacher conferences. Learning objectives in the GOLD assessment system are organized into nine developmental and content areas:

Social-Emotional
Physical
Language
Mathematics
Cognitive
Literacy
Science and Technology
Social Studies
The Arts

Through the use of the Creative Curriculum, BVSD Preschool staff meet the needs of individual learners by observing, guiding, and scaffolding learning experiences to identify and encourage the children's strengths and needs through developmentally appropriate learning experiences. Child-centered play-based curriculum is used to encourage social/emotional, physical, and cognitive development.

Our Preschool classrooms participate in Teachstone CLASS observations. These observations are utilized to increase professionalism in the classroom by identifying, acknowledging, and improving student teacher interactions. The CLASS tool is used to improve the overall classroom experience through observation and

professional development. Each Preschool team meets and discusses CLASS scores with their observer after each observation in order to identify and set goals to improve performance and student teacher interactions.

Schedule Offerings

Boulder Valley School District Preschool offers programming 5 days/week. Please contact your school Community Liaison or refer to our [website](#) for current schedule offerings and availability.

What does equity and diversity look like in the classroom?

Boulder Valley School District Preschool programs value and welcome the diversity of the community we serve and offer classrooms that are equitable and inclusive of all children and families. To achieve excellence for every student, we recognize that we must have a district focus on equity. In Boulder Valley School District, we define equity as:

- Removing institutional barriers to success;
- Providing intentional support for each student, staff member, and family or community member so that each has the opportunity to achieve at the highest levels;
- Embracing and respecting the dignity and diversity of each individual within our community;
- Questioning assumptions and examining our own biases;
- Challenging systems of power and oppression;
- Creating counter-narratives to the common habits and assumptions that inhibit inclusion;
- Confronting discrimination against our own or another person's identity;
- Committing to building our own and others' capacity for culturally responsive teaching, learning, and leading.

If you would like to share your home cultural and social practices with the preschool team, you can reach out to your preschool community liaison who would love to learn more about your family and culture.

Family Partnerships

Translation services

The Language Services Department helps connect BVSD schools and departments with linguistically diverse parents and families by providing translation (written) and interpretation (spoken support). To request translation and interpretation services please contact your school's main office. [Click here](#) for a list of schools and contact information or visit the BVSD [Language Services](#) page for more information.

Classroom Visits

Each family and child will have an opportunity to visit their preschool classrooms and meet with their teachers prior to the first day of school. These visits are important in helping children and families feel prepared and connected to our program.

Classroom visits support preschool students by:

- Reducing nervousness about starting preschool by familiarizing them with their new classroom environment;

- Help build initial connections with their teachers;
- Ease transitions from home to school by creating a sense of familiarity and security
- Allow them to explore the classroom at their own pace.

Classroom visits support families by:

- Allowing the opportunity to understand the classroom environment and daily routines their child will experience;
- Learn about the teaching philosophy and educational approach used in the classroom;
- Establish communication with teachers;
- Connect with the classroom and school community;
- Ask questions and share important information about your child ahead of the first day of school.

Parent/Guardian and /Teacher Conferences

Teachers will schedule two conferences per school year that align with the district and school conference schedule. Teachers will partner with families to discuss student progress and next steps or goals for the student.

CDEC and BVSD Preschool Annual Family Survey Opportunities

Beginning in the spring/summer of 2027, families will have the opportunity to complete a Colorado Department of Early Childhood (CDEC) annual survey. This survey will help gather information about your experience with the family engagement support we provide. Families are also given an opportunity to provide anonymous feedback to the Preschool Program at least once a year via a Family Survey.

In BVSD, we know that our families play a key role in our students' success. See how families can [stay informed and involved](#) in your child's education.

Enrollment and Registration

How do I register my child for preschool?

The State of Colorado has moved to a new centralized [Universal Preschool application](#) for four year olds. All families of four year old children interested in enrolling in preschool programming will need to set up an account and apply in the state portal. Families of three year olds apply directly to BVSD. Please contact us at preschool@bvsd.org for questions regarding the Universal Preschool Program application process, the enrollment process, or to schedule a tour of preferred BVSD Preschool locations. One of our community liaisons will be available to support you.

Four-Year-Olds

All 4-year-olds are eligible for free 15 hours of Colorado Universal Preschool Program. To enroll, follow these steps:

1. Submit an application for the [Colorado Universal Preschool Program](#), choose the BVSD location(s) you prefer, and wait until you receive notification for your match.
2. Once you accept a match at BVSD, a preschool community liaison will assist you in enrolling into preschool.

Families enrolling in an Enrichment Program to extend the day will be required to pay tuition for the Enrichment portion of the day unless they have qualified for 30 hours through the Colorado Universal Preschool Program. Please see the information regarding tuition policies under the tuition section below.

3-Year-Olds

Families of 3 year olds with an IEP will work directly with BVSD's Child Find Office. Please contact them at :

- Child Find Office Line (English): 720-561-5078
- Child Find Office Line (Spanish) 720-561-5267

Families of 3-year-olds can also pay tuition to enroll. Families enrolling their children on a tuition payment option are required to sign a tuition agreement. The agreement requires a \$75 non-refundable registration fee to be paid at the time of the agreement. If families choose to enroll into one of our extended day options, an additional \$75 registration fee will be applied.

The Tuition Agreement is effective for the entire school year and payment(s) for the entire year of enrollment is expected. All families must give a full 4 week notice before withdrawing or the legal guardian will be responsible for the following month's tuition payment.

1. Families of 3-year-olds can pay to enroll in BVSD Preschool directly through BVSD. Reach out to us at preschool@bvsd.org, and our enrollment team will assist you to complete our open enrollment form.
2. After BVSD runs the open enrollment lottery, families will be notified of the results. If an offer is made, families have the option to accept or decline.
3. If you accept your location offer, a BVSD preschool community liaison will assist in enrollment for Preschool.
If desired, you can also pay to enroll for extended day at participating sites.
4. After the lottery, families who apply for a tuition seat are enrolled on a first come, first served basis.

Tuition

Families who enroll in a tuition program will sign a tuition agreement that outlines the current tuition agreements. The tuition agreement states that you understand the tuition agreement and procedures; for example, in the event of unforeseen emergencies or inclement weather delays or closures, tuition will not be refunded. Tuition agreements must be signed on or before your child's first day of preschool.

If families have not been offered a seat within 6 months of applying, they may request a refund of their paid registration application fee by emailing preschool@bvsd.org. The amount of the refund will be the amount of application fees minus \$25.00 for administrative fees. Prospective families who are offered enrollment in a BVSD preschool program and do not accept the seat are not eligible for a refund of fees.

[Child Find](#) and [Special Education](#)

At BVSD, we make sure that young learners with difficulties or delays in development get the help they need to be successful in school. The purpose of the BVSD Child Find program is to locate and identify preschool-aged children (ages three to five) who are having difficulty with their development in one or more of the following areas:

- Academic (early learning/concepts, thinking, problem solving, preschool access skills);
- communication (articulation, language, fluency and voice);
- motor (fine and gross);
- social/emotional;
- self-help; and/or hearing and vision.

Children can be referred to Child Find by a parent/guardian, doctor or other agency. The process may begin with a developmental screening and when appropriate, a comprehensive multidisciplinary evaluation to determine eligibility for special education. If found eligible, an Individualized Education Program (IEP) will be developed with specific goals for the BVSD preschool team to address. All special education and related services are provided at no cost to the family.

More information can be found on the [Colorado Department of Education Child Find Directory](#).

Attendance and Tardiness

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may have a negative impact on future academic success and social development. Preschool is the starting place for building good academic habits. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Children who are sick should stay home for the day. If a child is absent, we ask parents/guardians to call the school where your child is enrolled and notify the designated Preschool staff. This must be done on a daily basis, as teachers are required to report attendance daily. If a child is absent for two consecutive weeks and parents/guardians have not notified us of a reason, the child may be unenrolled from the program(s).

Extended Absences – Sometimes a family has an extenuating circumstance and they need to be gone for an extended time. In this situation, the parent/guardian must complete a formal request for an extended absence. This form can be requested at the school. For more information see Boulder Valley School District [Board Policy JH](#).

Tardiness – It is important for all children to arrive on time at the beginning of the school session. When a child arrives late, transition into the classroom routine can be more difficult. If your child is dropped off after the school's start time, your child will be considered tardy and you will need to enter through the front office and sign your child in.

Transportation – Please review the section on transportation eligibility, which is found later in this handbook. If your child receives transportation from the district, please call BVSD Transportation Services to cancel the bus for the day or for an extended absence.

Boulder Transportation Terminal 720.561.5125
Lafayette Transportation Terminal 720.561.5126
Nederland Transportation Terminal 720.561.6241

Kindergarten Enrollment

The BVSD Preschool Program does not retain children who are eligible to attend kindergarten. All children who are age five by October 1 attend BVSD kindergarten and cannot remain in a BVSD preschool for another year. BVSD kindergarten staff are ready to meet the individual developmental and academic needs of all children entering kindergarten.

Program Withdrawal

If your family circumstances change or you decide that preschool is no longer an option for your child, please begin by talking with your child's teacher. Quite often, the school can work with families to resolve issues. If, however, you do need to withdraw your child from the Preschool program, please see below for specific information on each of the funding sources.

Special Education (IEP)

If you move to a different district in Colorado, a preschool community liaison or case manager will assist you in contacting the early childhood program in your new school district for services.

Colorado Universal Preschool Program (CUPP/UPK)

If your family is moving out of the Boulder Valley School District attendance area, a preschool community liaison will work with the staff to help you locate to another preschool program in your new community and update your preferences in the Colorado Universal Preschool Program state system to move to a new preschool.

Program Withdrawal Process

Families enrolled should contact the school office or a preschool community liaison if they intend to withdraw their child. BVSD requires each family to complete the NOW (Notice of Withdrawal Form). Once completed by the family, the school registrar will end the enrollment. At no time does a BVSD employee withdraw a student unless the family has stopped bringing the child to school for more than 14 days. During this time, the school registrar will repeatedly attempt to reach the family. If unsuccessful, the community liaison will complete the Notice of Withdrawal Form (NOW) and update Infinite Campus.

Program Policies and Operating Procedures

[Media Release](#)

There may be times during the school year when different media groups (newspapers, television, university, school production class, etc.) will cover activities at the various Boulder Valley Schools with articles, video or still photography that may be published locally or nationally. In addition, schools or the district may want to include school-oriented articles, video or photography in their own publications such as social media accounts, yearbooks and/or on their own websites.

Parents/Guardians who want to opt out must complete the media/directory opt-out section in their student's Infinite Campus account. Please reach out to your school if you have questions about this.

TV/Video Viewing

Occasionally video or television viewing may be planned as part of a unit of study. Video time will not exceed 30-minutes per week. All videos or television programs will be previewed by the classroom staff. Only materials that are age-appropriate and non-violent will be shown. Children are always offered the option of

other activities during viewing time. Additional information on district policies regarding the use of digital technology, the internet and digital wellness may be viewed on the district website at [BVSD District Policies-JS](#). All television and media devices are prohibited during snack and mealtimes unless it is personal adaptive equipment.

BVSD preschool classrooms may utilize technology such as computers and iPads or a listening center in the classroom. If this is offered at the school, the screen time will not exceed 30-minutes per day broken into two 15-minute increments. Please notify the staff if you have questions or concerns about use of technology and video or television viewing in the classroom.

There will be no restrictions for children using personal adaptive equipment.

What should my child bring to school?

Children are provided with a place to store their personal belongings while they are in the classroom. Storage varies from site to site. It may be a cubby or coat hook in the classroom or in the hall. Children's personal belongings should be labeled with their name and they are not permitted to bring valuable items or money to the classroom. Personal belongings, other than outer clothing, are not permitted on the playground during recess. Children should bring the following items to school:

Clothing: Play clothes are best! When children feel dressed up, they hesitate to enter wholeheartedly into activities. We usually do things that have the potential to be messy and, although we provide aprons to protect your child's clothes, we do not want your child to ruin good clothing. Shoes that fit well are the best footwear choice for your child at preschool. We do lots of running and gross motor activities and comfortable shoes are best. Sandals, flip-flops, and cowboy boots are not the best choices for footwear.

Diapers and Wipes: Children are in various stages of toilet training. If applicable, please supply diapers and wipes as needed.

Toys: We ask that your child not bring toys to school unless approved by a teacher for special activities. Toys are easily broken or lost and sharing can pose a problem. Sometimes during active play at school, small toys are put in pockets and then forgotten. If you find one of our toys at your home, please send it back. We would appreciate its return.

Sheet and Blanket: For students in the full day program, please bring a sheet (crib-sized works best for the nap mats) and blanket for your child for rest time. All bedding will be sent home to be laundered weekly and should be sent back with your child on their first day of attendance each week.

Water Bottle: Please ensure your child has a water bottle labeled with their first and last name while in our programs.

Toileting and Diapering

Many preschool children are very independent in their bathroom needs. However, your child does not need to be toilet trained to attend a BVSD preschool. Children are encouraged to use the bathrooms throughout the day as needed and during scheduled bathroom breaks. Teachers monitor healthy bathroom habits such as flushing and hand washing. Children are in various stages of toilet training including diaper use. Diaper changing takes place in a manner that meets health and safety guidelines. When toilet accidents that require a change of clothing happen, children are assisted to change into dry clothing. Soiled clothing is placed in a plastic bag to take home. If your child comes home in borrowed clothing, please wash and return the clothes

as soon as possible. Families are asked to supply diapers and wipes. Please discuss a system for supplying a change of clothing, diapers, and wipes with your child's teacher if needed.

Readiness Indicators for Potty Training

Your child may be ready to start potty training if:

- Child is able to keep a diaper dry for two or more hours;
- Child has regular bowel movements;
- Child shows interest in the bathroom and the toilet;
- Child shows a desire to be independent & develop self-mastery;
- Child can follow and understand basic directions;
- Children can communicate through words, facial expressions, or posture the need to use the bathroom.

Reasons to Consider Waiting for Potty Training

Don't tackle potty training during another major change. For example:

- Moving to a new home;
- Birth of a new sibling;
- Moving from a crib to a bed;
- Starting or switching preschool.

These shifts may disrupt your toddler's routine and cause stress – which may set back toilet training.

Boulder Valley School District Procedure

If a child isn't toilet trained but shows readiness indicators, staff will do the following to support consistency between home and school toilet training:

- Develop a schedule with the parent/guardian;
- Give multiple opportunities during a preschool session to use the bathroom and develop toileting routines;
- Proactively give reminders to go on a "toilet trip;"
- Develop a visual schedule for children learning to use the bathroom independently;
- Provide praise and rewards to students for completing toileting activities.

For more information on different methods and a toolkit for potty training please contact the preschool community liaison.

Sign-in/out

State licensing requires a parent or guardian to sign the child in and out each day. This is a mandatory procedure. This procedure is used to verify the headcount in the classroom. It is important to follow the procedure, not only for state regulatory purposes but also for your child's safety. Parents/Guardians are required to make contact with a staff person at drop off/pick up. Preschool students are required to be signed in and out by the parent/guardian daily. During the end of day transition when parents/guardians pick up and sign their child out from child care, the child care staff is relieved of any responsibility regarding the child's behavior. That responsibility immediately shifts to the child's parent/guardian. Children cannot be dropped off or picked up by anyone under the age of 18 and children will only be released to individuals for whom the child's guardian has given written authorization.

Safety and Supervision

Safety and supervision of children is our number one priority. Every child is within sight and sound of the staff at all times. Staff is trained to do a count using the name to face recognition of the children several times throughout the day. In addition, they will do this at every transition, whenever leaving one area and arriving at another, going indoors or outdoors, before and after all emergency drills, to confirm the safe whereabouts of every child. Any child who leaves the program at any time must be signed out (special activities). Child care staff are responsible for knowing where all children are at all times. Staff utilizes radio communication, locator signs, and tracking sheets several times throughout the day.

Rest Time

State licensing ([2.223.D](#)) requires that all children receive a 30 minute rest time if participating in a full day program. All children enrolled in an extended day Preschool option will have an opportunity to nap or rest quietly on mats. At no time will children be forced to sleep. Parents/Guardians should provide a sheet and blanket for rest time which will be sent home at the end of each week to be laundered and returned to school.

Meals and Snack

Family style meal time allows for children to learn and practice self-help skills such as pouring, eating with utensils, and hand washing. In addition, meal and snack time is a natural environment for language and social skill development; children use language to negotiate turn-taking when requesting a peer to pass food and drink items. Rich conversation between peers and adults flow during snack and meal time, providing ample opportunity to practice social language skills.

School meals including breakfast, lunch, and snack are provided at no cost for all children through the [Healthy School Meals for All Program](#). Students enrolled in AM programming only will be offered breakfast. Students enrolled in PM programming only will be offered an afternoon snack. Students enrolled in full day programming will be offered breakfast, lunch and snack. Meals and snacks are prepared and provided by BVSD nutritional services and are served to all children unless parents/guardians request other arrangements. Menus are posted in each of the classrooms on the family communication board.

Licensing requires that all breakfast, lunches, and/or snacks brought from home meet the USDA Meal Guidelines as well as be age appropriate and not pose a choking hazard. No sugar-sweetened drinks, such as soda, fruit drinks, flavored milks, and sports and energy drinks are allowed. Only 100% fruit juice, milk, and/or water are served during breakfast, lunch, and snack time. If a child has food allergies, dietary restrictions, or food preferences or there are religious restrictions these are to be provided to the center upon enrollment or diagnosis. BVSD promotes an inclusive and allergy aware environment for all students. If your child has a severe or life-threatening allergy, please notify the health office at your student's school.

Outdoor Play

Children will spend some time outside every day, weather permitting. Children benefit from the outdoor air, natural light, and/or sunshine. If your child is too ill to go outside, they are too ill to be in preschool that day. Staff will ensure that children are properly dressed for the weather, i.e. hats, mittens, and warm coats when it is cold; and boots and snow pants for snowy weather. In excessively cold weather (<20 degrees), children will have indoor recess. In excessively hot weather, children will be provided with shaded play areas, and/or they will be permitted to stay indoors. Water will be available to children at all times. In all seasons, we recommend comfortable and durable play clothes and footwear for messy activities and outdoor play. Please ensure your

child has what they need for the weather, and please connect with your child's teacher, if needed, for assistance.

Sun Protection

Children over 6 months of age must have approved sun protection applied prior to outdoor activities. Approved sun protection includes; Rocky Mountain Sunscreen SPF 50 provided by the preschool program, Sunscreen of SPF 30+ provided by the family in the original container labeled with the child's name OR sun protective clothing including a sunhat and sun shirt that is UVA/UVB 30+. For children in extended day preschool programs, staff will reapply sunscreen as necessary for younger children and supervise older children while they apply it to themselves. Parents/Guardians must sign a sunscreen form at registration indicating one of the following:

- The preschool program may provide sunscreen for my child, or
- My child may not use any sunscreen other than the one that he/she brings, or
- I do not want my child to use sunscreen in their preschool program.

If you do not want your child using the sunscreen provided by the preschool program and do not provide approved sunscreen, you must provide alternative sun protection (a sunhat AND sun shirt that is UVA/UVB 30+). If you do not want your child to wear sunscreen or sun protective clothing, it is the responsibility of the preschool staff to keep your child in the shade out of direct sunlight during any outdoor activities.

Special Events

Celebrations of special events in the community, and in families' and children's lives are also an important part of building a classroom community. Parents/guardians are encouraged to share cultural and family events with classroom staff. Special celebrations for events may be planned within classrooms. Holidays, family events such as the birth of a new baby, a new family pet or losing a tooth are all important and relevant celebrations worth sharing with classroom friends. If you prefer your child not to participate in any special event, alternative activities may be arranged.

Please do not bring balloons to the preschool. Deflated balloons present a choking hazard to preschool children and are not allowed in any classroom. BVSD is committed to providing healthy meals and snacks for all children. All district-provided snacks must meet the USDA program guidelines and can contain no sugar-sweetened drinks. Please work with your child's teacher when planning snacks for special events in order to follow district and school wellness policies. All food brought into the classroom must be store-bought and in the original packaging.

Field Trips

Field trips are sometimes planned to expand units of study. A notice of a planned field trip will be sent to you prior to each field trip. You will be asked to sign and return the permission-to-attend form. At no time will the children take a city bus or private transportation. All children will be transported on a BVSD school bus if transportation is needed. Your child will not be able to go on the field trip if the form is not signed and returned to the teacher. Attendance procedures for field trips are as follows:

- Attendance is taken prior to leaving the school, boarding the bus, departing the bus at the field trip destination, re-boarding the bus, and again upon return to the school.
- Teachers will carry emergency cards listing medical emergency contact information and emergency phone numbers for all children.

- At least one preschool staff member must have a cell phone for emergency use during the field trip.
- If children attending the field trip require routine medications to be administered during the field trip or have special health needs, a staff member with current medication administration training will be delegated and attend the field trip.
- When using BVSD transportation, all of the policies and procedures of the BVSD Transportation Department will be employed.

When your child's class leaves on a field trip, your teacher will post a notice on the classroom door with information on the destination location, time of departure, and anticipated time of return. If you arrive at school after the class has left for a field trip, you may not leave your child at school unattended. You may stay at the school with your child or join them at the field trip site. If you join your child's class at the field trip site, please notify the teacher that your child has joined the group before you depart. While families are always welcome to join classes for field trips, only children and adult guests (parents, grandparents or care-givers) enrolled in our program will be allowed to ride the district school buses on field trips on a space-available basis.

Walking Field Trips

Children may go on short walks with the program staff. Children and staff will remain on or near campus during walks. Staff will carry an emergency backpack that includes first aid supplies, emergency medications, and contact information. Staff must notify families each day of the field trip planned. This should be noted at the program sign-in. Permission/Activity forms will be provided and must be signed and returned to preschool staff prior to the activity.

Who can volunteer in my child's classroom?

Occasionally, community volunteers/visitors such as university students, prospective families, and other members of the community will be in our classrooms. Community volunteers must follow the district volunteer policies. Preschool classrooms located on an elementary or PK-8 campus may coordinate with the upper grades to have classroom "buddies." The older students may at times visit the preschool classroom for special activities. All students will be supervised by both the preschool staff and the teachers of the older students. Volunteers follow BVSD volunteer guidelines. (Child Care Rules and Regulations 2.216)

How can I volunteer in my child's classroom?

To ensure the safety and welfare of students and staff, all volunteers are required by state statute to check in at the main office, using the visitor entrance in the front of the school. BVSD is using the Raptor System to track and screen all visitors on campus. Please refer to [BVSD volunteer](#) guidance on our district website. All adults who come to campus should continue to check in at the front office and must present their ID. The Raptor ID scan performs an immediate sex offender screening in addition to tracking all volunteers on campus. A school or district administrator must approve a volunteer for service upon completion of a volunteer application in our volunteer management system, Raptor (IJOC-E). There is a background fee due at the time of submission.

Volunteers must always be under the supervision of the classroom staff and will never be counted in ratio or left alone with children in our programs. Volunteers may not interrupt the regular program. Please know that you will not be allowed to roam the building on your own without prior approval from administration. If you wish to visit a teacher, counselor, or an administrator, setting up an appointment prior to arriving is the most successful method. We ask that visitors inform and schedule when they would like to visit a space. Once a visitor has checked in, they will be escorted to their proper destination. It is also helpful to have the teacher meet you in the front office for any scheduled appointments. The School District reserves the right to decline

the services of a volunteer at any time for any reason. Additional information about visitors to the schools can be found in the BVSD Policy KI and KI-R.

Positive Guidance

One of the major goals for preschool is helping children learn how to interact with their peers. For many children, preschool is their first experience away from family and home, and their first opportunity to work, play, and spend time with other children. We teach a variety of prosocial skills such as sharing, problem-solving, and turn-taking directly in the classroom through guided practice and real-world interactions. We recognize that all behavior serves a function or meets a need. When a child's needs are not being met, they may display challenging behaviors as a way to communicate. Our staff works with all children using a variety of approaches and intervention levels to teach more appropriate ways to meet their needs.

BVSD Preschool uses positive guidance. Staff does not allow children to hurt themselves or others, use unacceptable language, or misuse materials. When a problem occurs, the teacher will explain why the behavior is not acceptable. If the child does not respond, they may be removed from the activity for a short time. If the behavior continues and interferes with the child's own learning and development or that of other children, the classroom teacher will contact the school principal for support. The principal will work with the early childhood department if additional support is needed.

Discipline is never associated with food or toilet training. Children are never spanked, threatened, shaken, subjected to abusive language, or humiliated. At no time is a preschool-aged child suspended or expelled due to behavior. See [BVSD Board Policy JDSE](#)

BVSD provides school counselors, mental health advocates, and preschool community liaisons in all elementary schools and centers. If a child or family needs mental health support, staff will work with the building principal and school counselor to activate school-based support.

Health

BVSD preschool staff are trained in CPR/AED, First Aid, Standard Precautions and Medication Administration as per state licensing requirements. Staff follow the health and safety guidance of the Colorado Department of Public Health and Environment ([CDPHE](#)) to ensure the health and safety of the children within the program. Please provide the staff with up-to-date information about your child's specific health concerns and any outside exposure to communicable illnesses.

Health Requirements and Immunizations

At the time of enrollment, a parent/guardian must provide a current health physical ([Sample Form](#)) and documentation of immunization status or exemption as required by the Colorado Department of Public Health and Environment ([Child Care Immunization Requirements](#)).

Colorado law requires all students attending licensed child care to be vaccinated against certain diseases, unless an exemption is filed. A student may be exempted from immunizations if they have a signed medical exemption or a parent/guardian has completed one of two options for a non-medical exemption. Non-medical exemptions expire on June 30th of each year and must be submitted annually. In cases in which unvaccinated children are exposed to a vaccine preventable disease (such as Measles, Mumps, Rubella, and Pertussis), the School Nurse Consultant will coordinate with state and/or local public health agency to determine if exclusion of unvaccinated children is necessary.

Immunization and exemption information can be found here:

[Child Care Immunization Requirements](#)

[Vaccine Exemptions | Department of Public Health & Environment](#)

Health Statement/Physicals

Colorado requires all children attending a licensed child care program to have a current health statement/physical exam. Within thirty calendar days following the expiration date of a previous health statement, the parent/guardian must submit a statement of the child's current health status or written verification of a scheduled appointment with a health care provider. If a student does not have a current physical on file they will be excluded from attending until they have met the child care licensing requirements.

The Health Statement must include:

1. The signature of a provider who reviewed the assessment, and
2. A recommended return date in 'Accordance with AAP Guidelines' or no greater than 12 months from the current assessment. [Sample Health Statement Form](#)

Dental Screenings

Boulder Valley School District partners with Clinica Family Health & Wellness to offer a school-based dental screening program for BVSD students, including preschoolers. This opt-in program provides convenient dental care at school to help keep your child's teeth and gums healthy.

With parent/guardian consent, children may receive a dental screening, fluoride treatment, and sealants when appropriate. The program is available at select BVSD schools, but **all BVSD students are eligible to participate**. If services are not available at your child's school, arrangements can be made for your child to receive care at another BVSD location. For questions, please contact your school health office.

Vision and Hearing Screenings

Preschool students participate in the yearly vision and hearing screenings that are conducted each year at each school. For questions, please contact your school health office. For additional information on access to any other health screenings, families may reach out to their school nurse.

Medications

Routine medication, prescription or non-prescription (over the counter) medications, may be administered only with a current written order from a health care provider with prescriptive authority and with written parental consent. Home remedies, homeopathic medication, vitamins, and supplements cannot be administered to children in childcare.

Parent/Guardian responsibilities:

- Student medication must be delivered to the school health room along with the BVSD Medication Authorization form completed and signed by both parent/guardian and physician.
- A new medication authorization form must be signed and submitted for each medication or dosage change. Authorization forms must be completed each school year.
- Prescription medications must have the original pharmacy label attached. Over-the-counter medication must be kept in the original container and be labeled with the child's first and last name.
- It is the parent/guardian's responsibility to provide and replace expired medications.

- If a child has a prescribed emergency medication the child may not attend the program until the medication is provided to the school.
- Staff are trained and delegated by the School Nurse Consultant to administer medications.

Medications will not be given if the above guidelines have not been met.

Illness

There are three main reasons to keep children at home:

1. The child is at risk of infecting others with a contagious illness, either because of symptoms or recent close contact.
2. The child does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. The child has symptoms or an illness listed on '[How Sick is too Sick](#)' and staying home is required.

If a child becomes ill during the day with symptoms that require their exclusion, the parent/guardian will be notified and directed to take the child home. The child will remain under appropriate supervision of the PLE or Health Room staff, be separated from other children, and provided a quiet comfortable area until picked up by parent/guardian. Exclusionary symptoms are identified in the CDPHE's Illness Guidelines for Childcare and School ([How Sick is Too Sick](#)).

Symptoms that will require a student to be excluded include but are not limited to:

1. Fever - temperature of 100.4 or greater or feeling feverish/chills;
2. Vomiting;
3. Diarrhea - Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.

In the event of an emergency involving your child, every effort will be made to contact you or your designated emergency contact person. Please remember, it is critical to keep this information updated. We expect that a family member or emergency contact person is available by phone at all times.

The 24 Hour Symptom-Free Rule

Exclusionary symptoms including fever, vomiting and/or diarrhea must be fully resolved without medications for a minimum of 24 hours before a student is allowed to return to school.

Safety and Emergency Procedures

For your child's sake, it is imperative that you completely fill in all blanks on your child's registration. We use this information to create an Emergency Card. In the event of an emergency involving your child, every effort will be made to contact you or your designated emergency contact person. We expect that a family member or emergency contact person is available by phone at all times.

Any child who requires additional assistance will be identified in the emergency response plan to ensure safe evacuation from the building.

Injury Reporting

Should an injury occur while your child is at a BVSD Preschool program, a staff member will notify you. All head injuries are reported to families immediately and recorded by staff. All injuries requiring medical attention by a medical provider are reported to the building principal and/or one of our preschool administrative staff as
Rev. 09/2026

soon as possible. If an incident is major or severe, staff will contact 911 for emergency or medical assistance and parents/guardians will be notified immediately. The method of treatment used for minor cuts and abrasions is to wash thoroughly with soap and water, then apply a bandage. Preschool staff may not apply antiseptic or First Aid cream. Bumps will be iced.

Life-Threatening Emergencies

- Staff will stay with the injured child.
- 911 will be called immediately.
- Other children will be directed to stay clear and will be removed from the area.
- Life-threatening situations will be treated as per First Aid/CPR training.
- Parents/guardians or the emergency contacts on the Emergency Card will be notified.
- Follow-up written reports will be submitted as required.
- In the event of a hospital transport prior to parent/guardian arrival on site, a staff member will ride with the student and meet the parents/guardians at the hospital.

Fire Emergencies

- Evacuation routes are posted at each site.
- All regular staff are trained on fire emergency procedures for their site.
- Licensing requires regular fire drills to be conducted.
- A written log of drills is available for inspection.
- Phone numbers of emergency and fire departments are posted by the telephone.
- Staff will calmly collect all children in their program, making sure that they check all areas of the room including the bathroom
- Staff will have the classroom sign-in/sign-out clipboard with emergency contact information and emergency backpack (which contains first aid kit) with them

Tornado, Hail and Weather-Related Emergencies

- If inclement weather threatens (such as rain or hail), students will stay indoors for recess.
- In the event of a tornado warning:
 - Staff and students move to a designated safe place within the building.
 - Attendance is taken.
 - Staff and students remain in a safe place until the “ALL CLEAR” directive is given. Only after the tornado threat has passed, will children will be released to parents/guardians who have come to pick up their child.
 - A written log of drills is available for inspection.

Crisis Management

BVSD has a plan in place that covers all five phases of emergency preparedness. These phases can be viewed [here](#). It is important to know that Boulder Valley School District has a layered system of security in place. Layered security measures keep BVSD students and staff safe. While BVSD cannot discuss specific security measures, actions or tactics, the district has worked closely with our partners in law enforcement to implement best practices, detect potential threats, and then to prepare our buildings and staff to react when a threat is realized. If there were to be an emergency on the road, school district staff will follow instructions provided from the district office according to CDE guidance.

Reunification Plan for Off-Site Evacuations

- When necessary in an emergency, children will be taken off school grounds to a safe site location. BVSD will provide district transportation to the safe site location.
- Parents/Guardians will be emailed and called and directed where to pick up their children.
- No student will leave the evacuation site without being signed out by a Parent/Guardian or emergency contact person showing proper identification.

Lost Child

In the event of a lost child incident, staff will:

- Keep all other children in a safe place;
- Send an adult to search for the child;
- Notify the school office and security;
- Notify the parent/guardian;
- Call the police and/or make a Child Protective Services report
- Document the incident and follow up as necessary.

Child Abuse Reporting

It is important that parents/guardians know that BVSD staff has a legal responsibility to report any suspected incidents of child abuse or neglect that threatens the health and welfare of a child. Reports are kept in strict confidentiality as per state law. We encourage parents/guardians to become familiar with Child Abuse and Neglect Laws and to report suspected incidents of abuse or neglect. All licensed facilities make every effort possible to provide a safe and healthy environment for children. If you believe that a child has been abused, you should seek immediate assistance from your county department of social services. The 24/7 telephone number to report child abuse in Colorado is: 1-844-CO-4-KIDS (264-5437)

Authorized/Emergency Pick-up

Children will only be released to individuals listed on the child's emergency form and who are authorized by parents/guardians for pick up. We MUST have written authorization to release your child to anyone other than the parent/guardian. All authorized persons will be asked to show picture identification prior to the release of any child. In the event of a specific custody arrangement or restraining order, a court order must be provided. We expect that a family member or authorized person is accessible by phone at all times in case of an emergency. Children will NEVER be released to unauthorized persons.

Late Pick-up

If a child is not picked up after class within 15 minutes, every effort will be made to contact the parent/guardian and other approved adults (18 and older). If no one can be reached, staff members will contact the Police Department and/or the Division of Human and Child Services for assistance. In custody cases involving restraining orders, a copy of the restraining order must be kept on file at the child's school.

School Closures

School closure may occur due to hazardous weather or other emergencies that would threaten the health, safety, or welfare of children. Emergency closings may occur at the discretion of the Superintendent. For important information on school closures, please visit our [BVSD Weather Delays and Closures](#) site.

Transportation

At this time, transportation is not available for preschool students. The one exception is for students with Individualized Education Plans (IEPs); some preschool students have an IEP-based need for transportation as a related service. A preschool child riding the bus must be met by an adult individual (defined as 18 years of age and older), and the school must have documentation of the name of each person picking up preschool students.

Child Care Licensing

All BVSD Preschool classrooms comply with requirements set forth by the Colorado Department of Early Childhood. These requirements relate to facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our centers are subject to inspection by state and city health, fire, and licensing officials. We support families by providing exemplary child care programs which enrich each child's experience. Family members are welcome to observe the programs and share ideas or concerns with us. Concerns regarding any violations of a licensing regulation should be brought to the attention of the school principal or the Colorado Department of Early Childhood. For additional information regarding licensing, or if you would like to file a complaint about a child care facility, please consult the Colorado Department of Early Childhood.

The Colorado Department of Early Childhood
Division of Early Learning Licensing and Administration
710 S. Ash St.
Denver, CO 80246
Or Call
303-866-5958 or 1-800-799-5876

BVSD Preschool Program Contact Information

Phone: 720-561-5075
Email: preschool@bvsd.org
Website: ece.bvsd.org

Thank you for enrolling your child in the BVSD Preschool Program!

Program policies and procedures are subject to change and parents/guardians will be notified of any changes.