Mapleton Public Schools

MAPLETON PUBLIC SCHOOLS
EARLY CHILDHOOD EDUCATION PROGRAM

This handbook is distributed annually to families enrolled in the Mapleton Early Childhood Education Program. It has been written as a parent information resource. Please retain it for the entire year and refer to it often.

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MISSION and PHILOSOPHY

The mission of Mapleton Early Childhood Education Program is to build relationships between students, parents and staff to fully engage children in building independence, confidence and joy in learning through collaboration, persistence, play and positive attitudes.

CURRICULUM, ACTIVITIES and MEDIA

The Mapleton Early Childhood Education curriculum is grounded in the Colorado Early Learning and Development Guidelines (ELDGs). In Fall 2019, the Mapleton Board of Education adopted the 2020 Colorado Academic Standards for achievement in the arts, comprehensive health, physical education, mathematics, reading, writing, and communication, science, social studies, world languages. The Colorado Academic Standards detail what preschool learners should know and be able to do by the end of their preschool experience. The Colorado Academic Standards are aligned with the Colorado Early Learning and Development Guidelines and are incorporated into the teacher's daily lesson plans. Student progress on these goals is assessed using observation records, work samples, and performance on structured tasks. Progress is reported to parents twice a year at parent teacher conferences.

As a funded program through the Colorado Department of Early Childhood and the Colorado Department of Education, the preschool program meets all requirements of the Colorado Universal Preschool Program. Our thematic approach to instruction, grounded in oral language development, meets all the Colorado Academic Standards and the Colorado Early Learning and Development Guidelines ELDGs. In order to best support our preschool students' developmental and academic growth, the Mapleton ECE program utilizes the following instructional programs and curricula:

Incredible Years Dinosaur School– The Classroom Dinosaur Curriculum promotes social/emotional learning through classroom learning and parent involvement. Dinosaur program topics include doing your best in school, understanding feelings, how to solve problems and how to talk with friends.

Bridges in Mathematics PreK– A comprehensive PreK mathematics program that focuses on developing children's understanding and skills in ways that produce life-long mathematical power. Bridges is used in all of our Elementary Schools, Bridges Prek provides the foundation for future math instruction.

Dialogic Reading– An interactive reading practice using picture books to enhance and improve literacy and language skills by asking simple questions and following up with expanded questions. Through the reading experiences, the child becomes the teller of the story.

Zoo-phonics- The Zoo-phonics Multisensory Language Arts Program is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness.

Handwriting without Tears- Multisensory approach, to letter awareness and handwriting skills, addresses different learning styles and invites active participation and purposeful discovery and play.

Young Athletes Program– Sponsored by Special Olympics International, this program provides early developmental opportunities utilizing guided motor activities. Classroom teachers lead children in structured physical activities daily. Each half day program goes outside once a day within their 3-hour class and full day programs go outside twice.

Each preschool student is accessed using Teaching Strategies GOLD. Teaching Strategies GOLD assessment system is an authentic, observation-based formative and summative evaluation tool designed for children from birth through third grade. Daily observations are collected and synthesized into three checkpoints a year. Teachers observe children daily using the objectives to guide additional observations and to plan activities for groups and individual children. Parents will receive printed parent reports three times a year, sharing documentation of a child's functioning in all developmental domains. In addition, teachers meet with the child's family twice a year to review the school readiness plan, school readiness goals, transition and goals in the readiness plan, and Teaching Strategies GOLD assessment data, and questions from the family. The GOLD assessment is an online system. All families can ask their child's teacher for access to the system.

GOLD allows teachers to summarize, evaluate and communicate children's development and skill acquisition. Learning objectives in the assessment system are organized in nine developmental and content areas: Social-Emotional, Physical, Language, Mathematics, Cognitive, Literacy, Science and Technology, Social Studies, and Arts.

At times, children that are 2 years or older will be able to use iPads and SMART Boards, along with other various media equipment to enhance their educational experience. Parent permission is required, and screen time will align with State Licensing Rules and Regulations

Our toddler childcare program offers responsive care giving with a focus on supporting each child's development. The environment is child-friendly with developmentally appropriate materials and toys. Teachers make instructional and environmental decisions based on the Colorado Early Learning Development Guidelines (ELDGs). Children are encouraged to explore their environment and move through the developmental stages on their individual timeline, with encouragement and support from loving caregivers. Caregivers provide continuity of care throughout the one and two-year-old room, providing consistency for those students attending for two years. The toddler program uses The Creative Curriculum, aligned to the ELDGs, to support their daily lesson planning and offering of activities to students. Toddlers development is tracked and communicated to parents in conferences at least twice a year or as requested by teacher or parent.

ENROLLMENT POLICY

AGE ELIGIBILITY:

The Mapleton Public Schools Early Childhood Education program accepts children beginning at 12 months through 6 years of age.

Please be aware that preschool/kindergarten education is not mandated in the State of Colorado, except for children with special needs or disabilities. Mapleton Public School District and Mapleton Early Childhood Education Program will comply with American Disabilities Act.

To enroll in Mapleton Early Childhood Education Preschool Program:

1. Children must meet age requirements. Children may attend when they are three years or four years old by October 1st of the current school year.
2. Residents in Mapleton Public School District boundaries will receive priority for enrollment.
3. Please be aware that children are eligible to attend kindergarten in Mapleton Public Schools if they are five years old by October 1st of the current school year.

To enroll in the Mapleton Early Childhood Education Toddler Program:

1. Children must meet age requirements. Children may attend when they are at least 12 months old.
2. Our toddler program is designed for Mapleton Public Schools employees and will only be available to community members on a limited basis.

NOT AGE ELIGIBLE for preschool:

Families with students who are **not age eligible** for the Mapleton Early Childhood Education Preschool Program but would like to be considered can apply for the program if:

- Their child is age eligible for KG but turns 5 between June 1st and Sept. 30th of the school year.
- Their child is not yet age eligible for preschool but turns 3 between October 2nd and October 31st of the current school year.

Admission to the program will be based on space and program availability and will not be determined until September 1st of the current school year. Additionally, both options are only available to families paying tuition for preschool. State funding cannot be used for not age eligible students.

FORMS:

Required paperwork must be received prior to or on the first (1st) day of care for registration:

1. Online Mapleton Public School Infinite Campus Application
2. Universal Preschool Application (UPK)- *Children that are 4 by Oct 1st only*
3. Department of Health- Certification of Immunization- If your child is not fully immunized for medical, religious, or personal reasons, a Vaccine Exemption Form must be completed and submitted annually (or once in the case of medical exemption). The Vaccine Exemption Forms are located at https://www.colorado.gov/pacific/cdphe/vaccine-exemptions
4. **General Health Appraisal Form**
5. Birth Certificate
6. Emergency Contacts/Parental Consent form

7. Proof of residency (i.e., Public Service bill)

If there is any change in the information during the year, please notify the office or your child's teacher <u>IMMEDIATELY</u>!

HOURS OF OPERATION

A combination of half-day morning, half-day afternoon, full-day and extended day programs are offered Monday through Friday at each of our locations. Preschool programs are aligned to the start and end times of each elementary school. Extended day programs with before and after school care are offered at three of our locations (Preschool on Poze, Global Primary Academy, and Trailside Academy). Adventure Elementary, Meadow Community School, Valley View Innovation School and Welby Community School offer Full day Preschool, without the extended day option. The Preschool Program follows either the Employee Childcare, Preschool, or the Extended Day Preschool Program calendar. The Toddler program follows either the Employee Childcare Calendar or the Extended Day Preschool Calendar.

TUITION

A limited number of children whose families are interested in enrolling on a tuition basis are accepted. Tuition is charged weekly for full-day families and monthly for half-day families. Families enrolling their children in the tuition program are required to sign a tuition agreement. The agreement lists a non-refundable deposit paid at the time of the agreement. This deposit is applied towards the child's first week or month of tuition. The Tuition Agreement is effective for the entire school year and payment(s) for the entire year of enrollment is expected.

Mapleton Early Childhood Education program accepts the Child Care Assistance Program (CCAP). CCAP provides financial assistance to eligible low-income families who need childcare benefits for children birth to age 12. If you are eligible, a portion of the total childcare cost will be paid. Please visit the Colorado Peak website for eligibility information.

<u>COLORADO UNIVERSAL PRESCHOOL (UPK)</u>

Starting in August 2023, Colorado implemented Universal Preschool across the state. This voluntary program aims to ensure that every Colorado child in the year before they are eligible for kindergarten, as defined by their local school district, receives up to 15 hours of funded preschool each week for the August - May school year to attend a high-quality preschool of their choice.

All children in Colorado that are 4 years old by October 1st can apply for up to 15 hours per week of tuition-free, high-quality preschool in their year before kindergarten through Colorado's Universal Preschool program.

- Families may qualify for more free hours based on a number of qualifying factors, per available funding. See more information here.
- Families have the option of paying for additional hours if desired.
- Preschool-aged children with an Individualized Education Program (IEP) should contact their Special Education Administrative Unit (AU) before registering.
- Families who choose to send their children to kindergarten on a delayed schedule can still utilize their funding in the year defined by their local school district as the year before kindergarten and then pay for another year of preschool after that. The funding cannot be utilized in any other program year than the year before kindergarten, as defined by the local school district.

POLICIES AND PROCEDURES
(ALL MPS POLICIES AND PROCEDURES APPLY TO AND MEET THE REQUIREMENTS FOR UPK PROGRAMMING)

ARRIVAL AND PICK-UP:
Parent(s)/guardian or an authorized individual over the age of sixteen shall remain with their child until his/her classroom doors open. Please refrain from cell phone usage while dropping off and picking up your child. This important communication time can be used for updates, to set goals or inquire about activities your child participated in during their day. You are required to check your child in and out daily with the Procare Attendance tracking system.

Parent(s)/guardian(s) are assigned a unique 4-digit pin number to use at the beginning of the school year. There are dedicated Procare iPads available in each classroom. In the event, the electronic Procare system is down; written attendance records will be required that will indicate the child's time in, and time out along with your full signature. Please also ensure your child has sunscreen applied for the day. (See SUNSCREEN) Your child must arrive and be picked up on time. If you are going to be late or your child will not be attending school for the day, please notify the school office immediately.

Children must be transported according to the Colorado Child Passenger Safety Law. Children will not be allowed to be driven in a vehicle without being in a car seat or proper restraint system for their age. We are mandated Child Abuse reporters and therefore, any violations will be reported to the local authorities.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call another contact person. Local authorities will be called if we feel a child is in danger.

END OF THE DAY:
At the end of the day all staff begin their clean-up routine including checking every classroom and classroom attendance verification log to ensure all children have been picked up for the day.

Staff also double-check outdoor play areas to ensure that there are no unaccounted children.

If a child is not picked up by the end of class, and parents cannot be reached, a call will be placed to the emergency contacts designated in the child's registration packet. If no one can be reached and the child is not picked up within 30 minutes of class ending, staff members will contact child protection services and/or the local authorities for assistance.

UNAUTHORIZED PICK UP:

- Your child will only be released to an authorized individual over the age of sixteen from whom written authorization has been given by the parent(s)/guardians(s).
- Staff will check ID for anyone who attempts to pick up your child that is unfamiliar to them and ensure they are listed on the emergency card before the child is released.
- If someone not listed on the emergency card attempts to pick up your child, the parent/guardian will be contacted to receive verbal permission to release the child. If the parent/guardian cannot be reached, the child will not be released until you can be notified.
- Your child will not, under any circumstances, be released to anyone without your permission.
- If an unauthorized person attempts to remove a child from the premises, or violates any court or protective order, 911 will be called immediately.

CLASS ASSIGNMENTS:

When a child is assigned to a classroom, the placement is based on the professional judgment of our staff, class size, and the child's specific needs. Additionally, input from the parents may also be obtained to ensure a successful year. If a change in classroom is being considered, parents will be notified, and a conference will be held. Children will have the opportunity to interact with other classrooms during the year to meet new friends and teachers in the Program.

CONTINUITY OF CARE:

The Mapleton Early Childhood Education program employs the practice of Continuity of Care. When a Toddler or Preschooler enrolls in the program, they will remain with the same teaching team and peer group for two years. This practice promotes the formation of trusting relationships, secure attachments, and long-lasting bonds. Placements and movement from toddler care to preschool are based on the October 1st cut off date. Preschoolers must be 3 by October 1 of the school year. Exceptions will be handled by the Director of Early Childhood Education.

PRIMARY CAREGIVING:

Additionally, the Mapleton Early Childhood Education program implements the practice of Primary Caregiving. Each classroom is assigned a teacher and at least one Paraprofessional. These individuals serve as your child's primary caregivers and remain consistent throughout the school year so that your child is cared for by the same two to three adults daily. This practice gives the teachers a chance to build close personal relationships with your child. As well as the ability to work in partnership with families. The responsibilities of primary caregivers include:

- fostering a relationship with the child and his or her family
- observing and documenting

- planning for each child's development and learning on an ongoing basis
- supporting the child through transitions
- carrying out the majority of the child's care routines
- providing emotional support

ATTENDANCE:
Children are expected to attend school during their assigned scheduled time. If your child is going to be late or absent, please contact the school office immediately. If your child has not been in attendance for two weeks or has more than 10 days of unexcused absences in a school year, your child will be withdrawn from the program, and the space will be made available to another child.

CLASSROOM VISITATION:
All visitors must sign in at the front office. Parents and adult relatives listed on the child's emergency card are welcome to visit the classroom at any time.

CLOTHING:
We encourage you to dress your child for comfort and play; with the understanding they may get dirty or soiled while learning. Smocks are provided for messy activities. Since accidents can happen, an extra set of clothing is required. Children are required to go outside daily, so clothing should be suitable for outdoor play– sneakers, closed toe shoes, boots, sweaters, raincoats, hats, gloves, etc. All items shall be labeled with your child's first and last name. Please dress your child for the weather and for learning. Please ensure Sunscreen is applied to all exposed skin daily prior to coming to school (see SUNSCREEN)

TOYS FROM HOME:
Except for toys needed to help transition a child during the first few days of school, all children's toys and valuables shall remain at home or in the car. If an item is brought to school, Mapleton Early Childhood Education Program and its Staff will not be responsible if it is lost or broken. Items brought to school must be shared with other students or needs to be stored in the child's backpack; either way the toy should be labeled with the child's first and last name.

MEDIA
At times, children that are 2 years or older will be able to use iPads and SMART Boards, along with other various media equipment to enhance their educational experience. Parent permission is required, and screen time will align with State Licensing Rules and Regulations.

RECALLED TOYS:
Our program is set up to receive alerts from the US Consumer Product Safety Commission (CPSC) regarding Recalls and Safety Alerts. It is the policy of the Mapleton Early Childhood Education Program to remove any recalled toys, equipment, furnishings, and food from our program upon notification from a manufacturer or potential defect or safety risk.

Parents may also access recall information, which is typically posted on a weekly basis, at www.cpsc.gov/Recalls. Recall notices will include pictures of the items, as well as procedures and contact information. In addition, you may sign up to receive email notifications from the

CPSC at https://www.cpsc.gov/Newsroom/Subscribe. We encourage all parents to make sure there are no recalled products in the home.

MEALS AND NUTRITIOUS SNACKS:

Breakfast, lunch and snack that meets the USDA AND CACFP FOOD PROGRAM GUIDELINES will be provided for half-day and full-full day students by Nutrition Services.

This program receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

Meals served here must meet the USDA's nutritional standards below.

Breakfast	Lunch and Supper	Snack (serve 2 from the 5 groups below)
Milk	Milk	Milk
Fruit and/or Vegetable	Meat or meat alternate	Meat or meat alternate
Grain	Fruit	Fruit
	Vegetable	Vegetable
	Grain	Grain

Questions? Concerns? You may contact Mapleton Nutrition Services at 303-853-1117 or

Child and Adult Care Food Program
4300 Cherry Creek Drive South
PSD-CAC-7411
Denver, CO 80246-1530
(303) 692-2330

Learn more about CACFP on the USDA's website: https://www.fns.usda.gov/

MENUS:

Meal menus are available for you to review on Mealviewer. Mealviewer is an interactive website that provides families and students with detailed information about what's on the menu for breakfast and lunch. Using Mealviewer you can:

- View school menus
- Check nutritional information
- Set up allergen alerts

To use Mealviewer, select the link below and type in the name of your school. If you are using a phone, download the Mealviewer app for a more streamlined, user-friendly experience.

https://schools.mealviewer.com/

FOOD ALLERGIES OR SPECIAL DIETS:

The Nutrition Services department provides all of the food and designs a well-balanced menu. If a child has a documented food allergy, nutrition services will provide substitutions. Modifications to a child menu plan will require a completed School Meal Modification form that is signed by the child's health care provider. Please refer to the Allergy information listed on the Nutrition Services page for additional information.

We encourage all parents to take advantage of the food provided. But if there is a dietary need for a child to have different food, food from home can be sent; it must be a well-balanced meal or it will be supplemented by the district provided food. Additionally, we are not able to warm any food in a microwave per the health department guidelines.

REST TIME AND EQUIPMENT

Toddlers and Preschoolers will be provided with a cot meeting National Safety Standards. All full-full day and extended day children will have a rest time. If children do not fall asleep after 30 minutes, they will be offered an age-appropriate quiet activity.

PARENT NOTIFICATION FOR ACCIDENTS, ILLNESS, OR INJURIES:

Accidents, injuries, or illness during school will always be reported to the parents in a timely manner based on the severity of the situation. Serious and/or life-threatening incidents will be reported to parents immediately, while minor cuts, scrapes, and bumps will be reported upon pick up. Please note, paramedics or an ambulance will be called if the situation warrants it. If parents cannot be reached, emergency contacts listed on the child's emergency card will be notified. The teacher and/or school health aide will be in charge and make all decisions about the care of the child until the arrival of the parent, emergency contacts, paramedics, or ambulance- as stated on the Emergency Medical Authorization in your child's application packet. **It is in your child's best interest that phone numbers, emergency numbers and other pertinent information be always kept current.**

SUNSCREEN

Due to the amount of time spent outside and our intense Colorado sun, sunscreen is required for all children participating in a licensed preschool program. Sunscreen shall be applied by parents to their child's face and other exposed skin before dropping off at school. Parents will indicate this has been completed on the classroom's attendance sheets. Bottled sunscreen will be located outside Preschool classrooms for your convenience. With parent permission, sunscreen will be re-applied as per the manufacturer's recommendations to children who attend full time. To maximize instructional activities, we ask for your support in this time-consuming, protective activity.

DIAPERING AND TOILET TRAINING:

All children are accepted into the Program regardless of toileting concerns. The staff at the Mapleton Early Childhood Program will work with you and your child towards their toileting goals and ensure the safety of your child while they attend our center.

If your child is wearing diapers or pull-ups, we ask that you supply diapers/pull ups and wipes when your child attends. In addition, please send an extra pair of clothes in case of an accident at

school. We will follow the following procedures when helping your child change:

1. The staff will bring your child to the preschool designated bathroom and provide privacy for that child.
2. The staff will wear latex gloves when changing your child.
3. The staff member will assist in changing your child's diaper or pull up while asking for as much help or assistance from the child as necessary or applicable.
4. Soiled diapers/pull ups and used supplies will be placed in a hands-free covered trash can.
5. The staff member will use soap/water and then Oxiver spray to clean and disinfect the changing table after each use.
6. The staff member will place any soiled clothes in a plastic bag to return home.
7. The staff and child will wash their hands using soap and water and proper hand washing techniques when finished.

If your child is working on toilet training, the teacher will do the following:

1. Follow IEP if your child has a toileting goal.
2. Take your child to the bathroom regularly throughout the day.
3. Your child will be encouraged to do as much as he/she can independently, and the teacher will be there for support and help as needed.
4. The teacher will stand in the doorway of the restroom and, if needed, help in the restroom stall.
5. The staff will ensure the child washes their hands using soap and water and proper hand washing techniques when finished.

If you have questions or concerns regarding this process, please contact your child's teacher.

SURVEY OF SERVICES

All families will be offered the opportunity to participate in an annual survey from the Colorado Department of Early Childhood of their experiences regarding screening, referral, and early childhood mental health best practices.

CHILD ABUSE AND NEGLECT REPORTING

All staff in Mapleton Public Schools are required to report any suspected child abuse or neglect to the Department of Social Services. If you suspect or witness child abuse or neglect, you should call (844) CO-4-KIDS or (844) 264-5437. Make sure to report all pertinent information: child's name, school, teacher, and what you witnessed. Social Services will handle the investigation.

FIELD TRIPS:

Parents are notified about field trips through classroom communication. Field trip permission slips and postings will be on the boards outside the classroom. District Bus Transportation will be provided to and from field trips. Information will be available for parents who would like to volunteer on the field trips. Please ensure your child is on time for field trip days. If a child comes late to school and misses going on a field trip, the child will return home with his/her parent/guardian.

FEES:
Minimal fees will be collected, when necessary, to pay for entry fees for field trips. $5.00 per field trip will be the maximum required fee for the student to attend the field trip. Chaperones and parents may be required to pay additional fees depending on the facility's policy. If a family cannot afford the fees, the program will cover the child's entrance fee to ensure participation.

BUS TRANSPORTATION:
Mapleton Public School District provides transportation to and from school and field trips. Please contact Mapleton Transportation Department at 303-853-1096 to obtain a bus pass, bus schedules and bus routes. (303-853-1095 Spanish) Please make sure your child is with an adult at the assigned bus stop on time. Children shall never be left at a bus stop by themselves. Adult caregivers must be present at the bus stop during arrival and departure times. Children will be expected to be sitting in their seats, secured in their individual safety belt harness. All district transportation rules will be followed. District buses will be used for all transportation purposes, including field trips. Children shall always be supervised, and attendance taken prior to boarding and departing the bus. The child's name, address and Emergency Contact information must be tagged to the child's backpack. Children will not be allowed to board the bus without this information.

All children will practice bus emergency evacuation procedures at least two (2) times throughout the school year.

HEALTH, ILLNESS AND MEDICAL INFORMATION

The Mapleton Early Childhood Education is proud to partner with Children's Hospital Colorado to bring highly qualified Nurse Consultants into our schools to ensure the health and wellness needs of each child are met. District nurses collaborate with providing and supervising District health services training, vision, hearing and dental screenings, immunization review, infectious disease control, and individual health care plan creation and delegation.

CONFIDENTIALITY OF HEALTH INFORMATION
Prior to each child's first day of attendance, the parent/legal guardian will submit the forms below to the Mapleton Early Childhood office. Information concerning the child will not be made available to anyone, by any means, other than as described in this paragraph, without the expressed written consent of the parent/legal guardian. Parents/legal guardians will be informed that the information will be shared with the child's teacher/caregiver, other staff members who are involved in caring for the child, consultants, and accreditation or regulation inspectors only as required to meet the needs of the child or certification of the program's operation. Except for unannounced inspections, the parent/legal guardian will be given the name(s) of the individual(s) who will be given access and the reason for giving access to confidential information.

REQUIRED FORMS

General Health Appraisal Form

Documentation must include the section on screening and be signed and dated by the child's primary care provider (physician, licensed pediatric or family nurse practitioner, or family

practice physician). Information generated by a health care professional's electronic medical record system is acceptable as long as it provides the required information. Form should be completed no more than 12 months prior to enrollment.

If the child's primary care provider did not perform an oral health screen, this form may be used: **Oral Health Form**. Documentation must be signed and dated by the child's dental provider (dentist or dental hygienist). Information generated by a dental professional's electronic medical record system is acceptable as long as it provides the required information.

ILLNESS: WHEN IS SICK TOO SICK?

There are three main reasons to keep sick children and adults at home:

1. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptoms or illness is on this list, and staying home is required.

Remember, the best way to stop the spread of infection is through good hand washing and staying home when sick.

Guidance for symptoms not due to a specific disease	Child or staff must stay home?
Severe or new cough, including croup	**Yes –** Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider. If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary. Students and staff may return to school, even if the cough is not fully resolved, as long as exclusion is not required for other symptoms or diagnosis.

Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine	**Yes** – Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline. The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Fever Fever is a temperature of 100.4°F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100°F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.	**Yes** – The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever-reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary. A temporary, elevated temperature due to overexertion or overdress, without other symptoms of illness, should not be considered a fever. For more information about fever, read Children's Hospital Colorado's recommendations on fever care for children.
Flu-like symptoms Fever with sore throat or cough Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting, and diarrhea.	**Yes** - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness. In consultation with a health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.

Vomiting	**Yes** – Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness. **If a child with a recent head injury vomits, seek medical attention.**

Guidance for specific diagnosed illnesses	Child or staff must stay home?
Chicken Pox	**Yes** – Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new lesions within 24-hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	**No** – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Practice good hand hygiene.
Fifth's Disease	**No** – the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	**No** – Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.
Head Lice or Scabies	**Yes** - Children and staff may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga Toxin-Producing E. coli	**Yes** – Children and staff may return to school or child care when cleared by the health department.
Herpes	**No** – Exclusion is not necessary unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	**Yes** – Children and adults need to stay home until 24 hours after antibiotic treatment has started.

Ringworm	**Yes** - Children may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment. Keep the area covered for the first three days if participating in activities with person to person contact.
Norovirus	**Yes –** Exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. **During an outbreak of confirmed or suspected norovirus, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.**
Roseola	**No** – Exclusion is not necessary unless there is a fever or behavior changes.
Respiratory viruses COVID-19, influenza, RSV (Respiratory Syncytial Virus)	**Yes -** Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours. Additional precautions are recommended for at least five days following the return of anyone recovering from respiratory symptoms, including hand and respiratory hygiene, improved ventilation, masking, physical distancing, and testing. Refer to CDC's Respiratory Virus Guidance for additional information. **During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.**
Strep Throat	**Yes** – Exclude for 12 hours after starting antibiotics.
Other vaccine-preventable diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	**Yes** – Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	**No** - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home.

MEDICATIONS:

Medications are seldom necessary for students enrolled in the half-day program. In cases of chronic health conditions, short-term acute or emergency health conditions, medications will be administered as required by the staff or health clerk. Parents are strongly encouraged to

administer all other medications prior to arrival and departure of school.

All emergency medications required for maintaining the health and safety of a child will be provided by the parent on the child's first day of care. If a parent chooses not to bring in required medications or emergency medications which are listed on the child's Health Care Plan, and the child begins to show signs/symptoms of an illness- **911 will be called immediately to ensure the wellbeing of the child.**

Schools are bound by laws approved by the Colorado Board of Pharmacy, Colorado Medical Society, Colorado Department of Health and School Health Committee. The law is as follows:

Prescription Medications & Non-Prescription

- Will be given only with parent/guardian's written request and permission.
- Will be given only on the written authorization of a physician. The pharmacy labeled bottle cannot be used as the physician's written authorization.
- Will be provided by the parent in an individual pharmacy-labeled bottle for the student who is to receive it
- Emergency medication (Epi-Pens and Inhalers) will be stored inaccessible to children but in an unlocked cabinet for easy access to staff
- All other medication will be stored in a locked cabinet that is inaccessible to children
- Will be recorded by the school personnel who assists the student in taking the medication. This record states student's name, medication, dosage, time taken, and school person's name assisting the student.
- All medication will be routinely checked to ensure they are current and have not expired.
- All medication will be returned to parents for disposal

SCREENINGS

IMPORTANCE OF SCREENING

Health screenings provide valuable information about your child's development. Screening will help identify any hearing, vision, dental, social-emotional, or developmental needs your child may have. For many children, screenings can mean the difference between success and failure in school. If potential problems are detected in any of the screened areas, the child then has the opportunity to receive specialized help before entering kindergarten.

HEARING AND VISION SCREENINGS

All children in the Mapleton Early Childhood Education program receive a free hearing and vision screening. This process is implemented and tracked through Mapleton's Nurse Consultants and each school's Health Assistant.

DENTAL SCREENINGS:

Additionally, at the start of each school year, Mapleton's Nurse Consultants partner with Chopper Toppers to bring dental screenings to Mapleton's Early Childhood Education students. Through Chopper Toppers, students have access to dental screening, preventive dental sealants, oral health education and referrals at no cost. Each child's dental home and confirmation of

services are tracked by the health assistant. When necessary, referrals from Chopper Topper are made to families to connect them with quality dental care.

MEDICAL INSURANCE AND PRIMARY CARE SERVICES:

Each child's medical home and medical insurance information is tracked and documented through Mapleton's online registration system. If a child does not currently have a medical home or medical insurance, a list of health and wellness resources is available on the Health Services page on the district website. Printed resource lists are also available at the parent bulletin board located within each school. Furthermore, Mapleton's Health Services department offers the School Medicaid Program. The primary goals of the School Medicaid Program at Mapleton include:

- Helping students and their families get FREE or low-cost health insurance Medicaid for children and families
    - Medicaid for adults without dependent children
    - Child Health Plan Plus (CHP+)
    - Reducing the number of uninsured students in school
- Helping meet the increasing demand in schools for student health services

Additional information may be found on this program on the Mapleton Public Schools website on the Health Services page.

DEVELOPMENTAL SCREENINGS:

In addition to dental, hearing, and vision screenings, all children interested in Mapleton's Preschool program are offered voluntary developmental screenings (including fine and gross motor, social-emotional, cognitive, and language) prior to preschool placement. Developmental screenings are free and are conducted through our Child Find team and team of Early Childhood Teachers.

The screening process is an important first step of ongoing observations and assessment. Screening does not provide enough information to identify children as having a developmental delay or needing special services but it might determine if further evaluation may be necessary.

The toddler program utilizes the Ages and Stages Questionnaire (ASQ) developmental screening tool. Toddlers are screened within 30 days of the child's enrollment and again after 90 days of enrollment. Additional screenings and support are available through the Mapleton Child Find department to any child who demonstrates needs or whose family requests additional evaluation.

ADDITIONAL RESOURCES

CHILD NUTRITION RESOURCES

Do you need healthy food and eating tips for you and your child? Get help from the WIC program. WIC is the Special Supplemental Nutrition Program for Women, Infants and Children. WIC gives you resources, knowledge, and tools to help you and support your family. It is free for moms, dads, grandparents, foster parents and all Colorado families who qualify. Whether you are pregnant, already a mom or raising a child younger than 5, you can get the right personalized

support for you and your family. For additional information, please visit the Colorado WIC website.

CHILD FIND:

All children develop differently. Developing language, speech, motor skills and social skills are all part of the growing process. In Mapleton, we are committed to improving services and outcomes for all children. Our Integrated Services Department is a powerful combination of Health Services and Special Education Services and is intended to provide a comprehensive range of services at the school level and resources to respond to student needs.

We understand that improvement in serving students begins with a belief in the important responsibility of serving each individual student. When students require specialized services, including English acquisition, gifted and talented, or special education; we design and implement programs based on best practices and research. In addition to the classroom teachers, we employ specialists to support the many and unique needs of our students: psychologists, counselors, behavior specialists, occupational and physical therapists are examples of these support specialists. As a district, we can offer a wide range of support and expertise.

Mapleton Child Find provides free screenings and evaluations for infants, toddlers, and children from the ages of birth up to 5 years. To schedule an appointment, please call 303.853.1106 (birth to 3 years) or 303.853.1130 (3 to 5 years). If, after a screening and evaluation, it is determined a child is eligible for special education services, Mapleton will work with the family to develop an Individualized Education Program (IEP) with specific goals to inform and inspire academic and personal success.

If your child has an IEP when you apply for enrollment into Mapleton's preschool program, you will be contacted by a member of the Integrated Services Department for additional support and information.

MENTAL HEALTH RESOURCES

When in crisis, we encourage all families to share their concerns with their child's teacher or administrator. Community resources are also available to support students and families.
The following is a list of mental health resources available to families:

COMMUNITY REACH CENTER 303.853.3500
Provides mental health services and counseling for Adams County and the surrounding Denver area.
24/7 walk-in clinic
8440 N. Bryant St., Westminster, CO 80260
303.853.3500

EARLY CHILDHOOD PARTNERSHIP OF ADAMS COUNTY
Early Childhood and Family Resources and Services

SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a crucial duty that we take very seriously. We are committed to maintaining a secure and supportive environment for everyone. In collaboration with local law enforcement and emergency officials, we are prepared to take immediate and effective action in the event of an emergency. Through careful planning and ongoing safety measures, we strive to create a place where learning can thrive, free from harm or risk.

SAFETY DRILL REQUIREMENTS

To ensure the safety and preparedness of all students and staff, Mapleton Public Schools will conduct mandatory safety drills at each building throughout the school year.

The Standard Response Protocol

The Standard Response Protocol was developed by the I Love U Guys Foundation. The protocols are used in over 30,000 schools and municipalities nationwide. They were created through research-based best practices of school administrators, psychologists, public safety experts, families, and first responders. The Standard Response Protocol creates common and consistent language among educators, communities, and first responding agencies.

Depending on the circumstances, a protocol may be implemented without any school functions being disrupted, while others may necessitate changes in dismissal times and might involve local emergency services. We are prepared to care for your children in all of these situations. When we work together, we are all safer.

1. **HOLD** is initiated when there is a safety concern in the hallways of the building. A Hold is used when it is necessary to restrict movement within the school or building. Examples that may prompt a Hold being called include a medical emergency or a physical altercation occurring in the hallway.
2. **SECURE** is initiated when there is a threat OUTSIDE the building. A Secure is often implemented due to emergency situations that take place in the neighborhood close to the schools. Examples that may prompt a Secure being called include a bank robbery near a school, police activity, or a dangerous animal in the area.
3. **LOCKDOWN** is used when there is an active threat or dangerous incident on the campus. Students and staff must find immediate shelter inside the nearest classroom as quickly as possible. Lock the door and turn out the lights. Stay out of the line of sight and gather in a space so someone in the hallway couldn't see you when looking through a doorway. Huddle behind large items for extra protection and consider barricading the doorway if it can be done quickly. Be very quiet. Be prepared to move quickly. Don't open the door for anyone--stay until law enforcement comes to your classroom and leads you to safety.
4. **EVACUATE** is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, a threatening person in a specific confined area, a bomb threat, or a hazardous material spill. An Evacuation protects staff and students from a threat where the exact location in the building is

known.

5. **SHELTER** is issued for severe weather or hazardous material incidents. A Shelter directive is used to relocate students to a safe area away from potential weather or HAZMAT-related danger.

SUPERVISION

Mapleton Early Childhood Education Program will utilize a name-to-face system while tracking children during the day. Children will always remain in a staff member's direct line of sight. The following process will also be followed:

1. Children will be accompanied and supervised by an adult during school and on field trips.
2. Name-to-face checks will be used during transitions: going to and from the playground to the bathroom, visiting another classroom, getting on and off the bus for field trips, etc. to ensure each child is accounted for.
3. Children are accompanied by an adult to the bathrooms to toilet or wash hands.
4. During transitions, one adult stays at the head of the line, and one adult stays at the end of the line.

UNSUPERVISED CHILD

The Mapleton Public School's ECE program takes safety and security of each child very seriously. Unsupervised child incidents will be reported to the Division of Early Learning Licensing and Administration (DELLA), and a visit from the licensing specialist will occur.

The following are examples of an unsupervised child:

- An unsupervised child incident is a time that a child moves away from the group and teacher within a licensed area (inside the fenced playground, classroom, bathroom, hallway, or other licensed area).
- The child was not harmed, and facility followed its protocols in order to identify the missing child. For example, the facility conducted name-to-face attendance verification during a transition and immediately identified that the child was not present.
- The child was only lost for a brief amount of time, the program's protocol was immediately followed, and the child was retrieved.

LOST CHILD

When a child is unaccounted for in the immediate group of children and is not located with standard protocols, staff will immediately notify school Administration and the Early Childhood Administration to report a lost child. A thorough inspection of the school grounds will be conducted. If the child has not been found, 911 will be called as well as the parent. Once the child has been located, the Division of Early Learning Licensing and Administration (DELLA) and Child Protective Services– will be notified.

The following are examples of a lost child:

- The child leaves the licensed area (indoor or outdoor).
- A child is harmed/hurt.
- The program contacted local authorities.

- There is a pattern of 3 or more unsupervised child incidents in the past three years.
- Programs on probation for a lost child incident must report any additional unsupervised child incident to Child Protective Services.
- Any unsupervised child younger than 18 months of age.

A child is also considered a lost child, and will be reported to Child Protective Services, when the child has been separated from the group outside of the supervision of the assigned staff member for longer periods of time, including children 18 months to preschool age missing for more than 5 minutes, or a school-age child (5 years and older) missing for more than 10 minutes.

INCLEMENT WEATHER DAYS

All children will go outdoors daily, weather permitting, per the Child Care Weather Watch Guidelines. Please send your child with appropriate clothing based on the weather. Weather temperature for outdoor play will be considered; 20 degrees is the suggested minimum and 90 degrees is the maximum. Humidity, wind chill, and shade will be considered. On inclement weather days (when the weather is below 20 degrees) or excessively hot weather days (95 degrees) outdoor play will be canceled and will be substituted with indoor gross motor play in the gym. Water will be provided as needed.

PARKING LOT SAFETY

Parking lots are a source of danger to young children. Make sure you enter and leave the parking lot with extreme caution. Be on the lookout for wandering children. Hold your child's hand while walking to and from the car. Never leave children unattended in a car, running or turned off. Park only in the parking lots or the designated striped parking spaces. Be aware of NO PARKING, ONE WAY, and HANDICAPPED PARKING signs. Do not block other vehicles while picking up or dropping your child off to school.

After safely navigating the parking lot it is important to allow our preschool students to walk into school independently. The child is expected to show and is capable of handling the necessary independence to succeed in the classroom, and it is important they see their parents/guardians supporting them from the time they enter the building and then the classroom.

PROSOCIAL DEVELOPMENT/POSITIVE BEHAVIOR SUPPORTS

INCREDIBLE YEARS DINOSAUR SCHOOL PROGRAM

MPS ECE prioritizes positive social experiences while at school. We believe that positive behavior must be explicitly taught and learned. The Incredible Years Dinosaur School Program is an evidence-based social-emotional and problem-solving curriculum designed for children ages 3-8. All preschool classrooms implement the Incredible Years (IY) program with fidelity as our instructional program to support each child's learning and growth in the social/emotional developmental domain. The program teaches emotional literacy, self-regulation, anger management, empathy, and interpersonal problem-solving. Teachers and staff receive extensive training on the program and how to implement in their classrooms with a mixed-age and inclusive environment.

SOCIAL/EMOTIONAL/BEHAVIOR CONCERNS

When social/emotional needs arise at school the teaching team reinforces IY tenants and provides additional support that is developmentally appropriate and individually designed. Acceptable behavior is encouraged by giving positive verbal acknowledgement of appropriate behavior. Asking a child to stop and think about his/her behavior enables the child to work at self-control. When a child does not cooperate, appropriate strategies will be used to manage behavior. Corporal punishment is NOT an acceptable method of dealing with children's inappropriate behavior. Children will not be hit, slapped, spanked, or intimidated while attending Mapleton Early Childhood Education Program.

Our goal is to foster positive relationships between families to create a sense of community that allows for open communication should a challenge arise. In this environment, children can learn at their own pace based on their individual temperaments, development, and culture. Children will be taught and encouraged to express themselves, understand the feelings of others and how to communicate their wants, needs, and feelings.

The teacher, parents, and, if needed, a mental health consultant will work together on persistent challenges. As a team, we will identify an action plan to support the child's needs.

If the behavior persists and/or increases, the parent will be asked to attend a conference to discuss strategies in motivating the child to behave appropriately. A behavior plan may be implemented, with input from the child's parents and additional providers when necessary.

According to state law, if a student is habitually disruptive or disobedient, the procedure in the District Behavior Standards & Conduct Discipline Code Booklet shall be followed.

FAMILY ENGAGEMENT

We believe you are your child's first and most important teacher. Our program is committed to partnering with you in the following ways:

HOME SCHOOL COMMUNICATIONS

For student success it is critical that the family and the school are both informed. Important announcements will be sent home regularly. Teachers utilize a variety of communication systems: email, parent apps,and paper copies. **It is your responsibility to read all communication, including papers sent home in backpacks**. Backpacks will be checked every day by our staff for a quick way of communicating between home and school. Parents are also expected to check every day.

PARENT CONFERENCES

The Mapleton Early Childhood Education program engages and collaborates with families around goals that inform our interactions and instruction with children by offering parent teacher conferences for Preschool and Toddler aged children at least twice a year.

However, if you have a special concern, you may request a conference at any time by contacting your classroom teacher and a personal or telephone appointment will be arranged as soon as possible. At conferences, assessment data and progress towards developmental goals created by the family/teacher team in the beginning of the school year, will be shared. Assessment data is Teaching Strategies GOLD and is crosswalked with the ELDGs.

FAMILY EDUCATION EVENTS

The Mapleton Early Childhood Education program offers many opportunities for families to get to know one another through classroom parties, field trips, special events and building wide educational and community nights. The Program offers nutrition information and educational programs, annually, led by nutritionists. And teachers are trained through the Mapleton Nutrition Department on the CACFP requirements and the educational components for kids.

The Mapleton Early Childhood Education program partners with the Early Childhood Partnership of Adams County (ECPAC) to offer a series of parenting classes.

FAMILY SURVEYS

We foster open and respectful communication. Staff are trained on effective communication and relationship-building with families. Annually, the Early Childhood program surveys families for feedback on the quality of program-family and program-staff interactions. Professional development and changes are implemented based on parent feedback and the councils' input and added to the Program's continuous Quality Improvement Plan.

Additionally, each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

FAMILY LEADERSHIP POSITIONS AND DECISION MAKING

In Mapleton, we believe our families are our best partners in achieving academic excellence. As a parent, you are the primary leader and advocate for your child's success. We believe there are many valuable ways you can get involved in your child's education such as joining the School Accountability Committee (SAC) or Parent-led organizations (PTO) at your child's school or the District Advisory and Accountability Committee (DAAC). The Mapleton Early Childhood Education program partners with families and the community to inform decision-making about program operations by inviting family members to participate in leadership positions supporting the Program. Orientation to all leadership positions will be provided. The local early childhood council is used to guide programmatic decisions and complete long-range planning.

HOME LANGUAGE

The Mapleton Early Childhood Education program identifies language needs of the children and families by incorporating questions about language needs and languages spoken in the home on the enrollment application. Mapleton Public Schools communicates in languages spoken by participating families by employing bilingual/multilingual staff as well as employing a team of district interpreters and translators. The interpreters are available for home visits, open houses, and parent teacher conferences. All written communication to families is translated by the Mapleton Public Schools District Translator in the student's language of choice. Additionally, through our Nurse Consultants' partnership with Children's Hospital, our Early Childhood Education program also utilizes CyraCom for interpreting services. CyraCom's certified interpreters support hundreds of languages and are available 24/7.

CULTURALLY RESPONSIVE INSTRUCTION:

Our teachers recognize the rich and varied cultural wealth, knowledge, and skills of multilingual learners and develop content inclusive of multiple cultures. We collaborate with families around goals that inform our interaction and instruction with children. We invite and encourage you to share your home's cultural and social practices within our classroom community.

Our preschool families will have the opportunity to participate in an annual survey of experiences with meaningful and culturally appropriate involvement in the program that will be conducted by the Colorado Department of Early Childhood (CDEC).

TRANSITIONS TO NEW SETTINGS

HOME TO SCHOOL

Starting childcare or preschool for the first time may cause some anxiety for a young child. It is recommended that you visit the classroom and meet the teacher before the first day of school, especially if you anticipate this may be a problem. Younger children and first-time students still occasionally experience tears and may cling to Mom or Dad for the first few days. This is normal! Staff will work with you and your child to make this adjustment period as short and pleasant as possible. We suggest that the child be reassured with a hug that Mom or Dad will be back at the end of the day, and then parents leave the room and not linger in the hallway. Children will generally adjust quickly and stop crying within a few minutes.

CLASSROOM TO CLASSROOM TRANSITIONS

Students tend to stay within the same classroom for both years of preschool and with the same teacher for their two toddler years. To support students who transition from toddler care to preschool with the Program, teachers hold transition meetings with each other and include the family when available. Additionally, students who are ready to transition from toddler care to preschool are invited to tour the classroom with a trusted adult and have mini field trips to participate in short activities to gain comfort.

CLASSROOM MEET-AND-GREET

Upon enrollment, the Mapleton Early Childhood Education program seeks input from families on priorities, interests, home routine, and cultural and social practices, by offering a classroom meet-and-greet. This is a great time for the new student to explore their new environment with their family. It is a wonderful time to build the team relationship between the teacher and the family in support of the young student. It has been noted that students whose families participated in the meet-and-greet adapted more easily to the start of school and showed less difficulty when saying goodbye to parents during the first weeks of school.

MOVING TO KINIDERGARTEN

To make transitioning into Preschool and Kindergarten easier for each child, Mapleton hosts a Preschool and Kindergarten enrollment events each January. Families are invited to come in and meet the Preschool and Kindergarten staff and learn about Mapleton's schools that are small-by-design and discover what the best school is for their child and family. In the spring of the school year as part of the preparation for students to make the move to kindergarten, conversations

between sending preschool teams and receiving kindergarten teams are organized to prepare all staff to plan well for the new students. Additional time is allocated to students with special education needs or special circumstances.

WITHDRAWALS

If your family circumstances change or you decide that the Mapleton Public School Early Childhood Education program 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 need to withdraw your child from the Early Childhood Education Program, see below for specific information on each funding source.

SPECIAL EDUCATION

If you move to a different district in Colorado, Child Find will assist you in contacting the early childhood program in your new school district for services.

REQUIRED NOTICE FOR TUITION WITHDRAWLS

Families enrolling their children on a tuition payment or CCAP payment option are required to sign a tuition agreement. The Tuition Agreement is effective for the entire school year and payments for the entire year of enrollment is expected. All families must give a written 2-week notice, or the legal guardian will be responsible for the next two weeks' (full day) or month's (half day) tuition payment. Note: the Mapleton Public Schools Early Childhood Education program will withdraw a child from Toddler or Preschool care for parent/guardian failure to make payment on a tuition account. The account must be 30 days past due and the parent/guardian fails to pay the balance.

CHILDCARE LICENSING

CHILDCARE LICENSING

Mapleton Early Childhood Education Program is licensed by the Colorado Department of Early Childhood. To report any Licensing concern or complaint, you may contact:

Colorado Department of Early Childhood (CDEC)
Division of Early Learning Licensing and Administration (DELLA)
710 S. Ash Street
Denver, Colorado 80246
1-800-799-5876 or 303-866-5948
cdec_eclchildcarelicensing@state.co.us

To obtain a copy of the current Rules and Regulations for Childcare, please visit:
https://cdec.colorado.gov/

CONTINUOUS QUALITY IMPROVEMENT PLAN

The Mapleton Early Childhood Education Program has developed a continuous Quality Improvement Plan including program goals, timeline, and outcomes. This plan is available to all staff, families, and stakeholders. To obtain a hardcopy of the Mapleton Early Childhood Education Quality Improvement Plan, please visit the Mapleton Public Schools Administration building, located at 7350 Broadway, Denver, 80221. Or to obtain a digital copy, please email Preschool@mapleton.us