

PRESCHOOL PARENT HANDBOOK



Weld County School District Re-3J

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TABLE OF CONTENTS

Purpose and Philosophy..... 3

Student Registration..... 3

Preschool Hours and Schedule..... 4

Attendance..... 4

Health Services and Medication..... 5

Mandatory Reporting.....7

Emergency Drills.....7

School Closure.....8

Technology, Computers, TV and Video Viewing.....9

Parent/Teacher Conferences/Home Visits.....9

Volunteers.....9

Discrimination/Grievance/Harassment.....10

Meals and snacks.....10

Discipline and Behavior Guidance.....11

Withdrawal or Dismissal.....11

Parents Signature Page.....12

Purpose and Philosophy

The Weld Re-3(J) School District strives to provide a quality preschool service to all students' residing within district boundaries. Our philosophy is focused on educational programming that meets the developmental needs of our early childhood population. We adhere to all guidelines for developmentally appropriate practices by the National Association of Young Children (NAEYC) and the Colorado Department of Education's Quality Standards for Early Child Care and Education Services. The early childhood program will provide an integrated approach for all areas of child development: language, physical, emotional, social, and cognitive. Curriculum goals and objectives are based on teacher observations and recordings of the child's interests and developmental progress. "Building Blocks to Colorado's Content Standards for Reading/Writing and Math", the early childhood Content Standards and Teaching Strategies assessments and methods, will be incorporated in the daily curriculum. Teachers are fully committed to providing settings in which children learn actively and construct their own knowledge. The learning environment will be conducive to learning through active exploration and interaction with adults, other children, and materials. These activities consider ethnic and cultural backgrounds of all children. Our program will also develop strategies that address the needs of children who exhibit interest and skills outside the normal developmental range.

Student Registration

Children who are four years old by September 15th are eligible for district preschool programs. The district conducts "Preschool Screenings", three times per year at each elementary school site. Preschool enrollment for the following year begins in January. Registration packets can be picked up at any of our elementary locations, printed off our district web page, or emailed. All children wishing to attend preschool should make an appointment to attend a "Preschool Screening" in the spring prior to starting school in the fall. The district currently has 83 Colorado Preschool Program (CPP) slots. These slots are used to fund preschool students who qualify under the guidelines set out by the Colorado Department of Education and CPP. For more information about CPP, please contact Katie Mott at (303) 536-2234. The district also provides tuition free preschool services to children as young as three years old who qualify in accordance with the Individuals with Disabilities Act (IDEA).

Students who would like to participate in preschool but are not eligible for tuition free funding may do so by obtaining a tuition slot, as space permits. Tuition for preschool is \$125.00 per month for the months of September through May. Tuition is to be paid no later than the third day of each month. Tuition payments can be completed by school secretaries. We accept cash, checks (made out to Re-3J), or credit/debit card. Any outstanding balance at the end of the school year will be submitted to collections.

Students may be withdrawn from the preschool program by the parent or authorized adult. Children may also be withdrawn by administration for non-payment of tuition or violations of the discipline code. Reentry into the program will be determined by the availability of space and funding at the time the remittance request is made. Remittance requests must be discussed with the teacher, the principal, and the Director of Support Programs.

Preschool Hours and Schedule

Preschool classes will follow the regular school district calendar for days of attendance, holidays, and parent teacher conferences. Preschool classes will be held at each elementary school on Tuesday – Friday of each week. Sessions will be held from 8:10 to 11:15 and from 12:20 to 3:20 at each building. Please check with the various buildings for any changes to this time frame. Children will be monitored by staff at all times. Sign in/out sheet will be used by staff for tracking purposes. Preschool staff will do routine headcounts during the day to assure the presence of all children. Parent will be notified of the child's behavior, progress, and social and physical needs on the same schedule as other students in the district. All students are to be picked up at the designated time from preschool. If students are left after the morning and afternoon sessions, every attempt will be made to contact someone to pick up the child. If students are left after the closure of school and no authorized adult is contacted, the Weld County Sheriff's Office will be contacted to assist the child.



Attendance

The habit of regular attendance is critical for successful school achievement. Students should be absent from school only in cases of illness or emergency. Attendance is an important factor in student achievement. Recent studies found that absenteeism in kindergarten was associated with negative first grade outcomes such as greater absenteeism in subsequent years and lower achievement in reading, math, and general knowledge. If your child is ill or will be absent for the day, please call the office by 8:30 a.m. Only absences related to illness that are reported by parents will be excused.

If a child is receiving free preschool through Colorado Preschool Program, and they exhibit frequent, unexcused absences, they may be withdrawn from the program by the Director of Support Programs. The Colorado Preschool Program was developed to help ensure that young children who are most at-risk for starting school unprepared are provided with the means to access early childhood programs. However, if a child is not attending preschool on a regular basis, they are not able to receive full benefit from the opportunity. Therefore, children may be disenrolled in order to provide another space for another student who otherwise would not be able to attend, OR you may be asked to pay tuition.

Students must be checked out of school from the office before being excused from their classroom. In no case will a child be released to a person without proper identification and proper written notification. Children are released only to those people designated on the Supplemental Enrollment/Emergency Information form. It is essential that parents stop at the office first to sign their child in or out of school.

Health Services and Medication

Immunizations:

Colorado law requires students who attend a licensed preschool program to be vaccinated against the following diseases:

- Diphtheria, tetanus & pertussis (DTaP, DT, DTP)
- Polio (IPV)
- Measles, mumps, rubella (MMR)
- Hepatitis B (HepB)
- Haemophilus influenza type b (Hib)
- pneumococcal (PCV)
- varicella (chickenpox)

If you choose not to get your student vaccinated, you must submit an official *Immunization Non-Medical Exemption Form (Religious or Personal Belief)* to your school.

If your child cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form*.

Children who do not have a current Certificate of Immunization OR exemption documentation within the first 30 days of starting school may be dis enrolled until documentation requirements are met.



Illness or Injury:

If a child becomes ill or is injured at school, the parents will be contacted and asked to come and get the child. If the parent(s) cannot be reached, we will contact the emergency alternates you have designated. A form will be sent home with each child requesting information about doctors, illnesses, etc. Please fill it out listing your home phone and/or cell phone, and that of a friend or neighbor, so that you can be reached in case of an emergency. For school rules on medicine see “Medication Policy”.

Communicable Diseases:

- Chickenpox – Children with chickenpox are contagious until all the sores have crusted over, usually about 6 to 7 days after the rash begins. Students may return to school after all the sores have crusted over.
- Eye infection with pus or pink eye – Eye infections with pus require antibiotic eye drops or ointment, which are available by prescription only. Your child must stay home until he/she has been on the prescription medication for at least 24 hours and there is no more pus.
- Impetigo – Impetigo is an infection of the skin. Your child should be kept out of school until he/she has taken oral antibiotics for 24 hours or until you have used the antibiotic ointment for 48 hours.
- Strep throat infections – Your child is no longer contagious after he/she has taken the antibiotic for 24 hours. Therefore your child can return to school after one day of antibiotics and there is no fever.
- Pediculosis Capitus (head lice) – Head lice should be treated with a shampoo or product that states it is a pediculicide on the label. Your child will need a 2nd treatment 7 to 10 days after the 1st treatment. Your child can return to school after the 1st treatment and all nits or eggs must be removed before the child is allowed to ride the bus or return to the classroom. Please let the school nurse know if your child has head lice so close contacts can be checked.
- Ringworm – Ringworm is a fungal infection of the skin. It needs to be treated with an anti-fungal cream. (Examples of anti-fungal creams are Tinactin or Micatin or their generic equivalents.) Your child doesn't need to miss any school. The ringworm patch does need to be covered at school.

Insurance:

School insurance is available at the beginning of the school year for a nominal fee. We strongly encourage parents to take advantage of this service if the family does not have other coverage.

Health Insurance:

Applications are available at school for CHP+.

Diapering and Toilet Training:

Typically developing children are expected to be toilet trained by three years of age and prior to entering preschool. We understand accidents may occasionally occur. In the event of an accident, we will help the child change and the soiled clothing will be sent home in a plastic grocery sack. Please provide extra clothing daily in case of accidents. If no extra clothing is provided, the Health Clerk has limited clothing for emergencies. Please return the loaned clothing promptly after it has been washed.

In accordance with non-discriminatory laws and policies (Americans with Disability Act/ADA and Individuals with Disabilities will not be excluded from District preschools due to lack of potty training. Diapering will be conducted according to state health standards.

Medication Policy:

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day. For more information on Medication Administration to Students please refer to Board Policy J-74 (JLCD) at re3j.com.

For the safety of your child, approved medications:

1. Must be checked in at the front office
2. Must be in the original container (get 2 containers from pharmacy)
3. Must be accompanied by a permission note from the parent and
4. Must be accompanied by a note from the prescribing physician
5. A medication form is available in the office

The above guidelines do not apply to the administration of Medical Marijuana. For more information, refer to Board Policy J-84 (JLCDB*) at re3j.com

Reporting of Child Abuse:

Any caregiver or staff member in a preschool setting who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. The district is a partner with Weld County and follows the guidelines set forth in the Child Abuse Resource Manual located in each principal's office at the school building. **The number for Colorado Child Protection Hotline is 1-844-CO-4-Kids or 1-844-264-437**



Dealing with Emergencies

Teachers will conduct fire drills as per the elementary schedule, but at least one time per month. Children and teachers will participate in these drills. Evacuation routes are posted on each classroom wall. Tornado drills and Lockdown/Lockout drills will be completed twice per school year. Please check with your building principals if you have any questions about drills.

If a child is lost during the regular class day or during an emergency, the office will be immediately notified. If it is felt that the child has left the school grounds, parents and the Weld County Sheriff's Office or Police will be notified. Please refer to the district Safe Schools Plan for information regarding emergency procedures.



School Closure

When it is necessary to close school because of emergency or weather related reasons, the administration will attempt to make a decision prior to the beginning of the school day. As soon as a decision is made, radio and TV stations KOA, KCNC Channel 4TV, KMGH Channel 7TV and KUSA Channel 9TV will be notified. The notice will be posted on the district website (www.re3j.com) and the snow message line at 303-536-2070.

If a late start is called there will be no morning preschool. During the school day, early dismissal can become a concern due to snow accumulation and icy roads. Additional daylight hours are important and buses may have trouble negotiating their routes. If possible, the decision to dismiss will be made by 12:30 of the day of concern and announced on the radio. However, there may be instances when an emergency dismissal will occur after 12:30. **Therefore, the administration would suggest that you make arrangements with your children in case an early dismissal should occur when you are not at home. Realistically, there is no way to notify all parents in advance. We are concerned not only about safe transportation home by school bus, but also that the children have an alternate place to go in case you are not at home.**

If there is inclement weather during the school day, staff will monitor whether the children will be allowed to go outside. Inclement weather is determined by less than twenty degrees or more than ninety-five degrees for the children to participate in outside activities for extended periods of time. If inclement weather exists, the staff will provide gross motor activities in the classroom.

Field Trips

Permission slips for students must be signed by parents and returned prior to the trip. If a student arrives late and their class has already departed for a field trip, they will not be able to attend with their class. Parents or authorized person to pick-up will be notified to come get the student. School age children are not permitted to go on field trips with brothers and sisters. Younger family members are also not permitted to attend.



Technology, Computers, TV and Video Viewing

Staff uses Promethean boards to assist instruction during the day, a variation of an overhead board. Each teacher may use the board differently, please speak with your child's teacher if you have questions. Computers are available within the classroom and students may utilize the school's computer lab based on availability. Staff will limit the amount of TV, movies and videos shown in the classroom. Human contact and educational activities are more beneficial to the instructional process. Staff will obtain parent permission before showing any TV, movie or video which content may be of concern or not directly related to educational topics of study.

Parent/Teacher Conferences/Home Visits

Parent/Teachers conferences are held once to twice per school year. These will be scheduled at the same time that the conferences are scheduled for the school district, typically in October and February. Any parent may request a meeting with their student's teacher to discuss needs. Please contact the teacher to set up an individual appointment.

In addition to Parent Teacher conferences, teachers and instructional aides will conduct at least one home visit per semester for your child. These visits give staff an opportunity to visit the child in their natural environment to assist the staff in establishing rapport with the students and family. This is a requirement of the Colorado Preschool Program which assist the district with preschool funding. This requirement is also explained in the Parent Agreement for Colorado Preschool.



Parent Volunteers

Re-3j welcomes volunteers to assist in various capacities throughout the year. If you have a particular skill or expertise you can share, please contact the building principal nearest you to determine how you can enrich the lives of the children in the district. Parent volunteers who assist in the classroom more than ten times during the school year must contact the District Office to complete the appropriate paperwork

There are many things you can do as a volunteer such as: special presentations within your area of expertise, tutoring, reading to or with a child, serving as a mentor to a child of high ability, supervising and assisting with science centers, art work or computers. You might make costumes for a play, prepare bulletin boards and games, publish students' writing, help in the library, or do clerical work. There is no better way to be involved in your child's education than through participation as a volunteer.

Discrimination and Grievance

Weld Re-3(J) School District does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), or disability in any of its educational programs or activities which it operates. We abide by Section 504 and Title IX, its administrative regulations and the Americans with Disabilities Act not to discriminate in such a manner.

Weld Re-3(J) School District shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 which deal with sexual harassment. Students who sexually harass other students or staff members shall be subject to disciplinary action.

The administration has established a grievance procedure for all students to deal with complaints regarding discrimination and sexual harassment. The policies and procedures dealing with discrimination and sexual harassment can be reviewed by contacting the principal. Students who wish to file a complaint should contact the building principal.

If there is a situation in which a parent or staff member needs to file a complaint concerning suspected licensing violations, please contact the

Department of Human Services

Division of Child Care

1575 Sherman St, First Floor

Denver CO. 80203-1714

303-866-5958



Meals and Snacks

Breakfast for the morning class and lunch for the afternoon class will be served during preschool hours, and provided free of cost to parents by the school's cafeteria. Students who have allergies to foods must contact the school health clerk and provide the appropriate documentation so that all health needs are met. Parents are asked to contact the teacher prior to bringing in foods so that all safety precautions are followed.

Withdrawal or Dismissal

If you plan to withdraw your child from preschool, we ask that you give written **two weeks' notice** to the preschool staff. Children are often on a waiting list. Our greatest wish is that the preschool experience will be a happy and fulfilling experience for your family and child. In the unlikely event it becomes necessary to remove your child from the program, a conference with the teacher, principal and parent/guardian will take place before any final decisions are made.

Reasons for dismissal may include:

- Non-payment of tuition (for tuition paying students)
- Required paperwork not up to date or not received
- Causing or attempting to cause physical injury to another person
- Continued willful disobedience or open and persistent defiance of proper authority
- Repeated interference with the school's ability to provide educational opportunities to other students.

Personal Belongings

Children are encouraged not to bring personal belongings (such as toys), money or valuables to school except when needed for specific events. Money for special events will be collected by the teacher. If toys or personal belongings are brought to school, the teacher will take them. The parent is welcome to come and retrieve those items from the teacher. The school is not responsible for lost, stolen, or broken personal items.

Discipline and Behavior Guidance

All preschool teachers will use positive guidance, redirection, and logical/natural consequences. If you have any questions regarding these guidelines, please ask your child's teacher.

A child may be asked to take a break from the group until he/she is ready to demonstrate appropriate behavior. If a child displays a pattern of negative behavior or has a serious behavior issue, a meeting will take place with parents to collaborate and discuss next steps and as deemed appropriate, a child behavior plan will be developed.



Handbook

Acknowledgement

By signing below, you acknowledge you have received and accept the conditions and agree to the policies and procedures within the Preschool Parent Handbook. Please sign and return this page to your child's preschool teacher at the beginning of the school year.

Child's Name: _____

Parent/Guardian Signature

Date