

# PRESCHOOL PARENT MANUAL

## 2011 - 2012

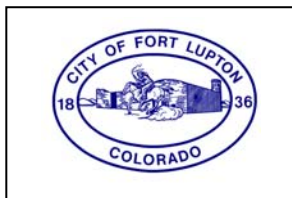


TABLE OF CONTENTS

RECREATION DIVISION TABLE OF ORGANIZATION..... 3

PHILOSOPHY OF THE PRESCHOOL PROGRAM..... 4

ELIGIBILITY FOR PARTICIPATION..... 4

NONDISCRIMINATION AND CHILDREN WITH SPECIAL NEEDS..... 4

INCLUSION STATEMENT AND ACCOMMODATIONS..... 4

HOURS OF OPERATION AND HOLIDAY OBSERVED ..... 5

INCLEMENT WEATHER PROCEDURES ..... 5

ADMISSION AND REGISTRATION OF CHILDREN..... 5-6

FEE SCHEDULE..... 6

IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES..... 7

DISCIPLINE ..... 7

CHILDREN WHO BECOME ILL/ACCIDENTS/EMERGENCY..... 8

LOST CHILDREN/NATURAL DISASTERS ..... 8

TRANSPORTATION OF CHILDREN..... 8

FIELD TRIPS/VIDEO VIEWING ..... 9

SAFETY WHEN RIDING IN A VEHICLE/VEHICLE SUPERVISION..... 9

ARRIVAL/RELEASE OF CHILDREN ..... 9

LATE PICK-UP/FAILURE TO PICK-UP..... 9

LATE ARRIVALS ..... 9

STORING AND ADMINISTERING CHILDREN'S MEDICATION..... 10

HANDLING OF CHILDREN'S BELONGINGS ..... 10

SUNSCREEN / SNACKS ..... 10

DIAPERING & TOILET TRAINING..... 11

DRESS CODE..... 11

VISITORS/VOLUNTEER POLICY ..... 11

COMMUNICATION WITH PARENTS..... 11

FILING A COMPLAINTS/REPORTING CHILD ABUSE..... 11

REQUEST FOR CHILD'S REMOVAL AND APPEALS..... 12

CHILD HELMET USE ..... 12

LETTER FROM SOCIAL SERVICES..... 13

RECREATION DIVISION TABLE OF  
ORGANIZATION

Fort Lupton Recreation Center

Parks & Recreation Director

Monty Schuman ext. 101

Recreation Manager

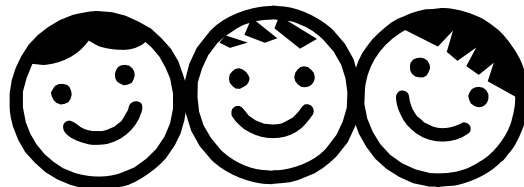
Julie Seedorf ext. 114  
Jseedorf@fortlupton.org

Program Director

Jennifer Diller

Fort Lupton Recreation Center

203 South Harrison Avenue  
Fort Lupton, CO 80621  
303.857.4200  
www.fortlupton.org



## WELCOME TO PRESCHOOL!

### Philosophy of the Preschool Program

At the Fort Lupton Recreation Center we strive for a nurturing and joyful environment where children, families and staff come together to enrich and touch the lives of the future. The Preschool Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability.

### Eligibility for Participation

All children who have reached the ages of 3 years to 5 years of age by September 15, 2011 are eligible to register for the Preschool Program. Children already attending Kindergarten are not eligible to enroll in the Preschool Program.

Preschool participants in age group for 3 years old must have reached his/her third birthday by September 15, 2011. Preschool participants in age group for 4-5 years old must have reached his/her fourth birthday by September 15, 2011 and plan on attending Kindergarten the following year.

### Nondiscrimination and Children with Special Needs

The Preschool Program does not discriminate on the basis of race, color, national origin, sex, or disability. The Preschool Program is dedicated to supporting the goals of the Americans with Disabilities Act. Please refer to inclusion statement if your child may require special accommodations for participation; please call us at **303.857.4200**.

### Inclusion Statement

The mission of the Preschool Program is to provide a safe and secure environment for children to explore and achieve success through a variety of recreational activities. We believe in providing quality programs for every participant.

### Accommodations

The Preschool Program staff will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, staff training, additional staff supervision, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable leisure experience for all participants. Participants are encouraged to bring a companion to assist with special accommodations. There will be no additional fees for a companion to attend Preschool unless attending a special ticketed event or activity. Individuals who require inclusion assistance must call at least two weeks in advance if you are interested in attending the Preschool Program. Due to staffing, space is limited with limited hours during Preschool. **We are unable to provide personal care.**

### **Hours of Operation and Holidays Observed**

The Preschool Program is open 8:30 am - 11:00 am, Tuesdays, Wednesdays and Fridays for children three years of age or from 12:00 pm - 3:00 pm, Tuesdays - Fridays for children four to five years old. In the summer months, the Preschool Program is closed.

We are closed on the following holidays; New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. Please see enclosed information for specific dates for fall, spring and winter breaks including other Weld Re 8 non school days. Any other closures will be posted in advance.

### **Inclement Weather Procedures**

**Snow Closure** - In the event of blizzard conditions during class hours, we remain open and attempt to keep regular class hours. If we lose electricity or heat we will notify parents to pick-up their child(ren). Please notify us if you're going to be late picking up your child due to the weather conditions.

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened. The children will then be moved indoors.

In cases of rain, lightning, or a tornado warning, the activity will be moved indoors to the Fort Lupton Recreation Center.

If the center closes due to weather or for any other reason, parents will be notified by telephone.

*The Fort Lupton Recreation Center Preschool Program does follow the same schedule as the Weld RE-8 school district in cases of snow closures.*

NOTE: Snow days are not made up.

### **Admission and Registration of Children**

This program is one of many activities provided by the Parks and Recreation Department and Registration procedures for all programs are as follows:

Spring/Summer 2011:

- Registration for any 4 - 5 year old participant that previously participated in the 3 year old classroom will be Monday May 9, 2011 through Sunday May 22, 2011.
- All other Resident/Non Resident registration begins May 23, 2011.
- Registration for the Preschool Program is a continual 9 month program. There are four payments due during the year: the first payment is due at time of registration, the second payment is due in October, the third payment is due in January and the fourth payment is due in March.
- Each May, registration will be open for newcomers to the program. Class curriculum will remain age appropriate. There is no need to switch classes when your child has a birthday.
- Payments not made by due date will be charged a \$10.00 late fee.

Participants can register by one of three methods: Walk-in, Mail-In or Fax.

1. Walk-in Registration: Come into the Recreation Center during normal hours of operation.

Monday - Thursday	5:30am - 9:00pm
Friday	5:30am - 8:00pm
Saturday	8:00am - 5:00pm
Sunday	12:00pm - 5:00pm

Complete the registration form, (one form per child) for one or more sessions and pay the program fee by cash, check or VISA/MasterCard.

2. Mail-In Registration - All mail-in forms are available at the front desk. Mail the completed form with correct payment (check or VISA/MasterCard - no cash) to:

Fort Lupton Recreation Center  
203 South Harrison Avenue  
Fort Lupton, Co 80621

3. Fax your registration to 303.857.6421.

Please remember that programs fill up quickly - to ensure a spot for your own child, it is important that you register in a timely manner.

Please note: Registration fees will only guarantee continuous enrollment for the 2010 - 2011 school year. All participants must register to enroll in the Preschool Program for the upcoming school year.

The first payment is required at the time of registration, the second payment will be due in October, the third payment will be due in January and the fourth payment will be due in March. The Fort Lupton Recreation Center accepts the following methods of payments cash, check, money order, or MasterCard/Visa. Please make checks payable to the City of Fort Lupton.

### **Fee Schedule**

#### **Annual Tuition 3 years old**

September - May

Total Tuition = \$875.00

1<sup>st</sup> payment (due at time of registration) = \$218.75; 2<sup>nd</sup> payment (due by Oct. 11<sup>th</sup>) = \$218.75;

3<sup>rd</sup> payment (due by Jan. 3<sup>rd</sup>) = \$218.75; fourth payment (due by March 5<sup>th</sup>) = \$218.75.

#### **Annual Tuition 4-5 years old**

September - May

Total Tuition = \$1400.00

1<sup>st</sup> payment (due at time of registration) = \$350.00; 2<sup>nd</sup> payment (due by Oct. 11<sup>th</sup>) = \$350.00;

3<sup>rd</sup> payment (due by Jan. 3<sup>rd</sup>) = \$350.00; fourth payment (due by March 5<sup>th</sup>) = \$350.00.

### Identifying Where Children Are at All Times

Schedules of activities are given out to parents and children at the beginning of each session or month. Changes are given out as they occur. When children are out of the Preschool Program room a sign will be posted on the door as to where the children can be found.

### Discipline

In order to make the Preschool Program a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Teachers communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving. Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. Punishment is never associated with food, rest, toileting.

It is the parent's responsibility to inform the teachers if their child has any behavioral, mental, or physical challenges, which may affect his/her day-to-day activities in class. Such issues must be specifically noted on the child's registration form and emergency card. **Failure to do so may result in the child's dismissal.**

When a child does not observe the expected guidelines, the Preschool Staff will discuss an appropriate plan of action which may include any or all of the following steps:

1. Separate the child from the group for an age appropriate amount of time. \*
2. Discuss with the child the inappropriate behavior before they return to the group. \*
3. Parents will be notified of any problems during the class. \*
4. Further incidents, the consequence will be a parent conference and a three day suspension of registered session. \*
5. Another incident following this suspension, there will be an automatic expulsion from Preschool for the remainder of the program. The registration fee may be prorated and/or refunded. \*

\* Staff will document all behavior problems and incidents.

### **Children Who Become Ill/Accidents/Emergency**

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to the Preschool Program. If a child should become ill or get injured during the Preschool Program the parents/guardians will be notified.

All children will be separated from the other children and will be offered a blanket and mat to lie on. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Preschool Program Director any exposure to communicable illnesses outside the center. The child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

### **Lost Children/Natural Disasters**

All Preschool Program Staff members are trained in the established safety procedures. Drills are held monthly to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such situation

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Manager must be immediate. The Recreation Manager will notify police.
- C. Local authorities will begin work immediately.
- D. Emergency transportation will be provided.
- E. Children's parents or guardians must be notified promptly.

When Preschool Program Staff hear the tornado siren or are alerted by the Fort Lupton Recreation Center Staff that there is a tornado warning, children will be moved to the designated area that has been deemed a tornado safe spot. Preschool Staff will take attendance once they are safely in the designated area. Once the Fort Lupton Recreation Center receives an all-clear signal from the Recreation Manager/Director or the Police Department, children will return to the classroom.

### **Transportation of Children**

If Preschool Program field trips are scheduled, they are in town and the children will either walk or meet at the designated sites. Children will not be transported in any City of Fort Lupton vehicle.

The Preschool Program Staff will NOT transport any children in their personal vehicles. They will have access to any City of Fort Lupton automobile to transport equipment or supplies for the local field trips.

### **Field Trips/TV & Video Viewing**

The Fort Lupton Recreation Center Preschool Enrichment Program will not leave the facility for external field trips.

From time to time, the Fort Lupton Recreation Center may photograph or video tape activities and events for inclusion in promotional materials. If you prefer not to have your child(ren) involved, please let us know in writing.

The only video that is viewed in the preschool program is "Whales Tales" during our swim safety week.

### **Safety When Riding in a Vehicle/Vehicle Supervision**

The Fort Lupton Recreation Center Preschool Enrichment Program will not be traveling during school hours.

### **Arrival/Release of Children**

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the Preschool Program. Log-In/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to Preschool Program Staff may be asked to show ID. Authorized persons must be at least 18 years old. No Preschool Program Staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

### **Late Pick-Up/Failure to Pick-Up**

Please contact the Fort Lupton Recreation Center at 303.857.4200 if you are going to be late. A late fee of \$5 for every 15 minutes will be charged for any pick up that occurs after the scheduled pick up time. This must be paid before the child can return to class. When a child is not picked up after class staff will first try to contact the parent/guardian, then the emergency contact numbers. After 30 minutes, the Department of Social Services/Police will be contacted by staff and the child will be placed in their custody.

### **Late Arrivals**

It is required that the parent/guardian send a written notice to the Preschool Program at least one day prior to the foreseen late arrival. In those situations, Preschool Program Staff will either wait for the late arriving child or schedule with that parent/guardian an alternate arrival destination, if it is on a field trip day.

For unscheduled tardiness, the procedure will be as follows:

- A. First Time - Child will Log-In late.
- B. Second Time - Preschool Program Staff will notify the Recreation Manager who will call the parent and discuss the situation.

Please remember that tardiness impacts the day's schedule for all the other children in the program. Please be mindful of the time and inform the Preschool Program Staff of any late arrivals. Upon arrival children are expected to join the group in the current daily activity.

### **Storing and Administering Children's Medication**

Please notify the Fitness Program Coordinator if during class your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Preschool Program Director and Staff in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in class.

In the event that a medication does need to be administered during class time by staff, we must have on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container.

Only the Preschool Program Director, Fitness Program Coordinator and/or Recreation Manager are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked cabinet away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

### **Handling of Children's Belongings**

All children's belongings should be labeled with their name. A specific place is designated in the classroom for personal belongings to be stored. Although the Preschool Program Staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. The Preschool Program provides activities and equipment for children. Children should not bring expensive or valuable items to the program. The Preschool Program is not responsible for lost, stolen, or damaged items, including money. Please Note: Children should only bring toys on their specified show and tell days.

### **Sunscreen**

Please apply sunscreen to your child daily before attending the Preschool Program. In the event that your child is not wearing sunscreen, Preschool Program Staff may only apply sunscreen with written consent. Please complete the consent form authorizing Preschool Program Staff to help your child apply sunscreen. If you wish to have a specific brand of sunscreen used on your child, please provide a labeled bottle of sunscreen for your child to be kept in the classroom.

### **Snacks**

All children should eat breakfast / lunch prior to the Preschool Program. A snack will be provided each day to the participants. Snack sign up sheets will be available at the beginning of each month for parents that would like to bring snacks for the class. **All food items must be store bought, pre-packaged items in their original unopened container - no peanut products.** Please notify the instructor of any allergies. Safe drinking water will be freely available to the children at all times. All foods are stored, and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption. Home-canned foods cannot be served.

### **Diapering and Toilet Training**

It is required that participants of the Preschool Program are potty trained.

### **Dress Code**

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Arts and crafts may be messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. If a dress up day is called for please pack a change of clothing fully marked with your child's name on each piece. Also consider the needs of your child for the use of the restroom. Clothing that children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended. Please no flip flops.

### **Visitors/Volunteer Policy**

Parents may visit the classroom at any time. All visitors, including parents, are required to check in with Preschool Program Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All volunteers must complete a City of Fort Lupton Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Fitness Program Coordinator.

### **Communication with Parents**

Parents are encouraged to visit their child's class. We believe in an open door policy and want our parents to feel involved in their child's learning. Parent conferences may be scheduled at any time. Activities are planned throughout the year to encourage interactions between staff and families.

### **Filing a Complaint**

We want to hear from you if you have questions or concerns about your Preschool Program. We will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Social Services. The telephone number for the Weld County Social Services is 970.352.1551.

Should you have a concern, or idea for improving the Preschool Program, you may also contact the Recreation Manager at 303.857.4200 ext. 114 at anytime.

### **Reporting of Child Abuse**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of suspected child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the County Department of Social Services, Police Department, or other law enforcement agency in the community or Weld County in which the facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the County Department of Social Services in the County in which the child resides

or the local law enforcement agency in the County in which the incident is believed to have occurred.

### **Request for a Child's Removal and Appeals**

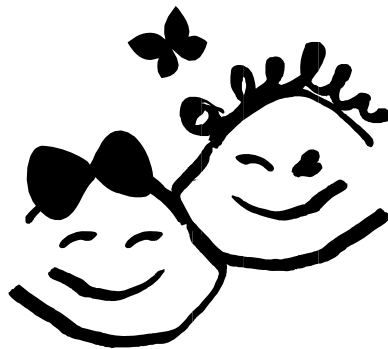
The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a child is removed, the Program Director will discuss the current situation and everything that has occurred to date with the Recreation Manager . With the Manager's approval, the Program Director will then inform the parent/guardian by phone that their child is dismissed from our program. Additionally, the Program Director will follow-up the call with a letter stating what actions have been taken and why. This letter will also indicate that a copy has been sent to the Recreation Manager.

An Appeal Process is available if the parent(s)/guardian(s) want. They would contact the Program Director to arrange a hearing before the Appeals Board. They would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child be reinstated to the program. The Board has the authority to make exceptions and would give the parent/guardian their decision within 24 hours of their appeal hearing.

### **Child Helmet Use**

Children are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a Preschool Program activity. The City of Fort Lupton Recreation Center provides helmets.



Dear Parents:

Your child was recently enrolled in a Preschool Program that is licensed by the Colorado Department of Human Service. The license indicates that the program has met the required standards for the operation of a child care facility. **If you have not done so, please ask to see the license and the last facility inspection.**

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your County Department of Social Services. The telephone number to report child abuse in your county is listed below.

Weld County Department of Social Services	970-352-1551
Adams County Department of Social Services M-F	303-412-8121
Douglas County Department of Social Services	303-688-4825
Jefferson County Department of Social Services	303-271-4357 or 4131
Clear Creek County Department of Social Services	303-569-3251 ext.365
Gilpin County Department of Social Services	303-582-5444
Boulder County Department of Social Services	303-441-1000

Colorado Law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and implemented program. Remember to observe the program regularly, especially with regards to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, or if you would like to review a licensed facility file, please consult the Colorado Department of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958.

**To review a file for a licensed child care facility please call 303-866-5088.**