



# Parent Handbook 2023-2024

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Licensed, Non-Profit Corporation

Founded in 1985

303-424-0336

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## Tuition for 2023 – 2024

### **All Registration fees & first tuition payment due upon enrollment**

Preschool/Pre-K registration fee: \$300 Juniors registration fee: \$250 (non-refundable)

**Please include the Membership Acceptance form with your payment. Your second tuition payment will be due the first week of school in September.**

### Juniors Class

\$170/month..... Two days per week

### Preschool & Pre-K Class

\$340/month..... Two days per week

\$510/month..... Three days per week

\$680/month..... Four days per week

1. Download and review the following forms from our website:  
Immunization Guidelines and Information, General Health Appraisal, and Emergency Card/Authorization
2. Please return Physician signed Health Appraisal & Immunization certificate plus the Emergency card information the first week of school. Forms are due annually.
3. You may see police vehicles parked daily in front of the school. The Church offers WR police a break room full of snacks. Nice to have a police presence onboard!

# Dates to Remember...

Parent Orientation information will be sent via email. Read this handbook carefully as it is packed full of important information you need to know about Child Priority.

*Welcome to the Child Priority Community!*

Event	Date
Meet Your Teacher Day <i>(Your child's ½ hour visit will be scheduled and the time sent in the summer newsletter)</i>	<b>Wednesday, August 30, 2023</b> ½ hour visit with your teacher Juniors: 9:00 & 10:00 Preschool: 8:30, 9:30, 10:30, 11:30 Pre-K: 11:00, 12:00 & 1:00
School Opens – Gradual Enrollment	<b>Tuesday, Sept. 5, 2023</b> <b>Wednesday, Sept. 6, 2023</b>
Butter Braids order forms and monies due	<b>Wednesday, Sept. 20, 2023</b>
Butter Braids ready for pick-up	<b>Wednesday, Sept. 27, 2023</b>

Event	Date
Thanksgiving Break – no school	<b>Nov. 20 - 24, 2023</b>
Winter Break <i>(follows Jefferson County)</i>	<b>Dec. 20, 2023 – Jan. 3, 2024</b>
Fall 2024 Registration	<b>Jan. 17, 2024, Online</b>
Spring Break <i>(follows Jefferson County)</i>	<b>March 18 - 22, 2024</b>
School closes (last day of school)	<b>May 22, 2024</b>
Emergency/Snow Closures Make-up Days	<b>May 23 and 24, 2024</b>

# Child Priority Annual Calendar 2023–2024

September '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Events	
	First Day of School - September 5, 2023
	Back to School - January 8, 2024
	Last Day of School - May 22, 2024
	<b>No School:</b>
	Thanksgiving Break - November 20 - 24, 2023
	Winter Break - Dec. 20, 2023 - Jan 5, 2024
	MLK Day - January 15, 2024
	President's Day - February 19, 2024
	Spring Break - March 18 - 25, 2024
	Potential Snow Make-up Days - May 23 & 24, 2024

# Child Priority History

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Our very first Child Priority school day began in September 1985, so this marks our 38<sup>th</sup> year of Child Priority's existence! I graduated with a degree in Early Childhood Education and Director license from Metro State University. All I ever wanted was to be a teacher of young children. I always said, "I teach kids and I get paid! Wow!" I was hired at Red Rocks Community College to teach kids in the lab school and train adults taking classes in Early Childhood Education. After 4 years, Red Rocks Community College wanted a location to train all their interns off-campus. A co-teacher and I decided, with the help of some very dedicated parents, to open a preschool and call it 'Child Priority'. We were teachers in the classroom, and we were also able to contract with Red Rocks Community College for our preschool to become the off-campus Early Childhood training site. For the next 8 years, I trained college students in planning curriculum, managing a classroom, and positive guidance strategies using kindness and respect all in our very own school.

Child Priority's first location was at the Jefferson Avenue Church. We only had one large classroom in their Fellowship Hall, and we had to move all the equipment out into a storage room every single week. We were young! After four years, my co-teacher was transferred, and I moved the school to the Wheat Ridge Presbyterian Church. We added another classroom and three more teachers. Throughout the next 20 years I taught with the best of the best talented and dedicated teachers. We have all stuck together as co-teachers and truly life-long friends. Working in the education field for so long, I've been fortunate to choose the best educators to teach at Child Priority. In 2003, the school moved to the Glory of God Lutheran Church. Although we do not have a religious affiliation with the church, a mutual friendship has blossomed. We are so happy to use this beautiful, air-conditioned space for Child Priority and we added the Junior classroom! In these past 20 years, more teachers have joined Child Priority to create an extraordinary teaching staff.

After teaching for over 40 years and working as the Director and Administrator, I feel very lucky that so many wonderful families have joined Child Priority. It's a magical time in a child and parents' life and we are so happy to be a part of it. I always hope to offer quality in education, an enriched environment and a sense of belonging to a community resembling Mayberry.



Gratefully,  
*Vanda Klimpke*  
Director

# Child Priority Philosophy

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Our philosophy at Child Priority is based on the Pacific Oaks School in California, a certified training school with an extensive history of quality education for young children, plus the sound research and best practices of renowned early childhood educators such as Jean Piaget, Erik Erickson and Lev Vygotsky. We offer an enriched and balanced approach to learning that is infused with academics. Our active learning approach is the most appropriate and inherent level of learning for children and if we're honest, adults as well. Trained teachers offer children learning activities that pique their interests and curiosity, and then challenge them to become 'thinking learners.' Teachers help stretch your child's mind by demonstrating, asking questions, encouraging and guiding. Vygotsky and Piaget believed children learn best about their world by interacting with people and their environment. We create an enriched environment and offer children the opportunity to explore, discover and learn how things work by taking in information through all their senses. At the same time, teachers skillfully incorporate meaningful academics such as counting, numerals, letters, writing, quality literature and challenging questions. Children need to experience information and see how it applies to their world for it to make sense and become concrete in their thinking. Memorization alone is not enough.

Active learning to us means a child participating in the classroom day and making strides to understand the world around him/her. We develop curriculum that stimulates student's interests, creating the "glue" that joins together focus and cognitive motivation. If you like dinosaurs and can make your own dinosaur museum, you may want to do some research in books and write names for your dinosaurs. You may want to display our 50 giant dinosaurs on big blocks with plants all around. You may want to make tickets for other kids to come and visit your museum. You may even use our clay to make dinosaur fossils with footprints. And as visitors come to your museum, you may have a pointer and give information about dinosaurs that you have researched. And what is so fun about all this is that you're planning it with several friends who also love dinosaurs.

This is a very common example of how our curriculum evolves for children and how the teachers endeavor to be masters at guiding and extending learning.

Our classroom curriculum moves from simple activities to more complex as the year progresses, respecting the development of each individual child. Children will experience everything from painting, art collage, blocks, Legos, many kinds of manipulatives, water-bubbles-sand, cooking, weaving and sewing, book-making, story writing and story-telling, wood-working, cooking, estimating and math concepts, dinosaurs and volcanoes, researching insects, spiders, or rain forest animals, hatching frogs, butterflies or lady bugs. It's a learning experience we hope they will never forget. The curriculum fits the child, not the child to the curriculum.

Another equally important aspect of Child Priority is our focus on helping children to communicate, problem-solve, and effectively and happily socialize. Teachers give unequalled personal attention, care and guidance to help your child respond to his/her feelings. We see it as building steppingstones to help children gain positive tools toward self-esteem, become socially comfortable and feel safe and secure in a school environment.

And lastly, a note about Child Priority's staff. All teachers are required to be Group Leader qualified in Early Childhood Education and most have bachelor degrees. Monthly staff meetings, First aid/CPR/Universal Precaution certification and 15+ hours of on-going training annually are a requirement of being a Child Priority teacher. This is so that we may ensure continued alliance with current research and challenge ourselves as educators. Our philosophy and goal at Child Priority is to provide a rich and meaningful environment where young children are encouraged to build the skills necessary for success in life. We are also here to support parents as a child's first teachers and promote the vital link between school and home.

# Important Information

Welcome to the new school year at Child Priority! This packet is full of information about the school and forms for you to fill out. Please return the *Emergency/Authorization Card*, *Colorado Certified Immunization record from your doctor's office and physician signed General Health Appraisal*. Please bring all these forms on your child's first day of school in September.

Upon enrollment, the **Membership Acceptance Form**, the **registration fee** and the **last month's tuition payment was due**. The tuition payment and Annual Registration Fee is non-refundable.

## School begins Tuesday, September 5 and Wednesday, September 6, 2023

The first 2 days of school is 'Gradual Enrollment' at Child Priority. We do this to give children the opportunity to get to know their teachers and each other in an environment that is not overwhelming. Gradual Enrollment helps to make the transition to school easier for most children. This means Preschool & Pre-K will attend a 3-hour session on Tuesday & Wednesday and the regular 4-hour session on Thursday & Friday. Parents are welcome to stay for all or part of these first days, but it is not necessary unless you predict separation anxiety. The Juniors class will attend 1 ½ hours the first day and the regular 2 hours on their second day of school. 'Meet your Teacher Day' is August 30, 2023. Scheduled times will be sent to each family in the summer informational email.

## Gradual Enrollment Schedule

### Preschool

### Pre-K

Tuesday, Sept. 5	9:15 – 12:15pm	9:00 – 12:00pm
Wednesday, Sept. 6	9:15 – 12:15pm	9:00 – 12:00pm
Thursday, Sept. 7	9:15 – 1:15pm	9:00 – 1:00pm
Friday, Sept. 8	9:15 – 1:15pm	9:00 – 1:00pm

*Bring Snack Daily & Lunch on Thursday and Friday this week*

### Juniors

Tuesday, Sept. 5	9:15 – 10:45am
Wednesday, Sept. 6	9:15 – 10:45am
Thursday, Sept. 7	9:15 – 11:15am
Friday, Sept. 8	9:15 – 11:15am

*Bring Snack Daily*

# Regular Daily Class Schedules

This is what our day looks like in each classroom:

## Juniors Schedule

*(2.8 – 3.2 yrs old)*

- 9:15am** Centers & activity time
- 10:05am** Clean-up & wash hands
- 10:15am** Snack & singing songs
- 10:30am** Bathroom reminders
- 10:35am** Outside play
- 11:00am** Group time: singing, games, music/movement & stories
- 11:15am** Children are dismissed

## Preschool Schedule

*(3 – 4 yrs old)*

- 9:15am** Group planning meeting
- 9:45am** Math/Science/Art choice
- 10:30am** Pick-up & snack time
- 11:00am** Outside play
- 11:35am** Group time & music
- 12:10pm** Lunch
- 12:40pm** Storytime & recall
- 1:15pm** Children are dismissed

## Pre-K Schedule

*(4 – 5 yrs old)*

- 9:00am** Group planning meeting/writing
- 9:30am** Math/Science/Art choice
- 10:50am** Pick-up classroom
- 11:10am** Snack, music & games
- 11:40am** Outside play
- 12:15pm** Lunch
- 12:40pm** Storytime, recall & sharing
- 1:00pm** Children are dismissed



# Lunches & Snacks

The Colorado Department of Health requires a “cold pack” in all lunches daily. They also ask that each family pack a balanced lunch with a drink for their child. We eat lunch at our classroom tables with an adult with adult supervision. We certainly encourage children to eat at this time, but some children eat less than usual due to socializing. Packing a variety of finger foods in easily opened containers or zip lock bags work the best. Please peel eggs and oranges.

Please also pack a healthy snack for your child to enjoy during snack time! Some ideas for healthy snacks include:

- Apples
- Bananas
- Grapes
- Carrots
- Rice Cakes
- Popcorn
- Goldfish
- Pretzels
- Yogurt
- Crackers
- Cheese
- Celery
- Cottage Cheese
- Snow Peas



# Important Notes

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Birthdays: Birthdays are a fun time in each classroom. We have a simulated cake with candles we light at group time. If you and your child wish, you may bring a simple store-bought treat to share with the class after lunch on his or her birthday. Please check with your child's teacher for any student allergies.

Clothing: For your *child's* sake, please provide clothing suitable for the classroom and the weather. A child's clothing should allow him/her the freedom to explore and discover all aspects of the school environment without concern for "getting dirty or messy." From October through most of April children will need some of the following with them every day: snow pants, waterproof gloves and snow boots. Also, please keep an extra set of clothing "just in case," as most children will feel more comfortable changing into their own clothes rather than "school" clothes. For *your* sake, be sure to label your child's clothing. ☺ Sandals and clogs fill with our outdoor ground cover during our outside play time. Wearing tennis shoes everyday enables kids to play freely.

Cell Phones: Please refrain from using your cell phone except for emergencies when you are our parent helper in the classroom. Making calls and texting while we are counting on you as an adult in the classroom creates an unsafe environment for kids.

Cubbies: Each child will have a cubby for his or her personal belongings such as coats, boots, lunches and warm winter apparel. All literature distributed for parents (i.e., teacher notes, newsletters and scholastic information) will also hang from your child's cubby. Kids on opposite days will share cubbies.

Emergency Information: It is a parent's responsibility to keep all emergency info current and on file with the school. Please notify us promptly of any change in address, telephone numbers for work or home, nannies, etc. so we may reach you quickly if necessary.

Field Trips: Walking/hiking is on the school grounds and may include a small group of children and a teacher. Field trips are posted in the class cubby room. All parents attend the field trips and drive their own children. The Junior class has a park day at the end of the year.

Illness: Children must be healthy enough to fully participate in the school program indoors and out. If a child is not well enough to be outside, he or she is not well enough to be at school. Any new guidelines for Covid-19 related protocols will be sent separately closer to school opening.

Health Department Guidelines: Please do not send your child if they have had any of these symptoms within 24 hours of school: Temperature over 100 degrees, vomiting or diarrhea, perpetual runny nose, consistent cough, tired and lethargic or any contagious illness (pink-eye, strep, croup, etc.). The school staff reserves the right to decide if a child is well enough to be at school. If your child becomes ill while at school, we will call you to pick up him/her immediately. We are required to post all contagious diseases that children and their families may have during the school term. This is for the health of everyone at school.

# Important Notes (Cont.)

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Lunches: The Colorado Department of Health requires a “cold pack” in all lunches daily. They also ask that each family pack a balanced lunch with a drink for their child. We eat lunch at our classroom tables with an adult with adult supervision. We certainly encourage children to eat at this time, but some children eat less than usual due to socializing. Packing a variety of finger foods in easily opened containers or zip lock bags work the best. Please peel eggs and oranges.

Medications: Colorado Social Services and Colorado Health Departments will not allow us to dispense medications. We cannot dispense Tylenol; cough drops or any over-the-counter medication. Children may not possess any such medication while at school. Any medications or testing a child may require during our 2-hour or 4-hour program including antibiotics, insulin, Tylenol, Advil, etc., will need to be administered by the parent.

Missed Days: Missed days due to travel, illness or other family situations cannot be made up due to full classroom enrollment every day. Tuition is based on a nine-month commitment and is not refunded for time missed. Families may not pick up extra days from kids who are not using due to illness or travel.

Academic reports & Conferences: Pre-K parents receive written academic reports by March. During the month of February, we perform individual academic testing (letter/number recognition, fine motor skills, etc.) in the Pre-K class (4-5 yr. olds). Please let Vanda know if you do not want your child tested. Parent-Teacher Conferences take place throughout April for only the Pre-K class. A sign-up sheet with conference times and dates will be posted approximately 3 weeks in advance.

Preschool/Pre-K Parent Helping Days: We ask that parents help in the classroom at least five times per year. We need at least one parent, but not more than two, on any single day. We delight in having parents in the classroom not only for all the help, but to let you see your child in action. Please let us know if you are unable to assist on your day due to illness or some other reason. It would be helpful if you are able to find a replacement on your missed day or switch with another parent. If you are unable to fulfill your parent helping days in the classroom, a small fee of \$25 per day may be paid to the school. Please limit your use of cell phones to emergencies while helping in our classrooms.

Junior Parent Helping Days: Parents are asked to help in the classroom once a month. We feel it is imperative to have a teacher and a parent in the Junior classroom every school day. The helping parent will need to find another parent to take their place if you are unable to attend.

Playground: Our insurance company requires that our playground close immediately after school. Supervision is not provided by Child Priority staff after hours. Parents will be responsible for any injury or property damage that may occur after school.

Returned Checks: All checks returned by your bank will be subject to a \$30 service/activity charge. Please add this to your tuition check when you submit your 2<sup>nd</sup> check.

# Important Notes (Cont.)

School Closures: Parents will be notified of school closures due to weather via email. *If Jeffco Public schools close due to weather, we will also close unless notified via email*  
Child Priority does not follow the Jeffco delay schedules for weather. We always start school at usual school time.

School Hours: School doors open by 9:00am each day depending on class time. Children should not be left before this time. We ask all parents to make an extra effort to bring your kids by 9:00am/9:15am and pick up by 1pm/1:15pm, depending on the class. Children must be picked up at 1:00pm or 1:15pm depending on the class. After 1:10pm or 1:25pm, a late pickup charge of \$10 per 15 minutes (or any portion of a 15-minute segment) will be charged immediately.

Sign In: State Social Service regulations require that all children are signed in and out each day by the person who brings and/or picks up a child. If you are driving in a car pool, please sign in or out all of the children riding with you. Please never leave siblings or daycare children unattended in the car.

Toilet training: In accepting younger children (under the age of 3), it's important for parents to understand the need for all children to be potty trained. Your adherence to this policy helps ensure a positive first school experience for your child and the other children in their class. Your potty-trained child will tell the teacher he/she needs to go the bathroom and is able use the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, washing and drying his/her hands, is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, and before going out to the playground, etc.), and will not be in diapers or pull-ups at all (he/she must be in regular underwear). Our school does not have the staffing to potty train our students. If a teacher is spending their time with potty training, then they are not able to work with your child and the other children in our routine daily activities. This is neither fair to your child or to the other children. Our staff is aware that accidents happen. That is why we ask you to keep a change of clothing at school. However, if your child has accidents every day they are in school, we do not consider your child to be potty-trained. If your child is ill and has diarrhea, they should be kept home until they have been episode-free for 24 hours. If a child has diarrhea at school, their parent will be contacted to come to school to pick up their child within 30 minutes of the call.

Tuition Payments: Tuition payments are due on the first of each month. We accept payment via Zelle or check. Please hand checks to Vanda. Tuition may be combined with any other monies owed into one check. Payments more than 10 days late will be assessed a \$20 late fee.

Monday Holidays: If your child attends school on Mondays, we have two holidays we will be closed. Martin Luther King Day (January), and President's Day (February).

Visiting Children: *Covid -19 may interfere with this policy. Please check with Vanda.* Siblings, cousins and friends are all welcome to visit in the classroom. It is the policy of our insurance company that all visiting children under the age of 18 years be accompanied by an adult for liability reasons. Please notify your child's teacher if you plan to attend with a visitor. One visiting child per day.

# The First Few Days of School & Gradual Enrollment

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The first few days of school will be a brand-new experience for you and your child. Your child will be entering one of his/her first experiences in which he/she establishes relationships apart from family members and caregivers. The group setting, the equipment and the “rules of operation” will all be new. The ‘Meet your Teacher Day,’ offers children the opportunity to see the school, meet other kids and become excited about the possibilities ahead before school begins. This day all happens with mom or dad by their side.

The first few days of school is “Gradual Enrollment.” Helping children to feel as comfortable as possible is our goal. Our experience has shown it helps if a parent has a plan ahead of time as to how they will separate from their child, and we hope you have been working on separation through-out the summer. Some kids will enter their first day of school and never look back to even say goodbye while other kids will need a bit of reassurance before feeling comfortable. Having a plan to consistently say ‘goodbye’ at the classroom door is great and is a system that works most of the time.

But what if your child is crying, screaming or attached to your leg? Our school procedure includes a parent staying at school with a crying child. Not only is it better for your child, but it can be very upsetting to other children when a child is crying the first days of school. Staying in your child’s classroom and then gradually moving into another room nearby (while your child remains in their classroom) can make all the difference. So.....be prepared to stay a day, a week or sometimes longer depending on your child’s adjustment to a new school.

Every child experiences a certain amount of anxiety about mom or dad leaving. Each child is unique, and the time needed to make a positive adjustment varies. Keep in mind that your child’s teachers are educated and skilled in helping children separate. The staff values the importance of building relationships with children, but it takes time for the process to happen. Our tip for moms and dads is to not make it an issue for the child. If the situation arises, a parent's response should be, “Oh sure, I would like to see all the fun things you’re going to do.” Or “I am going to sit on the red couches while you have fun.” As soon as the focus is not about school and it becomes anxiety about mom leaving, we have taken a step back. Please begin to work on separation months before school begins.

Here are a few tried and true ideas to practice over the summer:

1. Have play dates at friends’ houses where you leave for an hour or two. Kids learn you will always come back.
2. Meet at a park with classmates so they recognize familiar faces on their first day. We will send the class roster out before school starts.
3. Practice a little independence by having them dress themselves, feed themselves, use the bathroom by themselves including wiping themselves. These are all skills that will help them be successful at school.
4. Parents be sure to read the article in your handbook on “Separation Anxiety.”
5. Make ‘Meet your Teacher Day’ a priority to attend for you and your child. It makes a HUGE difference.
6. Practice saying goodbye at home with hugs, high five’s or pinky shakes!

# Too Sick for School?

## TOO SICK FOR SCHOOL?

### HERE'S HOW TO TELL

STAY HOME IF ...	SYMPTOM	GO BACK TO SCHOOL AFTER ...
Your child feels too sick for regular activities	← COUGH AND OTHER COLD SYMPTOMS →	Fever decreases and your child feels better
Yellow or green pus appears	← EYE DISCHARGE →	The amount of pus decreases, using antibiotic eye drops for 24 hours
The temperature on an oral thermometer reads 100° F or higher (100.4 for an ear, rectal or forehead temp)	← FEVER →	Body temperature reaches normal
You suspect flu—it spreads rapidly	← FLU →	Fever has been gone for 24 hours
Your child has a migraine—throbbing, severe pain with moodiness, fatigue and sensitivity to light	← HEADACHE →	Taking pain medication
Redness and itchiness affect all or most of your child's body	← RASH →	The rash is gone—or the doctor gives the OK
Your doctor suspects—or diagnoses—strep throat	← SORE THROAT →	24 hours after beginning antibiotics
Your child is vomiting or has uncontrollable diarrhea	← STOMACHACHE →	Vomiting stops and your child has control of bathroom breaks

» GET IT ONLINE! You can download this chart at [lu.theranjournal.org/too-sick-for-school](http://lu.theranjournal.org/too-sick-for-school).

# How to Help Your Child Adjust To School....

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Our 'Meet your Teacher Day' and 'Gradual Enrollment' are designed to ease children into school comfortably. It is true that a parents' feelings, comments and actions influence a child's adjustment into school.

For example: If you tell your child how excited you are that they are now ready to attend school, your child will probably feel very positive toward this experience. While if you say, "Well I signed you up for school, but I'm worried you'll be ok" gives a different message. We sometimes give messages we really don't mean and your child definitely picks up on all clues. They may even overhear something that could affect the way they view school.

Come in smiling and excited!

## Do's:

1. Say how lucky they are to go to school.
2. Say how fun it will be to play with dough, blocks, colored water and painting, etc.
3. Say you hope they learn some new songs to teach the family at dinner.
4. Say you heard they even have a story time.
5. Always stay with your group of children.
6. Say their teacher is there to help them.

## Don'ts:

1. Say how much you will miss them.
2. Give too many instructions for the day.
3. Carry your child into school. Let them walk in freely.
4. Ask them to make a picture for you.
5. Say you'll be at home playing with the baby.
6. Send kids with pacifiers or in a diaper.

# Will My Child Have Separation Anxiety?

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We all know what it is like to be in a new situation. Life is one big, new situation after another. A child faces similar universal feelings when they experience new situations. We always have a 'Meet your Teacher Day' before school begins. Child and parent come to school arriving with several other classmates and parents at a scheduled time. This half hour allows kids the opportunity to see their classroom, make a cubby tag with their picture and play on the playground with the comfort of their parents. This simple visit helps to allay many anxieties about entering an unfamiliar situation.

A parent will have a good idea if they expect or anticipate their child will have some trouble separating from them at the beginning of school. Now, how do we help a child adjust and gain those necessary coping skills to feel confident? Your child may be expressing some of the common phrases a child with separation anxiety will say. These may include "I don't want you to leave," "I don't want to go to school," "My stomach hurts," or "I don't like school." Many parents will experience this initial anxiety from kids on their first days of school. You may need to stay in the classroom or our lobby for the first day or several days to reassure the child they are in a fun, safe place. We would rather your child experience their first days at school feeling comfortable and open to fun activities and friends, rather than tearful and upset about your departure. Also, incessant crying and screaming on the first days of school creates a domino effect amongst all the kids. You spend their first few years saying to stay close to mom and do not talk to strangers. This is not the time to leave them abruptly in a new situation when you want them to love school. This time spent by the parent at school may last one day or up to two weeks but is well worth the investment. We will gradually have you step back from the room to the hall couches and eventually telling the child you're leaving. Each child reacts differently so a unique plan and time-frame will be discussed with Vanda and put into action. Helpful strategies and language will be offered to the parents to help guide everyone to a successful outcome. Eventually the time will come when a definite separation from the parent occurs and tears flow, but we know the child is familiar with the teacher, the classroom and our routine. The child's anxiety is based less on fear and more on desire for the parent to stay. We help the child to refocus in the classroom and tears subside quickly. We then call the parent to give an update on how the adjustment is going. This helps the parent to alleviate any lingering guilt feelings. Child Priority is an incredibly fun and safe place for kids, and you have left them in the best of hands! 😊

If you find your child is having some difficulties on into the school year, we first recommend talking with your child's teacher or Vanda. Describing some of your child's comments and behaviors will help us work together towards a solution. All kinds of things can trigger anxiety, such as a new baby, visiting grandparents, a friendship or just realizing school is an on-going event and they're a bit overwhelmed. Sometimes it's as simple as looking at our weekly curriculum sheets. They are posted in the cubby room or ask the teacher to e-mail you the next week's curriculum and then let your child know what they may be doing at school. Anxiety for kid's can often occur around the unknown of what's going to be happening and/or what will be expected of them. Also, it's helpful to set a consistent at-home morning routine and a good-bye routine at the classroom door so kids know what to expect. Parents are always welcome in our classrooms and at morning group to share a little more time with their child, but if you find it creates the "Will you stay longer?" anxiety, you may need to keep a simple good-bye at the door. When you say good-bye, make it a statement rather than a question, such as, "Can I leave now?" of course your child will say "no." Give a kiss/hug and say "Have fun, I will see you soon" and smile. 😊



# How We Handle Separation Anxiety

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We may suggest one or a combination of these things to use consistently, but only after we have made a connection with your child:

1. Try saying goodbye to your child at the same time each day after they put their belongings away. A teacher will greet you and your child and help with the separation. She may give your child an important job to do (ie. Be in charge of the Good Morning Bear or talk about the fun things for that day.) Still, your child may cry after the first couple weeks, but if we have a goodbye plan in place, please be strong and say, “I will be back later and I know you will have fun” and then leave. This may seem harsh, but it truly works when the child realizes you believe its best and this is what the routine will be. Our plan is to help kids engage in fun activities and move on with their day. We can expect a child to be upset for a few minutes or even up to 20 minutes. If a child is having severe anxiety and or unable to console, we will give you a call to discuss our options. Depending on the severity of your child’s anxiety, we may need an additional plan. This is OK and just means it is going to take a little longer to adjust. We will design a plan that best fits your child’s needs. We also see some kids who get involved in activities and don’t remember to be sad until later in the day. We recognize and comfort feelings and gently refocus them back to fun activities. We look at this as a natural progression toward a positive separation, but please let us know if you have concerns. We ask that you do not make promises such as, “We can make cookies after school if you stay”. This sounds like a punishment to stay at school and a reward for grueling through it. That’s not the impression you want to give. Give a big smile and a little hug, not one that says, “I’m so sorry I’m making you stay.” Just know that we take wonderful care of your child and you chose Child Priority because you too, believe it’s the best place for them. Your attitude and language will go a long way in helping your child separate successfully.
2. We may ask you to come back for lunch or story at noon to shorten the time away from you.
3. We may send a book or project they’re working on home with you. They can work on it at home or show it to family and bring it back to school next time. This begins to build a connection between home and school. We may ask the child to bring something from home to use at school, such as a paintbrush, markers or muffin mix. By having an idea as to how their day may begin often helps with anxiety. We ask that you avoid bringing toys to school as sharing them often becomes an issue that can create anxiety, but a separation blanket or other comforting item that stays in their cubby is ok.
4. It is always a good idea to meet the other children and parents that are in your child’s class. We highly encourage getting together outside of school. Forming friendships and play dates contributes positively towards independence and then the desire to see their friends at school.
5. We want to work as a team in helping your child make a successful separation. The school environment is fun, safe and set at a child’s pace. This pace may also include the parent spending time at school in the beginning to allow the child to become acquainted with their environment. You can be confident this is one of many necessary stepping-stones for your child’s growth and development.

# POLICIES & PROCEDURES

# Child Priority Policies

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**General Statement:** Child Priority Preschool Inc. is a non-profit corporation in the State of Colorado, which does not discriminate with regard to race, color, creed, sex or ethnic background. Child Priority requires involvement of all its parent members for its successful operation. Membership in the school and enrollment of a child means acceptance of the following policies. Our Federal Tax ID number is 84-1001867.

## ❑ ADMISSION:

- All families are initially placed on Child Priority's wait list. It is recommended for all interested families to fill-out an enrollment application on-line as early as possible. No fee is required to be placed on the wait list.
- Enrollment is confirmed by the Director and then followed by payment of the Annual Registration Fee and the first tuition payment (both of which are non-refundable). If a family is accepted into the Universal Preschool Program, most tuition will be paid by the State. Registration is extra.

## ❑ ADMISSION PREFERENCES:

- Current families have first choice for selection of enrollment for the next school year. Registration takes place in January for current families.
- Children of alumni families shall have preference on the waiting list for admission to the school following these considerations:
  - The child is, in the opinion of the staff, of an appropriate developmental age.
  - The preference is subject to space availability in the event that the roster is filled by returning children.
  - The family must have previously fulfilled the required school participation, duties and responsibilities, as set forth in the policies of the school handbook. The families must be free of financial obligation to the school and understand and accept the principles and policies upon which Child Priority was founded and now operates.
- Subject to other preferences, admission may be offered to one child of a family who is a member of the church, in which Child Priority is housed.
- Subject to the above preferences, admission of new families will be determined according to the following considerations:
  - The need of the school for that particular year to try and maintain a gender and age balance in the school's enrollment.
  - The date of the application and placement on the waiting list.
- Required payments upon acceptance of enrollment (both of which are non-refundable in order to secure your spot):
  - Annual Registration Fee – child is confirmed on the class roster.
  - First tuition payment is due prior to school opening in the fall. Tuition is based on a set annual amount and divided into 9 equal payments. If the child remains enrolled at Child Priority for nine consecutive months, this payment will be applied to the last month of the school year (May tuition). Second tuition payment is due the first week of school in September.

# Child Priority Policies (Cont.)

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- If the child enters the school in the middle of the month, the tuition payment for the following month shall be adjusted accordingly.
- The tuition payment described herein will be due immediately upon acceptance and is *non-refundable*. *Failure to make the above payments when due will result in the child's losing his/her place in the school unless special approval is given and contracted.*
- The following State requirements must be met before admission to the school:
  - Annual physical exam signed by a physician and dated within the school year.
  - Annual approved Certificate of Immunization with current information. Physician's signature is required by State.
  - Emergency Card completely filled-out, which must include parent phone numbers, doctors, dentist and persons to contact in case of emergency and authorized persons to transport your child.
  - Medical Emergency Release and Field Trip Release signed by parent or guardian.
  - Signed acceptance of Child Priority's policies and parent participation form.
- The first month of attendance for new children will be considered a trial period. This time allows the staff to assess each child's developmental readiness for school.

## ☐ RESPONSIBILITIES OF CHILD PRIORITY MEMBERS:

- As a member of the school, families will be expected to fulfill the following requirements:
  - Parent or guardians of each child in Preschool and Pre-K classes will assist in the classroom at least five times per year. Junior parents help once a month in the classroom.
    - When a member cannot come in on his/her helping day in the classroom, it is his/her responsibility to try and switch days with another parent and to notify the school.
    - If a Preschool or Pre-K family is unable to help in the classroom, they may fulfill this responsibility by donating \$125 for the year or \$25 per day. Junior parents need to switch with another parent.
  - Families must meet all financial obligations to the school as specified in the policies.
  - Participate in Child Priority fundraisers. Parents choosing to not participate in the school fundraisers are welcome to pay an annual sum of \$140. Junior class pays \$125 rather than participate in the school fundraisers.
  - Drivers must carry adequate liability insurance if the member drives any child of the school to or from the school or on field trips with a seat belt for each child's car seat.

# Child Priority Policies (Cont.)

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- Be familiar and comply with all Child Priority Policies.
- Comply with all Colorado Department of Social Services and Department of Health Regulations regarding your child, including the following:
  - The person responsible for bringing and/or picking up the child must sign in and out daily.
  - Pack a nutritious lunch. For example: sandwich, cheese and crackers, fruit, drink and only one dessert with an “ice pack” (Health Dept. requirement.)
    - We are a “NO PEANUT or TREENUT” environment. *Please inform any visitor if they are bringing a lunch and helping in the classroom.*
  - All information including emergency information must be kept current with school records
  - Any contagious diseases of any member of a family must be immediately reported to staff of Child Priority to be posted at school (ie. strep, chicken pox, croup, pink-eye, etc.)
  - Children may not be sent to school if they have any of the following (please check chart “How Sick is Too Sick” pg. 14)
    - Had a temperature of more that 100 degrees within 24 hours of school.
    - Has a persistent “runny nose” or green discharge.
    - Has a persistent contagious cough or sneezing.
    - A contagious illness and are still considered contagious (ie. strep, chicken pox, croup, pink-eye, etc.)
    - Has had diarrhea or vomiting within 24 hours of school.
    - Child acts lethargic and not up to participating at school.
  - All medication must be administered by parents whether it’s prescribed by a doctor or over-the-counter medications, including Advil, Tylenol, Ibuprofen and Insulin. We are a 2-hour and 4-hour program allowing parents to administer medication before or after school. Parents will need to come to school if a child needs medicine or testing during school hours. Please do not send your child to school with cough drops.
- It is expected that attendance will be regular. Any absence should be reported to the school answering machine or through email on the day of the absence or prior to any extended plans. Due to maximum enrollment, there are no make-up days for illness or any other absence.
- Parents are expected to send their children with the appropriate clothing for outside play in all weather. Water-proof boots, snow pants, gloves, hats and sneakers work the best. Sandals and clogs fill with our small ground cover outside so tennis shoes are recommended. Tights are suggested with dresses because bare legs are chilly.

# Child Priority Policies (Cont.)

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## ❑ RESPONSIBILITY OF TEACHERS:

- Prepare the classroom for daily sessions and create an enriched learning environment.
- Meet all Social Services, Health Department and Fire Department rules and regulations.
- Stay informed of developments in Early Childhood Education and related professional areas by attending 15+ hours of on-going training annually, every 2 years, become First Aid/CPR trained and Universal precautions. Finger printing & background checks are required in the State of Colorado.
- Available for parent-teacher conferences.
- Find a qualified substitute when unable to attend any session.

## ❑ PROCEDURES REGARDING ABUSE AND CORPORAL PUNISHMENT:

- As required by law, teachers are Mandatory Reporters and must report all cases of suspected child abuse to the Colorado Department of Social Services. The staff must have first-hand knowledge of the abuse. If an individual, other than a staff member, gains knowledge of abuse, the Director of Child Priority may be contacted to help with information about how that individual can make a report.
- No staff member or volunteer, while in the service of Child Priority, will be permitted to use corporal punishment (any form of striking or hitting) as a form of discipline for a child.
- No staff member or volunteer will be permitted to verbally abuse any child. Verbal abuse includes angry shouting, “name-calling,” or derogatory language directed at children or adults. Immediate dismissal will occur if any of the above occurs in the Child Priority environment.

## ❑ SCHEDULING:

- Child Priority will follow the Jefferson County R-1 School District calendar for holidays.
- The school will be in session at least 33 ½ weeks, between Labor Day and Memorial Day.
- Inclement weather closings will be decided by the Director. Child Priority will close if Jefferson County closes. Parents will be sent an email informing of closure.
- Child Priority will reschedule school days canceled due to weather. Days may be made-up on the pre-scheduled days listed on the annual calendar or adding an additional day during the week. No refunds for closures or missed make-up days.

# Child Priority Policies (Cont.)

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## ❑ FINANCIAL CONSIDERATIONS:

- First tuition payment is due prior to the new school year. A family's second payment is due the first week of the new school year. This allows the school to be one month ahead accounting wise, enabling salaries, rent, insurance, bills and other expenditures to be paid on time. The first tuition payment will be applied to the last month of school based on nine months of consecutive enrollment (May tuition) or becomes non-refundable in the event a family withdraws. The non-refundable annual registration fee covers registration, equipment fee, materials and field trips, if applicable. All fundraiser donations may be deducted from taxes.
- Our Federal Tax Identification number is 84-1001867.
- The remaining payments, each computed at one ninth of the annual tuition, shall be due monthly on the first day of each month, starting with the month of entrance and ending with a final payment in April for that school year.
- Any other payment schedule of tuition must be approved and arranged by signed contract with the Director specifying the payment schedule.

## ❑ LATE TUITION POLICY:

- Tuition is due the first of each month. If tuition is five (5) days past due you will be contacted by email, text or written notice by the school.
- A late fee of \$20 will be assessed after ten (10) days and \$20 for each additional 5 days.
- If monies are 30 days past due and no other arrangements have been made, the school will consider the child "withdrawn without notice" by the child's parents or guardians, and legal action will be taken to collect monies due to the school or child may not re-enroll for the next year.

## ❑ REFUNDS:

- During the school year, family situations may arise where children need to be withdrawn. Please notify the Director immediately and arrangements may be made.
  - The annual registration fee of \$300 for Preschool and Pre-K is non-refundable.
  - The annual registration fee of \$250 for Juniors is non-refundable.
  - The first tuition payment is non-refundable (this is considered May's tuition, last month of that school year).
  - Any family withdrawing their child must give the Director 30 days written notice.
  - If written notice is received at the school's address 30 days or more prior to the withdrawal of a child, the family is responsible for tuition for the actual days the child has attended, including the non-refundable first tuition payment and annual registration fee.

# Child Priority Policies (Cont.)

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- If written notice is received at the school's address less than 30 days prior to the date of withdrawal of a child, the family shall be responsible for one month's tuition from the day of receipt of the notice. This is in addition to the non-refundable first tuition payment and annual registration fee.
- In the case that a child is, after the first 30 days assessed by the staff, to be developmentally unready or young for the program, a charge for only the days attended will be assessed and the annual registration fee will be pro-rated. This will include certain behaviors but is not limited to developmentally young requiring one-on-one teacher supervision or not potty trained. Additionally, a child running out of the classroom, playground or school premises without an adult. A child may be asked to leave the school if he or she displays any violent, aggressive or destructive behavior that may also pose a danger to other children.

## ❑ "INSUFFICIENT FUND" CHECKS:

- All checks returned by your bank will be subject to a \$20 service/activity fee. We are charged a fee by our bank for insufficient funds checks and we then collect it from the payer. Please add this fee to your resubmitted check.
- When two or more checks have been returned from an individual, the family will be put on a "cash only" basis. Tuition will only be accepted in cash, money order and/or bank draft.

## ❑ FIELD TRIP COSTS:

- The field trip fee is included in the Annual Registration Fee for Preschool and Pre-K children. No fee is collected for Junior class since no field trips occur. Parent drivers pay their own ticket fee the day of the field trip or pay in advance to Child Priority for a ticket.

## ❑ FUNDRAISERS:

- The purpose of Child Priority fundraisers is to raise money for special or additional equipment and emergency funds. All monies from fundraisers shall be accounted for separately.
- Each family participates as part of their membership. Please check for details in the "Information about Fundraisers" section.



# Child Priority Procedures

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## AUTHORIZED PERSONS TO PICK-UP YOUR CHILD:

- Children will only be released to guardians who have written authorization posted at Child Priority. Each child's emergency card includes authorized guardians. Please notify the school if your list of authorized drivers changes.

## FIELD TRIPS:

- Parents drive on all field trips and meet the teachers at the field trip location.
- All field trips are posted in September in the cubby room or near your child's classroom.
- All drivers receive directions, a schedule of events, transport and emergency procedures.
- All drivers must have a valid driver's license and current Colorado car insurance.
- A first aid kit, allergy medicines and emergency numbers are taken on field trips.
- A field trip schedule and directions will be posted on the school door the day of the trip and emailed to each parent.
- Parents are notified of upcoming field trips with a reminder, information in the newsletter, posts on the field trip boards and via email reminders.

## SPECIAL NEEDS CHILDREN:

- Child Priority will do the best of our professional ability to meet the needs of any special needs children in compliance with the ADA, or conferencing and referrals will be made in the best interest of the child. Child Priority retains the right to evaluate if our program can best meet the needs of any given child and make recommendations. We do not offer IEP's or other programs that Public schools offer.

## ILLNESSES:

- Children are observed upon entering daily for contagious illness. If a child becomes ill during the school day, parents are notified and asked to pick up their child immediately. Children are kept in their classroom or in the school office and supervised comfortably away from other children until a parent arrives.

# Child Priority Procedures (Cont.)

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## ☐ BEHAVIORAL ACTION PLANS – DISCIPLINE PROCEDURES:

- Most behaviors in the classroom can be handled with direction, choices or a brief time the child takes to make decisions about their behavior. This is similar to a time-out yet differs in that the child decides and notifies the teacher when they are ready to return to the group. All children's interactions with teachers and adults are handled appropriately, respectfully and in the best interest of the child and surrounding children. Teachers are never abusive, sarcastic or aggressive.
- In a few cases, a child's behavior can be too aggressive, disruptive or requires **constant one-on-one attention/supervision from his/her teacher, impacting the education of fellow classmates.** The behavior may be noted as needing immediate action requiring the parent to stay with the child at school. The behavior may also be considered harmful to others and the child is required to be permanently expelled from school. The Director will meet with the parents and make a decision that best meets the needs of all involved. In most cases, a step by step plan is put into action:
  - The Director sets a conference time with the parents to discuss the behavior and design an action plan to help the child. Written plans must have approval of the Child Priority's Director. The plan is put into action immediately and the staff observes and guides the child towards a positive change in the behavior. Information is shared daily, usually with an email. Information is not discussed in front of other parents or the child. An overall evaluation will be made after one week, and if the behavior has improved, the current action plan will remain in place for no less than two months. If after one week, the behavior is still considered to be detrimental for the classroom and classmates, an additional action plan will ensue to discuss options. If after two weeks, the behavior is still considered aggressive and harmful to classmates, the school has the grounds for suspension/expulsion of the child, and it will be enforced.
  - Possible Options (more than one may be required):
    - Parent attends school daily with child until behavior diminishes to a safe level.
    - Parent seeks professional child counseling.
    - Child is sent home immediately after behavior occurs.
    - Other possible options designated by Director.
  - Grounds for suspension or expulsion will include:
    - Continued willful disobedience or open and persistent defiance of proper authority.
    - Continued willful destruction or defacement of school property.
    - Continued behavior in school that is physically detrimental or harmful to the welfare and safety of other children, parents or school staff. Parent is unwilling to help with the guidance of their child.
    - A child continues to try and leave the classroom, playground or premises without supervision or guidance.

# Child Priority Procedures (Cont.)

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## COMPLIMENT, CONCERN OR COMPLAINT FILING TO HUMAN SERVICES:

- If you wish to submit a compliment, a concern or a complaint about Child Priority, you may do so directly by writing to the below:

Colorado Department of Human Services  
1575 Sherman Street  
Denver, Colorado 80203  
303-866-5958

## CHILD ABUSE OR NEGLECT REPORTING:

- We are required under the “Child Protection Act of 1987” to report suspected child abuse or neglect. The law states that if a child care worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect, it shall be immediately reported.” The Department of Human Services – Child Care Division, requires us to inform parents that they too may report child abuse or neglect in the community. It is not your role to investigate suspected abuse, but to report it to Jefferson County at 303-271-4131. It may be done anonymously and called a “well-check.”

## NOTIFYING PARENTS OF CHILDREN’S ILLNESSES, INJURIES, OR ACCIDENTS:

- Parents will be called immediately, if their child is acknowledged by a staff member to be ill or seemingly not himself/herself.
- If it is determined by the Director, Assistant Director or teacher that a child is not well enough to participate in the school day, parents will be notified and expected to pick up their child within 30 minutes.
- Children will be placed in a comfortable location away from other children, but still under the supervision of the staff.
- If any injuries or accidents occur, parents will be notified immediately after school or by phone during the school day depending on the severity. All injuries or accidents that require medical attention will be logged in his/her file and Social Services will be notified.
- *Please leave a number with the school where you or a guardian may be reached during school hours for emergencies.*

## PROCEDURES FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES:

- Attendance is taken at morning group time.
- Children are counted at every group situation and throughout the day by all teachers.

# Child Priority Procedures

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## PROCEDURES FOR ENSURING ALL CHILDREN ARE PICKED-UP AFTER HOURS:

- Children are released one at a time at the end of the day to their parent or guardian. Parents signs their child in and out on a common form.
- The Director or Assistant Director makes a sweep of the school area before locking-up.

## PROCEDURES FOLLOWED WHEN A CHILD IS PICKED-UP LATE OR NOT AT ALL:

- Calls are made to parents and others authorized to pick-up the child in question.
- Teachers wait at school with child until authorized ride arrives.

## PROCEDURES FOR TELEVISION VIEWING:

- Child Priority has no television or video viewing. The only exception may be a video slide show of the Pre-K children at their Graduation Ceremony.

## PROCEDURE FOR TOILETING:

- Children must bring a change of clothing and underwear, socks to keep in their cubby. Children are asked occasionally throughout the day if use of the bathroom is needed.
- If child has wet pants, an adult helps child find new clothes from cubby and child changes clothes. The appropriate amount of help is given so as to help the child gain the maximum independence. The child is never shamed or blamed. Wet clothes are placed in a plastic bag to go home and child finishes by washing hands and returning to class. School also has extra clothes, if needed.
- Parents need to let their children know that the teacher is there to help them and to tell them when they need to use the bathroom. This is part of being potty-trained. Our license under the Colorado Department of Child Care requires all staff refrain from wiping children's bottoms in the bathroom, parents will need to help their child learn to wipe bottoms prior to school attendance. Accidents happen and we are happy to help children change into their extra clothes. Children who have accidents daily at school are not considered potty trained.

# Emergency Preparedness Plan

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## ☐ TYPES OF EMERGENCIES THAT MAY OCCUR IN OUR AREA:

- Lock Outs (Outside school area dangers: stranger danger, shootings, etc.)
- Lock Downs (Inside school dangers: stranger danger, shootings, etc.)
- Fire
- Tornado
- Lost Children
- Flood
- Pandemic Flu
- Gas leak or explosion

## ☐ LOCK OUT OR LOCK DOWN:

- Lock Out
  - If Child Priority receives a reverse 911 call stating imminent danger outside, we will remain in our classrooms, close all blinds, put paper over the glass on our inside classroom doors and lock all outside doors. Children will be able to continue their day with activities in the classroom.
  - Teachers will remain in their classrooms with children. The Director will remain in the hallway, consulting with the authorities and church supervisors as to the outside danger.
    - Parents will be allowed to come and go during our 'Lock Out' if police declare it safe. A text app with all parent numbers will be downloaded at the beginning of the year onto the Director's and at least two teachers' cell phones. All Emergency Card information for children is located in the bottom right drawer of the Director's desk in school office. Parents will be notified of the 'Lock Out' and whether or not children need to be picked-up early. We have never had to implement a 'Lock Out'.
- Lock Down
  - All classrooms will be notified by Director or church supervisor we are in a 'Lock Down'. All classrooms will be locked, blinds pulled, paper covering glass on inside door. Children and teachers will huddle together away from doors and windows. Remain silent until proper authorities give all clear.
  - All doors around building remain closed and locked.
  - Director or church supervisor will be first line of defense or contact at front of church/school for emergency.
  - Parents will be notified by telephone/text as soon as possible.

# Emergency Preparedness Plan (cont.)

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- ❑ **FIRE:**
  - Fire drills are practiced by teachers and children at least four times per school year. Fire alarm sounds and children proceed with adult leading out the door to the back of the playground and a count of children is taken. A second teacher checks all rooms, bathrooms and turns out lights. Then she checks with the primary teacher that all children are accounted for and shuts the door. Everyone remains outside until fire department gives OK. Teacher conveys to fireman that all children are accounted for and present, using green and red tags located at the classroom doors.
  - If weather is cold, children may be taken to Kullerstrand Elementary across the street.
  
- ❑ **TORNADO:**
  - Director will check weather radio when severe weather looks imminent. If a tornado is possible, children are guided to two large bathrooms near the classrooms and counted. For additional needed space, children are guided to bathrooms near church offices. All of these rooms do not have windows. Children are continually supervised, and attendance is taken.
  
- ❑ **LOST CHILDREN** (*Disclaimer: Child Priority Preschool has never lost a child*):
  - Parents, Police and Director are notified immediately following a clean sweep of the school premises. One teacher and adult stays with remaining children while another teacher or adult expands the search to outside school area. This teacher or adult gives all information to parent and police.
  
- ❑ **FLOODS:**
  - The school has a flood plain behind the school between the building and the playground to channel water away from the building. If water floods inside the building from a sewer line or water line break, follow these guidelines:
    - Sewer line backs up and floods bathrooms: Turn off water and do not flush toilets or run water. Call a plumber and keep children away.
    - If water floods into classrooms, children will be escorted to another area in the church.
    - If water is unavailable in the building for more than an hour, school will be dismissed.
  
- ❑ **PANDEMIC FLU:**
  - School may close for a short time or with more severe infections, for a longer period. Refund policies may apply.
  - Infection control: Stay at home, cover nose and mouth with elbow when coughing or sneezing, wash hands frequently with soap and water, wear a face mask and try to maintain a 6-foot distance from known ill people.

# Emergency Preparedness Plan (cont.)

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## EMERGENCY PREPAREDNESS PLAN INFORMATION:

- Each child has their own 8 ½ x 11 card that includes all his/her contact/emergency information located in the school office, which can be taken off school grounds. Each classroom has a roster with names, addresses and phone numbers posted by the classroom.
- We have a sign-in sheet for all kids and parents to be signed in on daily. All doors around our building are closed and locked. The only access into our building is through the front door. After visitors enter the unlocked front door into the foyer, the next set of glass doors remain locked as visitors are checked in by the church administrator.

## CATASTROPHIC EVENT:

- In the case of a catastrophic event like a gas explosion, all adults, teachers and kids will walk west away from the school to Ward Court. We will proceed on the sidewalk down Ward Court to 32nd Avenue. We will turn right on 32nd Avenue and go 1 block to the Applewood Chiropractic Health Center. 12505 West 32nd Avenue. Dr. Cole Joyce was a dad at our school. He and his partner Dr. Rob Jackson have graciously said we can head to their clinic and parents will be notified to pick their kids up at this location (303-237-9617). We are required in a catastrophic event to walk a distance of one to five miles away from the school. Attendance will be taken as we leave the school and upon arrival. Emergency information will be taken from the school to contact parents as to our location. We will notify parents through email, text messages and phones calls. We have never had a catastrophic event, but it's good to have a plan in place.

## SPECIAL NEEDS:

- Special needs/handicapped children will be accounted for and helped in an emergency by the assistance of teachers in each classroom. These children will follow the above-mentioned plan and parents will be notified.

## STAFF TRAINING:

- Staff training will happen before school begins in September. A thorough and thought-provoking training will take place on our Emergency Preparedness Plan. We will practice and perform drills with kids learning to walk and/or run to specified locations and to know what certain alarms or directions will sound like according to the emergency. We will practice huddling together and remaining very quiet. Practice is the key to success in an emergency situation.

# Procedures for Inclement Weather

Weather can change quickly at school and you will want your kids to be prepared with the right outerwear. Water-proof gloves, coats, hats, snow pants and boots are wonderful to have from November through April. We sled on our kid-size sledding hill and roll in the snow, not to mention sitting in the sand area where it is often snowy and wet. All the great outerwear will just make your child more comfortable to play and have a fun time. Snow pants are particularly important if girls are wearing only tights. If it is raining, misting wind, blowing hard, snowing hard or below 25 degrees, we will not go outside to play. We will go to the giant room in St. Marks and play games, set-up the obstacle course or have music and movement for exercise time.

Here is our weather temperature chart we follow:



25 degrees or below:	Do not go outside
25 – 30 degrees:	Outside for 10 – 20 minutes
30 – 40 degrees:	Outside for 20 – 30 minutes
40 degrees or above:	Outside for 30 – 45 minutes

If kids get cold, they are allowed to come back into their classroom with one of the teachers and look at books. If the temperature is over 90 degrees, we will remain inside under air conditioning and again, use St Marks, the room by Vanda's office. Our playground is lucky enough to have several trees for shade and we always have our cooler of water with paper cups for kids to use in warm weather. We also use the water hose and add water to our sand area to create a cooler reservoir for kids to dig in. We watch closely for children not to become overheated and use our big umbrellas for additional shade.

## LIGHTNING AND THUNDER RULE:

- If we hear Thunder or see Lightning, all kids must be brought in from outside immediately. A minimum of 30 minutes without thunder or lightning must pass before returning outside.

## RAINING RULE:

- If there is enough rain that children's clothes will become damp, we do not go outside. Slight misting though would enable classes to use umbrellas on a short walk.



# PARENTS IN THE CLASSROOM

# Parents in the Classroom Acting as Teachers Helpers

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We ask that a family member sign-up to help in the classroom five times per school year in Preschool and Pre-K class for a full 4-hour day. We ask a Junior family member sign up once a month in our Juniors class for the full 2-hour day. We will have a large annual calendar posted for each classroom to sign-up. We realize that working with a group of children is a new situation for some parents and that you may not be sure of what to do or what is expected. The following information is designed to make your helping days a little easier.

## QUESTIONS?

“What will be expected of me when I’m in the classroom?”

Your role in the classroom consists of spending time with your own child and helping the teachers with other kids with an activity. We may ask you to play with dough with a group of children, or bake some bread with kids, or even build in the blocks. We will plan accordingly to your child’s interests as to where we ask you to help. Throughout the day, the teachers may need you to help kids wash their hands, put on paint and water aprons, open kids lunch boxes and unwrap lunch items, sit at a table during lunch and encourage conversation and eating, helping kids with coat zippers and gloves, playing on the playground by supervising the tire swing or fun ride, playing in the sand or play basketball. Walking kids to the bathroom is a big part of the helping parent in the Juniors and Preschool classroom. You may feel like on some days your job is only bathroom monitor. 😊 Remember though, you are paying for teachers to be in the classroom with kids. Male helpers will not be asked to walk girls to the bathroom. Feel free to ask any questions! Teachers have been asked by the Director to keep conversations with helping parents to classroom needs so focus is always on the children. Please only use cell phones for emergencies.

“May I bring a younger sibling when I’m a teacher helper?”

We highly encourage you to find alternative plans for the younger sibling. This is your 3, 4 or 5-year old's special day and time with you and often the younger sibling takes away from this attention. Also, a mobile younger sibling is playing with toys and materials that are not age-appropriate (i.e. scissors, glue, small toy pieces, etc.) and this may divert the parent’s attention from helping a group of children to following a sibling around. Some parents have exchanged babysitting of younger siblings while they worked in the classroom.

# Parents in the Classroom Acting as Teachers Helpers

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“Can someone other than my husband or myself work as a teacher-helper?”

Absolutely! We have Grandmas, Grandpas, Aunts and Nannies help! The grown-up must be at least 18 years old, so spread the fun around. During Covid-19, all adult helpers must be fully vaccinated.

Do I need to stay the entire four hours of the school day?”

Usually parents plan to stay for the four hours and teachers assume this is the plan. If you are unable to stay the entire time, just let your child’s teacher know and you can make it up another time. In the past, we have had mothers who were nursing and needed to leave after two hours, so they chose to sign-up for more days.

Junior class parents need to stay the entire two hours of class and find an alternate helper if you cannot come on your signed-up day.

*“A day without a helping parent is a day without sunshine” ☺*

“Should I intervene when children have a conflict?”

Absolutely if there’s a chance a child may get hurt. We want kids to feel confident this is a safe place for them to be. If children are allowed to hit each other, be made fun of or have their property taken away, it won’t feel very fair or safe. We will be working throughout the entire school year to help children problem-solve and communicate. In class, you will hear the teachers acting as mediators and saying things such as, “Ask him if he wants you to do that,” and “Find out what her ideas are because she really knows about [spiders].” The four-year old class is a little more advanced with their social skills and tools. You will be amazed at their abilities and how the teachers work with them. The three-year-olds are taking their first of many social stepping-stones with other kids. In this class, the kids are much more likely to react first and then talk. We realize this and mediate by talking kids through situations. If we make the conflict a win-win situation for both kids, where both are satisfied with the outcome, they begin to control their aggressive responses. We also do a lot of foreseeing and prevention if we can. Probably 50% of the curriculum is focused on learning to socialize with peers and adults. This becomes such a great asset as social interactions create success exploring, discovering and creating.

Each classroom also has an individual parent helping guide that you will receive at the beginning of school with all the parent orientation information.

# FUNDRAISERS

# Kings Soopers Reward Program

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King Soopers Rewards will allow customers to support their non-profit of choice by simply using their registered loyalty card....So please choose us! It will not impact your KS discounts, airline points or gas points. It is a separate way King Soopers will contribute to Child Priority just by you shopping. Here's how to do it:

1. Go online to your King Soopers account or register if you do not have one. Instructions on next page
2. Choose us as your non-profit. You only have to do it once and you are done! Child Priority Preschool non-profit number #QW934
3. When shopping, remember to put in your registered King Soopers card/rewards/Alt number at check-out (usually your phone number) and King Soopers will automatically donate to Child Priority!

King Soopers will send a quarterly check to Child Priority and the amount is based on the number of shoppers and their expenditures.



# Butter Braids Frozen Pastry Fundraiser: Unbelievably Delicious!

We will officially kick-off our Butter Braids fundraiser beginning the first Tuesday in September. We will email order forms in August with our summer newsletter to give families (that choose to sell) an extra month to acquire orders and money.

Pre-K and Preschool families sell a minimum of 10 Butter Braids and collect the money, before turning your orders into the Director. Junior families sell a minimum of 7 Butter Braids. Checks are made payable to Child Priority Preschool, and then one Child Priority check is paid to the Butter Braids Company for our entire order. Our fundraiser receives \$5 for every Butter Braid sold.

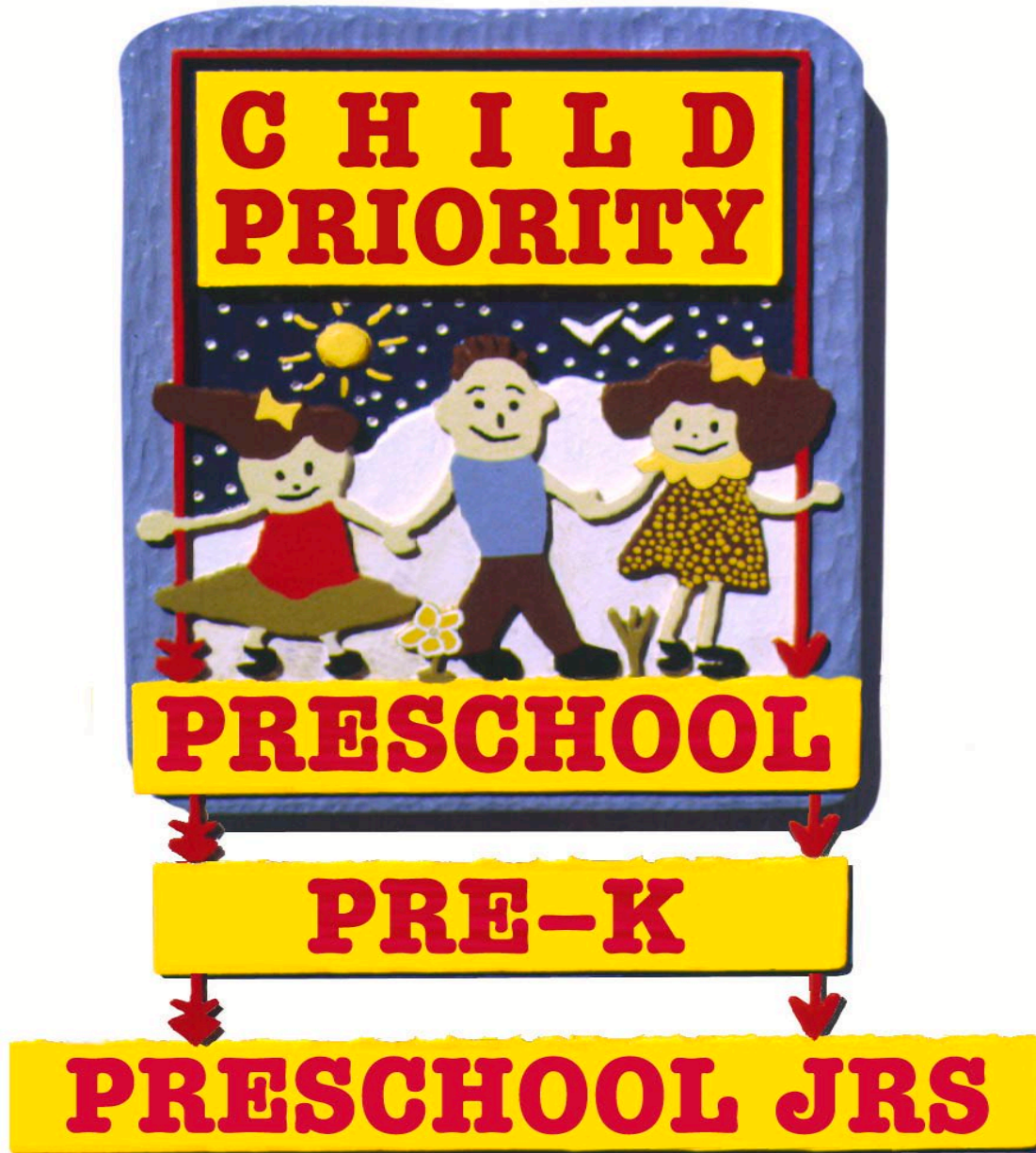
- All order forms must be turned into the Director in September (See annual calendar for dates).
- Delivery truck from Butter Braids arrives at Child Priority in late September at 9am with everyone's frozen pastries. We ask that all families selling Butter Braids make arrangements to pick their order up at this time. *Bring a cooler if you are not going to a freezer immediately. They will stay frozen for at least 2 hours.*

What is a Butter Braid Pastry? Each Butter Braid pastry is a hand-braided treat, filled with your choice of 7 delicious flavors: Bavarian Crème, Cherry, Apple, Blueberry Cream Cheese, Cinnamon, Almond or Cream Cheese. Made with 100% real butter and only the finest ingredients, your taste buds will surely thank-you!

Some families may choose other options for this fundraiser. Families may wish to sell fewer pastries and donate the difference in cash. Ask the Director for more information.

Thank you in advance to all families. Last year this fundraiser was a huge success with families selling 2 – 3x the minimum!





Thank you for  
reading the  
Parent  
Handbook!

*Child Priority Preschool does not discriminate with  
regard to race, creed, ethnicity or religion*