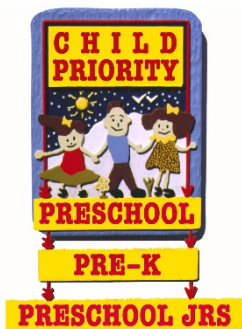




Parent Handbook

2016-2017

www.childprioritypreschool.com
child.priority.preschool@gmail.com
Licensed, Non-Profit Corporation
Founded in 1985
303-424-0336



School Office
 303-424-0336
School Website
www.childprioritypreschool.com
School email:
child.priority.preschool@gmail.com
Director: Vanda Klimpke

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Back Protective Sleeve

**Immunization Guidelines and information, General Health
 Appraisal form, Emergency Card/Authorization form**

Please return Physician signed Medical/Emergency information the first week of school in September.

Payment Schedule

Thank you for choosing Child Priority School for your family!
We are already planning and organizing for the 2016-2017 school year. We have your child, _____, on our roster for the _____ Juniors _____ Preschool _____ Pre-Kindergarten

Your child will be attending Child Priority on the following days:
_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Payments are due as of April 1, 2016 for new families By May 1, 2016 for current families. The following tuition payment is applied to last month's tuition, (May 2017). All fundraisers begin in September, 2016 and no payment for these are required now.

Juniors 2.6 – 3.3 yrs old

Annual fee includes registration, materials and snack
_____ \$140.00 Annual Fee for Junior class
_____ \$118.00 Monthly tuition for two days per week

Preschool 3.2 - 4 yrs. old

Annual fee includes registration, materials, (3) field trips and snack
_____ \$185.00 Annual Fee
_____ \$236.00 Monthly tuition 2-days per week
_____ \$354.00 Monthly tuition 3-days per week

Pre-K 4-5 yrs. old

Annual fee includes registration, materials, (3) field trips and snack
_____ \$185.00 Annual Fee
_____ \$236.00 Monthly tuition payment 2- days per week
_____ \$354.00 Monthly tuition payment 3-days per week
_____ \$472.00 Monthly tuition payment 4-days per week

\$ _____ . _____	Total due	Birth certificate <u>copy</u> received	Yes	No
\$ _____ . _____	Monies due from the current school year: Adding an extra day, KS Grocery monies or catching up total.			
\$ _____ . _____	Total Due			

This payment must be accompanied with the Membership Acceptance form. It may be mailed to the school address at: 12200 W. 38th Ave., Wheat Ridge, 80033

All tuition and fees are non-refundable. If payment is not received within two weeks after the due date, families will be moved to the waiting list for fall. Tuition is based on one set amount and divided into nine equal payments. Some months may have more school days than others, but tuition is the same payment each month. Monies, \$29.00, will be deducted for three Monday holidays if your child attends school on a Monday. (Labor Day, Martin Luther King Day and Presidents Day)
The second tuition payment is due the first day of school in September, 2016. The on-line Parent handbook includes dates, policies and important information. Feel free to call with any questions at (303) 424-0336.

We look forward to a great school year!

Sincerely,
Vanda Klimpke
Director/Owner

Child Priority 2016-2017

August '16						
Su	M	Tu	W	Th	F	Sa
	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			

September '16						
Su	M	Tu	W	Th	F	Sa
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October '16						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
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27	28	29	30			

December '16						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

February '17						
Su	M	Tu	W	Th	F	Sa
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26	27	28				

March '17						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

April '17						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
Su	M	Tu	W	Th	F	Sa
	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			

June '17						
Su	M	Tu	W	Th	F	Sa
				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	

July '17						
Su	M	Tu	W	Th	F	Sa
						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					

Closures/Holidays

Date	Description
8/27/16	Parent workday 9-noon
9/1 & 9/2	Meet your teacher day
9/5/16	Labor Day - no school
9/6/16	Gradual enrollment week begins
9/6/16	Parent Orientation 7-8pm
11/21-11/25	No school Thanksgiving week
12/22/16	Winter Break - no school
1/9/17	First day back from winter break
1/18/17	Fall Registration for 2017
1/16/17	MLK Day - no school
2/20/17	Presidents Day - no school
3/27-3/31	Spring Break week-no school
4/3/17	First day back from spring break
5/25-5/26	Last days of school
5/29/17	Memorial Day
5/30-5/31	Potential snow make-up days

We do not take off for any of Jeffcos Inservice days

Monday Holidays
Tuition for Monday Holidays
Preschool and Pre-K
Deduct \$29 for each Monday
9/5/16, 1/16/17 & 2/20/17



Child Priority History:

Our very first Child Priority school day began in September, 1985. This September, 2016 will be our thirty-first year of Child Priority's existence. I graduated with a degree in Early Childhood Education from Metro State College. All I ever wanted to do was to teach 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 also train adults taking classes in Early Childhood Education. After four 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 up a preschool and call it 'Child Priority'. We were both teachers in the classroom, but we were also able to contract with Red Rocks Community College for our preschool to become its off-campus Early Childhood training site. I trained college interns for the next eight years in planning curriculum, managing a classroom, guiding children's behaviors with respect and kindness, 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. Through-out the next twenty years, I taught with Miss Cheryl, who just retiring this year, and Miss Vicki along with several other dedicated teachers. We have all stuck together as co-teachers and truly life-long friends. Working with so many different educators over the years, I've been able to choose from the best of teachers. In 2003, the school was lucky enough to move 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 were able to add the Junior classroom! In these past twelve years, more teachers, Miss Pam, Miss Miss Christy, Miss Caitlin, Miss Amber and Miss Jen have joined Child Priority to create an extraordinary teaching staff.

After teaching for over 30 years and also working as the Director/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's Philosophy

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 sufficient.

Active learning to us means a child participates in the classroom day and makes strides to understand the world around him/her. We develop curriculum that stimulates students' interests, creating the "glue" that joins together focus and cognitive motivation. If you like dinosaurs and have the opportunity to 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 fifty 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 unequaled personal attention, care, and guidance to help your child respond to his/her feelings. We see it as building stepping stones 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. 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 the job. 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.

Dear Parents,

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 Card/Authorization form, both sides signed and Immunization record from your doctor's office and General Health Appraisal. Please bring all these forms on your child's first day of school in September.* These forms are found in the sleeve mailed or given to you in March, 2016.

The Membership Acceptance Form, along with your *last month's tuition payment* must be returned by the first **week of April** for new families or the first **week of May** for current families, or upon enrollment acceptance. The tuition payment and annual fee is non-refundable.

School begins Tuesday, September 6, 2016

The first week of school is always 'Gradual Enrollment' at Child Priority. We do this to give the children the opportunity to get to know their teachers and each other in a period of time 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 two-hour session on the first day. (Check times below) Parents are welcome to stay for all or part of these first days, but it is not necessary unless you predict separation anxiety. Juniors' class will attend 1 hour the first day and 1 ½ hours on their second day of school. Meet your teacher day is September 1 & 2, 2016. Your scheduled time will be sent in the summer newsletter. Full school day schedule will begin September 12, 2016, the second week of school.

GRADUAL ENROLLMENT SCHEDULE

Preschool & Pre-Kindergarten

Juniors

Tuesday, September 6 9:00 – 11:00am	Wednesday, September 7 9:00 – 11:00am
Thursday, September 8 9:00 – 12:00pm	Friday, September 9 9:00 – 12:00pm
<i>Bring lunch on Thursday and Friday this week</i>	
Monday, September 12	9:00 – 1:00pm Bring Lunch

Tuesday & Wednesday, Sept. 6 & 7 9:00 – 10:00am
Thursday & Friday, Sept. 8 & 9 9:00 – 10:30am
Tuesday, September 12 9:00 – 11:00am

Regular Daily Class Schedules – (This schedule begins second week of school)

Juniors Daily Schedule 2½-3

9:00	Centers & activity time
9:50	Clean-up & wash hands
10:00	Snack & singing songs
10:15	Bathroom reminders
10:20	Outside time
10:45	Group time: singing, games, music/movement & stories
11:00	Children are dismissed

Preschool Daily Schedule, 3 & 4's

9:00	Group planning meeting
9:20	Math/Science/Art – Choice
10:40	Pick-up/Snack time
11:10	Outside play
11:45	Group time/Music
12:10	Lunch
12:40	Storytime & recall
1:00	Children are dismissed

Pre-K Daily Schedule 4 & 5's

	Group
9:00	Planning/Meeting/Writing
9:30	Math/Science/Art - Choice
10:50	Pick-up Classroom
11:10	Snack/Music/Games
11:40	Outside time
12:15	Lunch
12:40	Storytime & recall/sharing
1:00	Children are dismissed

Dates to Remember

Fall clean-up is Saturday, August 27. We will be expecting one adult member from each family to help on this day. No children please for safety reasons. We supply baked goods and juice for a fun morning of socializing, painting and grooming the playground and the classrooms. 9:00 am–noon. We save a job for families who can't attend on this day. Thanks!

Parent Orientation will be held on Tuesday, September 6.

This will be a time to ask questions and receive information from your child's teacher, see the classroom's set-up for Fall, and meet other parents. The parent calendar will be available at the meeting so that you can sign-up for your helping days in the classroom. 7:00 pm - 8:00 pm

We will also officially kick-off the Butter Braid fundraiser on this night.

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!

The Child Priority Staff

Days to Remember

Fall Clean-up Day.....		Saturday, August 27, 2016
Meet your Teacher Day.....		Thurs/Fri Sept. 1 & 2, 2016
Your child's ½ hour visit will be	Juniors :	September 1 8:30 & 9:30
scheduled and the time sent in	Preschool:	September 1 9:00 10:00 11:00
the summer newsletter:	Pre-K:	September 2 9:00 10:00 11:00
School Opens – Gradual Enrollment.....		Tuesday, September 6, 2016
Parent Orientation: 7-8pm.....		Tuesday, September 6, 2016
Butter Braids are ready for pick-up: 9am.....		Wednesday, Sept. 21, 2016
Thanksgiving Break.....		November 21 – 25, 2016
Winter Break (follows Jefferson County, almost).....		December 22 – Jan. 8, 2017
Fall 2017 Registration.....		January 18, 2017 Time: TBA
Spring Break (follows Jefferson County).....		March 27 – 31, 2017
School closes (last day of school).....		May 25 and 26, 2017
Emergency/Snow Closures Make-up Days.....		May 30 and 31, 2017

IMPORTANT NOTES

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 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 you *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 all of 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 really play.

Cell Phones: Please refrain from using your cell phone to 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. Thanks!

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 & 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 trips are in close proximity on the school grounds and may include only a small group of children or all of the children. In the event of a field trip requiring transportation you will be notified, in advance, by newsletter and sign-up sheets in the cubby area. See 'transportation'

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.

Health Department Guidelines: Please do not send your child if they have had any of these symptoms within 24 hours of school:

- Temperatures over 100 degrees
- Vomiting or Diarrhea
- Perpetual Runny Nose
- Consistent Cough
- Tired and Lethargic
- 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, which children and their families may have during the school term. All of these things are for the health of everyone at school. Thank-you for your cooperation.

Lunches: The Colorado Department of Health requires a “cold pack” in all lunches daily. They also asked that each family pack a balanced lunch with a drink for their child. We eat lunch at our classroom tables with an adult with each group of children of 5 or 6. 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 ziplock 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, 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 paid 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 February. During the month of January we perform individual academic testing, (letter/number recognition, fine motor skills etc.), in the Pre-k class, (4-5 yr. olds). Parents will receive the testing results. Please let Vanda know if you do not want your child tested.

Parent-Teacher Conferences take place through-out April for only the Pre-K class. We will post a sign-up sheet with

conference times and dates about three weeks in advance for your convenience.

Preschool/Pre-K Parent Helping

Days: We ask that parents help in the classroom at least three times per semester. 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 very helpful if you were able to find a replacement on your missed day or exchange with another parent. If you are unable to fulfill all of your parent helping days in the classroom, a small fee of \$20.00 per day may be paid to the school. One (1) field trip may be used as a helping day. Please limit your use of cell phones to emergencies while helping in our classrooms. Thank-you.

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 has requested our playground close immediately after school. Supervision is not provided by Child Priority staff after hours. Parents would 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 \$20.00 service/activity charge. Please add this to your tuition check when you submit your second check.

School Closures: Parents will be notified of school closures due to weather on the TV channels 4, 7 and 9’s closure list. We will also use the school website: www.ChildPriorityPreschool.com *If Jeffco Public schools close, we will also close.*

School Hours: School doors open at 9:00 am each day. Children should not be left before this time. We ask all parents to make an extra effort to bring your kids at 9 am and pick up at 1 pm. Children must be picked up at 1:00 pm. After 1:10 a late pickup charge of \$5.00 per 15 minutes (or any portion of a 15 minute segment) will be charged immediately. Pay school director. All families should use the front entrance to enter the school at Glory of God Church.

Separation Anxiety: Please read the information on page 13 & 14 on how we would like you to handle separation anxiety at school with your child. Thanks!

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.

Transportation: Transportation to and from field trips is provided by parent drivers. All parent drivers need to carry automobile insurance. Children may sit only in the back seat in individual seat belts. All children in the school must have a car seat regardless of age and weight.

Toilet training: Using the toilet is an important learning experience for all children. Some children do not or are not ready to use the toilet at school. Plus, not all children are quite ready to wear only underwear at school. We are not licensed to change diapers at our facility. Wearing a pull-up is just fine. If you think it is necessary for your child to wear pull-up's at school, please note, your child will need to know how to pull them up and down if change is necessary. Also, if a child needs help we will gladly be of assistance to them, but we are not licensed to be checking for soiled pull-ups through out the school day. Please let your child know it is perfectly fine to let one of the teachers know if they would like to change their

pull-up. We will also help children if an aroma is filling the air. Extra clothes and pull-ups are a must in their cubbies. Kids in the Preschool and Pre-K need to know how to wipe themselves after toilet use. Social Services had requested that teachers not perform this task.

Tuition Payments: Tuition payments are due on the first of each month. Our green tuition box is available in the sign-in area. Tuition may be combined with any other monies owed into one check, i.e. Grocery card, donations, etc. Payments more than ten days late will be assessed a \$20.00 late fee.

Monday Holidays – If your child attends school on Mondays, we have three holidays we will be closed. Labor Day (September), Martin Luther King Day (January), and Presidents Day (February). Families will be able to deduct tuition for these days during the month of the holiday. Preschool & Pre- K: deduct \$29.00 per day.

Visiting Children: Siblings, cousins, and friends are all welcome to visit with your child 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

The first few days of school will be a brand new experience for you and your child. Your child will be entering into one of his/her first experiences in which he/she establishes relationships apart from family members. 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 week 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, and 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 do you do 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 crying. 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 in the world. So onto plan B.....be prepared to stay a day, a week or sometimes longer depending on your child’s adjustment to a new school situation. If a child is crying and screaming about you leaving, a parent may need to plan to stay the first day or week of school and sometimes longer. 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 huge tip for moms and dads is to not make it an issue for the child. If the situation arises, a moms response should be, “Oh sure, I would like to see all the fun things you’re going to do.” As soon as the focus is not about school and it becomes anxiety about mom leaving, we have taken a step back. Here are a few tried and true ideas to practice over the summer:

1. Have play dates at friends’ houses and you leave for an hour or two.
2. Meet at a park with classmates so they recognize familiar faces on their first day.
3. Practice a little independence by having them dress themselves, feeding themselves, using 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!

You and your child have joined us in a partnership and we welcome you both.

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

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’t’s:

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

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME**

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without effecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

Children with the following symptoms or illness should be kept (excluded) from school:

SYMPTOMS	Child Must Be at Home?
<p>DIARRHEA frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication</p>	<p>Yes – if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet</p>
<p>FEVER with behavior changes or illness <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention</p>	<p>Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.</p>
<p>FLU SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea</p>	<p>Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine</p>
<p>COUGHING severe, uncontrolled coughing or wheezing, rapid or difficulty breathing <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment</p>	<p>Yes - medical attention is necessary</p>
<p>Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough</p>	<p>No – may attend if able to participate in school activities</p>
<p>RASH with fever <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice</p>	<p>Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p>VOMITING two or more episodes of vomiting in the past 24 hrs</p>	<p>Yes – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration</p>

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME**

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept Guidelines
CONJUNCTIVITIS (PINK EYE) OR pink color of eye and thick yellow/green discharge	Yes - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
CROUP (SEE COUGHING) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
HEADLICE OR SCABIES	May return after treatment starts
HEPATITIS A	Yes - until 1 week after onset of illness or jaundice and when able to participate in usual activities
HERPES	Yes - if area is oozing and cannot be covered, such as mouth sores
IMPETIGO	Yes - for 24 hours after treatment starts
RINGWORM	May return after treatment starts Keep area covered for the first 48 hrs of treatment
ROSEOLA <u>Note:</u> A child with rash and no fever may return to school	Yes - seek medical advice
RSV (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid
STREP THROAT	Yes - for 24 hours after treatment and the child is able to participate in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - until determined not infectious by the health care provider
YEAST INFECTIONS including thrush or candida diaper rash	No - may attend if able to participate in school activities Follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, *Caring for Our Children: National Health and Safety Performance Standards*, Second Edition, Elk Grove Village, IL 2002
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, Elk Grove Village, IL 2005
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Child Care Providers*, Denver, CO., December 2002
- <http://www.cdc.gov/> retrieved August 2009



I know my child will have Separation Anxiety

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 meet 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. (Please read page 10 in this handbook as well)

A parent has a good idea if 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 children on the first days of school create a domino effect amongst all the kids. You spend their first 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, they know your worried look. ☺

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 good-bye 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, (ex. 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 good-bye 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 know you would not want them to cry all day so 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, but also keeping in mind the needs of the whole class. 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 kids 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, for your child.**
- 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, muffin mix. By having an idea as to how their day may begin, often helps with anxiety. (We ask avoiding 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.**

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.

CHILD PRIORITY POLICIES

General Statement

Child Priority School 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.

A. Admission

1. All families are initially placed on Child Priority's wait list. It is recommended for all interested families to fill-out an enrollment application as early as possible. No fee is required to be placed on the wait list.
2. Enrollment is confirmed by the Director and then followed by payment of Annual Fee. First tuition payment due on schedule in April or May prior to school year.

B. Admission preferences

1. Current families have first choice for selection of enrollment for the next school year. Registration day takes place in January for current families.
2. Children of alumni families shall have preference on the waiting list for admission to the school following these considerations;
 - a) The child is, in the opinion of the staff, of an appropriate developmental age
 - b) The preference is subject to space availability in the event that, the roster, is filled by returning children.
 - c) The family must have previously fulfilled the required school participation, duties and responsibilities, as set forth in the policies of the school. 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.
3. 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.
4. Subject to the above preferences, admission of new families will be determined according to the following considerations.
 - a) The need of the school for that particular year to try and maintain a gender and age balance in the school's enrollment.
 - b) The date of the application and placement on the waiting list.
5. Required Payments upon acceptance.
 - a) An annual Registration fee is due upon acceptance of enrollment and placed on the class roster. This fee is computed at one-ninth the annual fee if enrollment takes place during the school year. (non-refundable)
 - b) First months tuition is due prior to school opening in the fall. These monies are a non-refundable payment. If the child remains enrolled at Child Priority for nine consecutive months this payment may and 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.

- c. The full tuition for the first month in which the child will attend school, is computed at one-ninth of the annual tuition. If the child enters the school in the middle of the month, the tuition payment for the following month shall be adjusted accordingly.
- d. The tuition payment described in section 5.(b) will also 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.

6. The following State requirements must be met before admission to the school

- a. Annual physical exam signed by a physician, dated within the school year.
- b. Annual Immunization form with current information or signed exemptions.
Physicians signature required by State.
- c. Emergency card filled-out on both sides. Must include parent phone numbers doctors, dentist and persons to contact in case of emergency, parents or guardian when parents cannot be reached. Authorized persons to transport your child.
- d. Medical emergency release and field trip release signed by parent or guardian.
- e. Signed acceptance of Child Priority's policies and parent participation form.

7. 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.

C. RESPONSIBILITIES OF MEMBERS

As a member of the school, families will be expected to fulfill the following requirements:

1. Parent or guardians of each child will assist in the classroom at least six times per year.
2. 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.
3. If a family is unable to help in the classroom they may fulfill this responsibility by donating \$120 for the year or \$20 per day. Junior parents need to switch with another parent
4. At least one parent from each family will help with the Fall clean-up at school.
5. At least one parent from each family must attend parent orientation meeting in September.
6. Families must meet all financial obligations to the school as specified in the policies
7. Meet fundraiser obligations:
 - a. Sell at least nine (10) Butter Braids or selected "option." - Junior class sells six (7)
 - b. Purchase at least \$200.00 of King Soopers grocery gift card each month or selected "option"
8. Parents choosing to not participate in the school fundraisers are welcome to pay an annual sum of \$140.00. Junior class pays \$125.00 rather than participate in the fundraiser.
9. 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.
10. Be familiar with the policies of the school.
11. Comply with all Colorado Department of Social Services and Department of Health Regulations regarding your child, includes the following
 - a. The person responsible for bringing and/or picking up the child must sign in and out daily
 - b. Pack a nutritious lunch to include 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 grandparents, nanny's etc. of this rule if they are bringing a lunch & helping.*
 - c. All information including emergency information must be kept current with school records
 - d. Any contagious diseases of any member of a family must be immediately reported to staff of Child Priority to be posted at school. Example: Strep, Chicken Pox, Croup, Pink-eye etc.
 - e. Children may not be sent to school if they have:
 - (1) Had a temperature of more that 100 degrees within 24 hours of school.
 - (2) Has a persistent "runny nose" or green discharge.
 - (3) Has a persistent contagious cough or sneezing.
 - (4) A contagious illness and are still considered contagious, (Strep, Croup, Pink-eye, etc.)
 - (5) Has had diarrhea or vomiting within 24 hours of school.
 - (6) Child acts lethargic and not up to participating at school.

- f. All medication must be administered by the 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. Thank-you
- g. It is expected that attendance will be regular. Any absence should be reported to the school answering machine/email on the day of the absence or prior to any extended plans.
- h. Due to maximum enrollment there are no make-up days for illness or any other absence.
- i. 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. Tights and bare legs are chilly.

D. Responsibility of Teachers

- a. Prepare the classroom for daily sessions and create a rich learning environment.
- b. Meet all Social Services, Health Department and Fire Department rules and regulations.
- c. Stay informed of developments in Early Childhood Education and related professional areas by attending 15 hours of on-going training annually, every two years become First Aid and CPR trained, finger printing and background checks are required in the State of CO.
- d. Available for parent-teacher conferences.
- e. Find a qualified substitute when unable to attend any session.

E. Procedures regarding abuse and corporal punishment

- a. As required by law, teachers must report all cases of suspected child abuse to the Colo. Dept 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.
- b. 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.
- c. 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.

F. Scheduling

- a. Child Priority will follow the Jefferson County R-1 School District calendar for holidays
- b. The school will be in session 33 ½ weeks, between Labor Day and Memorial Day. Included is one week of, "gradual enrollment," prior to the 1st full week of school.
- c. Bad weather closings will be decided by the Director. We close if Jefferson County closes. Parents may also check our school website to confirm a weather closure: Childprioritypreschool.com or check television stations 4, 7 or 9 News closure list.
- d. Child Priority will reschedule school days canceled due to weather. Days may be made- up on prescheduled days on the annual calendar or adding an additional day during the week. No refunds for missed make-up days.

1. Financial Considerations

- a. 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 always 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 ninth month of consecutive enrollment, (May) or becomes non-refundable in the event a family withdraws. The non-refundable annual fee covers registration, equipment fee and field trips, if applicable. All fundraiser donations may be deducted from taxes.

Our Federal Tax Identification number is 84-1001867.

- b. 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.
- c. Any other payment schedule of tuition must be approved and arranged by signed contract specifying the payment schedule.

2. Late Tuition Policy

- a. If tuition is five (5) days past due you will be contacted by written notice by the school.
- b. A late fee of \$20.00 will be assessed after ten (10) days the tuition is late & \$20 for each addl. 10 days
- c. 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.

3. 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 for closure

- a. **The annual fee of \$185.00 for Preschool and Pre-K is non-refundable**
- b. **The annual fee of \$140.00 for Juniors is non-refundable**
- c. **The first tuition payment is non-refundable – (This is considered May's tuition, last month of that school year)**
- d. **Any family withdrawing their child must give 30 days written notice**
- e. **If a child is withdrawn prior to or after the September school opening, the tuition payment and annual fee is non-refundable.**
- f. **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 month's tuition and fees.**
- g. **If written notice is received at the schools 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 fee.**
- h. **In the case that a child is, after the first 60 days assessed by the staff to be developmentally unready for the program, a charge for only the days attended will be assessed and the annual fee will be pro-rated. This will include certain behaviors, but is not limited to, violent, aggressive, destructive, or pose a danger to other children, therefore, a child is asked to leave the school.**

4. "Insufficient Fund" Checks

- a. All checks returned by your bank will be subject to a \$20 service/activity fee. We are charged a fee by our bank for a bounced check and we then collect it from the payer. Please add this fee to your resubmitted check.
- b. 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.

5. Field Trip Costs

- a. The field trip fee is included in the Annual fee for Preschool and Pre-K. 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 in advance when a note is sent home asking for prepayment.

6. Fundraisers – Each family participates as part of their membership

The purpose of the fundraisers is to raise money for special or additional equipment, operating costs, and emergency funds, all monies from the fundraiser shall be accounted for separately.

- a. **Fall Fundraiser – Each family is expected to sell (10) Butter Braids or/ \$50.00 donation for Preschool and Pre-K. Juniors sell (7) Butter Braids or/\$35.00 donation.**
- b. **King Soopers Grocery Cards-Each family is expected to purchase \$200.00 KS Grocery Gift Card every month. The school earns \$5.00 for every \$100 sold. The amount needs to be added to your tuition check at the beginning of each month and King Soopers cards will be promptly delivered to you by the director of the school. Families may also donate a sum each month to cover the costs of the Grocery Gift Cards.**
- c. **No Participation-Families may pay a sum of \$140.00 by the first week of September, which would cover both participation obligations for fundraisers for that school year. Juniors pay \$125.00.**

Procedures

Authorized persons to pick-up your child:

Children will only be released to guardians who have had written authorization posted at Child Priority. A sheet with all children's names is posted at each classroom door listing authorized persons to pick-up each child. Also each child's emergency card includes authorized guardians. Please notify the school if your list of authorized drivers increase or change.

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, respectful 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 from their teacher. 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 the decision to best meet the needs of all involved. In most cases, a set by set plan is put into action:

- 1) The Director sets a conference time with the parent to discuss the behavior and design a mutually agreeable action plan to help the child. Written or verbal plans must have approval of 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 a note to go home or telephone call. 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 action plan will ensue to discuss additional 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.
- 2) Possible Options: more than one may be required
 - a) Parent attends school daily with child until behavior diminishes to a safe level.
 - b) Parent seeks professional child counseling
 - c) Child is sent home immediately after behavior occurs
 - d) Possible options designated by Director

- 3) Grounds for suspension or expulsion will include:
- a) Continued willful disobedience or open and persistent defiance of proper authority.
 - b) Continued willful destruction or defacing of school property.
 - c) Continued behavior in school that is physically detrimental or harmful to the welfare and safety of other children, parents or school staff.
 - d) For refunds, please refer to “Refunds” in the parent handbook

Complaint Filing to Human Services

If you wish to report a compliment, a concern or a complaint about Child Priority, you may do so directly to Colorado Department of Human Services:

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, by law, shall be immediately reported. The Department of Human Services, Child Care Division, would like us to inform parents that they too may report child abuse or neglect in your community. It is not your role to investigate suspected abuse, but to report it to Jefferson County, 303-271-4131. It may be done anonymously and called a “well check”.

Notifying Parents of children’s illnesses, injuries, or accidents:

- a) Parents will be called immediately, if their child is acknowledged, by a staff member to be ill or seemingly not themselves.
- b) If it is determined by the Director, Asst. 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.
- c) Children will be placed in a comfortable location away from other children, but still under the supervision of the staff.
- d) Any injuries or accidents that may occur, parents will be notified immediately after school or by telephone during the school day depending on the severity. All injuries or accidents that require medical attention will be logged in their 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.

Child Priority Procedures

Procedures for identifying where children are at all times:

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

Procedures for ensuring all children are picked-up after hours:

- 1. Children are released one at a time at the end of the day to their parent or guardian.**
- 2. The Director or Asst. Director makes a sweep of the school area before locking-up.**

Procedures followed when a child picked-up late or not at all:

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

Procedure for children who arrive late and field trip group is gone:

- 1. Field trip directions and schedule are posted on the door**
- 2. Parent or guardian is responsible for bringing child to field trip location for transference of responsibility. Parent or guardian must make sure teacher knows child has arrived.**

Procedures for Television viewing:

- 1. 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:

- 1. Children must bring a change of clothing or pull-up to keep in their cubby.**
- 2. Children are asked throughout the day if use of the bathroom is needed.**
- 3. 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.**
- 4. Parents need to let their children know that the teacher is there to help them. A teacher may not know a child needs changing unless the child tells the teacher. Ex. A heavy pull-up may be uncomfortable, but clothes are not showing wet. Also, Social Services would like adults to refrain from wiping childrens bottoms in the bathroom, so parents will need to help their preschooler child learn to wipe bottoms prior to school attendance. Thanks so much!**

Procedures for Emergencies

Lock Down or Lock Out:

If Child Priority Preschool or Glory of God receives a reverse 911 call stating eminent outside danger, we will remain in our classrooms, close all blinds and lock all outside doors. Parents will be allowed to come and go during our lock down as long as police do not declare it unsafe. We will notify parents only if children need to be picked-up early. We have never had to implement a Lock Down.

Fire:

1. Fire drills are practiced by teachers and children at least four times per school year.
2. 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.
3. A second teacher checks all rooms, bathrooms and turns out lights. Checks with teacher that all children are accounted for and then shuts the door.
4. 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.
5. If weather is cold, children may be taken to Kullerstrand Elementary across the street.

Tornado:

1. 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.

Lost Children: Disclaimer: Child Priority Preschool has never lost a child.

1. Parent, Police, and Director is notified immediately following a clean sweep of the school premises.
2. One teacher and adult stays with remaining children while another teacher or adult continues to expand the search to outside school area. This teacher or adult gives all information to parent and police

Field Trips:

1. Parents drive on all field trips – all field trips are posted in September in the cubby room or near your child's classroom. A sign-up sheet for parent drivers is posted.
2. All children must ride in a car seat. No children are allowed to ride in the front seat
3. A minimum of one adult for every three children in a car.
4. Teachers must not transport children due to insurance reasons.
5. All drivers receive directions, a schedule of events, names and telephone #'s of children they will transport and emergency procedures.
6. All drivers must have a valid drivers' license and current Colorado car insurance.
7. A first aid kit, allergy medicines and emergency numbers are taken on field trips
8. A posted field trip schedule and directions will be posted on the school door the day of the trip and given to each driver.
9. Parents are notified of upcoming field trips with a reminder, plus in the newsletter and posted on the field trip boards and on the sign-in desks.

Special Needs children:

Child Priority will do the best of our professional ability to meet any special needs children in compliance with the ADA or conferencing and referrals will be made in the best interest of the child.

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. Children are kept in their classroom or in the school office, supervised comfortably away from other children until parent arrives.

Procedures for 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 March. 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 on their legs. If the weather is raining, misting wind blowing hard, snowing hard, or below 20 degrees, we will not go out side 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. 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 Acting as Teacher Helpers

Please only use cell phones for emergencies. Thanks!

As you know, we ask that you sign-up to help in the classroom three times per semester or a total of six times per year. (The first semester is from September thru December and the second semester is from January thru May.) One of your helping days may count if you drive on a field trip. 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 most 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. Through-out 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. Teachers will also help with any directions you may want and 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.

"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 olds 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, 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.

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

Absolutely! We have had Grandmas, Grandpas, Aunts, and Nannies. The grown-up needs to be at least 18 years old to help out in the classroom, so spread the fun around.

“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.**

“May I exchange being a teacher helper for driving on field trips?”

The teachers have expressed a desire for parents to use at least 5 out of the six teacher helper days in the classroom. One parent helper day may be counted if parents wish to drive on field trips. We feel it is so important to have parents in the classroom. Parents surely can drive on as many field trips as they wish, but we will count one parent-helping day for the year. Most parents want to work in the classroom, as well as, drive on field trips and we sure appreciate this!

“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 to 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 surrounds 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 had an individual parent helping guide that you will receive at our parent orientation meeting. Thank–you!



Scholastic Books

Dear Parents,

Every year we offer you and your child the opportunity to order Scholastic Books. The school receives one point for every dollar spent, which enables us to order books for our classrooms and gifts for all the children. There is never any obligation to buy books when on-line book ordering arrives. By ordering from scholastic, you are able to buy books at a reduced price, but you are not joining any club to do so.

The following procedure should be used when completing an order:

1. Go to www.scholastic.com/bookclubs
2. Click on "Parent" and follow directions for ordering from catalogs we have chosen.
3. Use our "Activation Code" 'HBBFJ'
4. You will receive your order at the school approximately 2 weeks after the due date.

If you have any questions, please contact Vanda at the school:

303-424-0336

On-Line Book ordering will be available three times per school year.
October, December and March.

Happy Reading!

King Soopers Card

The fundraiser you don't have to pay for! 😊

It's a square deal and it's easy:

When you buy a grocery (gift) card each month, you receive full purchasing power of your dollar. Write a check to Child Priority for \$200.00, and/or include it in your tuition each month, receive your grocery card to spend at King Soopers, just like cash. You can even use it for fuel at the gas stations in front of King Soopers! Child Priority receives 5% of all grocery card sales.

Each family participates once a month for 9 months for a total of 9 King Soopers Cards. It begins in September 2016 and ends in May 2017.

Cards will be distributed by Vanda at the beginning of each month. Thank-you!

Butter Braids Frozen Pastry Fundraiser

Unbelievably Delicious!!

We will officially kick-off our Butter Braids fundraiser beginning Tuesday, September 6th. We will mail order forms at the end of July with our August 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 ten (10) Butter Braids and collect the money (\$12) each, before turning your orders into Vanda. The cost of a Butter Braid is currently \$12, but is subject to change by the company. Junior families sell a minimum of seven (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 a return of \$5.00 for every \$12.00 Butter Braid sold.

1. All order forms must be turned into Vanda by Wednesday, September 14th.
2. School order is placed to Butter Braids by Friday, September 16th.
3. Delivery truck from Butter Braids arrives at Child Priority on Wednesday, September 21st 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. Example: Sell 4 Butter Braids and donate \$30.00 for 6 unsold pastry, etc.

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

