



# Parent Handbook

Jefferson County Public Preschool





## Jefferson County Public Preschools

Welcome to the Jefferson County Preschool Program. Our program provides quality Early Childhood Education and is part of Jefferson County Public Schools. We provide a place of learning that fosters all aspects of growth and development in a safe environment with professionally qualified staff, loving discipline, and encourages parental involvement in your child's education.

### CURRICULUM

All Jefferson County Public Preschool Programs incorporate the Colorado Academic Standards and Tools of the Mind resource as the basis for our curriculum.

The curriculum teaches:

- Self-regulation – Explicit instruction encouraging development in focused attention, deliberate memory, oral language and appropriate social and emotional skills that shape lifelong learning processes.
- Thoughtful, purposeful play – Children create daily 'play plans' which help them deliberately think about and plan their center time play.
- Scaffolded Instruction – Teachers become expert at identifying each child's Zone of Proximal Development (ZPD) and structuring their teaching accordingly.
- Language – Language development, a strong precursor to reading, is promoted through rich environments within the classroom, an emphasis on activities that promote oral language and through peer/adult interaction.

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## VISION STATEMENT

Based on our belief that all students can reach high levels of learning, we envision early childhood centers that honor and respect children and empower them to:

- Develop a unique personality and sense of self
- Learn at their own pace given instruction in their individual Zone of Proximal Development
- Live in a place of intellectual challenge, to actively explore, investigate, make mistakes and gain understanding of their world
- Build strong, positive relationships with others
- Develop and demonstrate empathy and caring for others
- Learn to love to learn!



## NON-DISCRIMINATION POLICY

The Jefferson County School District R-1 is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability. You can read more about this and other policies at:

<http://www.boarddocs.com/co/jeffco/Board.nsf/Public#>

Employee Relation Administrator  
1829 Denver West Drive, Building 27  
Golden, CO 80401  
Phone No: (303) 982-6544

## ADMISSION PROCEDURE/ENROLLMENT

Registration for each school year begins in mid-January and continues throughout the school year. We encourage you to register early for the following school year as some schools fill up early.

To be eligible for preschool, your child must turn three or four by October 1st. You will need to re-register each year your child will be in attendance.

To enroll your child, you will:

- Fill out an enrollment packet of paperwork, and
- Set up a Jeffco Connect online account. It is very important that all information is kept up to date in your Jeffco Connect account and the school is informed about changes, with special attention to your list of authorized pick up people and emergency contact numbers.
- Please Note: The Statement of Physical Condition form (in the enrollment packet) is only valid for one year from the date of examination.
- On the first day of attendance all paperwork must be complete, with the registration fee and first month's tuition paid.

Your information is kept in a confidential file. Please be advised we will not give out any names, addresses, or phone numbers of the students enrolled in the school without previous permission from the parents. Talk to your child's teacher if you want to get in touch with another parent.

## TUITION AND PAYMENT POLICIES

All parents are responsible for paying for time RESERVED, not time used. Once a placement is reserved for a child, staffing is planned and supplies are purchased. Therefore, fees the parent/guardian pays are not refundable or available for credit to another month. Refunds are not available for illness, occasional absences, snow days, field trips, vacations, days closed or withdrawal from preschool. We are not able to accommodate "drop in days."

TERMS All tuition is due on the 1<sup>st</sup> of each month and delinquent after the 5<sup>th</sup>. A \$10.00 late fee will be assessed for tuition payments received after the 5<sup>th</sup> of the month. All tuition must be paid with a check, money order, credit card (if available) or use of the online payment system through Jeffco Connect.

Parents should read the Preschool Enrollment Agreement carefully before the child begins school. Payments not received will result in termination of services until such time as payment is made in full and space available. No account will be carried with a balance due for more than 30 days.

DISCOUNTS The Full Day program is the only program that offers families with 2 children in attendance a 10% reduction in the monthly tuition for the second child.

REGISTRATION An annual non-refundable registration fee is requested.

SCHEDULE CHANGES If you need to change the days you have reserved, please check with the preschool office. Changes will be made on a space available basis only. We cannot guarantee that there is room for your child to change his/her schedule. If a schedule change results in additional tuition fees, a revised statement will be issued. No tuition refunds will be paid if a schedule change occurs mid-month.

MONTHLY TUITION PAYMENTS All tuition is due on the 1<sup>st</sup> of each month and delinquent after the 5<sup>th</sup>. A \$10.00 late fee will be assessed for tuition payments received after the 5<sup>th</sup> of the month. All tuition must be paid with a check, money order, credit card (if available) or use of the online payment system through Jeffco Connect. Please make checks payable to the preschool. If a tuition receipt is needed please let the Director know.

RETURNED CHECKS If a check is returned, the parent/guardian will be notified. The parent/guardian will have five (5) working days to pay the amount due. The amount due must be paid with a money order or credit card. If the amount is not paid, termination procedures will be initiated.

WITHDRAWALS Please submit written notification of your withdrawal to the preschool program. Since we continue to reserve time for your child, you will be responsible for your bill until we receive this written termination of preschool services. Re-registration can occur by putting your child on the wait list and paying the non-refundable registration fee.

VACATION CREDIT Jefferson County Public Preschools do not give credit for any vacation time. You are encouraged to schedule vacations when we are closed during Winter break and Spring break.

ENROLLMENT AND SPACE AVAILABILITY We welcome all students who are 3 or 4 years old by October 1st to our preschools.



## CALENDAR OF DATES CLOSED

Following are the days for which parents will need to make alternative provisions for their child:

- Labor Day
- Thanksgiving Break
- Winter Vacation (varies year to year)
- Martin Luther King Day
- President's Day
- Spring Vacation (varies year to year)
- Memorial Day
- Summer Preparation (Summer program)
- Fourth of July or Official Observance Day (Summer Program)
- District specified student non-contact days, i.e. staff development, furlough, teacher planning, etc.



Site specific calendars will be available at the beginning of school indicating all days closed for the year so families can plan accordingly. Calendars for full day preschool programs may be slightly different than preschool only programs.

## CLASSROOM POLICIES

BIRTHDAYS Please check with individual preschool programs.

CLOTHING AND OUTDOOR PLAY Please remember that preschool is an important time for exploration of materials and equipment. The clothing your child wears to school should be suitable for messy and active play. Closed toe shoes are imperative in allowing children to run and climb safely during their school day. Colorado weather changes from one moment to the next, layered clothing is always helpful. Please provide an extra change of clothing (socks, underwear, shirt, pants, etc.) labeled with your child's name to be kept at school.

PLAYGROUND RULES No child is allowed to be on the playground without a supervising adult. Please do not send your child to the playground without you when you are visiting at school.

DIAPERING We will support families who are currently toilet training their child. Staff will follow proper diapering techniques as described in the district document “Steps for Proper Diapering Procedure.” We ask families to provide adequate diapers, wipes, and change of clothing for your child’s day.

PERSONAL BELONGINGS Children should not bring personal items such as money, toys, candy, medicine or lip balms from home as small items can be lost or damaged easily. Check with your child’s teacher to find out where your child’s necessary personal items (school work, extra clothes, jacket, backpack, etc.) will be stored.

REST TIME (FULL DAY ONLY) Licensing requires a rest time for each child at the center who stays over five (5) hours. All children are expected to rest or sleep on the mat or cot provided. At most of our Full Day Programs, families are asked to provide a crib sheet and blanket for each child, labeled with the child’s name. These will be sent home on Friday to be laundered and returned to the school on Monday.

SNACKS AND MEALS Our programs must consider children’s allergies while planning snacks for all children. Each individual preschool determines the availability of snack time. Child Care Licensing requires Full day programs to schedule time for a nutritious mid-day meal.

### SUPERVISION OF CHILDREN

Children are under the direct supervision of the staff at all times.





## DAILY COMPONENTS

A typical day includes the following components:

LARGE GROUP All children in the class will be grouped together for opening group activities, movement games, music, stories, finger plays, songs, and other educational activities.

SMALL GROUP ACTIVITIES The groups meet several times a day for a learning activity (Literacy, Science, Math, etc.) based on children's interests, needs, and units of study.

CENTERS "Make-believe play centers" are set up throughout the room. Children choose a center through the "play plan" process. Enriched centers are available including literacy, dramatic play, blocks, science, manipulatives and art. Through play we are working on language, large and fine motor, intellectual/cognitive development, self-help skills, academic, and social/emotional development.

OUTSIDE PLAY Both directed and non-directed.

NUTRITION Morning and afternoon snacks, if applicable

## DESCRIPTION OF STAFF

All programs are staffed with professionally qualified teachers and each site managed by a Preschool Director who meets all qualifications as required by the Colorado Department of Human Services.

## OUR COMMITMENT

The preschool staff is committed to providing the following:

- A learning atmosphere that is safe, warm, fun, interesting, exciting and challenging.
- Meeting the individual needs of each child enrolled.
- Fostering self-esteem and self-confidence, along with independence in each child.
- Encouraging a school/home partnership that will involve the family in the child's educational experience.
- Teachers as facilitators to guide and direct daily learning.
- A curriculum that allows children to progress at their own rate of development.
- Opportunities for children to make choices, decisions and problem solve daily while learning to take responsibility for their choices and actions.
- Active involvement with materials and the environment. Children learn by doing, experimenting and experiencing

## EMERGENCY PROCEDURES

Parents or Guardians will be contacted immediately if a child is injured at school. In the event of a medical emergency, my child will be transported by ambulance to the nearest hospital. Parent/Guardian will be responsible for any costs associated with emergency transportation and medical care of the child.

The school will attempt to reach one of the contacts provided for the student, but if none of them can be reached, school personnel have my permission to use discretion in securing medical aid in an emergency, following the District 911 Calling Guidelines. IT IS UNDERSTOOD THAT NEITHER THE SCHOOL, THE DISTRICT, NOR THE PERSON RESPONSIBLE FOR OBTAINING MEDICAL AID WILL BE RESPONSIBLE FOR THE EXPENSE INCURRED. To the best of my knowledge, the information provided is correct. I agree to and approve all information provided in this and all registration documents.

## HEALTH

We ask that all parents follow the “Golden Rule of Health”. Please remember that a child, who is too sick to take part in outside activities, would be more comfortable at home. For the protection of your child and his/her schoolmates, it is advised that children be kept at home if the following symptoms are present:

1. Skin Rash or sores	7. Diarrhea
2. Stomachache or nausea	8. Ear ache
3. Vomiting	9. Coughing
4. Flushed face	10. Fever of 100° or more
5. Inflamed eyes	11. Heavy nasal discharge
6. Chills	12. Taking an antibiotic for less than 24 hours

If a child becomes sick at school the parent will be called. It is expected that the parent, or another designated adult, will pick up the child within the hour. We recommend that a child with a fever should return to school when they have been free of the fever (without medication) for a 24-hour period and recovered from their symptoms.

ALLERGIES/HEALTH CONCERNS Please notify the main office and/or the director of any food allergies or any allergies in general. Health risks your child may have should also be reported such as asthma, seizures, etc.



Depending on the concern, we may need to have a health plan signed and in place before your child is in attendance.

**NON-IMMUNIZED CHILDREN** Children who are non-immunized are accepted into our programs. Parents must indicate on the Certificate of Immunization the reason for the exemption.

**MEDICATION** We prefer that you administer any medications your child needs before or after they come to school. If there is no way to avoid the administration during school, you will need to bring the prescription in its original bottle with the prescription label on it. The medication must be prescribed for the child and accompanied by the Jeffco official medication form filled out by your doctor and signed permission from a parent/guardian. You can get a copy of the form from the preschool director or by following this link:

<http://www.jeffcopublicschools.org/health/medication.html>

**Communicable Disease Regulations Period**

When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, we will immediately notify the local health department, staff members, and all parents and guardians of children in care. We will maintain children’s confidentiality.

<b><u>Disease and incubation</u></b>	<b><u>Return to school</u></b>
Chicken pox (14-21 days)	Not less than 6 days after the first sore appears or after the last sore is scabbed over.
Diarrhea/Vomiting (2 hours-3 days)	When recovered from acute illness.
German Measles (14-21 days)	When rash is faded.
Head Lice (immediate)	When hair and scalp are free of nits and eggs.
Measles (10-21 days)	When rash has faded and there has been no fever for 24 hours.
Mumps (10-21 days)	When swelling is gone.
Pink Eye (2-3 days)	When redness of eye has disappeared, or on medication for a 24-hour period.
Ringworm (10-14 days)	When sores are healed

STAFF HEALTH TRAINING REQUIREMENTS Teaching staff receive CPR and First Aid certification training as required by the Colorado Department of Human Service, Childcare Division. In addition, they use safe/proper procedures learned during Universal Precautions and Qualistar Medication training when dispensing medication, diapering, and tending to children's physical needs.

## PARENT INVOLVEMENT

We encourage parent involvement in every aspect of our program. You are a vital part of our program as we strive to accomplish consistency and cooperation between home and school. Check with your director for the method of communication which will best help you stay informed about your child's needs.

VISITOR SIGN IN Visitors are required to sign the visitor book in the preschool office and show proper identification. Visitors will be asked to wear a nametag while inside the building.

CONFERENCES Although teachers are available to talk with parents informally, time is set aside each year for formal Preschool Conferences with parents aimed at informing you of your child's progress in all the developmental areas. It is important for you to keep us informed about specific problems, special or upcoming events that may affect your child's behavior at school so we can be prepared to respond in the most effective manner.

PARENT DONATIONS We welcome donations of almost any kind! Things that you throw away can often be used for all sorts of school activities. Please watch your monthly newsletters, parent board and classroom doors for lists of donations needed during the year.

LICENSING COMPLAINTS All Jefferson County Public Preschools are licensed by the Colorado Department of Human Services. The license indicates that this facility has met the required standards for the operation of a child care facility. The most recent inspection is available upon request. If you have a concern about the child care services received at this site, please contact:

The Colorado Department of Human Services,  
Division of Child Care  
303-866-5958 or 1-800-799-5876

CHILD ABUSE OR NEGLECT One of the goals of the program is to build a partnership with parents to provide the most suitable environment possible for children. We have many resources and referrals available to parents upon request. It is important, also, for parents to be aware of Colorado law as it pertains to suspected child abuse and /or neglect.

Colorado State law requires that any and all incidences of suspected child abuse and/or neglect of a child are reported to:

Jefferson County Department of Social Services  
303-271-4357

It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred in such a case.

## PROCEDURES

ATTENDANCE Regular attendance is expected for all children in school. Preschool is an excellent time to establish a positive attitude about school. You can instill in children a lifelong love for learning by showing them that school is important through consistent attendance, being on time, and showing an interest in what they are doing. If your child is ill or will be late, please call the preschool to report their absence or tardiness. Attendance is taken throughout the school day and students are checked off as they depart at the end of the school session. There are limited spaces available in each program; therefore repeated, unexcused absences may result in your child's exclusion from the program.

SIGN-IN Social Service licensing requires that a parent or designated adult sign children in and out on a daily basis. Each child must be brought into or out of the classroom or playground area and the adult needs to make contact with a teacher. This is for the safety of the child and to allow for communication between parents and teachers.

Children accompanying you to school should not be left unattended in your vehicle or anywhere on the school grounds. When students are out of the classroom a sign will be posted stating where they are.

SNOW CLOSURE Jefferson County Public Preschools follow the Jefferson County Public School policies on snow days. If the Jefferson County Public Schools are closed and announced on the



radio or television, the preschool will also be closed. Snow closures are announced on or before 5:30 a.m. on the local radio and television stations. When only mountain area schools are closed, only mountain area preschools will be closed.

EXCESSIVELY HOT/COLD WEATHER In the event of excessively hot or cold temperatures, the students' outdoor playtime will be adjusted accordingly. Children should be prepared to participate in outdoor activities on a daily basis. Drinking water is made available to the children and play times may be shorter and/or involve different kinds of structured play activities to accommodate the temperature.

CHILD GUIDANCE Staff in our programs use positive re-direction techniques, giving children choices, problem-solving, natural and logical consequences, and "cooling off" periods. We follow policies as set forth by the Jefferson County Public Schools code of conduct which can be consulted through this link:

[www.jeffcopublicschools.org/publications/conduct\\_code.pdf](http://www.jeffcopublicschools.org/publications/conduct_code.pdf)

Each student and his/her family are required to read and sign the Jefferson County Public Preschools Student Discipline Procedures Form upon registration. Discipline is NOT associated with food, napping, or toilet training.

FIELD TRIPS During the year children may participate in field trips, planned and supervised by the teachers with the help of the parents. Transportation for field trips is provided by a Jefferson County School bus. All safety rules are in accordance with school district policy and Human Service Rules and Regulations. Student emergency information and phone numbers are taken on every trip away from the school premises. Your director will communicate the necessary fees and permissions slips for each field trip.

If you arrive after your child's class has left for the field trip, you will need to provide transportation to and from the field trip for your child. We do not leave staff behind to take care of late students. Office personnel are not authorized to look after your child. Under no circumstances should the child be left at the preschool site.

Jefferson County Preschool procedures state that children are expected to use the same transportation coming and going for field trips. A child going on the field trip by bus will need to return to the preschool by bus.

LOST CHILDREN Should a child be separated from their group during a field trip or school activity the responsible adults will immediately begin an in-depth search for the student. If the student is not located within a 5-minute period, the parents and the police will be notified to assist in the process. During any excursion away from the school building, attendance is taken every 10-15 minutes to assure that we know where every student is at all times. Student emergency information and phone numbers are taken on every trip away from the school premises. A list of all children and staff on a field trip is kept at the center and the Early Childhood Office.

TELEVISION/VIDEO VIEWING Television and video viewing are not a part of the regular school day. Parents will be asked to sign a permission slip, contained in the registration packet, giving permission for their student to watch a video or special event on television. Occasionally, children may have the option of watching a program or video specifically designed for the interest and benefit of children (i.e., a “G” rated educational movie).

#### RELEASE OF CHILDREN

Children will be released only to an authorized person designated by you via their Jeffco Connect account, please keep this updated. Please note, we cannot release a child to an older sibling, student or child care provider unless they are 18 years of age. Any designated party will need to show proper identification (a picture I.D.) before the child will be released.

**IF A CHILD IS TO BE PICKED UP BY SOMEONE OTHER THAN A DESIGNATED PERSON IN JEFFCO CONNECT, THE SCHOOL MUST BE NOTIFIED IN ADVANCE.**

TARDINESS A late pick up fee will be issued to parents/guardians picking up children after the session has ended. **This fee is assessed at a rate of \$1.00 per minute and is strictly enforced.** If a parent/guardian is consistently or excessively late picking up their child, the preschool director will consider termination of enrollment without reimbursement. If you find you are going to be late picking up your child please call the preschool and let a staff member know. When we are unable to reach either the parents or emergency contacts within thirty minutes after school dismissal or after the close of the full day program, we are required to contact the local Police Department and Jefferson County Social Services.



**CLOSING THE BUILDING** After verifying the attendance of all children, the staff is responsible for checking the bathrooms, playground and all open classrooms for any children or emergency circumstances.

**EMERGENCY DRILLS** Drills are held on a regular basis to acquaint teachers and children with the procedures to follow in the event of a person of interest or intruder on the premises, natural disaster such as a tornado, fire or bomb threat. Copies of the procedures are available upon request.

**PARKING LOT SAFETY** Do not leave unattended children in your car. Please hold your child's hand while crossing the street. Little people darting between parked cars are very hard to see. Please drive slowly.



**POLICY CHANGES** Parents will be notified in writing of significant changes in services, policies, or procedures so that you may decide whether we continue to meet the needs of your child.

## **ADJUSTING TO THE FIRST DAYS OF SCHOOL**

One of the things that can happen when you first leave your child is that he/she will cry and protest when you leave. It is part of the normal development process of establishing an independent and autonomous existence, separate and apart from parents.

The intensity of a child's distress seems to depend mainly on the child's personality and temperament. It also depends on the way teachers handle the anxiety and the way in which parents leave. This is not something you should feel guilty or embarrassed about. Normal, healthy children show this kind of behavior at initial separation. As they become familiar with the teachers in the classroom their protest will taper off. It is often helpful when children sense their parent's trust in the staff and the school as a safe and interesting place to be. An overly long goodbye when a child is protesting often makes it more difficult for the child, parent and teacher. Your child may cry again when you pick him/her up at the end of the day. Some things you can do to help the child adjust are: help him/her become involved in activities, explain where you are going and when you will return, then calmly and positively say goodbye. Do not sneak out or disappear! Be sure to leave your child with positive statements such as "Have fun!" or "I want to hear all about your day when I pick you up!" Avoid negative statements such as "Be good today" or "Behave yourself and listen to the teacher"

## What Do I Learn at Preschool?

### First and Most Important:

- I learn to be away from you in a safe and nurturing environment
- I learn to work with teachers
- I learn to work with groups of children
- I learn to work independently
- I learn to share and cooperate
- I learn school has simple rules and routines
- I learn to complete a task or an activity
- I learn to ask questions and seek answers
- I learn to become independent yet unafraid to ask for help
- I learn to select and make choices
- I learn to develop Language skills
- I learn good nutrition and health practices

I Need to Learn All of  
These Skills to Grow  
Into a Happy Healthy  
Person!!!!



## JEFFERSON COUNTY PUBLIC PRESCHOOLS

Preschool Office 303-982-1737

	Adams Preschool 303-982-9780*
	Allendale Preschool 303-982-1114
	Anderson Preschool 303-982-1740*
	Bergen Meadows Preschool 303-982-4917**
	Blue Heron Preschool 303-982-2765**
	Columbine Preschool 303-982-5619
	Coronado Preschool 303-982-3723
	Edgewater Preschool 303-982-6050
	Family Literacy 303-982-8790
	Fitzmorris Preschool 303-982-1248
	Foothills Preschool 303-982-8580
	Foster Preschool 303-982-1681
	Irwin Preschool 303-982-9550
	Jeffco Open Preschool 303-982-7045
	Kendallvue Preschool 303-982-7948
	Kendrick Lakes Preschool 303-982-8348
	Lawrence Preschool 303-982-1784
	Leawood Preschool 303-982-7923
	Litz Preschool 303-982-5928*
	Lumberg Preschool 303-982-6203
	Molholm Preschool 303-982-6241
	Mortensen Preschool 303-982-0012
	Mount Carbon Preschool 303-982-3970
	Parr Preschool 303-982-9885
	Patterson Preschool 303-985-0205
	Peiffer Preschool 303-982-4786
	Pennington Preschool 303-982-2088
	Pleasant View Preschool 303-982-5883**
	Secrest Preschool 303-982-0930
	Semper Preschool 303-982-6468
	Shaffer Preschool 303-982-3894
	Sheridan Green Preschool 303-982-3161
	Slater Preschool 303-982-7577
	Stein Preschool 303-231-9161
	Stevens Preschool 303-982-1875
	Stony Creek Preschool 303-982-4103**
	Stott Preschool 303-982-2843
	Van Arsdale Preschool 303-982-1075
	Vivian Preschool 303-982-7668
	Warder Preschool 303-982-0965
	Welchester Preschool 303-982-982-7426**
	West Jefferson Preschool 303- 982-2951
	Westgate Preschool 303-982-9155
	Wilmot Preschool 303-982-5361
	Witt Preschool 303-982-3379

\*Full Day Elementary School Hours and \* \* Full Day 7:00-5:00 Programs