



PARENT HANDBOOK

2019-20 School Year

**4210 Austin Bluffs Parkway
Colorado Springs, Colorado 80918**

719.599.KIDS

www.calvary-preschool.com

COLORFUL CHRISTIAN SURROUNDINGS

ARTISTIC DISCOVERY THRU MATERIALS, MOVEMENT, AND MUSIC

LAUGHING, COOKING, AND PRETENDING WITH LITERATURE

VIVACIOUS, HIGH SPIRITED AND ENERGETIC GYM CLASSES

ARRANGED PARENT/TEACHER CONVERSATIONS AND COMMUNICATION

ROOMS OFFERING VARIETY AND FREEDOM

YOUR CHILD MAKES CALVARY SPECIAL

PROMOTE A POSITIVE SELF-CONCEPT

RESPONSIVE, WARMHEARTED, ENERGETIC STAFF

EXTRA SPECIAL OCCASIONS WITH MOMS AND DADS

SCIENCE EXPERIMENTS FOR INQUISITIVE MINDS

COOKIES, CRAFTS, CRAYONS, AND COMFORT

HOPPING, SKIPPING, AND JUMPING INTO FRIENDSHIPS

ORGANIZED CENTERS FOR EXPLORATION AND IMAGINATION

OLÉ! SPANISH INTRODUCED HERE

LOVING TO LEARN AND LEARNING TO LOVE

FAITH*FUN*FRIENDS

More than just a slogan, these principles guide what and how we teach each day.

FAITH: We believe children are an amazing gift from God. It is our heartfelt desire that each child experience God's deep, unconditional love. Through stories, music, and fun, interactive lessons in the classroom and at monthly Chapel, we explore how God shows us His love and how we can share that love with others.

FUN: Since our beginning in 1975, Calvary Preschool has been helping children learn through hands-on, play based lessons and activities. The curriculum is well-balanced and includes daily lessons in art, music, math, science, interactive centers and weekly P.E. classes.

FRIENDS: Social and emotional development is just as important as academic exposure in preparing children for elementary school and beyond. Small class sizes with two loving, caring teachers in each class helps students develop relationships with their peers and with their teachers.

Calvary Preschool provides preschool classes for children who are 2 years to 5 years by October 1 of the year they enter.

Since Calvary Preschool may not have the resources necessary to care for children with some special needs, each inquiry will be reviewed on an individual basis. Reasonable accommodations will be made in compliance with the Americans with Disabilities Act.

Registration: A registration form must be completed by the parent/guardian for each child attending the program. The registration fee is due at the time of registration. Each child is considered to be enrolled for the entire school year or the balance of the year if they enroll once school has started.

September tuition: September tuition is due by June 15 for families enrolling prior to that date. September tuition is due *upon enrollment for families enrolling after June 15*. If the first month's tuition is not paid by the specified due date, the child will be placed on a waiting list until those fees have been collected.

Refund Policy: The registration fee is NON-REFUNDABLE. Tuition fees are non-refundable ONLY in the event a class cancels due to low enrollment (less than 75% full) or if a family is relocated out of the area (i.e. military relocation or deployment or job relocation). Refunds may take up to 10 business days to process.

Particularly in the spring and summer months, it is helpful if you notify the school right away (before June 30 if at all possible) should you need to withdraw your child. **Please note that a minimum of two weeks' written notice is expected if it becomes necessary to withdraw your child from the program once the school year has begun.**

*Hiring and training staff happens long before class starts in September.
These policies help us to finalize class lists and assess staffing needs more accurately.
Thank you for understanding the necessity of these enrollment policies.*

Tuition: All tuition fees are due on or before the first school day of the month, with a \$10 late fee after the 5th school day. Absences cannot be deducted, as the expenses of the school do not fluctuate with the number of children present.

There is a 10% discount for each additional child in the family. There is a 10% discount for families that wish to pay the entire balance by August 31. We ask that families paying the year in full do so by check; this helps the school save online payment processing fees. Families who pay in full and have more than one child enrolled may only receive one 10% discount per child.

The year's tuition is divided into nine equal payments for your convenience. This includes holidays and school vacation days. Payment may be made by check, money order, automatic withdrawal from your checking account, or via PayPal from our website, www.calvary-preschool.com. Please make your checks payable to Calvary Preschool. Checks should be placed in the mail slot located on the preschool office door. Due to an increase in returned checks, checks returned by the bank for "non-sufficient funds" will be assessed an additional fee of \$20.

Session Hours: Classes begin at 9 a.m. Please arrive at school on time so that children do not miss valuable learning time. The first moments of class can set the tone for the day and arriving late can be upsetting for some children and can create disruptions for others.

Dismissal times vary depending on the class your child attends. Please notify the office as soon as possible if you are not able to pick your child up on time. Children sometimes become upset if they are very late being picked up; this helps us to ease any anxiety and to make sure that there is adequate supervision for the child.

Parking Lot: Please use the main (east) doors when arriving at or departing from the building. Always remember to drive slowly and watch for children.

Sign in/out: Each family will be issued an ID badge at the beginning of the school year. This badge is to be worn or presented any time you enter the building. If you do not have an ID badge, you will be asked to sign in and out at the front desk. Walk your child to class and sign them in/out each day.

Dismissal Policies: No child will be released from the classroom until the parent or other person authorized to pick up a child personally comes for the child. In the event a child is not picked up, the teacher will be responsible for staying with the child. Calls will be made to those listed on the emergency contact list until someone authorized to pick up the child is reached. In the event no one is reached, the authorities will be contacted.

Parents who are late picking up children will be charged a late fee to be paid at the time the child is picked up. Parents arriving later than 10 minutes past dismissal time will be charged \$5. After 11 minutes beyond dismissal time, there will be an additional charge of \$1 per minute.

Authorization to Pick Up Children: Each child enrolled in the program must have an Emergency Contact /Permission Form on file with a list of those persons authorized to pick up each child. This form **MUST** be completed prior to the first day of school. In the event that it is necessary for someone other than those on the authorized list to pick up a child, a parent must either send a note or telephone the office giving authorization. That person must then be prepared to show identification.

Supervision: Caregivers must sign children in/out each day. Teachers will account for each child when they leave and return to the classroom, when they reach the playground and when they leave the playground. Children are kept with their class at all times, with the supervision of two adults. When a child needs to use the rest room, an adult will escort them to the restroom and wait near the restroom door while the other adult remains with the class. Additional office staff, teachers and the Director may assist with supervision as needed.

EMERGENCIES:

Injury: In case of an injury, we will make every effort to contact parents immediately. Should this not be possible, our school will contact persons you have listed as an emergency contact. In the event neither parent nor emergency contact can be reached, we will contact your physician and treatment will be given if necessary. *It is the responsibility of parents to notify the school of any changes of emergency contact information.* All staff members have a current First Aid, CPR and Universal Precautions certification. Some staff members have received additional training in Medications Administration.

Lost child: In the event a child is missing, one adult will stay with the class while the other adult obtains help from another staff member to search for the child. If the child is not found within ten minutes, police and parents will be notified.

Fire: In the event of a fire, the closest staff member will pull the fire alarm. Teachers will evacuate the children from the building in pre-arranged and pre-practiced escape routes.

Tornado: In the event of a tornado warning, children will be taken to an interior room until tornado warning is lifted.

Evacuation: In the event the building must be evacuated and emergency personnel require us to leave the property, we will walk the children to either Rocky Mtn. Calvary Church, located just across the street to the west of Beverly Dr., or Discovery Church, located just east of Calvary Preschool. Caregivers will be directed to the evacuation site by either emergency personnel, church staff or preschool staff. Teachers will attempt to call or text caregivers in the event of an evacuation; however, depending on the nature of the circumstances at that time, this may not always be possible.

MEDICAL INFORMATION:

Medical Health Record: State health regulations require each student to have a yearly physical examination. **Licensing regulations and state law require that each student submit proof of up-to-date immunizations (in compliance with Colorado guidelines) before attending class. We do not allow personal or religious exemptions. Medical exemptions must be confirmed by a signed, written note from a physician with details explaining the reason for exemption.**

Medications: Children's medications will be kept with the classroom teacher, in an "emergency bag" that travels with them to gym, recess, etc. All medications must be in the original container, labeled with child's name. Prescription medication must be in the original packaging with a pharmacy label. A care plan must accompany medications and must be signed by both the physician and parent/guardian. Medications **MUST** be brought to school on or before the first day of school. Medications will be administered by staff who have completed state-approved medication administration courses and who have been delegated according to licensing regulations.

Personal Hygiene and Potty Training: It is required that all children be fully potty trained (**NO Pull-Ups**) before they begin preschool (3 yrs. old). Teachers are able to assist with snaps and zippers, but children should be able to take care of "personal cleanliness." In the event of an accident, the teacher or assistant teacher will help the child change clothes. A supply of clean underwear, pants, and socks will be kept by the school for accidents. Parents will wash the school clothing and return them to school.

For children in Jr. Preschool undergoing potty training, a change of underwear and clothes should be sent each day the child is in attendance. If your child is in diapers or Pull Ups, please send an adequate supply each day they attend. Disposable diapers are preferred. We appreciate donations of wipes. Teachers wear gloves during diaper changes. If your child is allergic to latex, please make sure that the teacher and office staff have been informed. We may ask that you provide latex-free gloves.

Over the counter diaper creams may be applied with written parent permission. Please note that if the skin is broken, bleeding or a rash is present we are NOT permitted to treat the affected area without written authorization from a physician.

Illness: To help minimize the spread of illness among our children, please keep your child home if he/she is ill. The following guidelines should help clarify when children should remain home:

- Fever, diarrhea or vomiting. Child should be free of these symptoms for 24 hours without medication before returning to school.
- A diagnosis requiring antibiotics. Child should be kept home a minimum of 24 hours from the beginning of treatment.
- Extreme sleepiness, ear pain, fever or excessive nasal discharge.
- Coughs can linger after an illness or cold. Please check with your healthcare provider for guidance on allowing your child to return to school.

COMMUNICATION, REPORTS AND CONFERENCES:

Meet the Teacher Visits: Your child's teacher will telephone you in mid-to-late August to make an appointment to visit with your child before school begins. This will give you and your child the opportunity to become acquainted with the teachers. These one-on-one visits will be done in the classroom so that children can get accustomed to their classroom.

Parent/Teacher Conversations: If you have specific concerns, conferences may be scheduled anytime by appointment. Formal parent/teacher conversations will be scheduled in the spring, and school will not be in session during that time. These meetings are scheduled during the day and teachers will post a sign up sheet approximately three weeks prior to conference dates. We apologize, but evening conference times are not available, as we share space with the church and the building is used during the evenings for other activities.

Reports: Each teacher will put together a portfolio for each child containing observation notes, pictures, work samples and other items that document the child's progress through the year. At Parent/Teacher Conversations in the spring, teachers will go through the portfolio with parents. Portfolios will be sent home at the end of the school year.

Parent-Teacher Communication: Teachers will communicate with parents via monthly newsletters, notes on the communication board outside the classroom and regular emails. Please check these places, the school's website and/or Facebook page frequently so that you are kept informed of what is happening in your child's classroom. Daily activity sheets are also posted at the end of class detailing the day's activities.

Parent Observations: Parents are welcome to observe the school at anytime. Normally, these visits are best made after September to allow children time to adjust. Please make an appointment with your child's teacher so that your observation may be arranged at a time that will not conflict with the visit of another parent. Visitors **must** stop at the Welcome Desk and sign in so that we can maintain an accurate accounting of who is in the school.

GENERAL INFORMATION:

Clothing: Clothing such as coats, hats, boots, and gloves should be plainly marked with your child's name. Since outdoor play is part of each day's activities, please be sure that your child is dressed appropriately for the day's weather. Closed toed shoes are recommended. Since one of our goals is to help foster independence, it is important that a child's clothing be easily removable by the child. We paint, cut, glue, and play outside—please keep this in mind when dressing your child for school!

Show and Tell Days: Your child's teacher will indicate in a monthly letter the days for show and tell. Toys from home should be brought **only** for show and tell. Please do not let your child bring toy guns, toy knives, or any toy of a "weapon" nature at anytime. Thank you for your cooperation in this matter.

Field Trips/Community Presentations: We do not transport children for off-site field trips. Classes may walk to nearby businesses. Parents will be notified well in advance of any field trips. Parent helpers will be required. In the event a child arrives at school late and the class has left, that parent has the obligation to either meet up with the class at their destination or to take the child home. People from the community will be invited to the school throughout the year. These may include the Fire Department, Police Department, storytellers, zoo docents, or Department of Wildlife personnel.

Chapel: Once a month, the children participate in Chapel. During Chapel, the children learn about God's love and how we can experience God through nature and in every day ways such as by helping others, sharing, etc. Topics are age-appropriate and not specific to any particular Christian denomination. At Christmas the children learn about the birth of Jesus and at Easter they hear about how Christ offers us new life.

MISCELLANEOUS INFORMATION:

Life Changes? Extended illnesses, the addition of a sibling, a change in caregivers, etc. can disturb or temporarily upset your child. We want to support your child and help them! Please inform the teacher of any circumstances that may have an impact on your child.

Moving? A minimum of two weeks' written notice is required if you should need to withdraw your child prior to the last day of school.

Snacks/Lunch: Snacks and lunches (for students who stay for lunch) are furnished by parents. Your child's teacher will provide a list of snack ideas for you. Water will normally be served as a drink. We encourage nutritious snacks. Health department regulations indicate that snacks should be prepackaged and prepared from commercial sources (i.e. "store bought"); however, homemade treats may be served on special occasions such as a birthday or other party day. We ask that you save sweets for special occasions.

Food Allergies: We strive to be an "allergy aware" environment. Because of the severity of peanut allergies, we will not serve snacks that list peanuts or peanut butter as an ingredient. Please be aware that many foods may be "cross contaminated" (meaning they may contain traces of nuts or may have been processed on equipment that has come in contact with nuts); these snacks *may* still be served. Therefore, if your child has a food allergy, you must sign a daily log sheet indicating whether or not your child may eat the snack provided that day. If your child's allergy is severe and requires medications or an Epi-Pen, you will need to have your child's physician fill out a health care plan as required by the state. Any medications kept at school must be in the original pharmacy packaging. We also ask that you provide a "safe snack" for your child to have on hand at school (i.e. a box of graham crackers) so that he/she always has a snack available.

If your child eats lunch at school, you will need to provide a lunch (please, nothing that needs to be heated) and a drink. Please be sure to include utensils if they are needed. We provide ample time for children to eat and encourage them to try the foods that are in their lunch.

Cubbies: Each child has a “cubby” or “mailbox” for his or her belongings. We encourage the children to assume responsibility for hanging their coats and backpacks on their hook. Children should not bring toys from home unless it is their specified show and tell day.

Student Conduct, Guidance and Discipline: Calvary Preschool is proud to be a part of the Conscious Discipline Family! Conscious Discipline was developed by Dr. Becky Bailey 20 years ago, with the intent to help adults and children to develop crucial life skills that will optimize learning and help develop healthy relationships. Conscious Discipline uses the model of a “School Family” to help teach children empathy, responsibility, how to recognize and manage their emotions in healthy ways and how to communicate their needs, wants and feelings with a sense of empowerment. Through the principles and classroom structures embedded into Conscious Discipline, teachers and students learn to reframe “problem behaviors” as opportunities to learn important life skills. Please visit www.consciousdiscipline.com for more detailed information, parent resources, videos and articles.

Teachers will help a child who is upset or disruptive to identify the cause of the problem and then help guide them through the process of calming down, expressing their feelings in appropriate ways, and then moving towards reconnection with their class. If necessary, the child may take a break from the classroom (under the supervision of a staff member) until they are ready to be back in the classroom. Under no circumstances will an adult hit or spank a child.

There may be times when a child may need additional care that our staff is not able to provide. If we feel that a child’s behavior endangers the safety of the other children, we will notify the parent/guardian and will have a parent-teacher conference to address those concerns and develop a plan of action. If it is determined that the plan of action, once implemented, is not sufficient to remedy the problems and the child’s behavior continues to endanger others, it may become necessary to suspend the child for a specified amount of time, or to expel them from the program altogether. Suspension or expulsion is a last resort and is only used when it is determined that we are not able to provide the best care for a child. Calvary Preschool will assist caregivers in finding resources such as therapists, mental health professionals, psychologists, etc. as needed.

Sunscreen: State regulations require children to use sunscreen or another parent approved form of sun protection prior to outdoor play. Applying sunscreen to an entire group of students would take a great deal of class time away from curriculum-related activities; therefore, Calvary Preschool requires parents apply sun protection before class so that class time can be used most effectively. *Your signature on the sign in sheet will act as verification that you have applied sun protection.*

TV/Videos:

Television and video viewing will be limited to programs or videos which will enhance the curriculum. Teachers will supervise and preview videos to ensure they are appropriate for their class. Parents will need to sign a permission slip allowing their child to view the program.

Volunteer Parents: There may be an occasional need for volunteer parents. Teachers will ask for volunteers as the occasion arises. Depending on the number of hours an individual would like to volunteer, the school may require fingerprints and background checks be conducted.

Inclement Weather Policies: In most instances, we will observe School District 11 closures for inclement weather. If D-11 has a 2 hour delay, we will open at 11:00. Classes that meet from 9-11:30 will NOT be held if there is a delayed start. If D-11 CLOSES for the day, we will close for the entire day.

We reserve the right to call a snow day or late start if we feel the weather is dangerous to parents, staff or children, even if D-11 has not cancelled or delayed. In the rare event that we have a late start or closure that does not follow D-11, teachers will attempt to call and/or email parents to notify them. It is the responsibility of parents to check the delay/closure status. Please be sure to notify your child's teacher of any change to your phone or email information.

In the event of excessively hot or cold weather, children may be kept indoors. The Friendship Hall is generally available for large motor activities so that children will still have opportunities to participate in large motor activities.

School Year and Holiday Schedule: Our school year operates from September through May. At the beginning of the school year a list of holiday closures will be sent home.

CLASS DESCRIPTIONS:

Social-emotional development is of primary importance in all classes. Research shows that play helps children develop these critical life skills. In addition, studies show children learn academic concepts best through play and meaningful, hands-on experiences. Therefore, we seek to provide children a rich experience through play, art, music, interest centers and other activities that allow them time to collaborate with their teachers and classmates.

2 YEAR OLDS (Child must be 2 by Oct. 1)

This class is designed to help children become more comfortable separating from their primary caregiver(s). Social & emotional development is the primary emphasis. They have the opportunity to interact and make new friends in a safe, loving and nurturing environment. They will experience music, art, story time, gross motor play, as well as snack and lunch time each day.

3 YEAR OLDS (Child must be 3 old by Oct. 1)

The world is a big, wonderful and exciting place! Young preschoolers are in constant motion, exploring and expanding their understanding through play, story time, music, art and gross motor activities. Children will be introduced to some basic academic information through hands-on, developmentally appropriate play-based activities.

Pre-Kindergarten (Child must be 4 by Oct. 1) **Stepping Stones** (Child must be 5 by Dec. 1)

Social/emotional learning continues to be a strong focus in the Pre-K/Stepping Stones classrooms. Children who can communicate well, solve problems, share, take turns, think creatively and follow

routines are more likely to do well in kindergarten. These classes provide the opportunity to become proficient in these important skills. Children participate in language and literacy, music and art, science, math, gross motor and fine motor activities, weekly P.E. and monthly Chapel. We strive to provide a well-balanced, interactive experience that does not duplicate the curriculum they will cover in kindergarten.

Special Events for Preschool/Pre-K/Stepping Stones: Our first family program is Thanksgiving Celebration! The children present a program for families in the Centrum. Afterwards, families gather in classrooms for a special treat and time together. In January, the children perform songs and have fun at a spaghetti dinner for their dads (or another male guest). In the spring, each class prepares a program of songs, food, and gifts for mothers (or another female guest) for a special Mother's Tea. In the event a parent is unable to attend, another relative or friend may attend with the child.

Special Events for Jr. Preschool: Toddlers can oftentimes be overwhelmed by large crowds; therefore the Jr. Preschool class will participate in special events in a modified manner. The teacher will send home information regarding specific details for Thanksgiving Celebration and they will have their own separate events for moms and dads, but they do not participate in Spaghetti Dinner and Mother's Teas.

Admission to and Dismissal from Calvary Preschool: Calvary Preschool reserves the right to deny admission to any child. A child may also be asked to leave the program if his/her behavior is so disruptive that the child endangers the well being or emotional health of another child, themselves or the staff. A child may also be dismissed from the program for the following reasons: overdue accounts, failure to resolve discipline problems, continuous late pick up, failure to provide all enrollment paperwork, or failure to submit a yearly physical or incomplete immunization.

Regulation Changes: The school reserves the right to amend these regulations by omitting or adding to them, as may be necessary, in order to maintain the standard of the school and the welfare of the children. Notification will be given to you if such changes are made.

CONTACT AGENCIES:

To file a complaint about child care:
Colorado Dept. of Human Services
1575 Sherman St.
Denver, CO 80203
(303) 866-5958

To report suspected abuse or neglect:
El Paso County Social Services Dept.
105 N. Spruce
Colorado Springs, CO 80905
(719) 444-5799

January 2019

Please sign and return this form with your child's paperwork before the first day of school.

I agree to comply with the rules and regulations of Calvary Preschool as specified in the Parents' Handbook issued by the school each year. I am aware of the scheduled school holidays. I understand that taking my child out of school early for vacations or other reasons does not alter tuition payment obligations. I understand and agree to the terms and conditions of the school's refund policy and I agree to notify the school two weeks in advance of withdrawal.

PARENT/GUARDIAN (PLEASE PRINT)

CHILD'S NAME

SIGNATURE

DATE

