

Hope

PDO & Preschool

Parent Handbook

303-741-1073

www.hopechangeslives.org

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WELCOME to Hope Preschool! We thank you for choosing Hope for your child's early learning experience. Our goal is to nurture each child's individual development socially, physically, spiritually, and academically in an environment that is safe and happy. We take this as a sacred trust and look forward to serving your family in love.

MISSION STATEMENT

At Hope PDO and Preschool we focus on educating and recognizing the whole child as a unique individual. We do this by providing a safe, secure and fun environment; allowing and teaching children to learn at their own pace. We encourage the development of social/emotional, cognitive, language and physical abilities. Our faith based program and loving, patient staff, in partnership with parents, promotes and optimum environment to prepare each child for future success.

ORGANIZATION

Hope Preschool is licensed as both a preschool and toddler program. Our toddler program includes children from 1.5-2.5 years of age. Our Preschool program includes children aged 2.5 through 5 years old. The Hope program is run by the directors in coordination with the teaching staff. The program functions under the Hope Preschool Board, which is comprised of church members representing various areas within the church. An active parent group also functions within the program offering fellowship for parents and support for school activities. The school is a non-profit community service. We are fully licensed by the State of Colorado and meet or exceed all of the requirements of the Colorado Department of Human Services Division of Child Care, as well as the Tri County Healthy Department.

PHILOSOPHY

We concentrate on the whole child. All developmentally appropriate cognitive learning skills are represented in literacy, math, language, science, art and music. Children also participate in fine motor and gross motor development activities, as well as Christian education lessons. Pre-Kindergarten classes also focus on Kindergarten readiness. Throughout the year we invite a variety of outreach programs/visitors to provide additional opportunities for our preschool children. The Preschool and Pre-Kindergarten children present a Christmas program in December and the Pre-Kindergarteners also participate in a Graduation program in May.

PURPOSE

The purpose of Hope Preschool is to provide a program that benefits the child, parents, families and the community with a safe and interactive environment where children are provided with developmentally appropriate experiences and guidance that will encourage each child to reach their full potential. Our program promotes the emotional, social, intellectual, physical, and spiritual growth of all children.

CURRICULUM

Hope PDO and Preschool is a play-based program intended to meet the interests and abilities of each age level as they learn through play. Our program includes a Parents-Day-Out (1-2 year olds), a Preschool (3-4 year olds) and a Jr. K (4-5 year olds) program. Each classroom has planned activities geared to the interest and level of that particular age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn.

Our program includes:

- Small and large groups
- Free Choice Centers
 - Reading and quiet time
 - Writing and Drawing
 - Building (Blocks)
 - Manipulatives
 - Pretend Play
 - Nature and Science
 - Sensory Play
- Art
- Math Concepts
- Science Discovery
- Music and Movement
- Playground
- Gross Motor
- Fine Motor
- Language and Literacy

We use the *Creative Curriculum* which is based on the premise that the best way to teach young children is by using an appropriate environment as well as a planned appropriate schedule and positive teacher/child interactions. We also use the *Handwriting Without Tears* curriculum with our preschool and Jr. Kindergarten students as they begin to learn proper letter formation. Lesson plans for each age level are presented outside of each classroom.

REGISTRATION

All fees for registration, including first month's tuition, are **non-refundable and non-transferable**. They include a registration fee of \$105 per child for processing and supplies, plus first month's tuition. Children will be registered for all classes in the following order: Children of Hope members, Children currently enrolled, their siblings and alumni families and Children of the community. ALL FEES are due upon registration in order to reserve the child's place.

ENROLLMENT

Children are enrolled for the school year September - May. Enrollment is open to children 1-year-old and walking by July 31st through children not yet in Kindergarten. Enrollment to the school is given on a first come/first serve basis. Church members and children already enrolled in our school have first priority. All child records will be kept and maintained in the secure Director's office. Special needs children will be accepted on an individual basis providing the school can meet the needs of that child.

Special Services

Hope PDO and Preschool will do everything within reason to accommodate children with special needs. Special needs children will be accepted after we have assessed if we are able to serve their needs and if space is available. Children with needs such as emotionally, developmentally or physically challenged, will be accepted if it is determined that 1) The child will benefit from our program. 2) The staff is able to meet the individual needs of the child. 3) There will be no adverse effect on other children through direct behavior.

This program admits children of any race, sex, color, national or ethnic origin to all rights, privileges, programs and activities made available to the children at the school, and are in compliance with the American Disabilities Act (7.702.41c).

ADMISSION

No child will be admitted to class without completed and signed paperwork. These forms include:

- Colorado Immunization Card
- Statement of Health Status (from doctor)
- Emergency Card
- Child Profile
- Parent Handbook Acknowledgement form
- General Authorization form

Validated proof of immunization should be submitted as your child receives new immunizations and booster shots.

Parents are responsible for keeping the school informed as to changes of address and other emergency information (i.e. address, phone number, employment change, etc.).

WITHDRAWAL and TERMINATION of ENROLLMENT

If you find it necessary to withdraw your child from the program, two weeks' notice to the directors is required. The child may attend during this two-week period. No refunds will be made.

In certain instances, a child may be asked to leave the program. The preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the Directors feel we are unable to provide the necessary support for that child. Some of the policies include

- Tuition payment has not been received by the 20th of the month

-Behavior causing significant risk or harm to the health and safety of other students or faculty

HOURS of OPERATION

The program is available Monday - Friday from 9:00-1:00.

Children age 1 may come 1 day a week.

Children age 2 may come 2 days a week.

Children age 3 may come 2 or 3 days a week.

Children age 4-5 (eligible for Kindergarten the following year) may come 3, 4 or 5 days.

SCHOOL CALENDAR

We follow the same K-12 calendar as the Cherry Creek School District traditional schools. In addition to these Cherry Creek School District closures, we are closed the second Friday of October for a Staff In-Service Day. School calendars will be provided at Back-to-School Night.

TUITION:

Tuition is \$105 per month, per day and per child.

Child attends:

1 Day - \$105/month

2 Days - \$210/month

3 Days - \$315/month

4 days - \$420/month

5 days - \$525/month

Tuition is always due on the first day your child comes to class each month. A \$20 late fee will be assessed if payment is received after the 10th day of the month. Please see director with questions or problems. All checks are payable to Hope UMC. One check may be written for siblings and for multiple months. Tuition is due whether your child is present at school or not. You may place your tuition payment in the designated box by the office. If you choose to pay by mail please allow yourself plenty of time to have your payment in our office of the 1st of the month. If you would like a receipt please indicate on your check. When writing your check please include the student's name in the memorandum.

WHAT TO EXPECT BEFORE SCHOOL STARTS

Teachers will receive their class lists for the upcoming school year by the end of July. Parents can expect a welcome phone call or email from their child's teacher. At this time, it is important to let your teacher know if your child has any allergies or other important information. As the school year gets closer, you can expect to receive a school supply list. Your teacher will inform you of the upcoming back-to-school night and answer any other questions you may have.

BACK-TO-SCHOOL NIGHT

Just prior to the first day of school in September, Hope Preschool holds a parent-only Back to School Night. It is at this event that parents can turn in any remaining forms, meet their child's teacher and drop off school supplies requested by their specific teacher.

THE FIRST FEW WEEKS

The first few weeks in any new environment can produce anxiety for your child. The directors and teachers are sensitive to those feelings. Our staff is trained to be alert and aware of your child's reactions to this new environment and will make every effort to help your child adjust as easily as possible.

For the younger children or children new to Hope, there are a few things you can do as a parent to help ease the adjustment period:

- Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to the center
- Feel free to visit the school with your child prior to the first day of school
- Talk with your child positively about the preschool and all the fun things he/she will get to do there. If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance.
- We suggest that after the necessary signing-in and exchange of greetings, you say to your child "Good-bye. I will pick you up later. I know you'll have a good day!" And then leave. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out" because it's better that your child be well informed and has the opportunity to say goodbye to you.
- During the first few weeks you may feel some apprehension after leaving your child. This is a perfectly natural response. We know how very important your child's wellbeing is to you. We encourage you to feel free to call the school during the day to find out how your child is doing. The directors and staff are eager to keep you informed.
- A re-adjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

WHAT TO SEND

Clothing It is recommended to send your child to school wearing washable play clothes that encourages independence and self-help and appropriate for outdoor temperatures. Please also send your child to school in playground friendly shoes.

Tote Bags Instead of a backpack, all children must have a tote bag. Totes are \$5 and can be purchased at Back to School Night if you do not already have one.

Totes Daily Contents: Lunch, Water Bottle (filled when school begins) and a change of clothes (including underwear and socks) in a gallon-size, labeled Ziploc bag in your child's tote.

Sometimes children get wet on the playground or have drink spills and need dry clothes or socks.

Label Everything Please label everything your child brings to school (coat, boots, lunch box, ice pack, water bottle, etc.). It is much easier to find the owner of an item if their name is on it.

Lost and Found If you are missing something you may check the lost and found located in the hallway by the Director's office.

DISCIPLINE POLICY

Hope recognizes that children don't come to school knowing how to act and react in all situations. Our philosophy of discipline involves a basic emphasis on positive behavior. This includes a few basic guidelines of positive expectations for classroom/playground behavior.

- Techniques involving separating and re-directing the child from unacceptable behavior to a more positive one
- With staff guidance, stress on positive direction will be given to help children recognize how their actions affect others, develop skills for social competence, and figure out ways to communicate in meaningful ways.
- Rarely, if safety is involved, time out within the room itself may be used as a natural/logical consequence.
- Sometimes a short amount of time in the office will be used for the child to think about the incident/behavior that has occurred, discuss the negative behavior that caused the problem, what behavior is expected and how the child can make a better choice next time.
- Power struggles with out-of-control children will be avoided if safety is not an immediate issue and natural or logical consequences will result.
- At all times the child's positive behavior will be recognized and encouraged.
- We emphasize that God always loves us no matter what.
- Food and bathroom privileges are never acceptable items to withhold.
- No child shall be left alone, and no corporal punishment is allowed.
- With repeated problems, a parent-teacher-director conference will be arranged in order to determine the best action to be taken.
- In rare situations, involving harmful behavior, disenrollment may be a result.
- As a regular part of the learning experience, children are encouraged to solve their own disputes. The teacher will be receptive and make suggestions of vocabulary to aid in reaching a satisfactory solution for both parties.

Children who deliberately bite, hit, kick or scratch other children will be immediately removed from the situation. An appropriate consequence will follow at the discretion of the lead teacher and Director, and the parent will be notified. A deliberate second offense will result in a call to the parent to pick up their child. Habitual harmful behavior will be handled on an individual basis and the welfare and safety of the group as a whole will be considered when a decision is made to allow the child to return to class. A conference will take place with the parent, teacher and Director. A child may be removed from the classroom for a period of two weeks and returned for a probationary period of two weeks. A joint decision between the Director and teacher would be made at the end of that time as to whether or not the child was ready to rejoin the program.

SECURITY

For the safety of our children, we have a security system, which requires an access code to enter the Preschool door. The code for the door will be given at Back to School Night and you may share the code only with those who are authorized to pick up your child. When entering, if you do not recognize those behind you, please close the door and let them use the code. All Preschool families are asked to enter through the Preschool door, unless otherwise instructed. Preschool families that enter through the church entrance will be re-routed by the church staff or Director to use the Preschool entrance. We have cameras throughout the preschool and monitor them from the Director's office.

VISITORS

All visitors are required to enter from the main entrance and check in at the Director's office. All visitors must sign in and show their driver's license to confirm their identity and must be escorted by a staff member to their area of business. Hope does not allow solicitors. People with no business on campus will NOT be allowed in the building. Any suspicious people should be noted and the church administer notified.

ARRIVAL AND DEPARTURE PROCEDURES

Drop-Off: Each child must be escorted into the Preschool each day. We encourage your children to arrive promptly by 9:00am. It can be distracting to the teacher and other children when you walk in late. Children must be signed in AND out on their classroom sign-in sheet with a complete signature each day. An emergency phone number where a designated adult may be reached during THAT day must be given, as well as an adult authorized to pick the child up at the end of THAT day.

Late Arrival: It is very important to your child's adjustment to school that he/she arrives at school on time. This aids in making each child feel like part of a group. If you arrive late please take your child to his/her room and follow normal sign in procedures. If the child's class is not in the classroom at that time, check the class schedule on the classroom bulletin or go to the office for assistance.

Attendance is taken each morning and routinely during transitions throughout the day. If a child should go missing, all staff is notified immediately through teacher radios. Doors are secured and all available staff search rooms and outside areas until child is found.

Pick-Up: When departing, don't forget to check your child's cubby for all personal belongings. Each child will be individually released by the teacher to an authorized person. Only authorized people will be allowed to pick student's up from school. The Preschool staff cannot legally deny release of any child to a parent or guardian unless we have a written court order or just cause. The Preschool staff will not allow a child to leave with any inebriated person or person under the influence of any legal or illegal or prescriptive substance that we suspect could interfere with the safety of the child, even a parent. If an authorized person is unknown to the staff, a valid ID is required. Teachers turn in sign-in/out sheets at the end of each school day, verifying that all students have been picked up before they leave at 1:30pm.

Late Pick-Up: If a parent is more than 10 minutes late picking up a child, a \$5 fee will be charged. This will be according to the schools clock. For each additional minute after the first 10 minutes, a \$1 fee will be added to late fee. This fee is payable to the staff person who has remained with your child until picked up. Phone calls to inform us of tardiness are appreciated, but do not excuse you from payment of the late fee. If the fee is not paid by the morning of the child's next school day, the child will not be allowed to stay. If the designated pick-up person cannot be reached, parents and additional names and numbers listed on the emergency card will be contacted to pick up the child. If Hope is unable to reach any contact person and the child is not picked up after one hour, Arapahoe County Police will be contacted.

Absences: If your child is going to be absent please notify the Hope Preschool office at 303-741-1073. There are no makeup days or substitutes, and there is no pro-rating of tuition.

DRINKS AND FOOD

Water Bottles: We do require that each child have a spill proof water bottle with them at school each day, filled with water. This may be used as their drink for lunch and snack as well.

Snack: Each classroom does snack individually and each teacher does snack a little bit differently. If your child's teacher asks parents to provide snack, they should be nutritious and include 2 food groups. Please include your child in planning and preparing healthy snacks. Your teacher may choose to provide snacks for the class. Special snacks in small proportions may be brought for birthdays and other special occasions.

Lunch: Each child must bring a non-perishable lunch and drink each day. Parents are responsible to pack their child's lunch from home.

These lunches should include 1/3 of the child's daily diet and should be proportioned for the child's age and appetite. Lunches should include vegetables and fruits, bread or bread alternatives and a meat or protein. Since there is no availability to heat or refrigerate foods, your child may bring a thermos or ice pack. Food items that are difficult to open or prone to make a mess are encouraged to stay home.

ALLERGIES

Teachers will notify parents of any food allergies that children in their child's class may have. We can **never guarantee** that a room is a nut-free environment. However, children with severe peanut allergies will be in classrooms declared as 'nut-free' and parents will be asked not to send peanuts in lunches or for snacks.

SUN PROTECTION

Please apply a 4-hour sunscreen to your child right before bringing them to school, if it is necessary. Sunscreen will be available in the Director's office, should you forget to apply it before arriving at school, and is available for parents to apply at drop-off. Children who go outside in the afternoon are required to bring sunscreen to be applied while at school, unless the sunscreen exemption form is signed and on file.

DIAPERING AND TOILETING

Toddlers in diapers will be changed as needed. The parent will provide disposable diapers daily, with the child's name on them. Desitin or a similar product may be used if needed and authorized by parent. No toilet training will be attempted with children not concurrently working on toilet training with parents outside of school. Parents should communicate with their child's teacher what stage their child is in throughout the year and if things change.

SAFETY PRECAUTIONS and PROCEDURES:

Hope Preschool has written policies and procedures for dealing with emergencies. Be assured that the staff will be giving your child any emergency care they may need. Each staff member has been trained in First Aide and CPR. Each classroom is equipped with first aid supplies. We conduct monthly Evacuation (fire), Shelter (tornado), Lockdown and Lockout drills. The children are taught safety procedures in accompaniment with their teacher.

Evacuation (Fire):

Emergency exits will remain unlocked at all times. In the case an evacuation is required, teachers will take their class outside to a safe, designated location. Once at safe location teacher will take attendance using daily sign-in sheet. If outdoor conditions are unfavorable or if it is unsafe for children to gather outdoors, children and teachers will proceed to the neighboring building, Aish Denver.

Shelter (Tornado):

In threatening weather and if the conditions warrant Directors will notify classrooms to implement 'Shelter' Procedure. Playground activities and field trips become suspended. Teachers lead children to designated area where they sit on the floor with backs to the wall. If signs indicate a tornado is coming, all should put heads down between knees, close eyes, and cover heads with their arms ("the turtle").

Lockdown:

A Lockdown is called when there is a threat or hazard **inside** the school building and evacuation is not a safe option. Director will notify teachers when it becomes safe to come out of Lock Down or wait for first responders to open the door.

Lockout:

A Lockout is called when there is a threat or hazard **outside** of the school building. Inside school, children go about business as usual. Teachers take roll, account for all students and increase situational awareness.

Early Dismissal

If an emergency occurs and the Director determines it is in the children's best interest to leave the preschool center, parents or emergency contacts listed on daily sign-in sheets will be notified. Individual classroom teachers will dismiss children signing out on the sign-in sheet.

Illness

Please DO NOT bring sick children to school. They will be sent home. Some symptoms that will deter a child from staying at school are flu symptoms, rash, runny eyes, diarrhea, fever, vomiting, sneezing, coughing, colored mucus and sore throat. If your child becomes ill while at school, he/she will be isolated in a warm, comfortable area and you will be asked to pick them up immediately. The number given on the child's sign in sheet for that day will be used. If a child becomes injured or very ill, parents will be notified. If they cannot be reached, emergency medical treatment may be sought. Notice of contagious diseases will be posted.

***Please be sure your child is symptom free for 24 hours before returning to Hope Preschool.

Communicable Diseases

The Directors must post information about exposure, signs and symptoms and report to the local health department any communicable disease, including but not limited to E Coli, Chicken pox, Hepatitis A&B, T.B., Measles, Mumps, whooping cough, meningitis, salmonella, or giardia contracted by any staff member or child at Hope.

In an effort to minimize the spread of germs from one person to another, we use a mild solution of bleach water on all surfaces throughout and at the end of each day.

Accidents

All staff must be current in their first aid instruction as well as CPR & Blood borne Pathogens

If your child is injured while at school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor noted on your child's emergency card. In the event of an emergency and attempts to contact a parent or guardian, or the child's doctor, are not successful, we will call emergency medical services to ensure that your child receives the necessary care. If there is a need to transport the child, a staff member will accompany your child at all times. Any expense incurred will be the responsibility of the child's family. The school will not be responsible for anything that may occur as a result of false or misleading information given at the time of enrollment. Please keep your child's file current by keeping us up to date on phone numbers and other pertinent information.

The persons who are listed on the Emergency Information Form to be called in an emergency when the parents cannot be reached, should live in the local area, be available during school sessions, and should know your wishes for your child.

First Aid

-Cuts and scrapes should be cleaned with soap and water, rinsed and bandaged. No ointments of any kind can be used.

-In the event of a bite, the area will be cleaned and bandaged to avoid infection.

(Disciplinary protocols are in effect for any child responsible for biting another child or teacher)

-Splinters should not be dug out. If close to surface, it may be removed. Otherwise a Band-Aid will be applied to cover until parent can remove.

-Objects may never be dug out of children's nose or ears. Parents will be notified to pick up child.

Medicine:

-The staff will not administer medication to a child for illness or injury. If a child requires medication during our 4-hour period, he/she should be kept home.

-In special circumstances (allergies, etc.) medication will be administered with permission and instructions from child's parent and physician.

-Emergency medication (allergies, etc.) should be brought to the Preschool office in the original container and checked in with Hope director and a protocol form should be filled out.

-Children should not be allowed to transport medication at any time.

Allergies:

-Children's allergies must be listed on their emergency cards.

-Allergies will be clearly posted in each room and in the office.

-All staff working in a room will be aware of any allergies and the proper protocol for allergic reactions.

STAFF

The Hope staff provides a warm and secure environment for your child. We have two Directors, Early Childhood Qualified Teachers and Teacher Aides. All are experienced in the field of Early Childhood education and participate in continued education and trainings throughout the year.

STUDENT EVALUATIONS and TEACHER CONFERENCES

The teachers are continually making observations and assessing the developmental growth of each child throughout the year. Children enrolled in the Preschool and Jr. Kindergarten (ages 3-5) will be given a formal evaluation in the Fall and Spring. Students enrolled in the PDO will not be formally assessed but observed in a more informal setting. Parent-Teacher conferences are not held unless specifically requested by the teacher or parent. Parents are always welcome to schedule a time with their child's teacher to discuss their child's progress.

PARENT INVOLVEMENT

We always encourage parents to be involved at our school. Parent involvement plays an important part in our school. Your involvement is part of what makes our school a wonderful place for children. We provide voluntary opportunities for parents to be involved such as: bringing in snack and helping out at special events or parties and helping in the office. Your teachers will provide you with these opportunities throughout the school year.

It is mandatory for each child's enrollment that their parent sign-up for Emergency Volunteer Days at the start of school. Parents should sign-up for **one day for each child** enrolled at Hope. Please sign up for days when your children are attending school. When it is your Emergency Volunteer day we ask that you check in at the Directors office to find out where you are needed for that day.

COMMUNICATION

Hope Preschool will communicate with Hope families in several ways.

1. A monthly newsletter will be emailed to enrolled families, as well as posted on the Hope website
2. Bulletin boards outside of classrooms (including daily lesson plans) and the Parent bulletin board
3. Conferences are encouraged, and available upon request. The school does not organize conferences and will be held on an as needed basis.
4. Parents may observe in classrooms. They will not be denied access to their child unless we know of a custody dispute. If you wish to observe in a classroom, it is helpful to make arrangements with the teacher in advance. Please remember that if you attend to observe your child's class it is not an appropriate time to have a lengthy conversation with the teacher, as the children are the teacher's first priority during class time. The door to the office is always open and we welcome you always.

Filing a Complaint

Complaints or concerns regarding the operations of Hope PDO and Preschool program in regard to implementation of the Rules and Regulations for Child Care Centers may be submitted to the Colorado Department of Human Resources, Licensing Division. It is recommended that you first take your concerns to the Director.

Colorado Department of Human Services Division of Childcare Licensing Division
1575 Sherman Street. Denver, CO. 80203

2017-2018 Parent Handbook Agreement

I agree to abide by the Policies and Procedures applicable to Hope PDO and Preschool. I agree to adhere to all the rules, policies and procedures pertaining to my child as set forth in the Parent Handbook, a copy of which I have received and reviewed. I enroll my child in Hope PDO and Preschool fully understanding that in any situation accidents may arise. By signing this form I allow my child to participate in all supervised preschool activities, accepting the possible risk for participation. Hope PDO and Preschool is not responsible for injury, which may occur, excluding gross negligence.

Child's Name _____

Date _____

Parent's Name _____

Signature _____