



CARLSON

EARLY CHILDHOOD

PROGRAM

Family Handbook

2023-2024

1300 Miner Street, Idaho Springs, CO 80425
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Philosophy (A)

We believe that each child should be exposed to a variety of experiences that assist in their development of:

1. Self-help skills, self-direction and independent thinking.
2. Listening, language expression, and emergent reading and writing skills.
3. Numerical and geometrical relationships and identification.
4. Positive social interactions and relationship building with peers and adults.
5. Science and nature awareness.
6. Both fine and gross motor development.

Purpose (A)

Carlson Early Childhood Program will provide quality, developmentally appropriate, and inclusive programming that contributes to the education, health and well being of preschool children in a safe and enriching environment. An atmosphere will be fostered in which parents and teachers collaborate to support the children in order to encourage students' development both academically and socially; each at his/her own pace.

***This handbook provides important information related to the preschool program's personnel, policies, procedures, and curriculum. Parents, please read this information carefully.**

Policies and Procedures

The goal of Carlson Early Childhood Program is to provide a safe and enriching environment for children to explore and develop academically, socially, and physically. Through a variety of instructional methods and theme explorations, Carlson Early Childhood Program will work to guide our young students to be socially and academically successful young people.

Age and Number of Students (B)

The Preschool program is made up of children ages three to five years old. The program is open for enrollment of families with young children who reside both inside and outside of Clear Creek County. The Carlson Early Childhood Program accepts children only of the ages outlined by Colorado State Licensing. Children must be at least three years old by their first day of school, and be able to use the bathroom independently to enroll in the program. **Exceptions for potty training requirements are made only for those who qualify as having special needs based on criteria established by Clear Creek School District and Colorado Department of Education, and have an established IEP (Individual Education Plan).** Each class will contain no more than ten students per adult per class per day.

Children with Special Needs (B,E,Y)

Children who qualify as having physical and mental disabilities must be, by law, accepted into the preschool program when they turn three. Access is given to all children with disabilities. Children with disabilities are fully integrated into the regular classroom activities. If a child with disabilities is identified and required to have access to Carlson Early Childhood Program, then the Carlson Early Childhood Program is required and reserves the right to discontinue the enrollment status of a student to provide a spot for a special needs child **if** the classroom enrollment is already at maximum capacity (15 students) at that time.

Carlson Early Childhood Program works in collaboration with Colorado's Child Find Program. This Program is designed to locate and evaluate children with special educational needs and therefore, require specialized services. Colorado's Child Find Program will reserve the right to enroll a child with special needs at any time throughout the year. If our program's student capacity is at maximum, we are obligated to withdraw the last student enrolled in order to make room for a child with special needs. Services will also be provided to currently enrolled students for any needs, once identified.

**See attachments for The Americans with Disabilities Act.

Days and Hours of Operation (C)

The Preschool's daily schedule is as follows:

Preschool hours are: 8:00 am–3:30 pm

Arrival and dismissal: Parents may arrive between 8:00 and 8:15 for arrival/drop off and between 3:15 and 3:30 for dismissal/pickup.

Children are either enrolled for two days or for four days per week. The four day option is limited and is contingent upon availability.

The Preschool adheres to the same annual calendar as the rest of Clear Creek School District.

**Calendar will be provided once it has been approved and made available by the district.

*** Any exceptions to the preschool calendar will be communicated to parents with advance notice.

Inclement and Hot Weather (D)

The students will have an outdoor recess time except when the severity of weather, including temperature extremes, makes it a health hazard. On hot days, children will be encouraged to play in the shade and drink plenty of water. Please provide your child with a water bottle, labeled with his/her name, which can be used throughout each school day. With parent authorization, children will be assisted with the application of sunscreen. It is helpful for parents to apply sunscreen to their child's skin before they arrive at school in order to ensure maximum protection on sunny days. On cold days children will be assisted in putting on the proper cold weather attire. The preschool staff will determine the extent of outdoor play, if any, based upon weather conditions. When outdoor play is deemed unsafe, indoor gross motor play time will be provided in the school's gymnasium. Parents are asked to provide their child with attire appropriate for the weather conditions every day they bring their child to school. **Please note: this includes bringing snow clothes even when it is not snowing due to the fact that the preschool playground is consistently covered with snow and ice during the winter months.**

Admission and Discharge (E,Y,Z)

Admission is based upon availability with a class size limited to the site license. Space in a class will first be offered to those who qualify as having special needs (IEP) and those who qualify for the Universal Preschool Program (UPK). Those who attended the preschool as three-year-olds will be given next priority. Parents may request that their child attend two or four days. Carlson Early Childhood Program reserves the right to establish class lists and enrollment/ disenrollment procedures.

A Parent or Legal Guardian is required to pay a \$150.00 registration fee and complete a registration application form with all the necessary forms required by Colorado General Rules and Regulations before their child will be officially registered. **No child will be allowed to attend school until his/her registration materials are 100% complete.** A two-week notice is requested should a parent/legal guardian decide to discharge their child from the program. The Preschool Director will collaborate with parents in order to address any issues that arise that could result in a child's discharge from the program. Positive teaching strategies and behavior intervention plans will be employed to assist the child in social/emotional development. If the preschool staff deems it necessary to discharge a child from the program after parent/teacher strategies have remained unsuccessful, a conference explaining the reason for discharge will be held with the parents or guardians. Files for children who are withdrawn from the program will be secured within the preschool's central file for at least three years. Parents who fail to adhere to Carlson Early Childhood Program's "Parent Responsibility" contract will lose their child's enrollment status.

Fee Schedule (F)

A non-refundable registration fee of \$150 is required at the time an application for preschool is submitted. Tuition for two days per week is \$365 per month. Tuition for four days per week is \$730 per month. Billing for preschool tuition will occur during the first week of each month. Payment is due by the 15th of each month. A late fee of \$20 will be applied to a student's account if payment is received after the 15th of the month. If tuition is not paid by the last day of the current month an additional late charge of \$30 will be applied to the student's account. A student may be disenrolled due to lack of payment.

The Preschool maintains the same calendar schedule as the rest of Clear

Creek School District. Full tuition is expected each month (September-May) regardless of student attendance which includes illness, family vacations, district planned breaks, family planned vacations, teacher in-service and compensation days as well as district snow days or emergency closures of any kind.

Identifying the Whereabouts of Students at All Times (G)

At no time throughout the day will any or all of the students be left unsupervised. Attendance is taken at the beginning of each day. All children's whereabouts are known at all times. All Preschool staff members will be aware of the number of students in the classroom attending at the beginning of each day and which students are absent. Bathroom breaks will also be monitored for safety and sanitation.

During recess, students are required to stay within the designated preschool play area and will be monitored by staff members at all times. Each time students, as a group, are taken from the classroom; they will be counted upon leaving the classroom, arriving at the destination, leaving the destination, and reentering the classroom to ensure that everyone is present.

Behavior Guidance and Discipline (H,Y,Z)

Throughout the year, the Preschool program will incorporate lessons and tools that help our young students develop social confidence. Positive behavior and social interactions will be consistently recognized and encouraged. Encouragement will be both verbal and through the utilization of a sticker card reward system. Children will have the opportunity each day to earn stickers for adhering to classroom rules, for good listening practices, and for being respectful of teachers and peers.

Disciplinary actions will only be taken in the preschool when a child becomes consistently disruptive of the classroom learning environment, becomes a threat to others, or endangers him/herself. The first step will be verbal guidance. Redirection may also be necessary in order to encourage making better choices. As a last resort, or in cases of imminent danger, a 'Time Out' procedure will be followed that includes verbal counseling and an explanation of the inappropriateness of behavior, in addition to one or two minutes of separation from the group while sitting in a chair. No student will be left unsupervised during a Time Out procedure. No student will be put in time out for more than three minutes at a time. Any behavior deemed consistently disruptive or dangerous will be handled in collaboration with the child's parent through a series of conferences. Through such collaboration, every effort will be made to utilize positive strategies to support the child's social and emotional growth. Preschool staff and parents will meet as needed to discuss early childhood behavior strategies, to develop a Behavior Support Plan and to evaluate the effectiveness of the approaches that have been agreed upon. If further assistance becomes necessary, parents will be provided with information regarding district and/or county resources.

Illness, Accidents and Injuries (I)

In the preschool classroom, some accidents may occur. For small scratches, cuts, or scrapes, the area will be washed and a bandage strip will be applied. School personnel may not administer any treatment other than simple first aid. In an emergency, 911 will be called and parents will be notified. Preschool personnel are not allowed to administer any type of topical or medicated ointments. **Please, do not medicate your child and then bring them to school. If**

your child is ill enough to need medication then they are too sick to attend.* Carlson Early Childhood Program will reserve the right to refuse admittance to any child exhibiting illness and we will enforce this policy. Please do not send your child to school with unauthorized medication or topical ointments. These include lip balms, cough drops, moisturizing creams or homeopathic medications of any sort. Parents/guardians will be asked to pick their child up from school if that child is showing signs of fever, diarrhea, vomiting or any other illness, including allergies, that prevent them from functioning safely in the classroom.

*Please refer to the article entitled, ["How Sick is Too Sick, When to Keep Your Child Home from School."](#)

Emergencies (I,J)

- **Medical**
 - If a student needs emergency medical care 911 will be called. Parents will be notified immediately.

- **Lost Children**
 - The office will be notified immediately.
 - School wide shelter in place is implemented.
 - All students will be accounted for school-wide.
 - An immediate sweep of the areas both inside and outside of the school by available personnel will be initiated. This includes the questioning of other students and teachers.
 - Parents will be notified immediately. 911 will be called.
 - The event of a lost child will be reported to the Department of Human Services.
 - Remaining children and staff will remain in the classroom until directed by school officials and emergency personnel.

- **Tornado/Intruder Lockdown**
 - Students will stay in the classroom or utilize the restroom area between classrooms until emergency personnel can assist or until safety clearance is given by the main office.
 - In the event of a tornado, the students will be brought to an interior space with no windows.
 - Attendance will be taken to make sure all students are accounted for.

- o Doors will be locked; lights turned off, and doors only opened once clearance has been given.
- **Fire/Emergency Evacuation**
 - o Students will walk out of the preschool entrance/exit door, follow the path to the playground, and go up the stairs to the play turf where they will line up at the designated location.
 - o Attendance will be taken to make sure all students are accounted for.
 - o The entire class and preschool staff will wait there for further instructions.
- **During any emergency or evacuation, individuals with special needs will be assisted to a safe location.**

**See attachments for Evacuation Map

Transportation/Field Trips (K,L,M)

Walking field trips will occasionally occur. In the event of such a trip, the office will be notified and the route and time of the excursion will be posted outside the Preschool classroom. Any additional field trips will not be undertaken without prior parent notification which would include date, time, costs, travel arrangements, and safety procedures. **Trips that require bus transportation of preschool age children will NOT be planned; but if an emergency arises that requires the immediate evacuation of school premises, preschoolers will be transported to safety by district buses. In the event of such an emergency, parents will be notified as soon as possible regarding both the emergency situation and the pickup location of the children.** Any planned field trips that require off-site transportation will be planned in accordance with state regulations for seating and proper supervision of children by program staff. All field trip permission forms, district volunteer form, and volunteer to transport forms must be completed at least a week prior to the event so program staff can plan accordingly.

** See registration forms for Field Trip Policy and Walking Policy releases, and the handbook for Sample Volunteer Permission to Transport Students Form, and Sample Field Trip Permission Form.

Media Use (L)

On **rare** occasions throughout the year, we may show educational and enriching videos such as "Magic School Bus" or other age appropriate educational programming. We may also use CD-ROMs such as "Jump Start to Kindergarten", "I Spy", or "Chicka Chicka Boom Boom". These activities will not contain violence, profanity, nudity, sexual, or inappropriate content. A signed Media Policy release must be on file in order for the child to participate in these activities. Parents will be

informed of showings that may exceed a half hour. All movies are rated "G". Adult supervision will accompany all video or computer use.

** See releases on preschool application form for Media Use Policy.

Daily Sign In and Sign Out Procedure: IMPORTANT!! (N,O)

Students must be accompanied by an adult (18 years or older) during arrival and departure. Siblings may not drop off or pick up siblings from the preschool. Preschool students are not permitted to ride on Clear Creek School District buses. A sign in/out sheet is posted each day at the preschool entryway, with arrival time, departure time, lunch info, and each student's name. All students must be signed in at arrival and signed out at departure time. Under no circumstances may a student sign him or herself in or out. Children will not be released to anyone other than a parent or authorized guardian without written permission. Both of the child's parents will have access to the child unless legal documentation showing otherwise is on file in the school office. Parents may give permission for another adult to pick up their child but that permission must be a written and signed note by the parent or legal guardian prior to the child's departure. Anyone picking up a child from the preschool may be asked for identification. Students will not be released to anyone not authorized by the parents for pick up.

Drop off is no sooner than 8:00am. Pick up time is promptly between 3:15 and 3:30pm

Late parents will be called at 3:30pm. Please plan accordingly. If you do not pick up your child by 4pm and no emergency contact can be made, The Department of Human Services will be called. *Preschool aftercare is provided at the King-Murphy site.* Parents may register proactively with that service.

At Dismissal Parents are asked to wait in the vestibule/hallway at departure time and wait until their child's name is called to indicate the release of that child. At that time the child will be walked to the door and handed off to the parent or guardian.

Please do not enter the classroom and remove your child without teacher approval.

Late Arrival (P)

If arriving after 8:15am (KM: and our exterior doors are closed/locked), please check-in through the school's main entrance before walking your child to the classroom for sign-in.

If you know you will be arriving past 9a.m., please call us if possible, so we can inform the office and the cafeteria with correct attendance and lunch counts.

Medication Administration (Q)

No medicine, including Aspirin, Tylenol, or Benadryl can be given to a child unless it is authorized in writing by a doctor and is in the original container or prescription bottle. The authorization must be on a school district permission form and an adult must leave medications at the school office. Please see the school nurse for more details.

Students are *never* to keep Aspirin or any other medicine, ointments, or topical product of any kind in their cubbies, coats or pockets. **This includes cough drops, lip balm, Chapstick or any other type of topical ointment, cream or make-up.**

Medication will only be administered by persons who have received training and the approval of the School District Nurse.

**See attachments for District Medication Administration Permission Form

Personal Belongings (R)

Each child will need to bring a crib-sized sheet to be used on his or her resting mat. Preschool staff will store it in its own drawer. Children are encouraged to bring a blanket, a small pillow and/or favorite soft toy as a comfort during quiet time. Sheets and blankets should be taken home on a weekly basis to be laundered. In order to encourage children to take advantage of learning activities, **we ask that you do not permit your child to bring toys from home.** When personal belongings do come to school, they will remain in students' cubbies until dismissal time. King-Murphy will not be held responsible for lost, damaged, or stolen property.

All children should bring a complete change of clothing to be kept in the preschool in case there is a bathroom accident or spill. Please label all clothing and place it in a gallon size Ziploc bag. Be sure the clothes are seasonally appropriate. Sweatshirts and sweatpants are great. Please don't forget underwear and socks. Please remember that we serve many children, and that the best way to make sure your child's belongings remain theirs is to **label EVERYTHING** he or she brings to school.

Money (R)

Money for lunches and other school activities is collected at the time of the child's arrival from the child's parent or authorized guardian. **All fees, tuition or lunch are payable via the parent portal. Checks for lunch money and tuition must be separate checks.**

If a child is found to have money on their person during our school day, that money will be collected and put into an envelope with that child's name on it. A note will be put in that child's cubby to inform his/her parent or guardian. The money will be returned when the child is dismissed. Please avoid sending your child to school with money in his/her pocket or backpack. Carlson Early Childhood Program or staff will not be responsible for money left in the child's possession by parents.

Meals and Snacks (S)

Students will eat lunch in the classroom (KM in the cafeteria). Hot lunch is an option available to students. **The price for a school lunch is FREE**, and includes milk. **A separate or second carton of milk is \$1.25**; these prices are subject to change. Fees are added to your child's food service account at the time of purchase. If you wish for your child to have a milk with their lunch from home please sign up accordingly when signing your child in, in the morning (white or chocolate are the options).

Cold lunches brought from home should be healthy and include a protein, bread, dairy, and two servings of fruits or vegetables. Snack time will be provided two times daily; once in the morning and once in the afternoon. Parents may opt to send their child with additional snacks. Suggested snacks include crackers, pretzels, vegetable sticks, fresh fruit, string cheese, yogurt, etc. healthy items.

Parents should coordinate with staff should they want to provide a snack for a celebration of some kind (birthday etc.) All snacks brought in should be store bought and shelf stable. Homemade treats are not allowed to be shared.

Hydration is important! (S)

In the interest of proper hydration, we ask that you please send your child to school each day with a refillable **water bottle that is labeled with his/her name**. You may also choose to provide a drink, such as milk or juice, to accompany your child's lunch. Please no soda or candy, however cupcakes or cookies for birthday celebrations are fine. Those who qualify may apply for free/reduced lunch. See the Preschool Director for an application.

Diapering and Toileting (T)

All students except those with special developmental needs (an established IEP) must be toilet trained **before** entering our Preschool Program. Toilet trained means that the student must be able to identify the need and follow through with restroom needs independently. Children may not wear 'Pull-Ups' to school. There are bathrooms located within the preschool classroom area. Students are reminded to wash their hands after using the restroom. If a student has a bathroom accident while at school, he/she will be assisted in cleaning him/herself as necessary and clothing will be changed. The soiled clothing will be wrapped in a plastic bag and sent home with the child. In the event that a child wearing diapers must be changed, strict methods of changing diapers will be followed to stop the spread of disease.

Parents of all children are asked to supply a full change of comfortable clothes at the beginning of the year in case there is an "accident" or spill.

Visitors and Volunteers (U)

Visitors must check in at the school's Main Office. Proper identification is required. Visitors will be given a visitor pass and directed to the preschool. **Visitors must also sign in upon arrival at the preschool classroom.** Parents are welcome to volunteer in the classroom. Volunteers may be used in many capacities such as clerical duties, reading with/to children, or playing educational board games with small groups of children. **Any adult volunteer who works within the school or classroom must complete a Colorado Bureau of Investigation criminal record check and a Central Registry of Child Protection review.** Though parents are encouraged to spend time in the classroom, we ask that your time be used in a productive manner. Please use your time in the classroom to work/read/play with children. Parents are asked to gather outside of the classroom to socialize unless the preschool is having a social event. All visitors are asked to sign in at the main office. Please do not "cut" through the preschool to another part of the building. If you are in the halls of King-Murphy you must have a visitor pass (that has been obtained at the main office) at all times.

Sibling Visitation (U)

Siblings attending Carlson Elementary may visit the preschool classroom at various times for various reasons. This visitation must be cleared with the Preschool Director as well as the sibling's classroom teacher. Preschool children will **not** be sent to a sibling's classroom unless they are part of a special whole class activity or accompanied by a parent.

Conferences (V)

Conferences allow the Preschool staff and parents to discuss a child's behavior and development. Parents may request an informal conference with staff at any time and an appointment will be made. Formal conferences will be scheduled twice during the school year by the Preschool Director. Additional conferences may be scheduled as needed.

Filing Complaints (W)

If at any time it is necessary to file a complaint about the preschool, please contact:

**The Division of Child Care
The Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
(303) 866-5958**

Reporting Child Abuse (X)

Staff members have a personal and legal responsibility to report all incidents of child abuse or neglect according to Colorado State Law.

Parents who suspect child abuse or child neglect should contact:

**Clear Creek County Department of Human Services
405 Argentine St.
Georgetown, Colorado 80444
(303) 679-2365**

Changes in Policies or Procedures

Carlson Early Childhood Program reserves the right to amend its policies and procedures. In the event of changes in services, staff members, policies or procedures, parents will be notified in writing, within 48 hours.

Attachments

1. [The Americans With Disabilities Act \(ADA\)](#)
2. [Clear Creek School District Yearly Calendar](#)
3. [Clear Creek School District's Medication Procedure & Health Care Provider Authorization Form](#)
4. Clear Creek School District's Field Trip Permission Form
5. Clear Creek School District's Permission to Transport Students Form
6. [Evacuation Route Map](#)
7. [Clear Creek School District Volunteer Form](#)

The following items are examples required by Colorado State Licensing and the TRIAD Licensing Model, to be included in our handbook.

DO NOT FILL THESE FORMS OUT. THEY ARE EXAMPLES ONLY.

1. [Registration Forms \(Preschool Application\)](#)
2. [Permission Releases \(Waiver section of Application\)](#)
 - ❖ Pick-up Authorizations
 - ❖ Participation Agreement
 - ❖ Field Trip Policy
 - ❖ Emergency Transport Policy
 - ❖ Sunscreen & Lotion Policies
 - ❖ Media Policies
 - ❖ Photograph & Newspaper Releases
 - ❖ Acknowledgement of Policies & Procedures found in the Preschool Handbook
 - ❖ Payment Agreement
 - ❖ Drop Off & Pick-up Procedures
3. [Emergency Information\(Online Registration Process\)](#)
4. [Immunization Form](#)
5. [Child's Statement of Physical Condition](#)
6. [Colorado Universal Preschool Program Application](#)