

PRESCHOOL PARENT HANDBOOK



Weld County School District Re-3J

1101 4th Avenue, Hudson, CO 80642

**Jenny Wakeman, Assistant Superintendent
of Instructional Support**



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Purpose and Philosophy

The Weld Re-3(J) School District strives to provide a quality preschool service to all students. Our philosophy is focused on educational programming that meets the developmental needs of our early childhood population. We adhere to all guidelines for developmentally appropriate practices by the National Association of Young Children (NAEYC) and the Colorado Department of Education's Quality Standards for Early Child Care and Education Services. Our early childhood programs will provide an integrated approach for all areas of child development: language, physical, emotional, social, and cognitive. Our programs curriculum goals and objectives are primarily guided by "Colorado Preschool Academic Standards" and "Teaching Strategies Gold", an authentic, observation-based documentation and assessment system which incorporates 38 research-based objectives for development and learning for student's birth through age 8. Teachers are fully committed to providing settings in which children learn actively and construct their own knowledge. The learning environment will be conducive to learning through active exploration and interaction with adults, other children, and materials. These activities consider ethnic and cultural backgrounds of all children. Our program will also develop strategies that address the needs of children who exhibit interest and skills outside the normal developmental range.

Student Registration

Children who are three or four years old by September 15th are eligible for district preschool programs. Our preschool programs are offered at Hoff, Hudson, and Meadow Ridge Elementary's. Preschool enrollment for the following year begins in January. Registration must be completed online, and all required documents must be submitted prior to the first day of school. Incomplete registrations may delay enrollment. All preschool placements are first come, first serve. Preschool is optional in Colorado and enrollment is not guaranteed to families; therefore, it is important for interested families to complete the online enrollment as quickly as possible.

Tuition and Colorado Preschool Program (CPP)

The district currently has 83 Colorado Preschool Program (CPP) slots. These slots are used to fund preschool students who qualify under the guidelines set out by the Colorado Department of Education and CPP. For more information about CPP visit <https://www.cde.state.co.us/cpp>. Re-3J also provides tuition free preschool services to children as young as three years old who qualify in accordance with the Individuals with Disabilities Act (IDEA).

Students who would like to participate in preschool but are not eligible for tuition free funding may do so by obtaining a tuition slot, as space permits. Tuition for preschool is \$2,025 annually but can be split up into monthly payments of \$225 September through May. Tuition is to be paid no later than the third day of each month. We accept cash, checks (made out to Re-3J), or credit/debit card. Card payments must be set up by your schools' secretary. Any outstanding balance at the end of the school year will be submitted to collections. Children may be withdrawn by administration for non-payment of tuition. If you are unable to pay tuition on time due to unforeseen financial circumstances, we ask that you contact the Assistant Superintendent right away.

Preschool Hours and Schedule

Preschool classes typically follow the regular school district calendar for days of attendance, holidays, and parent teacher conferences. Please check with the individual schools for specific preschool start and end times. Children will be monitored by staff at all times. Sign in/out sheet will be used by staff for tracking purposes. Preschool staff will do routine headcounts during the day to assure the presence of all children. All students are to be picked up at the designated time from preschool. If students are left after the morning and afternoon sessions, every attempt will be made to contact someone to pick up the child. If students are left after the closure of school and no authorized adult is contacted, the Weld County Sheriff's Office or Lochbuie Police Department will be contacted to assist in contacting and locating the child's family.

Attendance

The habit of regular attendance is critical for successful school achievement. Students should be absent from school only in cases of illness or emergency. Attendance is an important factor in student achievement. If your child is ill or will be absent for the day, please call the office by 8:30 a.m. Only absences related to illness that are reported by parents will be excused.

If a child is receiving free preschool through Colorado Preschool Program, and they exhibit frequent, unexcused absences, they may be withdrawn from the program by the Director of Support Programs in order to provide space for another student who otherwise would not be able to attend, OR you may be asked to pay tuition.

Students must be checked out of school from the office before being excused from their classroom. In no case will a child be released to a person without proper identification and proper written notification. Children are released only to those people designated on the Supplemental Enrollment/Emergency Information form.

First Day of School for Preschool: August 17, 2022

Last Day of School for Preschool: May 19, 2023



Health Services and Medication

Immunizations:

Colorado law requires students who attend a licensed preschool program to be vaccinated against the following diseases:

- Diphtheria, tetanus & pertussis (DTaP)
- Measles, mumps, rubella (MMR)
- Hepatitis B (HepB)
- Inactivated poliovirus (IPV)
- *Haemophilus influenza* type b (Hib)
- Pneumococcal conjugate (PCV13) or polysaccharide (PPSV23)
- Varicella (chickenpox)

Families who choose not to get their student vaccinated must complete an online immunization education module to obtain a *Certificate of Non-Medical Exemption* through the Colorado Department of Public Health & Environment.

If your child cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form*.

Children who do not have a current Certificate of Immunization OR exemption documentation within the first 30 days of starting school may be withdrawn until documentation requirements are met.



Illness or Injury:

If a child becomes ill or is injured at school, the parents will be contacted and asked to come and get the child. If the parent(s) cannot be reached, we will contact the emergency alternates you have designated. A form will be sent home with each child requesting information about doctors, illnesses, etc. Please fill it out listing your home phone and/or cell phone, and that of a friend or neighbor, so that you can be reached in case of an emergency.

Insurance:

School insurance is available at the beginning of the school year for a nominal fee. We strongly encourage parents to take advantage of this service if the family does not have other coverage.

Health Insurance:

Applications are available at school for CHP+.

Diapering and Toilet Training:

Typically developing children are expected to be toilet trained by three years of age and prior to entering preschool. We understand accidents may occasionally occur. In the event of an accident, we will verbally assist the child in changing and the soiled clothing will be sent home in a plastic grocery sack. Please provide extra clothing daily in case of accidents. If no extra clothing is provided, the Health Clerk has limited clothing for emergencies. Please return the loaned clothing promptly after it has been washed. In rare instances where the child has had a bowel movement which requires assistance beyond what we can safely provide, a parent may be asked to come and assist. If the child has several bowel movements in one day, preschool staff will consult with the school health clerk to determine if it is in the best interest for the child to stay at school. For specific questions about toileting practices, contact the Assistant Superintendent or

Kara Chambers, R.N., 303-536-2015

Raina Benton, R.N., 303-536-2809

Stephanie Marsh, R.N., 303-536-2016

In accordance with non-discriminatory laws and policies (Americans with Disability Act/ADA and Individuals with Disabilities will not be excluded from District preschools due to lack of potty training. Diapering will be conducted according to state health standards.

Medication Policy:

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

For more information on Medication Administration to Students please refer to Board Policy J-74 (JLCD) at re3j.com.

For the safety of your child, approved medications:

1. Must be checked in at the front office.
2. Must be in original container with prescription label attached (ask for 2 containers with labels from pharmacy).
3. Must be accompanied by a permission note from the parent; and
4. Must be accompanied by a note from the prescribing provider.
5. A medication form is available in the office

Medication Policy (continued):

Medication Administration Policy and Procedure:

The School RN/CCHC will delegate and supervise the task of emergency medication administration only to those care providers and staff members who have completed the appropriate training and have demonstrated competency. Staff must follow all requirements for administering medications as outlined in Weld Re-3J policy.

Medication Care and Storage:

Emergency medications administered in the childcare setting must be stored:

- In a lockable backpack, with the lock combination set as 911.

- Backpack to be kept: In classroom during class time.

In an area:

- Out of the reach of Children.
- Easily accessible and identifiable to Staff

When away from the classroom at any time:

- Kept in the backpack and carried by the preschool director

Documentation: In addition to the student's medication, the following documentation should be kept in the backpack:

- Medication authorization:

- Asthma Care Plan
- Severe Allergy & Anaphylaxis Plan

- Information on:

- Recognizing the signs of allergy/anaphylaxis
- How to administer epinephrine
- Recognizing the signs for needing an inhaler
- How to administer an inhaler

- Medication Administration Log:

- All medications administered must be documented on this form

Reporting of Child Abuse:

Any caregiver or staff member in a preschool setting who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. The district is a partner with Weld County and follows the guidelines set forth in the Child Abuse Resource Manual located in each principal's office at the school building. **The number for Colorado Child Protection Hotline is 1-844-CO-4-Kids or 1-844-264-437**



Emergency Drills

Teachers will conduct fire drills as per the elementary schedule, but at least one time per month. Children and teachers will participate in these drills. Evacuation routes are posted on each classroom wall. Tornado drills and Lockdown and Secure drills will be completed twice per school year. Please check with your building principals if you have any questions about drills.



School Closure

When it is necessary to close school because of emergency or weather-related reasons, the administration will attempt to make a decision prior to the beginning of the school day. As soon as a decision is made, radio and TV stations KOA, KCNC Channel 4TV, KMGH Channel 7TV and KUSA Channel 9TV will be notified. The notice will be posted on the district website (www.re3j.com) and district Facebook page.

If a late start is called there will be no morning preschool. During the school day, early dismissal can become a concern due to snow accumulation and icy roads. Additional daylight hours are important, and buses may have trouble negotiating their routes. If possible, the decision to dismiss will be made by 12:30 of the day of concern and announced on the radio. However, there may be instances when an emergency dismissal will occur after 12:30. **Therefore, the administration would suggest that you have a plan in the instance of an early dismissal should occur when you are not at home. Realistically, there is no way to notify all parents in advance. We are concerned not only about safe transportation home by school bus, but also that the children have an alternate place to go in case you are not at home.**

If there is inclement weather during the school day, staff will monitor whether the children will be allowed to go outside. Inclement weather is determined by less than twenty degrees or more than ninety-five degrees for the children to participate in outside activities for extended periods of time. If inclement weather exists, the staff will provide gross motor activities in the classroom.

Field Trips

Permission slips for students must be signed by parents and returned prior to the trip. If a student arrives late and their class has already departed for a field trip, they will not be able to attend with their class. Parents or authorized person to pick-up will be notified to come get the student. School age children are not permitted to go on field trips with brothers and sisters. Younger family members are also not permitted to attend.



Technology, Computers, TV, and Video Viewing

Staff uses Promethean boards to assist instruction during the day, a variation of an overhead board. Each teacher may use the board differently, please speak with your child's teacher if you have questions. Computers are available within the classroom and students may utilize the school's computer lab based on availability. Staff will limit the amount of TV, movies and videos shown in the classroom. Human contact and educational activities are more beneficial to the instructional process. Staff will obtain parent permission before showing any TV, movie, or video which content may be of concern or not directly related to educational topics of study.

Parent/Teacher Conferences/Home Visits

Parent/Teachers conferences are held once to twice per school year. These will be scheduled at the same time that the conferences are scheduled for the school district, typically in October and February. Any parent may request a meeting with their student's teacher to discuss needs. Please contact the teacher to set up an individual appointment.



In addition to Parent Teacher conferences, teachers and instructional aides will conduct at least one home visit per semester for your child. These visits give staff an opportunity to visit the child in their natural environment to assist the staff in establishing rapport with the students and family. This is a requirement of the Colorado Preschool Program which assist the district with preschool funding. This requirement is also explained in the Parent Agreement for Colorado Preschool.

Parent Volunteers

Re-3J welcomes volunteers to assist in various capacities throughout the year. If you have a particular skill or expertise you can share, please contact the building principal nearest you to determine how you can enrich the lives of the children in the district. Parent volunteers who assist in the classroom more than ten times during the school year must contact the District Office to complete the appropriate paperwork.

There are many things you can do as a volunteer such as: special presentations within your area of expertise, tutoring, reading to or with a child, serving as a mentor to a child of high ability, supervising and assisting with science centers, artwork or computers. You might make costumes for a play, prepare bulletin boards and games, publish students' writing, help in the library, or do clerical work. There is no better way to be involved in your child's education than through participation as a volunteer.

Discrimination and Grievance

Weld Re-3(J) School District does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), or disability in any of its educational programs or activities which it operates. We abide by Section 504 and Title IX, its administrative regulations and the Americans with Disabilities Act not to discriminate in such a manner.

Weld Re-3(J) School District shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 which deal with sexual harassment. Students who sexually harass other students or staff members shall be subject to disciplinary action.

The administration has established a grievance procedure for all students to deal with complaints regarding discrimination and sexual harassment. The policies and procedures dealing with discrimination and sexual harassment can be reviewed by contacting the principal. Students who wish to file a complaint should contact the building principal.

If there is a situation in which a parent or staff member needs to file a complaint concerning suspected licensing violations, please contact the

Department of Human Services
Division of Child Care
1575 Sherman St, First Floor
Denver CO. 80203-1714
303-866-5958



Home Language

District translations or interpreters can be provided upon request, and with reasonable notice to assist families whose home language is other than English. For information about these services please contact Jenny Wakeman at 303-536-2002 or jennywakeman@re3j.com

Snacks

Snacks for all morning and afternoon classes will be served during preschool hours and provided free of cost to parents by the school. Students who have allergies to foods must contact the school health clerk and provide the appropriate documentation so that all health needs are met. We ask that parents please make sure their child has eaten breakfast or lunch (depending on the time of day they attend preschool) prior to coming to school. Snacks provided are not meant to take the place of breakfast or lunch. Parents are asked to contact the teacher prior to bringing in foods so that all safety precautions are followed.

Withdrawal or Dismissal

If you plan to withdraw your child from preschool, we ask that you give written two weeks' notice to the preschool staff. Children are often on a waiting list. Our greatest wish is that the preschool experience will be a happy and fulfilling experience for your family and child. In the unlikely event it becomes necessary to remove your child from the program, a conference with the teacher, principal and parent/guardian will take place before any final decisions are made.

Reasons for dismissal may include:

- Non-payment of tuition (for tuition paying students)
- Required paperwork not up to date or not received
- Causing or attempting to cause physical injury to another person
- Continued willful disobedience or open and persistent defiance of proper authority
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Poor attendance (for children receiving preschool free through CPP)

Personal Belongings

Children are encouraged not to bring personal belongings (such as toys), money or valuables to school except when needed for specific events. Money for special events will be collected by the teacher. If toys or personal belongings are brought to school, the teacher will take them. The parent is welcome to come and retrieve those items from the teacher. The school is not responsible for lost, stolen, or broken personal items.

Discipline and Behavior Guidance

All preschool teachers will use positive guidance, redirection, and logical/natural consequences. If you have any questions regarding these guidelines, please ask your child's teacher.

A child may be asked to take a break from the group until he/she is ready to demonstrate appropriate behavior. If a child displays a pattern of negative behavior or has a serious behavior issue, a meeting will take place with parents to collaborate and discuss next steps and as deemed appropriate, a child behavior plan will be developed.



Handbook

Acknowledgement

2023-2022

By signing below, you acknowledge you have received and accept the conditions and agree to the policies and procedures within the Preschool Parent Handbook. Please sign and return this page to your child's preschool teacher at the beginning of the school year.

Child's Name: _____

Parent/Guardian Signature

Date