

Mission Statement

Cross of Christ Lutheran Preschool and Kindergarten is dedicated to providing a Christian-based school that fosters children's learning and development cognitively, socially, emotionally, physically, and spiritually in a developmentally appropriate environment.

Philosophy

Cross of Christ Lutheran Preschool and Kindergarten is designed to provide a safe, nurturing, and loving environment where children are encouraged and respected. The staff is dedicated to providing an environment that develops each child's learning and development in each of the following areas: social, emotional, cognitive, physical, spiritual, as well as in language.

The teaching staff is sensitive to the fact that each child develops at an individual pace and according to his/her needs. This school is a place where children's learning, laughter, and play are cherished and valued. Parental input and participation are welcomed.

Goals:

To provide a nurturing and loving environment...

- Where children feel safe and encouraged to explore materials and relationships with peers and adults
- Where it is understood that each child develops at an individual pace and according to his or her needs
- Where learning, laughter, and children's play are cherished
- Where children can develop independence and self-control
- Where initiative and competence are fostered
- Where children are encouraged and guided to develop socially, emotionally, physically, intellectually, and spiritually through a developmentally appropriate curriculum
- Where children and their families are treated with respect
- Where God's love and caring are ever present

Statement of Non-Discrimination Policy:

Cross of Christ Lutheran Preschool and Kindergarten admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Cross of Christ Preschool and Kindergarten Board

The board is made up of five voting members including 2 church members and 2 non-church members as well as a church member at-large. The director and the bookkeeper are non-voting members. Parent representatives are appointed to the Preschool Board on an annual basis.

Staff

The staff at Cross of Christ consists of the director, an assistant to the director, teachers, snack preparers, Lunch Bunch and Kindergarten lunch supervisors, and others who help maintain the safety and cleanliness of the school. All staff members are dedicated to providing a safe and nurturing environment for the children. All staff members have been fingerprinted and have had background screenings as required by the State of Colorado Department of Human Services. Both the director and the assistant to the director hold Master's Degrees in Early Childhood Education in addition to having many years of experience working in the field of early childhood.

The teaching staff at Cross of Christ has many years of experience teaching young children. They all hold Bachelor of Science degrees or Master's degrees and have taken many classes and attended many workshops in the field of early childhood. They share a common philosophy in providing a developmentally appropriate environment for the children. They strive to have a line of open communication with parents and regularly inform parents about classroom activities. Teachers encourage parents to express their questions and any concerns. Teachers view themselves as partners with parents in their child's education.

Cross of Christ regularly gives its teachers opportunities to attend conferences and workshops in addition to providing both its teaching staff and its support staff in-house training for CPR, First Aid, and Universal Precautions. The director, the assistant to the director, and interested teachers are also trained in the Administration of Medications.

Curriculum

Preschool Curriculum:

Cross of Christ Preschool is a Christian-based learning center. The preschool's curriculum is based on developmentally appropriate practices as described by [The National Association for the Education of Young Children](#). *The Creative Curriculum for Preschool* (Dodge and Colker) is the curriculum framework used at Cross of Christ Lutheran Preschool. The curriculum framework has five components including the following:

- **How Children Learn** - Children learn and develop through relationships with responsive adults, through active, hands-on involvement, through meaningful experiences, and through continually working to make sense of the world around them.
- **What Children Learn** - The curriculum instructs teachers how to encourage social, emotional, physical, language, and cognitive growth and development and how to integrate the important areas of literacy, mathematics, science, technology, creative expression and the arts, health and safety, and social studies.
- **The Teacher's Role** - The teachers' task is to create a caring community of learners, to enhance development and learning, to plan and implement appropriate learning experiences, to assess children's development and learning, and to develop reciprocal relationships with families.
- **The Physical Environment** - The teachers select and arrange materials to support the curriculum and to encourage the achievement for goals for children. The center areas become a laboratory for children's learning.
- **The Family's Role** - Parents are encouraged to be actively involved and to be an integral part of the preschool program. They are invited to visit and participate in the program.

The curriculum at Cross of Christ Preschool is a planned management of time, materials and activities to guide children's learning and development. It is an organized framework including content children are to learn and what teachers do to help children achieve the preschool's goals. The curriculum encompasses everything that goes on from when children enter the classroom until they leave including interactions with others, materials and equipment used to implement the curriculum, intentional teaching in child-initiated experiences and teacher-guided experiences, scheduling providing time for play, creative expression, large-group and small-group activities, and the physical arrangement of the room.

Teachers are engaged in an ongoing process of observing, guiding learning, and assessing children's progress. Teachers use Creative Curriculum's Developmental Continuum as a guide to make observations and as a tool for planning instruction and assessing learning. They are interacting with children continuously and making decisions about when and how to respond to meet individual and group needs. Throughout the day and during Chapel time, the children learn about God's love and His caring.

Kindergarten Curriculum:

Cross of Christ Kindergarten follows the new Academic Standards in Kindergarten for the State of Colorado, Adams 12 School District Kindergarten Curriculum, and Curriculum Standards of the National Association for the Education of Young Children (NAEYC).

Reading, Writing, and Communicating

- Oral Expression and Listening
- Reading for All Purposes
- Writing and Composition
- Research and Reasoning

Mathematics:

- Number Sense, Properties and Operations
- Patterns, Functions, and Algebra
- Data Analysis, Statistics and Probability
- Shape, Dimension and Geometric Relationships

Science:

- Physical Science
- Life Science
- Earth Systems Science

Social Studies:

- History
- Geography
- Economics
- Civics

Visual Arts:

- Observe and Learn
- Envision and Critique
- Invent and Discover
- Relate and Connect

Music:

- Expression
- Creation
- Theory
- Aesthetic Value

Health and Physical Education:

- Movement Competence
- Physical and Personal Wellness
- Emotional and Social Wellness
- Prevention and Risk Management in Health

Drama and Theater Arts

- Create
- Perform
- Critically Respond

Dance

- Movement, Technique and Performance
- Create, Compose and Choreograph
- Historical and Cultural Context

Kindergarten Assessment will take place in early September, in early December, and in early May. The teacher will do the assessments during the regular school day while a qualified substitute teacher is teaching in the kindergarten classroom.

POLICIES AND PROCEDURES

REGISTRATION

Preschool Registration begins in January 2011. Children must be at least three years of age by October 1, 2011 to enroll in preschool. Cross of Christ Lutheran Church members and returning families will register the first day of registration. All new families in the community may register beginning on the day that is scheduled, which is typically two weeks later. A waitlist will be maintained for those who are interested in enrolling their child when space becomes available. There is a non-refundable **registration fee** of \$35.00 due annually upon enrollment for each child. ***Tuition for May 2012 is due by May 5, 2011. For families registering after April 6, 2011, tuition for May 2012 is due within one month after the child has been registered.***

Kindergarten Registration will begin in December. Children must be at least five years of age by the 1st of October to enroll in kindergarten. A lottery *may* be used when more than twelve students apply who were either previously enrolled in Cross of Christ Preschool or who are Cross of Christ Lutheran Church members. A waitlist will be kept for those who are interested in enrolling their child. A non-refundable application fee of \$60 is due at the time of submitting the application. ***Tuition for May 2012 is due by May 5, 2011. For families who register after April 6, 2011, tuition for May 2012 is due within one month after the child has been registered.***

TUITION INFORMATION

Tuition is due by the 5th of each month, unless the 5th falls on a Friday or a weekend, in which case it will be due the following Monday. A late fee of \$5.00 will be assessed if the payment is late. If the tuition is two weeks late, the late fee will be \$15.00. A tuition envelope will be placed in parent mailboxes during the last week of the month. Please place cash or a check in the envelope, record your payment on the front, and place it in the Tuition box in front of the office.

Monthly tuition for Preschool is as follows:

2 day- Monday/Tuesday: **\$161**

2 day- Tuesday/Thursday \$172

2 day- Wednesday/Thursday: **\$172**

3 day- Monday, Tuesday, Thursday: **\$242**

4 day- Monday – Thursday: **\$298**

Monthly tuition for Kindergarten is as follows:

4 day- Monday – Thursday: **\$397**

Tuition is divided into nine equal payments. When figuring tuition, the three weeks of winter and spring breaks are not charged tuition. (It is less confusing to have nine equal payments than to have each month be a different amount.) If a check is returned, you will be assessed a \$20.00 returned check fee.

Preschool Tuition Discount

A 10% discount will be given to active Cross of Christ Lutheran Church members for children enrolled in preschool. A 10% discount is also given for a second child from the same family enrolled in preschool. For more information contact the preschool director.

ADMISSION FORMS

The **Enrollment Form** and **Registration Fee** are due upon registration. The **Home Information packet**, **Child Release Form**, **Directory Information**, and **Statement of Authorization Form**, including both parents' signatures and authorizations for emergency medical needs and transportation as well as authorization for participation in activities and directory information, need to be turned no later than the day after payment of the registration fee. These forms need to be complete including information on all persons authorized to pick up the child in order for a child to be officially enrolled. These forms and others listed below are available in the office, online, and during registration days.

A copy of your child's **medical insurance card** is due within two weeks after registration.

A **Cross of Christ Health Form** and the **Immunization Form** required by the state of Colorado are due **no later** than the week prior to the first day of school. **Both forms need to be signed by the child's doctor.** If a child's medical appointment is scheduled for a date that is after the start of school, parents must provide the school with proof of the upcoming appointment which cannot be later than 1 month after the first day of school.

An **Enrollment Agreement** form will be distributed and collected during the Orientation Meeting on the first day of school.

Please keep all records and your child's intake form up to date. Updated addresses and telephone numbers are critical to your child's safety.

HOURS:

<u>Class</u>	<u>Days</u>	<u>Hours</u>
2 day Preschool	Monday/Tuesday	9:00 –11:45
2 day Preschool	Wednesday/Thursday	9:00 –11:45
3 day Preschool	Monday, Tuesday, Thursday	9:00 –11:45
3 day Preschool	Monday, Tuesday, Thursday	9:00 –11:45
4 day Preschool	Monday – Thursday	9:00 –11:45
4 day Kindergarten	Monday --Thursday	8:45 – 1:45

HELPING CHILDREN ADJUST TO SCHOOL

- Parents may bring their child to visit the school before or after registering for the upcoming school year.
- Teachers will arrange for a home visit with all families prior to the beginning of the school year. This is an opportunity for teachers, children, and parents to get acquainted in a more personal setting and for the sharing of information.
- Parents bring their child to a "Lemonade" in the classroom and book check-out before the first day of school.
- On the first day of school, children will attend for one hour at the time and day specified by his/her teacher. During this time, the parents will attend a parent orientation meeting with the director. The second day of school will be a shortened day. This We believe that having the staggered schedule may help ease the transition for both children and parents.

CALENDAR

The Cross of Christ calendar follows the Adams County School District # 12 calendar with regard to days school will not be in session including "snow days". If the director feels it would be dangerous any other days for families to get their children to school, parents will be notified by phone. ***Please see back cover for 2011-2012 CALENDAR***

STUDENT/TEACHER RATIO

The teacher/student ratio will be one to seven or eight students depending on the age of the students in the preschool classes. The teacher/student ratio in kindergarten will be one to twelve.

ARRIVAL AND DEPARTURE PROCEDURES

General Procedure- It is the parent or guardian's responsibility to ensure that a teacher has acknowledged the fact that the child has arrived or is leaving. All children **must be signed in and out** by parents or guardians. The sign-in sheets for each class will be located in the hallways near the entrance to the classrooms. This record-keeping complies with state regulations to help ensure the safety of your child.

Families may bring their children into the school 10 minutes prior to the start time. We ask that children use the bathroom and wash their hands before entering the classrooms. We also ask that parents will help their child check out a library book at this time. Preschool and Kindergarten classroom doors will open at the starting time of school.

Authorized Pickup

It is ***crucial*** for you to keep your child's records up-to-date with the names of people authorized to pick up your child. Children will only be released to authorized people. Therefore, should you have an emergency and someone new is to pick up your child, you need to let us know ***prior*** to release time. Identification will be required of any person who is not known to the staff.

Late Pickup and Tardiness

Please make it a point to bring your child to school on time. Important learning activities begin when the classroom doors open. Tardiness is confusing for children and disruptive for the class. If you have an emergency and will be late bringing or picking up your child, please call the preschool. If children are brought to school or picked up late frequently, parents will be assessed a late fee at the discretion of the Board.

Failure to Pickup

If an authorized person does not pick up a child on time, the child's parents or guardians will be notified. In the event that parents or guardians cannot be reached, the names on the child's emergency contact list will be called. If an authorized person has not come to pick up the child or a telephone call has not been received from parents within a half hour after classes are dismissed, the staff member in charge will call Social Services and the Broomfield Police Department. Social Services will then take custody of the child. The child will be released to parents or guardians at the discretion of Social Services.

Special consideration will be given if parents or guardians are late due to severe weather or traffic accidents, etc. The preschool should be notified of the delay as soon as possible as well as the reason for the delay.

End of Day Procedures

At the end of the day teachers will check to make sure all children have been signed out. Bathrooms, all classrooms, and the playground will be checked to ensure that all children have been picked up.

It is very important for your child's safety that you always sign your child out at the end of each day.

ABSENCES

Unfortunately no refunds will be made for absences since operation costs continue and the space is saved for your child. *Please notify the school before 9:00 am of the day that your child will be absent.*

ATTENDANCE COUNT

Attendance count is taken periodically throughout the school day (after choice time, home room group time, bathroom breaks, time outside, chapel, and time in the Fellowship Hall) to ensure the safety and identification of each child.

VACATIONS

We ask that you give us at least two weeks notice of any vacations, or time your child will not be in school, to give our staff time to adjust their schedules accordingly.

WITHDRAWAL FROM SCHOOL

Notification of at least two weeks is required. Children may not withdraw for a short time and then return without repaying the enrollment fee. Children may be re-enrolled only if there is space available. The pre-paid May tuition will only be refunded if the slot is filled in a timely fashion.

DIS-ENROLLMENT

Our greatest wish is that your child's school experience at Cross of Christ will be a happy growing time for your child. Unfortunately, there may be times when we feel there is no alternative except to recommend your child to another program. A written warning will be issued and a follow-up conference will be scheduled before any dis-enrollment decisions are made. The final decision on all dis-enrollment action will be up to the discretion of the Director.

Reasons for possible dis-enrollment:

- Behaviors: Stealing; biting; constant fighting; vulgar, threatening, or undesirable language or actions.
- Medical: If a child is not fully immunized for a disease present in the school, he/she would be at risk to attend until the school is deemed safe by the City of Broomfield Health Dept.
- Policies: Non-payment of tuition, excessive absenteeism or tardiness at arrival time or pick-up time.
- When the staff and director are unable to meet the needs of the child and feel that the child could receive the special care needed somewhere else.

SNACKS FOR PRESCHOOL AND KINDERGARTEN

Preschool and Kindergarten Snacks:

A light nutritious snack will be provided for your child during class time, typically occurring in the middle of the morning (more specific times posted in each individual classroom.) Our snack program is completely dependent on parent donations. A list of needed snack items and a monthly sign-up sheet will be posted. We try to serve from two food groups every day. If your child requires a special diet or feeding schedule, please let us know in writing so we can attempt to accommodate your situation. Depending on your child's needs, it may be necessary for you to provide your child's snacks. There is a snack calendar posted in the hall, although please be mindful that the schedule may change slightly depending on the availability of our food donations.

All food must be *commercially prepared* in factory sealed containers, with an ingredient list visible. Please read labels carefully to ensure that the item you donate does not contain any type of nuts, or is not processed in a factory that also processes nuts of any kind. Fresh fruits and vegetables are fine as long as they come either pre-packaged or whole. We are not permitted to serve food that has been opened or prepared at home. We will store perishable items in our preschool refrigerator. We check expiration dates daily and discard all expired items.

KINDERGARTEN LUNCH:

Parents will need to provide a nutritious lunch for their kindergartener every day. It is imperative that you read labels carefully, as we have several children in the school with life-threatening allergies to nuts or nut products. If you send a sandwich or other item to school that looks like it has peanut butter, please label that item so the staff knows it is soy butter or another type of nut-free butter. We really appreciate your cooperation in helping keep all of our children safe and healthy at school!

Outdoor playtime and lunch are ordinarily from 11:45 – 12:45. All foods and beverages brought from home should be clearly labeled with your child's name. Please supply your child's perishable items with an ice pack in their lunch box, as we are unable to store children's lunches in our refrigerator.

TYPICAL DAILY PRESCHOOL COMPONENTS

Small Group Time
Learning Centers
Music/Movement
Small Group Time
Chapel (on Thursdays)
Snack Time
Outdoor Play

TYPICAL DAILY KINDERGARTEN COMPONENTS

Independent Reading
Group Meeting
Shared Reading
Writing/Handwriting
Physical Education/Music/Art
Snacks
Choice Time
Outdoor Play followed by Lunch Time
Calendar
Math
Science & Social Studies
Read Aloud

CHILDREN WITH SPECIAL NEEDS

Parents who have children with special needs must meet with the director prior to registration to discuss their expectations and the individual needs of their child. Enrollment will be based on whether the child's needs can be met by the school. A trial period may be required for a thorough evaluation. The final decision will be left up to the director and the staff.

BIRTHDAYS

Children's birthdays will be celebrated in the classrooms. The school welcomes book donations to honor their child's birthday. Please do ***not*** bring in birthday treats for the class. Also, please do not deliver invitations at the school without talking to the director. Children with summer birthdays will be honored during the month of May.

PERSONAL PROPERTY

Children are asked not to bring any item, toy or money to the preschool other than what may be requested by the staff. The preschool will not be responsible for lost or broken items. Each child will be assigned a cubby at the beginning of school. This will be your child's space for his or her personal belongings while at school. Please check your child's cubby daily to make sure you take home all of your child's belongings.

CLOTHING

Play clothes are the appropriate dress for preschool. Keep in mind that children are often involved in activities that can be messy. We also ask that each child bring a backpack daily with a **change of clothing** (including socks and underwear). **Please label all jackets, hats, mittens, backpacks, etc.**

TOILETING

It is hoped that all children are toilet trained prior to the start of school. However, it is not a requirement for enrollment. It is helpful when children dress in clothing that is easy to remove. Because children are urged to be independent, they are expected to use the toilet independently and change themselves in the event of an accident. When necessary, teachers use disposable gloves if a child needs assistance with toileting. Soiled outer clothes and/or underwear will be placed in a plastic bag and placed in the child's cubby. If a child soils himself, parents will be called to assist their child.

ASSESSMENT OF CHILD PROGRESS

Teachers are continually assessing the children in their classrooms from the time the children arrive until they leave for the day. They use their observations to make plans for children individually as well as for their classroom environment.

VIDEOS AND TELEVISION

Cross of Christ Lutheran Preschool has adopted a policy stating the school will not show videos or television programs while during the regularly scheduled school day. We feel that the children are at preschool for such a short amount of time that other activities are more beneficial for the children.

SAFETY AND SECURITY

CONFIDENTIALITY

All personal information concerning children, families, and staff is considered confidential and will not be shared verbally or in writing without specific written consent of the individual or the individual's legal guardian. This includes information regarding illness or injuries. Please do not ask the staff to divulge confidential information about another child or family in the center.

DISCIPLINE/GUIDANCE

We set guidelines at school for the safety of all our children. These guidelines are set in a positive way to reinforce the right of every child to work and play in a safe, healthy environment. Consistency, we believe, is the key to developing good behavior habits. We work at directing children to express their feelings using their words and we also encourage children to take responsibility for their own actions. Our preschool uses several positive guidance strategies to help children internalize guidelines and to become self-directed in their own behavior. These methods include giving choices, teaching problem solving skills, natural and logical consequences, ignoring undesirable or negative behavior if necessary, redirecting, and "cooling off" or recovery periods.

If a child repeats inappropriate actions that are dangerous or disruptive, he/she may be removed from the situation for a brief time, allowing him or her to consider an alternative behavior. This usually consists of

sitting away from a class activity for no longer than one minute per year of age of the child. The teacher will explain to the child the reason for the time-out and will explain the conditions for rejoining the group. (Example: “You may get up if you can make your friend feel better”, or “Tell me a gentler way you could have gotten that doll from her.”)

No approaches using corporal punishment or negative verbal behavior by staff members will be tolerated.

If these procedures fail to work within the classroom setting, children are brought to the Director’s office where they are guided to make responsible decisions. Parents will be informed in this situation.

EMERGENCY PROCEDURES

Emergency Procedures in Case of Fire

Fire evacuation plans are posted in every room. Fire drills are held at unexpected times and under varying conditions to simulate the conditions of an actual fire and are scheduled by the director. The drills are practiced monthly so that all school occupants are familiar with drill procedure and their conduct during a drill is a matter of established routine.

Fire Drill

1. Leave the building if you hear the fire alarm or someone shouting “fire” in the event the alarm is not working.
2. Before leaving the building, all teachers take class roll lists.
3. When leaving the building, the teachers lead the children out of the building as quickly and as calmly as possible. The children will be led out the primary exit, as posted in each room, using alternate exits if the primary exit is unsafe to use at the time.
4. When everyone is outside the building, the teachers will use the class lists to do a head count to make sure all children are accounted for. The teachers will help the children stay calm.
5. The director will signal when the teachers may bring the children back to the building. The teachers will bring the children back into the building and do another head count to make sure all students have returned.

Emergency Procedures in Case of a Tornado:

Tornado drills will be practiced at regular intervals during possible tornado season, so that all school occupants are familiar with the drill procedure. The director schedules the drills and the records are kept in the main office. Tornado safety plans are posted in every room.

Tornado Drill

1. The director will give a warning by sounding the alarm or verbally in the event the alarm is not working.
2. Teachers will take a class list.
3. Teachers, once in the hallways, will direct the children to kneel on the floor facing the wall, bend over and put their heads to the floor, and cover their heads with their hands.
4. Once instructions have been given, the teachers will take the class lists and do a head count to make sure all children are accounted for.
5. The teachers and children will remain in the hallways until the all-clear signal is given to return to the classroom.

Emergency Procedures in Case of a Lockdown:

Lockdown and lockout drills will be practiced twice a year so that all staff and children are familiar with the drill procedure. The director schedules the drills and the records are kept in the main office.

Lockdown Drill: (This is used for a threat inside the school.)

Announcement: The director or other assigned staff member will make the lockdown announcement: "This is a Lockdown Drill. Locks, Lights, Out-of-Sight. Please take immediate action." Repeat: This is a Lockdown Drill. Locks, Lights, Out-of-Sight. Please take immediate action.

Teachers will follow Lockdown Drill procedures including **Locks, Lights, Out of Sight.**

1. All will remain quiet.
2. The director or a person appointed by the director will call 911.
3. Teachers will turn off cell phones.
4. Teachers will take attendance.

(If children are outside, teachers will move them to a safe location away from the school.)

Release / Evacuation:

Stay in lockdown until a law enforcement officer or the director comes to the door.

Evacuation:

1. Teachers will listen for specific instructions.
2. The teacher will be first in line. All children will hold hands and follow the teacher to the officer.
3. Teachers will take attendance and wait for instructions.

Lockout Drill: (This is used for an incident outside in the area near the school.)

Teachers will follow Lockout Drill procedures as follows:

1. Students will be brought inside.
2. Those designated by the director will lock exterior doors.
3. Teachers will close and lock windows.
4. Business as usual may be conducted inside the school

Emergency Procedures in Case of a Lost Child

If a child is missing from the preschool, the following emergency plan is put into effect:

1. The staff will thoroughly search the school and grounds for the child within the first five minutes.
2. The staff will then start searching the area surrounding the school for the child.
3. If the child is not found, the Police, Human Services, and the child's parents or guardians will be immediately contacted.

SAFETY DURING EMERGENCY WEATHER

If children should become stranded at the preschool during a blizzard or violent storm, they would be made comfortable, fed, and given a place to rest by staff members who will stay with them until the last child is picked up by a parent or authorized person.

INCLEMENT WEATHER

If Adams School District #12 is closed due to inclement weather, the preschool will also be closed. Local radio and television stations will announce closures and delays. In the event of an emergency closing, a phone tree will be utilized to inform parents.

OUTDOOR PLAY

Children play outside each day unless the temperature is under 20 degrees or over 90 degrees, it is snowing hard, it is extremely windy, or it is raining. Please be sure that your child comes to school dressed appropriately for the changing weather. This includes coats, hats, mittens, and boots when appropriate. In the event the weather does not allow the children to play outside, the children will go to the Fellowship Hall for large motor play activities.

PARKING

There is ample room for parking on the south side of the building. Please be cautious while dropping off and picking up your child. Please do **not** park directly in front of the preschool doors as a matter of safety for the children. There will be cones and caution signs set up on the far southeast end of the parking lot where children are able to ride trikes during outdoor play time. Please use extreme caution around this area.

TRANSPORTATION

We are not authorized to transport children anywhere off of the school grounds. If a child is to be transported off campus, the child must be signed out by the parent and the child's parents are responsible for such transport.

VISITOR POLICY

All visitors and volunteers must sign in upon entrance to the school and record the reason for their visit. At no time will a visitor be allowed to be alone with a child or children. No person other than the parents or legal guardians will be permitted to remove a child from the school without previous authorization from the parents or legal guardians.

LICENSING

REPORTING CHILD ABUSE

It is our intent to build a partnership and positive relationship with parents to help them provide the most suitable environment possible for children. It is important for parents to be aware that state law requires that any and all incidents of suspected child abuse or neglect be reported to an intake worker at the City and County of Broomfield at (720) 887-2271.

We will make every effort to provide a safe and healthy environment for your children. If you believe that your child has been abused, you should seek immediate assistance from an intake worker at the City and County of Broomfield at the above phone number. It is then the responsibility of that agency to investigate each reported case.

FILING A COMPLAINT

Childcare services play an important role in supporting families and strong families are the basis of a thriving community. Should you have concerns regarding our facility, please consult: Colorado Division of Child Care, 1575 Sherman Street, First Floor, Denver, CO 80203, (303) 866-5958.

HEALTH GUIDELINES

ACCIDENTAL INJURIES

Major Injuries:

Our preschool staff has been trained in CPR, First Aid and Universal Precautions. Parents will complete emergency forms during registration that include information such as persons to call in case of emergency in addition to the parent/guardian, physician's name, dentist's name preferred hospital choice, etc. Parents should complete this form in its entirety and update information as it changes.

If a child is injured at school and requires medical attention, the parents or guardians will be notified by phone immediately. In the event that parents cannot be reached, the name of the child's emergency contact will be called. If the injury or illness is life threatening, 911 will be called and the parents or guardians will be notified at the same time. The child's parents or guardians agree to pay any expenses incurred. Accident reports will be completed for each injury, with one copy going to the parents or guardians, one copy going in the child's file, and a third copy going in the director's files.

Minor Injuries:

Basic first aid will be administered in the event of injuries such as minor bumps, bruises, scrapes, etc. Ice packs will be applied to bumps and bruises. Scrapes will be cleaned with soap and water and covered by a band-aid as needed. Due to licensing regulations, the use of antibacterial ointments and removal of splinters is not permitted. Parents or guardians will be notified of minor injuries by phone or in person when picking up their child. Accident reports will be filled out for each injury, in the same method as stated above. We will make every effort to communicate information to parents concerning all minor bumps and bruises.

CLEANING EQUIPMENT AND MATERIALS

All furniture, toys and materials will be laundered, wiped down, or washed at least once a week or whenever soiled. Tables will be cleaned and sanitized after each use with the appropriate soap and bleach solutions. Bathrooms, sinks, drinking fountains, doors, and windows will be cleaned on Tuesdays, Wednesdays, and Thursdays by a designated preschool staff member. The Church is responsible for cleaning on Mondays and Fridays.

HANDWASHING

All staff members are trained in proper hand washing techniques to ensure the healthiest environment possible. Parents are responsible for helping children wash their hands upon entering the school.

ILLNESS

We believe that parents are the best judges of their child's health, and we trust that you will keep your child at home when s/he is too ill to attend. We require that children are "symptom-free" without the use of fever-reducing medication (i.e.: Acetaminophen or Ibuprofen) for 24 hours before returning to school. Cross of Christ Preschool will not deny admission to a child or send a child home because of illness unless one or more of the conditions listed below exist:

- 1) The illness prevents the child from participating comfortably at school
- 2) The illness results in a greater care need than the staff can provide without compromising the health and safety of the other children
- 3) The child has any of the following conditions:
 - **Fever and signs of illness** (Fever alone is not a reason to exclude children.)
 - **Lethargy, irritability, persistent crying, difficult breathing, wheezing, or other signs of possible severe illness**
 - **Diarrhea** that is not contained in the underpants or diarrhea with signs of illness (fever or vomiting) or stools that contain blood or mucus

- **Rash**, all rashes must be diagnosed by a physician. Your child may return to school with a note from the physician saying the rash is non-contagious
- **E. coli** or shigella infection, until diarrhea resolves and two stool cultures are negative
- **Vomiting illness** (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration
- **Mouth sores** including ones that are associated with drooling, unless the health care provider has determined it is not a communicable disease
- **Purulent conjunctivitis** (pink eye with white or yellow discharge, eye pain, redness of eyelids) until examined by a doctor and approved for readmission, with treatment
- **Impetigo**, until 24 hours after treatment
- **Strep throat**, until 24 hours after treatment
- **Head lice**, until after the first treatment
- **Scabies**, until after treatment has been given
- **Chickenpox**, until all lesions have dried and crusted, usually 6 days
- **Pertussis (whooping cough)**, until 5 days of antibiotic therapy have been completed
- Other infectious diseases such as **mumps, measles, and Hepatitis A**, consult with your local health department.

If a child becomes ill during preschool hours, he or she will remain under appropriate supervision in an area separate from other children. Parents will be notified and asked to pick up their child as soon as possible. *If you know that your child has been exposed to a communicable disease such as pink eye, chicken pox, lice, ringworm, etc., please let one of the staff know.*

IMMUNIZATIONS

Children are required to have current immunization records prior to the first day of school.

Immunizations must be on a state-approved form and signed by the physician. Children must remain up-to-date in their immunizations and parents are responsible for updating the school when their child's immunization record is updated. Medical, Religious, and Personal exemptions are acceptable and must be properly documented on your child's immunization form.

MEDICATION

The school must have written permission from the parents and the doctor in order to administer any over-the-counter or prescription medications to a child. These forms are available as needed. Any medication your child needs to take at school must be brought to the staff in the *original* container labeled with the child's name, name of the medicine, date filled, pharmacy label, and phone number, physician's name, and directions for the exact dosage of the medication. If at all possible, **please** have your child take medication before or after preschool. **All non-emergency medications are stored in a locked box in the office and may NOT be stored in children's cubbies.** *These regulations are in compliance with the nurse practice act.*

NUT ALLERGIES AND NUT-FREE PREMISES

Each year, there are several children with life-threatening allergies to nuts and peanuts. Foods containing these items or that are produced in a facility that process these items, are not allowed in snacks, lunches, or at special school events.

SMOKE FREE PREMISES

Cross of Christ Lutheran Church is a smoke-free campus. Smoking is not permitted in the building, parking lot, or on the playground.

SUNSCREEN

We request that parents apply sunscreen to their children prior to bringing them to school if they deem it necessary.

PARENT INVOLVEMENT

PARENT/STAFF COMMUNICATION

It is one of our school's goals is to encourage communication with parents that is positive, open, and trusting. Teachers will regularly communicate with parents regarding children and activities occurring during the school day. Parents will be informed about their child's social, emotional, physical, and cognitive growth and development during the school's two scheduled Parent/Teacher Conference days each school year as well as at other times as needed or as requested by parents or teachers. We encourage staff and families to communicate with each other frequently. When in-person communication is not possible, alternative means will be used including email, phone calls, and written communication.

Families are welcome to visit any area of the facility at any time during the school's regular hours of operation. Parents are encouraged to regularly contribute to decisions regarding children's goals and plans and raise any concerns that may arise in order to work collaboratively with the teaching staff or other staff. It is important that staff and parents find ways to work together for the children and the school.

Daily Verbal Communication- Teachers are able to briefly communicate with you before or after school, but please be mindful that during school hours, the teachers' responsibility is to the children in their class.

Newsletters- Teachers will send home or email newsletters periodically to inform you of upcoming events, special projects, and day-to-day happenings in the classroom.

Parent Information Board- There is a large white board located in the front hallway. This will contain any important information for the day, so please remember to check it when you arrive for drop off and pick up.

Parent Evaluation- Each year parents are given a written evaluation form so they can review the current school program. These evaluations enable the school to make improvements and changes to the school.

Parent Mailboxes- Each parent has a mailbox located outside the classroom. Any information (newsletters, book orders, important paperwork, etc...) will be placed in your mailbox for you to take home. We ask that parents check it daily.

Please do not place any item in the parents' mailboxes that has not been approved by the director, including fliers, invitations, etc...

NEGOTIATIONS FOR DIFFICULTIES BETWEEN STAFF AND PARENTS

In the event that a member or members of the preschool staff and a parent or parents have differences that cannot be worked out through informal talks, the following steps will be taken:

1. The parent or parents together with the staff member and the director will hold a special conference to discuss the difficulty or difference and work towards a solution.
2. If the difficulty or difference cannot be resolved during the special conference mentioned above, the parent or parents may submit a written summary regarding the issue to the preschool board whose members will discuss it at the next regularly scheduled meeting. The board will make a final decision regarding the issue if possible.
3. If a decision is not reached, the parent/parents involved may present the issue to the board in person. The board will make the final decision regarding the issue.

FIELD TRIPS

The classes usually go on two or three field trips per school year. The school will notify the children's parents or guardians in advance of any field trip. No child may go on a field trip unless they have a permission slip signed by their parent or guardian. Verbal permission for a child to go on a field trip is not accepted.

An accurate itinerary and a list of all children and staff who are going on the field trip will remain at the preschool. There will also be directions on how to get to the field trip location. Parents or guardians **must** check in with a staff member upon arrival at the field trip location so that the staff can know the exact number of children who are present.

On a field trip the staff will have the following information about each child:

1. Child's name, address and phone number.
2. Phone number of child's physician or other appropriate health care professional.
3. A written authorization from the parent or guardian for emergency medical care.

It is the parent's responsibility to transport or arrange transportation for his/her child to and from a field trip. The only individuals allowed to transport your child are the parents or those authorized on the Child Release form. In the event that parents choose not to stay with their children during the field trip, a staff member at the school will supervise those children. Should a vehicle have any type of emergency or accident, a call needs to be made to the church office as soon as possible. (303-469-1574)

PARENT PARTICIPATION

Parent participation is welcomed and expected at Cross of Christ Preschool and Kindergarten. Parents, teachers, and the staff share some of the responsibilities and rewards of being part of this school. Parents enrich the school community with their ideas, interest, talents, and resources. Parents play essential roles in and out of the classrooms. The school provides informal opportunities to meet at various school activities and also in the "Parent Meeting Room" across from the office. Families are also invited to work together to support the school in several different ways including fundraisers, helping families in need, with classroom projects and school projects, helping set up the school in August, and helping with the many Parent Jobs that are listed below,

Following are the ways parents are expected to be involved at Cross of Christ Preschool and Kindergarten:

- Attending two parent-teacher conferences (one in the Fall and one in the Spring) to discuss their child's progress and needs.
- Participating in Helping Hours in the classrooms approximately 1 hour very 4-6 weeks beginning in October.
- Providing transportation for their child on 2 or 3 field trips.
- Helping with the St. Patrick's Day Silent Auction fundraising event by:
 - Obtaining 4 donated items -or-
 - 2 items and a monetary donation -or-
 - 2 items and 2 hours volunteer time for the auction -or-
 - 4 hours volunteer time on a committee
- Doing one or more of the Parent Jobs listed below either individually or as part of a committee. Further information explaining these jobs will be sent by email or regular mail in the summer. When you receive the information, please read over the job descriptions and decide which job/s suit you the best. Please send your information as requested by email to the director. You'll be informed as to which job you have been assigned. We appreciate your cooperation.

PARENT JOBS

- Help with setting up for school in August or cleaning up in May
- Participate on the Silent Auction Committee (Various subcommittees with different responsibilities and time commitments.)
- Assist with the Butter Braid fundraiser in October by helping on delivery day
- Be a part of the Indoor Maintenance Committee
- Be a part of the Outdoor Maintenance Committee
- Check monthly that the playground is safe and clean & that the wood chips are the required height
- Put out toys in outside fenced play areas and remove the tarp from the sand
- Put away toys in outside fenced play areas and replace the tarp on the sand
- Set up outdoor riding toys
- Put away the outdoor riding toys
- Be a Participation Parent by organizing participation for parents in the classroom
- Help with Public Relations/Publicity
- Be on the Library committee (File books, etc.)
- Help the Circle of Friends Committee to create ways to show staff appreciation
- Help the Friends Group who send cards to families; help families with emergencies, etc.
- Tally the Butter Braid fundraiser orders
- Do projects at home
- Help on Clean-up the School days
- Help with the Scholastic Book order
- Wash paint shirts at home
- Wash toys at home
- Wash paint brushes at end of the day
- Would be willing to help where needed
- Would share special interests, talents, hobbies, etc.

OPTIONAL PROGRAMS

LUNCH BUNCH FOR PRESCHOOL

Lunch Bunch will be held regularly beginning in the middle of September. Lunch Bunch consists of a supervised social time for the children to play and eat together between 11:45 and 1:15 pm. The charge for Lunch Bunch is \$10.00 per session. Payment is due in advance. A 10% discount is given for signing up and prepaying in advance.

Parents will need to provide a nutritious lunch for his/her child on lunch bunch days. It is imperative that you read labels carefully, as we have several children in the school with life-threatening allergies to nuts or nut products. If you send a sandwich or other item to school that looks like it has peanut butter, please label that item so the staff knows it is soy butter or another type of nut-free butter. We really appreciate your cooperation in helping keep all of our children safe and healthy at school!

All foods and beverages brought from home should be clearly labeled with your child's name. Please supply your child's perishable items with an ice pack in their lunch box, as we are unable to store children's lunches in our refrigerator. We always keep an ample supply of extra snacks in our cabinet in case of "emergency" (i.e.: a child forgetting lunch or finishing their lunch.)

If a child cannot attend his/her session, the preschool must be notified by 8:00 AM of that day or payment will be due for that session.

ENRICHMENT PROGRAM

The Enrichment Program is an optional program that meets on Mondays from 11:45-1:45. The cost is \$47 per month, per child. Children must be enrolled in a four-year old classroom in order to attend. Children need to bring a peanut/nut-free lunch. Water will be provided to drink (or parents may send a drink with their child's lunch.) Themes vary and sessions may include science experiments, history, stories, dramatic play, art, music, dance, and more.

SUMMER PROGRAM

Cross of Christ Preschool and Kindergarten has summer programs for children who are presently attending Cross of Christ preschool as well as for those who are enrolled for the upcoming year. The fun-filled sessions are theme-based and consist of both outdoor play and indoor activities. The cost per session is \$17 for each child and \$30 for two children from the same family. Summer camp begins at 9:00 am and ends at 11:30 am. Children should bring a peanut/nut free snack from home. Enrollment papers will be available in March.