

Pre-Kindergarten Parent Handbook

Welcome to Aspen View Academy Pre-Kindergarten

At Aspen View Academy Pre-K we strive to provide a planned educational program for pre-elementary children. Our program emphasizes the key relationship between child, parent, and the learning environment. Research has shown that the most significant influences on children's lives come from their home and especially from the parents, who are the child's primary teachers.

Our goal is to foster the social, emotional, physical, and intellectual growth of each child to emphasize total development. We recognize that all children are individuals with specific needs, we therefore attempt to offer rich and enriching experiences in a sensible progression, allowing the children to proceed at their own pace without pressure. In recent years there has been increased recognition of the benefits of early childhood education. Aspen View Academy embraces a vision of a preschool program utilizes these critical first years to give children a head start in all areas of development. Fostering a love for life long learning.

Our program strives to meet the developmental needs of all children in a creative, nurturing way. Each child is given maximum consideration as an individual. The classes are professionally staffed with early childhood educators and specialists, working in an enriched educational environment.

Active learning is an integral part of our program, since it is the child's way of experimenting and learning to cope with the surroundings. Through hands-on activities children gain confidence in themselves, learn to use varied materials, take turns, share, be leaders and followers, and make choices. Staff members are involved with the children, facilitating and challenging each child at his/her appropriate level.

You and your family are a valued part of our program. Please feel free to visit the classes at any time; we have an open door policy to parents. Teachers are also interested in family concerns and home events. We encourage you to share any information about your child's life or activities that will help us provide a supportive and exciting program.

The program may hold various family activities throughout the year. You will be informed of these events by your teacher. Family involvement in the program is highly encouraged and a large part of our program. We encourage you to volunteer in your child's room, serve on the Aspen View Academy board and attend classroom events.

We appreciate the opportunity to share this year of your child's life and are looking forward to a wonderful educational experience for all of us.

Welcome!

Our Philosophy

What makes a great preschool? At Aspen Academy Pre-K program we believe it starts with providing a safe and caring atmosphere where children and families feel welcome and important. We recognize and value the trust placed in us to be one of a child's first teacher.

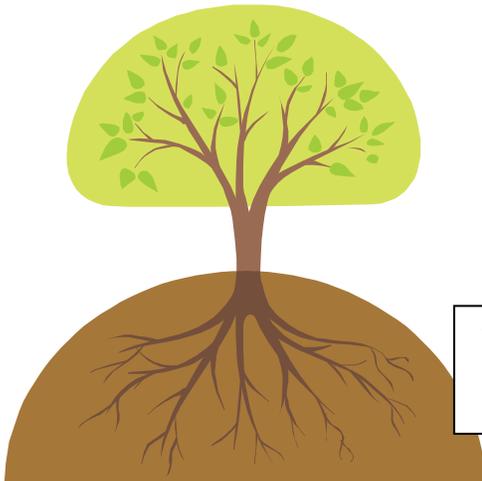
Our developmentally appropriate program believes in supporting the whole child. Our program teaches through practices that understand a child learns best when their mental, emotional, physical and social needs are met in loving way. We understand that children come from all walks of life. As children join our program their individual differences are celebrated. We take joy in getting to know each child and we value lessons learned from each of our Aspen View Academy families.

Each classroom provides experiences that entice early learners into play experiences including art, science, reading, writing, math, dramatic play and physical activity. Early academics are shared and taught with the support of highly trained staff that prepares lessons to reach each child's learning style. This is accomplished by embracing the theory of Multiple Intelligences.

“These eight intelligences include linguistic, musical, logical-mathematical, spatial, bodily-kinesthetic, interpersonal, intrapersonal and naturalist intelligences. This theory suggests that children who are not strong on linguistic and mathematical methods of learning, which are the two most often used in classrooms, can still grasp and retain subject matter through another method of learning.”

We believe that every child learns in different ways. By creating lessons and play experiences that reach the different types of learners, we know every child can grow at their own pace, in their own way. Led by their own curiosity students discover something new every day. Our goal is to teach a love for learning that will be the foundation for a lifelong learner.

Families play a vital role in our program. Children feel safe and can achieve success when they see their parents and teachers as partners. We welcome families into the classroom. Their involvement supports staff and builds a community of caregivers around each child.



Together we will give each child roots and wings!

Aspen View Academy Pre-K and Kindergarten Readiness

When parents think about a preschool program for their children, they have certain expectations about the program, one of which is preparation for kindergarten. AVA also believes that preschool should build a solid foundation for the next stage of schooling, which is kindergarten. However, we do not believe this is done by moving the kindergarten curriculum into the preschool classroom, but by helping children develop the skills they will need for further learning.

One important foundation piece for kindergarten is social readiness. In kindergarten, children are expected to function within a cooperative learning environment and work both independently and as a member of a large or small group. Kindergarten children are expected to be able to attend to and finish a task, listen to a story in a group, follow two-step directions, take turns, share and care for their belongings. They are also expected to understand and follow the rules and respect others. In preschool, we hope children will end their preschool experience having developed most of these skills. We work on developing these skills in preschool by explaining how to share and take turns, recognizing and talking about the feelings of others, demonstrating how to sit and listen to a short story, working in small groups, playing games, and choosing activities to accomplish independently during work time. Physical development is another important factor in readiness for kindergarten. By age five, kindergarten teachers assume children will have developed sufficient motor skills to perform self-help activities such as tying shoes, buttoning clothes, etc. independently. They also should have the fine motor control to begin writing. Again, we hope children will have these skills at the end of preschool. Children work toward this control through manipulation of small toys such as Lego's, cars and blocks, working with play dough, easel painting, puzzles, and dressing dolls. Active outdoor play and indoor movement activities prepare children for more sophisticated games in kindergarten and also for reading and tracking left to right movement and crossing midline.

Cognitive and language development are other important areas of readiness. What used to be expected of children for reading in first grade is now expected of them in kindergarten. It is essential that children develop adequate oral language in preschool as a preparation to reading. Speaking and listening are the developmental precursors to reading and writing. In preschool, children are given many opportunities to talk about new experiences in order to develop vocabulary and understand a variety of concepts. Language and vocabulary develop through dramatic play with other children and adults and through informal conversations between children and adults during activity times. Emphasis is placed on literary activities such as letter recognition and sound discriminating. Cognitive skills, such as classification, measuring, patterning, and counting are also a part of the daily curriculum.

All the activities in which children will participate throughout the course of their preschool years are laying the foundation for further academic skills. Although they may look like "play" to the casual observer, they are actually the channels through which children build basic skills to read and write, solve problems of many kinds, enjoy playing in groups, and participate in sports.

Children who participate in the Aspen View Academy emerge very ready for kindergarten, although each is developmentally at a different point. As you visit the classroom throughout the year, ask the teacher about the variety of activities she/he presents to the children. She/he will be happy to explain to you the purpose behind each carefully planned activity and how it supports developmental health of each child and readiness for kindergarten.

ENROLLMENT and REGISTRATION FOR CHILDREN

1. Children must be four years old on or before October 1 of the year of enrollment.
2. We do require that children are toilet trained before attending school.

A **non-refundable** application/registration fee of \$60.00 is assessed for the tuition program when a child is enrolled. This fee does not apply to tuition payments. The tuition rates year are as follows:

Intent to Enroll applications will be accepted on our website starting in June through April. Families will be notified by December if their child has been accepted for the upcoming school year. All applications will then deleted.

Those families with a currently attending AVA student and AVA staff are given 1st priority for Pre-K openings. Students will then be accepted according to the Intent to Enroll date. Families will be notified of openings by email. You will have 48 hours to respond to the enrollment offer. If we do not get a response within 48 hours, we will remove your name from our database and contact the next name on our waitlist.

Please understand that by submitting this form in no way guarantees your child(ren) enrollment at AVA, nor does it obligate you to enroll your child(ren).

Please note: this Intent to Enroll is only good for one year. We only accept information from parents who's child is eligible to attend the current or up-coming school year.

Program Info-Monday-Friday: full day (8:15am-3:30pm) \$725/month This monthly fee is due by the 15th of every month. There is no discount for paying year in full.

Pre-K students are eligible for AVA before and after school care. The age parameters for that program are age 5 and up. When Pre-K students turn 5 they will then be eligible for after care.

All PreK students must apply through the AVA Pre-K Director. An enrollment packet will be provided and must be returned before the first day of school or deadline given.

Those families with a currently attending AVA Elementary student are given 1st priority for available Pre-K spot.

New Families— Follow the **PreK** intent to enroll procedures on Aspen View Website.

Parent Behavior Expectations

AVA School Climate

Students, staff, parents and community will behave in a manner which fosters a positive school environment.

Indicators:

- Participate actively in the learning process.
- Encourage parent and community involvement.

- State expectations clearly.
- Show sensitivity toward others.
- Use courteous and polite language and behavior.
- Exercise self-discipline.
- Follow school and district rules

Physical and Emotional Safety

Students, staff, parents and community will promote, create and maintain an environment free from physical and emotional harm.

Indicators:

- Control anger and resolve conflicts through non-violent means.
- Ensure that schools are free from weapons.
- Ensure that schools are free from harmful substances.
- Ensure that schools are free from intimidation, discrimination and harassment

Diversity

Students, staff, parents and community will respect the unique attributes and qualities of every individual.

Indicators:

- Treat others with fairness and compassion.
- View diversity as enhancing the school environment and community.
- Promote and encourage increased knowledge and understanding of diversity in curriculum and school-related activities.

Communication

Students, staff, parents and community will communicate effectively to build a more positive school environment.

Indicators:

- Communicate with positive intent.
- Communicate in an open, trusting and truthful manner.
- Express ideas clearly.
- Listen actively and encourage feedback.
- Communicate in a timely and on-going manner.
- Clarify communication directly with the source

Respect for Grounds and Property

Students, staff, parents and community will be thoughtful caretakers of the school and district property and the property of others.

Indicators:

- Use property and materials for their intended purpose.
- Take responsibility for maintaining school and district property.
- Show respect for the personal property of others.

Integrity and Responsibility

Students, staff, parents and community will accept personal responsibility and accountability for their actions or inactions.

Indicators:

- Honor commitments.
- Promote excellence by setting challenging and attainable goals.
- Serve self and others through community involvement.
- Take the initiative to help others.
- Determine the right thing to do and do it.

Concerns

If you have a concern about your child in school, curriculum and or staff members after first communicating with teacher; please contact, Debi Stalker, AVA Pre-K Director at-
asperviewprek@gmail.com

SPECIAL EDUCATION

Child Find -This is a service offered by each school district. Child Find identifies, evaluates, and assists in locating services for children from birth to age five who may have delays affecting their performance in school: a delay in talking, playing, interacting, seeing, hearing, thinking, moving, or other concerns. No fee is charged for screening or evaluation. Please call Child Find at 720-433-0020 to schedule an evaluation appointment.

“Child Find” of Douglas County of provides free developmental assessments for young children from birth to age 5 for whom there may be a question of a development delay. Children from birth to three years of age receive a multidisciplinary evaluation through Child Find to determine eligibility for service coordination and the development of an "Individualized Family Service Plan". Children from three to five years of age receive services through the school district. Each Child Find team includes professionals who evaluate the clarity of speech, the use and understanding of language, fine, gross and visual-motor skills, cognitive ability and behavior. A team member also reviews the child's medical, health, and developmental history with the parents. The team may include representation from speech language pathology, occupational therapy, psychology, social work, nursing and other specialists as necessary. Submit a form online with preliminary information about your child at <http://schools.dcsdk12.org>.

A Child Find representative will contact you to schedule an appointment in either our Highlands Ranch or Castle Rock office. Materials will be mailed to you for you to complete at home and bring with you to your appointment. You may also call the Child Find office at 720-433-0020 to schedule an appointment.

Children With Special Needs/Disabilities

At Aspen View Pre-K know every child is unique. Meeting the needs of individual children is something child care providers understand. “The Americans with Disabilities Act (ADA) is a federal law, enacted in 1990, that provides child care professionals with an exciting opportunity to serve children with special needs or disabilities. The law guarantees that children with Disabilities cannot be excluded from “public accommodations” simply because of a disability. In accordance with The Americans Disabilities Act.” Aspen View prides itself on being a fully inclusive program. This means that children with many different special needs are included in the preschool program. Children with special needs do the same activities as the typical children, with modifications

made by staff to help them be successful.

An inclusive arrangement does indeed offer benefits to all children and families. Typical children are provided with opportunities to learn more realistic and accurate views about individuals with disabilities and are provided with opportunities to develop positive attitudes toward others who are different from themselves. Typical children have opportunities to learn and engage in altruistic behavior toward others by acting as positive peer models and helpers. They are able to see children with disabilities as individuals who are able to achieve despite challenges. The families of these typically developing children benefit also. They have the opportunity to develop relationships with families of children with special needs, thus increasing their awareness and knowledge of disabilities.

Inclusion benefits families of children with special needs by helping them learn about typical development. They also have opportunities to develop relationships with families of typically developing children who can provide them with meaningful support.

Children with educational services should consider a district preschool. AVA is not a district program and does not have access to district intervention services.

TUITION

Aspen View Academy offers tuition-based Pre-K. Tuition must be paid through infinite campus myschoolbucks.com. Tuition fee is \$725.00 monthly.

Lunch is paid by the family through myschoolbucks.com

Security and entrance into the building procedures

PreK Parents are provided parking spots. Spaces will be determined before start of school.

Two family security passes will be provided to each PreK family. Once you have been cleared to enter the building through the lobby guard system you will use your pass for daily entrance. If for any reason these passes should be lost please notify the front office immediately. You will not be given another pass and will have to show ID each time you enter the building. Anyone picking up your child may not use the pass but must provide driver's license for security check. There are no exceptions to this policy.

- Must have a driver's license or their lobby guard fob to enter the building.
- **Must have their name badge on at all times while in the building.**
- Only go to Pre K and back. No walking around the building while here.
- Designated parking for Pre K during certain times. (8:00 to 8:15 and 3:15 to 3:30) in designated parking lot at end of school lot (Signs posted).
- Older siblings meet parents in Pre K area for pick up after school.

Due to COVID-these procedures are being reviewed

CLASSROOM PROCEDURES

Meal/Snack Ideas

Celebrations can influence our children’s eating habits by providing healthy, nutritious choices for our children in our classroom. By changing the focus from the food to celebrating the child, we will move closer to promoting healthier choices for our children. We do however believe that every child should have something “special” for their birthday. Please see teacher to discuss options. We will not have a party but the child will feel special that day.

The Colorado Department of Education and ECERS are encouraging preschools to provide healthy alternatives to celebrations.

Benefits of Healthy Birthday Celebrations
Healthy Kids Learn Better
Provides Children with Consistent Messages Promotes a Healthy Classroom Environment Creates Excitement about Nutrition
Protects Children with Food Allergies
(adapted from Connecticut State Department of Education)

Healthy Food Ideas

Food that is low in fat, sugar, salt and high in nutrients.

Our snacks must be commercially prepared and in an unopened package.

Here are some ideas for a Healthy Snack:

Fruit smoothies

Fresh fruit assortment containing seedless fruit.

Fruit and cheese Vegetables with low-fat dip

(Vegetables cut in smaller pieces) Yogurt

Yogurt squeezable Pudding cups

100% fresh fruit pops Low fat granola bars

Whole grain trail mix with pretzels and low in sugar cereal, Whole grain, prepackaged muffins

Whole grain crackers with cheese cubes, string cheese or hummus

Pizza, with low-fat toppings

Waffles or pancakes with fresh fruit Pretzels, rice cakes, bread sticks, graham Pizza, with low-fat toppings

Angel food cake topped with fresh fruit Whole grain bagel slices with jam, whole grain muffin, whole wheat English muffin, hot pretzels

Parents **may not** distribute birthday invitations at school unless all students are included.

CLASSROOM VISITATION

Parents and adult relatives are welcome to visit the classroom at any time, without an appointment. By state law, all visitors must sign into the visitors log stating their name and the reason for the visit. Visitors, other than family members, must call the classroom to make an appointment for a visit, sign in at the elementary school office, show identification, and obtain a visitor tag before entering the preschool classroom. Human Services licensure inspectors are not required to call in advance.

DISCIPLINE

One of the primary goals of your child's program is to teach socially appropriate behavior. The social skills curriculum teaches sharing, waiting, listening, anger management, conflict resolution, problem solving, and making friends. Through "Capturing Kids Hearts", Pre-K staff is trained in positive behavioral supports and how to encourage children to display appropriate behavior. By building a relationship with our students a foundation is created for the future that teachers care and are supportive of the whole child.

All children are entitled to a safe and healthy environment. If there is a situation during which health and safety concerns arise, the child's parent will be informed in developing a plan.

FIELD TRIPS

Field trips supplement and support the learning in the classroom by providing children with real life experiences in their community. When the teacher plans a field trip, parents will be notified in advance about the trip and asked to return a form stating that children will participate in the trip. Classes may occasionally take walking field trips in the school neighborhood. Parents will receive a permission form to fill out granting permission for all these trips. Children are always with an adult on field trips. Emergency cards are available as well. In case of any emergency on a field trip, the authorities at the site would be notified immediately as well as parents. When on a field trip, the teacher will leave a class list with children's names and phone numbers at the school, as well as information regarding the location of the trip. Parents should bring any rescue medicines their child may need. First aid kits are provided for every car.

On field trip days, parents are responsible for transporting children and monitoring behavior. **Because of the travel time involved, field trips may not last the entire class time.** If a parent is unable to attend, that parent is responsible for making arrangements for their child. **Parents who are driving on field trips must show proof of car insurance, driver's license, and list the license number of their car with the teacher, if they are transporting children other than their own. All children must be in suitable car seats.**

In case of emergency on a field trip, parent drivers should:

1. Move the car out of danger of traffic.
2. Always stay with the children.
3. Be prepared to administer first aid if necessary or contact a certified individual.

Late Arrival

If on those days when classes are away on a scheduled field trip or a walking field trip, staff will leave a copy of the field trip form with location's address or will leave a note with the expected return time. If a child arrives late, parents have the following options:

- Parents may proceed to the field trip location and sign in child with teacher. Staff ratios must be observed. Child must be taken directly to teacher and only the teacher.
- Parents may wait at school with child until group returns. Child must not be left unsupervised and may not be left with other than their child's teacher.

PERSONAL BELONGINGS

Children should not bring money, gum, candy, or personal toys to school other than those they need to make a positive transition to school. Staff will not be responsible for items brought to school.

VIDEOS AT SCHOOL

Videos are not regularly used in our program. Exceptions are made for short films that relate directly to a topic of study in the classroom. Additional uses may be due to weather or in class lunch times.

ATTENDANCE

Regular attendance at school is necessary for a successful pre-k experience. It is important that children are familiar with and anticipate the regular routine of school days. If it becomes necessary for a child to miss school for several days, please notify your child's teacher. Please use the class email or class WhatsApp/Remind feed.

CONTACT INFORMATION

Parents will give contact information to the AVA Pre-K office which will in turn be given to the classroom teacher. All contact information including telephone numbers must be kept up to date at all times.

WITHDRAWAL FROM PROGRAM

If a parent desires to remove their child from the program for any reason they must give two weeks' notice to the Pre-K Director, and they will be given the Student Withdrawal Form. Families will be informed and billed for any tuition due at the time the child drops. Fill out and return to the AVA PreK office. Please also inform your classroom teacher. If a student withdraws or is dropped and then returns during the same school year, there will be a \$25.00 re-enrollment fee. There will be no refund or proration of tuition if child withdraws. See AVA Business Manager with questions.

FORMS

Parents are required to complete the following forms which will be kept on file at the individual schools:

- Colorado State Certification of Immunization. **Children may not attend the first day without a completed Immunization record.** We do accept children who have claimed a personal exemption from immunizations. Parents will be notified if a child in the class is not fully immunized.
- Student Emergency Card (2)—**necessary for attendance on the first day.**
- Child General Health Appraisal Form—**due within 30 days of start.**
- District Admission Registration/AVA Enrollment application—**due first day in class; cannot attend without it.**

- Field Trip permission
- Pupil Information
- Media Waiver/Internet Publishing
- Parent E-Mail Authorization
- Medicaid Consent to Release Information
- Child Abuse Reporting
- Sunscreen Policy
- Receipt of AVA PreK Handbook

These forms are required for state licensure. All forms must be filled out completely. You **MUST NOT** leave spaces blank. If a question does not apply, you **MUST** indicate with N/A. If there is any change in the information during the year, please notify the Pre-K staff **IMMEDIATELY!**

HOURS

8:15-3:30 Classroom door opens at 8:00 .
Any changes will be announced before the start of school.

LATE PICK-UP FEE

A \$10.00 fee will be assessed for **ANY** child not picked up within 15 minutes after the end of class (after 3:45).

Parents will be charged \$10.00 for any part of/up to 15 minutes they are late, and an additional \$10.00 for every 15 minutes after that.

The late pick-up fee will be charged to account.

Absences

Absences for mandatory school closure, emergencies, illness, vacation, and inclement weather are not made up nor is tuition refunded.

SCHOOL CLOSURES

Parents are urged to use their own discretion in driving the children to school in severe weather. Due to scheduling problems, storm days are not made up.

Should inclement weather or emergency situations occur which result in the closing of schools in the Douglas County School District, AVA will be closed. **If a delayed start is announced by Douglas County Schools, it is also observed by AVA PreK in the following manner:**

- **Children transported by parents:** PreK will begin at (designated minutes 60 to 90) after the regularly scheduled preschool start time.
- **Afternoon schedules will remain the same.**

Delayed Start means school district buses are running 60-90 minutes late. Use your discretion in driving children to school. The information will be announced by the following- local radio, television stations and AVA website. The information will be conveyed to the stations by 6:00 a.m. Parents will not receive a refund when the building is closed due to weather or building emergencies.

HEALTH & SAFETY

ACCIDENT/INJURY

During school hours, all illnesses, head injuries, and visible trauma will be reported to the school nurse. Other minor accidents (i.e. scrapes, bumps, bruises) will be reported as needed. The parents will be notified of minor accidents via an "OUCH" report from the teacher. For illnesses or injuries requiring a visit to the nurse, parents will be notified using the emergency number left by the parent on emergency cards. If a parent cannot be reached at the given number, we will call the alternate contacts and then the child's physician. If necessary, paramedics or an ambulance will be called. The teacher and/or nurse will make all decisions about the care of the child until the arrival of a parent, the physician, paramedics or ambulance. The school will maintain a parent's signed consent form agreeing to these provisions. **Keeping the teacher up to date on phone numbers and emergency contacts is essential to your child's benefit. You can do this by updating the student emergency card, which is kept with the nurse and teacher, this card has your phone numbers, emergency numbers and other pertinent information. You fill this out at the beginning of the year, but if you need to update this card at any time, please ask for a new one from PreK Office.**

ILLNESS

For your child's protection and the protection of schoolmates-
KEEP YOUR CHILD AT HOME IF THE FOLLOWING SYMPTOMS ARE PRESENT:

- skin rash or sores
- stomach ache or nausea
- vomiting
- flushed face
- earache
- sore throat
- diarrhea
- eyes that are red with a crusty discharge
- coughing
- fever during the previous 24 hours
- taking an antibiotic for less than 24 hours
- heavy nasal discharge
- fussy, cranky, and generally not themselves

Your child must be free from fever, diarrhea, and vomiting for 24 hours prior to returning to school. It is possible that your child's temperature will be taken before admittance to classroom. Child will be asked about how they feel and if they are on any medications. Please notify the classroom teacher a Pre-K Director immediately if your child contracts any contagious disease/illness. All cases of contagious diseases are posted anonymously in each preschool. In certain instances, we might ask for a doctor's note before the child may return to class. We may choose not to accept a doctor's note as the only qualifier for a student returning to school.

PARTICIPATION: In addition to the above, if a child is too sick to play outdoors, they should be kept at home until they are well. Classes go outdoors daily and we have no supervision for a child who must be away from class.

MEDICATION:

We encourage parents to administer any medication at home before or after school-such as allergy or decongestants. **However, please do not medicate your student to reduce or mask fever before the school day.** Should it become necessary for children to take prescription medications while at school, please consult with your child's teacher. The teacher will assist the school nurse/district nurse in any medication administration plan. All medications given in school require a physician's prescription. Medicines will be stored in a key locked box and refrigerated if necessary. All are placed in Ziploc bag. A picture of the child is placed in the bag to ensure proper identity. Aspen View Staff are trained at administering medicines, in accordance with State Licensing CDHS. A medicine log is kept for all students including name, time, date, dosage.

Health Care Provider Written Authorization for Prescription and Non-prescription (over-the counter) Medications:

- f Child's name
- f Name of medication
- f Current date
- f Dosage
- f How to administer (route)
- f Time medication needs to be given while in school or child care
- f Start date and end date
- f Reason for the medicine (may be confidential)
- f Side effects
- f Special instructions or storage information

ALLERGIES: Please alert the teacher to any allergies your child may have. For safety reasons, all parents will be informed of children's food allergies.

BATHROOM PROCEDURES

All Pre-K students must be toilet trained. Encourage the children to use the bathroom at home or at school before class. Adults will provide supervision and support to prevent classroom accidents. Individual toileting plans will be developed for students who are impacted by handicapping conditions. Parents may be called to pick up child if bathroom accident/child requires cleaning. PreK is not staffed for changing and our bathrooms are not equipped with changings tables. No child will be permitted to wear pull ups.

Hand washing is required daily as child enters school and after use of bathroom, before and after eating, returning from outside and anytime a staff member sees hands in mouth. Children will be reminded often by staff.

CHILD ABUSE / NEGLECT

Staff members are required by law to report to the proper authorities any suspect situations which might involve abuse or neglect of a minor. The staff are trained and instructed in such matters. Included are: Physical Abuse, Neglect of Basic Needs, Educational Neglect, Abandonment, Medical Neglect, Emotional Maltreatment, Lack of Supervision, Sexual Abuse, and Lack of Adequate Care. By state law, the staff of the center are required to report any and all suspected child abuse or neglect immediately. A letter from the Colorado Department of Social Services that explains how you may report child abuse or sexual assault is included with this handbook. Please consult your school nurse or school mental health professional with questions.

Child Abuse Reporting

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker 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 which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local enforcement agency.”

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at Arapahoe County, 303-636-1130, or the police department. It is not the staff’s role to investigate suspected abuse—only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a Class 3 misdemeanor and will be punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages “proximately caused thereby.”

CLOTHING- You are required to dress your child in school uniform.

Uniforms for PreK differ slightly then K-5. PreK students must wear uniform colored bottoms-gray, dark blue or khaki but do not need to be Land’s End brand. Any uniform brand is fine as long as it is the uniform approved color. Additionally, PreK students may wear AVA Spirit Wear as their daily shirts. This is for PreK only due to the need for durability and wash-ability. AVA wear may be purchased through the AVA Foundation/Wolf Shack. Go to website

<https://squareup.com/store/AVAWolfShack> to purchase.

Short sleeved t-shirts-\$12.00

Long Sleeved t-shirts-\$15.00

Zip up Hoodies/Pullovers are also available.

If you have any questions please contact Rachelle Nye at

foundation@aspviewacademy.org

PreK students may also wear Lands End uniform shirts-must have embroidered AVA logo.

Uniform policy continued...

Shoes should be athletic/sneaker type shoes suitable for climbing on playground equipment- **no fashion boots, sandals, crocs etc.** Temperatures vary from classroom to classroom. The teachers will keep you informed of any special needs. Removable clothing such as sweaters, raincoats, and boots should be labeled with the child's name. Outdoor clothing should be suitable for the weather. Children play outside daily unless the temperature is below 32°F or above 95°F. They will need proper clothing in winter; this means mittens, boots, and hats.

Smocks are provided for messy activities; however, accidents can happen. An extra set of clothes should be kept in back pack in case of spills or accidents. This includes socks and underwear. All clothes **must** be labeled with child's name. If no clothes are available parent will be called to pick up child. Staff members **do not** change children's clothes. Child must be able to change themselves. Again, no child will be permitted to wear pull ups.

EMERGENCY INFORMATION

From time to time your child will participate in safety at our schools. We encourage you to discuss the experience with your child when they tell you about it. If a real disaster occurs while your child is at school, we urge you to observe the following procedures:

1. Do not call the school.
2. Do not come to school.
3. Community disasters will be reported on the radio. Listen for directions.
4. Be assured that the teachers and other school personnel are giving your child any emergency care that may be needed. They too are listening to the radio and will be hearing the same instructions as you.
5. The safest place in case of a disaster is to be off the city streets and out of the way of any emergency and rescue equipment.
6. Arrange a family meeting place in case of any community disaster.
7. Always be sure the teacher, school nurse, and Pre-K office have current emergency phone numbers.

Tornado, Fire Drills and Other Emergencies—As required by The State of Colorado Division of Child Care, we periodically practice and document safety, fire and tornado drills. Evacuation routes are outlined for all spaces utilized within the school. The Emergency Response Procedure is posted in licensed areas of the school building. Staff is trained in fire and safety procedures prior to working with children.

HEARING & VISION SCREENINGS

During the year, parents may be notified at least one week prior to district hearing and vision screenings. Not all PreK students are tested. If staff have reason to believe a screening is needed they will discuss with parents and evaluation coordinator. Parents are notified if further evaluation is indicated. Referrals may be made to Child Find if there are any suspected problems. PreK age students are best screened for this at well check with pediatrician.

OUTDOOR PLAY

Outdoor play is a critical piece in keeping each child well and boosting their immune system. The healthy microbes that exist outside are of great benefit to our little learners. Students will be encouraged to play in sand, dirt, water etc. Students should not fear getting dirty. We are a hands on-hands in style program, learning through play.

PreK students go outside twice a day, every day unless the temperature is below 32°F or above 95°F. Please send children with adequate clothing for a 20 to 30 minutes outdoor play time and apply sunscreen in morning before school to any skin that would be exposed.

Hats and sunglasses are encouraged.



SUNSCREEN

As mentioned above...For outdoor play parents should apply sunscreen to children at home to any skin that would be exposed. Pay special attention to nose, cheekbones, ears, and shoulders.

SNACKS/MEAL



All meals/snack are provided daily for the children by the parent. Full day students may buy a school lunch. A lunch calendar is available at AVA website, and will be posted outside the classroom. All snacks from home must be appropriate. An appropriate snack consists of a nutritious finger food, napkins to serve it on, and a water bottle. As needed please send reusable utensils. Please do not send dessert type foods for snack. Fruit gummy products are not permitted. Occasionally your child will have the opportunity to prepare special foods at school for a snack or meal. Sometimes a parent will be asked to bring something specific if it relates to a learning activity for that day. The teacher will inform you of any food allergies in the class.

For health reasons, any snack shared with other students must be pre-packaged and not homemade. We prefer the beverages to be water.

SCHOOL SUPPLIES

All regular school supplies will be provided by AVA with the exception of the following:

- Full-time students are required to bring a crib sheet for nap time. It is used on mats provided by AVA Pre-K. The sheets must be taken home weekly every Friday, laundered and returned every Monday.
- All Pre-K students must bring a pencil box. This is a fun and functional way for children to take ownership of classroom materials and expressing a little of themselves at the same time. It must be big enough to hold 9 standard size pencils and safety scissors.

SUPERVISION OF CHILDREN

CLASSROOM: Staff members are always with the children. Children will be observed going to and from the bathroom by an adult. A 1 to 8 ratio is maintained at all times with the exception of naptime. While children are down on mats and resting ratio is 1 to 16. Additional staff are available in the building if needed.

WEAPONS

All classrooms and schools are “weapon free” zones. No deadly weapons, firearms, or facsimile weapons such as toy guns, water pistols, cap guns, etc. shall be brought to school by any child or adult. Violation of this rule may result in loss of the object and suspension from school. Additionally, student are not permitted to play games depicting weapons or that involve language including “kill”.

CONFERENCES

Please speak with your child’s teacher as soon as any concerns arise. You are welcome to send a note, or call the teacher to arrange for a conference with staff members regarding a child’s progress or any other concerns. A personal or telephone appointment will be arranged as soon as possible. There will be specific, scheduled conference days throughout the year for which school will be canceled. The teacher will inform you when to sign up. If you are unable to come at the scheduled time, please make arrangements for an alternative time.

CONCERNS AND COMPLAINTS REGARDING CLASSROOM

Parents should address classroom teacher. If concerns remain unresolved, parents should contact the Pre-K Director.

Unresolved or serious concerns regarding safety and care of children during school hours should be directed to Colorado Department of Human Services 303-866-5958 option 0.

CONCERNS REGARDING CHILDREN

If you have concerns for your child developmentally, there are several support systems in place that will provide various levels of monitoring and assistance. The first is the highly trained teaching staff, which monitors a child’s individual development throughout the year. Second is the semi-weekly team meeting, wherein the team has the opportunity to plan, to discuss what is working well, to problem-solve, and to discuss any concerns for children who appear to be facing challenges in the classroom. If the concerns are of an ongoing nature for the teachers and parents, and indicate a need for heightened attention, a third support system is Child Find. These procedures monitor the success of the overall program-wide support system for the individual child, as well as any specific support measures designed for that child.

HOME/SCHOOL COMMUNICATION

Newsletters from the classroom will be sent home via email monthly. Important announcements are included, and many questions can be answered by reading and referring to them. We also offer pertinent information regarding children and parenting. The teacher's newsletters keep you informed of what is going on in each classroom. The information given can assist you in reinforcing what your child is learning.

PARENT PARTICIPATION

Because of the positive impact parent involvement has on a child's educational success, parent participation is encouraged in the pre-K program. Participation can take many different forms, depending on parents' time and interests. We strongly encourage every parent to participate in classroom activities at least once every semester; however, we realize that is not always possible to work this into a parent's busy schedule. We need parents and value their support. Here are some ideas to help you stay in touch with the classroom and participate as fully as possible in your child's preschool experience:

- Attend a field trip
- Arrange a field trip to your place of employment, or visit the classroom to talk about your job
- Sew items for the classroom
- Help with carpentry or classroom repairs
- Help with a cooking project in class
- Take photos of the class and/or help maintain the class scrapbook
- Find/obtain donated materials for the class (paper, wood scraps, fabric, dress-up items, etc.)
- Bring your pet to school for a day (small pets such as hamsters, rabbits, frogs, etc.)
- Bring a musical instrument to school for the children to hear and see
- Bring in or donate art supplies, books, etc.
- Ask the teacher about other things to do—the possibilities are endless!!

Throughout the school year we offer many opportunities to be involved in the PreK classroom. We want to get to know families in an effort to support the children in our classrooms as best we can and in whatever way we can. Some of the opportunities available for families to form partnerships with the school are as follows:

- Pupil Information Form—gives information about a child's activities, interests and behavior at home.
- Meet n' Greet—a daytime event provided for families to meet teaching staff prior to the opening of school.
- Fall/Spring Conference—an opportunity each semester for families to set goals and share their child's progress both at home and at school.
- Parent Survey—an opportunity for parents to give feedback about their child's experience in preschool.
- Parent Bulletin Board—an area in each classroom with information for parents. Lesson plans, newsletters, and community events are posted.
- Parent Handbook—provided to each family, it contains policies and procedures for the Program.

PARKING

Observe all parking regulations at the school. Pre-K parents are provided with designated spots please do not use staff parking at any time. The emergency access and bus lanes must always be clear. Handicapped parking, unless you are properly licensed, must not be used for drop-off. **Please be aware that under Colorado State Law it is illegal to leave children unattended in automobiles.**

Drop off and Pick Up-Being reviewed due to COVID-

Parents must remain with their children until they enter the classroom and the child has been **signed-in**. The child **must be signed in and out by an adult** over the age of 18. Children will be released only to parents or persons authorized by a parent to pick up the child. Verbal or written authorization for any changes must be provided. If an unauthorized person comes to pick up a child, the pre-k staff will attempt to contact a parent or other emergency contact to verify that this person may take the child. Staff will require the unauthorized person to show picture ID.

ARRIVAL: Please observe class hours. Teachers need time to prepare their classroom for the day and are not free to supervise children until class begins. Please try to be prompt. Also, child may feel uncomfortable arriving after everyone else has become involved in class activities. Morning routines help set a healthy pace for the day.

DEPARTURE: You are expected to pick up your child on time. If you know you are going to be late, please notify the teacher immediately so that we can reassure your child. Late pick up procedures apply.

In extreme cases when a child is not picked up by the time staff is scheduled to leave the Pre-K and all emergency contacts have been attempted to be reached, AVA administration will be notified. It will be determined if it is necessary to notify the authorities, who will take the child into custody for his/her safety and protection. Staff will begin to call parents or an emergency contact if a child is not picked up 10 minutes after class ends.

If a parent or other adult appears impaired or intoxicated when picking up a child the Pre-K administration will be alerted and may call the police for assistance.

VOLUNTEERS

All volunteers in the classroom are continuously supervised by staff. They may assist with activities, interact with children, and participate in snack. They are never left alone with children and are not regularly used to satisfy required ratios. Due to licensure restrictions, parent volunteers may not bring younger siblings on helping days. Older siblings may come with prior permission. Volunteers other than parents will be pre-screened by school.

Parents are welcome and encouraged to volunteer in the classroom. Please allow the child a few weeks to get settled before joining us.

Another way to volunteer and support your child's Pre-K classroom is assisting the teacher in the following:

- Classroom activity preparation-in class or take home
- Volunteer during class time-per teacher discussion
- Scholastic Book program – sorting monthly flyers
- Organizing Pre-K library
- Donating fresh fruit/veg for class snack

WHAT IS EXPECTED OF YOU WHEN YOU VOLUNTEER IN THE CLASSROOM?



1. Ask the teacher what the daily activities are and where you are needed.
2. Encourage children's efforts; don't do it for them.
3. Encourage problem solving.
4. Dress casually and comfortably. Working in preschool can be messy.
5. Get down on the floor and get involved with the children. Be at their eye level.
6. Know the rules of the classroom. Help keep the children safe.
7. Ask questions and listen to the children.
8. Sit at the table with the children during snack time. This is a good time for conversation.
9. Talk to the children, not about children. Ask the teacher after class about questions you may have. **Be aware of confidentiality issues.**
- 10. Expect that your child will act differently when you are at school.**
11. Ask the classroom staff for assistance if there is a problem among children.
12. Have fun!



Volunteer Confidentiality Policy/ Parent Handbook Receipt

Volunteer may possibly observe or hear while in the classroom information concerning children and/or their families which may be considered personal in nature. This would include health concerns, behavior concerns, or monetary concerns. This is not an all-inclusive list of confidential information. Volunteers are expected to maintain this information in confidence and not discuss it.

Volunteer will also refrain from discussing confidential information concerning staff, the program, or its families. If it becomes necessary to discuss confidential information, this should be handled discreetly and privately with the classroom teacher or the Pre-K Director.

Violation of the confidential information policy will prevent you from volunteering in the classrooms.

I have read the above volunteer statement and agree to follow the policy.

Also, I have read the Aspen View Academy Parent Handbook and will abide by the policies and procedures presented in this handbook.

