

Family Handbook

A State of Colorado Licensed Program



**2023/
2024**

**PARKS,
RECREATION
& OPEN SPACE**



City of Aurora Preschool Programs

Revised June 2023

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Purpose and Philosophy

Welcome

Welcome to the city of Aurora's Preschool Program. Choosing a preschool program for your child's early education is an important decision. We believe that a partnership between families and our preschool staff is key to a successful preschool experience. We strive to engage our families in their child's learning experiences. We hope this family handbook will help you to understand our everyday commitment to the children.

Please read the following information carefully. The following policies and procedures have been implemented to provide a safe and nurturing environment for your child. If you have any questions, please feel free to speak with your child's teacher(s) or Preschool Director.

Mission Statement

The city of Aurora Preschool Program provides a respected and affordable program that allows each child to realize their full learning potential based upon their individual abilities. This is accomplished by:

- Offering social/emotional, physical & academic experiences in a nurturing, safe & child centered environment
- Embracing families as partners within our program & the early learning journey
- Fostering children's opportunities to explore, play & learn
- Developing life skills & kindergarten readiness
- Providing knowledgeable, early childhood qualified teaching staff
- Focusing on the whole child to offer positive hands-on experiences

Primary Caregiving & Continuity of Care

Primary caregiving and continuity of care provide children with a strong foundation for optimal development and learning. Primary care giving assigns each child and their family to one or two primary teachers. This assignment allows the teacher(s) to create a strong relationship with the child and family. Teachers are better able to focus on the emotional attachment with the child and provides family members with a central contact person. With primary care giving practices, a child's individual needs (including cultural & disability needs) are better identified, understood and met in the classroom setting.

Continuity of care practices help to extend the primary care giving bond by allowing children to remain with their primary care giver for two or more years. This allows both teacher and child to continue to grow the bond between them. With continuity of care, children are kept within their peer group for two or more years which allows stronger friendships and foundations to be formed.

The city of Aurora Preschool Program believes primary care giving and continuity of care are important practices to implement within our programs. All preschool locations support primary care giving practices by assigning teaching staff to specific classroom schedules for the school year. We encourage teaching staff to fulfill their yearly commitment to the classroom for best practices. Continuity of care practices are implemented in many of our classroom settings using such practices as Looping and Combo classes. Children and teaching staff assigned to these programs will be placed together for two years.

General Preschool Hours

8am-3pm (*Check with individual preschools for specific class times.*)

Program Information

General Program Description

The continuous preschool program provides children, ages 3 and 4 (as of October 1, 2023) with readiness skills to enable them to progress according to their individual age and abilities. Our program focuses on the Colorado Early Learning & Development Guidelines for curriculum programming. Learning domains

include large & small muscle skills, cognitive skills, dramatic play, science, social skills, creative arts, music, math & language/literacy development. Child must be potty trained for child only classes. Our [website](#) details more information about the specific classes offered each year.

Summer Programs/Camps

All five preschool locations offer a summer program during the months of June & July. Each location offers different program options to meet the needs of the families in the program. Summer programs are offered both full day and half day at various locations. Classes are offered in a variety of schedules, such as week to week or monthly options.

Program Locations

<p>Beck Preschool 800 Telluride St. Aurora, CO 80011 Ph: 303-739-6878 Fax: 303-739-6858</p>	<p>Lowry Preschool 1016 Boston St. #880 Denver, CO 80230 Ph: 303-326-8328 Fax: 303-326-8321</p>	<p>Meadowood Preschool 3054 S. Laredo St. Aurora, CO 80013 Ph: 303-326-8304 Fax: 303-326-8301</p>	<p>Summer Valley Preschool 17400 E. Lehigh Pl. Aurora, CO 80013 Ph: 303-326-8676 Fax: 303-326-8678</p>	<p>Village Green Preschool 1300 S Chambers Cir. Aurora, CO 80012 Ph: 303-326-8640 Fax: 303-326-8649</p>
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Enrollment Information

Admission & Registration Process

Prior to registering with the city of Aurora Preschool Programs, interested families will take part in a phone interview and/or tour of the desired preschool location. The phone interview and/or tour gives staff and families an opportunity to discuss transitioning the child into our program. At the time of admission to the program:

- For tuition-based students- the child's first month of preschool tuition will be due. See below under the Tuition heading for more information about how we calculate preschool tuition.
- For UPK based students (with full class hours awarded)- the child's application must be placed and accepted at the location in which the child is enrolling.
- For UPK based students (with only part class hours awarded)- the child's application must be placed and accepted at the location in which the child is enrolling and the first month of the child's tuition (not covered by UPK) will be due.

Once a child has been approved for admission to our program, an email invitation will be sent for online registration. After online registration has been completed and approved, parents/guardians will need to upload all required documents to their child's online file. **All online registration and enrollment forms must be completed and uploaded to the preschool one week prior to the first day of class.** Children with incomplete or missing enrollment forms will be denied admission until all forms are signed, complete and submitted to the preschool.

Enrollment Forms

The following enrollment forms must be on file prior to your child attending classes:

1. ELV Online Enrollment
2. Authorization Form
3. General Health Appraisal Form (GHA) (must be current- visit within the last 12 months). GHA's that expire while a child is currently attending preschool must be updated to maintain eligibility to attend classes. Any child whose GHA expires will be denied admission until a current form is submitted.
4. Certificate of Immunization (must be kept up to date per CDPHE Immunization Guidelines)
5. Getting to Know You Form

City of Aurora Preschool Programs may accept children who are immunization exempt. Parents seeking medical and/or non-medical immunization exemptions for preschool entry must access the appropriate forms at www.colorado.gov/vaccineexemption. All immunization exempt students must have his/her

exemption certificate on file with the preschool prior to the first day of class. In the occurrence of communicable disease outbreak the exempt child(ren) may be requested not to attend preschool during contagious period. *If a child has a medical condition or emergency medications, there may be additional paperwork that may be required to be on file prior to the child's first day of class.*

For returning students, the child's online file must be reviewed, and all updates must be complete (including a current General Health Appraisal form).

Any changes to pertinent information, IE addresses, phone numbers, new pick-ups may be made through the parent portal/app in a child's online file.

Tuition

Our tuition rates are calculated based upon an hourly rate of \$8.00/hour for classes. Non-resident rates are 25% higher. Monthly tuition rates are calculated based upon the cost per class session multiplied by the number of scheduled class dates for the month. Ex: Mon-Thur 2.5HR class for Oct: daily class session rate- \$20.00 X 14 scheduled class sessions = \$280.00 for the month of October. Missed classes due to illness, vacation, etc will not be credited or refunded.

Tuition payments are due on the 20th of the preceding month for the following month. Ex: October's monthly tuition is due September 20th. At the time of registration into the program, the child's first monthly tuition payment will be due.

- Tuition payments may be made by cash, check or credit card.
- Make tuition checks payable to: City of Aurora
- Payments are accepted at recreation center front desks (Beck, Central & Moorhead Recreation Centers), online at cityofaurora.perfectmind.com or you may call Beck Preschool at 303-739-6878, Meadowood Preschool at 303-326-8304 or Village Green Preschool at 303-326-8640
- Automated payment withdrawal may also be set up. Please see your child's Director for more information.
- A \$20 late fee will be assessed for late payments on the 25th of the month.
- All returned checks are processed through the cashier's office at the city of Aurora. A service charge will be assessed.
- Children's tuition accounts must be current in order for the child to attend classes. If a child's tuition payments are not made in a timely manner, the child may be denied admission to the program and may lose his/her slot in the program.

Children may enroll in the program after classes begin on a space available basis.

- For tuition-based students: When this occurs, the child's first monthly tuition payment may be prorated based upon the child's enrollment start date. First month's tuition will be due at the time of enrollment and subsequent tuition payments will be due on the 20th of the preceding month for the following month which may result in back-to-back payments.
- For UPK based students: The enrollment timeline and start of classes will be based upon when funding is approved for the student to begin attending. Delays in approval for funding may cause a delay in the child starting classes.

Withdrawal/Cancellation/Changes in Schedule

If for any reason you need to withdraw your child from the city of Aurora's Continuous Preschool Program, we require written notification 2 weeks prior to the disenrollment of your child. Withdrawals will be prorated based upon the paid classes remaining after the 2-week notification. The child's account must be reconciled at time of withdrawal for any remaining money still owed.

The Preschool Program will notify parents/guardian, in writing, of any significant changes in its services, fees, & policies/procedures, so they can decide whether the program continues to meet the needs of their child(ren).

If the center must withdraw services for a child for any reason other than non-payment, please refer to the Guidance Strategies section for steps taken.

Financial Assistance Program

Financial Assistance informational fliers can be picked up at any city of Aurora Recreation Center. Eligibility is in accordance with recognized income guidelines for State & Federal programs. Any family interested in financial assistance may contact Beck Preschool at 303.739.6878 or Village Green Preschool at 303.326.8640 for more information or to apply.

Learning Environment

Curriculum

Our curriculum is based upon hands on play activities that allow children to explore, play, and learn. We focus our curriculum on the Colorado Early Learning & Development Guidelines. These guidelines encompass 10 key developmental domains of learning:

- Physical Development & Health
- Social & Emotional Development
- Language Development
- Literacy Knowledge & Skills
- Logic & Reasoning
- Mathematics Knowledge & Skills
- Science Knowledge & Skills
- Social Studies Knowledge & Skills
- Creative Arts Expression
- Approaches to Learning
- English Language Development (for 2nd language learners)

The 10 key developmental domains align with the Colorado Academic Standards, which are utilized in the public school system. This allows our curriculum to encompass a whole child learning environment. Through our play-based curriculum children have opportunities to explore their world and gain skills in each of the developmental domains. Program locations utilize a variety of research-based curriculums such as Teaching Strategies Creative Curriculum, World of Wonders, Bridges, & Incredible Years Dinosaur School social-emotional curriculum.

Assessments & Learning Goals

Once children are enrolled in the preschool program, a developmental screening is completed. Depending upon the program either the Ages & Stages questionnaire and/or the DIAL assessment tool will be used. These results are used as a helpful guide for our teaching staff. This is our first assessment tool to help with the initial developmental screening of each child. Based upon the outcomes, staff will plan the classroom curriculum to ensure all students are challenged to succeed.

All children will be assessed by teaching staff twice a year, once in the fall and once in the spring. Our assessment tool is Teaching Strategies GOLD which is based upon the Colorado Early Learning & Development Guidelines. Teaching staff will utilize these assessments to create an **Individualized Learning Plan (ILP)** for each child. The ILP highlights the individual child's strengths, as well as creates a plan to support and develop learning in the various developmental domains. ILP's are shared individually with families twice a year at parent/teacher conferences to allow families and teachers to work collaboratively in creating a plan that supports each child's individual development.

Some children may need additional supports to reach their learning and/or development goals. When this occurs, staff may make a referral to help gain the resources the child needs to continue with their learning and/or development goals. These resources may include onsite therapists, offsite therapists, special accommodations or specialized learning plans such as an IFSP, IEP or 504 plan (targeted learning plans for various specialized needs- depending upon the specialized learning plan and resources needed, the

child may be referred to another program for additional supports). The city of Aurora Preschool Staff will work, alongside the child's family, with the identified referral service to assist in gaining the necessary resources. Please see the Referrals and Resources section on page 9 for more information on how referrals are made.

Parent/Teacher Conferences

During the school year to encourage family engagement, all continuous classes will conduct two parent/teacher conferences. These will take place once in the fall and once in the spring. These conferences are an opportunity for teaching staff and families to discuss the child's behavior, progress, transitions, and social and physical needs. Conferences can offer a great opportunity for families to work individually with their child's teacher(s) to ensure smooth transitions (into preschool, from class to class, into kindergarten). The child's assessment and ILP will be discussed at conferences, allowing both teaching staff and families to give valuable input for their child's growth and development. Once an agreed upon plan is created, both parents and teachers will sign the ILP. Parent/Teacher conferences may be offered in person or virtual, please check with your child's Director to determine what will be offered at your child's preschool.

Teacher/Child Ratios

The city of Aurora follows the Colorado Department of Early Childhood rules and regulations for teacher/child ratios. Each classroom is staffed appropriately to meet this criterion.

Communication & Family Partnerships

Engaging Family Partnerships

Working with our families is an important part of our preschool philosophy. Through family partnerships, we create an invaluable team. Throughout the school year, each preschool site provides family engagement opportunities, that allows everyone to get together to learn more about each other and work together to create a supportive preschool environment, which is critical to a well-rounded program. We welcome family visitors into our classroom and classrooms can provide opportunities for family visitors to participate and enrich their child's education through helping with activities such as story time, playing math games, helping with art projects, etc.

Communication

Our staff works in collaboration with families to maintain quality family partnerships. One way we accomplish this is with open communication. We utilize a variety of tools to communicate with families. Parent newsletters, classroom calendars, electronic mail, Tadpoles app, and phone calls are a few ways in which we stay connected with families. Face to face communication at drop off and pick up times is another great communication tool. We encourage families to arrive on time to hear about their child's day as well as any classroom updates. For you to provide your full attention to the teaching staff, cell phone usage during pick up/drop off time is strongly discouraged.

Tadpoles is the online platform we utilize for digital communication. The Tadpoles app allows for private messaging with staff, classroom stories/pictures/videos and school wide news. This platform allows a family to have a digital link to their child's classroom. We highly encourage all families to download the Tadpoles app as we will utilize this platform for our primary preschool communication with families.

We recognize that at times it may not be a parent/guardian who picks up/drops off a child. In these instances, we will provide any information deemed necessary by the city of Aurora Preschool staff only to those individuals who are listed as an authorized pick-up in the child's online file. Information may include things such as classroom newsletters, conference reminders, tuition notices, as well as accident/incident reports, reminders for paperwork due, etc. If you do not want information about your child to be released to those individuals listed as authorized pick-ups in your child's online file, you must provide a written request to the Director.

Family Arrangements

We understand that co-parenting, separated families, and blended families can be a challenge at times. We are sensitive to the needs of children and families in these situations and will work to support the entire family. We are happy to provide duplicate information regarding the child to accommodate both parents' need for information.

Translators

We understand that some families speak other languages. The city of Aurora Preschool Program strives to honor children's home language and encourage second language development. Whenever possible we identify second language learners in the classroom. The city of Aurora Preschool Program is sensitive to these needs. We will make every effort to assist families with interpreter resources. The city of Aurora contracts with Voiance to provide interpreter services over the phone, as needed for families who speak other languages. Families who speak languages other than English are also welcome to bring their own interpreter to any preschool functions, conferences, or for phone calls.

Transitions

We understand that transitioning to preschool can be a challenging process. We want it to be a positive experience. We begin with meeting the child and family in the classroom setting. This is an important time for the child and family to meet the teacher(s) and see the environment the child will be spending his/her learning time in. Throughout the year each preschool offers both group and individual opportunities for families to work with the preschool staff to create a supportive environment and help their child transition smoothly. Some opportunities that your child's preschool may offer to help with transitions include Meet & Greets, Orientation, Class Play Dates, tours before school begins, Back to School Night, Parent/Teacher conferences, and getting ready for kindergarten resources during the school year. Preschool locations with two or more progressive classrooms will transition the children on a visit to greet the upcoming teachers and classroom at the end of the year. Flyers, handouts, and tip sheets to help with transitions are available. Your child's teacher(s) and Director are wonderful resources to help your child have a successful experience during their preschool years.

Family Surveys

The city of Aurora Preschool Program strives to provide quality programming. We value the opinion of our families and look for input from families on ways to continue to provide quality services. Twice a year, program-wide family surveys are sent out via email (from the city of Aurora Recreation Services) to all participating families to give feedback on our programs. Continuous parent feedback is vital to our success and ability to improve our programs. Throughout the year, site specific surveys may be provided to families to seek input on changes to site specific programs/activities. Results of each of these surveys are provided to families and the input of families are utilized in our Quality Improvement Plans.

Quality Improvement Plan

Each preschool center has a Quality Improvement Plan (QIP) that is updated annually, and information is shared, via newsletter, with families, staff, & stakeholders. In addition, this QIP is available to see in the Parent Resource Area located at each preschool. QIP's are developed based upon the results of family surveys and various center assessment needs, including the Strengthening Families Framework Self-assessment.

Colorado Shines

Research consistently shows that children who attend quality early care & learning programs are more likely to do well in school and less likely to drop out or need remedial education. Quality early education helps children start strong and the benefits last forever. Colorado Shines is a rating and improvement system for licensed early care and learning programs. Using proven methods, it measures overall school quality based on five areas:

- Workforce & Professional Development
- Family Partnerships

- Leadership, Management & Administration
- Learning Environment
- Child Health

All five of the city of Aurora Preschool Program locations are committed to quality education and have been rated through the Colorado Shines program. Our centers have reached the highest rating levels of 4 and 5. For more information please see www.coloradoshines.com. Each center is rated every three years. During a rating year, classroom observations will take place by Colorado Shines personnel. An additional Colorado Shines family survey will also be sent out to all participating families of the preschool site that is rating. This survey looks at the various activities/programs that are offered at the preschool location. If your preschool site is in a rating year, families will be notified and are encouraged to participate in the family survey for Colorado Shines.

Questions

Parents with questions, ideas or concerns are encouraged to go directly to their child's teacher(s). If the matter is not resolved to your satisfaction, please contact your Preschool Director. Additional parent and staff conferences may be held at parents' or staff request.

Directory Information

The city of Aurora Preschool Program may disclose "directory information" without written authorization of parent/guardians. If you do not want the city of Aurora Preschool Program to disclose directory information from your child's educational records without your prior consent, you must notify the Preschool Director in writing. The city of Aurora Preschool Programs has designated the following information as directory information:

- Student's Name
- Date of Birth
- Classroom Information
- Electronic mail address
- Awards Received

Visitors

All preschool locations are always locked for the safety and security of children and staff. A sign is posted at the entry to preschool locations indicating how visitors may request access to the building. All visitors must sign-in and may be asked to provide a picture I.D. A visitor badge will be provided and must be worn at all times. This includes tours, family observations, and specialists who may be visiting the center/classrooms. Family visitors are a great opportunity for family engagement and building quality partnerships between the family and their child's teacher(s).

Volunteers

Volunteers are utilized on occasion in classrooms. They are asked to perform a variety of tasks based upon their qualifications and suitability for the task they are assigned. All volunteers are supervised and given instruction of the center's policies and procedures.

All volunteers must:

- Sign the Volunteer Waiver
- Complete a Background Check
- Sign in on the Visitor Log Sheet
- Read through the Volunteer Orientation & Guidelines Sheet

Student Interns

Some classrooms may have student interns; these are college students who are working towards becoming Early Childhood Teachers and/or Preschool Directors. These students follow all volunteer policies and procedures.

Positive Guidance Practices

Guidance Strategies

Each teacher with the city of Aurora Preschool Program has been trained on positive teaching strategies to ensure that children's behavior is guided in a positive manner. We continuously incorporate our families through daily personalized communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction. We believe that discipline is best done through guidance. We encourage our children to learn to problem solve and make positive choices on their own.

The city of Aurora Preschool teaching staff encourages positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally. We have three general rules at our center:

- 1. We keep ourselves safe,**
- 2. We keep our friends safe, and**
- 3. We keep our things safe.**

We encourage all families to adopt these same rules in their homes for continuity of practice. We believe all children are unique in their social and emotional needs. We use a combination of developmentally appropriate guidance strategies to promote positive behaviors with the children. Our preschools use teaching appropriate behaviors, offering choices, and redirection as our main guidance strategies to meet the various needs of each child. Teaching staff model positive interactions with each child which helps children learn how to treat others in a positive way. This allows children to develop positive social and emotional competencies along with developing positive peer interactions. These guidance strategies help to reduce challenging behaviors and may prevent suspensions/expulsions.

At times children may not respond to our guidance strategies. In these instances, time outs may be used for children who do not respond to our guidance techniques or if a behavior is serious and a danger to other children. If a behavior is disruptive to the class or a danger to any child, teaching staff may bring students to the Director's office. The Director will work with the child and determine if the child can return to class once the behavior has stopped or if parents will be called to pick up a child.

Individualized Positive Guidance Plans (IPGP)

There are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children and/or staff, we will notify the parent. To better accommodate your child, we will work with the family to develop a plan of action. During that time, if the child is a danger to themselves, other children, or the staff, we may choose to suspend your child for a discussed upon period. We utilize the following steps for concerning behaviors.

- Staff will document concerning behaviors.
- Staff will notify parents of behaviors that are of concern to see if similar behaviors occur at home or if there have been changes to the home environment.
- Staff will utilize existing guidance strategies to promote positive behaviors.
- Staff will inform Director of any concerning behaviors.
- If a child does not respond to current guidance strategies, staff and Director will create an Individualized Positive Guidance Plan (IPGP) for that child to target specific concerns.
- A Parent/Teacher Conference will take place to discuss the child's IPGP and how it will be implemented. This will allow parents the opportunity to provide feedback concerning behaviors and strategies that are currently being utilized at home. Both teacher and parent(s) will sign the IPGP.
- If staff feel that a referral to an outside agency is warranted, this may be suggested at this time.
- The IPGP will be reviewed and updated based upon the child's progress.
- If the child's behaviors do not improve or increase in severity or frequency, staff will determine if the preschool is the best fit for the child. At that time, if the preschool staff determines it is unable to continue to provide care, the child will be withdrawn from the preschool program.

**While we strive to utilize the above guidance steps, there may be instances in which a child's behavior warrants an immediate suspension and/or expulsion from the program.*

Referrals & Resources

The city of Aurora Preschool Program staff continuously strives to strengthen our relationships with our children and their families. We work in conjunction with our families to ensure that we provide each child with the appropriate care that he/she may need within our classrooms. If staff become concerned about a child's behavior, development or physical health; a meeting will be scheduled with the family to determine if a referral to a community service agency will be made. Referrals can be made to a variety of service providers. Appropriate service providers may include a child's physician, the center's nurse consultant, Early Intervention (birth – 3yrs), Child Find (3-5yrs public school intervention), ARISE (Adaptive Recreation & Inclusion Services for Everyone), and/or Early Childhood Mental Health Specialists. These service providers are available to support the family with additional assistance. Other referrals may be made upon request to other community service agencies.

The city of Aurora Preschool Program also maintains a Parent Resource board at each center with a variety of resources for families. These resources can also be accessed on the preschool website at: www.auroragov.org/preschool under the Preschool Links menu.

Trauma Informed Environment

The city of Aurora Preschool Program strives to create a safe, supportive, and inclusive environment for all our students and families. We recognize that our students and families come from a variety of backgrounds and experiences. With that in mind, some students may have experienced trauma within their lives and this trauma can have widespread effects for the child and his/her family. The city of Aurora Preschool Staff utilizes trauma informed care practices to meet each child where they are at both educationally and emotionally. Staff participate in trauma informed care training that helps dictate best practices in classroom management, identifying risk factors/signs, empathetic response, as well as referral procedures to help families connect with outside resources to support their child and the family. Our program works with each family situation individually to build a trusting relationship. We incorporate a variety of techniques in our classrooms to help build resiliency, self-regulation and a sense of competence in each child to help combat the effects of trauma.

Student Records

Our program maintains the confidentiality of information provided by parent(s)/guardian(s). Student records are also kept confidential. Only authorized personnel and licensing authorities have access to children's records. The city of Aurora Preschool Program defines "authorized personnel" as those individuals who have "legitimate educational interest" in a child. These individuals may include school administration, teachers, nurse consultant, coaching staff, public/private school personnel, referral agencies, legal officials and others acting on the behalf of the city of Aurora Preschool Program.

If parent(s)/guardian(s) need copies of their child's school records, a formal request must be made through the city of Aurora's open records request process. All legal parent(s)/guardian(s) may make this request. Every individual desiring a copy of the child's records must make their own request. Please see your child's Director for information on how to make this request.

Health & Safety Policies

Allergies/Health Concerns

If a child has allergies, medical conditions, physical limitations, behavioral issues, or other health concerns, parents are required to meet with the Director prior to beginning classes. The Preschool Director will assess the child's needs of care and determine what accommodations must be made, if any, to ensure the child's safety. The city of Aurora is limited in its scope to administer medications and provide medical care. Parents who have a child(ren) that require medications to be administered and/or medical condition to be monitored, must meet with the Preschool Director prior to enrollment to determine if the preschool

is able to meet the child's medical needs. Any child who requires medication to be kept on site shall be required to provide all necessary city of Aurora Preschool Program medical forms and medications prior to starting classes. Failure to meet these requirements prior to the start of class may result in your child not being able to start class as scheduled. If a child's medical needs change during the school year, please see the Director to determine what additional steps need to be taken.

Medications for Administration

For the preschool to administer medications to a child, the following procedures must be completed prior to the child's enrollment:

- All health care plans and medications shall be on site the first day of attendance.
- Written Health Care Plan, signed by child's health care provider and parent/guardian must be submitted to the preschool. This plan must be updated at least every 12 months from the date of the initial plan and as changes occur.
- Prescription medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label with the child's first and last name.
- All over the counter medications must be unopened, in the original labeled container and be labeled with the child's first and last name.
- Any medications that expire during the child's enrollment in classes, must be replaced by the parent/guardian.
- If a child's medication is expired, empty/used up or otherwise unavailable to the preschool staff, the child will not be allowed to attend class until all required meds are up to date and onsite.

All medications will be administered by trained and delegated staff, in accordance with the prescribed directions and within the scope of the city of Aurora's guidelines. The city of Aurora Preschool Programs will not be delegating or giving medical marijuana because it is not approved federally. Any medication that has been administered is documented on the child's medication log sheet, dated and signed. Medications will be kept in a storage area inaccessible to children and according to pharmacy instructions. Any emergency medications will be stored in an area that is easily accessible to staff, but inaccessible to children. If a medication is expired or is no longer needed, those medications will be given back to the parents/guardians. If the parents/guardians are not able to be reached, the unused medication will be properly disposed of after two weeks. When a child is no longer enrolled in the preschool program, parents/guardians must pick up their child's medication within two weeks. If parents/guardians fail to do so within the two weeks, the medication will be properly disposed of under the direction of the city of Aurora's Nurse Consultant. Storing, administering, recording and disposing of children's medicines and delegation of medication administration is in compliance with the section 12-38-132, cr.5 of the Nurse Practice Act.

Illness Guidelines

It is sometimes difficult to determine when to keep a child at home due to illness. If the child has any infectious disease, the child should be kept at home and the preschool staff should be notified. The following list are guidelines we utilize when sending a child home and should be used as a reference to determine whether to keep your child at home.

A parent or guardian will be notified, and children will be sent home when any of the following conditions exist:

- Fever of 100.4° degrees or higher.
- Nausea, vomiting or diarrhea.
- Constant coughing and/or discharge from the nose that is yellow, brown or green in color.
- Seizures not diagnosed or under treatment from a physician.
- Rash, hives or skin lesions not being treated by a physician.
- Lice or nits.
- "Pink eye" (conjunctivitis) symptoms such as red, watery eyes with discharge.
- Contagious diseases such as chicken pox, COVID-19, etc.
- A child is unable to engage in normal school activities due to drowsiness or lethargy.

Children with the above conditions will be required to remain out of the program for at least 24-72 hours. Children may return to the program when the following conditions exist:

- Lesions are no longer weeping.
- Chicken pox lesions are crusted over.
- Lice are under treatment.
- Conjunctivitis has been treated and eyes are no longer discharging.
- Strep throat has been treated with an antibiotic for at least 24 hours.
- No fever, diarrhea, or nausea/vomiting for at least 24-72 hours without medication (depending upon current County Health guidelines).

If you are unsure if you should bring your child to school, please contact your child's preschool for guidance. You can also check out the ["How Sick is Too Sick"](#) handout. The city of Aurora Preschool Program reserves the right to determine if your child is too sick to attend preschool. Daily wellness checks will be conducted by preschool staff when children arrive before entering the classroom.

Parents/Guardians are expected to call the preschool office, anytime their child is staying home with an illness. Please inform the staff of the child's symptoms (ie fever, cough, runny nose, etc) at the time of the call. Messages can be left on the preschool office phone line. Parents may also use the Tadpoles app to inform the preschool of their child's absence. Colorado Department of Early Childhood requires preschool programs to keep a log of all illnesses.

If at any time the center is exposed to a reportable communicable disease, Arapahoe County Health Department will be notified immediately. Parents will be notified of the exposure and any risks through written notices posted in the center and/or through the Tadpoles app.

Whenever the Preschool Director or person in charge has reason to suspect that a child participating in the program may have a condition potentially hazardous to the child or others or finds that the child's general condition indicates the need for such examination, the Preschool Director or person in charge shall require a statement from the child's health care provider that the child is approved to return to the group care.

To ensure all children, staff & families' safety, the city of Aurora Preschool Program may change these illness guidelines at any time based upon current health & safety guidelines/recommendations from the Centers for Disease Control, local health department, and/or the city of Aurora's Nurse Consultant.

Accidents/Injuries

Minor- Staff can only clean wounds with soap and water and cover with a Band-Aid. Child will be monitored and parent/guardian will be notified of small accidents/ injuries at time of pick up and/or through the Tadpoles app.

Major- If necessary, 911 will be contacted first. Parents will be immediately contacted. Child will remain with CPR-First Aid qualified staff. Staff will follow all guidance from 911/EMT's/medical personnel, including transporting a child by ambulance to the hospital until a parent/guardian is onsite to make medical decisions.

Smoking Prohibited

Smoking of any kind, including electronic cigarettes, vaporizers, and marijuana on the center's property is prohibited including in the building, on the playground and parking lots while in the proximity of children (Clean Indoor Air Act C>R.S. 25-14-204 (I).)

Emergency Preparedness & Reunification Plan

The city of Aurora Preschool Program is committed to your child's safety. We have an emergency preparedness plan in place to respond to emergency situations such as tornadoes, lock downs and fires. Our program staff performs regular emergency drills to ensure your child will be prepared in the event of an emergency. For those children who have identified special needs, during their initial intake to the program, a plan for accommodations and inclusion is made to ensure the child's safety during emergency

situations. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate evacuation: Students are evacuated to a designated safe location if the building is no longer safe, such as in a fire.

Shelter in place: This measure is implemented to isolate children and staff when the outdoor environment is no longer safe, such as in a tornado.

Lockdown: All entrances to the preschool classrooms will be locked and unknown persons will not be allowed entry.

If an emergency warrants, we may relocate children farther away from the preschool to a new location, for your child's safety. If this location is farther away than walking distance, the staff may use personal and/or city vehicles to transport children.

Each classroom is equipped with the emergency preparedness plan and evacuation routes are posted. For all emergencies, each classroom is assigned a designated safe area for the specified emergency. When notification is given, teaching staff will escort their children to the designated area. Teaching staff will perform a head to name roll call count to ensure all children are accounted for.

During an emergency, our first priority is to secure the safety of your child. This is done by following our emergency preparedness plan. Our second priority is to reunite families as quickly as possible after an emergency. Once preschool staff have ensured the children's safety, we will implement our reunification plan.

Reunification Plan: Preschool staff will attempt to contact parents/guardians of each child to inform them of the emergency and how to reunite with their child after an emergency evacuation.

- Once all children have been evacuated and the scene is safe, preschool staff will utilize the Tadpoles app to inform families of the situation and next step protocols. We encourage ALL families to download and utilize the Tadpoles app so they can be informed of emergency situations.
- Preschool staff will release your child only to those persons you have listed on your child's digital authorized pick-up list.
- During an emergency, please do not make different arrangements, this can create additional confusion and diverts staff attention from their assigned duties.
- In the event of a City-wide emergency, tune into local television or www.auroragov.org for updates.

To assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please contact your child's preschool Director.

Identify Where Children Are

Authorized adults are required to check their child in and out each day. This will be completed either with an electronic sign in/out system or with a manual sign in/out sheet. Teaching staff will take attendance at the beginning of each class and record headcount and mark sheets noting absent children. During mid-class activity and prior to end of class teaching staff are to take a face to name count. At pick up time, authorized adults must either sign their child out, with a legible legal name, prior to their child being released from the class or utilize the electronic system to clock their child out. After child pick-up, electronic system and/or sign in/out sheets are reviewed by teaching staff to confirm all children are accounted for.

At the end of the day, staff will complete a routine check of classrooms, bathroom, lobby and playground spaces to ensure all children have been picked up for the day. Staff will confirm with the electronic system and/or sign in/out sheets that all children have been picked up and properly signed out.

Lost Child

In the event a child is lost/missing, the Preschool Director and any available staff will perform a room to room search for the child. In the event a child is lost during a field trip, staff will search the surrounding area. If a child cannot be found after a thorough search, the police will be contacted immediately. The child's parents will also be contacted immediately.

All staff members will continue searching for the child until either the child is found or until the police arrive. Once the police are onsite, they will take control of the situation and staff will follow the directions of the police.

Classroom Policies

Drop-Off/Pick-Up

Please bring your child to class at the correct time and wait with them, in the designated waiting area, for class to begin. Children will not be allowed into the classroom before actual class starting time. Daily wellness checks will be conducted by preschool staff when children arrive before entering the classroom. Be sure to sign your child in and out each class day with your legible, legal name or utilize the electronic sign in/out system. Do not drop your child off in the parking lot. At pick-up time, individuals picking up a child must be listed on the child's authorized pick-up list. Drop-off/Pick-up individuals must be 16 years of age or older. Anyone unknown to staff will be asked for approved picture identification. If an individual cannot be identified, they are considered an unauthorized individual and will not be allowed to have the child released to him/her. If an adult appears impaired/intoxicated when picking up a child, staff may call police for assistance. Excessive tardies, both drop off or pick up may result in a parent/teacher conference.

Late Child Pick-Up After Class

Children must be picked up on time. If a child is not picked up within 5 minutes of class ending, staff will attempt to call parents and/or emergency contacts. Parents will be charged \$15 for any part of/up to 15 minutes they are late and an additional \$15 for every part of 15 minutes after that. This amount must be paid before the child returns to class the next class day. At the end of the day if teaching staff is unable to stay, the child will be under the supervision of the Preschool Director or facility staff. After one hour, staff will contact the Aurora Police Department.

Student Absences

If your child will be absent from preschool, please contact your child's preschool that day by 1 pm. You can contact your child's preschool by phone, email or through the Tadpoles app. You must provide the following information when contacting the preschool: child's name, reason for absence, if the child is sick- please let us know the child's symptoms & when they began and the dates of absence. All centers are required to keep an illness log of symptoms. If this information is not given, then your child will be marked as unexcused for the day. You must call/report your child each day he/she is absent. Excessive absences affect the child's learning in the classroom. This could result in a parent/teacher conference.

Snacks & Meals

The city of Aurora Preschool Program encourages healthy eating habits. All our preschool classes include either a snack or mealtime for the children. Parents are responsible for providing all snacks/meals daily for their child. All children attending less than 4 hours a day will have one snack time during class. All children attending 5 hours a day will have one lunch time. All children attending more than 5 hours a day will have one lunch time and one snack time during class.

To ensure healthy eating practices, we utilize the USDA nutrition guidelines for snacks and meals. All snacks should include **two** of the following food categories:

- Fruit
- Vegetable

- Meat/Protein Alternative
- Grains/Bread
- Fluid Milk

Children attending programs which include a lunch time will need to provide a lunch that includes **all** the following food categories:

- Fruit
- Vegetable
- Meat/Protein Alternative
- Grains/Bread
- Fluid Milk (provided by school)

In the case that your child’s snack/meal does not meet the above guidelines, the preschool will supplement your child’s snack/meal. There may be an additional charge for this service. Please avoid the following items: chips, cookies, candy, cake, & beverages other than water or milk. Preschool Programs do not have the capacity to microwave meals so any packed items should not require heating. Preschool Program will provide regular cow’s milk for classes that have a lunch time, if a child needs a milk alternative, families will be required to provide this.

When packing your child’s snacks/meals please be sure they are clearly labeled with your child’s name. Many children will bring the same lunch sack or similar types of snacks and we want to be sure they are clearly labeled. If your child has perishable items or food that needs to stay cold, please pack an ice pack with your child’s food. Plastic bags pose a choking/suffocating hazard to small children. City of Aurora Preschool Program requires that families please pack their child’s snack/lunches in reusable storage containers instead of plastic baggies. Glass items are also discouraged from use.

Please be aware that some classrooms may have children with food allergies. Please be considerate of these needs. Children with allergies and those children who have brought food items that contain an allergen may be separated during snack/mealtimes for health and safety reasons.

Clothing

Children should wear comfortable clothes for classroom and outside activities. Preschool activities encourage hands on exploration which can be messy at times, which may get clothing dirtied or damaged. Children should also be able to easily manage clothes in the restrooms. For these reasons we recommend play type clothing to be worn to preschool. Tennis shoes are also recommended. Flip flops and party shoes are discouraged. Please bring an extra pair of shoes in winter if snow boots are worn. Snow boots are not appropriate in the classroom. Please mark all outdoor clothing worn to preschool, especially boots, backpacks, hats and gloves. When weather permits, classes may go outside to the park or playground. Please dress and send appropriate jacket/coat for your child. A lost and found is set-up at each preschool center, any items found will be placed in the designated lost and found. At the end of each month, all items in the lost and found will be discarded.

Outdoor Time

We will have daily outdoor play time for all children to help develop large motor skills as well as social interactions. When the weather is excessively hot/cold all preschool activities will be held indoors. This will include large gross motor activities. As a general guideline if the weather is above 90 degrees or below 20 degrees children will not play outdoors. The Preschool Director and/or teaching staff will determine if weather conditions, i.e. rain, snow, heat/cold, etc. require students to remain inside for activities.

Sun Protection

Parent/Guardians are responsible for applying sunscreen to their child prior to daily drop off. There will be sunscreen available to use if it was not done prior to arrival. Please notify your child’s teacher if you need to use the classroom sunscreen. When signing your child in for class, you need to notate whether you applied sunscreen to your child and the time of application. Preschool staff will reapply sunscreen to child’s exposed skin, before going outside if it has been longer than 2 hours since the last application. Sunscreen

will be applied according to manufacturer's instructions. Sunscreen may be self-applied by a child over 4 years of age with direct supervision of preschool staff. Preschool centers use Rocky Mountain for Kids Sunscreen SPF 50. It is the parent/guardian's responsibility to check the ingredients of this product to ensure their child is not allergic. If your child is allergic to this brand, you are responsible for providing the preschool with an unexpired sunscreen SPF 30 or higher, in the original container, labeled with child's first and last name to be kept at the preschool location. Colorado Department of Early Childhood requires the preschool to have written parental authorization for administration of sunscreen. This authorization is located on the Authorization form.

Sunscreen may not be applied if there are open wounds or broken skin unless there is a written order by a prescribing practitioner. A medical provider's note is required if sunscreen will not be used, and alternate protection from the sun is required (i.e. hat, gloves, long sleeves, etc). Parent/Guardian must meet with the Preschool Director in advance if sunscreen will not be used.

Bathroom Procedures

Please take your child to the restroom prior to each class, if available. Your child will be required to wash his/her hands before starting each class, this procedure will be reviewed with families at the start of the school year. During class time, a child or a group of children will be escorted by preschool staff to the bathroom. Child/staff will wash hands and be escorted back to classroom by staff. For preschools in which the bathroom is located within the preschool classrooms, children must ask permission prior to using the bathroom so teaching staff are aware of where all children are at during class time.

Toilet Training/Accidents

We realize that accidents do happen. If an accident occurs, it will be at the discretion of the teaching staff whether the parent is called. Teaching staff will consider the remaining class time, child's behavior, available change of clothes, accidents caused by illness, etc. Parents, we ask your assistance with the following to ensure quality class time:

- Dress your child in clothes they can easily manage in the restroom, i.e. avoid onesies, overalls, suspenders, belts, etc.
- Remind your child prior to class to let the teacher(s) know when they need to visit the restroom.
- Bring a change of clothes (underwear, socks, pants) in your child's backpack. Please do not put these items in a plastic bag.

Personal Items

Preschool is not responsible for any personal belongings brought to school. Weapons or toys resembling a weapon are not allowed. Our preschool classrooms are fully stocked and enriched with materials so please leave all personal toys/items at home. Teaching staff will post notes regarding any special items' children may bring. Money should not be brought to preschool unless specifically requested for a specific activity, event or item. If money is requested by the preschool, please put money, check or money order in an envelope with child's name on it and mark the occasion i.e. Scholastic Book Order, Field Trip, etc. Give the envelope to your child's teacher(s). Tuition payments are not allowed to be collected by teaching staff. All preschool tuition payments brought to the preschool must be processed at the front desk, if available. Please do not leave tuition payments in your child's backpack.

Any items labeled Keep Out of Reach of Children are not allowed to be stored in children's cubbies, backpacks or lunchboxes. Common items that may state this include hand sanitizer, sunscreen, medications, lip balm, lotions, plastic baggies, etc. Periodic backpack checks are done for children's safety. Any of these items found in backpacks will be removed and returned to parents at pick up time.

Birthdays

Birthdays are a special time of joy and excitement for children and families, and we understand that you want to share that enthusiasm with your child's friends and teachers here at school. Due to classroom time restraints, we are unable to have a birthday party for students. Please see your child's preschool teacher for information on site specific guidelines to celebrate your child's birthday if you choose.

Celebrations

The city of Aurora Preschool Program respects the diversity of our families in our programs. We honor the variety of family customs, traditions and holidays that are celebrated. On occasion we may bring these customs, traditions and or celebrations into the classroom to help expand our children’s knowledge of their classmates and their families.

Screen Time

On occasion teaching staff may supplement the curriculum with short educational videos that expand on the children’s interest in a specific topic. These spontaneous learning opportunities may not be planned in advance. These educational videos will not exceed 15 minutes in length. Teaching staff will always supervise children. On special occasions, teaching staff may plan in advance for a longer video to be presented. These opportunities will be posted on classroom calendars, newsletters, or lesson plans.

The use of technology (computers, tablets, etc) may be used to extend classroom themes and activities. Digital material will be developmentally appropriate, and teachers are actively engaged with children during the use of technology to support the child’s learning and creativity. Usage of technology will be limited to 15 minutes per session and no more than 30 minutes per week.

Transportation

The city of Aurora Preschool Program does not provide transportation for any activities. It is the parent/guardian’s responsibility to transport their child to and from preschool, as well as to any designated off-site activities/field trips.

Field Trips

Field trips may be planned throughout the year. These field trips may include nearby walking trips or trips that would require parents/guardians to transport their child to another location. No transportation will be provided by the city of Aurora. Parents/Guardians will be required to stay for any field trip that requires transportation. Parents will be notified in advance of all field trips. Parents must sign a parental permission slip for their child to attend each field trip. Additional fees may be charged for a field trip. If parents choose not to participate in the field trip, no other class option will be available.

During all field trips, a qualified Early Childhood Teacher will accompany the children and we will ensure that proper staff-to-child ratios will be maintained. This requires all children and parents/guardians to always stay with the group. Teaching staff will have a sign in/out sheet on the field trip. Parents/Guardians are required to sign their child in and out for the field trip.

If a child arrives at school when the class is on a field trip, parents/guardians have the option of either driving their child to the excursion location to join the group on the field trip or the parent/guardian may opt out of the field trip. If a parent opts out of the field trip, no other class option will be available.

Preschool Closures

Unscheduled Closures

In the event of an unscheduled closure the preschool will send out closure information through the Tadpoles app and a recorded message will be left on the preschool’s voicemail with information about the closure.

Preschool Class Cancellations/Delays

City of Aurora Preschool Programs will be cancelled due to inclement weather and/or unforeseeable circumstances when:

- City of Aurora Recreation Center(s) officially close
- Aurora Public Schools officially close
- If Aurora Public School district is not in session for the day, check Cherry Creek Schools for closure.

- If the preschool staff determine that the conditions of the preschool(s) become unsafe for classes to be held.
- Typically, the city of Aurora Preschool Program does not participate in school delays. However, if the city of Aurora Recreation Centers are on a delayed start, then the preschools will follow the same schedule.

Please watch TV news stations (2, 4, 7 & 9) for closures. Messages will be sent through the Tadpoles app regarding closures. Continuous Preschool classes cancelled due to weather and/or unforeseeable circumstances will not be rescheduled & credits will only be given to participants when conditions cancel programs for more than 2 consecutive classes. Non-continuous programs will be rescheduled, or class fee credited to account. If a classroom must quarantine due to a contagious disease outbreak, the classroom will move to a virtual format during the quarantine.

Licensing Information

Licensing Authority

All city of Aurora Preschool Programs are licensed by the Colorado Department of Early Childhood. Each location posts their site-specific license at their center. Copies of the most current licensing inspections are available upon request. Please see the Preschool Director for more information.

Mandated Reporting (Child Abuse)

All city of Aurora Preschool Program staff are obligated by law to report suspected abuse or neglect to the county department of child protective services or local law enforcement agency. Any person who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to abuse or neglect shall immediately report or cause a report to be made of such a fact to the county department of child protective services or local law enforcement agency.

Arapahoe County Department of Human Services
14980 E. Alameda Dr.
Aurora, CO 80012
303.636.1750

Or Colorado Child Abuse and Neglect Hotline at 1.844.CO.4.KIDS (1.844.264.5437)

Concerns

We really want to hear from you if you have questions or concerns about your child. We will make every effort to resolve any issues you may have with our program. Please start your discussion with your child's teacher(s), if you feel that your child's teacher(s) is unable to solve the problem please see your child's Preschool Director and then the Preschool Supervisor. If you feel that these issues have not been resolved, you have the right to contact the Colorado Department of Early Childhood. To file a licensing complaint, contact:

Colorado of Early Childhood
1575 Sherman St., 1st Fl
Denver, CO 80203
800.799.5876

Parents may review the official rules regulating child care centers at www.coloradoofficeofearlychildhood.com

ADA Americans with Disabilities Act

Our programs support the Americans with Disabilities Act. Every participant needing any special accommodations in our programs will be reviewed on their individual needs. The facility and staff will work to the best of their ability to assist each participant's special needs within reasonable limits of our staff, facility and program.

If a child requires special accommodations in our program, you may contact the ARISE Office at 303.326.8410 for special services and assistance.

School Schedule:

2023-2024

Mon, Aug. 14: Classes Begin

Mon, Sept. 4: Labor Day/No Classes

Oct. 16-19: Fall Break/No Classes

Nov. 22-24: Thanksgiving Break/No Classes

Dec. 20-28: Winter Break/No Classes

Mon, Jan. 1: New Year's Day/No Classes

Mon, Jan. 15: Martin Luther King, Jr. Day/No Classes

Mon, Feb. 19: Presidents' Day/No Classes

Mar. 11-14: Spring Break/No Classes

Mon, May 20: Last Week of Classes