

2017-2018
GOLDEN COMMUNITY PRESCHOOL
PARENT'S MANUAL



City of
Golden
PARKS AND RECREATION

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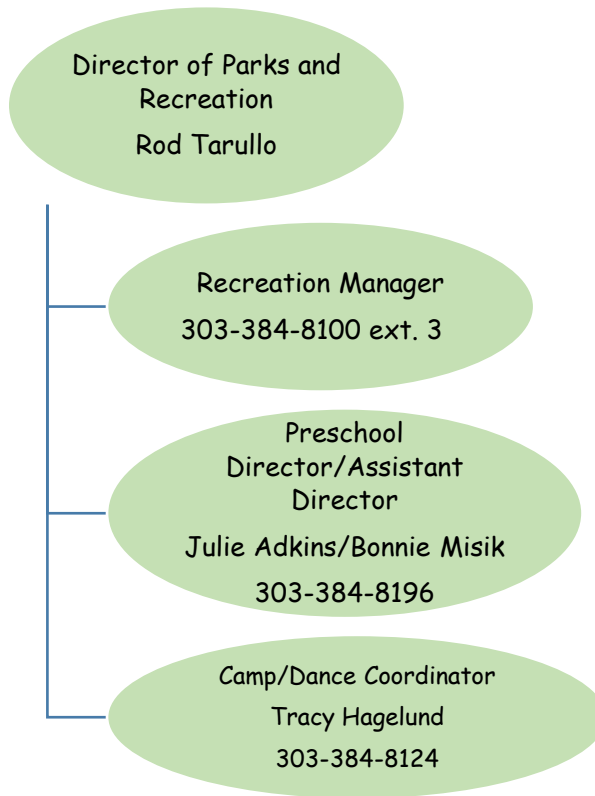
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Interpreter - The City of Golden can provide a translator, if a translator is needed please contact Julie Adkins.

TABLE OF ORGANIZATION - Recreation Division



Roomx6109
 Yellow Room..... x6108
 Green Room303-944-5154

Other information:

Nurse Marlene	m.evansrn@gmail.com
Music with Ms. Stephanie	Stephanieisobel06@gmail.com
Loving Literacy with Ms. Karen	Karen.walker@jeffcolibrary.org
Mental Health Specialist, Carla Sciarrino	carlas@jcmh.org
Parent Committee Representative, Amanda Strouth	gccparentcomm@gmail.com



WELCOME TO GOLDEN COMMUNITY CENTER PRESCHOOL!

Philosophy of the Preschool Program (7.702.31A)

At the Golden Community Center Preschool, we strive to provide a safe, nurturing, and creative place where children can play and learn. Our preschool program is designed to encourage the intellectual, social, emotional and physical development of each child. The Preschool Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability. The Golden Community Center Preschool provides a stimulating environment, where children can interact with materials and where teachers enrich their play with learning opportunities.

Learning Through Play

We feel play is an important element that provides the foundation for children's development of skills and concepts. Play allows children to use their creativity while developing their imagination, dexterity, physical, cognitive, and emotional strengths. Play is essential to a healthy brain development.

- Play expands problem solving skills, social skills, language skills, and physical skills (both fine motor and gross motor).
- Play allows children to expand on new ideas, and even invent new games and rules.
- Play helps children figure out how things work and develop problem-solving skills.
- Children learn to cooperate, listen to, negotiate and even compromise with others through play.
- Play helps children learn impulse control and self-regulation.
- Children build a sense of self-confidence by engaging in play. They attempt new activities and skills when comfortable and supported.

Our focus is to continually stimulate the child through an enriched environment with activities that promote experimentation at every developmental level. We are committed to the development of a child's self-esteem through child-directed, cooperative play. We believe that play is a child's work and that all learning is experiential with appropriate guidance from teachers.

Having said this about the importance of "play" in our classrooms, we also promote a safe, nonaggressive environment, which allows the children to practice fully the skills they are learning through play. We do not allow or tolerate any violent play, which includes play fighting, weapons, wrestling of any sort, etc. When children engage in play with violent overtones (sword fighting, pretend shooting, lasers, etc.), the teachers will redirect the children to more constructive types of social activity.

If violent play continues, a meeting will be set up with the parent to discuss an appropriate plan of action. At GCC preschool, we feel it is our role to emphasize the value of a peaceful and safe community. We thank you in advance for helping us keep our preschool a safe. We ask for your help in enforcing a non-violent play policy at home.

Program Curriculum & Assessment

Our program strives to create a scope and sequence of developmentally appropriate practices in the following areas:

- Social & Emotional
- Physical Health & Safety
- Nutrition Curriculum
- Gross Motor and Fine Motor Skills
- Creative Arts
- Mathematics
- Science
- Language & Literacy
- Approaches to Learning

At GCC Preschool, we use many types of curricula to meet the needs of each child or the needs of the classroom. We provide a rich learning environment and guide children to discover, ask questions, and explore various opportunities for scaffolding their curiosity and learning. Our formal curriculum is The Creative Curriculum. The Creative Curriculum incorporates the latest research and best practices and takes the needs of every type of learner into account.

(<http://www.creativecurriculum.net/>)

Our assessments give teachers the opportunity to be present and engaged in the child's learning. We follow the Jefferson County Public Schools benchmarks & Colorado Early Learning & Development Guidelines. Assessments are used to benefit children by informing sound decisions for teaching and program improvements. We assess in all of the above domains, and challenge children appropriately for their cognitive or emotional level. Parents are welcome to view our assessment checklist and anecdotal notes at any time located in the child's portfolio.

Each child has their own portfolio, which tracks a child's progress throughout the school year. In these portfolios teacher submits anecdotal notes, checkpoint assessments, and various assessments to see if anything in particular needs focus and more attention in the developmental process. When Golden Community Preschool teachers see that a child may need more guidance in a certain area, it is our philosophy to make sure that learning is fun, exploratory, engaging and strength-based. In their portfolio, if the child has mastered a skill, we provide next steps to help increase this skill or use it differently.

Golden Community Preschool also does a developmental formal screening within the first 60 days of the school year. This screening covers Visual/Fine Motor/Adaptive, Language, Cognitive, and Gross Motor domains.

Quality Rating

Our program received a 4-star Qualistar Rating for quality in Early Childhood Education in 2009. Qualistar is the first statewide network of resource and referral agencies dedicated to improving early learning experiences for children. They supply our program with tools, strategies and support for success and continuous improvement.

We are thrilled to announce that the Golden Community Preschool received a level 5 out of 5 Quality Rating from Colorado Shines.

This is a quality rating and improvement system that monitors and supports early learning programs. It guides our program to develop and maintain our skills as professionals, with families and the community, through assessments, trainings, and developmentally appropriate practices for early childhood education. The rating measures: Workforce, Family Partnerships, Management & Administration, Learning Environment, and Child Health. Programs must achieve a level 5 in ALL areas in order to receive a composite score of 5.

Our preschool staff truly values quality early childhood education and we appreciate our community, our staff, and families for their hard work and cooperation during this process. Thank you parents and children for being so AWESOME!!

Please see the attached website to learn more about this accreditation.

http://coloradoshines.force.com/search?location=Golden&t=Child_Care_Center&r=Level%205&lon=-105.221099699999997&lat=39.755543

Our Teachers

We have passionate teachers who are qualified with higher degrees and/or experience in the early childhood education field. Our teachers are consistent throughout the school year and stay with the same children for that year. We also have qualified substitutes who will become familiar with the children as they join the classrooms for extra support. Our Early Childhood Teachers and Directors must pass CBI, FBI and sexual abuse background checks. All instructors must meet the qualifications required by state licensing which may be found at <http://www.coloradoofficeofearlychildhood.com> (select Early Childhood Teacher Eligibility Chart). Director qualifications can be found on the same site.

All staff must complete 15 hours of annual training in the following areas: Child Growth & Development, Healthy & Safe Environments, Developmentally Appropriate Practices, Guidance, Family Relationships, Cultural & Individual Diversity, Professionalism/Business Practices, Nutrition, Child Abuse Recognition & Reporting, or Social Emotional Development. In addition to the training, staff must be current on CPR, 1st Aid, Universal Precautions and staff members are certified in administering medication. It is our goal to offer a program with well-educated, nurturing and resourceful staff that have respect for and recognize your child's individual needs while encouraging your child's creativity, curiosity and learning.

Family Partnerships (7.702.31V)

We strive to work together with our parents to build relationships that serve, support and provide opportunities for parents to learn about their child's development and education. Parent teacher conferences are offered twice per school year where we discuss the child's developmental progress, strength, challenges, and interactions in the classroom. We have an open door policy where parents are encouraged to come and volunteer in their child's program. We do ask that you sign a confidentiality form before you volunteer and we provide the appropriate orientation to get familiar

with the routine/structure of the classroom. We ask that you give us at least the first month of school to have your child adapt to the classroom routine and the teachers.

We provide a variety of topics that may be of interest to parents in our program in regards to community resources, parenting classes, and academic opportunities. If information you are looking for cannot be found, we are happy to research the information for you. Our parents also receive free workshop opportunities. Don't miss our workshops that are provided by certified professionals from Jefferson County Mental Health, or other resources that can help with our community needs.

Our program offers community gatherings where parents can interact with other parents in their child's classroom and other classrooms. Our first community gathering is the Open House and Parent Meeting; these occur before school starts. After the Parent Meeting, parents will receive a signugenius.com directory request. This request is for parents to have other parent's information for play dates, carpooling, babysitting co-op, or for other parent/family networking. It is an optional resource. Our festivities for our preschool community include Costume Parade, winter celebration, End of year celebration. We have parent/family volunteers who sign up for various jobs during these activities through singugenius.com. Signugenius.com will be emailed out to every parent from his or her child's classroom teacher. This is also optional for parents to sign up.

Other great opportunities for your family include free eye exams, dental presentation, preschool fund-raiser for a charity or an area hospital, and family photos. In-house field trips occur twice a school year; walking field trips are during nice weather months.

Community Helpers are imbedded in our themes throughout the school year. We strive to involve our parents, families, and community to come and teach the students about their specific occupation. We also provide an environment and activities to help students further explore those that professions.

Through partnerships, we work to implement a curriculum that that is authentic and honors the value of our families and their cultures. We would love to learn about our students and bring that information into the classroom. At any time that you would like to share your culture with the classroom, please contact your classroom teacher.

Parent Committee

The parent committee meets every month to discuss ideas for events, fund raising for charities, budget, and maintaining parent interest in their child's education. All parents are encouraged to attend meetings, provide feedback, and help us to continue with a quality program.

The parent committee meets at 6:00 p.m. on the first Tuesday of every month at the community center. If you would like more information about the parent committee or would like to talk to a committee member, please feel free to call or email the preschool director or email the parent committee at gccparentcomm@gmail.com.

The parent committee has a representative that is voted or volunteers for the position. Our 2017-18 Parent Committee's representative is Amanda Strouth. She can be reached at the above email address.

Parent Trainings

Golden Community Preschool offers parent trainings throughout the school year in one or more of the following areas. All trainings will be offered and will take place if there is need or interest with families and/or the community.

- Nutrition & Health - Provided by Nurse Marlene or a certified Dietician
- Social/Emotional - Behavioral Health through Jefferson Center for Mental Health
- Transitions and Colorado Early Learning & Development Guidelines

We offer a Parent Meeting before the first day of school. This meeting discussed the following:

- Our Policies and Procedures
- Curriculum - including some enrichment programs included i.e. Marvelous Music & Loving Literacy
- Our school Nurse Marlene will discuss immunizations and allergy consciousness
- Transition into preschool

In March we will offer another transition meeting to parents who have children transitioning to Kindergarten. We will also provide information such as local elementary schools open houses and tour times.

Golden Community Preschool offers a Parent Resource List, which is located on the last page of this Parent Manual. We also provide various resources at our parent library which is located outside of the red and yellow room classrooms.

Enrichment Programs

The preschool program provides free in-house enrichment programs including storytellers, field trip visitors (Canyon Critters, Butterfly Pavilion, Park Rangers, Fireman, Policeman), and Ms. Stephanie's music class for music and movement, coordination, and songs. We also have Ms. Karen for Loving Literacy, which provides a number of ways to tell stories and engage in literacy.

We also offer after-school programs for an additional fee including Spanish, Legos, Jump Bunch, Ballet/Tap, piano, violin, and private lessons. Staff and/or program instructors are happy to escort your child to the programs that start at 12:45 p.m. and the parent may pick up the child after the program. If you have any interest in our enrichment programs, please call Tracy Hagelund at 303384-8196.

Children with Special Needs

The GCC (Golden Community Center) Preschool Program does not discriminate on the basis of race, color, national origin, sex, or disability. The GCC Preschool Program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call us at 303-384-8196.

What we Offer:

Full Day / Half-Day Preschool

We offer a Full Day and Half Day Preschool. All preschoolers will focus on developmental domains through group and individual time in our learning centers. Our progressive and enriching curriculum paired with a positive learning environment will set children up for success. Our teachers stimulate each child's innate curiosity and exploratory nature to prepare them for a lifelong love of learning, as well as the skills needed to succeed in school and life.

Ratios

Our classroom ratios are as follows:

Yellow Room - 8:1, 2 teachers per classroom and a total of 16 students

Green Room - 10:1, 2 teachers per classroom and a total of 20 students

Red Room - 10:1, 2 teachers per classroom and a total of 20 students

Red room may vary with enrollment for the full-day classes. Licensing requirements have our ratios at a higher number. At Golden Community Preschool we make sure that our classrooms are below ratio to improve quality of care and individualized attention.

Full Day students may not change to half day preschool during the school year unless a spot is available in a half day classroom. The full day program is recommended for 4-5 year olds continuing to kindergarten the following year. **All** of our classrooms strive to prepare children academically and socially for a smooth and successful transition into kindergarten

Eligibility for Participation

Half day preschoolers must be 3 years old by Oct. 1, 2017 in order to register and full day students must be 4 years old by Oct. 1, 2017. All children must be potty trained or a parent needs to stay in the building during class time. Parents will be called in to change diapers and/or pull-up as needed.

Classroom Selection

The program utilizes three classrooms: the Red, Green & Yellow Rooms. The Red Room will be utilized for all full day students. Once the full day classroom is determined, students will be assigned classrooms based on age with the older children being in either the Green or Red Room and the younger students in the Yellow or Green Room. Teachers are selected before the school year and parents are notified at the Parent Meeting. The teachers selected for your child will remain with your child for the entire school year to help with the social/emotional aspects of trusting of certain adults, developing a relationship, knowledge of developmental progress, and providing of a safe and nurturing environment.

We do our best to make the classroom selection fair, so requests for specific teachers and/or classrooms are discouraged. Every classroom uses the same curriculum and guidelines for developmentally appropriate practices.

Classroom Schedules - (Schedules may change according to the classroom needs.)

The preschool activity schedule varies from room-to-room. All classrooms get the use of the playground outside the Red Room, so playground time is rotated between the three classrooms. Here is an example of an activity schedule.

Half Day Preschool

8:30-9:00	Arrival / Wash Hands / Free Play
9:00-9:15	Large Group / Subject of the day
9:15-9:30	Hand Washing, Snack
9:30-10:30	Free Play and Small Group
10:30-11:00	Large Group / Music and Movement
11:00-11:45	Outdoor Play - Full Body Movement
11:45-12:00	Relax, Hand Washing and Lunch
12:30-12:45	Books/Puzzles and Dismissal

Full Day Continues

12:45-1:00	Large Group Readiness Activity
1:00-1:20	Small Group Readiness Activity
1:20-1:50	Outdoor Play - Full Body Movement
1:50-2:00	Hand Washing, Snack Time
2:00-2:20	Set Up Mats/Rest Time
2:20-3:25	Learning Centers - specified and guided by teacher
3:25-3:30	Clean-up, Good Bye

Hand washing is an important part of our daily routine. Preschoolers are required to wash their hands upon arrival, after restroom use, before snack and lunch, after outdoor time, and after arts/crafts.

Hours of Operation and Holidays Observed (7.702.31B/C)

Our program starts the day after Labor Day and finishes the second Friday in May each year. The GCC Preschool Program is open from 8:30 am to 12:30 pm for ages 3-5 years and 8:30-3:30 pm for ages 4-5 years, Monday through Friday. In the summer months, we offer a preschool camp program for 8 weeks from 8:30 to 11:30 am for ages 3-5 years. Look for information in our Re-Create brochure or at <https://rec.cityofgolden.net>. Current students will have an opportunity to preregister for the Golden Sun Preschool Camp each year.

We are closed most Jefferson County School breaks, including Thanksgiving, Winter Holiday and Spring Break. All closures will be noted on the preschool calendar on our website.

Inclement Weather Procedures (7.702.31D)

Snow Closure - In the event of blizzard conditions during class hours, we remain open and attempt to keep regular class hours unless Jefferson County Schools are closed due to the weather. Parents may call the GCC Front Desk at 303-384-8100 ext. 3 to verify closures. If we lose electricity or heat, we will notify parents to pick-up their child(ren). Please notify us if you're going to be late picking up your child due to the weather conditions. Fees may apply.

For excessively hot weather

Licensing requires that we have an allotted time for physical activity and large muscle movement. Please be sure to have your child have appropriate shoe wear for these activities. If weather is not conducive for children, (i.e. extremely hot, cold, windy) we will go to the gym and have activities such as obstacle course, gymnastics, basketball, or games.

If the center closes or if Jefferson County Schools close due to weather, pre-school is cancelled. There are no refunds for weather related or unforeseen cancellations.

Registration / Lottery (7.702.31E/F)

Registration: children/siblings continuing in our program register in mid-February and the remaining spots are open to new students a few weeks after.

Fall 2017/Spring 2018:

- Registration forms are available on-line at <https://rec.cityofgolden.net>. If more registration forms are received than spots available, a lottery system will be used and registration forms will be pulled out randomly until the program is full. Parents will be notified via email within 3 working days on the status of their application.

Turn in Registration Form & Payment by:

Returning Students/Siblings January 30, 2017

New Students February 6, 2017

(Applications will be accepted until program is full. When the program is full, the child will be put on the waitlist at no charge.)

- A non-refundable registration fee of \$50.00, a material fee of \$75.00, and a deposit for the month of September is due at registration time.
- Payment will not be processed for those on the waiting list.
- Once enrolled, you are obligated to the 9 monthly payments unless written cancellation is received one-month before leaving. **The fee is averaged, so the same fee is due each month no matter how many class days fall into each month.**
- **Tuition is broken down into 9 equal monthly payments for convenience.** Full pay is available, but no discount is offered. Payment is due on the 15th of the previous month for each upcoming month to avoid late charges. (i.e. October payment is due Sept. 15.) Late fees (\$10 per week) will apply. If unpaid by the 1st, the child's position will be forfeited.
- **Payments/Auto Pay:** If you are interested in an automatic payment option against a debit or credit card, please mark the auto pay selection on the registration form or call Julie at 303-384-8196.

Participants can register by one of these methods: Walk-in or Mail-In.

1. **Walk-in Registration.** Forms are available at the guest services or online. Come into the Golden Community Center during normal hours of operation and drop-off the form. Call 303384-8100 x3 for updated facility hours.

Complete the registration form, (one form per child) and pay the registration and material fees, the first month by cash, check or VISA/MasterCard/Discover/AMEX. Ask for a receipt for cash transactions.

2. **Mail-In Registration.** Mail the completed form with correct payment (check or VISA/MasterCard/Discover/AMEX - no cash). Please follow up with a call confirming receipt of your form.

To: Golden Community Center
Attn: Preschool Registration
1470 10th St.
Golden, CO 80401

Parent's Manuals, which include our policies and procedures, are available at <https://cityofgolden.net>. The Preschool Emergency Packet must be returned with the Child's Health Statement and current Immunizations signed by your child's pediatrician by July 31st each year. If your child has an allergy or asthma, the appropriate forms must be submitted, signed and dated by your child's pediatrician. You will find those at <https://rec.cityofgolden.net> under **Medical Forms**. The emergency packets and medication information may be faxed to 303-384-8104, attn: Julie or emailed to her at jadkins@cityofgolden.net.

We will utilize a lottery system if we receive more registrations than available spots. Registration forms will be randomly selected until all available spots are filled. All lottery participants will be notified within 3 working days via email as to the status of their enrollment and/or waitlist position. Payment will not be processed for those on the waiting list.

Fees / Auto Pay

Half Day Preschool Tue, Thu

8:30 a.m. - 12:30 p.m. Age: 3 - 5 years
\$1530/\$170 Resident, \$1620/\$180 Non-resident

Full Day Pre-K Tue, Thu

8:30 a.m. – 3:30 p.m. Age: 4 - 5 years
\$2700/\$300 Resident, \$2790/\$310 Non-resident

Half Day Preschool Mon, Wed, Fri

8:30 a.m. - 12:30 p.m. Age: 3 - 5 years
\$2205/\$245 Resident, \$2295/\$255 Non-resident

Full Day Pre-K Mon, Wed, Fri

8:30 a.m. – 3:30 p.m. Age: 4 - 5 years
\$3960/\$440 Resident, \$4050/\$450 Non-resident

Half Day Preschool Mon - Fri

8:30 a.m. - 12:30 p.m. Age: 3 - 5 years
\$3645/\$405 Resident, \$3735/\$415 Non-resident

Full Day Pre-K Mon - Fri

8:30 a.m. – 3:30 p.m. Age: 4 - 5 years
\$6390/\$710 Resident, \$6480/\$720 Non-resident

- Registration Fee: \$50 (non-refundable) and \$75 material fee

Confidentiality

GCC Preschool is a community where the parents, children, and staff work closely together. It is imperative that we respect each other's privacy in matters of a personal nature. We are very serious about confidentiality. Please do not ask a staff member any questions of a personal nature about other children, families, or our staff. Our community strength lies in our parents' involvement and trust. Assisting in the classroom, you take on the role of a trusting adult in which confidentiality is of utmost importance.

Children Who Become Ill/Accidents/Emergency (7.702.31I)

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to the Preschool Program. If a child should become ill or get injured, the parents/guardians will be notified. **If your child shows any sign of fever, the parent will be called to pick up the child. Children may return to preschool 24 hours after no fever is indicated (without the use of medication). If an antibiotic is prescribed, the child may return 24 hours after the first antibiotic is administered.**

Children who are ill will be separated from the other children and will be offered a blanket and mat to lie on and an authorized guardian will be contacted. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

Reporting Communicable Diseases/Illnesses

Parents must report to the preschool program director any exposure to communicable illnesses outside the center. Due to confidentiality, the director, teachers, or volunteers are not to indicate what classroom this illness is in and definitely not divulge the name of the student. The child will be excluded from the center for the period of time prescribed by the child's physician or the local health department. Teachers have policies for sanitizing and cleaning their classrooms and documenting their procedure of cleaning daily, weekly, monthly and especially when illnesses are present in the classroom. If you need more information about communicable disease, please see the Colorado Department of Public Health & Environment and search for Infectious Diseases.

Or you can go directly to https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf

Medications (7.702.31Q)

If your child needs medication administered, prescription or over-the-counter, asthma inhalers and/or epi-pens on site during preschool hours, please contact Julie at 303-384-8196 or jadkins@cityofgolden.net to receive the necessary forms or go to <https://rec.cityofgolden.net> and find Medical Forms needed. These forms **must** be signed by the pediatrician and the guardian

At least one teacher in all classrooms has completed the Medication Administration Certification. These teachers may administer medication. Guardians will need the following if there is medication needed for their child:

- Action plan signed by the physician and the parent
- Medication - measurements provided and matching the dosage on the prescription label
- Current prescriptions and prescription box with name (expired prescriptions will not be accepted)
- Epi-pens usually request on the action plan to be prepared to administer the second dose please provide the school with two Epi-pens
- We will also need the guardians/parents to sign the medication into our log and then at the end of the year to sign the medication out.

Confidentiality will be maintained at all times. All medications are kept in a first aid backpack out of reach of the children and separated with the child's action plan and picture. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Teachers are not to put on topical creams or lip balm without a parent permission form. If it is a medicated cream, we will need an appropriate action plan and pediatrician signature for the administration of medicated creams.

Nurse

The preschool has a nurse who comes every second Tuesday of the month. Nurse Marlene Evans, BSN, RN is with Pediatric Nurse Consulting Services, LLC. Nurse Marlene does the following: □ Training for delegation of medications that are on site and in our classrooms

- Reviews our health and safety practices
- Development of health care plans
- Infection control practices and Colorado Immunization Information Systems (CIIS) updates
- Community resource links and provide resource information
- Health education and related topics for staff, parents, and students
- Assures that our program follows the Colorado Department of Public Health and Environment guidelines

Feel free to contact our Nurse at any time via email at m.evansrn@gmail.com

Immunizations

NOTE: This program does have the right to accept unimmunized children. Our rating of immunized children is recorded through the Colorado Immunization Information System (CIIS). If you would like to know our rating, ask your teacher or the director.

If you will be keeping your child home due to illness, please email your teachers at:

Yellow room - gccyellowroom@gmail.com

Green room - gccgreenroom@gmail.com

Red room - gccredroom@gmail.com

If your child has a communicable illness, it is very important that you let the director of the preschool program know so teachers can take necessary precautions and families can be notified. It is against our policy to share what child has the illness or what classroom. All teachers are trained to sanitize their classrooms when a communicable illness is present.

Withdrawing from the Program (7.702.31Y)

A parent or guardian may withdraw his/her child from the preschool program at any time. However, a 30-day notice must be received in writing and provided to the Preschool Director in order to avoid additional monthly charges. An adequate 30-day notice gives us ample time to replace your child's spot. No refunds/deposit will be issued even if your child's spot is filled.

Drills and Safety Procedures (7.702.31J)

All Preschool Program Staff members are trained in the established safety procedures. There are full copies of the procedures in each classroom for your review, please feel free to ask a teacher or the director to see these procedures.

SHELTER - Hazard & Safety - Shelter procedures should take place when/and, or if the following occurs:



- Tornado
- Hazmat - chemical/biological or nuclear threat
- Earthquake

LOCKDOWN - Locks, Lights, Out of Sight - A lockdown drill should occur when and if the following occurs:



- Staff or outside persons identify a potential threat (better to be safe!)
- Active shooter on premises
- Notification of a potential threat received from outside of the community center
- A reverse 911 notification from police is received
- An announcement on the PA system or radios stating "LOCKDOWN"

EVACUATION - Safety strategy to leave the building - Evacuation procedures should take place when and/or if the following occurs and the locations to retreat to:



- Fire - West end parking lot on 10th street
- Structural Damage - West end of parking lot
- Flooding - Community Rooms upstairs of the center, Mitchell Elementary at 201 Rubey Dr., Golden, Co 80401, or the Fire Department at 911 10th Street, Golden, CO 80401 (the fire department may have RTD buses transfer children to a safer place, parents who signed in will be called when the class arrives at the location destination).
- Any other threats and location of evacuation that would be announced over radios
- Any children with disabilities or special needs will be transported according to ADA standards. Please contact the preschool director at 303-384-8196 for further information.

Missing Child -CODE ADAM - In the event that a child becomes separated from the class/teachers/group, Code Adam procedures will be put in to place with community center employees. Separation means either on school grounds or while on an excursion outside the classroom, if the child was present during the attendance before the excursion and not in the count on the way back, or when returning to the classroom. All available employees will aid in searching for the lost child. Parent and police will be called immediately.

The following steps will take place in such situation

- A. Specific procedures for responding to the crisis will occur.

- B. Notification to the Preschool Director must be immediate. The Preschool Director will notify police. The front desk must be called if the Preschool Director is not available. (303384-8100 ext. 3)
- C. Children's parents or guardians must be notified promptly.

If you would like to see the practice drills, feel free to volunteer at a time when we hold our drills. All drills will be posted in the weekly lesson plans and recorded in a safety logbook. If you would like to see the evacuation plans and policies, please feel free to ask the teachers or the director. Plans are posted in each classroom. We follow the guidelines from the I Love You Guys Foundation; you can view it at <http://iloveuguy.org/srp.html>

Transportation of Children/Field Trips (7.702.31K/L/M)

Some of the Golden Community Center Preschool field trips are in town and the children will either walk or meet at the designated sites. Children will not be transported in any City of Golden vehicle. All transportation to field trips will be provided by the parent and/or guardian. All preschool staff on duty will accompany children on walking field trips and will follow all safety guidelines regarding head counts, crossing streets, emergency contact information, and supervision/ratios. A field trip permission form will have to be signed by the parent/guardian on the day of the field trip. Any field trips will be on the weekly lesson plan and informed in a timely manner. An itinerary will be left on the preschool room door indicating where the group is going and when they should expect to return. Parents are also responsible for additional fees for field trips, if applicable.

The Preschool Program Staff will NOT transport any children in their personal vehicles.

In-house field trips occur twice a school year, this is where the parent committee will ask someone to come in and do a presentation or interactive activity with the kids. We also provide walking field trips during nice weather months. Walking field trips are to places close by and with a signed form permission from parents, the class will explore our community and it will always have an education, social/emotional value. Children are to wear easily identifiable t-shirt that are provided by the school and we welcome volunteers to join on our excursions.

Identifying Where Children Are at All Times (7.702.31G)

When children are out of the Preschool room, a sign will be posted on the door as to where the children can be located (i.e. walk to the park). Schedule changes and special events/field trips are provided in a timely manner.

Sunscreen

Please apply sunscreen to your child daily before attending the Preschool Program. In the event that your child is not wearing sunscreen, Preschool Program Staff may only apply sunscreen with written consent.

Diapering / Pull-Ups / Accidents (7.702.31T)

We ask that all children be potty trained. If your child is still in a diaper or pull-up, a parent or guardian must remain in the community center during the entire class time and will be called into the

classroom to change diapers or pull ups. **If there is any chance your child will have an accident, we ask that you remain in the building.** Teachers can only verbally assist students with cleaning their accidents. Teachers need to stay in ratio and will not be able to or allowed per our policies to change a diaper or pull-up.

In the event of a simple accident for a child not in a diaper or pull-up, the child will be given a change of clothes provided by the parent to change into by themselves. If child is unable to change into their own clothes, staff will verbally assist the child as needed. If the child has a messy accident, a parent will be called to come in and assist the child. In the event a parent is not available to come in a timely manner, and the child has had an accident they cannot clean up on their own a teacher with a community center employee witness will assist in cleaning up the child and another employee will assist with the ratio. If the child has more than one accident, a parent will be required to remain in the building the remainder of the school year or until no accident has occurred for at least a month.

Teachers will put the soiled clothes in a plastic bag, in the child's cubby or backpack. If the clothes are not your child's, please return the clothes to the preschool program after they have been washed. If they are your child's clothes, please give the teachers another set in case another accident occurs.

Arrival/Release of Children (7.702.31N)

Parents must sign in and out using their first and last name. Please do not use initials. It is required that all children be accompanied to and picked up from the program by a person authorized in the child's emergency packet. Children may not sign themselves in or out. Log-In/Log-Out will provide a clear record of attendance and tardiness for documentation, as mandated by State Licensing. Children will be released only to those on the authorized pick up list. Persons unknown to Preschool Program Staff will be asked to show ID. Authorized persons must be at least 18 years old. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency but staff will call parent's phone numbers in the Emergency Packet to verify pick up person and require identification.

If there are custody issues, it is the family's responsibility to provide the preschool director with appropriate documentation from the court of law. Both parents have the right to pick up their child, unless a court document restricts that right. We also have a shared-custody parental agreement that both parents can date and sign. If you need clarification of documents needed, please call the preschool director. We want safety, security, and communication in our program at all times.

Consent to Safe Departure of Children from Our Program - If we have concern for a child's safety, regarding that child's departing with you, we will call another person on the authorized list to pick up the child and/or call the authorities for a wellness check. This pertains to preventing an intoxicated or aggressive, emotionally distressed or an uncontrolled parent/guardian from driving a child home. The teachers take very seriously their jobs as advocates for the students at Golden Preschool Programs; we want to ensure a safe nurturing environment for all.

Late Arrivals (7.702.31P)

Please remember that tardiness impacts the day's schedule for all the other children in the program. Please be mindful of the drop-off time. If you arrive late, quietly sign-in and have your child join the group in the current daily activity. Drop-off time is from 8:30-8:45 a.m.

Please do not arrive late for scheduled field trips and/or outings. Childcare will not be provided if the group has left the building. There will always be a sign on the door as to our location, time departure/arrival and phone number to reach the class.

Late Pick-Up/Failure to Pick-Up (7.701.31O)

Please contact the Preschool Staff and/or leave a message if you are going to be late. A late fee of \$1 for every minute will be charged for any pick up that occurs after the scheduled pick up time.

This must be paid before the child can return to class. If parent is late more than 3 times, the child will be removed from the program, no refund. This again, is for the security for your child. It is very emotional to a child when a guardian is late and that child is continually the only child there with the teachers.

When a child is not picked up after class, staff will first try to contact the parent/guardian, then the emergency contacts. After 45 minutes with no response, staff will contact the Department of Social Services/Police and the child will be placed in their custody.

Closing

Staff will walk through the preschool room, including restrooms, before closing to ensure no children are present before leaving. It is important that your child is signed in and out each day on the log sheet.

Classroom Procedures:

Communication with Parents

Program information is provided in our Parent Manual, newsletters and emails. Teachers will provide a broad range of information on the check-in/out table, so always take the time to look at the material. The best way to communicate to teachers is by email. Each classroom has its own email. It is our goal to have a positive and nurturing relationship with you and your child. Parents may request a meeting with their teacher anytime. We want our parents involved, and we want to meet the needs of your child. We are often busy with your child during drop-off and pick-up, so we encourage parents to set up a time before or after school to meet one-on-one with their teacher/s.

Administrative information will be provided via email, so be sure your email is correct and inform Julie at 303-384-8196 of any changes or email jadkins@cityofgolden.net.

Newsletters will be emailed monthly and will provide important information about events, program curriculum, volunteer opportunities and much more. Lesson plans from teachers will be sent out weekly, so families can know our themes and learning objectives. Newsletters and lesson plans, as

well as other pertinent information to our program will be posted on the parent boards, just outside of each classroom. We encourage parents to contribute any thing they can to our program enrichment.

Activities are planned throughout the year to encourage interactions between staff and families. We ask that at least one parent per family volunteer per school year. It's always nice to have parent involvement and input. Join our parent group to discuss how you can contribute to your child's education and be sure to get into the school directory at the beginning of the year so you can set up play dates.

Guidance and Discipline (7.702.31H)

In order to make the Golden Community Center Preschool a positive experience for all children, we ask that three basic principles are observed:

- 1) Keep yourself safe
- 2) Keep others safe
- 3) Keep the materials and equipment safe

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. We believe that developing a relationship with the child and the family are important to keep communication lines open and discuss what works at home and what works at school.

Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Teachers communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving. Physical punishment or physical redirection is never used. We are a hands-off program, unless the behavior is a danger to him/her or to others.

When a child does not observe the expected guidelines, the Preschool Staff will discuss an appropriate plan of action which may include any or all of the following steps:

- Separate the child from the group for an age appropriate amount of time with an adult always present or within view.
- Maintain eye level with child.
- Listen and respect that child (social/emotional training)
- Discuss with the child the inappropriate behavior before they return to the group and what is the appropriate behavior for that activity and why it is appropriate.
- Parents will be notified of any problems during the class and a plan of action discussed.

Biting and hitting are a natural, developmental process. If the skin is broken or a bruise is visible, an incident report will be filled out and all responsible parties will be notified. Challenging behavior and conflicts naturally occur in group settings with young children. It is our jobs as teachers to help children with self-regulation, conflict resolution, and problem solving skills. This includes helping children to express their needs appropriately. For children who exhibit challenging behaviors over time, teachers and families will work together to develop strategies and create an action plan to address these concerns.

CHALLENGING BEHAVIORS (7.702.31.4/5) (7.702.31Z)

For children who exhibit challenging behaviors over time, teachers and families will work together to develop strategies and create an action plan to address these concerns. What will happen:

- Collect any data about the behavior including time, duration, trigger
- Discuss behavior with Director for data collection, observation, and strategies
- Discuss behavior with parents/guardians
- Put a plan in place (what works at home/school)
- Collect data after strategies are being used
- Keep open communication with parents/guardians
- If behavior continues, we will contact our mental health specialist.
- If behavior is injurious to others or to the child and we do not have the resources to support this behavior, Golden Community Preschool will make a decision with teachers and guardians that this preschool setting may not be a fit for this child.
- Golden Community Preschool will provide resources that may help in the transition from this school to another program.

We consult with Jefferson Center for Mental Health to provide resources to families and teachers who have challenges in the classroom and at home. The mental health consultant is willing to observe in the classroom and with parents at our request. We will all work together to provide a safe learning environment for all of the children. Our mental health specialist is Carla Sciarrino, LSW and you can contact her at CarlaS@jcmh.org. She is willing to provide resources, help with any developmental screening and give support to parents, and the community.

It is the parent's responsibility to inform the Preschool Director if their child has any behavior, mental, emotional, or physical issues, which may affect his/her day-to-day activities in class (this includes hyperactive disorders). Such issues must be specifically noted on the child's registration form and emergency card. Failure to do so may result in the child's dismissal from the Preschool Program.

Request for a Child's Removal

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand. Every effort will be made to keep the child active in the program. However, if incidents of dangerous or disruptive behavior continue to occur after interventions, strategies, data, and no improvement is taking place, the child may be suspended temporarily from the program or they may be removed from the program entirely. Staff is to follow the policies and procedures regarding dangerous and disruptive behaviors as listed above in Challenging Behaviors. Parents may be asked to seek alternative placement which could be more appropriate for the child's self-regulation and learning needs.

No refund will be provided for children who are removed from the program.

Technological Viewing (7.702.31L)

On occasion, short internet videos (youtube.com, pbs.com) may be used to enhance the learning process. Teachers will preview the materials to ensure age appropriateness and the relevance to the current lesson plan. These short videos are no longer than 5 minutes and will not be used on a daily basis.

Handling of Children's Belongings (7.702.31R)

All children's belongings should be labeled with their name. **Please provide an extra set of clothing (especially 2 pair of underwear) in a zip lock bag with your child's name clearly labeled should your child need to change.** A specific place is designated in the classroom where personal belongings will be stored. Although the Preschool Program Staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. The Preschool Program provides activities and equipment for children, so we ask that children not bring toys or expensive/valuable items to the program. The Preschool Program is not responsible for lost, stolen, or damaged items, including money.

Food Allergies:

Please inform teachers if there are nut foods in your child's lunch. We discourage any peanuts or tree nuts in our program as that allergy can be truly severe. Each year we have had

at least one child with a severe nut allergy.

We are allergy conscious.



Please be aware of allergies in your child's classroom. Talk with the preschool director or teachers concerning allergies present in your child's classroom. Thank you for your cooperation.

All children should eat breakfast prior to school. A healthy snack will be provided each day to the participants, but the parent must provide a healthy lunch.

Snacktivity (7.702.315) - Snacks with a purpose! Parents are welcome to sign up for snacks each month. Golden Preschool has sign up through www.signupgenius.com, which comes through your email from the teachers. Teachers will plan what snacks would be helpful for educational purposes (i.e. snacks that grow underground, in trees, on a vine, colorful snacks, shapes, etc.) We ask that you provide fresh fruits and/or vegetables. All food items must be store bought, pre-packaged items in their original unopened container and be **free of nuts**. Home-canned foods cannot be served as a snack.

Birthday celebrations - For birthdays, please be sure all products are store bought and free of nuts. Bringing stickers, tattoos, or balloons to pass out to each student is a great alternative, so we do not have to worry about allergies and everyone can participate.

Special Events

It is okay for parents to bake products at home for preschool events such as the Costume party, Winter party, end of year pot luck, as long as there is a list of the ingredients. However, any food donated and consumed by the children during regular class time must be store bought with ingredients clearly visible. **All fruits and vegetables donated to the preschool program must be cut/prepared and pre-washed at the grocery store. Parents, nor preschool staff, may wash or cut fruits or vegetables.**

Safe drinking water will be freely available to the children at all times. Please provide a water bottle with your child's name for the classroom. All foods are stored, and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption.

Dress Code

Please dress children appropriately, according to weather, planned activities and for comfort. The children will go outside every day, so jackets/sweatshirts must be provided. Arts and crafts may be messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. If a dress up day is called for, please pack a change of clothing fully marked with your child's name on each piece. Also consider the needs of your child for the use of the restroom. Clothing children cannot handle themselves, such as onepiece jump suits and complicated belts are not recommended.

Please do not send your child to preschool in flip-flops, sandals, crocs, cowboy boots or any other shoe that restricts their ability to run, play, ride tricycles, climb or play in the gym. If your child wears snow boots to school, be sure sneakers are provided.

Visitors/Volunteer Policy (7.702.31U)

Parents may visit the classroom at any time once set up with the Preschool Director. All visitors, including parents, are required to check in with Preschool Program Staff and sign in on the Visitor's Log as well as sign a confidentiality agreement and read through our procedures. The first time volunteers come into the classroom there will be an orientation of the class schedule, routines, and guidelines. **Free child care for children ages 6 months to 7 years old, is available for parent volunteers. Parents may keep their child in child care beyond the 2-hour maximum. Parents may not have other siblings in the classroom during volunteer hours. Parents may volunteer for any amount of time from a half hour or up to 7 hours for full day programs.**

All permanent volunteers must complete a City of Golden Volunteer Application and undergo a background check and drug screen. If you are interested in volunteering, please contact Julie at 303-384-8196.

All volunteers must sign off that they have no criminal record. We reserve the right to background check any parent volunteer or guest.

Reporting of Child Abuse (7.702.31X)

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of suspected child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the Jefferson County Department of Human Services at 303-271-1388.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your County Department of Social Services. The Colorado Department of Human Services has a new statewide child abuse and neglect hotline. - **1-844-CO-4-KIDS (264-5437)** or you can find out more information at <https://sites.google.com/a/state.co.us/cdhs-dcw/reportchildabuse>

Colorado Law requires that childcare providers report all known or suspected cases of child abuse or neglect. It is better to report and be wrong, then not to report at all.

State Licensing / CDHS Phone Numbers

Your child is enrolled in a childcare program that is licensed by the Colorado Department of Human Service (CDHS). The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, feel free to ask to see the license and the last facility inspection. The current and updated license is posted in the Red Room classroom.

Licensing Questions/Complaints (7.702.31W)

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and implemented program. Remember to observe the program regularly, especially with regards to children's health and safety, equipment and play materials, and staff.

If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns. For additional information regarding licensing, or if you have concerns about a child care facility, or if you would like to review a licensed facility file, please consult the Colorado Department of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958. We ask that you speak with us first so we can correct or explain the concern.

Filing a Complaint

We want to hear from you if you have questions or concerns about the Golden Community Center Preschool Program. We will make every effort to resolve any issues or concerns you have about the program. We ask that you speak with your teacher or our director so we may resolve any issue you may have. If you do not get your issue resolved, feel free to contact Julie at 303-384-8196.

Emergency Packet (Due by July 31st):

The Preschool Emergency Packet is available at <https://rec.cityofgolden.net> . We will email you upon receipt of the packet or what we need that may be missing from the child's file. Licensing requires all areas of the packet filled out, signed, and dated every year; this is why it is good to have them in by July 31st. Please be sure to have the Pediatrician sign and date the Child Health Statement and current Immunizations. If immunizations are missing, we will ask guardians to provide a date when those will be administered. We thank you for your time. We look forward to a wonderful year! 😊

GOLDEN COMMUNITY CENTER PRESCHOOL

PARENT RESOURCE LIST

EMERGENCY/NON-EMERGENCY SERVICES

Poison Control 1.800.222.1222
Golden Police Non-Emergency 303.384.8045
CDHS Licensing 303.914.6304

GOLDEN LOCAL CONTACTS

Chamber of Commerce 303.279.3113
GCC Front Porch 303.384.8130
Golden City Hall 303.384.8000
GCC Registration rec.cityofgolden.net
Jeffco School Boundaries 303.982.2339

CHILDCARE

Child Care Referrals 1.877.338.CARE
GCC After School Program 303.384.8100 x3
GCC Childcare Onsite (2 hr max)
Qualified Staff available for babysitting

PARENTING HELP

Families First Support Line 303.695.7996
A Parent Connection, Nancy Goodman 303.916.6929
Love and Logic Institute 303.278.7552

COUNSELING/MENTAL HEALTH

Jefferson Center for Mental Health 303.425.0300
NAMI 1.800.950.6264

MEDICAL

JeffCo Public Health Dept. 303.232.6301
MCPN/JeffCo Clinic 303.239.9964
Lutheran Hospital 303.425.4500
St. Anthony's 720.321.0000
Children's Hospital (Wheat Ridge) 720.777.1370

DENTAL

Colorado Lions Kid Sight Program 720.325.7078
Golden Kids Dental 303.216.1108
All About Kids Dental 303.431.1221
Pediatric Dental Group 303-467-8888
Healthy Smiles for Kids 720.777.6788
Comfort Dental 303.820.2273
JeffCo Dental Clinic 303.239.9964 x1137
Dr. Nancy Gill 303.277.9600

DOMESTIC VIOLENCE

Gateway Crisis Line 303.343.1851
Family Tree 303.422.2133
thefamilytree.org
CCADV victimoutreach.org 303.202.2196

CRISIS/EMERGENCY SUPPORT

JeffCo Human Services 303.271.1388
JeffCo Action Center 303.273.7704
Child Abuse Hotline 303.271.4131
Rape Crisis Hotline 303.322.7273
United Way Helpline 211
Suicide Hotline 1.800.273.8255
CO Coalition for Homeless 303.293.2217

ASSISTANCE

CHP+ (medical insurance) 303.232.6301
WIC 303.239.7143
Child Support 303.271.4300
LEAP (Heat Help) 1.866.432.8435
CO Works/Food Stamps/Medicaid 303.271.4339
JeffCo Workforce Center 303.271.4700
United Way Rental Assistance 303.561.2130
JeffCo Housing 303.422.8600

SPECIAL NEEDS RESOURCES

JeffCo Child Find 303.982.7247
Devel. Disability Resource Ctr. ddrcco.com
PEAK Parent Center peakparent.org
ARC 303.232.1338
Sensory Pathways 4 Kids 303-862-8557

LEGAL SERVICES

Colorado Legal Services 303.837.1313
Legal Aid Foundation 303.863.9544
Tenant/Landlord Disputes 303.237.6149