

2020-2021  
GOLDEN COMMUNITY PRESCHOOL  
PARENT'S MANUAL



City of  
Golden  
PARKS AND RECREATION

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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



Red Room x6109  
 Yellow Room x6108  
 Green Room x6110  
 Other information:

Nurse Michelle Reddick, BSN, RN	<a href="mailto:michelle@childhealthconnection.com">michelle@childhealthconnection.com</a>
Music with Ms. Stephanie	<a href="mailto:Stephanieisobel06@gmail.com">Stephanieisobel06@gmail.com</a>
Loving Literacy with Ms. Krista	<a href="mailto:Krista.Kountz@JeffcoLibrary.org">Krista.Kountz@JeffcoLibrary.org</a> 303-235-5275
Mental Health Specialist, Jennifer Bergen	720-618-8798



## 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 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 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 continuously stimulate the child through an enriched environment full of activities that promote experimentation at every developmental level. We are committed to the development of a child's self-esteem through self-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	Mathematics
Physical Health & Safety	Science
Nutrition Curriculum	Language & Literacy
Gross Motor and Fine Motor Skills	Approaches to Learning
Creative Arts	

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, scaffolding their curiosity and learning. Our formal curriculum is Creative Curriculum which 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. We assess in all of the above domains, using the results to guide our instruction and activities. We challenge children appropriately for their cognitive or emotional level. Parents are welcome to view our assessment checklist and anecdotal notes at any time.

Each child has their own portfolio, which tracks a child's progress throughout the school year. These include anecdotal notes, checkpoint assessments, various assessments, and other work to help teachers identify what skills need focus and more attention in the developmental process. When 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, and engaging. If the child has mastered a skill, we provide next steps to help increase this skill or use it differently.

Our preschool also conducts 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. We will communicate our findings to the parents and if they would like more information on developmental health, we will refer them to Jefferson County Child Find.

## **Quality Rating**

*We are thrilled to announce that the Golden Community Preschool received a level 4 out of 5 Quality Rating from Colorado Shines in May 2019.*

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. Our program creates goals for each of these areas in our QIP (Quality Improvement Plan). These goals are continuously evaluated and updated. If you would like to view these goals, we have a copy available in the office.

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=-105.22109969999997&lat=39.755543](http://coloradoshines.force.com/search?location=Golden&t=Child_Care_Center&r=Level%205&lon=-105.22109969999997&lat=39.755543)

### **Our Teachers**

We have highly qualified teachers who are passionate about early childhood education. 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.

If there is a second dominant language in a classroom, our program will hire at least one bilingual teacher who is fluent in the dominant language to be a primary caregiver in that classroom.

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, 1<sup>st</sup> Aid, Standard Precautions and be certified in administering medication. Our goal is to offer a program with well-educated, nurturing and resourceful staff.

### **Family Partnerships (7.702.31V)**

We strive to work together with our families to build relationships that serve, support and provide opportunities to learn about their child's development and education.

Prior to enrollment, families are encouraged to take a tour to see the classrooms in action, meet the teachers, and get a feel for our preschool. Before school starts, we host an Open House/Meet and Greet, where parents/guardians and their children come to meet their teachers and explore their new classrooms. Students who enroll after this are invited to set up another time to visit their new classroom and meet their teacher.

Parent teacher conferences are offered twice per school year. We discuss the child's developmental progress, strengths, challenges, interactions in the classroom, and transitions (to another classroom or kindergarten). We also establish goals for the child at school and at home. Parents are welcome to set up additional meetings with their child's teachers or the director as needed.

Families 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. Volunteer sign up starts in October, to give the children time to adapt to their classroom routine and teachers.

Our program offers community gatherings where families can get to know each other. We start with our Open House and Parent Meeting. We also put together a parent directory (optional) so families can set up playdates, carpooling, babysitting co-op, or for other networking. Our festivities for our preschool include a Fall Costume Parade, Winter Celebration, and End of Year Celebration. Volunteers can sign up for various jobs/donations during these activities through Signupgenius.com.

Other great opportunities for your family include free eye exams, dental presentation, preschool fundraiser for a local 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. We regularly share articles and other information that may be of interest to families in our program, such as parenting classes/workshops and community resources. We are happy to research any information you may need.

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

Through partnerships, we work to implement a curriculum that is authentic and honors and values our families and their cultures. We love learning about our families and bringing that information into the classroom. If you would like to share your culture with the classroom, please contact your classroom teachers.

### **Parent Committee**

The parent committee meets every month to discuss ideas for events, fundraising 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 has a representative who is voted for or volunteers for the position. 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.

### **Parent Trainings**

Golden Community Center Preschool offers parent trainings throughout the school year in one or more of the following areas based on need or interest:

- Nutrition & Health - Provided by Nurse Michelle 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 within the first month of school where we discuss our policies and procedures, curriculum, enrichment activities, and transition into preschool. In the fall, we will offer another meeting for those 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 in our parent library, which is located outside of the Red and Yellow classrooms.

**Enrichment Programs \*\*\*Enrichment Programs are on hold during Covid-19\*\*\***

The preschool program provides free, in-house enrichment programs. These include *Marvelous Music* with Ms. Stephanie, *Loving Literacy* with Ms. Krista from the *Golden Library*, and field trip visitors (*Canyon Critters*, *Butterfly Pavilion*, *Park Rangers*, *Firemen*, *Policemen*). We also try to take walking field trips to the *Community Garden* and local fire department.

After-school programs are available for an additional fee including Spanish, Jump Bunch, Ballet/Tap, and soccer. 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 Julie Adkins at 303-384-8196.

**Children with Special Needs (7.702.51C)**

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 Full Day and Half Day Preschool where all preschoolers will focus on developmental domains through group and individual time in our learning centers.

**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, 3 teachers per classroom and a total of 28 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. Our site will work towards lowering ratios by decreasing enrollment by 1 child per year starting in the fall of 2021.

**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, 2020 in order to register and full day students must be 4 years old by Oct. 1, 2020. All children must be potty-trained or a guardian needs to stay in the building during class time in order to change diapers and/or pull-up as needed.

### **Classroom Selection**

The program utilizes three classrooms: Red, Green & Yellow. The Red Room is used for full day students. Once the full day classroom is determined, students will be assigned classrooms based on age with the older children being in the Green Room and the younger students in the Yellow Room. All teachers practice primary caregiving and 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 rotate use of the playground outside of the Red Room. Here is an example of an activity schedule.

#### **Half Day Preschool**

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

#### **Full Day Continues**

12:45-1:00	Large Group / Music & Movement
1:00-1:45	Outdoor Play
1:45-2:15	Rest Time
2:15-3:00	Small group activities/Choice Time
3:00-3:15	Hand washing/Snack
3:15-3:30	Books/Puzzles, Clean-Up, Dismissal

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

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

GCC Preschool starts the day after Labor Day and finishes the second Friday in May each year. We are open from 8:30 am to 12:30 pm for  $\frac{1}{2}$  day and 8:30 am to 3:30 pm for full day, Monday through Friday. In the summer months, we offer Golden Sun Preschool Camp for 8 weeks from 8:30 am to 12:30 am for ages 3-5 years. Look for information at <https://rec.cityofgolden.net>. Current students will have an opportunity to preregister for 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.

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, or games.

**If the center closes or if Jefferson County Schools close due to weather, Preschool 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 January and the remaining spots are open to new students a few weeks after.

**Fall 2020/Spring 2021:**

- 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 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
New Students	February

**(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 1<sup>st</sup>, 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 call Julie at 303-384-8196.

Participants can register by one of these methods:

**On-line Registration.** Go to <https://rec.cityofgolden.net> , "Preschool Program". After you have registered for the registration fee, the material fee and the desired session for your child, you can checkout and pay. You will receive a receipt in your email.

**Phone Registration.** Call Julie at 303-384-8196 or Connie at 303-384-8124.

The Parent Manual, which includes our policies and procedures, is available at <https://cityofgolden.net> under "preschool programs". The Preschool Emergency Packet must be returned with the child's Health Statement and current Immunizations signed by the pediatrician by July 31<sup>st</sup> of 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**. Medical forms may be faxed to 303-384-8104, attn: Connie, our preschool director, or email her at [ckelly@cityofgolden.net](mailto:ckelly@cityofgolden.net)

### Fees / Auto Pay

#### **Half Day Preschool Tue, Thu**

**8:30 a.m. - 12:30 p.m. Age: 3 - 5 years**  
Residents (Golden Incorporated) - \$195/month  
Non-residents - \$205/month

#### **Full Day Tue, Thu**

**8:30 a.m. – 3:30 p.m. Age: 4 - 5 years**  
Residents (Golden Incorporated) - \$335/month  
Non-residents - \$345/month

#### **Half Day Preschool Mon, Wed, Fri**

**8:30 a.m. - 12:30 p.m. Age: 3 - 5 years**  
Residents (Golden Incorporated) - \$280/month  
Non-residents - \$290/month

#### **Full Day Mon, Wed, Fri**

**8:30 a.m. – 3:30 p.m. Age: 4 - 5 years**  
Residents (Golden Incorporated) - \$490/month  
Non-residents - \$500/month

#### **Half Day Preschool Mon - Fri**

**8:30 a.m. - 12:30 p.m. Age: 3 - 5 years**  
Residents (Golden Incorporated) - \$470/month  
Non-residents - \$490/month

#### **Full Day Mon - Fri**

**8:30 a.m. – 3:30 p.m. Age: 4 - 5 years**  
Residents (Golden Incorporated) - \$ 820/month  
Non-residents - \$840/month

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

### **Program Policies/Procedures:**

#### **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/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 at preschool, he/she will be separated from the other children and the guardians will be notified. **If your child shows any sign of fever, you will be called to pick up your child. Children may return to preschool 24 hours after no fever is indicated (without the use of medication). The same is true if there is vomiting or diarrhea. If an antibiotic is prescribed, the child may return 24 hours after the first antibiotic is administered.**

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The guardian will be called and staff will let the 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 guardian when they arrive to pick up their child.

**If you will be keeping your child home due to illness, please email Connie at [ckelly@cityofgolden.net](mailto:ckelly@cityofgolden.net).**

### **Reporting Communicable Diseases/Illnesses**

Parents must report to the preschool director any exposure to communicable illnesses outside the center. Due to confidentiality, staff or volunteers are not to indicate what classroom this illness is in or 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 procedures for sanitizing/disinfecting their classrooms and documenting their cleaning. 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](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 Connie at 303-384-8124 or [ckelly@cityofgolden.net](mailto:ckelly@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 each classroom is Medication Administration certified. We will need the following if medication is required:

- 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 - if the action plan states that a second dose may need to be administered, please provide the preschool with 2 Epi-pens
- We will also need the guardian to sign the medication into our log and, at the end of the year, to sign the medication out.

Confidentiality will be maintained at all times. All medications are kept in first aid backpacks, out of reach of children. All procedures for storing, delegation, and administering children's medicines 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. Medicated creams will need an action plan with a doctor's signature.

### Nurse

Our preschool has a nurse who comes every month. Nurse Michelle Reddick, BSN, RN with The Child Health Connection does the following:

- \* Training for and 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 [michelle@childhealthconnection.com](mailto:michelle@childhealthconnection.com)

### Immunizations (7.702.31E)

Our program has 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.

### 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 by the Preschool Director in order to avoid additional monthly charges. No refunds 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.

**SHELTER - Hazard & Safety:** Shelter procedures should occur when/if the following occurs:

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

**LOCKDOWN - Locks, Lights, Out of Sight:** A lockdown drill should occur when/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 - LOCKS, LIGHTS, OUT OF SITE**"

**LOCKOUT - Secure the perimeter** - 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 in the area
- 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 "**LOCKOUT- SECURE THE PERIMETER**"

**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 10<sup>th</sup> 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 10<sup>th</sup> 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 special abilities or special needs will be transported according to ADA standards. Please contact the preschool director at 303-384-8196 for further information.
- In the event the building is not safe to return to, classes will be held at another City of Golden facility and parents will be notified via email and/or phone calls, and it will be posted on the City of Golden's website and Facebook page.

**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.

The following steps will take place in such situation

- A. Specific procedures for responding to the crisis will occur with Golden Community Center Staff by calling it on the radio.
- A. Notification to the Preschool Director, Connie Kelly must be immediate at 303-384-8124
  - a If she is not available call Recreation Supervisor at 303-384-8196
- B. Parent and police will be called immediately by the appropriate supervisor.

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://iloveuquys.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 vehicles or staff personal vehicles. 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. In-house field trips occur twice or more a school year and are organized by the Parent Committee. The class will explore our community and trips will always have an educational or social/emotional value. Children will wear an easily identifiable t-shirt that is provided by the school. 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. Head count, face-to-face recognition and roll call attendance are done when leaving the center, arriving at the destination, throughout the field trip/and daily, and when leaving the area, and upon return to the center.

### **Sunscreen**

Please apply sunscreen to your child daily before attending the Preschool Program. If your child is not wearing sunscreen, Preschool 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/pull-up, a guardian **must** be immediately available during the entire class time and will be called into the classroom to change them. **If there is any chance your child will have an accident, we ask that you remain in the building (parking lot during Covid-19).** 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 a pull-up.

In the event of a simple accident for a child not in a diaper/pull-up, the child will be given clean clothes, provided from home, to change into by themselves. Staff will verbally assist the child as needed. For a messy accident, a parent will be called to come in to assist their child. If a parent is not able to come in a timely manner, and the child cannot clean up on their own, a teacher, with a community center employee witness, will assist the child. 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/parking lot 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 a locked container, and return them to the parent/guardian at pickup. 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) **\*\* please see family COVID-19 letter\*\***

Parents must sign in and out using their first and last name, no 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, 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.

If there are custody issues, it is the family's responsibility to provide the preschool director with appropriate legal documentation. 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. 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 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.

**Late Arrivals** (7.702.31P) **\*\* please see family COVID-19 letter\*\***

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, with no refund. It is very emotional to a child when a guardian is late and that child is continually the only child there with the teachers.

If 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.

### **Communication with Parents**

Program information is provided in our Parent Manual, newsletters and emails. The best way to communicate with teachers is by 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.

Administrative information will be provided via email, so be sure your email is correct and inform Julie of any changes at [jadkins@cityofgolden.net](mailto:jadkins@cityofgolden.net) or Connie at [ckelly@cityofgolden.net](mailto:ckelly@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 with our themes and learning objectives.

During a regular school year, activities are planned throughout the year to encourage interactions between staff and families and we ask that at least one parent per family volunteer per school year. We will find ways for our families to participate in their child's preschool experience as much as possible through other formats during Covid-19 restrictions. 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)**

To make the GCC Preschool a positive experience for all children, we observe three basic principles:

- 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 is essential to keeping communication lines open and discussing 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. Communication can include giving alternative choices 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 the child 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.
- 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 job as educators to help children with self-regulation, conflict resolution, and problem solving skills. This includes helping children to express their needs appropriately.

### **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.

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 emergency packet. 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 are 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 relevance to the current lesson plan. These videos are no longer than 5 minutes and will not be used on a daily basis.

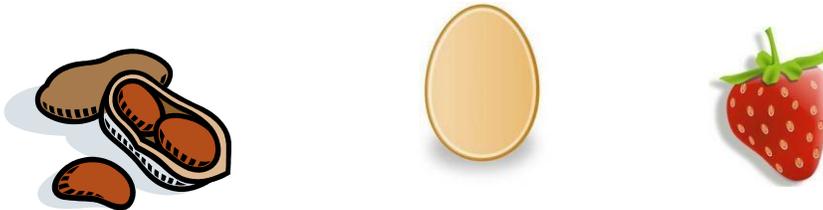
### Handling of Children's Belongings (7.702.31R)

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 their belongings. The program provides activities and equipment for children, so we ask that they not bring toys or expensive/valuable items to school. The Preschool Program is not responsible for lost, stolen, or damaged items, including money.

### Food and Allergies (7.702.55)

**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, but the parent must provide a healthy lunch. If the child's lunch does not meet USDA requirements, we will have appropriate foods available to offer as a supplement to that meal at an additional charge.

**Snacktivity (7.702.31S)** - Snacks with a purpose! Parents are welcome to sign up for snacks each month. Golden Preschool has sign up through [www.signupgenius.com](http://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.

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.

**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** **\*\*\*This may look different during Covid-19\*\*\***

It is okay for parents to bake products at home for preschool events such as the fall and winter celebrations as long as there is a list of ingredients. 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 or preschool staff, may not wash or cut fruits or vegetables.**

**Dress Code**

Please dress children appropriately, according to weather, planned activities, comfort, and, most likely, messiness. 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 one piece jump suits and complicated belts are not recommended.

**Please do not send your child to preschool in flip-flops, sandals, high heels 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)

***Due to Covid-19 restrictions, we will not have visitors to our program during Preschool hours.***

All visitors, including parents, are required to check in with Preschool Staff and sign in on the Visitor's Log as well as sign a confidentiality agreement and read through our procedures. There will be an orientation of the class schedule, routines, and guidelines for first time volunteers.

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.**

Licensing/Reporting:

**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 childcare 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 31<sup>st</sup>):**

The Preschool Emergency Packet is available at <https://rec.cityofgolden.net> under "Preschool Programs". 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 31<sup>st</sup>. 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

<b>EMERGENCY/NON-EMERGENCY SERVICES</b>		<b>DOMESTIC VIOLENCE</b>	
Poison Control	1.800.222.1222	Gateway Crisis Line	303.343.1851
Police Non- Emergency	303.980.7300	National Domestic Violence Hotline	1.800.799.7233
CDHS Licensing	303.914.6100	The Family Tree	303.422.2133
		Domestic Violence Outreach Program	303.463.6321
<b>CRISIS/EMERGENCY SUPPORT</b>		<b>ASSISTANCE</b>	
JeffCo Human Services	303.271.1388	CHP+ (medical insurance)	1.800.221.3943
JeffCo Action Center	303.273.7704	CHIP (medical insurance)	1.800.318.2596
Child Abuse Hotline	1.844.CO.4.KIDS	WIC	303.239.7143
Rape Crisis Hotline	303.322.7273	Child Support	303.271.4300
United Way Helpline	211	LEAP (Heat Help)	1.866.432.8435
Suicide Hotline	1.800.273.8255	CO Works/Food Stamps	303.271.4339
CO Coalition for Homeless	303.293.2217	JeffCo Workforce Center	303.271.4700
		United Way Rental Assistance	303.561.2130
		JeffCo Housing	303.422.8600
<b>CHILDCARE</b>		<b>PARENTING HELP</b>	
Child Care Referrals	1.877.338.CARE	Families First Support Line	303.695.7996
CCAP (Childcare Assistance)	303.271.1388	A Parent Connection	303.916.6929
GCC Childcare Onsite	2 Hr Max	Love & Logic Institute	303.278.7552
<b>COUNSELING/MENTAL HEALTH</b>		<b>SPECIAL NEEDS RESOURCES</b>	
Jefferson Ctr for Mental Health	303.425.0300	JeffCo Child Find	303.982.7247
NAMI	1.800.950.6264	Dev. Disability Resource Ctr	ddrcco.com
		PEAK Parent Center	peakparent.org
		ARC	303.232.1338
JeffCo Child Find	303.982.7247	Sensory Pathways 4 Kids	303.862.8557
<b>MEDICAL</b>		<b>DENTAL</b>	
JeffCo Public Health Dept	303.232.6301	Golden Kids Dental	303.216.1108
MCPN/JeffCo Clinic	303.360.6276	All About Kids Dental	303.431.1221
Lutheran Hospital	303.425.4500	Pediatric Dental Group	303.467.8888
St. Anthony's	720.321.0000	Healthy Smiles for Kids	720.777.6788

Children's Hospital (Wheat Ridge)	720.777.1370	West Metro Pediatric Dentistry	303.422.3746
NextCare Urgent Care	720.506.1332		
Centura Health Urgent Care	303.925.4360		
		<b>LEGAL SERVICES</b>	
<b>VISION</b>		Colorado Legal Services	303.837.1313
Colorado Lions Kid Sight	720.325.7078	Legal Aid Foundation	303.863.9544
Golden Vision Clinic, PC	303.278.2020	Tenant/Landlord Disputes	303.237.6149
Table Mountain Vision	303.271.1400		
<b>Golden Community Center</b>	303.384.8100	<b>Julie Adkins</b> -Recreation Supervisor-Youth Programs	303-384-8196
<b>GCC Registration</b>	rec.cityofgolden.net	<b>Connie Kelly</b> -Director of Preschool/Camp Coordinator	303-384-8124