



# Parent Handbook

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Our staff is so delighted and honored that you and your child will be a part of the Peace Early Learning Center this year.

We are looking forward to seeing your child play and work with other children. We are also very excited to share the love of Jesus with your child during our Jesus time as well as throughout the school day.

Please read through this booklet and become familiar with the center's policies. If you have any questions, you can contact the Director.

**After you have finished reading this handbook, parents should sign and date the "Parent/Center Agreement" form located in the back of the handbook and return it to the school.**

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Parent/Center Agreement Form

## 1. Mission Statement

Creating a firm foundation of faith, love, and learning.

## 2. Program Philosophy

We will provide your child with a safe learning environment where they will receive an outstanding education centered around Christian values. Our teachers model Jesus' unconditional love and forgiveness for all children as they work with them each day.

Our program is designed to meet the developmental needs of children one-year-old through Kindergarten. The program provides experiences that enrich and enhance each child's spiritual, cognitive, language, social, emotional, physical, and creative development. The center's daily schedule allows each child to create, explore the environment, learn problem-solving, develop personal interaction skills, and learn concepts through first-hand experiences. Children will develop a positive self-concept through a balance of self-lead and teacher-directed activities. Opportunities for solitary play as well as group activities are provided. Staff will serve as positive role models, and provide care that is supportive, nurturing, warm, and responsive to each child's individual needs. We respect families as the primary and most important providers of care and nurturing, and believe parents and teachers are partners in the child's care and education.

## 3. Peace Lutheran Church

- Worship Services: Sunday at 8 AM or 10:30 AM
- Sunday School: Sunday 9:15-10:15 AM
- Bible studies for all ages throughout the week (check with the church office for a list)
- Midweek School on Wednesdays from 5:30-7:30 PM
- Vacation Bible School is held in June each year.

## 4. Staff

We select our staff very carefully and adhere to Colorado's Rules and Regulations that govern Early Learning Centers. We want to provide our students with the best possible early education experience which stems from hiring dedicated and educated staff.

All staff members meet the required educational and experience qualifications for their positions. All staff members have been trained in emergency procedures and protocols to ensure the safety of all staff and students while at Peace ELC.

Our staff also participates in ongoing education each year in the area of Early Childhood Education and attends an annual conference for Lutheran educators.

Most importantly, all staff members are Christians who respect and love God, know their Savior, Jesus Christ, and teach by example how to enjoy the abundant life in Christ.

#### 5. Reporting Abuse or Neglect

Our staff cares about the students and desires for them to be protected and free from harm. They are all mandatory reporters and will notify Child Protection Services if there is any suspicion of abuse or neglect. Under the “Child Protection Act of 1987” (C.R.S. 19-3- 301) in the Colorado Children’s Code, our staff is required to report suspected child abuse or neglect to the Jefferson County Department of Social Services. The phone number is 303-271-4357.

#### 6. Our Relationship with the Home

Children are a special gift from God, and we desire to support you in the responsibility of bringing up your child to honor and respect the Lord. We are honored when parents entrust their child’s education to us at Peace. Being in close contact with the home is important because we feel the children benefit from their parents and teachers working together.

We are committed to providing activities that enhance the relationship between the child, the family, and the early childhood center. Many special family events are planned that require the support of family volunteers to ensure success. When you come to visit or volunteer, please sign in at the office. We appreciate your help and support!

Please Notify the School If:

- Your child will be absent. Report to your classroom teacher and/or director beforehand or by 9:00 AM if it is an unplanned absence.
- Your address or phone number (home and work) changes.
- There is any change on the authorized pick-up list
- There are significant changes at home.
- Your child has a prolonged illness or will be away from school for an extended length of time.

Please check your email, Brightwheel, and your child’s backpack each day for any important communications.

## 7. Parent/Teacher Conferences and Assessments

Formal parent conferences will be scheduled during the school year. At the discretion of the teacher, the director may attend any requested conference with parents.

Parents may request additional conferences at any time throughout the school year. Parents are encouraged to speak with the staff about their child's development at any time.

The primary reason for assessing children is to help our educators understand each child's growth and development to help determine appropriate classroom curriculum and daily activities for the children. They are also used to create appropriate learning goals, evaluate the effectiveness of a project or program, help manage various behaviors in the class, and to provide feedback to the parents. In addition, they are also extremely important so children with developmental challenges can be identified and receive appropriate interventions as quickly as possible. Identification within the first 5 years is critical to a child's development later on in life.

## 8. Center Hours & Electronic Access

Center hours are 8:30 AM - 4:00 PM

Doors are open between 8:15 AM - 8:30 AM. It is crucial and mandatory to arrive by 8:30 for our classrooms to start school on time. Late arrivals are disruptive to the classroom schedule and other children's learning.

Class Times are 8:30-11:30 AM, 8:30 AM - 12:30 PM, and 8:30 AM - 3:00 PM.

If your child will be late due to a scheduled appointment, please let the teacher and/or director know in advance. If you are running late without prior notice, please inform the director or your child's teacher via Brightwheel. This notice allows us to plan for the school day accordingly.

Our doors at Peace ELC remain locked throughout the day. Each family will be given an electronic access code to enter the building based on their schedule. If you need access at a time other than your code allows or if another individual needs access to the building, please call the director's office for admittance. If you are unable to reach the director, you may use the church entrance located on the east side of the building, Monday - Thursday, using the call button. The church office will let you in. Please help us keep your children and our staff safe by not allowing anyone else in the building when using your code. Each family should use their own code to enter the building.

Children need to be picked up no later than 11:30 AM, 12:30 PM, 3:00 PM, or 4:00 PM if enrolled in aftercare. After these times, you will be charged a late fee (see section 14 for fee information). If you will be late, please call the school with an arrival time. The phone call does not negate the late fee, but allows us to plan accordingly.

Children may attend 2 (T/Th), 3 (M/W/F), or 5 days per week.

Our school closely aligns with the Jeffco school calendar. A school calendar is provided as a separate document. Please refer to that for scheduled days off and other important dates.

### 9. Ages of Children Served

We offer two toddler classes serving children 12-36 months old.

We offer a transitional preschool classroom for children 2.5 years and older. This classroom is suited for preschool-aged children who are still mastering potty training.

Children entering our 3-year-old classes must be 3 by November 1st. Children entering our 4-year-old classes must be 4 by November 1st. Children entering our Kindergarten class must be 5 by November 1st. Children in these three classes **must be fully potty trained** unless there is a developmental delay with documentation from a medical professional.

### 10. Visitors

All visitors must report to the office when visiting the Early Learning Center. State regulations require that visitors sign in and state the purpose of the visit. Classroom observations and visits must be arranged through the administration. The visit must not interrupt the regularly scheduled educational program.

### 11. Drop Off Procedures

Due to state regulations, all parents/guardians must sign children in and out each day. There has to be documentation of who is dropping off and picking up. This can be done via our Brightwheel tablets, or through the Brightwheel app using your own device via QR codes that can be found throughout the hallways. **A \$10 fee will be assessed each time a family fails to sign their child(ren) IN or OUT.** Sign-in/out records are considered legal documents and must clearly show who dropped off or picked up your child. While we understand that some families find it easier to share a single Brightwheel account for all family members, it is imperative that each parent uses their own individual account/code to accurately document who is dropping off and picking up. Children are to be escorted by a parent/guardian to their classroom. Teachers are actively preparing for class prior to drop-off. Before leaving your child, please ensure their teacher is present and aware that your child has arrived.

## 12. Pick Up Procedures

Children will only be released to custodial parents and legal guardians or persons listed as an authorized pick-up person by the parent or guardian on the Registration and Emergency Forms. Parents/guardians are responsible for adding authorized pickups to Brightwheel and having each authorized pickup enroll in Brightwheel for individual check-in/out codes.

Teachers will request a picture ID if someone they do not know comes to pick up the child. Restraining orders and custody papers must be on file in the school office. One-time authorization pick-up requests may be made in writing with an "Alternate Pick-Up Plan" form filled out by the parent or guardian. If an unauthorized person attempts to have a child released to him/her, we will call the parent for authorization, if there is no authorization we may notify the police. Children are released to the appropriate adult at the end of the school day, and the building is checked and secured by staff. **Late pick up fees will be applied if the child is not picked up on time. The late pickup fee is \$15 per child for the first ten minutes and an additional \$2 per minute after.** The appropriate authorities (Social Services, Police) will be contacted if a child is left at school after dismissal time, and parents/ emergency contacts cannot be reached.

## 13. Parking

Please be considerate of others. Children are small and difficult for drivers to see. Watch carefully when you are driving in the parking lot and hold your child's hand when you are walking to and from your car. Please review safety information with your child regularly. We encourage you to not leave any children unattended in a vehicle and be sure to turn your engine off. It is also encouraged to lock your car and secure any belongings before exiting your vehicle. Only cars with handicap license plates or placards may use handicapped parking. Please only use designated parking spots. Thank you for keeping our children safe.

## 14. Tuition & Fees

**Tuition payments will only be accepted from August to May of the current school year.** Tuition is determined annually and divided evenly during the school year; therefore tuition remains the same each month regardless of breaks or other time off. Tuition payments are due on the 1st of the month. August tuition is due August 1st. All tuition is to be paid through automatic withdrawal using Brightwheel. Monthly tuition is divided into 10 equal payments beginning on August 1st. Tuition Fees are available on a separate document available upon request. Parents/Guardians are liable for the annual tuition fee.



ADDITIONAL FEES	FEE DESCRIPTION
Registration	A non-refundable fee of \$200 (\$300 per family) will be collected with Registration paperwork.
Family Discount	A 10% discount is given to the younger sibling's tuition. This discount only applies to tuition, it does not apply to any other fees.
Nap	<p>A \$50 fee will be assessed to cover the cost of Nap Supplies. This fee will be added to the first month's payment. Returning families may use the items supplied in previous years, or purchase a new set if desired.</p> <p>If your child does not come prepared with his or her cot sheet and/or blanket, you will incur a \$10 fee to cover the cost of a borrowed sheet and blanket. If you need a placement sheet or blanket, you may purchase a new one for \$25.</p>
Late Pick Up	<p><b>\$15 per child, starting the first minute after the child's designated pickup time up to 10 minutes (11:31, 12:31, 3:01)</b>  <b>\$2 per minute thereafter. **This fee is strictly to be paid the next business day. **</b></p> <p>Pick up times are 11:30 AM, 12:30 PM, or 3:00 PM</p>
Late Payment	Late Fee of \$75.00 will be assessed to all accounts if the monthly payment is not received by the 1st.
Dishonored Payments	A fee of \$45.00 will be assessed for all dishonored payments that are returned by the bank for any reason. All dishonored payments must be redeemed in the office by cash or money order. Payments received after the 1st of the month are also subject to Late Fees.
Sign In/Out Fees	A <b>\$10</b> fee will be assessed each time a family fails to sign their child(ren) IN and <b>\$10</b> for failure to sign OUT. It is mandated by licensing that all children be signed in and out each day by a parent or guardian. If your child is being picked up by someone who is not registered in our sign in or out system, you must fill out an authorized pickup form.
Supplies	<p>For children requiring diapers, you must provide any wipes or diapers your child needs. A \$10 fee per day will be assessed if supplies are not provided.</p> <p><b>If your child does not bring a snack or lunch, we will provide it for the day. You will be assessed a \$10 fee per occurrence.</b></p> <p>If other supplies are needed, appropriate fees may be assessed.</p>
Damage	If your child causes damage to another's property, including the school, you will be assessed the replacement cost of the item.

Children need to be picked up no later than 11:30 AM, 12:30, 3:00, or 4:00 PM. After these times, you will be charged a late fee. If you will be late, please call the school with an arrival time. The phone call does not negate the late fee.

**\*\*Refunds for absences or snow days will not be given.**

## 15. Curriculum

Our program is designed to share the love of Jesus with your child throughout their entire school day. We teach the children Bible stories, LCMS doctrine, and Christian values in a way that is developmentally appropriate for their age level.

Our program is designed to allow many opportunities to learn about the world around them in a developmentally appropriate, and intentionally prepared environment. These areas include:

- Classrooms
- Playground
- Outdoor Spaces
- Chapel

The learning spaces will include a variety of materials including, but not limited to:

- Art Supplies
- Musical Instruments
- Books
- Dramatic Play Materials
- Blocks and Building Materials
- Sensory Tables
- Toys and Games
- Science Materials
- Climbing Structures

All curriculums are developmentally appropriate for each classroom. Each classroom uses a CPH (Concordia Publishing House) religion curriculum, One in Christ, as well as an age-appropriate creative curriculum map specifically designed for our school. Both meet the Colorado Early Learning and Development Guidelines.

## 16. Sample Daily Schedule

8:15- 8:30	Arrival/ Table Activities
8:30	Attendance, Calendar, Circle Time
8:45	Jesus Time
9:00	Bathroom, Wash hands, Snack
9:30	Outside Time
10:15	Small Group
10:45	Center Time
11:15	Clean-up/ First dismissal
11:30	Bathroom, Wash Hands, Lunch
12:00	Sunscreen/ Outside Time
12:30	Second dismissal/ Bathroom Break
12:45	Rest time/ Nap - quiet activities provided as children wake up
3:00	Pick Up or Aftercare snack
3:30	Aftercare recess (sunscreen applied)
4:00	Final pick-up

## 17. Technology

Technology may be integrated to enhance children's learning at any given time. All teachers are encouraged to use the best available tools to create a learning environment that will stimulate the interests of their students and provide them with a broad understanding of the topics in the curriculum. Additionally, the 'G' or 'PG' rated videos may be used for learning purposes on special occasions to enhance the classroom experience. In the event a video is scheduled, parents will be given a permission slip to authorize their child(ren) to view the movie. The vast potential of the World Wide Web is captured by the teachers in age-appropriate ways as they continue to explore its potential and the potential of other technological tools, such as video and cameras for recording activities and documenting learning. Although our students, by design, seldom interact directly with personal items such as iPads or laptops, our teachers and parents benefit from the support they can lend to the learning process.

Technology at Home: Technology provides us with increasingly important and useful educational tools. Parents who make technological tools available in their homes, must take responsibility for helping their children avoid the inherent dangers. Exposure to inappropriate material, loss of privacy, and spam are all issues that are on your horizon. Parents need to model appropriate use, set clear expectations, maintain open communication with their children and the school concerning responsible use, and, most importantly, supervise their children to ensure compliance with the rules of each household.

## 18. Stewardship of Property

As Christian stewards, we encourage and teach students to take proper care of God's gifts. Some of the ways we teach this directly relate to our school and classroom environments. For example: keeping church and school premises neat and free from debris; keeping the classroom and cubbies in good order; and keeping books, toys, tables, and other school equipment in good condition.

Children who purposely destroy or damage property will make restitution. Accidental breakage will be considered on a case-by-case basis. A fee will be assessed to parents/guardians of those students.

## 19. Christian Love for Others

Students and parents at Peace Early Learning Center are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's right to learn, think, create, play, and worship.

*"Therefore, be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us..." Ephesians 5:1-2*

We recognize and expect Christian behavior. We find occasions to honor, thank, and celebrate one another throughout the school year. We thank God for blessing us with His Spirit so that we can truly love and care for one another. To this end, Peace Early Learning Center has adopted the following Christian Character Traits as a guide for our lives:

**Reverence & Respect:** showing honor toward God and acceptance of authority, people, ideas, and property

*"Serve the Lord with gladness!...Know that the Lord is God!" Psalm 100: 2a, 3a*

*"He who is the blessed and only Sovereign, the King of kings and Lord of lords." 1 Timothy 6:15b*

*"Honor everyone. Love the brotherhood. Fear God. Honor the emperor." 1 Peter 2:17*

**Compassion:** acts of kindness, sharing, caring, empathy, service, and love

*"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." Ephesians 4:32*

**Integrity:** honest, loyal, just, fair, and humble actions and responses

*"Teacher (Jesus), we know you are true and do not care about anyone's opinion..." Mark 12:14a*

*"Have this mind among yourselves, which is yours in Christ Jesus... but made himself nothing, taking the form of a servant..." Philippians. 2: 5, 7*

**Responsibility:** accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship

*"Rejoice always; pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you." 1 Thessalonians 5:16-18*

## 20. Guidance and Discipline

Children are very special and important in God's eyes. We do not want to see any child hurt or injured. Recognizing that the goal of effective discipline is to help teach your child self-control and self-discipline, our goal is to guide children in developing appropriate behavior and self-esteem. Natural and/or logical consequences for behavior may be used to help the children become responsible for their own behavior. It often takes the form of a gentle reminder, redirection, or cleaning a mess they have made. Choices are offered to encourage children to make appropriate decisions and to take responsibility for their actions. Even though children are learning proper socialization at home and in the group setting, we may remove a child from the group to allow them time to recover until they are ready to safely return to the group. Removing a child may mean going into another supervised area such as another classroom or the director's office. This is not a punishment, but rather a place to cool down and maintain their emotions before returning to the group and to help the child understand why the demonstrated behavior is not beneficial in a classroom.

If a child exhibits repeated behavior that may be harmful to the child, teacher, or others, a conference may be set up to determine how to best handle the situation at home and school.

Our staff will strive to maintain a loving, nurturing, and safe environment for all children at all times. Corporal punishment will not be used at Peace Early Learning Center.

## 21. The Process of Suspension and/or Expulsion

If children are habitually exhibiting unacceptable behavior, steps toward removal from the program will begin. The following process will be used when warranted by the staff. The administration always makes the final decision.

1. The staff will try to resolve the problems one one-on-one with the child.
2. The staff will discuss the issue with the child's parents.
3. The staff will request a conference with the parents to discuss the issues and appropriate consequences.
4. If the behavior continues, the staff will determine if suspension and/or expulsion is necessary.

The following will be unacceptable from students and parents/guardians of students and may warrant immediate referral to administration, suspension, and/or expulsion with no refund of tuition:

- **Weapons.** Weapons of any kind, including play toys, will not be permitted on school grounds. Students are not to keep any guns, knives, or other types of

weapons in backpacks, or other storage areas.

- **Controlled substances.** Drugs, alcohol, or tobacco will not be permitted on Center grounds at any time.
- **Harassment.** If any teacher, administrator, or school employee is the target of harassment, insults, or any type of degrading treatment from a student or parent of a student, the student may face expulsion due to the parent's behavior with no tuition refund.
- **Stealing.** Students found with stolen materials or money will be referred to the administration immediately.
- **Violence.** Students inflicting any form of violence, including threats of violence on fellow students or staff members will be referred to administration and may face expulsion without a tuition refund. Written or spoken fantasies of violence will not be taken lightly and will be treated as a threat.

**\*\* Safety will always be the top priority at Peace ELC. At any point in time, suspension or expulsion can be deemed necessary at the discretion of the administration team.**

## 22. Supervision

Children are supervised in the classroom or on the playground at all times by the teaching staff. Name-to-face attendance is taken throughout the day to account for each child's presence. A staff person will be in the room when the children arrive and remain until all children have been signed out. The teacher only leaves after a final check of the classroom and bathrooms. By state law, all children need to be signed in by a parent/guardian when they arrive and signed out by a parent/ guardian when they leave. We use a digital check-in system, Brightwheel, to do this. Brightwheel is reviewed by each teacher for the classroom they are assigned, as well as center-wide by the administration at the end of the day to ensure that all children have been checked out.

In the unlikely event that a child cannot be located, the staff will first search the premises, and then they will contact the parents and the police for assistance in locating the child. If a child is left unsupervised by staff at any time, the school will report the incident to the appropriate channels as dictated by state licensing rules and regulations.

Every month, Peace Early Learning Center will participate in fire drills. The children will be escorted out of the building according to the emergency exit plans posted by each fire exit door. The children will also participate in tornado, lock-down, and other safety drills as mandated.

If a child arrives late and the class is away from the building on a field trip or other special activity, the child will be supervised in the office until either the class returns or the parent arrives to pick the child up. Those children not picked up by parents after the preschool session will be supervised in the office and the appropriate authorities may be contacted.

### 23. Absences

Regular attendance is encouraged to get the full benefit of our educational program. All absences must be reported to the center before the beginning of the school day by or before 9:00. Phone messages, emails, and Brightwheel messages may be left 24 hours a day. If the absence is due to illness, please disclose symptoms so we can track it on our Illness Surveillance Log per Health Department requirements.

If your child will be gone for a planned absence, we ask you to notify the classroom teacher and the administration ahead of time so that we may plan accordingly.

### 24. Entrance Requirements and Nondiscrimination Policy

Admission at Peace Early Learning Center is a privilege. Before acceptance into the preschool, a tour is arranged with the child and parent(s). The parent(s) must complete the application and pay the registration fee to hold a spot. Registration fees are non-refundable. Parents are asked to provide copies of all previous academic records (i.e., assessments, report cards, and developmental tests) and assert the truthfulness and completeness of the application by signing it. Applicants are admitted based on classroom availability and the child's ability to benefit from the educational and spiritual services the faculty and staff endeavor to provide. The family is notified of the child's acceptance, conditional, or denial of enrollment and given the appropriate paperwork to fill out before the start of school. **All paperwork must be submitted by the first day of school. Any child who is missing the required documents for enrollment will not be accepted until their file is complete.** This is a state requirement before children attend any educational institution.

Peace Early Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. We do not discriminate based on race, color, national/ethnic origin, or religion in the administration of our educational policies, admissions policies, scholarships, athletics, or other school-administered programs. Peace Early Learning Center has limited personnel resources to serve children having specialized educational and disciplinary needs. Children with special needs that cannot be served through existing programs may be denied enrollment, or enrollment may be discontinued to encourage them to enroll at a school that can provide an appropriate program.

### 25. Withdrawal

Our school operates over a full 10-month period, and therefore, disenrolling mid-year is highly discouraged. We do understand that families may need to withdraw from school due to personal circumstances. Parents are asked to speak with the director and give at least **one month's notice** in writing. If the school decides that withdrawal from the program is necessary, parents will be given written notification.

Parents are liable for a full month's payment after notice of withdrawal, regardless of the last day of attendance.

For families who pay annually for tuition, one month's notice is also required in writing. Refunds will be considered on a case-by-case basis.

Past-due accounts are subject to referral to a collection agency or legal action. Families are responsible for additional fees incurred by the school to collect delinquent payments.

**Children may be removed from the program if your account is past due for more than 15 days, or if the account is frequently past due (two consecutive months).**

## 26. Health Policies

Colorado state law requires that Peace Early Learning Center have an immunization record on file for every child in attendance at the center. The record must be presented at the time of registration. Records will be checked to ensure your child's immunizations are up to date. These requirements can change as mandated by the State of Colorado. Failure to comply with this policy will require a signature on a Colorado Immunization Notification and Plan which requires a doctor appointment for any scheduled shots. Individuals who are requesting exemption from immunizations must sign the appropriate papers stating they wish to be exempt. **Exempted students will be subject to exclusion from school and quarantined in the event of an outbreak.**

Please refer to the following guidelines to determine when to keep a child home.

**Fever:** A child who has been ill will not be welcome to return until he/she has been without a fever for at least 24 hours without the aid of fever-reducing medications.

**Flu:** Your child should be free of all symptoms of upset stomach, fever and lethargy before returning to school.

**Contagious Diseases:** We ask that you keep your child home until a doctor has advised that he or she may return to school. Please be sure to alert the center immediately so precautions can be taken to protect others from the disease. Contagious diseases include strep, measles, whooping cough, chicken pox, conjunctivitis, pinkeye, pneumonia, etc.

Please report all illnesses to the classroom teacher. If a child is too ill to participate in daily activities or needs medication such as cough syrup, acetaminophen, motrin etc. during school hours, he/she should not be brought to school. When a child is out of school with a prolonged illness, the teacher should be notified daily of the child's absence. Upon return to school, a physician's statement authorizing a child's return may be required. For the protection of all children, the teacher/director will have the right to decide whether a child should be allowed to attend if he/she does not appear well.



If your child should become ill while at school, we will do our best to contact you. If neither parent can be reached, we will call the person you have listed on the Emergency Form. It is expected that the child is picked up immediately, within 30 minutes from the time of notification. The child will be removed from the other children until picked up.

Universal precautions will be maintained safely by all staff and others when any bodily fluids are present or could become a threat to the health of anyone in the center.

## 27. How Sick is Too Sick?

### **WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE**

**There are four main reasons to keep children and adults at home:**

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.

**\*\* If your child is sent home from school due to fever or illness, the child may return to school after 24 hours symptom-free without the use of any medication.**

The best way to prevent the spread of infection is through good hand washing. Children with the following symptoms or illnesses should be kept home (excluded) from school:

Symptoms without diagnosed illness	Child or staff must stay home?
<b>Diarrhea</b> Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	Yes - If a child looks or acts sick. Diarrhea that is bloody or associated with fever, abdominal pain, or vomiting should be evaluated by your doctor.
<b>Fever</b> Fever is a temperature of 100.4°F or greater.	Yes – The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer.
<b>Flu-like Symptoms</b> Fever Sore throat Runny nose or congestion	Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.

	In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.
<b>Vomiting/Throwing Up</b>	<p>Yes – Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p><b>If a child with a recent head injury vomits, seek medical attention.</b></p>

<b>Guidance for Specific Diagnosed Illnesses</b>	<b>Child or staff must stay home?</b>
<b>Chicken Pox</b>	Yes - until the blisters have dried and crusted (usually 6 days), until no lesions within 24 hour period.
<b>Conjunctivitis</b> (pink eye) Pink color of eye and thick yellow/green discharge	No – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment
<b>COVID-19</b> (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	<p>Yes – children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's isolation guidance.</p> <p>Guidance for schools and child care settings can be found here: <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p>
<b>Fifth's Disease</b> (parvovirus)	No – the illness is no longer contagious once the rash appears.
<b>Hand Foot and Mouth Disease</b> (Coxsackie virus)	No - unless the child or adult meets other exclusion criteria, is drooling uncontrollably and has mouth or open sores or is not able to take part in usual activities.
<b>Head Lice or Scabies</b>	Yes - children cannot return until after they have had the first treatment.
<b>Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli</b>	Yes – children and staff may return to school or child care when cleared by the health department.
<b>Herpes</b>	No - unless there are open sores that cannot be covered or there is uncontrollable drooling.
<b>Impetigo</b>	Yes – children and adults need to stay home until 24 hours after antibiotic treatment has started.

<b>Influenza</b>	Yes - children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
<b>Norovirus</b>	Yes – exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea.
<b>Ringworm</b>	Yes - children cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.
<b>Roseola</b>	No - unless there is a fever or behavior changes.
<b>Croup, RSV</b> (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
<b>Strep Throat</b>	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
<b>Other Vaccine Preventable Diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
<b>Yeast Infections</b> Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
<b>Other</b> Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

**\*\*This chart was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.** The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

In all cases, talk with your child's pediatrician if you are not sure when your child should return to school or child care.

Many illnesses can be stopped before they spread by reminding everyone to practice frequent hand washing, blowing noses into tissues, and covering mouths when coughing or sneezing. If only it were so simple – even the best hygiene practices can't avoid the spread of all illnesses. Sometimes staying home is the only way to benefit our kids, ourselves and our communities.

## 28. Administration of Medication

Peace Early Learning Center prefers not to administer medications unless absolutely necessary. We are required by state law to comply with guidelines set up in Section 12-38-132, C.R.S., of the "Nurse Practice Act" .12 CCR 2509-8 regarding the distribution of medication at school.

Hand lotion and chapstick must be documented on the Non-Prescription Topical Medications form. The parent is responsible for supplying the hand lotion or chapstick which must be in the original container and marked with the child's first and last name.

It is the parent/guardian's responsibility to apply sunscreen before school. Sunscreen will be reapplied before going outdoors in the afternoon. All children must have the Sunscreen Authorization Form on file.

The main office staff and some classroom teachers have been delegated to administer medication. Medication will only be given to students with a doctor's authorization and parental permission, this includes prescription and non-prescription medication. **All medicine needs to have the manufacturer's dosage instructions or the doctor's instructions included and be in the original box with an accurate expiration date.** All medicine given to students is recorded on student medical sheets in the office or classroom and kept in a locked cabinet. Should medication be required at school, a "Medication Agreement" form is required to be signed by the parent and physician. You may obtain one from the school office. All severe medical conditions require a Health Plan.

## 29. Emergency Information

The emergency information requested in your enrollment packet is extremely important and is also a state requirement; these names and numbers may be our only way of contacting you in an emergency situation. Additionally, it is a requirement to complete your child's Brightwheel profile, to include an updated picture of your child. The more information you can give us, the better chance we have of getting in touch with you if an emergency arises. If your information changes, please update your Brightwheel profile and fill out a new form with the office immediately. If an emergency occurs, we will first try to contact the parents and/or guardians and if we do not get in touch with anyone, we will notify any authorized person to pick up the child.

The staff is trained in CPR and the basics of First Aid and can handle minor situations. If an emergency of a life-threatening nature occurs, the staff will call 911. You will be contacted and informed of how the emergency is being handled.

If we need to evacuate the building and parking lot, all children will be taken to Colorado Christian Montessori, 9236 W 57th Avenue, Arvada, Colorado 80002. Their phone number is 303-942-8014. If the need arises to evacuate further away from Peace, all children will be taken to Prospect Academy, 5592 Independence St, Arvada, Colorado 80002. Their phone number is 720-605-6707.

### 30. Accidents

Teachers will verbally inform parents/guardians when a child is injured at school and present them with an accident report that must be signed. A copy may be sent home at your request. If your child sees a doctor or receives medical treatment due to an injury at school, please notify the administration. Our school makes every effort to safeguard each child's health and safety. Minor accidents will be treated with ice, soap, water, and band-aids when necessary. If the injury is serious, we will call the parents, and, if needed, the emergency contacts and proceed to the nearest emergency room. If needed, an ambulance will be called to transport the injured child under the supervision of the director. Expenses incurred will be the responsibility of the parent.

### 31. Personal Belongings

Each child will have a "cubby" for their personal items. A backpack large enough for two changes of clothes is also needed. Please help by labeling all clothing and personal belongings with your child's name. If an item is lost, check the Lost and Found which is located next to the bench across the hall from the bathrooms. Unclaimed items will be donated to charity periodically.

Toys and other playthings are provided by the Early Learning Center, so please keep them at home unless being used for "show and tell" or another learning activity as requested by the teacher. If a toy or plaything is brought to school for some reason, we require that it remain in your child's backpack. The school is not responsible for lost, stolen, or broken items.

Nap time "lovies" or "stuffedies" are dependent on the child's teacher; if allowed, one small stuffed animal will be kept at school in the child's nap time bin. Toddler nap rooms also allow the use of pacifiers during nap time.

Some items should never be brought to school. These include but are not limited to:

- Toys of violence
- Candy or gum
- Anything that is not labeled with your child's name
- Medicines, lotions, chapstick, etc unless you have Medication Agreement
- Shoes that are unstable for your child
- Foods that are not part of snack or lunch
- Anything of great value as we cannot be responsible if it is damaged or lost
- Pets should never come to school for any reason.

Children need to bring the following items to school each day:

- A backpack to school for their schoolwork and belongings
- A labeled water bottle
- 2 weather-appropriate changes of clothes (to be kept at school. Please replenish if soiled clothes have been sent home)

- Snack, Lunch
- Folder (if given by the child's teacher)

Toddlers should have a separate school bag, and may not bring in diaper bags due to potentially hazardous items left in the diaper bag from parent use. Toddler bags should only contain necessary items for school use.

### 32. Use Of Restroom Facilities

Our teachers provide minimal and the least intrusive assistance possible when assisting with toileting. **Children are expected to be toilet trained before enrolling in the three and four-year-old classes at Peace Early Learning Center.** Exceptions will be made with a doctor's recommendation as it relates to a disability or learning delay. Also, please help your child be successful by wearing clothes that they can handle by themselves. Example: no belts, buttons, tights, suspenders, or overly poofy dresses.

Children in diapers or pull-ups will only be admitted in the toddler room. Parents must supply all diapers, wipes, and other items needed for diapering. If these are not provided, families will be assessed a supply fee of \$10 per day. All students entering our three-year-old classrooms must be fully potty trained by the first day of school. Fully potty trained is defined as 3 weeks with no diapers/pull-ups and no accidents.

### 33. Personal Hygiene

Children will wash their hands with soap under warm running water before meals, snacks, and after using the restroom. **Parents must have their children use the restroom and wash their hands before dropping them off in the classrooms. Even if your child does not use the bathroom, they need to wash their hands before class to minimize exposure to outside germs.**

### 34. Clothing

We ask your help in seeing that your child is dressed appropriately every day for the activities that are planned for the day. The personal appearance of all students should be in keeping with the nature of Christian education. Students should wear modest, clean, and mended clothing. Dress your child in comfortable clothes that allow freedom of movement. Due to safety concerns, access to some activities may be restricted due to inappropriate dress. The center maintains the right to make the final approval of a student's appearance and to request modification. If children are wearing dresses or skirts, please also wear shorts underneath. All removable clothing should be marked with the child's name.

Please dress your child appropriately for the weather. Shorts are acceptable, weather permitting. Remember to send coats, mittens, hats and boots in the winter. When you

send boots, always send extra shoes and an extra pair of socks. We try to go outside if the weather is above 20 degrees, and it is not raining. If it is sprinkling or snowing, the children may still go outside.

Tennis shoes and socks are highly recommended for all children, and safe for all types of play. Cowboy boots, sandals, fancy dress shoes, slick-soled shoes, and “Croc” style shoes are not appropriate for the safety of your child and others. Children wearing them will be limited in their play. Children need shoes that they can put on by themselves.

Please bring two additional complete changes of clothes in a zip-lock style bag. Please replenish the extra clothes each time soiled clothes are sent home. All belongings should be clearly marked with your child’s name. These clothes will be used for those times when an accident with toileting occurs or when an activity requires a change - such as water play or art. Should a change of clothes be required, the staff will encourage your child to be as independent as possible to protect your child’s right to privacy but will assist your child if the need arises.

### 35. Hot Weather

Children are required to bring a water bottle from home every day. This water bottle must be labeled with the child’s name as per Health Department requirements. Water is always made available in the classroom and outside. Children may play in our gross motor room indoors when the outside temperature is excessively hot.

### 36. School Closure

**Peace Early Learning Center follows Jefferson County Public School closures due to inclement weather but may also be made separate from Jeffco’s decision at the discretion of the director.** The decision is based on the following: safety of staff/students, road conditions, and future forecast (accumulation, size of storm, and duration). If other school districts are closed due to their technical difficulties (e.g. power outage), then our school will remain open. We will notify parents via Brightwheel and will utilize channel 9news and Fox31 in the event of a school delay or closure. In the event school closes early during the school day, a staff person will remain in the room until all the children have been properly signed out. Please note classes officially start at 8:30 with doors opening at 8:15. Therefore all delay times will be based off the 8:30 start time. (Ex: 2-hour delay, classes will begin at 10:30 with doors opening at 10:15.)

### 37. Transportation To and From School

Transportation to and from school is provided solely by the parents/guardians. Parents may form carpools if desired. We require written authorization from parents if another person will bring or pick up your child at school. Children will not be released to any unauthorized person(s). Children will remain in the classroom with the teacher until the authorized person picks them up and releases them. If the person is late, all attempts will be made to contact the authorized person from our emergency form. The teacher will remain at school until the child is picked up.

### 38. Filing a Complaint

Peace Early Learning Center wants to resolve concerns and complaints with parents in a timely and least disruptive manner. We encourage parents to speak with the classroom teacher or the director about their concerns. Concerns may also be escalated to the Operations Manager, Kent Patton (303) 424-4454. Additionally, concerns may be reported to the Colorado Department of Human Services at (303) 866-5958.

### 39. Snacks and Meals

Children are required to bring a clean water bottle daily. Labeled with their first and last name. **Water bottles must only contain water** - no sports drinks, juice, or smoothies are allowed outside of mealtime. Children are also required to bring a healthy snack from home to enjoy during morning snack time. This may include, but is not limited to:

- Fresh fruits
- Fresh vegetables
- Yogurt
- Granola Bars
- Dry Cereal
- Applesauce
- Crackers

If children are staying after 11:30, they also need to bring lunch from home. The lunch should also include a beverage. Soda is not allowed for children at school. We would strongly encourage you to pack healthy, well-balanced meals for your child. Please go to <http://www.choosemyplate.gov> for information on well-balanced meals for your child.

Please be sure to include all utensils and napkins your child will need to consume their snack and lunch. Please also include an ice pack with your child's snack or lunch if needed.

If you do not provide a snack or lunch for your child, a \$10 fee will be charged to your Brightwheel account for each occurrence.



#### 40. Allergies

Please be sure your child's classroom teacher and the director are made aware of ALL allergies in writing on or before the first day your child attends school. If the allergy is severe, a Colorado Allergy and Anaphylaxis Emergency Care Plan and Medication Orders Form needs to be on file. Peace ELC will do its best to accommodate student allergies. Since food is brought from home we cannot guarantee that your child will not be exposed to a certain food, but we will do our best to ensure your child's safety. If a certain food item is prohibited from a classroom due to severe allergy restrictions, we ask that all parents comply with the request to ensure the safety of all students.

#### 41. Birthdays

Parents may provide a **store bought** treat to be shared with the class in recognition of a child's birthday. Please confer with the classroom teacher to set the time and date.

**Due to State Health Regulations, all treats need to be "store bought" or prepared in a commercially licensed kitchen.** If there is a child in the class with specific dietary restrictions, the parents/guardian of that child should provide a special snack specifically for their child to be kept at school and can be given out for birthday celebrations. We want all children to feel included!

Private party invitations should not be passed out at the school unless the entire class is invited.

#### 42. Field Trips

From time to time, field trips or other special activities are used to enhance the educational program. The preschool may take walking or transported field trips at various times throughout the year.

Parents will be notified in advance of field trips. Written consent is needed for a child to attend a field trip. All in-house field trips are covered by the general field trip permission slip that is a part of our enrollment packet. In the rare event that we plan a field trip off campus, a separate permission slip will be sent home. Parent helpers are often asked to accompany the class and teacher. Parents and volunteers who drive on a field trip will have a completed Qualified Driver form on file in the school office and be certified in First Aid/CPR. Drivers will be responsible for the children in their vehicle while on a field trip. Drivers must ensure children are properly restrained during the operation of their vehicle. Parents are responsible for providing a car seat for their child while on field trips. If an emergency arises while on the field trip, a phone call will be made to the director to determine an action plan.

If a child arrives late at school after the class field trip has already left, the parent and child must come to the office and one of the following options will be decided by office personnel:

1. The child will return home with the parent OR
2. Office personnel will attempt to contact the class at the field trip site by cell phone and the parent will be responsible for transporting the child to the field trip site OR
3. If the parent is unable to transport the child or the office is unable to contact the class, the child will be supervised in the office or another classroom, if space is available.

**\*Keep this page for your records**

## Parent/Center Agreement Form

I have read the Parent Handbook thoroughly. I understand and agree to adhere to all policies and procedures as presented in this handbook.

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# **\*Turn In This Copy**

## Parent/Center Agreement Form

I have read the Parent Handbook thoroughly. I understand and agree to adhere to all policies and procedures as presented in this handbook.

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Printed name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date