

Lewis-Palmer District #38 Preschool Parent Handbook



“Working Together for Children”

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Preschool Program Philosophy

It is the philosophy of the Lewis-Palmer Preschool that early childhood schooling be a time of fun, warmth, security, exploration and discovery. Preschool children are creative and receptive. The staff views each child as a unique person with an individual pattern and timing of growth and development. Parents, who are recognized as active and equal partners in making decisions, participate by making choices and discussing options of services and support. The main goal of the program is to provide a developmentally appropriate practice by:

1. Providing warmth and support that creates opportunities for children to demonstrate and practice newly developed self-help and personal/social skills.
2. Providing ample time for children to persist at self-chosen tasks and to practice and perfect developing fine and gross skills, adaptive behaviors, communication abilities and cognitive skills.
3. Providing age-appropriate materials for exploring and learning about the environment, allowing children to exercise their natural curiosity to experiment with cause and effect relationships, and seeking answers to simple and higher level problems.
4. Encouraging development of self-control by using positive guidance techniques such as peer modeling and encouragement of expected behavior, setting clear limits and offering redirection to more acceptable activities.
5. Providing opportunities for children to develop aesthetic expression and appreciation through art and music.
6. Providing an integrated program of instruction centered on basic concepts such as math, science, social studies, health, reading readiness and other developmental content areas.
7. Encouraging development of speech and language skills through direct and indirect interventions, home program strategies and age-appropriate peer modeling.
8. Encouraging the expression of his/her own heritage and culture through a wide range of multi-media activities.

It is the intended role of the staff to accompany a child on his/her journey and to clear the path of obstacles by offering encouragement and guidance.

Preschool Program Mission

The Lewis-Palmer School District Early Childhood Preschool Program is designed to provide enriching opportunities to meet the needs of 3 to 5 year-old children. The mission is to assist all children and their families in strengthening their child's development. This is done through the preschool learning goals, parent conferences, and parent workshops.

The Preschool Program consists of small and large group activities, which facilitate development in language, fine and gross motor skills, reading and math readiness concepts, and social skills. There is a balance of child-directed and teacher directed activities that are included throughout the day. Preschool Directors coordinate the day's activities ensuring that all areas of development are addressed.

The Preschool implements a program in which the child plans and carries out activities at a center of his/her choice. These centers change on a weekly basis and may include blocks, a carpentry shop, dramatic play area, science, office area, sand/water table, Duplo center, pegboard and art center, and listening or story area. Developmentally, play is a vital component of the program. Play facilitates problem solving skills, social interaction and communication skills, and increases cognitive growth.

The family/parent-oriented philosophy is an integral part of the Preschool Program. Communication is facilitated through monthly activity calendars, monthly newsletters, conferences, written logs, parent workshops, staffing for students with disabilities, and other special events throughout the school year. Parents are encouraged to become actively engaged in their child's learning by assisting during the day or observing in the classroom.

PRESCHOOL PROGRAM CURRICULUM

Our goal is to provide opportunities for children to develop social, physical, emotional, cognitive, fine and gross motor skills in a developmentally appropriate environment. The curriculum is an integrated program of instruction, aligned to the Colorado model content/standards. Reading readiness, math, science, social studies, handwriting, health, music, art, and movement are all addressed.

CREATIVE CURRICULUM- offers a rich collection of comprehensive, research based resources, intentionally designed to promote and improve the quality of early childhood programs. At its core are 38 objectives for development and learning that help teachers focus on what matters most for school readiness. The core objectives are aligned with state early guidelines, and State Standards.

EVERYDAY MATH CURRICULUM - is a comprehensive Pre-K through 6th grade mathematics curriculum that focuses on real-life problem solving skills. There are five math strands supported by the National Council of Teachers of Mathematics (NCTM). These strands are infused in the math curriculum throughout all grades.

They include:

Number Sense and Operations- Children count Teddy bears, and sort them by colors, count keys and blocks, use Unifix cubes, and learn who has more or less.

Algebraic Thinking- Children learn about patterns, classification, and relationships.

Geometry and Spatial Sense-Children learn shapes, size, and proportion.

Measurement-Children have fun using measuring cups, Unifix cubes, and different size containers.

Data Analysis and Probability –Children use charts and other graphs to discuss and collect data on “what they had to eat for the week”, or “what they think is in the box”.

The EVERYDAY MATH CURRICULUM helps children acquire knowledge and skills, and develop an understanding of mathematics from their own experiences by being actively involved in their learning.

HANDWRITING WITHOUT TEARS - is used throughout the district in grades pre-k through 2nd grade. It uses fun, entertaining, and educationally sound instructional methods to teach handwriting to all students. It helps writing skills through multisensory play and teaches directionality, vocabulary and imitation, positioning, and sequencing skills. Children move, touch, feel, and manipulate real objects as they learn the habits and skills essential for writing.

These curriculums introduce school readiness activities for young children of all ability levels and allow them to progress through an orderly series of structured learning activities at their own pace. Through music, movement, building, coloring, and multisensory activities, children have fun as they develop important skills needed in later years.

Preschool Schedule

Although times may vary from site to site and from day to day, the following basic components will be present:

Welcome and description of the day: large group
Center activities: small group
Language and literacy development: large group
Outside play
Handwriting and math: large and small group
Music and movement

Preschool Program Admission and Registration

No children will be denied admission because of race, sex, national origin, religious affiliation, or disabilities. Parents who are interested in enrolling their children in a Lewis-Palmer School District Preschool Program will be required to complete an enrollment form and pay a \$50.00 deposit that will be non-refundable after June 1st. On or before June 1st the balance of one-month's tuition is due. All students will need to submit a current immunization record before attending preschool. Enrollment forms can be found on the district website or obtained from the Registration office at the District Administration Building.

Students will be admitted into the program according to the following guidelines.

1. Children must be a minimum of *three* years of age. Children may start at any time during the year following their third birthday if space is available.
2. Children will be enrolled on a space available basis.
3. Children must be toilet trained, however, in accordance with non-discriminatory laws and policies (Americans with Disabilities Act/ADA and Individuals with Disabilities Education Act/IDEA), children with disabilities will not be excluded from District preschools due to the lack of potty training. Diapering will be conducted according to state health standards.
4. Parents must be able to transport and pay monthly tuition.

Tuition

Tuition rates for the 2016-17 school year:

2-day option:	\$150/month
4-day option:	\$260/month
5-day child care/preschool combination (wrap)	\$675/month

Note: Tuition includes snacks for all programs but not breakfast or lunch for the wrap program.

Statements will be mailed from the District Office. Checks should be made payable to Lewis-Palmer School District and payment is due on the first of each month.

Preschool Attendance Policy

Regular attendance is the foundation and prerequisite for acquiring an appropriate education. Time lost for school due to medical or dental appointments, family vacations or outings, is valuable time lost from a child's education experience. Of course, there are times when a student must be absent from school due to sickness or other serious reasons. **If your child will not be attending school, please call the school office by 8:30 a.m. for a morning absence or by 12:00 p.m. for an afternoon absence.**

Student Absences

If your child is sick and/or will not be coming to school on a particular day, please call the school. If your child is sick with a contagious illness (strep throat, measles, etc.), please keep him/her at home until well and inform us as soon as possible in order to let other parents know that their child has possibly been exposed to the illness. Again, call the office by 8:30 a.m. for the morning session or 12:00 p.m. for the afternoon session if your child will be absent for that day.

1. Bear Creek Elementary: 488-4770
3. Palmer Lake Early Childhood Center: 757-1476
4. Lewis-Palmer Elementary: 488-4750
5. Ray E. Kilmer Elementary: 488-4740

Snacks and Lunches

A nutritious snack will be served during morning and afternoon preschool sessions. Children who are participating in the wrap program should bring a lunch from home or send money to purchase a hot lunch.

Wrap Program – Depending on Site (Optional)

Children who are enrolled in the wrap program need to bring a crib sheet, blanket, and a small pillow or a favorite stuffed animal in a pillowcase. We send all the sleeping items home every Friday for washing and request that these items be brought back the following Monday.

Discipline Policy

The preschool staff uses positive approaches to help children behave responsibly using any of the following: (1) redirection; (2) planning ahead to prevent problems; (3) positive reinforcement and encouragement specific to task; (4) consistent, clear rules explained to children; (5) natural, logical, and fair consequences; and (6) appropriate behavior modeling.

Parent Observations/Volunteers

The Lewis-Palmer District 38 Preschool welcomes all of our families to an exciting school year filled with learning and fun! Parents are encouraged to volunteer or visit in their child's classroom as their schedules permit. Please contact your child's Preschool Director to work out specific days and times. Please be sure to sign in at the Bear Creek Elementary/Lewis-Palmer Elementary/Ray E. Kilmer Elementary office before coming to the classroom.

Visitors Policy

All visitors to the preschool program must sign in at the main office at the school. The only exception is the Palmer Lake Early Childhood Center (PLECC) because it is not located on the Palmer Lake Elementary School site. In this case, parents who are visiting or volunteering will sign in at the center location.

Inclement Weather

During inclement weather, the preschool follows the LPSD#38 delays and closure procedures. If the school has a 2-hour delay, then morning preschool will start two hours later and dismiss at the normal time. The wrap program will start at 9:00 a.m. If the school has a closure, then there will be no wrap program. LPSD #38 makes inclement weather decisions based on student, parent, and staff safety.

Preschool Clothing and Supplies

Please send your child to school in sturdy, washable clothing that he/she is comfortable in. Tennis shoes are the preferred footwear for school. Sandals, cowboy boots, dress shoes, and hiking boots make it difficult for your child to participate in classroom motor activities. **Children will be involved in outdoor recess, so please provide appropriate outdoor clothing.** Children will remain inside during inclement weather, such as thunderstorms, rain, or freezing temperatures.

Please send a backpack with your child daily to facilitate communication. This would include artwork, newsletters, and notes. A 1-inch, 3-ring notebook, preferably plastic, is great for exchanging information between home and the preschool.

Please make sure to send in a complete change of clothing for your child. This will be kept in a bag with your child's name on it. Please make sure all clothing is clearly labeled with your child's name.

Children's Personal Belongings and Money

Each child has a special cubby or hook in the preschool classroom to store his/her coat and backpack. Parents and children are reminded to leave all other personal belongings (toys, money, etc.) at home. If a child brings something to school, he/she will need to leave it in his/her backpack. All money that is sent to school should be placed in a sealed envelope with the child's name and purpose clearly marked on the outside of the envelope.

Supervision

The staff constantly conducts a student count during the preschool time. Supervision of the children and their exact location in and out of the preschool classroom is of the highest priority. Specific counts of children will always occur during transitions between activities or areas within the school building. Some examples of transitions would be: going in and out from recess, leaving the classroom to go to an activity in the school. At the close of the school day, all areas of the classroom and playground will be checked for children.

Lost Child Procedure

If a child becomes lost at the preschool, one staff member will remain at the last location where the child was seen and other staff member will seek emergency help. Should a child be dropped off late and the rest of the class is on a field trip, that child will be supervised in the school office until parents are reached and can pick up the child.

Field Trips

In the event that the preschool takes a field trip in or out of the local area, parents will be notified of each trip, providing written consent has been given. If money is needed for preschool excursions, it will be collected by the preschool staff prior to the field trip. The district does not provide transportation for field trips. Parents will be responsible for transporting their child to and from the scheduled activity. If a child arrives late and class has left, parents will transport their child home.

Child Pick-Up Authorization

It is the policy of the preschool to allow only the parents, and other adults listed under Emergency contacts on the preschool enrollment form to pick up a child. Please notify the preschool director **in writing** in the event that an adult, other than the ones listed on the enrollment form/authorization to transport form, will be picking up your child. A picture of identification will be requested before the child is released.

Pick-up Procedures

If your child is not picked up by dismissal time for the morning class, the afternoon class, or closing (for the wrap programs), the following steps will be taken to ensure the child's safety until he/she is picked up. There will be a grace period of 5 minutes and after that the preschool charges \$1 per minute the parent is late.

1. The child will be kept in the preschool room.
2. The staff will check to see if notification was made regarding late pickup.
3. Every attempt will be made to reach by telephone the following:
 - The child's parents
 - Any emergency contacts listed by the family
4. Failure to make contact with the above individuals or to pick up a child from preschool within a reasonable length of time will result in the school principal or preschool director notifying the local authorities.

Sign In - Sign Out Procedures

Each preschool classroom will keep a daily sign in and sign out sheet for authorized adults to utilize as they bring and take the students from the classroom. Should an unauthorized person attempt to pick up a child, the preschool director/teacher will immediately notify the principal, and appropriate steps, including calling the authorities, will be taken.

Video Viewing

There are occasions during the school year when the children will have an opportunity to view materials on video/TV relating to the weekly teaching themes. Parents are requested to sign an authorization form included in the enrollment packet.

Tornado and Fire Procedures

Evacuation plans for tornado and fire emergencies are posted at the door of the preschool classroom. The staff and children practice this evacuation plan on a regular basis.

Sunscreen Use

The center asks parents to apply sunscreen to the child before school, however, preschool staff will assist with applying sunscreen to bare surfaces including the face, tops of ears and bare shoulders, arms, legs and feet 15-30 minutes before outdoor activities. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported immediately to the parent/guardian. It is the parent's responsibility to provide sunscreen with a minimum SPF of 15.

Illness Procedures

Please do not send your child to preschool if one or more of the following symptoms is present. If your child develops any of these symptoms at school, you will be notified and requested to pick your child up from school.

- A temperature of 100 degrees or above. Temperature must be normal for 24 hours before returning to school.
- Constant runny nose.
- Abnormal color or consistency of nasal secretions.
- Uncontrolled, persistent, or unusual cough.
- Frequent sneezing, other than allergy related.
- Lung and/or nasal congestion.
- Vomiting or diarrhea in the last 24 hours.
- If antibiotics are prescribed, the student must receive the antibiotic for 24 hours before returning to school.
- Undiagnosed skin rashes and/or open lesions.
- Unusual behavior, i.e., crying, holding stomach, severe gas, or indications of discomfort.
- Any other suspected contagious disease, such as pink eye, lice, chicken pox, etc.
- Decrease in activity level from what is normal, decrease in attention span from what is normal, and increased irritability.

Procedure:

1. Preschool staff or nurse will take temperature and record degree and time taken.
2. The child should be picked up within the hour when exhibiting any of the above symptoms. If parents cannot be reached, or are unable to pick up, an emergency contact will be asked to pick up the child.

If children become ill or have an accident/injury during the day, staff will either call parents or write note in communication log (notebook) depending on seriousness. Your child may return to preschool when his/her symptoms have cleared and (s)he is able to participate in preschool activities.

Injuries at School

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the end of the preschool day.

If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a band-aid may be placed on it. We are not allowed to place medication of any kind on the wound(s).

If any injury is serious, 911 will be contacted immediately and the parent will be notified. If the illness or injury is severe and custody of the child is shared, both parents will be contacted. If the parents cannot be reached, an emergency contact will be called.

Special Health Care Needs

If your child has a health condition and/or requires medication, or a health procedure to be done at school, please contact the Preschool Director and/or preschool nurse. Appropriate paperwork will be needed for all non-prescription medications, prescription medications, or health care procedures to be done at school. All medications are stored in locked cabinets in schools, in compliance with the "Nurse Practice Act." Please remember to update your preschool staff with any changes in your child's health care status.

Parent/ Staff Conferences

Parent conferences will be held twice a year. Students with disabilities will have an annual review of the Individual Education Plan. Phone calls, notes, and e-mailing are excellent ways to communicate.

Licensing Requirement

Your child is enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. Licenses are posted at each preschool site.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, 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 telephone number to report child abuse in your county is listed below.

El Paso County Department of Human Services
1675 W. Garden of the Gods
Colorado Springs, CO 80907
719-630-0000

Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care 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 run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials, and staff. For additional information regarding licensing or if you have concerns about a child care facility, please consult the Colorado Division of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or by phone at 303-866-5958.

Disenrollment Procedures

Parents may be asked to withdraw their child if one or more of the following arise:

- The parent has misunderstood the center's philosophy or is unhappy with the program.
- Tuition is delinquent
- A parent is consistently late in picking-up or dropping off his/her child.
- Parent withdrawal: In order to avoid being charged for two weeks tuition, a two week written notice must be given.

Lewis-Palmer School District 38 2016-2017 School Year Calendar

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5-10 New Teacher Orientation
11-16 All teachers report
11 First Day of PK wrap
17 First day for students
26 K-6 PLC/Assessment Day
26 Wrap in session

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

8 Delay start/PLC
9 End of elementary trimester
10 PK-6 no classes, work day
10 Wrap in session
20 No classes, District closed

September 2016

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Home School Enrichment 1st day
5 No classes, District closed
14 Delay start/PLC
16 K-12 no classes, PLC
16 Wrap in session

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 PK-6 no classes, NO wrap
27-31 Break, no classes

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 K-6 no classes, workday
7 Wrap in session
12 Delay start/PLC
19 PK-8 conference night
20 No classes PK-8, conferences
21 No classes PK-12; NO wrap

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 MS conference night
7 MS conf. **no classes 7-8 only**
14 K-12 no classes, PLC for elem
14 *Alternative make-up day
14 Wrap in session

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 End of elementary trimester
7 PK-6 no classes, work day
7 Wrap in session
9 Delay start/PLC
21-24 No classes, District closed

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Last day for students
22-24 PLC workdays
24 Last day for teachers
29 District closed

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 Last day students before break
21 Teacher work day
21 *Alternative make-up day
21 Wrap in session
22-30 Break, no classes
23-26 District offices closed

June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2017

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 District offices closed
2-4 Break, no classes
5-6 District Prof. Development
9 Students return
16 No classes, District closed
18 Delay start/PLC

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Key
District Closed
No class, everyone off
Some grades off, teachers work
All grades off, some teachers work
Important student day
New teachers only
Other days of note

“PLC” and “Work Day” designations are for staff use and do not apply to students. “Wrap” is a designation for preschool childcare.
*Alternative make-up day – classes will be held if necessary to comply with State educational attendance requirements.