



Welcome to the Creekside Cubs Preschool program.

Enclosed you will find an Emergency Information sheet, General Health Form, Permission slips, a child profile, and an Abuse Policy statement that you will need to complete before the first day of class. It is to be collected by your child's teacher on "Open House" night or on the first class day.

In addition, the State of Colorado's Department of Human Services requires us to have on file a copy of your CHILD'S General Health Appraisal Form and your CHILD'S Immunization Record. The Immunization Form needs to be at the preschool on the first day of class. You can obtain the information from your healthcare provider. The General Health Appraisal Form must be signed and dated by the child's physician showing that your child has received a health examination within the last 12 months prior to the beginning of the preschool session. We need to have this form at our preschool no later September 23rd.

We have also included a Child Profile for you to complete that will tell us habits and preferences of your child. This information will give the teacher some insight into your child.

The permission slip for walking excursions is a blanket form that allows your child to participate in walks in the park or surrounding area of the preschool. You will also find a permission slip to allow us to take pictures of your child. These photos are for classroom use as well as an occasional one being taken for the Apex brochure.

Our classes may take off-site field trips and a permission slip will be provided prior to the event.

Please check the OPEN HOUSE information and plan to attend so your child will be able to meet the teachers and parents will be able to get additional information regarding procedures at the preschool.

We look forward to a wonderful year with your child. If you have any questions regarding above information, please feel free to call Laina Doyle at 303-403-2555, Cathy Schlein at 303-403-2570, or Michele Horn at 303-421-1119

Sincerely,

Creekside Cubs Preschool Staff



## **Creekside Cubs Preschool**

### **Preschool Paperwork Check-off List**

This paperwork needs to be in your child's file per Colorado State Licensing Regulations

Please complete all paperwork that was included in the preschool packet you received and give to your child's teacher by the first day of classes.

- \_\_\_\_\_ Copy of Birth Certificate
- \_\_\_\_\_ Emergency Information Sheet (both sides)  
(All information is required to be completed)
- \_\_\_\_\_ General Health Form (signed by physician)
- \_\_\_\_\_ Permission slips: walking excursions and photos
- \_\_\_\_\_ Child profile
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ Medication Authorization (IF APPLICABLE) Must be signed by a  
physician. (Epi-pends, etc.)
- \_\_\_\_\_ Abuse Policy
- \_\_\_\_\_ I have received the Policies and Procedures for Creekside Cubs  
Preschool Program.

(Please read and sign forms)



## EMERGENCY INFORMATION

### Apex Park and Recreation District

PLEASE PRINT: Today's Date \_\_\_\_\_

<b>Child's Name: (Last)</b>	<b>(First)</b>	<b>(Initial)</b>	<b>D.O.B:</b>
<b>LEGAL GARDIAN #1:</b> _____			
Address: _____			
City, State, Zip: _____			
HOME Phone: ( ) _____			
E-Mail Address: _____			
Work Pager # ( ) _____		Name of work place: _____	
Work Address	Cell Number:		

<b>LEGAL GURDIAN #2:</b> _____			
Address: _____			
City, State, Zip: _____			
HOME Phone: ( ) _____			
E-Mail Address: _____			
Work Pager # ( ) _____		Name of work place: _____	
Work Address	Cell Number:		

<b>EMERGENCY AND SPECIAL SITUATIONS</b> The following <b>ARE AUTHORIZED</b> to drop off / pick up my child:	
<b>Name:</b> <b>Address:</b> <b>HOME Phone: ( )</b> <input type="checkbox"/> Cell <input type="checkbox"/> Work Pager # ( )	<b>Name:</b> <b>Address:</b> <b>HOME Phone: ( )</b> <input type="checkbox"/> Cell <input type="checkbox"/> Work Pager # ( )
<b>Name:</b> <b>Address:</b> <b>HOME Phone: ( )</b> Cell Work Pager # ( )	<b>Name:</b> <b>Address:</b> <b>HOME Phone: ( )</b> <input type="checkbox"/> Cell <input type="checkbox"/> Work Pager # ( )

***Please Complete Backside***

**IN EVENT OF AN EMERGENCY, ILLNESS OR INJURY AND I CANNOT BE REACHED, PLEASE CALL:**

Name: \_\_\_\_\_

Cell  Work Pager ( ) \_\_\_\_\_

**ILLNESS AND MEDICAL CARE**

1. I will not send my child to school if he/she is running a fever, has diarrhea or a contagious illness. If my child becomes ill, camp personnel will notify me.
2. I understand that camp personnel are not allowed to administer any medication (prescribed or over-the-counter) unless the doctor and parent complete and give written permission on the medication form and are with the medication.
3. My child's doctor and dentist can be reached at the following number and I give permission for staff to call my doctor in the event of an emergency or if there is a need to obtain medical information.

<b>Name Doctor</b>	<b>Address:</b>
<b>Phone: ( )</b>	

<b>Name Dentist:</b>	<b>Address:</b>
<b>Phone: ( )</b>	

4. In the case of an emergency my child should be transported to: \_\_\_\_\_  
Or to the nearest hospital.

5. Allergies \_\_\_\_\_

6. Medications \_\_\_\_\_

7. Health Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

I hereby give my permission to Apex PRD to call my child's doctor, clinic or dentist for any needed medical, surgical or dental care for my child should an emergency arise. I also give permission to Apex PRD personnel to secure emergency medical and/or surgical and or dental treatment for my child while in the care of Apex PRD Personnel. I understand that efforts will be made to contact my spouse or me before any action is taken. In case of serious illness or injury, if neither parent can be reached, I will allow my child to be transported to the doctor or hospital by ambulance or car and I release Apex PRD and those providers from liability. The parent(s) will pay all expenses related to emergency care.

**GENERAL PROVISIONS**

1. I will take time each day to exchange information about my child with the teacher at both drop-off and pick up.
2. I will maintain an updated vaccination record and physical forms on file at Apex Park and Recreation District.
3. I give permission for my child to participate in the outdoor program. This may include neighborhood walk, picnics, and field trips away from the camp's premises on foot or by vehicle.

\_\_\_\_\_  
**Parent Signature** **Date**

# GENERAL HEALTH APPRAISAL FORM

## PARENT please complete AND SIGN

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

Allergies:  None or Describe \_\_\_\_\_  
Type of Reaction \_\_\_\_\_

Diet:  Breast Fed  Formula \_\_\_\_\_  Age Appropriate  
 Special Diet \_\_\_\_\_

Sleep: Your health care provider recommends that all infants less than 1 year of age be placed on their back for sleep.  
 Preventive creams/ointments/sunscreen may be applied as requested in writing by parent unless skin is broken or bleeding.

I, \_\_\_\_\_ give consent for my child's care health provider, school child care or camp personnel to discuss my child's health concerns. My child's health provider may fax this form (& applicable attachments) to my child's school, child care or camp personnel. FAX #: \_\_\_\_\_ DATE: \_\_\_\_\_

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

## HEALTH CARE PROVIDER: Please Complete After Parent Section Completed

Date of Last Health Appraisal: \_\_\_\_\_ Weight @ Exam: \_\_\_\_\_

Physical Exam:  Normal  Abnormal (Specify any physical abnormalities) \_\_\_\_\_

Allergies:  None or Describe \_\_\_\_\_ Type of Reaction \_\_\_\_\_

Significant Health Concerns:  Severe Allergies  Reactive Airway Disease  Asthma  Seizures  Diabetes  Hospitalizations  
 Developmental Delays  Behavior Concerns  Vision  Hearing  Dental  Nutrition  Other \_\_\_\_\_

Explain above concern (if necessary, include instructions to care providers): \_\_\_\_\_

Current Medications/Special Diet:  None or Describe \_\_\_\_\_  
Separate medication authorization form is required for medications given in school, child care or camp

For Fever Reducer or Pain Reliever (for 3 consecutive days without additional medical authorization) PLEASE CHOOSE ONE PRODUCT  
 Acetaminophen (Tylenol) may be given for pain or fever over 102 degrees every 4 hours as needed  
Dose \_\_\_\_\_ or see the attached age-appropriate dosage schedule from our office  
OR  Ibuprofen (Motrin, Advil) may be given for pain or for fever over 102 degrees every 6 hours as needed  
Dose \_\_\_\_\_ or see the attached age-appropriate dosage schedule from our office

Immunizations:  Up-to-Date  See attached immunization record  Administered today: \_\_\_\_\_

## Health Care Provider: Complete if Appropriate

**\*\*ONLY REQUIRED BY EARLY HEAD START AND HEAD START PROGRAMS PER STATE EPSDT SCHEDULE\*\***

\*\* Height @ Exam \_\_\_\_\_ \*\* B/P \_\_\_\_\_ \*\* Head Circumference (up to 12 months) \_\_\_\_\_ \*\*

\*\* HCT/HGB \_\_\_\_\_ \*\* Lead Level  Not at risk or Level \_\_\_\_\_

\*\* TB  Not at risk or Test Results:  Normal  Abnormal

\*\* Screenings Performed:  Vision:  Normal  Abnormal  Hearing:  Normal  Abnormal  Dental:  Normal  Abnormal

Recommended Follow-up \_\_\_\_\_

## Provider Signature

Next Well Visit:  Per AAP guidelines\* or  Age \_\_\_\_\_

This child is healthy and may participate in all routine activities in school sports, child care or camp program. Any concerns or exceptions are identified on this form.

\_\_\_\_\_  
Signature of Health Care Provider (certifying form was reviewed) Date: \_\_\_\_\_

**Office Stamp**  
Or write Name, Address, Phone, #

The Colorado Chapter of the American Academy of Pediatrics (AAP) and Healthy Child Care Colorado have approved this form. 04/07  
\*The AAP recommends that children from 0-12 years have health appraisal visits at: 2, 4, 6, 9, 12, 15, 18 and 24 months, and age 3, 4, 5, 6, 8, 10 and 12 years.  
Copyright 2007 Colorado Chapter of the American Academy of Pediatrics



## Policies and Procedures

I have received the Policies and Procedures for Creekside Cubs Preschool Program. I understand them and know if I have any questions I can always refer to them or to the staff at the site for answers.

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Signature

Date

## PERMISSIONS DOCUMENT

### 1. PICTURE PERMIT

I grant permission for my child \_\_\_\_\_ to have his/her picture taken and published at any time during the school year. There will need to be a written request for the parent to remove this from the file.

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Signature of Parent:

Date

### 2. WALKS PERMIT

I give permission for my child to participate in walks away from the school grounds.

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Signature of Parent:

Date



## ABUSE POLICY

**TO: PARENTS**

**RE: CHILD ABUSE / NEGLECT REPORTING**

This is to inform you that all Apex Park and Recreation District personnel are required by State Law to report all instances of suspected child abuse / neglect to the Family Crisis Center. A worker from the Family Crisis Center will visit Apex Park and Recreation District to evaluate the circumstances surrounding the suspected abuse / neglect. If abuse / neglect is determined, and if the child is felt to be in danger of further abuse / neglect, the Family Crisis Worker will call the legal authorities and request that they take the child into protective custody. Legal authorities will notify the parent of the next step.

### DEFINITION OF CHILD ABUSE / NEGLECT

CHILD ABUSE / NEGLECT MEAN AN ACT OR OMISSION IN ONE OF THE FOLLOWING CATEGORIES WHICH SERIOUSLY THREATENS THE HEALTH OR WELFARE OF A CHILD; THE FOLLOWING ARE REASONS TO REPORT TO THE FAMILY CRISIS CENTER:

1. A child exhibits skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures, subdural hematoma, soft tissue swelling, or death, where such a condition is not justifiably explained.
2. A child is subjected to sexual assault or molestation.
3. A child's parents, guardians, or custodians fail to provide adequate clothing, shelter, medical care, or supervision that a prudent parent would give.

**Signature of Parent:** \_\_\_\_\_

**Date**

**Signature of Parent:** \_\_\_\_\_

**Date**

**Signature of Staff:** \_\_\_\_\_

**Date**



## CHILD PROFILE

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

The information you provide on this profile will give your child's teacher some insight into your child. This information can be very useful in helping your child make the transition from home to school. This information will be kept confidential. Knowing about the arrival of a new baby, a death in the family, a pending divorce, even job changes can help the teacher understand changes in your child's behavior.

1. Is this your child's first lengthy stay away from home? \_\_\_\_\_

Any other preschool experience? \_\_\_\_\_

2. Do you consider your child shy or outgoing? \_\_\_\_\_

3. Does your child have brothers and /or sister? \_\_\_\_\_

Older: \_\_\_\_\_ Younger \_\_\_\_\_ Other playmates \_\_\_\_\_

4. What is the marital status of the child's parents? \_\_\_\_\_

5. What is your child most curious about? \_\_\_\_\_

6. What are your child's favorite toys? \_\_\_\_\_

7. What are his/her favorite TV programs? \_\_\_\_\_

Favorite books or stories? \_\_\_\_\_

8. Does your child have a pet? What is it? What is its name? \_\_\_\_\_

9. Please list some activities that your child has participated: \_\_\_\_\_

10. When your child is alone at home (no playmates), how does he/she entertain themselves? \_\_\_\_\_

11. What words are spoken in your home for toileting? \_\_\_\_\_

12. Does your child have any particular fears? \_\_\_\_\_

13. How do you discipline your child? \_\_\_\_\_

14. What are your expectations of this class? \_\_\_\_\_

15. Do you have a special interest, talent or hobby you would like to share with the class? \_\_\_\_\_



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16. What kindergarten will your child be attending? \_\_\_\_\_

17. Is there a current IEP? If yes please explain. \_\_\_\_\_

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**APEX PARK AND RECREATION DISTRICT  
Simms Street Center  
11706 W. 82<sup>nd</sup> Ave., Arvada, CO 80005**

**GUIDELINES FOR MONTHLY PAYMENTS**

The fee for the 32 week preschool year has been divided into 9 equal installments. This fee is based on the total number of weeks, not by the month. Please don't be confused by months with less than four weeks. If you have any questions, please call 303-467-7124.

**Payments will be automatically withdrawn. Please fill out the Automatic Payment Release Form to completion.**

1. Cash or check payments can be made if paid prior to the 10<sup>th</sup> of each month. Please make your checks payable to: Apex PRD. We will only accept in-state checks with name and current address pre-printed. Please include phone number and driver's license number on the check.
2. For credit card payments, please make a note of your credit card expiration date. Payments will not credit correctly if the date has passed.

**Please do NOT drop off payments with your child teacher or aide.** Payments can be mailed. Please keep in mind, if your cash payment is not received by the 10<sup>h</sup> of each month, your payment will be automatically withdrawn from the account given on the automatic withdrawal form.

**The first payment is due August 15<sup>th</sup>**

**Date Payment is Due**

Payment #1 August 15	Payment #2 September 15
Payment #3 October 17	Payment #4 November 15
Payment #5 December 15	Payment #6 January 16
Payment #7 February 15	Payment #8 March 15
Payment #9 April 17	

This schedule is formatted so the final payment precedes the end of the preschool year.



## ***Automatic Payment Release Form 2016/17***

Child's Name: \_\_\_\_\_ HH# \_\_\_\_\_

Camp or Preschool child is attending: \_\_\_\_\_

Name of Parent or  
Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Emergency Phone: \_\_\_\_\_

MasterCard   Visa  Discover  American Express

Charge #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

I authorize Apex Park and Recreation District to charge my account, as listed above, for the scheduled payment for summer camp or preschool my child is currently registered in. I understand that the weekly payment is due on the date listed on the Billing & Payment Chart and will be charged at that time unless withdrawn from preschool or upon receipt of my written notification to cancel this authorization. Please return this form for your first and subsequent payments to Apex Park and Recreation District, 11706 W. 82<sup>nd</sup> Ave, Arvada CO 80005.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled billing dates:

Aug. 15	Sep. 15	Oct. 17	Nov. 15
Dec. 15	Jan. 16	Feb. 15	Mar. 15    Apr. 17



# **CREEKSIDE CUBS PRESCHOOL FALL OPEN HOUSE**

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Parents and registered preschoolers are encouraged to attend an Open House at their child's preschool center. Teachers will explain philosophies and answer questions.

**PLEASE BRING YOUR COMPLETED PRESCHOOL  
PACKETS TO THE OPEN HOUSE.**

## **CAMPBELL COTTAGE #5**

Monday, August 15, 2016

Tiny Tots  
6:00-7:00 pm

Kinderkids Class  
7:15-8:15pm

## **LAKE ARBOR CENTER**

Thursday August 18, 2016

Tiny Tots  
6:00-7:00 pm

Kinderkids Class  
7:15-8:15 pm



# CREEKSIDE CUBS

## PRESCHOOL PROGRAM

# PARENT HANDBOOK

### Goals of Our Program

This program is designed to help develop a child's intellectual, creative, and physical abilities through:

- Self-Esteem
- Independent Thinking
- Social Interaction
- Imagination
- Creativity
- Problem Solving
- Sensory Development
- Motor Development

### ABOUT OUR PRESCHOOL PROGRAM

Creekside Cubs is open to all children, regardless of race, nationality, or creed. The director and assistant are experienced in early childhood education. The directors are educated in the field of Early Childhood and are director certified. They serve as guides as your child moves through the process of CURIOSITY, EXPLORATION, DISCOVERY, AND INTERATION. Each staff member is required to attend 15 hours of continuing education yearly. The staff provides an array of choices to stimulate the interests of each child. Our focus is on child-centered education.

## **State Preschool License**

The Preschools of Apex Park and Recreation District have met the standard requirements needed to operate a child care facility and are currently licensed with the Colorado Department of Human Services. The license is available for review. All associates are trained to work in the preschool profession.

## **Reporting Child Abuse**

Teachers are required by law to report any suspected child abuse or neglect to the Department of Human Services and the police if the child's immediate safety is in question. All teachers have signed the child abuse reporting form and have been screened and trained to be effective child care workers. However, if parents suspect physical or sexual abuse by any of our teachers, they should seek immediate assistance from the Jefferson County Department of Human Services by calling (303)271-4069. This law also requires preschool providers to report all known or suspected cases of child abuse or neglect.

## **Confidentiality of Children's Records**

Participant's records are kept at this site in a secure area. This information is private and not to be shown or discussed with anyone other than the child's parent. A request letter signed by the parent is required before any information is released to other schools. The State Department of Human Services requires children's records to be stored for three years after they leave, and then destroyed.

## **Registration**

The preschool year begins in August and ends in May, a total of 32 weeks. Registration for August begins in March with a non-refundable deposit and payments begin in August. School vacations are: the week of Thanksgiving, 3 weeks at Christmas, 1 week in March for Spring Break. A packet containing a letter of introduction, Child profile, Health record, Emergency Card, and Immunization record will be emailed. Please complete and return all forms to the director the first week of class.

## **Age Requirements**

Children must be three by October 1st and not over Kindergarten age (and not currently enrolled in Kindergarten). Age groupings are based on Jefferson County School age cut-off dates.

## **Children with Special Needs**

Parents must notify director before class if your child has a special need. Accommodations can be made for your child. Depending on the child's needs, a "recreational partner" may be needed to assist your child. You are welcome to be the "partner" or may provide another individual to be a partner.

## **Policy for toilet training/changing diapers**

Since the ages of our children start at 3 years old, and our class time is 2 ½ -3 hours, there is no need for toilet training procedure or diaper changing. In the case of a child having an accident or needing to change pull-ups, the child is provided with clean clothing (by the school or from parents) and cleans him/herself off with a wet paper towel and changes clothing. Supervision is provided.

## **Withdrawal from preschool**

If the child is no longer going to attend the preschool (leaving in mid-year), parents need to notify the teacher and complete a withdrawal form.

## **THE FIRST DAYS**

Often children become apprehensive when they are separated from their parent. This is a normal reaction. If your child cries, please know most children stop crying soon after the parent leaves. There are so many fun things to see and do at preschool. The following suggestions might help you both:

- Say a calm good-bye to your child. Do not try to sneak away!
- Walk away without hesitation and do not look back.
- Do not stay parked by the school, especially if the child can see your car from the window.
- Do Not Linger in the Classroom. Staying 'a few minutes' does not help your child learn to separate from you. Tell your child school is a special place and you will be back soon.
- Be enthusiastic about school.
- Do not worry about leaving a crying child with the teacher, that is part of their job!
- A child may bring a 'security' blanket or doll at first to help with the transition from home.

Leaving your child for the first time is difficult for both of you. We offer a safe, positive environment. A child may do fine for weeks, and then suddenly begin to cry when you leave. This is normal. A change in their daily routine at home, a move, relatives visiting, or a death in the family can contribute to emotions. Occasionally a child cries a few days. By using the tips above, you can make it easier for your child to separate from you. If separation continues to be a problem, speak to the director.

## **Toys from Home**

Apex Park and Recreation District is not responsible for any personal items, including toys, brought from home. Something could happen to them or a problem could arise if your child does not want others to play with them. However, books of interest can be brought to share with the class. Therefore, please remember to have your child leave his/her toys at home.

## **Daily Program**

The director or assistant will greet your child at the door. Preschool is a time to grow, explore, experiment, and discover...Time to be a CHILD! Schedule varies according to the plans of the day. Daily activities can include play-dough, blocks, crafts, dramatic play, water table, wood working, books, music and movement, painting, games, and more. Each child has several choices to challenge their minds and bodies. An adult is

always there to help, ask and answer questions, or work with any challenge. After “pick-up time”, hand washing, and toilet use, we enjoy a nutritious snack or lunch. This is a time to converse, learn to pour liquids, and use table manners.

Group or circle time offers listening, sharing, playing games, learning new activities, and interaction between the children, the director, and the assistant. As class ends, we may read a story, offer music or rhythmic activities, go outside, or offer other special activities. Outdoor play is an important year-round activity. Please dress your child for the day’s weather.

### **Policy for knowing location of children at all times**

Teachers are responsible to make visual checks in the classroom. Children are required to ask permission before leaving the classroom to go to the bathroom or take things to their baskets or go inside from outdoors.

### **Field Trips and Transportation**

Creekside Cubs may take various field trips throughout the year depending on what is age appropriate for Kinderkids and Tinytots. Parent notification is by a permission slip that specifies time, date and other pertinent information. Parents must sign and return promptly. Parents: If you choose not to have your child not attend a field trip your child misses that day.

Parent volunteers provide transportation to and from any field trip. Preschool associates will NOT transport any students to and from a field trip for any reason. If there is an emergency while on the field trip, each associate is instructed to call 911 and then the child’s parent. There are two adults per vehicle and all children are required to sit in a child safety seat or booster seat which parents must provide. Parents must also install them in the vehicle in which their child will be riding in on the field trip.

### **Procedure for caring for children who arrive late and their class or group is on a field trip**

Due to the nature of our program (2 ½ hours), any child who comes late for a field trip or outing will be taken home by the parent or caregiver or can meet the group at the designated location of field trip or outing. All field trips are announced well in advance and all children are required to be on time. Parents are also given the choice not to attend the field trip or outing at the time it is announced.

### **Video and TV watching policy**

On occasion, educationally appropriate videos, apps, or computer programs may be used in the classroom.

### **Special Activities**

There are no external special activities offered regularly at the preschool. All activities are directly teacher/assistant supervised.

## Helping in the Classroom

Parents are asked to participate and help out twice a semester. You are always welcome to attend more often. We suggest parent's help on the day they provide snacks for the class. Each director has a sign-up sheet for parent helpers to choose their day. We encourage both parents to help and if you have a special skill to share on the day you participate and visit, please let the director know in advance. Please be involved with all of the children and have fun with their activities such as finger painting, role playing in the playhouse, or supervising the water table. This is a very special day for you and your child.

***NOTE: OUR STATE LICENSE LIMITS THE NUMBER AND AGES OF CHILDREN AT OUR CENTER. PLEASE MAKE ARRANGEMENTS TO LEAVE YOUR OTHER CHILDREN AT HOME OR WITH A BABYSITTER. If you smoke, please refrain from doing so when at class and on the playground. Thank you.!***

### Arrival and Departure

Departure/Arrival: Please arrive on time for the start and end of the school day. We do not provide extended daycare hours. If you are going to be late picking up, please call the center.

**Signing In/Out:** Please sign your child in each day they attend class. For emergencies, please write a note beside your child's name if you are not going to be home. This helps our record keeping and also serves as a safety measure. Before leaving, please sign your child out on the same attendance sheet.

**Release of Child:** Children will be released to no one other than those persons designated on the emergency card listed as being responsible for the child. An exception to the rule is a signed note left by the parent in charge of the child, giving the name, address and phone number of the person doing the pickup.

### Policy for when children are not picked up on time

When a child is not picked up within fifteen minutes of the dismissal time, the teacher will call the parent/guardian and others listed on the child's emergency card to locate someone who can care for the child. If no one can be reached the teacher will then call the administrative office to determine the next step. The teacher will talk to the preschool supervisor first, but in his/her absence, the Coordinator of Recreation will help with the decision.

To insure uninterrupted care of the child, the Police Department will be called next. If the child is put in the care of the police department, a note will be left on the door of the preschool room as to where the child will be, names of caregivers, time of departure, address and phone numbers of the police and recreation department.



## **Clothing**

**Outdoor activities** are an important part of the day and each child will participate in outdoor activities. Please dress your child in appropriate clothing for the season and the weather.

**Warm clothing in the fall & winter**—long sleeve shirt and pants, coat, boots, hat, gloves, scarf, earmuffs, sweater, items needed to play outside in the cold and snow.

**Early Fall & Spring**—short sleeve shirt, lightweight pants, sweater, jacket, shorts, shoes and socks.

**Shoes:** Tie-on or Velcro tennis shoes are ideal. They provide support and protection from cold and playground gravel. Sandals, jellies, dress shoes and cowboy boots are inappropriate footwear. Sandals and jellies get full of sand and gravel. Dress shoes and cowboy boots slip on gravel and wet playground equipment. Consider your child's activities at school. Messy, creative, jumping, climbing, running, sandbox, and other physical activities can be a part of their day.

## **Inclement Weather-Hot/Cold Weather Outside Play**

As a school year only program, excessively hot weather is unlikely. However, if it is over 95 degrees, the children will not go outside. Outside play is limited to 15-20 minutes on normal days. On cold, windy days children will not go outside when the temperature is below 20 degrees. The general rule is: If it's too cold/hot for the teacher to be comfortable standing on the playground, we won't go outside! On cold/windy days, hats will be required and can be provided if the children do not have them.

## **Sunscreen Application Policy**

Sunscreen maybe needed due to the length of time spent outside. Please apply sunscreen on your child before class, if a field trip or outside day is scheduled. An associate cannot apply sunscreen on your child. Sunscreen is available for you to apply.

## **Nutrition**

A daily light snack is served to all Tiny Tot Classes and Kinderkids classes. Snack time is refueling, socializing, and learning about nutritious food choices (see list below). Parents provide a snack, drink, cups and napkins for the entire class at least twice a semester. Parents need to sign up for a snack day on a specific sign-up sheet provided by the director. Note your snack day, as the children depend on you. If you cannot bring the snack, let the director know.

## **Allergies**

**If your child has any food allergies or special food needs, we suggest you provide a snack for your child daily. Be specific in listing your child's allergies on the health record. Parents should also mention food allergies to the director verbally in addition to making the notation on the emergency card.**

## Nutritious Drink & Snack Ideas

DRINK: Fruit juice (orange, grape, and apple)

Milk/ Cold water is always available      No Kool-aid or sugary fruit punch

SNACK: Fresh fruit, bite-sized pieces      Fresh veggies, bit-sized pieces (dips and spreads)

Sliced meats—chicken, ham      Muffins

Graham Crackers      Low-sugar cookies

Cheese      Crackers

Raisins      Yogurt

Popcorn      Gorp

Mini pizzas      Pudding

Quesadillas      Fruit snacks, bite sized

Jell-o cups

**\*\*\*\*Please note: Group snacks need to be purchased pre-prepared or prepared at school as much as possible.**

## Health and Safety

Human Services require children to have certain standard immunizations. **\*\*\*\*Please note: Physician Health Forms need to be on file at the preschool within thirty days of the beginning of the child's attendance. Emergency Form and Immunization Form must be brought in at Open House or on the first day of school.**

If a child becomes ill during class, we will isolate them from the other children. Parent is asked to come and take their child home. Please keep your child at home if they:

***Have a fever or had one during the previous 24-hour period***

***Have heavy nasal discharge or a constant cough***

***Is cranky, fussy, or generally out-of-sorts***

***Is very tired and needs rest, which could precede the development of illness***

***Parents need to notify the school if your child has a communicable disease such as hepatitis, measles, mumps, meningitis, giardia, diphtheria, rubella, salmonella, shigella, chicken pox, ringworm, pink eye, impetigo, lice, etc.***

### ***Procedure for storing/administering children's medicine***

Due to the nature and length of our program (1/2 day) medicines are not dispensed except in cases such as asthma, epi pens or allergic reaction, etc. Medicine is kept in its original container with directions for use attached and with the child's name on the medicine (prescription). If the medicine must be refrigerated, that is available.

Otherwise, all medicine is kept in the first aid box where the only teachers have access. Parents must fill out a medicine authorization form which will be kept on file.

## **Emergencies**

### **Illnesses/Injuries**

If a **major accident** occurs, we immediately contact the parent, and if necessary, call the 911 Fire and Rescue Department. If we cannot reach the parent, the child's physician will be called if a doctor is needed (phone number you have provided).

The Director and assistant will make all decisions about the care of your child until the parent, physician, an ambulance or paramedics arrive. If the Fire and Rescue unit determine it is necessary for your child to go to the hospital, an associate will accompany them. You are responsible for all medical expenses.

An **ill child** will be isolated from the rest of the class until the parent arrives to pick the child up.

In the event of **minor injuries**, parent or caregiver will be notified at pickup time.

**Fire emergency:** In case of a fire, children will be evacuated from the building to a safe location in the school. The fire department will be called (if not already in response due to fire alarm) and the preschool supervisor will be notified. Parents will be notified as soon as possible to pick up their child depending on the outcome.

***Please keep Apex Park and Recreation District up-to-date on any changes in phone numbers, emergency numbers, and other pertinent information. Please indicate on the sign-in sheet where you will be during class if not at home.***

## **Procedures for Lost Children**

If a teacher cannot locate a child, the following plan should be implemented:

- a. Search the building and immediate area outside to determine if the child is hiding.
- b. If child is not located, a visual sweep of the surrounding area is done.
- c. If child is not located, the authorities, preschool supervisor and parent are notified.

## **Weather Related Emergencies**

**Bad weather Closure:** Apex Park and Recreations District's Preschool is open as scheduled unless Jefferson county schools cancel classes. Class is **not** made up. For cancellations information, call Apex Park and Recreation District's main office, or listen to these TV and radio stations: KUSA-TV, KMGH-TV, KHOW 630 AM, 95.7 FM, AND KOA 85 AM.

**Tornado policy:** In case of a tornado alert, the children will be taken to a safe location in the school. They will remain there until the alert is cancelled. Location for Lake Arbor is the girl's bathroom. Campbell Cottage has a basement.

**Blizzard conditions:** If blizzard conditions occur during class, we will stay with the children at the school until all parents arrive. Please call about the situation.

## **Birthdays**

Birthdays are great! When your child is recognized on their birthday, they feel special. Parents can send an edible treat for snack time or after lunch. A take-home treat like a treat bag of goodies for each of their classmates is also nice. The director will also add something special to make this a memorable time for your child. Please speak to the director so they are aware of your plans. Summer birthdays will also be celebrated. Check with the director regarding summer birthday procedures.

## **Holidays**

We respect the diversity of all beliefs. Celebrations and discussions of holidays are child appropriate, secular, and low-key. The children in their play and conversation can initiate holiday themes. It is helpful for us to know if you have an alternate belief so we can help the children learn to respect other beliefs and customs. Please speak to the director about how they handle the different holidays.

## **Discipline**

Discipline consists of—talking with the child or children, diverting their attention to a positive activity, or conflict resolution where the associate and children in disagreement talk about their needs and ideas. Separations of the child from the group will happen only if the child becomes dangerous or disruptive to the group. The associate will take the child to a quiet place until they are calmed down. If a child cannot calm down, the parent is called. Under extreme circumstances, Apex Park and Recreation District reserves the right to request removal of a preschooler if disciplinary measures are not met.

## **Parent Conferences**

Communication with parents is beneficial to you and your child. Parent-teacher conferences are held each spring. Parents can request additional conferences if needed, as can the director.

## **Parent Information**

A bulletin board is located in the classroom for notices, articles, and special activities. Please read all information that is given to you. Campbell Cottage: Check child's cubby. Lake Arbor: Check baskets. Please do check these places on a daily basis to keep informed.

## **BABYSITTING**

Staff and volunteers are not allowed to baby-sit or transport children at any time outside of the Apex programs. Please assist us by NOT requesting staff to baby-sit your child.

## **Visitors**

All visitors to the school must sign in giving name, address and phone number. Parents are welcome at any time. People wishing to tour the school must make arrangement with the teacher before coming to class and will be asked for identification.

## **Donations, Reusable Items, and Supplies**

Parents may be asked to donate items like – Kleenex, paper towels, baby food jars, egg cartons, etc. We may also ask for items like—old cameras, clocks, suitcases, dress-up clothes and shoes. If you have access to any discarded office supplies or any other items from the workplace, please check with us before throwing these “treasures” away.

## **Filing a Complaint**

Complaints about the center can be addressed to the teacher, the preschool supervisor, Laina Doyle, 303-403-2555 or the Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., Denver, Co. 80203-1714 or call 303-866-5958 or 1-800-799-5876.

### **LICENSING VIOLATIONS**

**If there is a suspected licensing violation staff and parents may contact**

**Colorado Department of Human Services,**

**Division of Child Care**

**1575 Sherman Street, First Floor**

**Denver, CO 80203-1714**

**(303) 866-5958**

### **VIOLACION LICENCIAL**

**Si hay un sospecho de violación licenciar, empleados y padres pueden  
contactar el**

**Colorado Department of Human Services,**

**Division of Child Care**

**1575 Sherman Street, Primer piso**

**Denver, CO 80203-1714**

**(303) 866-5958**