



# Parent Handbook

(303) 666-9874

[www.promisechristianpreschool.org](http://www.promisechristianpreschool.org)

email: [promisechristianpreschool@gmail.com](mailto:promisechristianpreschool@gmail.com)

"...showing the generation to come  
the praises of the LORD,  
and His strength, and His wonderful works  
that He has done,  
. . . that they might set their hope in God,  
and not forget the works of God,  
but keep His commandments."

Psalm 78:3,7

Promise Preschool Theme Verse

Revised August 2022

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# Welcome to Promise Christian Preschool

We're glad you are a part of our family! This handbook is designed as a handy parent reference. It contains specific information as well as the policies and procedures set forth by Promise Christian Preschool and the State of Colorado. After reading it, please sign the Acknowledgement and Agreement form stating that you have received, read, and understood this information. This verification will be kept in your child's file and should be turned in at the time of his/her enrollment at Promise. We suggest you keep this handbook in a convenient place for easy referral throughout the school year.

## About the School

### Our Mission

It is our promise that we will provide age-appropriate educational programs that will encourage each child to grow spiritually, mentally, physically and socially in a loving and caring environment.

### Our Purpose

Promise Christian Preschool, formerly Promise Preschool, has been operating since 1992. It is a privately operated 501c(3) not-for-profit organization. Our Preschool exists for the primary purpose of glorifying God through Christian education for children ages three through five years. The purpose of Christian education is to direct the process of human development toward God's objective for all: godliness of character and action. The goal of godly character and action will be reached by teaching each child that they are personally known and loved by God, that they may know God through Jesus Christ, and how to conform to the image of Jesus Christ (Romans 8:29).

Our motivation is to achieve excellence in academic curriculum, biblical knowledge, physical and motivational development, social and emotional maturity, and by giving young children room to grow.

### Core Values: Statement of Faith

Promise Christian Preschool is a privately owned and operated evangelical Christian preschool. It is not parochial in its religious emphasis. The preschool governing board, with the advice of the preschool administration, has adopted the following statement of faith that is consistent with the doctrinal statements of the National Association of Evangelicals and the Association of Christian Schools International. These doctrines are taught in the classroom and proclaimed in the chapel services. They are the foundation of all curriculum taught:

We believe in one God, eternally existing in three persons, Father, Son and Holy Spirit. We believe in the deity of the Lord Jesus Christ, His Virgin birth, His sinless life, His miracles, His reconciling death for all people, His resurrection from the dead, His ascension to the Father as our Advocate and His return in victory.

We believe the Bible is the inspired, authoritative word of God and is truth without error, written to reveal His will for the salvation of all people and to guide the Christian faith and life. We believe all people fell into sin through Adam and that all need salvation through Jesus Christ, by the grace of God, apart from personal work or merit.

We believe the appropriate response to the grace of God is to believe, repent, confess, be baptized and grow in the knowledge of the Lord. We believe the ministry of the Holy Spirit is to convict the individual, regenerate the sinner, indwell, guide, instruct and empower the Christian to live a godly life.

We believe in the bodily resurrection of the dead; the believer to eternal life and joy with the Lord, the unbeliever to judgment and eternal punishment. We believe in the spiritual unity of believers through our Lord Jesus Christ.

## **Core Values: Family Values Statement**

Promise Christian Preschool will teach Biblical values and lifestyle. These values include God's plan for a family (reference Genesis 1:27-28) and that He will be the Center of that family. The lifestyle foundation is taken from the teaching of the Ten Commandments in Exodus 20:1-17. These teachings will be expressed through the words and deeds of the staff at Promise Christian Preschool.

## **Non-Discrimination Policy**

Promise Christian Preschool is a developmentally, age appropriate preschool. We admit students and families of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, religion, color, national or ethnic origin, sexual orientation, gender identity or marital status in administration of our educational policies or admissions. However, because of our staff's credentials and the facility's limitations, we are unable to accommodate all children's special needs. We use Child Find as a resource and keep a list of professional psychologists and speech therapists available for reference as the need arises.

## **State Licensure**

Promise Christian Preschool is licensed by the State of Colorado—Colorado Department of Human Services, Division of Early Childhood and Licensing. State licensing governs the health, safety, discipline, programming, buildings/facilities, equipment, and personnel requirements. A copy of the Rules Regulating Child Care Centers and licensing records are available for review in the preschool office. The current license is posted at the sign-in desk.

## **Enrollment & Tuition**

### **Enrollment Policy**

It is the policy of Promise Christian Preschool to use a first-come-first-serve priority list to enroll students. The process is as follows:

- Parents of preschoolers (ages 3 and 4) currently enrolled in the program will receive an enrollment package for the Pre-K program in January. Parents need to complete the application and Promise must receive both the application and the fees by the specified date.
- Parents who have siblings of children previously enrolled at Promise will receive priority enrollment for a two year period. These parents must make arrangements through the preschool office to request an enrollment package. Enrollment packages will be sent to returning families in January and must be completed and received with fees within two weeks.
- The school accepts children who have had their third birthday before October 1 of that year. They may continue to be enrolled until the year they are entering kindergarten, which is usually 5 or 6 years old.
- In the event that a child repeats a class, they will have priority status over all students including siblings.

- Promise Christian Preschool reserves the right to balance registration with the next available candidate that meets the gender needed to create a diversified learning environment.
- First time families to Promise Christian Preschool can make arrangements for enrolling their child 3 years prior to a child's start date. Arrangements are made by making a phone call to the school office where a child will be placed on a first-come-first-serve wait list. Applications will be considered for the current school year if openings are available after the above deadlines have expired.
- Preschool enrollment application forms for new enrollees must be completed and received at the office by January 31.

## **Admissions, Registration, and Regulations**

The director will handle all admission procedures. These procedures will include a pre-admission interview with the child's parent(s), the director and, if necessary, the teacher(s) to determine whether the services offered will meet the needs of the child and the parent(s). In order to secure enrollment, the director must receive a completed enrollment packet and a non-refundable deposit. Previous Promise families must submit the above by January 31<sup>st</sup> and new families on the waiting list must submit the above within five days of notification.

**In compliance with the State of Colorado, Promise Christian Preschool is required to have the following information in each child's file. It is necessary to have this information updated on an annual basis.**

**Health Status:** A dated written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination.

**Immunization:** Information regarding all immunizations the child has had, including month and year each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the state of Colorado Department of Health. Documentation is required for students who are currently immunized or those who are exempt.

**Emergency:** The school must obtain information including each parent's home, work, and emergency contact information, known allergies to foods or medications, release for emergency medical treatment, and a release for field trips.

To meet this informational need, parents/guardians must submit the following forms by the first day of attendance:

- Certificate of Immunization
- Health Evaluation Form
- Emergency Authorization Form
- Emergency Card
- Signed Handbook Acknowledgement and Agreement

## Tuition Support

Promise Christian Preschool seeks funds from public and private donors in order to offer tuition support to those families needing financial help. Tuition support is available to families who qualify and is dependent on the availability of funds. An application for tuition support can be obtained on our website. Applications are accepted throughout the school year.

## Tuition and Late Fees

**Registrations/Materials Fee--\$125/year.** \$125 non-refundable registration fee is due by August 1st or upon registering.

**Tuition Rates;** Preschool---\$285/month (Monday/Wednesday)  
Pre-K--\$375/month (Monday/Wednesday/Friday)

- Tuition is determined by the Board of Directors on an annual basis.
- Families with more than one child enrolled at Promise concurrently will receive a 10% tuition discount.
- All tuition payments are due by the fifth day of the month. You will not receive a bill or reminder. A **\$10 late fee is due after the fifth**, and dismissal from the school will result for accounts that are 30 days past due.
- You can drop off your payments in the tuition box located on the Sign-In desk.
- We cannot give refunds or credits for the days when your child is absent nor will tuition be prorated for extended absences. This includes vacations, illnesses requiring absence of less than two weeks, or bereavement other than immediate family. If your child will be absent for more than two weeks, you may discuss your situation with the director.
- Please be respectful of our teachers, and arrive on time to drop off and pick-up your child.
- **A late fee of \$15 will be charged for late pick-up after 12:10 pm** each school day or 1:10 on Lunch Bunch days. If you have an emergency causing you to be late in picking up your child, please call the director.

## Fee Schedule

Preschool 2 days/week - \$285 per month

Pre-K 3 days/week - \$375 per month

Annual registration and materials fee - \$125 one time

Lunch Bunch - \$15 per event

Early Drop-off - \$10 per use

Late Pick-up - \$10 per use

Tuition late fee - \$10

Lunch Supplement - \$5 per occurrence

## Withdrawing from the School

A 30-day notice in writing is required when planning to withdraw a child from the school. Failure to provide such notification will result in a charge of one month's tuition. Any time a child is withdrawn, someone from

the waiting list will fill his/her place. In order to re-enroll, an opening will have to be available and a new application submitted.

## Smoke Free Environment Policy

Promise Christian Preschool is a smoke-free environment for the protection of our children. This pertains to the entire church property (including in the parking lot) during school hours. This also applies to smoking in vehicles.. We know that even smoke that lingers on clothing and other materials can be detrimental to children.

## Classroom & Curriculum

### Curriculum Overview

Promise Christian Preschool has adopted *The Creative Curriculum*. This curriculum gives teachers the flexibility to tailor lessons to the students needs in the classroom. The curriculum at Promise is evolving and is constantly being revised as different aspects are reflected upon to ensure that the materials meet the school's criteria dictated by the Bible first and foremost and also the school mission and values.

**Teaching Strategies “Gold”** is an assessment tool used for tracking student progress in the following areas of development: Social-Emotional; Physical; Language; Literacy; Cognitive; Mathematic; Science & Technology; Social Studies; and the Arts. Ongoing observation and Gold benchmarks are used by the teachers to select goals and to plan effective instruction for groups as well as for individual students. Goals and activities are based on each student's needs. Progress is checked 3 times a year and the teacher will share progress with parents at parent-teacher conferences. Gold is part of the Colorado Department of Education Results Matters initiative. For more information, please visit: [www.cde.state.co.us/resultsmatters](http://www.cde.state.co.us/resultsmatters).

Preschool

9:00-12:00 p.m. Monday/Wednesday

Learning Experiences: Social interaction, monthly unit and math themes; oral language, introducing fine-motor skills; seasonal and science projects; Bible time including prayer, songs, and character lessons; creative play/drama and songs; snack time and outdoor play; field trips; Spanish and music instruction.

Pre-Kindergarten

9:00-12:00 p.m. Monday/Wednesday/Friday

Learning Experiences: Emphasis on kindergarten readiness, including number and letter recognition and learning to write own name; social interaction; monthly unit and math themes; oral language, pre-reading and fine-motor skills; seasonal and science projects; Bible time including prayer, songs, and character lessons; creative play/drama and songs; snack time and outdoor play; field trips; Spanish and music instruction.

Television and video viewing are occasional and not utilized routinely in our curriculum.

## A Typical Morning at Promise Preschool

Preschool activities revolve around a monthly theme including a verse, song, and story. Themes are based on student interest and are not planned ahead. All activities are presented in an age-appropriate manner. Daily schedule is subject to change based on student needs. A typical morning at Promise Preschool looks like this:

- 9:00-9:10 Sign-in/Library
- 9:10-9:30 Circle Time (bible story, music, jobs, etc.)
- 9:30-10:30 Centers/Individualizations
- 10:30-10:45 Clean-up/Bathrooms/handwashing
- 10:45-11:00 Snack
- 11:00-11:30 Outside/Grossmotor
- 11:30-11:50 Small Group
- 11:50-12:00 Storytime/Good-Bye
- Optional Lunch Bunch**
- 12:00-12:30 Lunch
- 12:30-1:00 Group Lesson

## Active Play

We understand that active play is important for healthy growth and development of young children. Because of this our children will receive 45 minutes of active play each day. Activities include music and movement as well as structured teacher-lead activities both indoors and outdoors.

## Excessively Hot/Cold Weather

The children are scheduled to go outside each day except in cases of extreme weather. Children should dress appropriately for the weather conditions and will spend approximately 20-30 minutes outdoors unless there are extreme winds, precipitation, or other inclement weather conditions including extreme hot or cold temperatures. Extreme weather is described as below 20 degrees or above 90 degrees. Please remember to send appropriate clothing for weather conditions every day (ie., boots, hats, mittens, etc) The decision to play outdoors is made on a daily basis by the staff.

## Sunscreen Policy

Staff will apply sunscreen to all students 30 minutes prior to going outside. It is the parent's responsibility to provide sunscreen that will only be used on their child. Should a student not have sunscreen at school, staff will use a school supplied sunscreen. Sun protective clothing (long-sleeved shirt, pants, hat) may be used as an alternative and must be left at school.. If you would like to opt-out, please discuss with the director.

## Lunch Bunch

Lunch Bunch is an optional fee-based program offered weekly for our students. Your child can bring his/her own lunch and drink, enjoy extra activities until pick-up time at 1:00 PM. The regular Promise staff supervises Lunch Bunch.

A monthly sign-up is sent out via email. Prior notification of Lunch Bunch attendance is required.

As a licensed program, we must follow all USDA guidelines for healthy meals. This includes lunches sent from home. Students must bring a lunch with the appropriate serving sizes of all food groups.

Meat/protein: 1.5+ oz

Fruit: ¼ cup  
Vegetable: ¼ cup  
Grain: ½ serving  
Milk: ½ cup

If serving sizes are not met, Promise will supplement the meal. If supplement is needed, there is a \$5.00 fee.

## Snacks/Peanut Free Facility

We at Promise support your child's healthy food choices by providing 1 snack time daily. The snacks will include healthy choices for children. **\*\*\*NO NUTS(peanut or tree nut)** due to severe allergies, Promise Christian Preschool is a nut-free facility. Before bringing in any food to share with the class, please ask your child's teacher about food restrictions. Homemade food items to be shared are not allowed.

- Offering fruits, vegetables and other healthy foods for snacks
- Celebrating all holidays and other special occasions with mostly healthy food and/or non-food treats
- Making drinking water clearly visible and freely available to children at all times. We recommend that each child bring a water bottle to leave in their cubbie.

Parents are encouraged to provide nutritious snacks such as whole grain options. Snack calendars are provided each month so parents can sign up in advance on sign up genius.. All fruits and vegetables will be prepared by our staff.

Snack time is an important part of your child's day. Besides the nutritional value, snack time offers an opportunity to observe, learn, and practice self-help and socialization skills.

## Birthdays/Special Person Days

Birthdays are special occasions for children. However, not all children's birthdays fall on a school day. We reserve September and May to celebrate any summer birthdays. A treat may be brought in and must be store bought. Be sure to send enough for each student in the class.

Several times throughout the school year, each child will be the Special Person. On those days, the Special Person will be the class leader and will have an opportunity to bring in something special to share with the class.

We will provide a class roster with home addresses if you wish to mail birthday party invitations to children at the school. Please do not distribute invitations via the school cubbies unless everyone in your child's class is invited.

## Field Trips

Promise Christian Preschool takes a few field trips to local places throughout the year. Parents will be notified in advance of any off-campus field trips and must sign permission forms authorizing each child's attendance. Children will be actively supervised at all times by a qualified early childhood teacher. Siblings or other children other than those enrolled at Promise are not permitted on field trips. Parents are asked to assist in transporting children according to state regulations. Parents who transport children without a staff member present must complete all background checks before being allowed to transport students, they must show proof of a current Colorado driver's license, proof of insurance and complete the 4 hour driver training required to transport children.

Additionally, each child must be restrained in a car seat, depending on the child's age and/or weight. No child should be transported in the front seat of a vehicle. Each driver will have a list of the children they are transporting. In the unlikely event that a child is unaccounted for, emergency procedures will be immediately evoked. In the event that a parent arrives late to school on a field trip day, an emergency number will be available for further direction.

In the unlikely event that a child cannot be located, the emergency number(s) supplied to all teachers, drivers and chaperones shall be called immediately. Proper security personnel and police shall be notified immediately.

## **Holiday Schedule/School Closures**

We are closed on Christian and major U.S. holidays. Our school calendar seeks to coincide with the Boulder Valley Schools whenever possible.

When the Boulder County Schools are closed because of inclement weather, Promise also will be closed. An email will be sent out as soon as a decision to closure is made and a message will be broadcast through the Remind app if the school will be closed due to inclement weather.

## **Policies & Procedures**

### **Clothing**

Children should wear comfortable play clothes and shoes. We realize that children have an occasional accident from time to time, so please bring a complete change of clothing to be left in your child's cubby at school. Children should dress appropriately for the weather conditions and will spend approximately 20-30 minutes outdoors unless there are extreme winds, precipitation, or other inclement weather conditions including extreme hot or cold temperatures.

### **Personal Belongings**

Please label all of your child's belongings that come to school --- especially coats, jackets, and snow boots. Each child has a cubby for personal things. Your child may bring a toy or special item to school for show and tell only on his/her "Special Person" day. Toys or special items will be put in your child's cubby before and after showing. The school assumes no responsibility for any items. Please do not allow your child to bring chapstick, candy or gum or money to school at any time.

### **Preschool Supplies**

Prior to the start of the school year, teachers will give the parents of each enrolled child a list of needed supplies. Items are shared among the children throughout the year, so there is no need to label them.

### **Sickness/Communicable Disease**

If your child has any of the following signs of illness, please keep them home so they can recover quickly and so we can protect others from the spread of sickness:

- Fever
- Diarrhea
- Nasal secretions
- Sore throat with fever or throat spots
- Cough
- Vomiting, or nausea
- Eye drainage of any type (should be checked by a physician to rule out infection)
- Unusual rashes (can be a sign of viral infection)
- Child not feeling well, such as lethargic behavior and/or crying

The child may return to the preschool after illness when:

- Fever has been broken for 24 hours
- Nausea, vomiting, and diarrhea have subsided for 24 hours
- The child has antibiotic coverage for at least a 24-hour period for any type of strep or bacterial infection
- Coughing has subsided and the child is able to cover all residual cough
- Child is feeling well again and normal behavior has returned

A child who is ill upon arrival at the school will be separated from the other children until the parent or guardian can pick up the child. The parent or guardian will be contacted and expected to pick up the child immediately.

If you suspect your child has a communicable disease, or if the doctor has confirmed one, please inform us immediately. All contagious diseases will be posted.

Be sure to notify school of all illness. The director will provide guidance as to the child's return. All absences must be documented.

## **Medication**

The state of Colorado permits the preschool staff to administer medication to children at school in specific cases. Eligibility will be determined by the director and Nurse consultant. If approved, the physician must write a written order. The school's nurse consultant will train staff members to administer medication. Promise staff is delegated by our nurse consultant to administer medication as directed by the child's physician and parent, including the administration of epi-pens. Medication is stored in the classroom out of the reach of children or as advised by the physician or our nurse consultant.

## **Allergies**

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Colorado state law requires that we have a signed form from your physician stating any food allergies that your child may have along with a signed treatment plan.

## **Toilet Training**

Children must be toilet-trained prior to enrollment at Promise Christian Preschool. The only exception is a documented medical statement of the special circumstances surrounding a child's physical needs. In the event that a child exhibits consistent accidents for a period of two weeks, the parent will be notified, and the child will be dismissed for two weeks to complete toilet training. Tuition will not be reimbursed during the training period.

## **Bathroom Safety Plan**

Promise Christian Preschool has a scheduled bathroom time every day in which the staff monitor bathroom use to ensure that no student leaves out the hallway door and into the hallway. The bathroom door into the hallway is to remain closed during class time and the door that leads into the classroom will remain open. In the event that a student needs to use the bathroom during class time, the student must notify the staff that he/she is using the bathroom and one staff member will monitor the child from the classroom.

## **Volunteering**

Volunteering in the school is encouraged. Parents should notify the classroom teachers of their desire to volunteer and then determine the appropriate time and activity to help out. Classroom volunteers agree to:

- Be at least 12 years of age (volunteers between the age of 12 and 16 can volunteer up to 2 hours)
- Always be within sight and sound of staff
- Never be alone with a student
- Will not count in student to child ratio unless they are background checked and fully qualified as staff
- Have a background check on file if volunteer days exceed 13
- Follow all staff direction
- Follow all program rules and policies.

## **Solicitation Policy**

Promise Christian Preschool staff and families may not promote businesses or charities at the school except for school sponsored fundraising events or mission projects which must be pre-approved by the Promise Board.

## **Communication with Parents**

At Promise Christian Preschool we believe that the home is the primary educator in the life of a young child, and that we are an extension of the Christian home. We want to partner with parents to educate our students. The Promise staff is available as a resource to parents who want to help their child further develop their skills at home. Parents are welcome to set up times to talk with staff members about their children as well as about school policies and procedures. Formal parent/teacher conferences are held twice during the year (fall and spring) at which time parents and teachers review the child's experience at preschool.

## **Monthly Communications**

Our monthly Newsletter is sent home via email unless you request otherwise. This illustrates activities that the children have been participating in, upcoming events and important notices. Your teacher will post weekly lesson plans inside the classroom and on the parent board. You will also receive a mid-month update with any pertinent information for the coming weeks.

## **Parent Surveys**

End of the year Parent surveys will be sent out via email in the spring. Survey results will be compiled and shared with the Board of Directors. At any time, if you wish to share feedback or areas of suggested improvement with the school or Board of Directors, please do so via phone or email. The Board of Directors can be reached at [promisepreschoolboard@gmail.com](mailto:promisepreschoolboard@gmail.com).

- Parent forwarded to Director/Teacher Liaison to reconcile.
- The Director and Board Chair are notified of issue/resolution/need for follow-up.
- Issue closed.

## **Code of Conduct**

Promise Christian Preschool staff follow the NAEYC Code of Ethical Conduct and work diligently to create a safe and respectful environment for children, families, and employees. We believe educators and families are a team working on behalf of the children in our program. In the event that a child's family is no longer a respectful member of this team or acts inappropriately to staff or other families, or become disruptive to our

program in any way, the school reserves the right to terminate the enrollment of the child (family) immediately. Inappropriate or disrespectful acts include but are not limited to:

- Use of verbally abusive words, profanity, name calling or raised voices
- Drug use or sale on school property
- Entering school property under the influence of drugs or alcohol
- Physical abuse or the threat of abuse
- Aggressive or destructive behavior or the threat of
- Possession of a weapon on school property
- Forceful or unlawful occupation of school property

## Parent Resolution Policy

Parent issues are resolved best by direct communication between the parents, teachers and director of the preschool. If an issue arises that cannot be resolved through this communication channel, the parent should be forwarded to the Director/Teacher Liaison of the Promise Christian Preschool Board of Directors.

### **1<sup>st</sup> Level of resolution:**

- Parent forwarded to Director/Teacher Liaison to reconcile
- The Director and Board Chair are notified of the issue/resolution/need for follow-up
- Issue Closed

### **2<sup>nd</sup> Level of resolution:**

- If no resolution is reached: Director/Teacher Liaison speaks to the director to collaborate with resolution/ reconciliation of the situation.
- Suggestions are made and executed with parents.
- The Board Chair is notified of issue/resolution/need for follow-up.
- Issue closed.

### **3<sup>rd</sup> Level of resolution:**

If no resolution is reached:

- Parent Teacher Liaison/Director/Board Chair meet to discuss next steps to reconcile the situation. The team determines whether or not the issue is worthy of escalation to the Board of Directors.
- Parents are invited to meet with this team of Liaison/Director/Board chair to hear the plan established to reconcile the issue. Suggestions, corrective action and plans for follow up are discussed.
- Suggestions are made and executed. If the issue is not deemed worthy for escalation to the Board of Directors, the issue is closed as all channels have been exhausted.
- Issue closed.

### **4<sup>th</sup> Level of resolution:**

If no resolution is reached and issue has worth for escalation to the Board of Directors:

- Agenda item established at the next Board of Directors Meeting or special meeting called if warranted.
- Corrective action plan to be established as determined by the Board of Directors.
- Issue Closed.

## Withdrawal of a Child from Promise Christian Preschool

Promise Christian Preschool reserves the right to ask parents to withdraw a child if there are circumstances or behaviors that prevent the child from functioning appropriately within the classroom. Parents will be contacted with concerns and suggestions will be given prior to being asked to withdraw a child. These recommendations will be signed by the parent and the school and kept in the students file. Promise will work with the parents and the student to find an alternative solution to correct the situation instead of

withdrawing from the school. If after working with the parents and no improvements have been made after 14 days, Promise Christian Preschool will provide written notice of termination of services.

## **Mental Health Support**

The Center Director and teacher are always available to assist families in accessing community resources. Mental Health Services are available with Early Childhood Mental Health Consultants at the Colorado Office of Early Childhood. Promise consults with Kid Connect to support staff and parents in meeting their student's needs. The consultant visits the classroom on a regular basis to offer support and guidance to staff on an array of topics. If your child is to be observed directly, a permission form will be needed.

## **Security/Drop-Off and Pick-Up Procedures**

Parents/authorized adults are required to sign children in and out of the building. Sign-in/out sheets are located on the sign-in/out table. If someone other than the parent is to pick up the child from school, the person must be on the authorized pickup list. If possible, the parent should make a notation of this deviation from the norm on the sign-in sheet on the table.

If a parent must make emergency plans for the pick-up of a child, the parent must call the school and speak with a staff member. No child will be released to another person without prior notification. If a child is not picked up on time, a grace period of 15 minutes will be allowed before the director calls the numbers on the emergency phone card. In the event that no one responsible for the child can be reached within one hour, emergency measures will be taken and officials will be notified.

The school reserves the right to check the ID of any individual picking up a child that the staff does not recognize. In special cases where a certain person is not allowed to pick up a child, we ask that parents notify the school in writing.

## **Visitors**

Visitors to the school should make an appointment with the director or teachers. All visitors must check in at the office and will be asked about the purpose of the visit upon arrival. After review of a current photo ID, visitors will be asked to sign in the visitor log. The visitor will be given a visitor pass and will be escorted to the appropriate area. Before leaving, visitors will check out with the director, sign out, and return the visitor pass.

## **Concealed Weapons**

Possession of a firearm of any kind inside Promise Christian Preschool or Legacy Church is strictly prohibited. Any firearm must remain inside an adult attended and/or locked motor vehicle and is secured in a closed and locked glove compartment, console, or trunk. Only sworn law enforcement is permitted to carry a firearm in the Promise Christian Preschool classroom or Legacy Boulder.

## **Videotaping and Photography**

At the beginning of the school year, you will be asked to fill out a form giving Promise Christian Preschool permission to take pictures of your students throughout the school year. If you are taking video or pictures (Easter, Christmas, Class activities, etc) please take images of your child. Please refrain from posting any pictures containing other students to social media.

## **Classroom Discipline/Guidance**

At Promise Christian Preschool, staff members will handle behavior problems in the classroom through redirection, reflective listening, and positive reinforcement. Children are taught to "use their words" to tell

others how certain behaviors make them feel. Staff members will be constant role models, providing positive, godly examples to children. Teachers will help children in conflict to resolve the situation. They will be proactive by redirecting children to new activities if they see a situation arising or by giving a child the words or actions to help them resolve situations before they become problems. If a child does not act appropriately and does not respond to a teacher's correction or redirection, the child may be given a "time-out." A "time-out" is to last no more than 1 minute per age of the child, not to exceed 5 minutes. If a child is out of control or acts in a way that is an immediate danger or threat to others, including biting, the parents will be contacted immediately. It will be the goal of our staff to work hard to communicate with parents and be a resource to them in training the child through the use of biblical principles.

## **Supervision**

Children are under the direct supervision of a qualified staff member or substitute at all times. At the start of the day, staff members identify all children present by comparing the sign-in sheets with the class. The staff will conduct head counts throughout the day as the class meets within the classroom. Head counts also will be conducted before and after every transition throughout the morning.

## **Non-enrolled Children in Classroom Policy**

State teacher/student ratios must be maintained with no exceptions. The State of Colorado does not permit any child outside of the preschool's licensed age-range to be on site during normal school hours of operation with the exception of special events for a limited period of time and under parental supervision. All students in the classroom must have a completed enrollment packet on file.

## **Breastfeeding Friendly Policy**

In recognition of the well documented health advantages of breastfeeding for children and mothers, Promise Christian Preschool provides a supportive environment to enable breastfeeding mothers and employees to express their milk. A private room is available for mothers or staff members to breastfeed or express milk. The room is private, shielded from the view of others and free from intrusion.

## **Handling Sensitive Topics in the Classroom**

Our staff do not have discussions with students on sensitive topics such as sex, sexuality or gender identity. In the event such topics are brought up in the classroom, they are not discussed between teacher and student. The teacher's role is to alert parents to any questions/conversations which arise on these topics, so parents can discuss with their children at home, sharing their own feelings and personal beliefs on the matter.

## **Services Offered for Special Needs Children**

Promise Christian Preschool is a developmentally age appropriate preschool that admits students of any race, sex, color and national or ethnic origin. Because of our staff's credentials and the facility's limitations we may be unable to accommodate all children's special needs. Individual situations shall be discussed on a case-by-case basis.

## **Accidents**

All teachers are certified in infant/child CPR, infant/child first aid and Standard Precautions. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If the accident is life threatening, 911 will be contacted first. If other treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an incident report form that requires the signature of the parent.

## **Health and Safety**

Promise Christian Preschool is inspected by the Colorado Department of Human Services, Division of Early Care and Learning, the Department of Health and the Fire Marshall on a regular basis. The most recent inspection information is located in the preschool office.

## **Building Evacuations(Fire/Tornado)**

Promise Christian Preschool has an evacuation plan depending on the location of the children and the location of the hazard. The evacuation plans are posted in the classroom and throughout the church. Fire drills are practiced monthly and tornado drills are conducted monthly during the months of March-October., alternating plans. In the event that the building and/or school property needs to be evacuated, students and staff will proceed to the Rocky Mountain Fire Station , which is located at 7700 Baseline Rd, Boulder, CO. Students will remain at the firehouse (supervised by Promise staff) until parents arrive to pick them up.

## **Lock Down and Lock Out**

Written procedures are posted and staff are trained on all procedures. Active shooter and lockdown drills are held quarterly.

## **Lost Child**

During the school year, we maintain a file on all enrolled children. While we have never had a “lost child incident” at Promise Christian Preschool, we feel that it is important to always be prepared. Therefore, in the event that a child should become lost from the group, law enforcement agencies and parents will be notified immediately.

## **Written Emergency Plan**

Written Emergency Plan procedures are in a binder in the classroom and the director’s office for all of the following: Evacuation, Lockout, Lockdown, Active Shooter on Premises, Shelter, and Lost Child. These procedures cover floods, impaired/intoxicated adults, bomb threats, chemical spills, suspicious items on the premises, weapons, fire, tornado, and an unauthorized adult attempting to pick up a student. Evacuation and shelter maps are posted in the classroom. All emergency plans are available for review upon request.

## **Reporting Abuse Policy**

The Preschool staff is required to report any reasonable suspicion that a child has been subjected to abuse or neglect. All staff members are required to participate in annual training on identification and reporting of child abuse and neglect. If a report is necessary, the report will be made immediately to the County Department of Human Services or local law enforcement agency at 1-844-CO-4-KIDS(844-264-5437)

Also, parents have the right to report concerns they may have regarding childcare providers for their children. If you have a complaint concerning suspected licensing violations at Promise Christian Preschool, you may file a complaint at the Colorado Department of Human Services, Division of Child Care and Learning.. Attention: Complaint Intake, 1575 Sherman St, Denver, CO 80503-1714. Phone: 303-866-5958

## **Emergency Extended Closure Tuition Policy**

In the event that Promise Christian Preschool needs to close our facility for an extended period of time due to any of the following; an act of God, flood, fire, explosion, earthquake, other potential disasters, pandemics, epidemics, war, invasion, terrorist threats, acts, riot or other civil unrest, Promise Christian Preschool will not hold parents responsible for tuition for the following month.. For school closure after the month has begun, we will not be able to refund tuition as we will continue to pay our staff for the remainder of the month. If we

re-open later in the month, we will prorate the tuition fee based on the number of days remaining in the month.

## **Child Health Resources**

The following is a list of resources available to parents.

### **Child and Adult Care Food Program**

303-692-2330

<https://www.colorado.gov/pacific/cdphe/cacfp>

### **Child Find of the Boulder Valley School District**

720-561-5078

### **Colorado's Healthier Meals Initiatives**

<https://www.colorado.gov/pacific/dphe/colorados-healthier-meals-initiative>

### **Connect for Health Colorado**

855-752-6749

<http://connectforhealthco.com/>

### **Health Departments**

303-692-2000

<https://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency>

### **Healthy Child Care Colorado**

303-339-6800

<http://www.qualistar.org/healthy-child-care-colorado.html>

### **InfantSEE Program**

888-396-3937

<http://infantsee.org/>

### **Medical Home**

<http://coloradomedicalhome.org/>

### **Early Childhood Mental Health Consultants**

303-866-5948/800-799-5876

### **PEAK: Medical, Food and Cash Assistance Programs**

303-866-3122

<http://coloradopeak.force.com/>

### **SNAP: Food & Nutrition Assistance**

303-866-3122

<http://www.colorado.gov/cs/Satellite/CDHS-SelfSuff/CBON/1251580884676>

### **Women, Infants and Children (WIC) Program**

303-692-2400

<https://www.colorado.gov/pacific/cdphe/wic-contacts>

## **Parent Handbook Revision**

This parent handbook was last revised in August 2022.