



Family Handbook

2017-2018

The Village for Early Childhood Education at North

1907 W. Powers Ave.
Littleton, CO 80120

Office: 303-347-6985
Office hours: Monday-Friday
8:00 a.m.- 4:00 p.m.

Website: village.littletonpublicschools.net



"It takes a village to raise a child."

Preschool Program Parent Handbook
The Village for Early Childhood Education

Celebrating 22 years in
Early Childhood Education
1995-2017

Principal/Director
Marnie Yanacheak
303-347-6985

Family Partnership Manager
Debi Reid
303-347-6984

Education Manager/Instructional Coach
Susan Calhoun
303-347-4981

Village Main Office: 303-347-6985
24-hour Attendance Line: 303-734-5960
Family Partnerships Office: 303-347-6984

Table of Contents

Belief Statements	4
Philosophy: It takes a village to raise a child.	4
Staff	5
Curriculum and Assessment	5
Screenings	5
Conferences	6
Classroom Environment	6
Programs Offered at The Village	6
Enrollment	6
Family Partnerships Office	7
Class Options and Times	7
Student Supervision	8
Sign In/Out and Emergency Pick-up	8
Arrival Procedures	8
Parking	9
Attendance	9
Family/Parent Participation	9
Visitors/Volunteers	10
School and Classroom Newsletters	10
Items to Bring to Preschool	10
Field Trips	10
Dress and Personal Belongings	11
Indoor/Outdoor Recess	11
Illness	11
Medication	12
Sun Protection	12
Accidents/Injuries	13
Diapering and Toilet Training	13
Meals	13
Snack Policy	13
Allergy Aware Policy	14
Daily Closing Procedures	14
Late Pick-Up	14
Transportation	14
Fee Payment	15
Safety	15
Lost Child	16
Weather Delays and Closure	16
Natural Disaster Procedures	16
Reporting Suspected Child Abuse or Neglect	16
Photo Release Policy	17
TV and Video Viewing	17
Holiday Policy	17
Student Support & Consultation	17
Animals in the Schools	17
PBIS School Rules	17
Illness Policy	17
Creative Curriculum Goals	21

The Village for Early Childhood Education ***Mission Statement***

To provide the children and families of our community with a safe, nurturing learning environment that maximizes student and family potential.

Belief Statements

We believe that children learn best through active participation and positive interactions with peers and staff. We build relations based on acceptance and trust and meet the individual needs of ALL learners.

We believe that families provide the foundation for each child's education. We actively support and encourage a family partnership between home and school.

We believe in providing high-quality learning experience and family events that foster a love of learning for all.

Philosophy: It takes a village to raise a child

The Village for Early Childhood Education strives to engage children in creative discoveries and to provide on-going interactions with people, materials and ideas that promote the development of the child's mental, emotional and physical growth.

The diversity of the program promotes peer interaction and learning, provides a variety of leadership opportunities and promotes empathy, respect and understanding of individual differences.

Children learn through their play. They plan with the teacher where they will play, they learn to carry out their plan and they review what they have accomplished. Play helps to provide the steps needed to master a skill or to discover new information.

The Village approach to education is based on the individual needs of the children in each classroom. Parents are actively involved in the child's learning and the assessment of the child's growth. In addition to parent involvement, community service groups, area churches and scouts donate and volunteer time and services to the program.

Parents and community members are actively involved in the on-going management and planning of our program. They may serve on decision-making boards, Head Start Village Policy Committee, PTO and as volunteers for the school.

The Village assesses and measures the quality of our program a minimum of twice per year with the Classroom Assessment Scoring System (CLASS) and the Teaching Pyramid Observation Tool for Preschool (TPOT). We gather feedback from these assessments and from parent surveys, focus groups and committee representatives to continually improve our instructional practices.

Staff

The Village staff consists of qualified, highly-trained, caring individuals who enjoy children and are dedicated early childhood professionals. Each class is taught by a qualified lead teacher and a paraprofessional who collaborate with special education professionals to provide a variety of engaging and developmentally appropriate experiences. All of our teachers and paraprofessionals meet school district and state requirements for working with young children. Staff meet regularly to plan, problem solve and communicate ideas regarding the program. Staff professional development and trainings are on-going. Confidentiality is practiced and respected.

Curriculum and Assessment

Helping children develop strong social-emotional and academic skills are school-wide goals for all children at The Village. Our evidence-based curriculum, ***Creative Curriculum***, provides stimulating, developmentally appropriate learning experiences across all important areas of learning from social/emotional and math to technology and the arts. Educational outcomes are targeted as children select and carry out activities that are fun and motivating. The curriculum provides classroom staff with many ideas for individualizing instruction based on the needs of each child. It supports English language learners and contains guidance for working with *all* learners, including advanced learners and children with disabilities. For more information, visit the Creative Curriculum website at <http://teachingstrategies.com/>

The Village also believes social-emotional development to be essential during the preschool years. To address this need, we have adopted ***Dinosaur School*** as our primary social-emotional curriculum. Teachers use a variety of materials and resources—books, puppets, pictures, videos and role play—to help children develop the necessary skills for positive social interactions, conflict resolution and the identification and appropriate management of feelings. Visit the Incredible Years Dinosaur School website for more information: <http://incredibleyears.com/programs/child/classroom-curriculum/>

Teachers monitor and assess each child's development and learning based on ***Teaching Strategies GOLD Assessment System***. This system identifies goals for learning and development across developmental domains and teachers assess children's development and progress on these goals three times a year. Teachers use information from these assessments to identify and plan for individual learning needs. Please refer to the Creative Curriculum learning goals in the back of this Family Handbook. Our curriculums are aligned with Colorado's Early Learning & Development Guidelines (ELDGs). For more information visit: <http://earlylearningco.org/>

Screenings

To best meet your child's learning needs, we use a parent-completed Ages and Stages Questionnaires (ASQ-3) to identify your child's developmental and social-emotional strengths, as well as areas where he or she could use more practice. The results of the ASQ will be discussed with you and used to develop individual learning goals for your child. Please talk to us if you have questions about this process. For more information, visit the ASQ website at <http://agesandstages.com>

With parent permission, vision, hearing and dental screenings are also provided as part of our program. Follow-up and resources are provided for families as needed.

Conferences

Parent-Teacher Conferences are held twice a year (fall and spring) to provide the opportunity for teachers and parents to meet and discuss children's learning goals and progress. These conferences are designed to be a collaborative effort and one step in building a strong home-school connection. Teachers will share a progress report based on Teaching Strategies GOLD Assessment System. **Translators are provided if needed for meetings and conferences.** Please contact the school administration or your child's teacher to make arrangements.

Additionally, we encourage you to contact your child's teacher by e-mail or voicemail if you have concerns about your child's progress. The teacher will return your message at her earliest convenience. Additional written assessments may be required by certain funding sources.

Classroom Environment

The classrooms are arranged with distinct, well-equipped interest and learning centers. Each classroom has a dramatic play area, block area, library and quiet area, art and sensory area, a discovery (math and science) area and circle area for group activities. Classroom materials include large muscle equipment, manipulative toys, and musical instruments and props. Children engage in a consistent daily schedule that is balanced between child-choice and teacher-directed learning activities. The activities are balanced with active and quiet discovery times and indoor/outdoor play times. Children participate in regular physical education enrichment.

Programs Offered at The Village

The Village is an educational preschool program for children ages 3-5. Parents may pay for services or they may qualify to receive funded preschool. Funded programs require children to be 3 or 4 by October 1. Students who turn 5 by October 1 according to district guidelines enroll in kindergarten programs at LPS Elementary Schools. Children who do not live within the boundaries of the Littleton Public School District need to fill out Open Enrollment paperwork and will be considered for enrollment depending upon the availability of space and funding.

The Village offers:

- Tuition program
- Head Start
- Colorado Preschool Program
- Special Education services provided to children who have been evaluated and determined eligible through the Child Find process.

The Village programs accept children without regard to gender, ability, ethnicity, race, religion, sex or national origin. The Village gives equal access to all children with disabilities and they are fully integrated into our regular activities in compliance with the Americans with Disabilities Act (ADA).

Enrollment

All children must be registered and have enrollment forms on file in The Village office. All forms must be completed correctly and be signed by the child's parent or legal guardian. Enrollment forms include the child's emergency/consent card, immunization card, a copy of the birth certificate, proof of residency, General Health Appraisal, and other forms required by various funding, licensing sources and Littleton Public Schools. A Village summer tuition program is available. Check with the main office for more information.

A Jumpstart appointment is included in our registration/enrollment process to learn about your child's unique strengths and needs, assist with proper classroom placement and answer any questions you may have about our program.

Up-to-date immunization records or a signed exemption form must be on file in The Village office for the child to attend class. General Health Appraisal forms are due prior to the start of school and must be updated annually. Students without a current General Health Appraisal form on file will be contacted by our Health Assistant. The Village has the right to refuse to admit a child if a statement from an approved health care professional is not submitted.

Note: If families enroll a child in preschool at the same time in two different school districts, then those families may be responsible for paying tuition in one of those districts.

The parents/guardians are responsible for updating the emergency card as needed. Contact The Village Registrar for parent portal access key and information via the parent portal. The Village will not release any records without written consent of the parent/guardian.

Classroom Placement

Each of our classrooms provide a caring, quality learning environment for each of our students--using best practices in early childhood education. Instruction is individualized to meet the unique learning needs of your child.

Our program practice is to place older children in our afternoon classes. These students are going to be 4 years old by October 1, they are age eligible to enter Kindergarten the following school year. This practice benefits our students in many ways. Experience and research indicates that older children may benefit from instruction and activities with their peers to meet kindergarten school readiness goals.

We understand that every child is different and we will work with you to find the placement that works best for you and your family. Please contact us with questions. Thank you.

Family Partnerships Office

The Village Family Partnerships staff is available to assist families for a variety of needs including:

- Development of an on-going relationship with families, identification of family goals including parent education classes, promoting father/family bonding and improving family literacy and opportunities for family participation.
- Referrals are available to community agencies such as Arapahoe/Douglas Mental Health, Doctors Care, dental services, adult education programs (GED or ESL) and the Immigrant Information Office.
- Referrals for resources from a variety of community service organizations such as Integrated Family Community Services to provide access to food and clothing banks and other types of resources.

For more information you can contact the school Family Partnerships Manager 303-347-6984. All family information is kept confidential.

Class Options and Times

The Village preschool educational programs are available Monday-Thursday. Three-hour class sessions are available mornings (9:00am-12:00pm) or afternoons (12:45pm-3:45pm). Limited opportunities for full-day programs are also available (8:30am-3pm). Before and After School Care may be available for students in the full-day classrooms based upon space availability. If interested see Registrar in front office. Before care is \$8 per day and after care is \$13 per day.

Late Start Wednesdays will affect full day classes by 30 minutes

Early Childhood Educators at The Village meet every Wednesday morning for Professional Learning Community work to plan and collaborate to meet the needs of all students. This means that The Village at North, similar to all Littleton Public Schools has a Late Start Wednesdays. Wednesdays throughout the school year starting Wednesday, August 30, 2017 through Wednesday, May 16, 2018 full day classrooms will start school 30 minutes later, at 9:00am instead of 8:30am. Students have the option to eat breakfast in the classroom, served by LPS Nutrition Services, starting at 9:00am on Late Start Wednesdays. See LPS Nutrition Services for cost.

Calendar

The Village Preschool programs will observe holidays, winter, spring and summer breaks as scheduled by Littleton Public Schools. Additionally The Village calendar has some differences from the LPS calendar. Be sure to refer to your Village Calendar corresponding to your classroom's sessions to appropriately plan for care for your child when preschool is not in session.

Parents, please note: All Littleton school district property is a drug/smoke-free zone. Smoking is not allowed on school property, even in your car.

Student Supervision

The safety of your child is very important to us. While in session, children are always accompanied by a staff member. Parents sign the classroom attendance sheet when they bring their child into the classroom. We closely monitor where the children are throughout their day. Classrooms post a sign on the door when they go to the playground or other activities in the building. Staff will notify the lead teacher directly when taking individual children or small groups of children from the room. Teachers count the number of children in their group at each transition time to be sure all children are present. Parents who pick-up their child will sign their child out on the attendance sheet at dismissal time. Rooms are checked when the group moves to another location and at the end of each session.

Sign In/Out and Emergency Pick-up

Human Services regulations mandate that all parents/guardians sign children in and out each day. Only people listed by the parent or guardian on the Emergency Card may pick up children or meet the bus. Teachers, paraprofessionals, office staff or bus drivers will request a picture ID if someone they do not know comes to pick up the child or meet the bus. **Children will only be released to persons listed on the Emergency Card.** We must see an approved adult before any child is released from the school or the bus. Children will not be released to the care of anyone under the age of 16 years. If the person picking up the child appears to be under the influence of drugs or alcohol, the school reserves the right not to release the child and to notify local authorities. All requests for persons to be listed on the Emergency Card must be made in writing and kept on file in the office. You can also update this information via your parent portal. Restraining orders and custody papers must be on file in The Village office.

Arrival Procedures

For the safety of children and staff, LPS district security guidelines require limited access to district buildings. The main level entrance by The Village Office and the north side lower level doors are open only during the following times: 8:50am – 9:10am, 11:50am – 12:10pm, 12:35pm – 12:55pm, and 3:35pm – 3:55pm. Entrances and building exteriors along with the parking lots are also monitored by LPS District security cameras. If you arrive at the school other than the previously listed times, you will only have access through the main level front entrance by using the call-in box. **Children must be escorted and accompanied by their parent or guardian at all times.**

Parking

Parent parking is available in the lower parking lot. The upper lot is reserved for staff and visitors to The Village. Please be considerate of others. Our children are small and difficult for drivers to see. Watch carefully when you are driving in our lots and hold your child's hand when you are walking to and from your car. **Children's Safety Paths** are designated on the upper and lower parking lots. Please review "Pedestrian Safety" information with your children regularly. **Children may not be left unattended in a vehicle.** Be sure to turn your engine off. Only cars with handicap license plates or placards may use handicapped parking. Please only use spaces designated for parking. Parking is not allowed along the front curb between the bus parking signs. Our west driveway is shared with LPS buses who cannot navigate other lanes of the parking lot. Please use extreme caution entering and leaving the lot. Thank you for keeping our children safe.

Attendance

The Village is a preschool program designed to establish a positive foundation for your child's education. In order to receive the full benefit of the educational programs and develop good learning habits, regular attendance is required. All absences must be reported to The Village at **303-734-5960** before the beginning of each session. Messages may be left 24 hours a day. If your child is transported on a Littleton Public School bus, please **also** notify Transportation of your child's absence by calling **303-347-4775**.

- Unexcused absences will result in contact by a Village representative.
- Funded programs require attendance of 85% which means your child may not be absent more than 2 days per month.
- Your child needs to be in class for the full duration of the scheduled class time. Please remember this is an instructional preschool, and not a "drop-in center." If your child is repeatedly brought in late or picked up early, we reserve the right to reconsider his/her placement.
- If your child misses more than 2 days per month, a mandatory meeting will be set with the Principal to discuss attendance improvements. Non-compliance may result in loss of funding.

Family Participation

Studies show that family participation in their child's educational program highly increases long term school success. Parents are always welcome at The Village. We have an open door policy and encourage your participation. All parents/guardians must sign-in at the Main Office if you are planning to volunteer. The Village values the partnership between the child, the family and the early childhood center. We are committed to providing activities that enhance this relationship. Home visits, e-mails, parent/teaching meetings, conferences, back-to-school night, and telephone conversations all provide a unique opportunity to begin building a strong home/school partnership. Our staff looks forward to meeting with your family!

Visitors/Volunteers

The Village welcomes community volunteers and appreciates the contributions they make to our program. Volunteers may assist in the classrooms, library, Family Partnerships Office, main office or with special events/projects. Each volunteer must complete a "Volunteer Application Packet." Visitors, volunteers and parents/guardians coming to The Village at non-drop-off/pick-up times must sign in and out at the office each day and will receive a "visitor" badge to wear while they are in the facility. Volunteers work under the direct supervision of Village staff. Volunteers who work directly with students are required by the District to fill out a "Permission to do a Background Check" form. Contact the main office or your child's teacher if you are interested in volunteering.

School and Classroom Newsletters

The Village newsletter is distributed by The Village office monthly. Teachers also send home classroom newsletters with information on special events and lesson plans. Other notices are also sent home throughout the year with information for your review. **Please check your child's backpack every day!** Families are encouraged to visit our web page: village.littletonpublicschools.net

Items to Bring to Preschool

1. **A large backpack.** Please check and empty the backpack daily.
2. **Each child needs a change of clothes.** Accidents happen. Please have an extra set of clothes in your child's backpack each day.
3. **For students who are not toilet trained:** Please send a daily supply of **diapers** marked with your child's name and **wipes** to be used for changing. Staff will notify you when we need more of each item. Students who are funded through Head Start can notify the Office or Family Partnerships if diapers or wipes are needed for their student during school sessions.

Additional items may be donated to use in the classrooms. Please only donate what you can! As always we appreciate all you do for the program. We could not do our job without the partnership between home and school. Thank you for your support!

Field Trips

Enrichment through a variety of experiences is a key to learning at The Village. Children go out into the community and programs and volunteers come to the school to give the children a wide variety of learning experiences and special programs.

Village classrooms may take walking field trips at various times throughout the year. Due to the size of our program all children will not be able to participate in each field trip. Every effort is made to distribute field trip opportunities equally throughout our student population. Many of our field trips are sponsored by local businesses or service groups. The trips are scheduled based on times and destinations given to us by the sponsors.

Parents are required to sign a permission slip for each field trip. Children who do not have written parental permission may not attend field trips.

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

1. The child will return home with the parent **OR**
2. Office personnel will attempt to contact the class at the field trip site by cell phone and the parent will be responsible for transporting the child to the field trip site.

Dress and Personal Belongings

Appropriate clothing is necessary to allow children the freedom to paint, explore and play outdoors safely. Children will play outside as much as weather allows. Coats, boots, jackets and play shoes are always appropriate at The Village. **Open-toed sandals or slick-soled shoes are not recommended.** Due to safety concerns, access to some activities may be restricted due to inappropriate dress. All belongings should be labeled with the child's name. Please check the lost and found for missing items. Items remaining in the lost and found at the end of the school year will be donated to charity.

Toys and personal belongings should not be brought to school unless the teacher has requested certain items.

Indoor/Outdoor Recess

Children will go outdoors daily, weather permitting, so dress your child for the weather. Children who are lacking the proper clothing for the activities planned may get hats and/or mittens from staff to use to be comfortable for their play. Parents are asked to launder and return program items their child has used.

Inclement weather:

- The Principal will determine indoor or outdoor days based on guidelines from the Department of Human Services, Division of Child Care.
- Temperatures of 20° and less are indoor recess days.
- **If the outside temperature is above 90° we will reduce the amount of time children play actively outdoors and encourage more fluid intake.**
- Rain/snow: when safety and visibility are a factor, children will play inside.

Illness

Please keep your child home if they have fever, diarrhea, vomiting, unknown rash, skin outbreaks or discharge from the eyes and/or ears. **Children should be fever and symptom free for 24 hours without medication or have written doctor's permission prior to returning to The Village.** Children are not only uncomfortable when sick, but may be contagious to staff and other children until treated. **Please see the attached Illness Policy developed by Children's Hospital, at the back of this handbook for more information.**

If your child becomes ill while at school and/or reaches a temperature of 100°, parents/guardians may be notified by The Village staff. Your child will be isolated from the group under the supervision of staff until the parent or authorized emergency person can pick up the child from the school. You may be requested to take the child to the doctor before returning to the school.

If recommended by school health consultants, parents/guardians will be notified if an incident of infectious disease has been reported to the program. In turn, please notify the office when your child has been diagnosed with strep, measles, chicken pox, pinworms, scabies, pink eye, head lice or any

contagious illness. After certain illnesses, rashes or injuries, a doctor's written release will be required for a child to attend. Physical restriction recommendations by a doctor must be reviewed by our health care specialist.

Medication

The Village prefers not to administer medications. If it is necessary for over-the-counter or prescription medicine to be administered at school, parents and the child's doctor will need to complete appropriate LPS District paper-work. All medication must be in the original container, and be prescribed for the child to whom it is given. Medication that has expired will be either returned to the parent/guardian or disposed of properly. Directions and accurate measurement must be provided. Medications are kept in a locked cabinet. Staff is trained to administer medications and follow district policy which is in compliance with the Nurse Practice Act. At the end of the school year, parents need to pick-up their children's medications from The Village or they will be properly disposed of.

Hand lotion and lip balm are considered medications under licensing regulations. You will need to fill out a "Parent Request for Medication" form in order for staff to apply hand lotion or lip balm to your child.

Sun Protection

Current licensing regulations require us to have a completed "Parent Request for Sunscreen at School" form on file to apply sunscreen to your child before going outside. Our school uses Rocky Mountain 50 SPF sunscreen or higher. A bottle of this sunscreen is available outside each classroom. Parents need to apply sunscreen to their child each day before class and initial by your child's name on the attendance sheet that sunscreen was applied. Staff will apply additional sunscreen as required throughout the day per licensing regulations. If you supply your child's own sunscreen, it needs to be in the original container and clearly marked with the child's first and last name.

Accidents/Injuries

If a student sustains a head injury, an injury that leaves a mark or bleeds while at a Village facility, an LPS Accident Report will be completed. If a head injury has occurred, the staff will attempt to call parent/guardians immediately. A phone call by a Village staff member will be made to the parent as soon as possible after the incident if warranted. As a precaution, a head injury form will also be sent home with the student. A copy of the accident report will be given to the parent when they come to pick up the child or it will be sent home with the child for those transported by LPS bus.

Diapering and Toilet Training

The Village accepts children whether they are toilet trained or not and honor a child's right to privacy during diaper changing and toileting. We follow Standard Precautions and the method of changing diapers is posted by each changing table. Children are not punished for toileting accidents. Please send diapers, wipes and a change of clothing for children who may have toileting accidents.

Meals

The Village serves breakfast and/or lunch for our full day students. Menus are posted outside of the cafeteria and are available at <http://littletonpublicschools.nutrislice.com/menu/the-village/> Parents have the option of bringing breakfast and/or lunch from home or purchasing these meals from the Littleton Public Schools Nutrition Services program.

Breakfast Price: \$1.50

Lunch Price: \$2.80

Online Payment Option

Online payments are a simple, safe and secure way to make payments to your student's account 24 hours a day at your convenience. Go to MySchoolBucks.com to sign up for an account, check your student's balance, or change your alert settings.

Other Payment Options

You can bring cash or check to school. Please place money in an envelope marked clearly with your student's name and teacher's name, the amount enclosed, and the check number. Turn in prepaid deposits to the box by the cafeteria.

Does your student qualify for free or reduced price meal benefits?

Fill out a free and reduced price meal benefit application to find out. On-line applications will be available starting August 1, 2017. Click the links below to fill out your application on-line. Paper applications will also be available at the Nutrition Services Central Office and at your child's school. Applications will be processed within 10 business days.

[Free and Reduced Price Meal Applications 2017-2018](#)

[Free and Reduced Price Meal Applications 2017-2018 \(Spanish\)](#)

Free and Reduced Price Meal Applications must be completed every school year. Meal Benefit Status from the 2016 - 2017 school year will carry over through **September 28, 2017**. If a new application is not received prior to September 28, 2017, the student's meal status will change to paying. Parents/guardians will be responsible for these charges.

Our staff strives to promote healthy eating habits in children by not using food as a punishment or reward, and each child is encouraged, but not forced, to eat or taste his or her food. Our staff follows best practices in child wellness and Health Department regulations and promotes children's healthy eating habit by not using food as a punishment or a reward. Each child is encouraged, but not forced, to eat or taste his or her food. Please talk to your child's teacher if you have questions.

Snack Policy

A morning or afternoon snack is served to children in half-day programs. Parents will be given an opportunity to provide nutritious snacks for the classrooms. According to Health Department regulations, any snacks donated by parents "shall consist only of foods that are prepackaged and prepared from commercial sources. Such foods shall be non-potentially hazardous or shelf stable and received sealed." In addition, sugar-sweetened drinks, including juice, soda, etc. **will not** be offered at snacks and mealtimes. Choices are water, milk or **100% juice** (on a limited basis-once per week.) Please talk to your teacher for snack guidelines.

Allergy Aware Policy

The Village is aware of an increasing number of students who suffer life-threatening peanut and/or other nut allergies. While we cannot entirely prevent children from coming in contact with foods that adversely affect them, we do strive to be sensitive to their needs.

Every effort will be made to ensure that no nuts or nut products will be provided any time during the school day. Each family is most familiar with those foods that could be dangerous or undesirable for their child. Because of our concern for any potentially serious allergic reaction, we want to involve the family by having them provide only snacks that are safe for their children to consume. In an effort to make each family's contribution fair, those families that wish to provide a nut-free or any specific snack for their child each day, will be excluded from bringing snack for the rest of the class. This will provide a safe and fair way to ensure safety for everyone. Please refer to Littleton Public Schools Guide for Supporting Children With Life-Threatening Food Allergies at: <http://www.littletonpublicschools.net/>

Daily Closing Procedures

Each preschool room will be checked before staff leaves the room at the end of each session. Sign-out sheets will be checked to make certain all children have been picked up or escorted by classroom staff to another Village activity or to the bus. Staff will visually check the room before leaving.

Parents, please note: When staff are closing up preschool classrooms at 12:00pm and at 3:45pm they must be focused on the needs of the children. Please do not use this time to discuss your child's progress or other concerns because this is a transition that requires the teacher's full attention. We encourage parents to contact teachers by appointment, by voice mail, e-mail or by written messages. Staff is only allowed to share information directly with the child's parent or legal guardian.

Late Pick-Up

It is important to arrive at class dismissal time to pick up your child. If a parent or authorized person does not arrive within 5 minutes of the end of the preschool session the child will be signed in to the office.

Our policy is:

- If your child has not been picked up within 1 hour of the dismissal time the proper authorities will be contacted.
- Habitual lateness will require a meeting with the Principal to determine further action.

Transportation:

Only children receiving services through Special Education are considered for transportation. Requests are made to the child's case manager. If a child in the Head Start program is in need of transportation, they should contact the Principal or the Family Partnerships Manager to discuss options.

Children are transported only in LPS district buses in compliance with Colorado Department of Education guidelines. Children use safety vests and/or seat belts as needed. When being transported for a field trip the driver explains emergency procedures before beginning the trip. Evacuation drills are conducted by the LPS Transportation Department.

Transportation must be notified if your child will be absent: Call **303-347-4775**.

Calls should be made before 7:00 a.m. for the morning session, or before 11:00 a.m. for the afternoon session.

An adult from the student's emergency card must be available to meet the child when they are transported home, or the child will be returned to The Village. Parents will be notified by the office to come to school and pick up their child.

Fee Payment

Tuition is due the first week of each month. Credit cards (MasterCard, Visa and Discover) are accepted as well as cash, checks and money orders. Checks should be made payable to The Village. Credit card or debit card automatic payment is available. Please complete an authorization form in the office to sign up for monthly auto pay.

Tuition is: \$300 per month for children in the 4-day per week part-day session
 5-day/week, 7am-5:30pm option, \$975 per month
 3 days/week - Monday, Wednesday, Friday option \$675 per month
 2 days/week - Tuesday/Thursday \$445 per month

The Village does not give refunds or credits. **A 30-day written notice must be given for any tuition withdrawal or the next month's tuition will be charged.**

Extended Care Monthly Calendars:

Extended care is available for students in the full day program. Space is limited. Monthly calendars must be turned in at the beginning of each month for extended care to secure your space in the classroom. Payment is due prior to care. Please attach a check or cash to your calendar. If paying by credit or debit please fill out an autopay form.

Before Care 7:00am - 8:30am \$8.00/morning
After Care 3:00pm - 5:30pm \$13.00/afternoon

Extended Care Fees: CCAP

The Village accepts Child Care Assistance Program funding through Arapahoe County. Contact CCAP directly to apply. According to guidelines families are responsible for paying the parent fee and charges for missed or incorrect swipes. Be sure to stay on top of documenting the appropriate drop off and pick up of your child to ensure accurate billing of CCAP.

Safety

The Village is licensed by the Colorado State Department of Human Services. We are a Littleton Public School and are members of the National Head Start Association. Our program is inspected by the Tri-County Department of Health and Littleton Fire Rescue to ensure a safe, clean and healthy setting for your child (ren).

1. Initial conditions for employment of staff require fingerprinting, FBI, CBI and "Trails" background checks.
2. Children are under direct supervision of staff at all times.
3. Safety rules and procedures are reviewed with staff and children and are posted in the classrooms.
4. The facility and equipment are inspected regularly by the school district staff and various agencies to ensure a safe environment for all children 2 ½ - 5 years of age. If an accident occurs the following procedure will be followed:
 - a. Staff will assess the seriousness of any injuries and apply first aid procedures as appropriate.
 - b. Staff will call paramedics if necessary. Any expenses incurred as a result of emergency treatment will be the responsibility of the parent or guardian.
 - c. Parents will be notified immediately.

- d. A school accident report will be completed and filed with the district.
5. Staff is trained to follow Health Care Action Plans for each child.
6. Staff is trained in safety, First Aid CPR and Medication Administration. Children and staff drill for various weather and safety emergencies at several times during the year. Fire drill are conducted monthly.

Lost Child

Head counts and attendance are taken regularly. In the event a child is lost, all necessary steps will be taken to locate the child. If these attempts are unsuccessful within 15 minutes, the proper authorities will be notified and the child's parents/guardians will be contacted. Staff will follow Littleton Public Schools Emergency Procedures regarding lost children.

Weather Delays and Closure

The Village will follow school closure procedures for Littleton Public Schools. The Village will observe a one hour delay for all children when a delayed start is announced for Littleton Public Schools. This will only affect children who arrive for the morning session. When the school district is closed due to weather or other emergencies The Village is also closed. Closures are announced on the LPS website (www.littletonpublicschools.net), local radio and television stations. In case of early closure, staff will wait with children until parents can safely pick them up.

Natural Disaster Procedures

In the event of a natural disaster (tornado, flood, fire, electrical storm, gas leak, power outage, etc.) the staff will follow Littleton Public Schools Emergency Procedures Manual. The staff is trained to handle emergency situations.

Reporting Suspected Child Abuse or Neglect

In accordance with Colorado law, any staff member who has reasonable cause to believe or suspect that a child is being abused, neglected, or has observed the child being subjected to circumstances or conditions which could result in abuse or neglect is mandated to file a report with Arapahoe County Department of Human Services and local law enforcement. Staff who willfully fail to report can be punished and be liable for damages. The Village staff is trained annually on signs of child abuse in accordance with Littleton Public School policy.

Anyone who needs to report abuse occurring in Arapahoe County should contact:

Arapahoe County Department of Human Services
14980 E Alameda Drive
Aurora, CO 80012
303-636-1750

Photo Release Policy

All children must have signed release forms to be photographed for media release. Staff is responsible for knowing who can be photographed and who cannot. Release forms are followed to the best of the program's ability to do so. All children will be photographed, but this will be for internal office use only.

TV and Video Viewing

The Village will not allow TV viewing without permission from the Principal and permission from each parent prior to the viewing of a specific program. A permission form is included in the registration materials.

Videos must be age appropriate and G-rated. They may be used in conjunction with the curriculum or story and will support and enrich student learning. They must be approved for use by the Principal. Parents will be informed in advance in the weekly newsletter and in the posted lesson plans of any videos to be used. If you do not wish your child to see a particular video that has been listed please notify The Village office or your child's teacher.

Holiday Policy

The Village does not officially celebrate seasonal holidays in the classrooms. All school celebrations should reflect the cultural diversity of the student population.

Student Support and Consultation

The Village partners with community and district personnel to provide additional supports for children as needed. The Village provides on-site early childhood mental health consultation. Village Special Education staff and other district personnel may be asked to provide consultation services as requested by Village staff on an as-needed basis.

Animals in the Schools

Littleton Public Schools Policy states: Students and parents may not bring animals onto school or District premises unless authorized in writing by the site administrator. Please leave your pets at home when you are dropping off or picking up your child.

Positive Behavior Interventions and Supports (PBIS)

Suspension and Expulsion Policy

The policy outlined is strictly followed. Staff is trained regarding these procedures. Documentation is kept and may be requested for review by parents. Questions are welcomed.

1. Our first priorities are to cultivate positive child, staff, and family relationships in order to create and maintain a socially and emotionally respectful early learning and care environment.
2. School expectations are posted and children are instructed on how to follow them. Our Dinosaur School social/emotional curriculum help children learn to express feelings and how to deal with problems.
3. The first choice for discipline is re-direction and positive attention for appropriate behavior.
4. Children are not subjected to physical or emotional humiliation or punishment.
5. Discipline is not associated with food, rest or toileting.
6. Creative Curriculum and Dinosaur School curriculum are used to teach social and emotional skills including feelings identification, problem solving and self regulation skills. We use teaching strategies that support positive behavior, pro-social peer interaction and overall social and emotional competence in young children.
7. Staff receives ongoing training in providing positive behavior support to address challenging behaviors within the school. Resources are available through the Family Partnerships office.
8. There are also many opportunities for parents/guardians to receive training or education on how to address challenging behaviors.

9. On-site early childhood mental health consultation is available for families, students and teachers.
10. A school wide student support team provides consultation to teachers who have identified children with behavioral, emotional and/or learning concerns. The team will work with parents/guardians and classroom staff to provide suggestions on preventing and interventions to respond to challenging behaviors and other learning needs through the development of a student support plan. This process is implemented with the intent of preventing and reducing challenging behavior, to prevent suspensions or expulsion.
11. Behavioral management plans may be designed through parent and staff collaboration to help the child learn to resolve inappropriate behavior. Parents meet with staff for updates and to review the success of the behavior plan. The plan will be followed for the child in the classroom. If safety concerns merit immediate response, a child may be removed from the regular classroom and the family will be contacted to determine how to proceed, which may include picking up the child from school early for that day.
12. Behavior that is detrimental to the welfare or safety of other students or district employees, including behavior that creates a threat of physical harm to the child or to other children, may lead to suspension or expulsion. Suspension is the responsibility of the Principal and will be discussed with parents/guardians so next steps can be determined. This action is rarely needed. Parents and staff will meet to discuss plans for transitioning the child back into the program.
13. Severe behavioral or emotional concerns for students at school may result in referral and evaluation for Special Education services according to Colorado and Littleton Public Schools guidelines. If a student is eligible for Special Education services, a plan, including placement in the least restrictive environment and specialized supports, will be developed to address the individual child's needs.
14. Suspension or expulsion of a student are the last resort in cases of extreme safety concerns.
15. **The Village follows the expulsion policy of the Littleton Public Schools.** A copy of the LPS Student Code of Conduct is available to each family on-line at www.littletonpublicschools.net

To file a complaint about this facility contact:

The Colorado Department of Human Services
Division of Child Care
1575 Sherman St
Denver, CO 80203-1714
303-866-5958