

# **The Village at Ames For Early Childhood Education**

7300 S. Clermont Drive, Centennial, Colorado 80122



*The Village*  
For Early Childhood Education

## **Parent Handbook 2018-2019**

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## **MISSION STATEMENT**

Our mission is to provide the children and families of our community with a safe and 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 relationships based on acceptance and trust and meet the individual needs of all learners.

- We believe that families provide the foundation of each child's education. We actively support and encourage a family partnership between home and school.
- We believe in providing high-quality learning experiences and family events that foster a love of learning for all.

## **PROGRAM GOALS**

- Provide an outstanding children's program which demonstrates the best practices, thinking and research in early childhood education;
- Provide for the growth and development of children (see Child Development Goals);
- Promoting a strong bond between children & classroom staff. To ensure that each child has a positive school experience, we practice primary caregiving, where the children remain with the same adults throughout their school day;
- Assess and document the growth, development and progress of each child;
- Support parents and families through parent education opportunities (parent/teacher conferences, parent/child resources) and parent involvement (volunteer opportunities).

## **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 an Early Childhood Educator and Paraprofessional who collaborate with Special Education Professionals to provide a variety of engaging and developmentally appropriate experiences for children. 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 ongoing. Confidentiality is practiced and respected.

## **ASSESSMENT**

Teachers observe and assess each child's development and learning based on *The Teaching Strategies GOLD Assessment System*. This system identifies goals for learning and development across the developmental domains, and teachers assess children's development and progress on these goals three times a year. Teaching staff uses information from these assessments to identify and plan for individual learning goals and to share progress with parents at parent/teacher conferences twice a year.

## **OBJECTIVES FOR DEVELOPMENT & LEARNING**

Decisions about curriculum, classroom environments, and interaction styles will be based on child development goals and assessed using Teaching Strategies GOLD in the following areas:

### **Social-Emotional**

- Learn to regulate their own emotions and behaviors (manage feelings, follow limits and expectations)
- Establish and sustain positive relationships (making friends, interact with peers and adults)
- Participate cooperatively and constructively in group situations

### **Physical**

- Demonstrate traveling and balance skills
- Demonstrate gross-motor manipulative skills and fine-motor strength and coordination

### **Language**

- Listen to and understand increasingly complex language and follow directions
- Use language to express thoughts and needs and use appropriate conversational and other communication skills

### **Cognitive**

- Demonstrate positive approaches to learning including attending and engaging, persistence, curiosity and motivation, flexibility and inventiveness in thinking
- Classifying
- Thinking symbolically and engaging in sociodramatic play and pretending

### **Literacy**

- Demonstrate phonological awareness (rhyming, words beginning with the same sound, syllables)
- Alphabet knowledge (letter identification and letter-sound knowledge)
- Demonstrate a knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrate emergent writing skills

### **Mathematics**

- Use number concepts and operations (count, quantify and connect numerals with their quantities)
- Understand spatial relationships and shapes
- Compare and measure
- Demonstrate knowledge of patterns

### **Science and Technology**

- Use scientific inquiry skills, demonstrate knowledge of living things and the physical properties of objects and materials
- Demonstrate knowledge of the Earth's environment
- Use tools and other technology to perform tasks

### **Social Studies**

- Demonstrate knowledge about self, people and how they live, and simple geographic knowledge

### **The Arts**

- Explore visual arts, musical concepts and expression, dance and movement concepts, and drama through actions and language

## ENROLLMENT/TUITION AND FEES

Children currently enrolled in the program have priority for spaces in next year's program during the time of registration (usually early February). Families need not live in the Littleton Public School District to attend our program. **For all class options, children must be 3 years old by October 1<sup>st</sup>.** Student/Teacher ratio is 16:2.

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.

An annual, non-refundable registration fee of \$65 (\$85 for a family) is assessed at the time of registration. This fee does not apply to tuition payments. The tuition fees are as follows:

**Half-Day Classes:** 9:00 am – 12:00 pm or 12:45 pm – 3:45 pm

2 days a week, T/R - \$168 per month (9:00 am – 12:00 pm only)

4 days a week, M – R - \$320 per month

**Full-Day Classes:** 9:00 am - 3:45 pm

2 days a week, T/R - \$340 per month

3 days a week, M/W/F - \$470 per month

5 days a week, M – F - \$725 per month

**Full-Day + Extension Classes:** 7:00 am – 5:30 pm

2 days a week, T/R - \$465 per month

3 days a week M/W/F - \$680 per month

5 days a week M-F - \$1010 per month

**Tuition is due on the first class day of the month, beginning September through May.** Checks should be made payable to **The Village at Ames**. A tuition box will be available in the office for check payments.

Late notices are distributed on the last day of the month, at which time a **\$20 late fee** will be assessed. Accounts which remain delinquent for 10 days or longer will be charged an additional \$5 fee per day and could result in the child's dismissal from the program. Children may be reinstated upon payment of current balance, late fees, collection costs, and a \$65 re-enrollment fee.

An **after-hours fee will be assessed** for the care of children who are not picked up by the end of their scheduled class time 12:00 / 3:45 / 5:30 at a rate of \$1.00 / minute with a \$5 minimum. For the first late pick up incident, you will receive a written reminder about the policy. Three non-emergency late pick-ups will result in the child's suspension from our program for one week. No credit is offered for these days.

**Should you have reason to be late in picking up your child, please call either the preschool office (303-347-4409), the Ames office (303-347-4400), or your child's classroom directly to advise the teachers.**

In cases when a child is not picked up by the time staff is scheduled to leave and all emergency contacts have been made but unavailable, it will be necessary to notify the authorities, who will take the child into custody for his/her safety and protection.

## **ATTENDANCE RECORDS**

Regular and on-time attendance at school is necessary for a successful preschool experience. It is important that children are familiar with and anticipate the regular routine of school days.

All absences must be reported to The Village at **(303) 347-4410** before the beginning of each session. Messages may be left 24 hours a day. If your child is transported on a Littleton Public Schools' bus, please **also** notify Transportation of your child's absence by calling **(303) 347-4775**.

**Adults are required to sign children in & out on a daily basis.** (Please initial and put the time your child is dropped off and picked up). This system is used for a variety of reasons, including but not limited to, identifying who is in attendance on any given day, and who will be dropping off/picking up the child. Throughout the day, we keep track of how many children are in attendance based on this information. A sign-in/out book will be available just inside the classroom door.

Prior to the start of the school year, parents are responsible for fully completing the emergency card with written authorization for release of children. Should someone different be picking up on a given day, this information should be shared with the classroom teachers. Teachers will ask for identification if they have not met the person who is picking up a child. **Children will only be released to persons listed on the Emergency Card.**

## **AMERICANS with DISABILITIES ACT**

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).

The Village for Early Childhood Education at Ames works with families on an individual basis to meet the needs of your child. LPS also provides trained qualified staff and programs through The Village.

## **DROPPING FROM THE PROGRAM**

Should a parent wish to withdraw their child from the program for any reason, **they must do so in writing 30 days in advance**, so calls can be made to fill the space from the waiting list.

## **COLLECTION OF MONEY (other than tuition)**

Money collected for field trips, pictures, etc. should be brought to school in a sealed envelope labeled with the purpose for the money and child's name.

## REQUIRED FORMS

Parents are **required** to complete the following forms, which will be kept on file:

- Registration Request Form
- CO State Immunization Certificate (signed by doctor)
- General Health Appraisal Form (signed by doctor)
- Copy of Birth Certificate
- LPS Approved Proof of Residency
- Emergency Card, including permissions
- LPS On-line Pre-Registration
- Visa/Discover/MasterCard Authorization of Tuition Payments (optional)

**All required forms must be turned in prior to the first day of school in order for students to begin.**

## SCREENINGS

We partner with families to make sure that all children have had health and developmental screenings prior to starting preschool at The Village. We use the ASQ (Ages & Stages Questionnaire) and the ASQ SE2 (Ages & Stages Questionnaire Social/Emotional) screening tools. This tool is completed by parents to give us the most accurate information on each child in our program. We value parents as a child's first teacher and the information that they share with us through the ASQ helps us with class placement and meeting individual learning needs. We partner with families in providing referral information for any child for whom a developmental concern has been identified. For more information, visit the ASQ website at <http://agesandstages.com>.

As a program, we value the health of each and every child. Our Resource Board includes information to help families access resources for hearing, vision, and dental screening, as well as resources for medical insurance and a medical home. If you do not see the information on the Resource Board or would like more information, please contact the Preschool Office.

## RESOURCES

We have a Resource Board located on the wall outside of Room 9. This board has information to help connect you to Community Service agencies as well as Parenting and other information that you might find helpful. If what you are looking for is not on this board, please contact the Preschool Office or our Student Support Services liaison.

If you do not speak English and need an interpreter to communicate effectively with your school, you may provide your own translator. If you do not have access to a translator, interpreter services are available to you at no cost. In addition, please indicate on the Parent/Teacher Conference sign-up sheet where specified that an interpreter is requested no later than 2 weeks prior to conferences. If you have any questions about either translation or interpreter services, please contact the Preschool Office.

## CONFERENCES

We have a Back-to-School Night for parents in September. At that time the teachers will share an overview of our program, our curriculums, Positive Behavior Strategies (PBS), how you can become involved, and what your child will experience in a typical preschool day.

We hold parent/teacher conferences twice a year – in the fall and spring. We observe and document progress on each child as an ongoing process throughout the school year. This information will be shared with you at your child's conferences.

Fall parent/teacher conferences are later than those of LPS in order to align with preschool learning objectives. Spring parent/teacher conferences do align with the LPS conference dates. **During scheduled conference days, school will not be in session** (both fall and spring conference days).

For our students going to kindergarten, Spring Conferences are the perfect time to talk with teachers about that transition.

**The preschool teachers value the importance of communication with our families. In addition to scheduled conferences, teachers will promptly contact parents about any questions or concerns which may come up throughout the school year. We are always available to speak with our families. Due to time constraints before and after school, it is best to contact us by phone or email. We are also willing to set up an appointment.**

## TRANSITIONS

We offer a Meet & Greet before school starts to welcome your child to our program, meet the teachers, and answer any questions about the transition to preschool for your child.

When transitioning students from one year to the next within our program, we consider several factors. We look at the needs of the child and how those needs can best be supported, teacher strengths in those areas, and schedule requested by the parent such as full-day, 3 hour day, etc. We strive to place children in a classroom with one or more of their previous teachers for continuity of care.

Our staff meets with Littleton Public Schools Kindergarten teachers annually in April to share information with them about your children who will be transitioning to kindergarten the following school year. We meet with every school so we are able to share specific information with the kindergarten team that will work with your child and to make kindergarten placements that meet the learning needs of each individual student.

We partner with The Village at North to offer a Kindergarten Information Night which is an opportunity for families to get information regarding their child transitioning to kindergarten. There are several Elementary Principals who share information on the process and answer individual questions from our families.

Please see the Littleton Public Schools website for the kindergarten enrollment process [www.littletonpublicschools.net](http://www.littletonpublicschools.net) and go to the Enrollment Section for further information and instructions. We are always available to answer any questions that you have regarding this process.



## ACCIDENT OR ILLNESS

**EMERGENCY PROCEDURE:** All serious accidents or illnesses during school are immediately reported to the parents by using the emergency number(s) on the emergency cards. If a parent cannot be reached at the given number(s), we will call the child's physician. If necessary, we will also call the paramedics or an ambulance. The teacher will be in charge and make all decisions about the care of the child until the arrival of a parent, the physician, paramedics or ambulance. The school will maintain a parent's signed consent form agreeing to these provisions. **It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers and other pertinent information.**

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

**PROTECTION/PREVENTION:** For your child's protection and the protection of schoolmates, **please keep your child at home if the following symptoms are present:**

- |                           |   |                                    |
|---------------------------|---|------------------------------------|
| -- Skin rash or sores     | -- <b>fever during the previous 24 hrs.</b>   | -- coughing                        |
| -- Stomach ache or nausea | -- <b>vomiting during previous 24 hrs.</b>    | -- a cold less than four days old  |
| -- Flushed face           | -- <b>taking antibiotic less than 24 hrs.</b> | -- earache                         |
| -- Sore throat            | -- <b>diarrhea during previous 24 hrs.</b>    | -- inflamed eyes                   |
| -- Heavy nasal discharge  | -- chills                                     | -- fussy, generally not themselves |

**(Child needs to be symptom free for a full 24 hours before returning to class.)**

Please notify the preschool at 303-347-4409 immediately if your child contracts any contagious disease. All cases of contagious diseases are posted in each class.

**PARTICIPATION:** If a child is too sick to play outdoors, they should be kept at home until they are well. Classes go outdoors daily and we have no supervision for a child who must be away from the class.

**MEDICATION:** Because children are at school only a short time, we encourage parents to administer any medication at home before or after school. Should it become necessary for children to take prescription or over-the-counter medications while at school, required forms need to be filled out and signed by the physician prior to the school administering them. The procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".

**ALLERGIES:** Please alert the classroom teachers to any allergies your child may have. Allergies should be listed on your child's health form and emergency card.

## HOME/SCHOOL COMMUNICATIONS

Preschool has a web page on the Village Preschool website ([www.littletonpublicschools.net/schools/village](http://www.littletonpublicschools.net/schools/village)). This page will be maintained and updated to inform you of activities going on throughout the week and of important dates. Letters will also go home periodically informing parents of upcoming events such as special in-class activities, conferences, etc. Our teachers will share a newsletter that includes information specific to their classroom on a bi-monthly basis. You will receive a school-wide newsletter monthly to keep you informed on what is happening at our school.

## CLASSROOM VISITATION

Parents and adult relatives are welcome to visit the classroom at any time without an appointment. By state law, all visitors must sign the visitor's log. The visitor's log for our program is at the Ames Facility main office. All visitors must sign the log-in sheet and get a visitor's badge prior to entering the classroom.

## PARENT PARTICIPATION

Parent Participation Studies show that parent participation in their child's educational program highly increases long term school success. Parents are always welcome at The Village at Ames. We have an open door policy and encourage your participation. If you are planning to volunteer, all parents/guardians must sign in at the Main Office. 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. Opportunities to volunteer include (but are not limited to) helping in the classroom, school-wide fundraising, special celebrations, Scholastic Book Club orders, Ames Family Partnership, Family Liaisons, library and school-wide assistance.

Emails, parent/teacher meetings, conferences, Back-to-School Night, and telephone conversations all provide unique opportunities to begin building a home/school partnership. Our staff looks forward to meeting with your family.

## FIELD TRIPS

Field trips may be planned to supplement and support the learning in the classroom by providing children with real-life experiences. Our Units of Study offer many opportunities for our classes to go on "walking field trips" around our building and neighborhood to extend our learning activities. In advance of a trip, parents will be notified in writing requesting permission slips be signed and returned prior to the child attending the trip. Parents are responsible for driving their child on off-campus field trips. Children are required to be in appropriate child restraints.

## LUNCH

Lunch is part of the daily activities for those children staying at school all day. Parents need to send a lunch for their child. Lunch should be of a size and serving suitable for the child's age and be of nutritional value. We will encourage children to eat "healthy foods" first, as we value the importance of good nutrition. In accordance with licensing, please pack food in reusable containers with lids. **Plastic bags of any type are not approved for use by preschoolers.**

## SNACK

Snack is provided jointly between the parents and the preschool. The preschool program will provide drinks. We ask parents to volunteer to bring snack once or twice a month for the class, enough for 16 children. We will have snack sign-up books available at the Preschool Open House and throughout the year in the classroom. We follow the Food Pyramid Guidelines as outlined in the *Colorado Shines Start Early Start Strong Quality Learning* requirements as well as Tri County Health Department regulations.

**Tri County regulations do not permit home-baked treats & snacks, or fruits and vegetables prepared at home. We are required to only provide snacks that are prepackaged.**

**When providing snacks, we are required to serve the children 1 serving of each of the following:**

<b><u>1 serving of dairy</u></b>	<b>&amp;</b>	<b><u>1 grain serving</u></b>	<b>&amp;</b>	<b><u>1 serving of fruits OR vegetables</u></b>
Milk, Cheese, Yogurt, etc.		Whole Grain Bread, Bagels, Crackers, etc.		SO many to choose from 😊

**Due to an increase in peanut and nut allergies, we ask families to avoid snacks containing peanut or peanut products, if possible.**

**Please alert the classroom teachers to any allergies your child may have.**

## BIRTHDAYS

Parents may celebrate a child's birthday at school by providing a special birthday snack. Party hats and favors are discouraged. **We request that parents do not distribute birthday invitations at school, unless every child in the class is invited.**

When celebrating a child's birthday you are more than welcome to send a special treat, such as cupcakes, cookies or brownies **as long as they are prepackaged.** You can sign up on the day closest to your child's birthday. If your child has a summer birthday you may choose to celebrate his/her ½ birthday, or to celebrate during the month of May.

## BATHROOM PROCEDURES

Please encourage your child to use the bathroom at home, or at school, before class. Adults will provide supervision and support to prevent classroom accidents. Please make sure your child has an extra set of clothes in their backpack at school in case of accidents.

## **CLOTHING**

You are encouraged to dress your child for comfort and play. Shoes should be suitable for safely running, playing, and climbing on playground equipment. **Children are required to wear proper shoes for outside play and Music & Movement class.**

Removable clothing such as sweaters, coats and boots should be **labeled with the child's name**. Outdoor clothing should be suitable for the weather. Children play outside daily unless the temperature is below 20 degrees. They will need proper outdoor clothing in winter--mittens, boots, hats, snow pants when appropriate.

Smocks are provided for messy activities; however, accidents can happen. Please send your child in comfortable clothing that is suitable for active learning, painting, water play, and outdoor play.

## **PERSONAL BELONGINGS**

**Children should not bring** personal toys, money, gum, or candy to school, other than those they need to make a positive transition to school. **Please label everything.** Staff cannot be responsible for items children bring to school.

## **OUTDOOR PLAY**

Classes go outside everyday unless the temperature is below 20 degree or above 95 degrees, or there are extreme weather conditions such as heavy rain or snow. Please send children with adequate clothing for a 30 minute outdoor time. On hot days there will be access to water and shade.

## **SUNSCREEN**

During hot weather, parents should apply sunscreen to children prior to school. Preschool will supply sunscreen for parents to apply at drop off and for staff to reapply in full day classes. If a child needs a specific type of sunscreen due to allergies, etc., parents must supply that sunscreen. **Consent forms must be signed for all sunscreen application.**

## **VIDEOS AT SCHOOL**

Videos are not regularly used in our program. Occasionally, we may view one that would tie into a theme we are studying, or to supplement our Dinosaur School Curriculum. Due to the short time frame of our program, our focus is on children socializing with their peers and using the classroom materials available for exploration and learning.

## **CALENDAR, HOLIDAYS, AND BREAKS**

Our preschool follows the Littleton Public School's calendar for holidays and breaks. Please see the 2018-19 preschool calendar for specific dates.

## **PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

Littleton Public Schools schedule Professional Learning Communities (PLCs) to provide time for teaching teams to meet together for frequent, consistent, and data-driven conversations about student goals and achievement. PLC dates and times will be shared with families prior to the start of the school year.

## **WEATHER DELAYS & CLOSURES**

Should inclement weather or emergency situations occur which result in the closing of schools in the Littleton Public School District, the preschool will also be closed.

If a delayed start is announced for LPS schools, the morning extension, as well as those classes that start at 8:45am, will observe the 60 minute delay. Dismissal will be at the regular time.

## **SAFETY**

The Village is licensed by the Colorado State Department of Human Services. 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 and CBI "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 3 - 5 years of age.
5. If an accident occurs the following procedure will be followed:
  - Staff will assess the seriousness of any injuries and apply first aid procedures as appropriate.
  - Staff will call paramedics if necessary. Any expenses incurred as a result of emergency treatment will be the responsibility of the parent or guardian.
  - Parents will be notified immediately.
  - A school accident report will be completed and filed with the district.
6. Staff are trained to follow Health Care Action Plans for each child.
7. Staff are trained in safety, First Aid and CPR. Children and staff drill for various weather and safety emergencies several times during the year.

## **DISASTER PROCEDURES**

Your child's safety is our first responsibility. Because of this, your child will participate in fire, tornado and lock-down drills throughout the school year. We encourage you to discuss the experience with your child when they tell you about it. If a real incident occurs while your child is at school, we urge you to observe the following procedures:

- Please do not **call** the school. We will contact parents as soon as possible.
- For everyone's safety, please do not **come** to the school until you have received instructions.
- Be assured that teachers and other school personnel will be following emergency procedure and giving your child any emergency care that may be needed.
- The safest place in case of a disaster is to be off the city street, and out of the way of any emergency and rescue equipment.
- In the rare instance that it is necessary for us to evacuate our building, we will walk to Asbury Korean United Methodist Church, 7140 S Colorado Blvd., Centennial 80122 or Newton Middle School, 4001 E Arapahoe Rd., Centennial 80122, on the NE corner of Arapahoe Rd. & Colorado Blvd. We will contact you and let you know when and at which location to pick up your children.

## **QUALITY IMPROVEMENT**

The Village at Ames strives to continue to improve our program. We have a 3-year Quality Improvement Plan that is kept in the office of our Director, Tracey Hansen. You are welcome to read it over. We update the plan on an annual basis, using the feedback from our yearly Parent Survey to prioritize current goals and set new goals. We thank you in advance for letting us know how we're doing by participating in our Parent Survey. We will keep you informed of our progress in our monthly parent newsletter.

## **STUDENT SUPPORT AND CONSULTATION**

The Village partners with community and district personnel to provide additional supports for children. The Village provides onsite early childhood student support services. 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.

Our school is committed to providing the support necessary to help every child achieve success in school. If your child experiences a specific need in learning or behavior, it is important for school personnel and families to work together to address these concerns. For this purpose, we have a Student Support & Intervention Team (SSIT), consistent with the District. Members of this team include staff with different areas of expertise, brought together to brainstorm and help implement additional strategies that will support the child's individual needs. Parents are notified by the classroom teacher and included throughout this process. The team uses a continuous problem-solving model to review and revise plans as needed until the child achieves identified goals.

We work with Child Find, various community service providers, families, district support personnel, Special Education staff, and General Education staff to support the goals and outcomes for students transitioning from an Individualized Family Service Plan (IFSP), students with Individual Education Programs (IEP), as well as kindergarten transition plans and meetings for these students.

## **Positive Behavior Interventions and Supports (PBIS)**

### **Utilizing Dinosaur School for how we teach these skills**

### **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 is 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](http://www.littletonpublicschools.net).

## **GRIEVANCE ISSUES**

To file a complaint about this facility contact:

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

## **MISSING CHILD**

Children are supervised at all times throughout the day. We count children before and after each transition throughout the school day. If we determine a child is missing from his/her classroom, a thorough search of the premises would be made and both 911 and the child's parents would be called immediately.

## **CHILD ABUSE REPORTING**

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.

"Abuse" or "child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation or prostitution; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it's the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at Arapahoe County, 303-636-1750 or the police department. It is not staff's role to investigate suspected abuse — only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 19-1-103(1)(A), C.R.S. The staff person could also be liable for damages "proximately cause thereby."