

School History

Our Savior's Lutheran Preschool has been a licensed preschool since 1975. We are an outreach ministry of Our Savior's Lutheran Church. This school was formed by a few staff members and a group of parents that desired a parent-cooperative program. We serve children ages three to six.

Phone: 970-336-6420

Email: preschooloursaviors@gmail.com

Website: www.greeleylutheran.org/preschool

Address: 1800 21 Avenue, Greeley, CO 80631

Facebook: we encourage you to "Like" us.

Instagram: Follow us

Mission Statement/Philosophy

Our Savior's Lutheran Preschool is designed to provide a high quality developmentally appropriate curriculum that incorporates teaching basic skills to young children. We promote Christian values and encourage a positive relationship between Christ and His people. We do not discriminate against students of any race, color, ethnic origin, sex religion, or disability in accordance with the American with Disabilities Act of 1990.

Goals

To assist each child to develop social competencies to relate to their peers and adults

To help children acquire new information in their world

To promote literacy and language skills

To assist each child to develop emotional control and self-regulation

To teach problem solving skills

To encourage children to develop self-confidence and positive self-esteem

To foster the arts; music, painting, creative thinking, dramatic play

To explore science and math concepts

To promote self-direction skills in each child

To model and teach respect and kindness towards others

To help each child find joy in the classroom setting

To teach young children Christian values

Organization

A Governing Board, made up of parent volunteers and church administration staff, meet on a monthly basis to support the school in making decisions regarding fundraisers, programs, setting goals for major purchases, etc. This group also has the authority to deal with staff or families that abuse, neglect, or ignore policies set forth in parent and staff handbooks. The Director oversees the school staff. We are licensed through the state of Colorado and must stay current with their rules and regulations. As laws change, we will give you an addendum to this handbook. We receive no federal, state, or local funding and depend upon tuition and fundraising events to operate this preschool.

Staff

Char Wells, Director/Teacher

Helen Gallegos, Teacher

Heather Pratz, ECE Qualified Teacher/Aide

Heather Ruesch, ECE Qualified Teacher/Aide

Staff is present from 8:00 until 3:30 on M/W/F and from 8:00 until 11:30 on T/Th.

Licensing

State law requires that all parents can see all current fire department inspection reports, WCHD reports, and licensing inspection reports. These are located within each classroom. Licensing also states that parents have the right to report any suspected child abuse or licensing violation to the Division of Child Care, Department of Human Services, 1575 Sherman Street, Denver, CO 80203. Phone: 303-866-5958. Official rules that regulate child care centers can be found on the Colorado Secretary of State's website. Preschool staff members must also report any child abuse or neglect by parents or guardian adults. Many of the policies set forth in this book are mandated by state laws.

Fees and Monthly Tuition

- T/Th classes=\$115.00 per month for tuition
- T/Th classes=\$15.00 due in September and February for supply fees
- M/W/F classes=\$130.00 per month for tuition
- M/W/F classes=\$20.00 in September and February for supply fees
- Tuition late fees=\$25.00 extra if not paid by the 10th of the month
- Pre-registration fees=\$80.00 per child, non-refundable
- Insufficient funds fees=\$25.00 per check
- Parent No-Shows on their helping day=\$30.00
- "Buy out" for those unable to help in the classroom=\$30.00 per month
- Late pick up from class=\$5.00 for each five minutes
- Tuition is due monthly even if your child is sick or gone for a period of time
- If a child joins the school mid-month, tuition will be pro-rated
- Occasionally, there may be a field trip where a small fee is charged

Required Forms for Children—A Parental Responsibility!

- Current statement of health (must be renewed on expiration date)
- Current immunization card or certified copy—must stay current
- Carpool form—this is a parental responsibility to inform us and keep current
- General info with 3 emergency references-- keep current !!
- Parent pledge
- Locating parent(s) form- if you change jobs, we need to know where you are!
- Release and Authorization form (field trips, videos, etc.)

- Transporting children on field trips form
- A copy of parent(s) driver's license/auto insurance card—must keep current
- Parent Volunteer form
- Allergies and Prescriptive Routing forms for children with allergy/health issues
- Field trip destination forms when you drive on any field trip

Our Classes/Registration/School Calendar

We teach six different classes of children here at Our Savior's Lutheran Preschool. Two groups of children meet on the following days and times:

- 3 year old children—T/Th mornings, 9:00-11:30, Rooms 107 and 109
- 4 year old children—M/W/F mornings, 9:00-11:30, Rooms 107 and 109
- 4 or 5 year old children—M/w/F afternoons, 12:30-3:00, Rooms 107 and 109

Our Savior's Lutheran Church members and existing preschool families have priority in registration. Then registration will be open to the public.

All families will receive a copy of the school calendar. We do not begin preschool until after Labor Day. We have the same Spring break, Thanksgiving break, and Christmas break, and in-service days as District #6. As a Christian school we do not have school on Good Friday.

Any family that decides to withdraw their child from the program must give a two week notice, or pay two weeks of tuition.

Hands-On Curriculum

- Science/Math; blocks, magnets, water/sand play, measuring, cooking, pets, numbers, counting, calendar
- Social Studies; Learning about people and places around us
- Art; lots and lots of paint, glue, glitter (it is the PROCESS that is important)
- Music; songs, rhythm instruments, hand bells, creative movement, dance
- Language/Literacy; Show & Tell, stories, flannel graphs, puppets, discussions, letters and their sounds
- Physical Growth; exercise outdoors, eye/hand coordination activities, indoor gross motor on bad weather days, bean bags, jump, hop, run, skip
- Dramatic Play; furniture, dolls, phones, dress-up clothing, play foods, etc.
- Christian Education; Chapel once per week, prayers, songs, stories
- Parents do not need to provide any specific supplies.
- Lesson plans and a daily schedule should be posted in your child's classroom
- Occasional field trips may be planned.

Adverse Conditions/School Closures/Drills—Call 911 first!

When District #6 closes, we will automatically close as well. However, there may be times when we close even if they decide to hold school. **Safety of children and parents** is our main concern when these decisions are made. Please consider that we have young children coming from other communities that may be a distance away. All communication will be sent to families on the REMIND APP.

School can close if:

1. Extreme snow or ice or other severe weather
2. If there are complications within the building that we can't control; water/power loss
3. Extreme heat; over 90 degrees in the classroom
4. Extreme numbers of children affected by communicable disease
5. Extreme number of staff members ill so that we can't provide proper staffing
6. Inability to get parking lot adequately cleaned for drivers to get in and out

We have a **Disaster Evacuation Plan** in place. If we need to leave the building we have a **“Safe Place”** to take our children. This is located in the parsonage basement which borders our playground. We also have access to St. Mary's Catholic Church, Fire Station #3 on 23rd Avenue, and NCMC.

Shelter-in-Place/ Lock downs: In the event of a suspicious person or object or other threat outside the building, we stay within our building. All doors locked, all window blinds closed, and the children would be kept safe. We are on the notification list for the police and sheriff's departments for these types of events. During Lock down, No One is allowed to come and go out of the facility until the area is deemed safe.

In the event of any emergency or evacuation, as soon as the safety of all children is insured, staff will begin to notify parents on the REMIND APP.

Fire Drills are conducted monthly, according to state requirements. Our meeting place will be the school playground or our **“Safe Place”**. Fire evacuation plans are posted in each classroom.

Tornado drills are conducted March thru October according to state requirements. Children will be placed within an interior hallway in a safety position.

Hazardous Materials Releases in the building would involve moving the children away from the site of the hazard to a safe location such as the playground or our **“Safe Place”**.

Active Shooter – All staff is trained in protocol and reviewed yearly.

Medical/Health Policies

- No child should come to school sick; staff has the authority to make this decision
- Each child must have current health exam on file
- Each child must be current on vaccinations
- Exemptions, whether it is medical or personal. There are two ways to file.
Medical: submit form signed by health care provider cdphe.colorado.gov/vaccine-exemptions.
- Non medical forms: Fill out Certificate of Nonmedical Exemption. Signed by a immunization provider or Fill out certificate after completion of online education module. cdphe.colorado.gov/vaccine-exemptions.
- A brief health check will be done at school each day—if your child looks or acts sick he/she will be sent home.
- **Each child must use the restroom and soap and water their hands prior to checking into class.** No hand sanitizer will be used at check-in.
- Children with special medical equipment or medications need prescriptive papers.
- Medications would be stored in a safe, locked cabinet with prescriptive info.
- Children with allergies have special forms to provide for their safety.
- All parents must sign a release form for emergency medical treatment.
- A child must be “fever free” for 24 hours before returning to preschool.
- Don’t bring a child that is listless, has dark circles under eyes, or red, runny eyes.
- Don’t bring a child that has been vomiting in the night before school.
- Flu symptoms include body aches, vomiting, and diarrhea—stay home.
- Thick greenish or yellowish mucus indicates infection—stay home.
- Croup type coughs, sore throats, headaches, or white spots in the throat (can mean strep throat)—stay home. Be cautious—whooping cough was in Weld County last year.
- Evidence of lice, scabies, untreated skin patches, rashes or spots—stay home
- The director has the right to require a statement from a health care provider that a child is approved and healthy enough to return to school.
- If you are scheduled to be a helper and you are sick—stay home, contact someone else to take your place.
- If your child is unusually grumpy, irritable, or tired they may be getting sick.
- Parents should inform us if your child has a communicable disease.
- If a child appears ill at school they will be cared for by a staff member until a responsible adult comes to pick him/her up.
- We do not administer any over the counter medications—this includes sunscreen, mosquito spray, Tylenol, cough medicine, first aid creams.
- We will call you if your child has a medical emergency. If we can’t reach you we will call your emergency references. You must have at least three on file.
- We will post on the hall bulletin boards any recalls of toys or supplies that can affect the health and safety of your child. This is a state law. You can get on the list yourself: listserv@cpsc.gov
- Please contact us if your child is going to stay home. Phone: 970-336-6420
- REMIND APP.

- At any one time this preschool has a staff member on duty who has Medical Administration training. All staff have had CPR, First Aid, and Standard Precautions training. Only staff members with Medical Administration training can administer prescription meds. All meds must be stored in a clean, safe, locked cabinet along with prescriptive orders by a physician. Any medication provided to a child must be documented on the form that accompanies the medication.
- Remember, we are only 1 block from NCMC and life saving transportation can be supplied by ambulance.
- The preschool must report communicable diseases to the WCHD.

Carpools/Parking/Transporting Children/Excursions

Many young families carpool. Parents authorize each person that picks up their child. No unauthorized person will be allowed pick up any child. Your carpool form should include the name of any person that might possibly pick up your child. If we do not know the person picking up your child, they will need to show us a driver's license with a picture so that we can make sure person is on your list. Any corrections to the form can be submitted by note (signed and dated) or on REMIND.

Our parking lot is crowded and there are many little ones here. Back out slowly! No child should be allowed to run outside free from an adult. This is a parental responsibility. **Keep your child(ren) right beside you as you enter and exit the building.** Do not leave unattended children in your car when you pick up your child. Once you have signed the child out, your child is your responsibility.

Field Trips; short trips into our community like the fire station, pumpkin farm, library:

1. As part of your registration packet you already signed a permission slip for these trips
2. You will be notified far in advance of any outing
3. Children must be contained in a seat that meets all state laws
4. T/Thurs children take no trips until the very end of the year
5. No one parent should transport a majority of the class
6. All drivers must have given us a copy of their driver's license and insurance card
7. The day of any trip you will have a form to fill out and carry with you
8. Transporting Children forms must be filled out for all drivers.
9. Occasionally there is a small fee a child must pay for certain field trips.
10. If you are late to school on one of these days—we will post an "Excursion" form so that you will be able to catch up with us.

We follow all state guidelines when transporting children. This includes when we transport for field trips. We ask that parents use proper restraints and follow the state rules when bringing children to and from school. We have included a copy of the state law in this handbook.

Children's Clothing/Personal Belongings

Each child will be assigned a cubby for the duration of the school year. This will be the place where he/she will store a coat, backpack, or any other personal belongings. Label everything your child brings to school. Please do not allow your child to bring money or precious valuables to preschool

Send your child in play clothes. We do lots of messy things here at school! The same goes for parent helpers; come casual and comfortable.

Some shoes make it difficult for the kids to climb and play. Flip flops, cowboy boots, and open heeled shoes are not the best choices. We hop, skip, jump and exercise every day at preschool.

Be prepared for cool or cold weather. Your child will need coats, mittens, boots, hats, and maybe even snow pants. We will have to call you to come and pick up your child before outdoor play time if they do not have proper clothing. We try to go outside every day unless the temperatures are severe. Children love to be outside!

We ask each family to bring an extra set of play clothes in a labeled clear Ziploc bag. We store these and use them if your child has a bathroom accident or a big spill. We return these at the end of the year.

Children should not wear pull-ups or diapers to preschool. All children should be potty trained unless there is a medical reason prohibiting it. Be aware of the type of clothing your child wears to preschool. Some types of clothes make it difficult for the children to go to the restroom on their own. Snap and zipper pants and belt buckles are tough for little ones to manage. Pants with an elastic waist work the best for your child.

Mittens work better than gloves. Tights can also be tough for little ones when toileting. Choose carefully when you decide the jacket or coat your child will wear. Teach your child to zip their coat. Buttoned jackets are very hard to use for young children. We teach and encourage the little ones to put on their own coats. Think "independence skills" when you select your preschooler's clothing. If you have not purchased a winter coat yet, please check zippers carefully. Some zippers are much easier to work than others. Most kiddos can't button jackets or coats.

Each child will be assigned a cubby where his/her coats and "Show & Tell" items. It will be helpful if you make sure your child's sleeves are not left inside out before going into their cubby. It is also helpful if you teach your child to put their mittens into a coat sleeve for storage.

We have multiple classes using the same space and so we can not store items. No medications, foods, or drinks are to be left in your child's cubby.

Visitors in the Classroom

Adults who visit school must sign in and show proper identification. First and last name, purpose of visit, and date should be included. You may see prospective preschool parents visiting in the spring. Unfortunately, we can not allow children who are cousins, friends, or out of town guests to come to preschool with your preschooler.

Parent/Teacher Conferences or Conversations

Because we attend school only 2 or 3 times per week, formal P/T conferences are held each spring. However, informal conferencing happens every time you are a parent helper. The staff is always willing to set up a special conference time to discuss any concerns you may have. You will be notified prior to conferences so that you can sign-up and select a time slot that works best for you.

Fundraisers/Book Orders/Donations

We are a non-profit entity and do not receive any government funding. Therefore, we will have several fundraisers to help us purchase special things for our classrooms that we can't normally afford. The playground equipment and shed were purchased with fundraiser dollars. We encourage all families to make an effort to help us in this endeavor. We want to keep our tuition rates low so that more families can afford this experience for their child.

We will provide Scholastic Book orders several times throughout the year. The school earns points for the books your purchase and this enables us to get new books or supplies for our school. Participation is optional.

We also accept donations. Our preschool kitchen sets and music hand bells were purchased with donation funds. Because we are a non-profit, we can provide you with a receipt for your tax purposes.

Positive Guidance Policies

- 1. WE KEEP OURSELVES SAFE***
- 2. WE KEEP OUR FRIENDS SAFE***
- 3. WE KEEP OUR THINGS SAFE***

All of our guidance techniques are based on the Safety Rules above. Our ultimate goal is for each child to develop self-regulation so that he/she can monitor his/her own behaviors. We try to cultivate positive child, staff, and family relationships incorporating respect for all. The teaching staff uses the following:

- Giving choices or providing alternatives
- Modeling or assisting the child with problem solving skills
- Natural and logical consequences
- Redirection
- Ignoring attention getting behaviors
- Teaching assertiveness training to the child
- Modeling appropriate behaviors
- “Cooling off” periods to help a child gain self-control
- Praise and reinforcement for appropriate behavior
- Corporal or harsh punishment is forbidden
- Missing recess or outdoor play time is forbidden as “guidance” at preschool

If a child has an ongoing struggle with emotions and behaviors, a parent/teacher conference will be set up to discuss it. Parents and staff will work together to design and implement a plan to assist the child. We will always work with the parents to plan a course of action for the child. If our staff does not have training to meet specific needs of any child, we have access to many professional resources to assist parents and children. If all alternatives have been exhausted, a parent may be asked to find another preschool for their child. A two week notice will be given to any parent asked to withdraw their child, and any parent should give a two week notice to the preschool if they are planning on withdrawing their child.

We are able to provide recommendations and resources to parents who have a child that has disabilities or developmental delays. In compliance with the Americans with Disabilities Act we will accept any child when any staff member has the special training and education to meet the needs of that child.

Where is My Child/Identifying Children?

- Children are signed in and signed out each class period—this is daily routine.
- Children wear name tags every day
- Daily attendance is taken during class
- Staff will supervise children the entire time they are at school
- Staff members frequently count the children
- Missing children would be searched for by staff
- Officials and parents would be called if a child can't be located

Arrival/Pick-Up Procedures

The church building has a security system. Doors lock at 9:15 and 12:45. They will open again at 11:20 for morning sessions and 2:45 for afternoon session. Any other times:

To gain entrance to building you must go through the church office.

Children should go to the bathroom and properly wash their hands before checking into the classroom each day—this should become your routine! This is not an option.

- Classroom doors will be opened when the staff is ready for the children to enter
- Exact times of your child's check-in is recorded
- The child will be greeted and a brief health check will be done
- Children should not arrive more than 5 minutes before the beginning of class
- Upon check out, take all of your child's daily work and belongings
- The child's responsible adult must sign the child in and out on the clipboard using a full signature. Unknown adults must show proper identification and be on the carpool list. This is a state licensing law.
- Exact times of your child's check-out will be recorded
- Late fees will be charged for late pick up--\$5.00 per 5 minutes
- If we are unable to reach you or anyone on your emergency contact list, we will contact the Department of Social Services after 45 minutes.
- It is important that you communicate all of these procedures to someone new picking up your child. Remember, grandparents won't know these things.
- If there is a custody issue between parents regarding a child, we need to have a legal document stating that a person (people) can not pick up your child from school.

Parent Helper Opportunities/Responsibilities

As a parent co-op preschool we love to have the parents (or responsible adult) for each child help us at preschool. You will work under the supervision of the staff and you will be assigned a specific activity along with some room cleaning and sanitizing chores. Plan on helping once per month per child. You will also be responsible to bring a snack or drink or both. Please read the section on Food Safety prior to selecting snacks or drinks. Bring napkins and cups if applicable. If your family can not help, we have a “buy out” program where you can pay an extra fee of \$30.00 per month and we will cover your absence. We will need to know this in advance.

We schedule at least one month ahead for parent helper days. You are free to call other parents and exchange days if your child is sick or if you have to change your plans. Make sure the staff knows that you have changed dates. Please don't call the staff to find someone for you to trade with.

You will receive “on the job” training upon your first helping day. Please note that sometimes we have mom helpers, dad helpers, grandparent helpers, or babysitter helpers. We want you to be relaxed and enjoy sharing this time with your preschooler and his/her new friends!

Note the following:

- Do not bring babies or toddlers with you; this is your preschooler's time!
- You will need to bring pre-packaged snacks/drinks (including napkins/cups)
- Arrive 15 minutes early so we can talk about your assignment
- Wear comfortable clothing
- Get involved with the kids (play, tell stories, encourage their work)
- Wash your hands after wiping any noses
- Wear food service gloves to serve snack
- Sanitize tables and other assigned items
- Turn cell phones off during class time
- Refrain from bringing coffee or water bottles with you (a state licensing law)
- No alcohol, drugs, smoking or weapons allowed
- Straighten shelves and playhouse area
- Sweep the floors
- Vacuum the carpets
- Be aware of fire drill directions posted in the classroom
- Empty all buckets and water play containers
- Clean up art supplies
- Do not go into a restroom with any child—this is the staff's job
- Empty the trash and place a new bag in it.
- No cursing or unkind words—remember the children are listening!
- We want our kids to be safe at all times—help us be ears and eyes in the classroom! Step in if a situation occurs that requires adult intervention.

Food Safety

- We are a “**NUT FREE**” environment. Snack lists are provided for your convenience. No nuts, nut products, or products processed in a factory with nuts.
- Refrigerated products such as Gogurts, string cheese, or cheese slices. Fresh fruits or vegetables may be prepared at preschool. Our kitchen is licensed by the WCHD. All items must be unopened, or fresh food only prepared at school.
- Read the labels prior to bringing snacks or drinks to school because of the continual changes in manufacturer packaging and processing
- If your child has allergies the following things apply to you:
 1. Provide a box of acceptable snacks at school in case a snack is unsafe for your child
 2. Parents need to take responsibility to check the snack each day
 3. All special forms regarding allergies must be filled out
 4. All medications regarding your child’s allergy must be filled out by prescriptive authority
- No homemade snacks or foods and no home canned foods
- Plastic food service gloves must be worn to serve snacks—we provide these
- Tables must be properly sanitized prior to setting up snack—we will teach you
- Pre-packaged foods only; no pre-opened packages are allowed
- Nutritious, healthy snacks are preferred
- Parents are responsible to bring snacks and drinks and cups and napkins—if you bring the wrong thing or forget the snack or drink, the school will use from their emergency supplies and you will be expected to **replace the item** for our reserves.
- Foods shall be age-appropriate and not pose a choking hazard
- Children should not be given foods that are contrary to their religious beliefs
- Nutrition education will be offered to all children 3 times per year as mandated by the state

Sanitizing

To prevent the spread of germs and bacteria we may ask you to help us with sanitizing. This will help you keep your child healthy and safe and it helps us keep down the cost of operating the preschool. The WCHD has set standards on the proper way to sanitize in the classroom. Daily, staff members will mix the proper amount of Clorox to water for this job. You may be asked to do the following:

- Toys, manipulative, markers, scissors, or anything the children touch should be dipped in a Clorox solution, dipped in rinse water, and air dried.
- If you see a child put something in his/her mouth, gently have the child give it to you and put it away for sanitizing.
- Tables must always be sanitized prior to snack time.
- Remember, these tasks will help keep your child safe!
- Custodial help will mop and wax our floors and clean the carpets.

Current Regulations/Your Parent Handbook

We follow the rules and regulations as dictated by the Colorado State Government. State government rules are always changing. As this booklet is printed, these are our current guidelines. When new regulations are passed, we will adapt our procedures and send out an addendum to be added to this booklet. **Keep this booklet for the year!**

Official Rules and Regulations for Child Care Centers may be obtained at:

www.sos.state.co.us