



PARENT HANDBOOK

2024-25 School Year

**4210 Austin Bluffs Parkway
Colorado Springs, Colorado 80918**

719.599.KIDS

www.calvary-preschool.com

FAITH*FUN*FRIENDS

More than just a slogan, these principles guide what and how we teach each day.

FAITH: We believe children are an amazing gift from God. It is our heartfelt desire that each child experience God's deep, unconditional love. Through stories, music, and fun, interactive lessons in the classroom and Chapel, we explore how God shows us His love and how we can share that love with others.

FUN: Since our beginning in 1975, Calvary Preschool has been helping children learn through hands-on, play based lessons and activities. The curriculum is well-balanced and includes daily lessons in art, music, math, science, interactive centers, and weekly P.E. classes.

FRIENDS: Social and emotional development is just as important as academic exposure in preparing children for elementary school and beyond. Small class sizes with two loving, caring teachers in each class helps students develop relationships with their peers and with their teachers.

ENROLLMENT & TUITION:

Calvary Preschool provides part-time preschool classes for children who are 2 to 5 years old by September 1 of the year they enter.

Since Calvary Preschool may not have the resources necessary to care for children with some special needs, each inquiry will be reviewed on an individual basis. Reasonable accommodations will be made in compliance with the Americans with Disabilities Act.

Registration: A registration form must be completed by the parent/guardian for each child attending the program. The registration fee is due at the time of registration.

September tuition: September tuition is due by July 1 for families enrolling prior to that date. September tuition is due *upon enrollment for families enrolling after July 1*. **If the first month's tuition is not paid by the specified due date, the child will be placed on a wait list.**

Refund Policy: The registration fee is NON-REFUNDABLE. Tuition fees are refunded if a class cancels due to low enrollment or if a family is relocated out of the area (i.e. military relocation or deployment or job relocation). Refunds may take up to 10 business days to process.

Particularly in the spring and summer months, it is helpful if you notify the school right away (before June 30 if at all possible) should you need to withdraw your child. ***Please note that a minimum of two weeks' written notice is expected if it becomes necessary to withdraw your child from the program once the school year has begun.***

*Hiring and training staff happens long before class starts in September.
These policies help us to finalize class lists and assess staffing needs more accurately.
Thank you for understanding the necessity of these enrollment policies.*

Tuition: Yearly tuition rates are divided into nine equal payments, to assist in budgeting and bookkeeping. Tuition is due on or before the first school day of the month, with a \$10 late fee after the fifth school day. Absences are not deducted, as the expenses of the school do not fluctuate with the number of children present. Payments are made via the Enrolls account you created at registration.

Calvary Preschool does participate in Colorado Universal Preschool. For more information on UPK, please visit: <https://cdec.colorado.gov/universal-preschool-colorado>

Discount: There is a 10% discount for each additional child in the family.

GENERAL INFORMATION:

Class Times: In order to minimize congestion in the parking lot, start and dismissal times are staggered. Drop off times are either 8:50-9:00 or 9:00-9:10. Pick up times are 12:50-1:00 or 1:00-1:10. Your child's teacher will inform you of your assigned time at "Meet the Teacher" visits in August.

We thank you, in advance, for your punctuality; children who are consistently late for school miss valuable learning time. Children may also become upset if they are picked up late. Please call the office if you run into a rare occurrence causing you to be late picking your child up. This helps us to ease any anxiety and to make sure that there is adequate supervision for the child.

Parking Lot: Always remember to drive slowly and watch for children. Please use the assigned doors when arriving at or departing from the building. When picking up your child, park in a designated parking spot, enter through the main (east) doors and proceed to your child's classroom.

Identification Lanyard: Please wear your ID lanyard any time you are in the building. If you do not have your lanyard visible, you will be asked to sign-in at the Welcome Desk.

Dismissal Policies: Children may only be released to authorized caregivers listed on the enrollment form. In the event a child is not picked up, the teacher or other school personnel will stay with the child. We will call people listed on the emergency contact list until we reach an authorized caregiver. In the event we are unable to reach someone on the authorized list, we will contact local law enforcement authorities.

Parents who are late picking up children will be charged a late fee to be paid at the time the child is picked up. Parents arriving later than 10 minutes past dismissal time will be charged \$5. After 11 minutes beyond dismissal time, there will be an additional charge of \$1 per minute.

Teachers have many commitments after class such as cleaning toys, restocking supplies, planning lessons, and picking up their own children from school. Thank you for respecting their time by being prompt.

Authorization to Pick Up Children: Each child enrolled in the program must have Emergency Contact /Permission information on file (in Enrollsy) including names and contact information of people authorized to pick up each child. This information MUST be completed at the time you register your child. You may update this information at any time through your Enrollsy account. If it is necessary for someone other than those on the authorized list to pick up a child, a parent must either send a note or call the office giving authorization. That person must then be prepared to show identification. **Please let your child’s teacher know if there are changes to this information.**

Supervision: Teachers will account for each child when they leave and return to the classroom, when they reach the playground and when they leave the playground. Children are always kept with their class, with the supervision of two adults. When a child needs to use the rest room, an adult will escort them to the restroom and wait near the restroom door while the other adult remains with the class. Additional office staff, teachers and the Director may assist with supervision as needed.

Clothing: Please label clothing such as coats, hats, boots, and gloves with your child’s name. *Since outdoor play is part of each day’s activities, please dress your child appropriately for the day’s weather.* Since one of our goals is to help foster independence, it is important that a child’s clothing be easily removable by the child. We paint, cut, glue, and play outside—please keep this in mind when dressing your child for school! We strongly recommend closed-toe shoes for safety and comfort during gym and recess.

Show and Tell Days: Your child’s teacher will indicate in a monthly letter the days for show and tell. Please do not let your child bring toy guns, toy knives, or any toy of a “weapon” nature at any time. Thank you for your cooperation in this matter. Children should not bring toys from home *unless* it is their specified show and tell day.

Field Trips/Community Presentations: We do not transport children for off-site field trips. We may host community members such as firefighters, zoo docents, etc. to enhance the curriculum.

Chapel: Children participate in Chapel as a student body, and chapel lessons are part of our classroom curriculum as well. During Chapel, the children learn about God’s love, His forgiveness and how to share that with others. Topics are age-appropriate and not specific to any Christian denomination. At Christmas, the children learn about the birth of Jesus and at Easter they hear about how Christ offers us new life.

Life Changes? Extended illnesses, the addition of a sibling, a change in caregivers, etc. can disturb or temporarily upset your child. We want to support your child and help them! Please inform the teacher of any circumstances that may have an impact on your child.

Moving? We require a minimum of two weeks’ written notice if you should need to withdraw your child prior to the last day of school.

Snacks/Lunch: Parents furnish snacks and lunches. We encourage nutritious snacks and lunches that provide a variety of nutrients such as proteins, complex carbohydrates, and fruits and vegetables. This helps children maintain healthy blood sugar levels while avoiding “carb crashes” which can impact mood, behavior, and focus. Please send a water bottle (labeled with your child’s name) each day. We provide ample time for children to eat and encourage them to try the foods that are in their lunch. Please do not send food that needs to be heated, as classrooms are not equipped with microwaves.

Birthday treats: Your child’s teacher will go over guidelines for sending birthday treats (if you would like to do so) during your “Meet the Teacher” visit in August.

Food Allergies: We strive to be an “allergy aware” environment. Because of the severity of peanut allergies, please refrain from sending food that lists peanuts or peanut butter as an ingredient. Please be aware that some foods may be “cross contaminated” meaning they may contain traces of nuts or may have been processed on equipment that has been used to process nuts. If your child’s allergy is severe and requires medications or an Epi-Pen, you will need to have your child’s physician fill out a health care plan as required by the state. Any medications kept at school must be in the original pharmacy packaging.

Cubbies: Each child has a “cubby” for his or her belongings. We work with children to become more independent by learning to hang their own coats and backpacks on hooks.

TV/Videos:

Television and video viewing is limited to programs or videos which will enhance the curriculum. Teachers will supervise and preview videos to ensure they are appropriate for their class. Parents must sign a permission slip allowing their child to view the program.

Volunteers: There may be an occasional need for volunteers. Teachers will ask for volunteers as the occasion arises. Anyone wishing to volunteer on a consistent basis must plan their visits with the classroom teacher in advance and must submit to a background check and fingerprinting. The volunteer is responsible for any cost incurred for the background check and fingerprinting.

School Year and Holiday Schedule: Our school year operates from September through May. A list of holiday closures is sent home at the beginning of the school year.

Special Events for Families: We may occasionally have special events to help families connect with one another and to strengthen the home-school relationship. You will be notified well in advance of all details pertaining to these events.

Inclement Weather Policies: In most instances, we will observe School District 11 closures for inclement weather. If D-11 has a 2-hour delay, we will delay 2 hours. Drop off will be 10:50-11:00 and 11:00-11:10. If D-11 CLOSES for the day, we will close for the entire day.

We reserve the right to call a snow day or late start if we feel the weather is dangerous to parents, staff, or children, even if D-11 has not cancelled or delayed. In the rare event that we have a late start or closure that does not follow D-11, teachers will attempt to call and/or email parents to notify them. It is the responsibility of parents to check the delay/closure status. Please be sure to notify your child's teacher of any change to your phone or email information.

Please check your email and the website, www.calvary-preschool.com for weather delays and closures.

In the event of excessively hot or freezing weather, children may remain indoors. The Friendship Hall is available for large motor activities so that children will still have opportunities to participate in large motor activities.

EMERGENCIES:

Injury: In case of an injury, we will make every effort to contact parents immediately. Should this not be possible, our school will contact people you have listed as an emergency contact. In the event neither parent nor emergency contact can be reached, we will contact your physician and treatment will be given if necessary. It is the responsibility of parents to notify the school of any changes in emergency contact information. All staff members have a current First Aid, CPR and Universal Precautions certification. Some staff members have received additional training in Medications Administration.

Lost child: In the event a child is missing, one adult will stay with the class while the other adult obtains help from another staff member to search for the child. If the child is not located within ten minutes, police and parents will be notified.

Fire: In the event of a fire, the closest staff member will pull the fire alarm. Teachers will evacuate the children from the building.

Tornado: In the event of a tornado warning, children will go to an interior room until the tornado warning is lifted.

Evacuation: In the event we must evacuate the building and emergency personnel require us to leave the property, we will walk the children to Discovery Church, located just east of Calvary Preschool. You will be directed to the evacuation site by either emergency personnel, church staff or preschool staff. Teachers will attempt to call or text caregivers in the event of an evacuation; however, depending on the nature of the circumstances at that time, this may not always be possible.

MEDICAL & HEALTH INFORMATION:

Medical Health Record: State health regulations require each student to have a yearly physical examination. **Licensing regulations and state law require that each student submit proof of up-to-date immunizations (in compliance with Colorado guidelines) before attending class.** We do not allow personal or religious exemptions. Medical exemptions must be confirmed by a signed, written note from a physician with details explaining the reason for exemption.

Medications: All medications must be in the original container and labeled with the child's name. Prescription medication must be in the original packaging with a pharmacy label. A care plan signed by both the physician and parent/guardian must accompany medications. Medications **MUST** be on site on or before the first day of school. Medication is administered by staff who have completed state-required medication administration and delegation courses. Children's medications are stored in an "emergency bag" that is in the possession of the classroom teachers at all times.

Personal Hygiene and Potty Training: Children in the 2-year-old class (2 by Sept 1) do NOT have to be potty-trained. If your child is in diapers or Pull Ups, please send an adequate supply each day they attend. Disposable diapers are preferred over cloth. We appreciate donations of wipes.

Over the counter diaper creams may be applied with written parent permission. Please note that if the skin is broken, bleeding or a rash is present we are NOT permitted to treat the affected area without written authorization from a physician.

Teachers wear nitrile gloves during diaper changes. For children undergoing potty training, a change of underwear and clothes should be sent each day the child is in attendance.

Children in **ALL** other classes (2 ½, 3, 4, Stepping Stones) **must be fully potty trained (not in Pull Ups)** before attending classes. Teachers can assist with snaps and zippers, but children **need to be able to wipe themselves.**

In the event of an accident, the teacher or assistant teacher will help the child change clothes. A supply of clean underwear, pants, and socks will be kept by the school for accidents. Parents will wash the school clothing and return them to school.

Illness: To help minimize the spread of illness among our children, please keep your child home if he/she is ill. The following guidelines from the Colorado Department of Health and Children's Hospital, should help clarify when children should remain home:

<https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDClkF/view>

(A written copy of this form will be distributed at 'Meet the Teacher' visits in August.)

Sunscreen: State regulations require children to use sunscreen, or another parent approved form of sun protection prior to outdoor play. Applying sunscreen to an entire group of students would take a great deal of class time away from curriculum-related activities; therefore, Calvary Preschool requires parents apply sun protection before class. *Your signature on the sign in sheet will function as verification that you have applied sun protection.*

COMMUNICATION, REPORTS AND CONFERENCES:

Meet the Teacher Visits: Your child's teacher will contact you in mid-to-late August to make an appointment for your "Meet the Teacher" visit. These one-on-one visits will be done in the classroom so that children can get accustomed to their classroom.

Parent/Teacher Conversations: If you have specific concerns, conferences may be scheduled anytime by appointment. Formal parent/teacher conversations will be scheduled in the spring, and school will not be in session during that time. These happen during the day and teachers will post a sign-up sheet approximately two weeks prior to conference dates. We apologize, but evening conference times are not available, as we share space with the church and the building is frequently in use during for other activities.

Reports: Each teacher will put together a portfolio for each child containing observation notes, pictures, work samples and other items that document the child's progress through the year. At Parent/Teacher Conversations in the spring, teachers will go through the portfolio with parents. Portfolios will go home at the end of the school year.

Parent-Teacher Communication: Teachers will communicate with parents via weekly emails as well as phone calls or texts as needed. Licensing prohibits teachers from answering texts, emails, or phone calls during class time, therefore teachers will NOT respond during class. Please check the school's website and/or Facebook page frequently so you are aware of what is happening in your child's classroom.

Parent Observations: Parents are always welcome. Visits are *best* made after September to allow children time to adjust. While parents are always welcome, it is helpful to coordinate with your child's teacher so that your observation does not conflict with the visit of another parent or other school activities (ie, picture day, vision or hearing screening days, etc.). Visitors **must** stop at the Welcome Desk and sign in so that we can maintain an accurate account of who is in the school.

Admission to and Dismissal from Calvary Preschool: Calvary Preschool reserves the right to deny admission to any child. A child may also be unenrolled from the program if his/her behavior is so disruptive that the child endangers the well-being or emotional health of another child, themselves, or the staff. A child may also be dismissed from the program for the following reasons: overdue accounts, failure to resolve discipline problems, continuous late pick up, failure to provide all enrollment paperwork, or failure to submit a yearly physical or incomplete immunization.

Regulation Changes: The school reserves the right to amend these regulations by omitting or adding to them, as may be necessary, to maintain the standard of the school and the welfare of the children. Notification will be given if such changes are made.

STUDENT CONDUCT, GUIDANCE AND DISCIPLINE:

Calvary Preschool is proud to be a part of the Conscious Discipline Family! Conscious Discipline helps adults and children to develop crucial life skills that will optimize learning and help develop healthy relationships. Conscious Discipline uses the model of a “School Family” to help teach children empathy, responsibility, how to recognize and manage their emotions in healthy ways and how to communicate their needs, wants and feelings with a sense of empowerment. Through the principles and classroom structures embedded into Conscious Discipline, teachers and students learn to reframe “problem behaviors” as opportunities to learn important life skills. Please visit www.consciousdiscipline.com for more detailed information, parent resources, videos and articles.

Teachers will help a child who is upset or disruptive to identify the cause of the problem and then help guide them through the process of calming down, expressing their feelings in appropriate ways, and then moving towards reconnection with their class. If necessary, the child may take a break from the classroom (under the supervision of a staff member) until they are ready to be back in the classroom. Under no circumstances will an adult hit or spank a child.

There may be times when a child may need additional care that our staff is not able to provide. If we feel that a child’s behavior endangers the safety of the other children, we will notify the parent/guardian and will have a parent-teacher conference to address those concerns and develop a plan of action. If it is determined that the plan of action, once implemented, is not sufficient to remedy the problems and the child’s behavior continues to endanger others, it may become necessary to suspend the child for a specified amount of time, or to expel them from the program altogether. Suspension or expulsion is a last resort and is only used when it is determined that we are not able to provide the best care for a child. Calvary Preschool will assist caregivers in finding resources such as therapists, mental health professionals, psychologists, etc. as needed.

CONTACT AGENCIES:

To file a complaint about child care:
Colorado Dept. of Human Services
1575 Sherman St.
Denver, CO 80203
(303) 866-5958

To report suspected abuse or neglect:
El Paso County Social Services Dept.
105 N. Spruce
Colorado Springs, CO 80905
(719) 444-5799

February 2024

CLASS DESCRIPTIONS:

Social-emotional development is of primary importance in **all** classes. Research shows that play helps children develop these critical life skills. In addition, studies show children learn academic concepts best through play and meaningful, hands-on experiences. Therefore, we seek to provide children with a rich experience through play, art, music, interest centers and other activities that allow them time to collaborate with their teachers and classmates.

2 YEAR OLDS (Child must be 2 by Sept 1st)

This class is designed for toddlers who are ready to expand their world a bit. We focus on supporting them as they learn to separate from their primary caregiver(s). Social & emotional development is the primary emphasis. Children at this age typically play independently and as the year progresses, they often begin to interact more with their peers. We work with students to build vocabulary and help them to communicate more clearly with others. They spend time daily in music, art, story time, gross motor/outdoor play, as well as snack and lunch time. Children do NOT have to be potty trained to enroll in this class.

2 ½ YEAR OLDS (Child must be 2 years 6 months AND potty trained by Sept 1st)

This class is designed for older, potty-trained 2's. We support children as they learn to share, take turns, and play more cooperatively with their peers. As their vocabulary and independence skills improve, we support and encourage them as they learn to communicate their wants and needs in appropriate ways. In addition, we introduce basic concepts such as colors, shapes, and more in play-based activities. This class is a great option for younger 3's as well!

3 YEAR OLDS (Child must be 3 old by Sept 1st)

The world is a big, wonderful and exciting place! Young preschoolers are in constant motion, exploring and expanding their understanding through play, story time, music, art, and gross motor activities. Basic information such as colors, shapes, patterns, counting, name recognition, etc., are explored through hands-on, developmentally appropriate play-based activities.

4 YEAR OLDS (Child must be 4 by Sept 1st)

Social/emotional learning continues to be a strong focus in the 4-year-old class. Children who can communicate well, solve problems, share, take turns, think creatively, and follow routines are more likely to do well in kindergarten. Children participate in centers time, language and literacy, music and art, science, math, gross motor and fine motor activities, weekly P.E. and Chapel. We strive to provide a well-balanced, interactive experience that does not duplicate the curriculum they will cover in kindergarten.

Stepping Stones (Child must be 4 years 6 months by Sept 1st)

This class is designed for older 4-year-olds and younger 5-year-old children who have had at least one year of preschool experience. This class is a great option for children who would benefit from more social-emotional growth before entering elementary school. The Stepping Stones curriculum is similar to the 4-year-old curriculum in its approach—hands-on, interactive, broad in scope, and play-based. Teachers support each child at their level of development and provide individualized opportunities for growth.

PLEASE NOTE: If enrollment is lower than anticipated, it may be necessary to combine 4-year-old and Stepping Stones classes. We would prefer to combine rather than cancel due to low enrollment. Thank you for your understanding.