

Parent Handbook
2020-2021

St. Luke's Little School
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stlukeslittleschool.org



This collection of information was compiled to introduce parents to the St. Luke's Little School Preschool Program and the responsibilities we jointly assume for the school.
Please read carefully for you will be responsible for the information contained herein.

WELCOME!

Thank you for choosing Little School as your child's preschool. We are a preschool program that is designed to meet the academic, social, emotional, and physical needs of a child in a positive, loving atmosphere, with a Christian educational emphasis.

Philosophy

St. Luke's Little School programs are designed to provide a developmentally appropriate, play-based, Christian curriculum and to affirm each child through group and one-on-one interaction. Each child is viewed as an individual with unique needs and abilities. The children enrolled in the program will find a world of educational materials, friendly and caring adults, and other children who are exploring the world beyond their own homes. Under the guidance of a highly trained staff, the program provides a variety of enjoyable learning activities such as art, music, and storytelling. This is balanced with opportunities for play and social interaction. Children will be exposed to all of the Early Learning Developmental Guidelines which include logic and reasoning, mathematics, social studies, English language skills, literacy skills, language skills, creative arts, physical development, social emotional development, science, and approaches to learning. The children will also be encouraged to develop a respect for cultural diversity. The philosophy of the program stresses a positive approach to discipline. Clear and consistent limits are intended to enhance the child's self-esteem while protecting that child from harm and maintaining the safety of other children.

St. Luke's Little School strongly encourages and appreciates regular communication between parents and staff. We recognize that parents are the most significant adults in the child's life, and we will do everything possible to ensure the parents' involvement with our programs.

Non-discrimination Policy

St. Luke's Little School does not discriminate on the basis of race, color, gender, nationality, or ethnic origin. Admission of children with special needs is in compliance with the ADA. Reasonable effort is made to accommodate the child's needs and to integrate the child with other children. St. Luke's Little School will provide services for children with physical or learning difficulties if the teacher is qualified to provide adequate and appropriate education and care. A conference will be provided with the director, teacher, and parents to determine if St. Luke's can provide an adequate program. In the event that a child needs constant supervision or care, the parent, at their cost, will pay for a full-time aid.

Service Providers and Individualized Learning Plans:

At Little School, we strive to meet the individual needs of each child. If your child has an Individualized Education Plan, an Individualized Family Service Plan, an Individual Learning Plan,

or other plan, we have resources to assist with meeting their needs. In addition, we collaborate with Douglas County School District, Child Find, and other service providers such as Speech Therapists. We welcome services to occur here at Little School to meet your child's plan.

Curriculum

All children will learn the Letterland Literacy curriculum. Letterland is a whole-child curriculum in that it teaches all of the Early Learning Developmental Domains. Letterland provides children with a basic knowledge of letter sounds with pictograms, phonemic awareness, phonics, and all major subject areas at a developmentally appropriate progression.

Students will be exposed to the Learning Without Tears curriculum as well. There is more emphasis on fine motor skills including proper pencil grasp, cutting skills, and upper body strength to prepare children for writing, sentence building, word structure, and more. Both curriculums integrate math, science, social studies, and the arts in addition to early literacy skills.

Language and Interpreter Services: Little School offers interpretation services through All Language Alliance. We can provide an interpreter for your parent-teacher conference. Each classroom iPad has software that allows teachers to communicate with parents in their native language for a backup, if an interpreter is not available immediately. A copy of this handbook can also be given in a family's native language upon request. Please see the office staff for alternative versions of this handbook or speak to your child's teacher if an interpreter is needed.

Bilingual Classrooms:

Little School will hire a bilingual teacher or assistant teacher who is fluent in the dominant language of any classroom that has a dominant second language represented in the classroom (50% or more of the children speak the same second language). Little School supports a child's home language and will do everything we can to honor each child's home language in the classroom.

Quality Improvement Plan:

At Little School, we strive to provide our children with the most up-to-date practices in education. Each year, we create a Quality Improvement Plan that helps us provide quality educational services and business practices. You will receive a parent survey in the fall. The results of that survey will be shared with families and be used to create goals and implement our Quality Improvement Plan. Stop by the office to see our Quality Improvement binder for more information and our parent survey results.

Staffing and Licensing

Teachers and Assistants:

St. Luke's employs certified teachers and administrators who are considered highly-effective in the field, and who have been background checked through three agencies. All staff is required to complete extensive continuing education requirements yearly. All staff is annually trained in CPR, First Aid, and emergency response.

Primary Caregiver Practices:

Each child in our care will have one lead teacher and one assistant teacher. The lead teacher will remain with the child for the entire day including outdoor times. The assistant teacher will also remain with the same group of children for the day. This promotes the formation of a strong emotional bond and increased development across the domains of learning.

Continuity of Care:

We offer parents the option to remain with the same teacher two years in a row if that teacher is changing age levels the following school year. We cannot guarantee staffing from year to year, but we strive to provide continuity of care if requested. Please check the continuity of care check box on your registration form if you are interested in staying with the same teacher the next year.

Director and Assistant Director:

The director and assistant director have degrees in education, masters degrees in education, director qualification letters, and extensive experience in the preschool setting. A director is on school premises during our open hours. In addition to the administrative responsibilities, the director's responsibilities are to represent Little School within the Methodist Church and community, offer guidance, mentor the Little School staff, and adhere to all aspects of state licensing rules and regulations. The director is well versed in the Colorado State Rules and Regulations for state licensing of preschools.

Resources for Families and Referral Procedures:

At Little School, we offer a variety of support resources for each family. Each year, our staff is updated on the referral procedures so you can feel comfortable discussing referral options for your child or family with any of our qualified and trained staff. Every staff member is trained to help any of our families receive the resources and services they need. Stop by our parent resource center next to the front office to get more information regarding mental health, developmental support and Child Find services, basic needs support such as food banks, pediatrician and dental contact information, diaper services, and more. Please see the office staff for contact information and fliers. We offer speech, hearing, dental, and vision screenings along with behavioral assessments with signed consent forms. All of our support providers will provide screening results and observation results to parents through email or mailed letters. We are here to help all of our families be successful in all areas of life. Some of our partners include:

Love Inc., Child Find, All Health Network, Children's Hospital, Suanne Ediger Speech and Hearing services, Lions Club, Warren Village, and more.

Parenting Classes:

St. Luke's United Methodist Church and Little School offer a variety of parenting classes available to Little School parents throughout the year. Check the marquee outside and the Little School Monthly Newsletter for classes available. Some examples are, Yoga for Preschoolers, The Meaning Behind the Behavior, Keeping our Children Safe, Social Media safety, and more.

School Nurse:

We have a nurse consultant from Children's Hospital who makes monthly visits to ensure all children are safe, all allergy paperwork and medication is complete and up-to-date, and to offer delegation trainings to meet the medical and physical needs of all of the children. She is available to offer her expertise to Little School during our open hours Monday-Friday.

All Health Network:

With the help of a grant, we have weekly visits by a behavioral health therapist and counselor. The counselor offers teaching assistance and advice for all our teachers with a wide variety of situations. Should you or your child request additional support from the therapist, we can offer assistance after we receive written permission from you for further evaluations. Please see the parent resource center or your child's teacher to get more information. This is available to all our Little School families. If you would like more information regarding All Health Network, please see any of our staff members. We are all trained annually at helping families receive the services they need.

Enrollment and Registration

Children who enroll at Little School must be 2½ by October 1st, immunization compliant, and completely potty-trained for our licensing requirements.

Although enrollment is open, limited space and staff requires program size restriction. Application for enrollment will be prioritized and considered according to the following order of categories:

- 1) Currently enrolled students with tuition accounts up to date
- 2) Siblings of currently enrolled students
- 3) Members of St. Luke's United Methodist Church
- 4) Others in the community

Students will be placed in the most appropriate class according to birth dates. We cannot guarantee requests for specific teachers or placement with specific friends. Every effort will be made to place siblings together on the same days. In the event that we have full enrollment, a waiting list will be maintained. Children may begin Little School any time during the year, if space is available. Being placed on a waiting list does not guarantee placement the following year but does give special attention.

Little School enrollment opens in January. There is a non-refundable registration fee that is due once you receive email confirmation that we have a spot for your child. The fee is due within 2 week of the receipt of the confirmation email to hold your spot.

The registration fee for the 2020-2021 school year is \$95.00 per child. If you return all paperwork, including medical and immunization paperwork with current physician signatures, and May 2021 tuition fees are paid by July 1st, you will receive a \$10 credit on your account.

All enrollment paperwork is due by July 1st.

Immunizations

Children must be immunized according to the Little School policies and procedures and state requirements unless a proper exemption form is completed annually. If your child is on a delayed schedule or has an exemption, please contact the director, Ms. Kelly, to discuss this further and fill out the appropriate exemption forms. Appropriate exemption forms will be required to remain in compliance with immunization laws.

Medical Insurance and Providers:

Little School documents all student's medical home and insurance information. Resources are provided at our parent resource center and by request if you are needing a primary care doctor, health insurance, dentist, vision specialist, speech therapists, or hearing screenings.

Diapering and Potty-training:

Our 2.5-year-old classes do not have to be potty-trained. There is a fee of \$20 a month for any child who is not potty-trained. Once the child is potty-trained, there is no longer a fee. For the rest of our classes (3-5 years old), our state license requires that we do not change diapers or pull-ups. Children must attend school in underwear and not pull-ups or diapers unless they are in the non-potty-trained 2.5-year-old class. We will gladly assist children with their clothing, however, they must be able to wipe themselves. We are great at giving children verbal advice if they struggle with wiping. If a child has a wet accident, we will gladly help them change their clothing. If a child has a bowel movement accident, we will need to call a parent to help change them, and then they may remain at school the rest of the day. We often hear from parents about how their child solidified their independent potty-training skills at Little School. We understand the needs of newly potty-trained children and work in partnership with families to help them become more independent with toileting.

Transition Support:

Little School offers a variety of opportunities that help children move through transitional times while enrolled. Here are some examples:

-Meet your teacher before you begin the school year. Little School hosts a Meet-the-Teacher day before the school year begins. If translation services are needed for families whose native

language is not English, please email the director to set up a translator for your meet the teacher event.

We offer the following opportunities to help with transitions:

- Transition tips and meetings for potty-training with our non-potty-trained class. Please see your child's teacher for specifics.
- Tours that allow you to meet the teacher and children if enrolling later in the year
- Resources to help you find doctors, dentists, and support services in the area
- Trial days approved by the director and with the appropriate forms completed.
- If you are experiencing a transitional time at home such as a move, new baby, divorce, or change in employment that may affect your child, please see our parent resource center next to the office for some helpful resources and support. The director also has a library of resources where you can check out books to borrow.

Individualization: Little School will help each student with transitioning to preschool. Some examples include the use of security objects to help with separation, trial days for new students who start after our first day, observation days, and assistance from our mental health professional through All Health Network.

Class Days, Times, and Tuition

2.5-year-old Program Must be 2.5 by the first day of school

M/W: 9:00am to 1:00pm	Cost: \$215.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$215.00 per month

3-year-old Program Must be 3 by October 1st of the current year

M/W: 9:00am to 1:00pm	Cost: \$215.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$215.00 per month
M/W/F 9:00am to 1:00pm	Cost: \$300.00 per month

4-year-old Program Must be 4 by October 1st of the current year

M/W/F: 9:00am to 1:00pm	Cost: \$300.00 per month
T/TH/F: 9:00am to 1:00pm	Cost: \$300.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$215.00 per month

Explorers 5-year-olds: Must be 5 between April 1st and October 1st

M/W/F: 9:00am-1:00pm	Cost: \$300.00 per month
M/T/W/TH 9:00am-1:00pm	Cost: \$380.00 per month

Our Explorers Program is our 5-year-old program for children who turn five between April 1st and October 1st and who are not attending kindergarten. These classes are designed to assist children who may need additional social, emotional, physical, or cognitive growth and maturity, and who are not quite ready for kindergarten according to their teachers and parents. This class is not a repeat of the four-year-old preschool program, and it is not a kindergarten class. Efforts are focused on kindergarten readiness, and creating a successful transition to kindergarten. In addition to academics and social skills, teachers focus on helping children to be more independent.

Office Hours:

Monday-Friday 9:00am-2:30pm

Church office Hours

By appointment during the Covid-19 pandemic

STEAM:

STEAM stands for Science, Technology, Engineering, Arts, and Math. This is a dynamic, educational, STEM themed class that has weekly science themes. This class is currently available on Fridays. It is offered to any of our potty-trained children. It is a multi-aged class, and the students vary each week. Registration for this class occurs through an online sign-up that is sent via email a month in advance. Registration is on a first come first serve basis. If you cancel less than 24 hours in advance, your account will still be charged. Children do need to wear masks during STEAM class.

Fridays 9:00am to 1:00pm

Cost: \$35.00/ day

Beforecare:

This is an opportunity for parents to drop-off children before school starts from 8:30am to 8:55am. This class is monitored by two lead teachers who ensure that each child makes it to his/her own classroom each morning at 9:00am. You do need to sign up for this class in advance. Please ask the front office for the sign-up link. Children must wear masks during beforecare.

Any amount of time between 8:30am and 9:00am

Cost: \$3.00 per day

Afterschool Care:

We offer an aftercare program from 1:00-3:00pm for an additional \$15.00 per day. This program is taught by two lead teachers and involves a naptime, outdoor time, snack (provided by the parent), crafts, and free play. You must sign-up for this class using the online link and sign-up 24 hours in advance. If you cancel less than 24 hours in advance, your account will still be charged. Children must wear masks during aftercare.

Inclement Weather Procedure: If DCSD closes due to inclement weather, we too will be closed for the whole day. If DCSD does a delayed start, we too will delay the same amount of time. For

example, if DCSD delays for 90 minutes, we will start at 10:30am. We will send an email, post on our Facebook page, post on our website, and notify 9 News, Channel 7 News, and CBS News Channel 4 in the event of a closure or delay.

Closure policies:

Little School will continue to collect tuition for up to 30 days in the event of an extended closure for an unforeseen reason. After 30 days, Little School will offer alternative forms of education such as elearning, in an alternative location, or tuition will cease if those options are not available. The withdraw policy outlined in this handbook will remain in effect in the event of a closure or quarantine of any kind.

Late Pick-up:

If you are more than 10 minutes late to pick-up your child, they will be sent to the Aftercare Program and your account will be charged \$15.00 for the day. Many of our teachers have commitments right after school and are not able to stay.

School Policies

Payments and Fees:

Registration fee: In order to secure a spot at Little School for your child, a registration fee must be paid in the amount of \$95.00. This non-refundable fee covers the costs of school supplies and processing fees. We will not collect the \$95.00 until we have a spot available for your child. If all paperwork is turned in by July 1st, families will receive a \$10.00 coupon per child to be applied to October tuition. Families who register after July 1st will not be eligible for this coupon.

Tuition Policies: Automatic withdrawal is processed on the first of the month through SmartCare. Tuition is based on the total days of school for the year and divided up evenly among 9 months. Tuition is not pro-rated for holidays and breaks.

Late fees: Monthly tuition payments are due no later than the 10th of each month. A late fee of \$15.00 will be applied to your account on the 10th for any unpaid tuition.

May 2021 tuition is due with your enrollment paperwork by July 1, 2020.

Additional fees: Fees accrued through the month such as Beforecare, Aftercare, and STEAM classes are due the following month with your tuition.

Withdrawal reimbursement: Should a student withdraw in or before March, May tuition will be refunded or applied to your child's thirty-day notice for withdrawal. May tuition will not be refunded if a student withdraws in the month of April or May.

Forms of payment: Online payments are available through the Smartcare for Parent App. We accept bank account payments (no extra fees), credit card payments (fee of 2.8% each time),

and payments by check (there is a locked tuition box out next to the front office). We do not accept cash payments for tuition.

Cash is not accepted unless for extra activities such as tickets to our Family Fun Night. The Little School office does not keep cash in the office.

Bank fees: In the event of an automatic withdrawal denial or bounced check, a fee of \$20.00 will be added to your account.

Withdrawal Policy:

Written notice of the intent to withdraw must be submitted to the director 30 days prior to the date of withdrawal. Parents are responsible for 30 days of tuition from the time of the written notice even if the student withdraws immediately. Parents of children who leave the program for disciplinary reasons before the 15th of the month, will be responsible for a full month of tuition. Children who miss school for illness, quarantine, and or vacations will not receive a discount or refund of tuition. If a classroom or school moves to remote learning, this withdrawal policy still applies.

Discipline Policy

At Little School, children are taught the appropriate skills and language to deal with conflict, which may be used throughout their entire school career. Positive reinforcement and redirection are our primary forms of discipline. It is our intent to assist children through an uncomfortable situation and help them to understand how to be a positive advocate for themselves. Little School staff encourage children to express their emotions through interactive play and puppets when appropriate.

Children who deliberately bite, hit, kick or scratch other children will be immediately removed from the situation. An appropriate consequence will follow at the discretion of the teacher, director, and the parents will be notified. Habitual harmful behavior will be handled on an individual basis and the welfare and safety of the group as a whole will be considered when a decision is made to allow the child to return to the class. A conference will take place with the parents, teacher, and the director. A child may be removed from the classroom for a period of two weeks and returned for a probationary period of two weeks. A joint decision between the director and teacher will be made at the end of that time as to whether or not the child was ready to rejoin the program.

Medication Policy:

Should medication for asthma or allergies be necessary, it will be stored safely in the child's classroom and labeled with the child's name, picture, dosage, and doctor's name. Each teacher, who is assigned to a child with allergies or requiring medication, will be properly delegated to administer the medication by our staff nurse from Children's Hospital. A child who requires medication at school must have a Child Allergy Form and an Allergy and Anaphylaxis Action Plan signed by both the parent and doctor. It must not be expired, and it must be turned in before

school starts. According to rules and regulations of the State of Colorado, we cannot allow children with missing paperwork to attend school until the paperwork is complete.

Sunscreen:

The Colorado Rules and Regulations for Preschools and Daycares, require students to apply sunscreen before attending school. To ensure the health and safety of all children. We ask that all parents apply sunscreen to their child before school each day. If your child has an allergy, or you do not want your child to wear sunscreen, please indicate this on the permissions form located in the registration packet. Due to Covid-19, we are unable to supply sunscreen.

Sanitation:

Little School is required to sanitize and disenfect all classrooms, toys, and equipment daily. Commercial grade and state approved cleaning solutions are used on all surfaces. A commercial cleaning company is contracted by Little School to clean all areas each night. Children and staff will wash hands frequently throughout the day. Please let teachers know if your child has a sensitivity to soap, and in that case, please provide a safe soap for your child to bring to school.

Illnesses:

Please call the school if your child will be staying home sick. Tri-County Health likes us to track symptoms to prevent and document outbreaks of contagious illnesses. All children will remain anonymous when we report to Tri-County Health.

Antibiotics: Children who are on a doctor's prescribed medication should remain home for 24 hours to give the medication enough time to prevent the spread of the illness.

Vomiting and diarrhea: Should your child vomit the evening before or the morning of school, please keep them home. If your child has thrown up two or more times in 24 hours, they should stay home. Sometimes children will vomit as a result of draining mucus or food. Please wait 12 hours to ensure they are not sick.

Fevers: If your child has a fever, we will call you. They are not required to go home until the fever is over 100 degrees. If your child has a fever of 100 degrees or higher, they will be taken to the health office until the parent or guardian can pick them up. In the event a parent or emergency contact cannot be reached, the child will be supervised and cared for until a responsible party is available.

Colds: Children with colds, where green nasal discharge is a symptom, will be sent home and will not be allowed back in the classroom until medication has been administered for 24 hrs. If children wake up with a clear runny nose, this could be an indication of the beginning of a cold. Preschool children get, on average, six to eight colds per year. Please keep your child at home if he/she has a fever, persistent cough, and/or excessive nasal discharge. Clear discharge or allergies will be allowed with a doctor statement that the child is not contagious.

Contagious diseases:

Covid-19 Policies:

- All adults must wear a mask on church grounds and that includes outside.
- All children must bring a mask to school and will wear them in the common areas (hallways, music, bathrooms)
- Parents will not be allowed in the building except for extenuating circumstances and will be required to fill out a waiver
- All students must have a signed waiver to enter the building

Covid-19 Quarantine Procedures:

- If a child or a member of their family is waiting for pending Covid test results, the child must remain home until negative test results are proven.
- If an immediate family member or someone living with the child is suspected or tests positive for Covid, the child will not be allowed to attend for 14 days, and must provide a negative Covid test, or a doctor's note.
- If a child has a fever, and there is no suspected exposure to Covid, the child must stay home until they have been fever free and symptom free for 24 hours.
- If a child has a minor illness, they may return when they are symptom free for 24 hours
- If a student or staff tests positive, that student's classroom will be quarantined for an amount of time determined by our nurse consultant.
- Exposure is considered 15 minutes of exposure in close proximity (less than 6' apart)
- Quarantine procedures will be determined by the level of contact. Tri-County Health and our nurse consultant will help determine quarantine procedures on a case-by-case basis. A primary contact is someone who has been exposed directly to an individual with Covid for more than 15 minutes in close proximity. A secondary contact would be someone who has been exposed to an individual who was exposed to another individual who has Covid, but does not show symptoms. Primary contacts have to quarantine, and secondary contacts do not, but should look for symptoms.
- If your child has been exposed to someone with Covid as a primary or secondary contact, we will notify families. Only the primary contacts need to quarantine. The secondary contacts need to keep an eye out for symptoms but do not need to quarantine. For example, if a parent tests positive for Covid, their child (primary contact) needs to quarantine, but the students in their class (secondary) do not.
- Confidentiality will always be exercised when sharing health information with families as necessary.

Strep throat: A child with a positive strep culture must be kept at home until he/she has been on the appropriate antibiotic for 24 hours. Children, who have sore throats and are awaiting the results of a culture, should be kept at home until the results are known.

Chicken Pox: All children who attend St. Luke's Little School must be immunized for Chicken Pox or have an exemption on file at Little School. If your child should come down with the virus, they may develop a cold or rash two to three weeks after exposure. If they contract Chicken

pox, they should be kept at home until all the sores are scabbed over and are dry (usually about one week).

Impetigo: Impetigo is highly contagious. The first signs of this disorder are little red spots usually on the exposed parts of the skin such as hands, face, or legs. Impetigo can be cleared up with antibiotics. Please take your child to your health care provider if you suspect impetigo. A child with impetigo should stay out of school until all the sores are healed.

Conjunctivitis (Pink Eye): The causative agent can be transferred from one eye to the other or the eyes of other children by fingers or cloth. The discharge associated with this contains the contagious and infectious organisms. Conjunctivitis should be treated early and by a doctor. Do not send your child to school until 24 hours after eye drops have been started.

Flu: If your child tests positive for the flu, your doctor will recommend an appropriate and safe time for them to return to school. This is usually after symptoms have mostly cleared.

Fifth Disease: Symptoms of Fifth Disease may include a rash on the face, followed in 1-4 days by a lacelike rash on the trunk, arms and legs. Once the rash appears, children have already gone through the infectious stage.

Hand, Foot & Mouth Disease: This disease is caused by a virus. The most common symptoms are fever, sore throat, and the appearance of small blister-like sores in and around the mouth, on the palms and fingers, and on the soles of the feet. Please keep your child home until the sores are healed.

Lice: Please notify the school as soon as you are aware of an infestation with your child. According to Tri-County Health, we are not required to inform other families of lice occurrences unless there are three incidents of lice in a single classroom. Children may return to school following their first treatment. At this point they will be free of adult lice and not infectious.

Separation Anxiety:

In the event a young child is crying or screaming and continues to do so for over half an hour, the teacher and director will make a joint decision as to whether or not the parent should be notified. Age and separation anxiety will be taken into consideration, as well as the comfort level of the child. Our hope is to provide a secure, loving environment that children will feel completely at home in.

Visitors:

At this time, due to Covid-19, visitors are not allowed in the building. All preschool visitors who need to drop something off or pick-up early, are asked to use the north and south preschool doors and not the main church entrance when coming to the preschool. All visitors are required to sign in at the front desk and sign the Covid waiver online. For your child's safety, the doors of the church and preschool are locked at all times. There are video doorbells at each entrance of

the church which allow the staff to see any visitors before the doors are opened. Please ring the doorbell, and wait for an audio response from our office staff.

Parents of children who attend classes on the south side of the building, please use the south parking lot. Parents of children who attend classes on the north side of the building, please use the north parking lot. Parents with strollers may use the north entrance where there are not stairs.

Parent volunteers:

At this time, due to Covid-19, parent volunteers are not allowed in the building.

Drop off and pick up:

If you have a sick or sleeping child in your car, and need assistance, please call the office (303-791-1982) and one of our staff will be available to help you. Please do not leave children unattended in the car. All children must be accompanied into and out of the building.

Little School uses a secure app called SmartCare for parents to sign their child in and out. It is also used to verify safe pick-ups, emergency contacts, and parent information. All parents, guardians, and safe pick-ups will be required to have the appropriate sign-in information on the app in order to take a child home. If you are not listed on the app under the child's profile, you will need to call the office to verify information. For each child in our care, we must have at least two emergency contacts with current phone numbers in case of an emergency.

Parents that arrive at Little School intoxicated or under the influence of drugs or marijuana will not be allowed to leave with their child until 911 has been called and assistance arrives.

Social Media:

All parents sign an agreement that they will not post photos of other children on their social media accounts. This policy includes photos parents take on their own along with photos parents receive from teachers through the SmartCare app. This is for the safety of the children in our care. We will post photos of children on our social media pages with the permission of the parents only, and we will never post names of children or tag parents in the posts. Our social media pages are used to promote our school and share updates on with parents.

Website (stlukeslittleschool.org): Little School maintains a website with important information, updates, snow closures, calendar, and special events. Please check the website for new information frequently. We also send information via email, including our monthly newsletter. Make sure you provide the office with a current email address.

Contacting us:

Little School is in session September through May. You may reach us by phone Monday-Friday 9:00am-2:30pm at 303-791-1982. We observe all holidays and follow the DCSD conventional calendar for most holidays. Please see the calendar on our website for specific dates.

Summer hours:

During the summer months, you may email our director, Ms. Kelly, at kelly@stlukeshr.com. All other staff is off during the summer.

Our staff returns to Little School two weeks prior to our first day of school. During the first week of August, you will hear from your child’s teacher welcoming them to their class. You will not hear about teaching assignments prior to August 1st.

Emergency drills and procedures:

All of our staff is FEMA-Emergency Preparedness trained. Fire, tornado, and lock down procedures will be practiced with your children at Little School monthly. This is critical to their safety while at Little School. This is a requirement of the state of Colorado, and it will help children be better prepared when they enter elementary school and experience the same drills.

In the event of an unforeseen event (fire, water damage etc.,) where Little School staff and children must be evacuated, children will be supervised and escorted to Christ Lutheran Church next door to the south. They will remain with their teacher until a parent has been contacted for pickup. Pickup will be at Christ Lutheran Church.

In the event of a natural disaster such as a flood, tornado, excessive lightning, or other dangerous events, children will remain inside the building until the threat has ceased. We will be in contact with parents, but please do not call the school. We need to keep phone lines open during this time. Children will be supervised by staff at all times until parents arrive.

Child abuse and neglect:

The Colorado State Department of Child Protection Services requires that teachers, administrators and those working with children, who have reasonable cause to suspect that a child has been subjected to abuse or neglect, report it immediately.

Should there be a complaint about St. Luke's Little School, director or staff, it shall be addressed directly to the clergy of St. Luke's United Methodist Church. If the complaint is of a state matter (i.e., suspected child abuse) it should be brought to the attention of the Douglas County Department of Social Services. (303-688-4825)

If you have concerns about our facility or would like to review a licensed facilities file, please consult the Division of Early Care and Learning at 1575 Sherman Street, Denver, Colorado 80203-1714 or at 303-866-5958.

Accountability structure:

The following structure of accountability for the Little School Preschool, a program of St. Luke's United Methodist Church is as follows:

1. Kelly Amadeo-Director
2. Reverend Michele Kaminsky- Clergy St. Luke's United Methodist Church

Parent concerns:

In the event of a concern, please make all attempts to handle situations with the teachers first. If your concerns are not handled properly, please feel free to reach out to the director, Kelly Amadeo at kelly@stlukeshr.com.

Child supervision:

Children attending St. Luke's Little School are supervised by an adult at all times. Teachers are instructed to keep attendance and note children's absences. Teachers are required to count children frequently during their class time, especially when exiting and entering the classroom, after bathroom time, outdoor time, or special programs.

Lost children:

Should we not be able to locate a child, the director, assistant director, office manager and lead teacher for that class will notify the entire staff and begin an immediate lockdown. If parents are at the school, they, (and/or siblings) are requested to enter their child's classroom and shut the door. The assistant teacher will remain with the class. All means will be initiated to locate the child. If the child is not located after a thorough search, the authorities will be notified.

Accidents and injuries:

All accidents and injuries, severe or minor, will be documented with our administrative staff and an injury report will be filled out by the teacher and signed by the parent. Incidents and injuries that require a doctor or hospital visit, at the request of the parent or teacher, will be documented through the Department of Human Services Childcare Division.

For minor injuries, bump, bruises, and scrapes parents will be notified at the end of the day. All of our staff is CPR and first aid certified.

Food Policies and Procedures:**Lunches:**

Parents are asked to provide lunches for their child each day they attend Little School. Lunches are not shared among children. According to the Rules and Regulations of the state of Colorado, at least four food groups are required in children's lunches. We recommend sending your child with a water bottle. We can provide water cups for children at lunch time. Lunch time is also a social time. While teachers encourage children to eat their food, sometimes food will come home because the child was socializing with his and her friends. Children are never withheld food or rushed through lunch time. Lunch time is a fun and social time for our children, and they are under the guidance of their lead teacher during this time.

Snacks:

Parents are asked to pack a snack for their child each day.

Allergies:

Your child's teacher will let you know if any foods need to be avoided for lunchtime or snack time. It varies per classroom. Our assistant director discusses food allergies with each family, and assists the teachers in setting up guidelines and regulations for food brought into the classroom. If your child has an allergy of any kind, please feel free to contact, Tushka Breen, the assistant director at tushkab@stlukeshr.com. She will also follow up with all allergy paperwork. Our teachers are delegated by our Nurse Consultant from Children's Hospital to administer EpiPens (or other types).

Clothing:

We cannot guarantee that the clothing your child wears will not come home with paint, playdough, or other substances on them. Please dress your child for an active, sometimes messy, day. Please put shorts or leggings under dresses. Always send your child with a complete set of clothes (including extra shoes or flip flops) in their bags. Children may need to change clothing if they get wet or have an accident. If your child has a bowel movement accident, our state license regulations require us to call the parent or guardian to come help change the child.

Please label all clothing and items**Shoes:**

Please dress your child in sturdy shoes for climbing and running. Please pack boots in your child's bag in case the ground is wet or snowy.

Outdoor time and active time:

We follow the "Weather Guidelines for Children" when determining if it is too warm or too cold outside. We feel outdoor time is extremely important. Please pack clothing for your child to remain warm and dry when they go outside. If extreme temperatures prevent us from going outside, children will get a chance to expend their energy and build their muscles with indoor obstacle courses.

Backpacks and bags:

We will provide each child with their own Little School bag to carry their lunch and extra clothes in. Please bring this bag to school every day. Teachers will send home completed projects, newsletters, and other valuable information in the bag. Explorers bring their own backpacks to school. Since they are the oldest and kindergarten preparation is the main goal, we teach them proper backpack skills and responsibilities.

Show and tell and items from home:

Please label all items that you bring from home. We do our best to make sure items are not lost at Little School, but we cannot guarantee items will not be lost. Masking tape with your child's name is sufficient enough to label those valuable security items and show and tell items. Each teacher does show and tell differently. They will let you know when it is your child's turn to bring their show and tell item. If your child requires a security object, please discuss this with

your child's teacher. We will encourage students to leave their items in their bags, and sometimes knowing it is nearby is enough for most children. We would hate for anything to happen to a security object so we try to eliminate those from the classroom.

Communication:

Teachers will be in contact with parents on an ongoing basis to make sure that they are fully aware of how their child is progressing. Please bring any questions, comments, or concerns to the teacher first. If your concerns are not properly handled, please reach out to the director at any time.

Little School feels it is in the best interest of all children to speak in private and not in front of children or other parents should you have a concern. If you would like to speak to your child's teacher about a concern you may have, please arrange a time with them outside of our normal school hours. You may also reach your child's teacher via email. Email addresses can be found on our website or by following the pattern: [firstnamelastinitial@stlukeshr.com](mailto:firstname.lastname@stlukeshr.com)

Parent Teacher Conferences: (Twice a year)

You will have a chance to have a parent teacher conference twice throughout the school year. We will have our first conference in November, and it will not be a regular school day. You will receive a formal progress report, and you will have a chance to ask your child's teacher regarding their development and adjustment to school. In April, you will have a second parent teacher conference. You will receive another progress report then as well. We encourage all of our parents to ask their child's teacher how their child is progressing on a weekly basis. We strive to communicate with our families on regular basis and not just at parent teacher conferences.

Confidentiality:

Little School will maintain the confidentiality of all student records as required by state law. Written permission is required by each parent before teachers are allowed to distribute personal information to other parents. All student records are confidential and private in accordance with the FERPA Act.

Nature walks and field trips:

Nature walks are taken on occasion to enhance your child's education. Walking field trip permission forms (for around the church) are signed with our enrollment papers and will be kept in the child's file during the school year. Specific forms will be signed in order for a child to participate in a walk off premises. Activities away from school are not encouraged because of the state requirements for proper car seats.

Media and Technology:

On rare occasions, for educational enhancement, children may view movies, DVDs or iPads with a teacher. Media is never used by children alone at Little School. Since children are with us for a short period of time, we do not feel that electronics are a proper use of their educational time. Only G rated videos containing Christian and/or educational content will be allowed. At no time are movies, DVD's or iPads used as a replacement for interactive preschool learning and play.

Birthdays:

We love birthdays at Little School. Your child's teacher and the music teachers will celebrate your child on their birthday. Each teacher will have a celebration at the discretion of the teacher. Please do not deliver invitations to parties to school unless every child in the class will receive an invitation. This will avoid any hurt feelings. Please discuss birthday celebration policies with your child's teacher. We strongly discourage messy treats such as cupcakes, or treats that are large such as full sized donuts. Please keep in mind that preschool children have little stomachs and their bodies can only tolerate so much sugar.

Disclaimer: The policies and procedures outlined in this handbook are subject to change. These policies and procedures were established by the Little School advisory board, the Staff Parish Relations Team of St. Luke's, and the lead clergy.