

# Parent Handbook

## Updated 1/2019

### St. Luke's Little School

8817 S. Broadway

Highlands Ranch, CO 80129

303-791-1982

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[stlukeslittleschool.org](http://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 developmentally appropriate areas of learning including social skills, fine and gross motor skills, language arts, mathematics, social studies, and science. 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 program 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.

## **Curriculum**

Little School strives to expose children to a variety of Christian learning experiences that follow developmentally appropriate practice. Younger children will be provided with play-based learning activities which encourage social skills, following simple directions, and independent

bathroom skills, in addition to all major subject areas. While beginning academic learning is taught with introductions to colors, letters, shapes, and early literacy skills, in the earlier ages, social emotional development is emphasized.

At ages four and five we begin a stronger emphasis on learning with increased exposure to colors, shapes, phonemic awareness, phonics, writing, math, science, music, and art. Our curriculum is age appropriate and all children will have an opportunity to participate in hands-on activities that will provide excellent preparation for kindergarten.

Children, who turn five by October 1<sup>st</sup>, and may need an extra year of maturity, social emotional, or cognitive development, may attend our Explorers program. These classes do not repeat preschool or eliminate the need for kindergarten, but rather enhance learning skills. The curriculum is unique, and is focused on excellent kindergarten preparation. These classes are designed solely for children who have already completed a full preschool program.

All children will learn the Letterland Literacy curriculum. Letterland provides children with a basic knowledge of letter sounds with pictograms. Children will practice learning lower and upper case letters and follow this curriculum throughout their Little School years. The program provides children with an excellent foundation for their literacy learning. Students will all be exposed to the Learning Without Tears curriculum, which helps children to increase their 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.

## **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.

### **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 of 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.

### **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.

**Enrollment and Registration**

Children who enroll at Little School must be 2½ by October 1<sup>st</sup>, fully-immunized (unless an exemption form is filed), and completely potty-trained for our licensing requirements.

Although enrollment is open, limited space and staff requires program size restriction.

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. Teachers have a strong influence on where children are placed in classes for the following year. Every effort will be made to place siblings together on the same days. In the event that we have a 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 \$95 school supply 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.

All enrollment paperwork is due by July 1<sup>st</sup>.

**Class Days, Times, and Tuition**

2.5 year-old Program    Must be 2.5 by October 1st of the current year

M/W: 9:00am to 1:00pm	Cost: \$210.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$210.00 per month

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

M/W: 9:00am to 1:00pm	Cost: \$210.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$210.00 per month
M/W/F 9:00am to 1:00pm	Cost: \$295.00 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: \$295.00 per month
T/TH/F: 9:00am to 1:00pm	Cost: \$295.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$210.00 per month

Explorers 5-year-olds: Must be 5 between April 1<sup>st</sup> and October 1<sup>st</sup>

M/W/F: 9:00am-1:00pm	Cost: \$295.00 per month
M/T/W/TH 9:00am-1:00pm	Cost: \$375.00 per month

Our Explorers Program is our 5-year-old program for children who turn five between April 1<sup>st</sup> and October 1<sup>st</sup>, 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.

**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 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. A waitlist is available if a class fills for a specific day.

Fridays            9:00am to 1:00pm            Cost: \$30.00/ day

**Early Morning Drop-off**

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 insure that each child makes it to his/her own classroom each morning at 9:00am.

Any amount of time between 8:30am and 9:00am    Cost: \$2.50 per day

**Payment and Fee Policies**

**School Supply Fee**

In order to secure a spot at Little School for your child, a school supply 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.

**September and May tuition**

Advance September and May tuition is due with your enrollment paperwork by July 1<sup>st</sup> of the current school year. If all paperwork, including medical and immunization forms with current physician signatures is turned in by July 1<sup>st</sup>, families will receive a \$10.00 credit per child to be applied to October tuition. Families who register after July 1<sup>st</sup> will not be eligible for this credit

**Sibling discounts**

A 10% discount will be given off of tuition for a second child enrolled and 5% for a third child. Discounts will be taken off of the lowest tuition fees.

**Tuition Policies**

Automatic withdrawal is processed on the first of the month unless the first of the month falls on the weekend or a holiday. In that case, tuition will be processed the following business day. 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 10<sup>th</sup> of each month. A late fee of \$15.00 will be applied to your account on the 10<sup>th</sup> for any unpaid tuition.

**Additional fees**

Fees accrued through the month such as Early Drop Off and STEAM classes are due the following month with your tuition.

**Late pick-up**

In the event a child is picked up later than 1:10pm, a fee will be applied to your account of \$1.00 a minute after 1:10pm.

**Forms of payment**

Payment may be made using the Smartcare App or via check. Checking account withdrawal or credit card (additional fees apply) may be used through Smartcare.

**Cash**

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, a fee of \$2.00 will be added to your account to cover the fees Little School accrues. In the event of a bounced check, a fee of \$20.00 will be applied 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 and/or vacations will not receive a discount or refund of 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.

## **Medical and Health Policies**

### **Immunizations**

All children must be fully immunized or have an exemption form on file according to state law. If you have a medical or personal exemption, please contact the director, Ms. Kelly, to discuss this further. If you are on a delayed immunization schedule, a copy of the schedule will be requested in order to help us maintain compliancy with the state. Every child in our care must have a current, up-to-date immunization record or the proper exemption form provided. Children will not be allowed to start school if these items are not turned in by the first day of school.

To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of school during a disease outbreak.

### **Toileting/Diapering**

All children must be independently potty trained as we are unable to wipe children; however, we will gladly assist with clothing. Children will come to school in underwear, no pull-ups or diapers are allowed. The exception to this requirement is our one 2 ½ year old non-potty trained class.

### **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 and current.

### **Sunscreen**

The Colorado Rules and Regulations for Preschools and Daycares, require students to apply sunscreen on 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. If parents forget to apply sunscreen, Rocky Mountain Sunscreen will be available at the office to apply to their own child at school. With your written permission, teachers can apply sunscreen to your child on their exposed skin only.

### **Sanitation**

Little School is required to sanitize and clean 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. In some cases, children will vomit a second time. If your child has diarrhea three times in 24 hours, please keep them home.

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 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**

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.

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.

## **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 three food groups are required in children's lunches. We can provide water cups for children at lunch time. They are also welcome to bring clear juices, but no soda pop is allowed at Little School. 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.

### **Snacks**

Parents are asked to provide snacks for the entire classes on a rotational basis. Classroom teachers will assign parents a day to bring snack for the whole class. This is usually a fun day for your child as they often are line leader this day too. Each classroom has six to ten or twelve students. According to the Rules and Regulations of the state of Colorado, at least two food groups are required for each child at snack time. Your child's teacher will provide you with a container to carry the snacks, and a list of optional snack choices to bring. Drinks are not necessary for snack time. We provide children with water, and they get great practice pouring the water into their cups on their own.

### **Allergies**

We are very sensitive to food allergies in the classroom. 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](mailto: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).

## **Safety Policies**

### **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.

### **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 "Boo Boo Reports" will be filled out by both the lead teacher and 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.

### **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 of Little School
2. Ryan Canaday, Clergy St. Luke's United Methodist Church

## **Other School Policies**

### **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.

### **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:firstnamelastinitial@stlukeshr.com)

Conferences with teachers will occur twice a year. The first conference will occur in the fall and the second will occur in the spring. Conferences will allow parents to hear about their child's progress and receive data demonstrating how the child is doing academically, socially, emotionally, and behaviorally.

### **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.

### **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**

All preschool visitors 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. 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 if you need to enter the school.

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.

Visitors are always welcome to visit our classrooms and school, however, the identity and permission to visit the children will be verified by the administrative staff.

### **Parent volunteers**

Parents are encouraged and most welcome in our classrooms. Parents are encouraged to speak to the teacher regarding volunteering since volunteering policies are set by each teacher. We prefer that parents do not volunteer in the classrooms until after the month of September. This allows your child time to bond with their teacher and eliminate separation issues. Teachers will ask for parent volunteers on special occasions and for fun activities such as mystery readers. We ask that you sign in with the office and pick up a visitor nametag if you are there to help.

### **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-out information in order to take a child home. If you do not have the appropriate sign-out credentials, you will need to go to 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.

### **Clothing**

We cannot guarantee that the clothing your child wears will not come home with paint, playdough, or other materials 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) 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. It is recommended that you pack a pair of shoes in their bags in case they have an accident and their shoes get wet. We do not keep extra shoes at Little School.

### **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.

### **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 at the beginning of the school year and will be kept in the child's file. 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.

### **Cellphones**

We ask that cell phones only be used in the building at drop off or pick-up for checking your child in or out at a kiosk. Please do not use your cell phone in the parking lot while driving for the safety of all children and families. Teachers do not use their cellphones at Little School except for emergencies.

### **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 occasion with parents.

**Website ([stlukelittleschool.org](http://stlukelittleschool.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.

**Little School Office Hours**

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

**Church Office Hours**

Monday-Friday 8:30am-1:00pm and 1:30pm-4:00pm

**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](mailto: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 1<sup>st</sup>.

**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](mailto:kelly@stlukeshr.com).