



# PARENT HANDBOOK

## 2019 - 2020

### WELCOME TO OUR SCHOOL

This is an exciting time for children, parents and teachers. This is the time when many years of happy and successful school experiences begin. By teaching the whole child, differentiating for individual needs, and working closely with parents, we provide a safe learning environment where all children can thrive. Our main goal is to make school a positive experience and to instill a love of learning, to help your child learn and grow in the love of Jesus and to promote academic, spiritual, social and emotional growth in your child. We use a variety of different methods to engage and teach children such as: Orange Bible Curriculum, Core Knowledge, Singapore Math, Handwriting Without Tears and Frog Street. We strive to develop educated, confident, and caring children through the love of Jesus and are glad your child will embark on that journey with us.

We would like to thank you for choosing our program. We know what an important decision this has been for you. We look forward to partnering with you and your child during these early years. If you should ever have any questions or concerns, please feel free to stop by and talk with the Teachers and Director. We are here for you.

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PEPC Early Learning Center  
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Parker Evangelical Presbyterian Church  
9030 Miller Road  
Parker, CO 80138  
303-841-2125 church office  
For service times, calendars and other  
church information go to [www.pepc.org](http://www.pepc.org)

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## **ADMISSION**

In accordance with the Americans with Disabilities Act, PEPC Early Learning Center does not discriminate against children with special needs including exceptional, social, emotional, behavioral, physical disability specific or developmental needs. Parents and school administration will meet on an individual basis to determine the needs of the child and the center before verifying enrollment.

During the first month of enrollment the Director/Teachers will work closely with the child's parent and any other person(s) responsible for the child's growth and well-being. As needed, we will consult together to determine if we are able to adequately care for the child with our current staff. If we are unable to meet the needs of the child, we will give the parents time and assistance to find more appropriate placement. If your child has special needs, please indicate that on the registration form so that we may try our best to accommodate your child's specific needs.

PEPC Early Learning Center advertises in the public media in order to make openings known in the community. Children are admitted regardless of race, creed, color, sex and national origin.

When all spaces are full in the program, children are placed on a waiting list. When there is an opening, children from the wait list will be placed first.

It is our goal to meet the needs of every child, if we find we are unable to best serve the needs of your child we will meet together to make a plan that is in the best interest of your child.

### **Mom's Day Out (MDO) Admission Information:**

All children 6 weeks to 2 years old are accepted into the MDO program, as space is available. All children wishing to enroll in the Early Preschool classroom must be 3 years old by December 31.

### **Preschool, Junior Kindergarten and Transitional Kindergarten Admission information:**

To enter into the Preschool classes your child must be 3 years old by October 1.

To enter into the Junior Kindergarten classes your child must be 4 years old by October 1. To enter into Transitional Kindergarten classes your child must be 5 years old by December 31 (a year of Junior Kindergarten first). No exceptions will be made.

## **REGISTRATION AND FEES**

There is a yearly non-refundable registration fee of \$80 for one child or \$110 for the family. The registration fee is required to process your registration forms and reserve your spot.

A yearly supply and activity fee of \$90 is required per child that covers all supplies, in-house field trips and portfolios is collected in July. Outside field trips will be paid for as they occur.

## **TUITION**

Tuition is due on the first day of each month. To continue to offer low tuition rates we ask parents to pay with Tuition Express using their bank account or a Visa, MasterCard or Discover credit card. You can choose whether you would like the payment to be debited on the 1<sup>st</sup> or 15<sup>th</sup> of each month. Please note that returned payments will incur a processing fee.

Tuition is calculated to an even amount by averaging our expenses for 10 months to keep the rates predictable, therefore there are no discounts for breaks, holidays, family vacations or in-service days. We do not prorate for missed days due to illness, family vacations or other absences.

Please fill out the appropriate Tuition Express Parent Authorization Form for either Checking Account or Credit Card. Return the form with a voided check or your credit card number with the required information to the office to get the process started. Please specify which date you want your payment to be processed, either the 1<sup>st</sup> or the 15<sup>th</sup> of the month.

Tuition Express was designed with state of the art technology to make payments safe and secure. You can enjoy the convenience of regularly scheduled payments.

## RECORDS

All enrollment forms must be submitted prior to attending our program. **Medical forms must be signed by a doctor.** A copy of your child's immunization records must also be submitted by the first day of school. We are required by state regulations to have a current immunization card and the "*General Health Appraisal Form*" **updated annually**. Enrollment records are kept confidential and only the Director, Assistant Director, office administrator, school nurse and the child's teacher have access to them. The state requires that we have emergency contacts with complete addresses and phone numbers on file for your child. **Some children in the center may have an exemption and may not be fully immunized.**

## COMMUNICATION

Communication between parents and teachers is essential for the well being of your child. Please contact us immediately if you have any concerns about your child. The teachers are here to love the children and give them the best experience possible.

We:

- Email a class newsletter at the beginning of each month
- Email a school newsletter at the beginning of each month
- Have lesson plans posted by each classroom
- Are available to meet on an individual basis
- Have formal parent/teacher conferences twice a year for Preschool, Junior Kindergarten, and Transitional Kindergarten classes
- MDO teachers are available during school hours or by appointment

If an issue arises between you and your child's teacher, please address the issue directly with the teacher. Remember, we are on the same team and we all have the same goal of wanting the best for your child.

Let us know when there are changes at home that could affect your child's behavior so that we can best meet the child's needs at school.

## **PARENT/TEACHER CONFERENCES**

PEPC Early Learning Center offers conferences twice a year for students in the Preschool, Junior Kindergarten and Transitional Kindergarten classes. There is no school these days so that we can meet individually with each of you. Your children are welcome to attend the conference. If you are unavailable on a conference day the teachers will try to accommodate you before school or right after school another day. Feel free to talk with the teachers any time before or after school if you have concerns or questions.

## **PARENTAL PARTICIPATION**

We want to partner with you so your participation is very important. We have many days that teachers will ask for additional help in the classroom, along with some party and Parent Days. If you are not available, other family members or nannies are welcome to join us. An important part of parent participation is being aware of classroom activities. Please read both the classroom and school newsletters to stay up to date with all school news and events. Both are emailed on a regular basis.

## **WHAT TO BRING**

Dress children for fun and appropriately for the weather. Bring a backpack with a complete change of clothes including shoes with their name clearly marked on all items. If potty training, we recommend sending several extra sets of clothes. Parents or guardians need to supply diapers and wipes while your child is in our care. Also bring a clearly labeled nutritious snack, lunch and beverage. We are a nut-aware school, so please do not send any food containing nuts.

We want the children to have many experiences that will involve gluing, painting, water play, etc. Even though we buy markers and paints that say “washable,” some colors do not come out with regular laundering. We suggest wearing comfortable, durable clothes that are okay to get dirty and possibly stained. Our playground base is mulch, so please dress your children in tennis shoes so that they may be comfortable while playing.

The child’s name should be written on all clothing including coats and mittens to ensure the return of the items. We are not responsible for lost or stained items. There is a lost and found located in the lobby.

## **TOYS AND MONEY**

We request that all toys be left in the car or at home, with the exception of a comfort item. We also ask that all money and change be left at home. A note will go home with your child should the teachers have a Sharing/Show and Tell Day.

## **SNACK AND LUNCH**

Please bring a nutritious snack and complete child proportioned lunch including a drink and eating utensils. It is important for the children to have a snack that contains two healthy components such as: bagels with cream cheese, fruit and crackers, cheese quesadillas, half of a sandwich, celery sticks and cream cheese, vegetables, dip and crackers. **Please label all food**

**items and drinks clearly with your child's name and what meal the item is for (AM snack, lunch, etc.).** Lunch needs to represent one third of the daily nutrition needs of children, including protein, grains, fruit and vegetables.

Please remember that we may be eating over a carpeted area and the children need to bring foods they can eat neatly. We reserve the right to substitute foods that may contain nuts or foods that will not sustain children until lunch.

**\*\*\*We are a nut aware school. Please do not bring any products containing nuts; this does include all tree nuts\*\*\***

### **ALLERGIES**

We are a nut aware school. We serve no products containing nuts. We are also considerate of all other allergies; please bring them to our attention. We work diligently to provide a safe environment for all children. If your child has an allergy, please get the Allergy Information Sheet from the Director for you and your doctor to fill out.

Please bring exactly what the doctor writes on the form to school with the label attached and a spoon if needed. We will place the sheet, medicines and a picture of your child in a gallon size Ziploc to remain at school. The school nurse checks the medicines and forms monthly. Please talk with your child's teacher about the specifics of your child's allergy. Please supply the teacher with a small bag of safe treats your child may eat when they cannot eat the food supplied to the classroom. Please ensure that you and the teacher talk before party days about plans.

### **DISCIPLINE**

Teachers in the program are trained in what is developmentally appropriate for each stage and set clearly defined limits accordingly. Our goal is to provide children with the opportunity and skills to make good choices, function independently, and learn social skills through gentle, encouraging guidance so that all can enjoy a small group environment.

When a child needs help with their behavior, we use positive language to redirect and maintain a safe and structured environment for all children. Children are encouraged to take a break if the child needs to regain self-control and calm down so that a better choice can be made. The child may rejoin the group when they feel they can control themselves in the manner the teacher is asking of them.

Any form of physical punishment is forbidden in our program.

### **BEHAVIOR POLICY**

It is our goal to assist each child in adjusting to the daily structured activities in a group setting. If we find that a child is having trouble adjusting to this environment we will conference with the parents about adjustments and other strategies to make the day run more smoothly. We will team with you to determine the best environment for the best interest of your child. Children will be removed from the classroom if they become harmful to themselves or others. Every attempt will be made to successfully accommodate your child, but if it becomes apparent

that your child is not ready for our program, it may be necessary for your child to disenroll in the program.

### **WITHDRAWAL**

Thirty days written notice is required to withdraw your child from PEPC Early Learning Center. A full month of tuition must be paid. We do not prorate tuition when leaving the program.

### **REASONS FOR DISMISSAL**

PEPC Early Learning Center reserves the right to terminate services due to a parent's failure to adhere to school policies or procedures or when a child's repeated negative behavior or extensive needs prevent staff from providing a quality education to all.

### **HOURS OF OPERATION**

The PEPC Early Learning Center is open from 7:30-5:30 Monday-Friday. By choosing specific programming, your child can have full-time enrollment. Please check the yearly calendar to note when we are not in session.

The doors of the school open at 8:45am each day. The classroom doors open at 9:00am and it is important to have your child to school by 9:00am for consistency and so they can begin learning right at the beginning of the day. The teachers come early to prepare for the day and cannot take responsibility for children before 9:00am. Pick up begins at 12:45pm and ends at 1:00pm. At 1:00pm your child will be brought to the Director and a late fee of \$1.00 per minute per child is charged. We will start calling parents and emergency contacts at 1:10pm. If you are running late please call the Early Learning Center office at 303-865-7418 and let us know ASAP. We will check messages before we begin calling. If we have been unable to reach anyone on the list by 1:30pm we will contact the police for further instructions.

Parents must sign their children in and out of the program by using the computer system and by initially the sign-in/sign-out sheet at the classroom. It is vital that you sign your child into the class each time that you bring him/her to the program. By signing in you are legally placing your child in our care and give us responsibility for their safety. For pick-up and drop-off outside of these times please ring the doorbell as our main doors are locked.

For anyone other than the parents/guardians or people on your authorized pick-up list we **MUST have written permission** from the parents, including the new person's name with the legal guardian's signature. Please advise them to bring in their driver's license, as we will be asking for proof of identification. If we do not have written notice we will be unable to release your child. PEPC ELC programs will only release the child to the adult(s), to whom written authorization has been given. This information is maintained in the child's file.

### **BIBLE STORIES AND PRAYER**

We have daily Bible stories through Orange Curriculum and discuss how that story applies to our lives today. We also pray before all meals. The child's classroom has biblically integrated activities and developmentally appropriate academics. We strive to develop educated, confident, and caring children through the love of Jesus. We also have Chapel Monday and Tuesday twice a month.

## **SPECIAL ACTIVITIES**

On occasion we will have a special guest visit our school. Staff will always be with your children during special events or guest speakers.

## **BIRTHDAYS**

If you would like your child to celebrate their birthday with us, we will serve any store bought special treats you bring or we will send the treat home with the children. We prefer cookies or small ice cream cups or non-edible items. According to health regulations we are unable to serve homemade treats.

## **VISITORS**

All visitors must see the Director/Assistant Director for a tour and sign in on our visitor log; additionally visitors must wear a visitors badge while they are on the premises. Tours are given with a staff member escort. To observe the program, an appointment is needed.

## **WEATHER CLOSURE**

We follow the school closure schedule for the Douglas County Schools. If there is snow on the ground watch the local news channels, log onto [www.dcsdk12.us](http://www.dcsdk12.us), check our FaceBook page, our website: [www.pepc.org/elc](http://www.pepc.org/elc), or call 303-387-7669. Emails will be sent notifying parents of a delay or cancellation. We do not call the television stations to have our individual school put on the list of delays or closures. If Douglas County schools are delayed, we are delayed the same designated time and still end at 1:00pm and there will be no before care. If Douglas County Schools are closed then we will also be closed.

In the event of questionable situations involving severe ice, deep snow or poor visibility it may be necessary to close early. We will notify you to come and pick through email to pick up your child if we need to close early due to severe weather. There are no refunds or make up days due to weather closures.

## **MAKE-UP DAYS**

No make-up days or discounted tuition will be offered for time missed. Cases of extenuating circumstances (i.e. hospitalization of a child) will be taken into consideration in regards to a tuition discount. No make-up days are offered due to weather closures, vacations or other absences.

## **END OF DAY CLOSING POLICY**

After each child and parent have said good bye to the teachers, the teachers will confirm there are no children in the building. Before locking the doors the Director or lead teacher will check areas again.



## **STAFF**

Not only are our staff members professionally trained in Early Childhood Development and ready to deal with any challenge that might arise, but they are also dedicated to loving and nurturing each child as their own. All employees are trained in First Aid and C.P.R. and EpiPen administration. We also take an annual class on germs and the spread of illnesses called Universal Precautions. We sanitize every toy in the classroom weekly.

Staff members are informed of safety rules, special hazards, and commonly occurring accidents. Fire, tornado and lock down drills are practiced on a regular basis. They receive detailed instructions on evacuation procedures, use of fire extinguishers, and how to report an accident. We follow the Colorado Department of Human Services, Division of Child Care rules and regulations. All staff members have a great love for children and want the best for them. Staff members meet or exceed requirements for working in a class setting and have multiple background checks. Staff members receive 18 hours of continuing education every year through staff meetings and trainings we attend.

## **CHILDREN'S HEALTH**

To maintain the health and wellness of the children and caregivers, we accept well children only. If your child exhibits any symptoms of illness, we ask that you make other arrangements until they are well.

If your child has displayed uncharacteristic symptoms within the last 24 hours such as: skin eruptions/rashes, fever of 100°F or higher, decreased activity – droopy, tired appearance, irritable behavior, sore throat/swollen glands, runny nose/cough, eye drainage/discomfort, or other signs of illness, children should not attend school.

Your child may return to school after 24 hours of medication for the following conditions: Strep throat, infected skin eruptions (rashes), other conditions requiring antibiotics. In addition, if a child is being treated for Pertussis, they must be on antibiotics for 5 days before returning to school. Children must be fever-free (without the aid of a fever-reducing medication) for 24 hours before returning to school.

You child may return to school after 48 hours of being symptom-free for the following conditions: diarrhea, vomiting (related to viruses such as Norovirus).

## **MEDICATION**

We DO NOT give medication unless we have written authorization from your child's doctor. If we do need to give medicine, it must be in the original container with the label and the doctor's name and pharmacy number. We must have a "*Permission to Administer Medication*" form with a doctor's signature on file. We will place the medicine in a locked cabinet until the time it will be given. We are unable to administer any medication without all the previous noted

documentation due to state regulations. The parent may give medicine without all the previous documentation.

The exception is life saving measures, like an Epi-Pen. For us to administer an Epi-Pen, we must have the Epi-Pen in the original container with the label and the doctor's name and pharmacy number. A "*Severe Allergy with Permission*" form with a doctor's signature must be kept in the child's file. If an Epi-Pen has been administered we will call an ambulance first, and then the parents/guardians. A staff member will stay with your child even at the hospital until you arrive.

### **NURSE CONSULTANT**

PEPC ELC is in communication with a licensed Pediatric Nurse Practitioner with knowledge and experience in child health. The nurse helps with specific needs of the Early Learning Center programs and includes some of the following topics; training, delegation and supervision of medication administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development.

### **SUNSCREEN**

Students need to come to school with sunscreen applied. By signing your child in each day, you acknowledge that you have applied sunscreen to all exposed areas of your child's skin. Any child that is at the center longer than two (2) hours will have sunscreen applied to exposed skin prior to going outside. Sunscreen may be reapplied by a child over four (4) years old with direct supervision of a staff member per licensing regulations. Sunscreen will be applied according to manufacturer instructions. The center will provide and apply Rocky Mountain Sunscreen. If you do not want your child to use this product, a signed doctor's note with the type of sunscreen the parent will provide must be submitted to the office. Topical sunscreen is acceptable while spray sunscreen is not.

### **INJURY AND INCIDENT PROCEDURES**

The children are closely supervised at all times and every precaution is taken to ensure safety. Despite all efforts to caution and care for children, accidents do occasionally occur. In the event of such an incident, the staff will use appropriate methods of care and fill out an incident report. The original will be given to you and a copy will be placed in the child's file.

In the unlikely event of a major injury, the teacher and Director will assess the extent of the injury. If it is determined that the injury requires further attention, the parents or legal guardians will be notified and, if necessary, an ambulance will be called to transport the child to the hospital. A staff member will document all procedures and contacts attempted, complete with times. A staff member will continue to call the parents until they have been reached. Copies will be given to the parent/guardians and doctors. A staff member will stay with the child until the parent/guardians arrive.

## **EMERGENCY NUMBERS**

It is very important that we have the correct emergency contact numbers on file. A child can become suddenly ill and we need to be able to reach you immediately. We need multiple contacts in order to reach you in case of an emergency.

### **Emergencies**

Tornado, fire, and lockdown drills will be conducted on a regular basis to familiarize students with the appropriate procedures. If there is a tornado warning, children are escorted to the designated safe areas. If the fire alarm sounds, children are escorted out of the building to the specified safe locations. During lockdown drills, classes stay in their classroom with the door locked, light out and sitting quietly in the least visible corner of the room. Teachers take attendance immediately and remain with students at all times.

In the event that a child is lost, the office is notified immediately. The entire school building and grounds are searched. Parents are notified and police called if the child is not found within 10 minutes. A staff member then begins to search surrounding areas while waiting for parents and police to arrive.

In the event of a blizzard, when parents are unable to pick up the children, the staff will stay at the facility until the parents or guardians can pick them up safely.

## **OUTDOOR PLAY**

Each classroom is given 30 minutes of outdoor play on a designated playground. Children are not allowed to go outside if the temperature is below 32 degrees or higher than 90 degrees. We will not take the children outside during inclement weather.

## **POWER FAILURE**

Two flashlights are stored in each classroom in an accessible place.

## **Field Trips and Transportation**

The preschool classes will go on at least one fieldtrip per year. The parents accompany their children on field trips and are responsible for their own transportation. No staff member is allowed to transport students to or from field trips. Transitional Kindergarten will have scheduled Friday field trips for those students age 5 and older only.

## **LOCATION OF CHILDREN AT ALL TIMES**

To ensure the location of children at all times, the teachers will take roll two times during class time and will complete a head count several times during the day. When children are coming in from outside play, the teachers will count the number of children present to make sure all children are accounted for before going inside.

## **ABUSE AND NEGLECT PROCEDURES**

Childcare providers are mandatory reporters and are required by law to report any and all suspected child abuse or neglect. The staff member must notify the Douglas County Department of Social Services and local law enforcement agencies.

Any suspicion of abuse by a staff member must be documented and reported to the Douglas County Department of Social Services and the Director.

To report suspected child abuse, please contact:

Douglas County Department of Social Services  
Health and Human Services 303-688-4825

### **SUSPECTED LICENSE VIOLATION**

Complaints or concerns regarding the operation of PEPC ELC programs in regards to implementation of the Rules and Regulations for Child Care Center may be submitted to the Colorado Department of Human Resources, Licensing Division.

It is recommended that you initially take your concerns to the Director.

Colorado Department of Human Services  
Division of Child Care Licensing Division  
1575 Sherman St. Denver, CO 80203-1714 phone 303-866-5958

To look up PEPC Early Learning Centers inspections go to:

<http://www.colorado.gov/apps/cdhs/childcare/lookup/index.jsf> or ask the Director to see the inspections on file.

## **ELC Program Information**

### **Hours of Operation**

PEPC Early Learning Center meets Monday, Tuesday, Wednesday, Thursday and Friday from 9:00am. to 1:00pm during the school year. We offer Before Care from 7:30am – 8:45am Monday - Friday. We offer Extended Care 1:10pm – 3:30pm and Enrichment Care 3:30pm – 5:30pm. Each parent is given a yearly calendar highlighting special events and the days we are closed.

### **Tuition**

Tuition is figured on a 10 month calendar. Tuition is paid through Tuition Express using your checking or credit card information (we do not accept American Express). The tuition is calculated for the year taking into account average monthly expenses, holidays and breaks. Each month's tuition is due on the 1<sup>st</sup> or 15<sup>th</sup> of the month. A \$15 non-refundable fee will be charged to your account for declined cards, and a \$25.00 non-refundable fee will be charged to your account for returned checks.

### **Toilet Training**

Toilet training is easily accomplished when teachers, parents and children work together. Children learn toileting skills through consistent, positive encouragement from adults at home and at school. Children in a group setting will also learn from friends using the restroom.

If you have been working on potty training at home and feel your child is ready to begin potty training at school, please let us know so that there is consistency. When we are working with your children at school we look for these signs:

- Children are able to undress and dress themselves with minimal help.
- The child tells us they have to go potty or just going into the restroom.
- Being unafraid to go into the bathroom and sit on a different toilet.

Teachers take their classes to the bathroom after snack, before going outside and before lunch. Of course every child is able to use the restroom as needed and are reminded often throughout the day to go when newly potty training. When children are crying or refusing to go potty our policy is not to force them. When your child begins school we will invite you to take them into the restroom to make it a more familiar and friendly place.

## ***Mom's Day Out Specific Program Information***

### **Program**

It is the philosophy of our Mom's Day Out (MDO) Program that early childhood is a time for fun, warmth, security, exploring and discovery in a happy relaxed Christian atmosphere. The Mom's Day Out Program offers a structured day that includes many activities that help children learn how to interact with others in a group setting. We introduce letters, numbers, colors, shapes, art and science in age appropriate ways.

### **Classes**

[Infant and Early Toddler classes](#) meet Monday – Friday. We offer flexible 1 day, 2 day, 3 day, 4 day or 5 day a week programming.

[Early Preschool classes meet Monday-Friday. We offer 2 day, 3day, 4day or 5day a week programming.](#)