



# Parent Handbook 2020-2021

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### **PROGRAM GOALS/ AND STATEMENT OF PHILOSPHOY**

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, and 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.

### **MISSION STATEMENT**

We are spiritually hungry people seeking to turn from sin, become like Christ, and share God's transforming Word with the world.

### **PHILOSOPHY STATEMENT**

The philosophy of the Early Learning Center programs is to provide a safe, loving, Christian environment where children are known, loved and celebrated, are academically prepared for school, and are shown the love of Jesus Christ.

### **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.

**Infant and Toddlers Admission Information:**

All children 6 weeks to 2 years old are accepted into the Infant and Toddler 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.

**REGISTRATION AND FEES**

There is a yearly non-refundable registration fee of \$100 for one child or \$130 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 and 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/ WITHDRAWAL**

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. If you are planning on withdrawing, 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.

### **CONFIDENTIAL INFORMATION**

Parker Evangelical Presbyterian Church keeps certain information on file in regard to children, families, and staff, which can be considered personal in certain situations. Staff members are expected to keep this information confidential and not discuss or release it to anyone outside the preschool staff unless written permission has been obtained by both parties. Parents are also not allowed to use the Parker Evangelical Presbyterian Church Preschool directories, or any other resource provided by the school to contact any other families unless regarding school related information.

### **LUNCHES AND SNACK**

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 resealable bag 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.

### **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 inappropriate behavior or extensive needs prevent staff from providing a quality education to all.

### **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.

### **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 AND BIRTHDAYS**

On occasion we will have a special guest visit our school. Staff will always be with your children during special events or guest speakers. 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. Please make sure the special treats are individually wrapped. 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 visitor's badge while they are on the premises. Tours are given with a staff member escort. To observe the program, an appointment is needed.

\*Please note this has been adjusted for Covid-19, our tours are now given via video. Call the office to schedule one.

### **PICTURES**

Lifetouch photography comes in twice a year for us, once in the fall and once in the spring to take individual portraits of the children and become available for purchase. Teachers will also have the opportunity to take candid pictures throughout the year of their classroom and children's activities. Please fill out the form that is in your child's enrollment paperwork with your preference regarding the use of photos being taken of your child.

### **OUTDOOR PLAYTIME**

Our program includes several playgrounds that are fit for the children's age's. Children will be playing outside everyday unless the weather is too severe. If it is below 25 degrees, above 100 degrees, raining, lightning, snowing or if it is too wet outside, the children will be playing inside. There are rules for outdoor playtime:

1. Adult supervision is required at all times
2. Keep the woodchips on the ground and off the climbers
3. All equipment should be used appropriately (no climbing on top of the climbers, standing on swings, etc.)
4. Make sure all toys, buckets, shovels, etc. are in the playground side and off the climbers.
5. Clean up after yourself
6. Use common sense and be respectful of the equipment and playground
7. Have fun!!

### **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.

## **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.

## **PREVENTION AND 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).

## **SAFE SLEEP**

We follow all state guidelines outlined below:

In the infant room, soft bedding or materials that could pose a suffocation hazard are not permitted in cribs, futons approved for infants or other approved sleep/rest equipment. Soft bedding means, but is not limited to, any soft sleep surface like bumper pads, pillows, blankets, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diaper bibs, plush toys, and stuffed animals. An infant must be placed on his/her back for sleeping.

Alternative sleep positions for infants must only be allowed with a health care plan completed and signed by the child's physician. Swaddling of infants must only be allowed with a health care plan completed and signed by the child's physician. Each infant up to twelve (12) months of age who uses a pacifier must have the pacifier offered when being put down to sleep, unless the parent directs otherwise. All sleep/rest equipment must be safe, sturdy, and free from hazards.

### **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.

### **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.

## **LOCK OUT/ LOCK DOWN PROCEDURES**

Lock out/ and lock down drills are practiced with the teachers during school hours so that the children and teachers are aware of what to do in case of an event. There are two kinds of procedures that can take place.

Lock out: means something in the community around us is going on and we feel that we need more information on what is happening to define the situation. This can be directed to the school by the county or even the district. The students will remain in their classrooms and there will be no outdoor activities if this were to take place. Parents will be allowed to pick up their child(s) with approval via email or phone call.

Lock down: means that we have been contacted and advised to go on lockdown by an outside source. If there is an immediate threat outside or an active shooter on the premises we will go into an immediate lockdown. We have a formal procedure for if this were to occur, and all of our staff is trained on the protocol. Children who are in the outer classrooms with windows, will join the connecting classrooms. The doors will be locked windows will be covered and all access to the doors will be un-programmed until the threat has been eliminated. In the event of a lockdown, NO ONE WILL BE ALLOWED to pick up their child until the school is off lockdown. Our staff is fully trained in all the areas of the procedure and know what the expectation is and that your children is our first priority.

## **EMERGENCY PROCEDURES**

Parker Evangelical Presbyterian Church's telephone number is 303-865-7418. We have emergency numbers for the fire, police, parents, rescue unit, poison control centers and health departments available.

## **FIRE DRILLS/TORNADO DRILLS AND LOCK DOWN DRILLS**

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.

## **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. If the child arrives after the class has left for the field trip, the parent will be given instructions to the location of the field trip and notify the child's teacher upon arrival.

\*Please note due to Covid-19 we are no longer able to transport children. No field trip will be happening this school year.

### **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 regard to a tuition discount. No make-up days are offered due to weather closures, vacations or other absences.

### **END OF THE DAY CLOSING POLICY**

After each child and parent have said goodbye 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.

### **COLORADO SHINES**

Our preschool takes pride in our teaching staff. Each staff member has teaching credentials that make them exceptional teachers. We are currently at a level 2 in the Colorado Shines, Quality Early Learning program which is the early childhood initiative to have all schools strive for excellence.

### **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 Standard Precautions. We sanitize the entire classroom every day, with an electrostatic disinfectant machine.

### **TRANSITIONS**

Before school starts, we offer an open house event which allows parents and families to meet their teachers for the upcoming school year. In addition to that, you are able to register for summer camps and participate in the programs. This will also help your children feel comfortable around the teachers when they come in for the first day of school and have some familiar faces for them.

As children begin arriving in the mornings, look for some familiar faces outside and a greeting from your child's teacher. The children will have the opportunities to interact with kids in other classrooms during music and movement, recess, special events, Chapel, and summer programs. During these occasions, children get to move around and be around other children and teachers as well. This gives them the opportunity to be comfortable around everyone to allow a smooth transition the following year.

### **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.

### **MEETING INDIVIDUAL NEEDS**

Parker Evangelical Presbyterian Church will make an effort to accommodate for children with special needs in compliance with the Americans With Disabilities Act. Communication with the parents is essential in making sure we provide quality care. We encourage parents to submit their most recent IEP and keep us updated in the progress as well. If we feel that the child should be evaluated so they can receive extra help, we will make the recommendation to the parents.

### **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
- Infant and Toddler teachers are available during school hours or by appointment

PEPC ELC follows the teaching in Matthew 18:15. If an issue arises between you and your child's teacher, please address the issue directly with the teacher. If you are able to find a solution or resolution with the teacher please contact a Director 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.

### **ABUSE AND NEGLECT**

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 regard 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.

### **CHANGE OF POLICY**

Parker Evangelical Presbyterian Church reserves the right to change procedures and policies as needed, at any time with the proper notification to families and staff. All changes are reviewed and approved by the Advisory team.

### **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.

### **OPEN DOOR POLICY**

The school and church have always had an open door/ communication policy for everyone. Gossip is to be avoided as well as triangulation. Please use common sense and proper judgement when matters have not been outlined or communicated. Always ask questions for further clarification if there are concerns on a matter.

### **PARENT SURVEY**

We send out a yearly survey to parents to ask how we are doing as a school and how we can meet your needs with our program. This also helps us improve in areas and improve the quality

of the program. You never have to wait for a survey to let us know how we are doing; we appreciate all feedback.

## **INFANT AND TODDLERS SPECIFIC PROGRAM INFORMATION**

### **Program**

It is the philosophy of our Infant and Toddlers Program that early childhood is a time for fun, warmth, security, exploring and discovery in a happy relaxed Christian atmosphere. The infant and toddler program's 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 Classes: 6 weeks – 12 Months**

We offer flexible 1 to 5 day a week programming from 9:00am – 1:00pm.

#### **Early Toddler: 12 Months – 24 Months**

We offer flexible 1 to 5 day a week programming from 9:00am – 1:00pm.

#### **Early Preschool: 24 Months – 36 Months**

We offer flexible 2 to 5 day a week programming from 9:00am – 1:00pm.

## **PRESCHOOL AND JUNIOR KINDERGARTEN CLASS SPECIFIC INFORMATION**

### **Our Preschool Program**

The Preschool program is designed with the whole child's development in mind and offers each a variety of sensory experiences including art and music; physical movement to enhance their large and small motor skills; time for thinking, planning, and decision-making, questioning, listening skills, and opportunities for peer group interaction. These classes concentrate on letters, sounds, numbers, quantity, colors, shapes and many other concepts through a Biblically integrated in a variety of ways to make learning fun and hands on.

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

### **Our Junior Kindergarten Program**

Our Junior Kindergarten Program prepares children spiritually, academically and socially for a smooth transition into Kindergarten. The Junior Kindergarten Classes at PEPC Early Learning Center use Core Knowledge Curriculum and Handwriting Without Tears. We also use Orange Curriculum for our Bible curriculum.

Our goals for your child while enrolled in Junior Kindergarten are: Writing the letters A-Z (capital and lowercase), writing the numbers 1-10, knowing the calendar (names of days and months), weather identification, perception and developing observation skills, understanding opposites, sequence comprehension (patterns and relationships), character education (positive values and attitude development), and health (body awareness). To enter into the Junior Kindergarten your child must be 4 years old by October 1st.

### **Classes**

#### **Preschool class: 3-4 Year Old's**

3-day program is Monday, Wednesday & Friday -- 9:00 a.m. to 1:00 p.m.

2-day program is Tuesday and Thursday -- 9:00 a.m. to 1:00 p.m.

5-day program is Monday – Friday -- 9:00 a.m. to 1:00 p.m.

#### **Jr. K class: 4-5 Year Old's**

3-day program is Monday, Wednesday & Friday -- 9:00 a.m. to 1:00 p.m.

2-day program is Tuesday and Thursday -- 9:00 a.m. to 1:00 p.m.

5-day program is Monday – Friday – 9:00 a.m. to 1:00 p.m.

### **TRANSITIONAL KINDERGARTEN CLASS SPECIFIC INFORMATION**

Transitional Kindergarten is designed for children who have completed Junior Kindergarten, and/or whose birth dates are after the kindergarten cut-off. This program prepares your child to meet the kindergarten expectations set forth in the Common Core State Standards, but with increased expectations of student performance, additional levels of academic rigor and enrichment opportunities to create higher levels of cognitive reasoning and understanding.

Transitional Kindergarten bridges the gap between Junior Kindergarten and Kindergarten and will give your student the head start they need that will yield huge academic results.

This class will serve as an alternative class for children who are 5 years old by December 31.

#### **Transitional Kindergarten Class**

5-day program is Monday – Thursday with Friday Enrichment – 9:00 a.m. to 1:00 p.m.

## **COVID-19 AND HEALTH CARE POLICY**

The health and safety of our students and staff is of utmost importance to us. The following procedures are in compliance with both our licensing agency (The Office of Early Childhood) and Tri-County Health. We have also consulted with the Colorado Department of Public Health & Environment, ensuring this information is comprehensive with the most up-to-date restrictions, guidelines and suggestions for childcare centers in Colorado.

Parents are asked to wear masks and maintain the required 6-foot distance from one another when dropping off and picking up their children daily. Teachers will receive students one at a time at their outside door, taking the child's temperature and conducting a COVID-19 symptom check. Any child with a temperature of 100.4°F (38°C) or above, or any COVID-19 symptoms, will not be able to attend school until they are cleared per Tri-County Childcare Decision Tree guidelines.

Face coverings for children ages 3-5 years old are suggested. We ask that children wear them during the day if possible. If your child tolerates wearing a mask, please have them arrive in one and have a back-up mask in a bag labeled with your child's name. We follow the guidance of the Colorado Department of Public Health & Environment (CDPHE), "if the mask is creating discomfort or resulting in the child touching their face frequently, reconsider whether a mask is appropriate for that child. Also, if a child cannot remove the mask on their own, without assistance, even if they are over the age of 3, they should not wear a mask."

At this time, anyone with COVID-like symptoms will remain at home until the following has occurred:

- i. The student/staff member has been fever-free for 72 hours and their symptoms have improved in that time
- ii. If they have self-quarantined, they may return to school once at least 10 days have elapsed since their first symptom.

According to the Colorado Department of Public Health & Environment, a child needs to stay home and will be sent home from school when the following symptoms are present:

- A fever of 100.4°F (38°C) degrees or more
- Any COVID symptoms:
  - Cough
  - Sore throat
  - Shortness of breath
  - or if your child has had close contact with someone with COVID-19 or COVID-19 symptoms
- Additionally, the following symptoms
  - Sore throat (not caused by COVID-19)

- o Rash
- o Stomach pain
- o Conjunctivitis (pink eye)
- o Vomiting and/or diarrhea
- o Discolored nasal discharge

If a child gets ill at school, that child will be immediately removed from the classroom and will remain in the preschool office until they are picked up. They will remain at home until cleared to return per Tri-County Health requirements. Children need to be free of the symptoms not caused by COVID-19 for at least twenty-four (24) hours before returning to school. Some communicable diseases require a longer exclusion from school. If a child is unable or unwilling to participate in regular activities due to illness, parents may elect to keep their child at home that day.