



Preschool FAMILY HANDBOOK 2008-2009

DAYS AND HOURS OF OPERATION

Monday through Friday, except holidays and breaks – please see our complete calendar.

Please visit www.rmae.org for more information

Office Hours: 7:45am-3:30pm

Children's Hours: Arrival: 8:15am / Departure: 2:45pm

Physical Address

RMAE Preschool
2981 Bergen Peak Drive
Evergreen, CO 80439

Mailing Address

RMAE Preschool
c/o RMAE K-8 Campus
2959 Royale Elk Way
Evergreen, CO 80439

Contact Information

303-670-3447 x5 Preschool Office
303-670-3447 x 6 Preschool Messages
Fax number: 303-670-6930
Debbie Caruso:
dcaruso@rmae.org
Stephanie Woodward:
swoodward@rmae.org

Dear Parents,

Welcome to the Rocky Mountain Academy of Evergreen Preschool. For those of you who are not familiar with our program, I will first provide you with a brief history of the school, which I initially proposed in June of 2003. It opened the following September with the additional help of a group of parents and board members already affiliated with Rocky Mountain Academy. Following a future plan for the K-8 campus to open a preschool, an ever-strengthening support from the community allowed it to happen much sooner than anyone had anticipated. Within two years, the number of students increased from 28 to over 65, which includes both part-time and full-time enrollment. In order for the preschool to align itself with the Core Knowledge teaching methods implemented in the K-8 program, it is currently working towards achieving the "Official Core Knowledge Site Status," which is expected to be completed within the next two years. In addition to state-mandated early childhood training, preschool staff members are currently undergoing required instruction that specifically addresses the Core Knowledge curriculum.

The Core Knowledge Preschool Sequence will teach children the necessary skills to help them grow emotionally and socially, while also developing independent thinking and problem solving skills. Our literacy-rich environment, which includes a strong emphasis on oral language development, provides many learning opportunities that will encourage young children to develop an interest in reading and writing. There is also a strong emphasis in mathematical reasoning, orientation in time and space, scientific reasoning, music and movement, physical education, and visual arts.

Last year we successfully employed the Core Knowledge Assessment tool, ensuring that your child has received the highest quality of a preschool education. In addition, staff members wrote individual goals for each child and conducted two parent/teacher conferences, at which point a goal-oriented progress report was provided to the parent. This allowed us to better evaluate each student's performance and has provided us further insight into the individualization of each program. It has also taught us that maintaining a low student:teacher ratio is one way of ensuring a positive and productive learning environment. This upcoming year we will be offering Preschool programs Level 1, Pre-Kindergarten Level 2, and Jr. Kindergarten, which is a combination of Level 2 and the Core Knowledge Kindergarten curriculum. We will also begin teaching the Social and Peacemaking Skills curriculum in all grades, in which children will learn the universal "Stop & Think Problem Solving Steps": *Stop and Think, Good Choice or Bad Choice, What are My Choices or Steps, Do It!, and Good Job!* Please be assured that our staff members are very aware of the subjectivity of these topics and are dedicated to working with your children in a way that is consistent with the nurturing environment that is provided in your home. A meeting will be scheduled early in the school year to provide in-depth information on this program.

RMAE Preschool appreciates and encourages parent involvement. We invite you to become involved in your child's classroom and in any of the programs that are offered through our Preschool, PTO and Board of Directors. By supporting and becoming a member of the PTO, you are helping to provide funding for extra projects and activities that benefit all the children. We also host a variety of community building events and ask that you attend as many as you can of the following: Registration, Playground Clean-up, Open House, Lunch With Your Child and Teacher (new this year), Back-to-School Night, Visits to the Evergreen Life Care Center, Winter Holiday Program, Auction, Sock Hop, Scholastic Book Fairs, and the End of Year Celebration. In addition, all of our classrooms participate in numerous family-oriented celebrations throughout the year. These

are great activities to meet other families in our school, and ways to become involved in the Evergreen community. We look forward to seeing you around!

Thank you for making the choice to enroll your child at RMAE Preschool. We look forward to getting to know your family, and look forward to an exciting year. Each of our teachers and staff is committed to making sure that your child has the best experience possible in their early learning years. We also want you to know that we are here to support you in any way we can, and hope that RMAE Preschool offers a positive experience for you as well.

I hope you find this Family Handbook useful in answering your questions related to our school's procedures. Your comments are appreciated, and I encourage you to bring your concerns or questions to my attention at any time. I can be reached at the Preschool 303-670-3447 x5 or if you prefer to email me at dcaruso@rmae.org.

Thank you and have a nice day.

Sincerely,

Debbie Caruso
RMAE Preschool Director

A Jefferson County Charter Preschool

Statement of Purpose and Goals

Rocky Mountain Academy of Evergreen Preschool provides a holistic learning environment for young children. Teaching emphases are based upon the emotional, social, and intellectual development of each child. Our classrooms offer developmentally appropriate learning centers in a warm and friendly environment. Each day in the classroom includes some teacher-instructed activities, which promote individual encouragement to all children in achieving their goals. This approach exposes the children to a variety of choices so that our teachers can enrich and challenge all types of learning styles. Choices vary depending on the specific classroom and ages of children. Significant time is spent on reading, writing, language development, phonological awareness, mathematical reasoning and number sense, multi-media arts, dramatic play and storytelling, music, interactive science experiments, constructive play, sand/water, rice/beans, library instruction, outdoor play, nature walks, and field trips within and out of the immediate community.

Each child's progress is carefully monitored through daily observations by the instructor (s). Standards and expectations are high for each child. Progress is recognized and rewarded at each level of achievement. We strive to develop personal and trusting relationships between each child, parents, faculty and administration.

PHILOSOPHY

Rocky Mountain Academy of Evergreen Preschool seeks to provide a nurturing environment where all children develop a healthy, happy, and secure approach to living and learning. In our preschool program we meet the children's individual needs with love, patience, and understanding. Our staff strives to develop each child individually by recognizing and accepting their unique differences. Our program is designed to promote curiosity and discovery in a warm and inviting developmentally appropriate learning environment. The Core Knowledge Curriculum is used as the foundation for our learning environment. Children are encouraged to develop their personal capabilities, strengths, interests and learning styles. We recognize that the main component for success is self-esteem and self-confidence. Through this program our goal is to help children achieve these qualities. It is our responsibility to develop trusting relationships within our community. Our Board of Directors, Preschool Director, Director of RMAE, Faculty, Staff, and Parents work together to form this partnership in the development and education of each child who enters our school.

Admissions and Enrollment Procedure

We welcome all children ages 2-1/2 years old through 6 years old to RMAE Preschool. You may tour our facility throughout the school year and we will answer any of your questions regarding our facility and programs. Parent Visit Days are held the second Tuesday of every month. Please call our office at 303-670-3447 x5 to make an appointment.

Applications for enrollment are available through the Preschool office or on the RMAE website at www.rmae.org . Enrollment for the upcoming school year begins in December for families currently enrolled in our program, and Open Enrollment begins in January. Applications and a non-refundable processing fee are accepted throughout the school year and children are admitted if space is available. If it is determined upon reviewing your application that our program cannot meet any special needs your child may have, this fee will be returned to you without any obligation.

To enroll at RMAE Preschool, you will be asked to complete an Enrollment application, which includes a non-refundable processing fee. If you are enrolling for the upcoming school year, applications must be returned to our Preschool office by January 26, 2009, and our Lottery is held on January 30, 2009 for the upcoming school year. Priority enrollment is given to: staff children, students currently enrolled in the RMAE Preschool, and siblings of students currently enrolled in RMAE Preschool-8th grade. Following our Lottery, you will receive an Acceptance letter in the mail within 2 weeks informing you of your child's acceptance. If you choose to keep this spot, you are required to sign the Acceptance letter and include a non-refundable payment of 10% of the annual tuition, prorated from the first day of attendance to the end of the school year, payable by March 2, 2009. If we do not receive your signed Acceptance letter and the 10% non-refundable tuition payment by this date, your child's name will be removed from the roster. By returning the Acceptance letter and the 10% non-refundable tuition payment, you are securing your child's placement in our school. A packet of forms required by The Colorado Department of Human Services will be mailed to you the first week of June 2009. These forms must be completed and returned at Registration in August, (or before your child's start date if other than August). At Registration, you will receive a copy of the Preschool Family Handbook, a school calendar, total amount due by September 10th, and any other pertinent information related to RMAE.

Accountability for Children at All Times

There is a daily schedule posted on the bulletin board in the preschool office, and in every classroom. If the children are leaving the school property for a walk around the school or the class is going on a field trip, the office is notified in writing. Notification will include the following information: destination, departure and return times, teachers and parents who are accompanying the group, names of children, today's date, time, and teacher's signature. Teachers will also include such trips on their monthly calendars and in the classroom newsletters.

Supervision of Children – Children are under the direct supervision of the teachers and office staff at all times. Teachers and/or office staff accompany children at all times to the playground, and supervise children going to the bathrooms, around school property, and any areas outside the immediate classroom. Please reinforce with your child that they are never to leave the classroom without a teacher, or without notifying their teacher. This includes at the end of the day when parents have signed their children out. We ask that children never leave the building unless accompanied by an adult.

Alcohol, Drugs, and Controlled Substances

If a parent, caregiver, or authorized contact person of a child is suspected to be under the influence and intoxicated by alcohol, drugs, or a controlled substance at the time of pick-up, the teacher or office staff will talk to that person and suggest that he/she not take the child in the car with them. The teacher or office staff will be asked to call another person on the emergency call list and ask that another responsible adult come and pick up the child from the preschool. If the adult is persistent and takes the child anyway, the teacher or office staff will call the sheriff's office and notify them of the situation. The incident will also be reported to The Department of Social Services.

Allergies/Health History

Please make sure that any changes to your child's health history turned into the office at Registration are immediately brought in writing to the attention of **Stephanie Woodward, the Office Administrator**. She will provide any updated changes to your child's teacher. Health risks such as asthma, seizures, allergies, heat and sunburn sensitivity, and any other concerns must be reported to Stephanie. This is for your child's health and safety. Please do not communicate these changes to your child's teacher in a conversation. In order to make sure that no information is misunderstood, we ask that you go directly to Stephanie. Thank you.

Regarding **Health Care Plans**: We must follow health care plans according to the instructions that are written on the plan. We cannot deviate from the plan in any way. For example: if your child has a health care plan and it states that your child can only eat foods brought from home due to slight allergies, our teachers must follow that plan. If your child's health has changed, and the **Health Care Plan** no longer needs to be in place, or changes need to be made to the Health Care Plan, please see Stephanie and she will make the necessary call to our area nurse consultant and begin the process to make the change. Please do not verbally or otherwise notify your child's teacher. Stephanie will notify your child's teacher in writing.

Arrivals/Dismissals

Arrival: 8:15am –Please enter the school through the lower handicap entrance. We are **NOT permitted to use the upstairs entrance to Congregation Beth Evergreen**. The Preschool door will open at **8:15am**. Licensing by the Colorado Department of Human Services requires that a parent or designated adult must sign children in on a daily basis. The parent/designated adult must sign their child in each day, bring the child all the way into the classroom and make sure that a teacher has greeted the child and is aware of his/her arrival into the classroom. Be sure to leave an updated contact number on the sign-in sheet if you are unable to be reached at home. You are welcome to stay in the classroom until your child has transitioned and is comfortable.

The Preschool door will be locked at 8:45am. If your child arrives past 8:45am, please go directly to the office and sign your child in there. There is a “late arrival” sign-in sheet for this purpose. Your child will then be escorted to the classroom by either Jennifer (the Preschool Aide) or Stephanie (the Office Administrator).

Punctuality and regular attendance are important for your child's success in transitioning to the classroom environment. Late arrivals create disruption to the classroom and children are

uncomfortable entering the classroom when everyone is already engaged. Our morning activities are carefully planned to ease your child's transition into the classroom. Please arrive on time.

Saying Good-Bye

Regarding saying good-bye when leaving your child at school; research has shown that a child is more successful in school when parents actually say good-bye. Crying may occur, however, developing that bond of trust is critical at this age. Please do not sneak out of the classroom thinking that it will be easier for your child to adjust to school. Our staff is qualified and experienced working with young children and will be able to comfort your child. Your child's teacher will call you if your child cries or is unhappy for longer than **30 minutes**. At that time, you and your child's teacher can decide what is best for your child. If this is your child's first preschool experience, it will take time for your preschooler to adjust. Please do not get discouraged.

If the adjustment is difficult for you, and you are feeling sad and unsure, please let us know, and we will be happy to call you and let you know how your little one is doing. We've all been through this adjustment at some time in our lives, and we all understand. We want your child to be happy and to feel safe and secure – and we also want you to be happy, and feel confident that the decision you made to enroll your child in preschool was the right decision for your family.

Responsibility and Independence

To develop responsibility, independence and confidence, children are encouraged to carry their own belongings to school and put them in their cubbies. You are helping your child by encouraging him/her to take care of their own belongings. Please do not carry their backpacks, and everything else into the classroom. It is ok to help out, but it is important for your child to learn these skills.

Preschool “1” and “2”, and Pre-Kindergarten children are asked to use the bathroom in the downstairs hallway before entering the classroom. This helps prevent accidents when children are so excited and involved with activities in the classrooms. Children who attend the Jr. Kindergarten classroom can use the bathrooms that are located in the classroom.

DISMISSAL:

Dismissal: 2:45pm – Your child will be ready for dismissal at 2:45pm. Please enter the school through the Preschool entrance. You may enter your child's classroom to retrieve your child, or your child's teacher will be standing at the door dismissing children. Please sign your child out, and be sure that your teacher is aware that your child is leaving with you. This is for your child's safety, and allows for communication between parents and teachers. Please reinforce with your child that they are **never** to leave the school building without you. If you would like to spend time visiting or making plans with other parents, we encourage you to go to the playground, or outside the Preschool entrance. Your child is ready to leave the building by the end of their day. Taking them outside provides some unstructured play time, which is definitely needed at the end of their day.

Late Pick-up: Children who have not been picked up at 2:45pm will be taken to the preschool office, either by their teacher, or by Jennifer. If you arrive after 2:45pm, please go directly to the office and sign your child out. There will be a “late charge” of \$15.00 applied to your monthly tuition statement each time you are late in picking up your child.

I Have An Emergency – What Do I Do?

If you are running late due to an emergency, please call the preschool office so that your child can be reassured, and we know that you are safe. Upon your arrival, you will come directly to the office and then sign your child out in the office. We know that everyone has emergencies occasionally and cannot always be at pick-up on time. Under these circumstances, your late charge may be waived.

If We Do Not Receive A Call From You And You Are Late For Pick-up:

If you or any other emergency contact person has not called the office by **3:00pm** and the office cannot reach anyone on your emergency contact list and your child is not picked up at all, we will call the local **Police Department (911)** as well as the **Jefferson County of Colorado Department of Human Services (303.271.1388)**. We will then proceed with whatever course of action is required by the Jefferson County Police Department or the Colorado Department of Human Services. **Staff members are prohibited from taking your child home or driving your child to any other destination under these circumstances.**

Keep Your Child With You Once You Have Signed Your Child Out:

After you have signed your child out, please keep your child with you at all times. DO NOT allow your child to exit the building without you, especially when going into the parking lot. For your child's safety, please do not allow running around the school or CBE property. Please do not keep your car running or younger children left unattended in the car. Children are not permitted to run in the common space, jump on the couches and chairs, or run up and down the stairs to Congregation Beth Evergreen. PLEASE discuss this RMAE/CBE policy with your child.

“Attendance – Absence - Late Arrivals” Procedure

Please call the preschool office by **9:00am** to report your **child absent**. If no staff member answers the telephone, please leave a message on the recorder with the following information: child's name, date of absence, reason for the absence and the name of the person who is making the call. Please call each day your child is absent. These messages will be checked against our daily attendance forms. Our office will call the home of any child who is not accounted for on a daily basis shortly after 9:00am to ensure the safety of all children. An older sibling or the child who is sick cannot make the absence call.

If your child will be **arriving late** to school, please call the preschool office before **9:00am**.

If your child's class is **attending a field trip**, and you know your child will not be attending due to a doctor's appointment or other reason, please inform your teacher in writing before the field trip day. If your child is sick the day of the field trip, and your child will not be attending, please call the preschool office line as soon as possible or by **8:00am**, and leave a message for your child's teacher. This will allow enough time for the teacher to make other driver arrangements, or cancel a reservation, etc.

Back-to-School Night

Back-to-School Night will be held on **Thursday, September 4th from 5:30-7:00 p.m.** in the preschool common-space/Library area. All parents are encouraged to attend this very informative

evening. The evening is planned for parents only; however if child-care is not available your children are welcome to attend.

Behavior Policy

Our preschool program is based on the philosophy that children develop problem-solving skills early in life. We focus on educating and developing the “whole child.” Our teachers are dedicated to teaching the skills that will help children become more successful socially, academically, and behaviorally. This year our Preschool will be implementing the Universal Stop & Think Social Skills curriculum, written by Dr. Howard M. Knoff, PH.D. Students are taught to stop and think about how they want to handle a situation before acting, decide whether they are going to make a good choice or a bad choice, think about the steps they need to follow, or the good choices available to them for carrying out the good choice behavior, put their plan into action, and positively reinforce themselves for doing a good job.

The list of selected skills for Preschool children are:

- Listening
- Following Directions
- Using a friendly voice
- Turns, turns, turns
- Taking your turn (in a classroom or organized activity)
- Waiting for your turn (during a free-play activity)
- Class participation
- Answering a question
- Asking a question
- When you need help
- Asking for help (in your seat)
- Asking for help/interrupting (when the teacher is busy)
- Ignoring distractions
- Accepting consequences for bad choice
- Using brave talk
- Sharing
- Asking to share
- Agreeing to share

Our teachers will spend much of their time guiding their students through these steps. The children will use the “Stop and Think” steps more independently over time, and they will begin to verbalize some specific skills’ steps by the end of preschool. We will provide a safe and orderly learning environment where all children can learn.

Negative, Difficult Behaviors:

At RMAE Preschool your child will not be subject to physical or emotional harm or humiliation by anyone. Hitting, slapping, fighting, kicking, ridiculing, biting, teasing, or disrespectful words are not allowed.

If a child exhibits any of these unacceptable behaviors, the child's teacher will document the incident "Incident B" and inform the Preschool Director. This documentation will go into the child's file. The teacher will talk to the parent at pick-up at the end of the day. The teacher may also decide to call the parent and make arrangements for a meeting. If someone other than the parent picks the child up after school, the child's teacher will call the parent that evening on the telephone, instead of giving any report to that person. The behavior will be discussed and the parents and teacher will come to an understanding of what the expected behavior is and an acceptable timeframe in which to expect the behavior to change. Parents and teacher will also discuss reasonable consequences, and a behavior plan will be put in place if needed. Follow up with the parents will happen on a regular basis; whatever is decided between the parents and teacher.

If every reasonable attempt has been made by the teacher and parents to help the child who struggles with a negative behavior, within a reasonable amount of time, and there are no other alternatives, our school psychologist will be contacted to make an observation of the behavior. At that point, the Parents, Teacher, Preschool Director, and School Psychologist will have a meeting to decide the next steps to be taken.

The Preschool Director will expel or suspend a student in the event a child with a continuous negative behavior does not respond to intervention.

Calendar

- The **preliminary** school calendar will be available at registration on August 14th and August 15th. Please refer to it for important Preschool information. You will be notified as soon as possible when a change occurs on the calendar. **Changes to the calendar are kept to a minimum.**
- Your child's teacher will provide individual classroom calendars monthly.

Child Abuse and Neglect

One of the goals of our program is to build a partnership with parents to provide the most suitable environment possible for children. Our area nurse consultant or our school psychologist can provide resources and referrals to parents upon request. It is important for parents to be aware of Colorado law as it pertains to suspected child abuse and/or neglect. The RMAE Preschool is required by law to ensure prompt action to protect the safety of every child. The State of Colorado specifically names school officials and employees as persons required by Title 19 of the Children's Code to report suspected cases of child abuse and neglect. Any person who willfully violates these provisions can be prosecuted. Any school official or employee reporting in good faith is immune from liability, both civil and criminal, according to Section 19-3-309 of the Children's Code. In the event that abuse or neglect is suspected on any child, the **Jefferson County of Colorado Department of Human Services** will be contacted immediately. The **Jefferson County of Colorado Department of Human Services Child Abuse Hotline** phone number is: **303-271-4131.**

The following types of abuse must be reported.

- Physical Maltreatment – Any injury, which is the result of the actions of omission of caretaker.
- Sexual Maltreatment – Any sexual contact or sexually exploitive behavior involving a caretaker.
- Failure to Provide – Food, clothing, shelter or medical care necessary for a child’s growth and development, and to protect a child from harm.
- Failure to supervise – To provide monitoring, guidance structure, restraint, or disciplines necessary to protect a child from harm.
- Emotional Maltreatment – Acts of omission of an adult caretaker, which could be expected to retard or damage a child’s emotional development.
- Harmful Restraint and/or Control – Inappropriate use of restraint, isolation or mediation, which could harm or endanger a child.

Child Care/or Facility Complaints

RMAE Preschool will afford all of its students and families the opportunity to voice complaints and to have issues resolved in a timely manner.

- We ask that any complaint related specifically to your classroom, or teacher, is discussed directly with your teacher. It is our hope that both of you will come to a mutually agreeable solution.
- If the problem is not resolved to everyone’s satisfaction, the Preschool Director will meet with the teacher and try to offer suggestions on how to handle the problem. If the situation still is not resolved the Preschool Director will meet with the teacher and parents. If necessary, all parties will meet with the Director of RMAE for further recommendations. The Board of Directors will only be contacted if all previous contacts have been unable to solve the problem.
- If there is a problem with any of our Preschool staff, we ask that you go directly to that person and talk the situation over and try to come to a resolution.
- We ask that you please not call the RMAE Director or Board of Directors unless all attempts at solving the problem have failed.

The Colorado Department of Human Services, Division of Child-Care, 1575 Sherman Street, Denver, Colorado 80203-1714, or call (303) 866-5958 or 1-800-799-5876 should be contacted if this facility is not in compliance with the policies and procedures as stated by The CDHS.

Classroom Ratios

- Preschool “1”- 1 teacher: 8 children
- Preschool “2”- 1 teacher: 8 children
- PreKindergarten– 1 teacher: 10 children
- Jr. Kindergarten -2 teachers: 18 children
- Multi-age – 2 teachers: 18 children
- There is a full-time preschool aide available to assist in classrooms when needed.

Classroom and School Visits

While school is in session, any visitor to our Preschool, including parents of current students must ring the doorbell for admittance into the school by the Office Administrator or Preschool Aide. Please go directly to the preschool office and sign in. You will be asked to sign your name and the time of your arrival, and the reason for your visit. You will be given a name tag to wear during your stay in the preschool.

If you are coming to school to assist for classroom parties, show and share, or other classroom events, please sign in at the office. And be seated in the common space hallway. Your teacher will be notified that you have arrived, and when your teacher is ready, she/he will ask you to come into the classroom.

Parents are encouraged to visit the school at any time, however, please keep in mind that sometimes an unexpected visit (especially if your child is still adjusting to school), can be very disruptive for your child, and the whole class. We ask that you please call the office before just stopping by. We will do everything possible to honor your request, and we appreciate your understanding in this policy.

Clothing and Outdoor Play Clothes

Children should be dressed in clothing that is suitable for active and sometimes messy play activities. Please send your child in clothing they can manage; zippers, snaps, Velcro, etc. Please dress your child in clothing that is ok if it gets soiled during recess, art centers, and hands-on science experiments. You may send a change of clothes in your child's backpack. These clothes will be kept in the backpack, or in the classroom and used as needed.

Leather-soled slippery shoes, open-toed shoes, clogs, jellies, cowboy boots, and flip-flops are not safe for play on the climbing equipment on the playground, or even for inside recess, and relays. Please put a pair of Velcro or slip-on sneakers in your child's backpack for recess play.

Please make sure your child is dressed appropriately for the sudden mountain weather changes. Keep a pair of long pants, extra socks, long-sleeved shirts, hat, gloves, scarf, ec. In your child's backpack as the weather begins to change.

Excessively hot or cold weather conditions - In the event of excessively hot or cold weather, the students' outdoor playtime will be adjusted accordingly. Playground times may be shorter or involve different kinds of structured play activities to accommodate the conditions, or playtime may be moved indoors. During excessively hot weather, there will be drinking water and shade available to all the children at all times. If your child requires additional sunscreen, please inform Stephanie Woodward/Clinic Aide, and provide the sunscreen for your child to be kept in the office. Do not put the sunscreen in your child's backpack.

Communicable Diseases

Our staff will observe each child daily upon arrival to the classroom. It is the responsibility of our staff to observe children for common signs of communicable diseases or other evidence of ill health. A child who appears ill upon arrival in the classroom, after the parent has left, will be taken to the office. The clinic aide will take the child's temperature, and check for other signs of illness. If the

child has a temperature of 100 degrees and higher, green mucous discharge from the nose, hacking coughs, red eyes, achy muscles and headaches, the child will not be returned to the classroom. The parent or caregiver will be called and asked to come and pick up the child as soon as possible. It is our practice to try to keep all of our children in the Preschool as healthy as possible. We make every attempt to prevent the spreading of germs and ask for your cooperation and understanding in this matter. Please keep your sick child home.

When children have been diagnosed with any case of communicable disease such as: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the Preschool must immediately notify Jefferson County Health Department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of the children in our care.

We are obligated by Social Services to post a sign on our school door when there is flu, strep, lice, or any other contagious condition or disease at the school. The child's name **must** remain confidential at all times. Staff members are not permitted to release this confidential information to anyone.

Communication

Most communications will be sent home with children in their Thursday/Friday take home folders. There will be a weekly RMAE Grizzly Growl newsletter on our hall bulletin board. The Preschool will send via email a weekly Preschool Grizzly Cubs newsletter, and there will be a few hard copies at each sign-in table. The teachers will send home weekly, bi-weekly, or monthly classroom newsletters or updates via email or hard copy (if requested).

Please visit www.rmae.org for additional information and updates on the Preschool and K-8 campus.

Submissions for Thursday/Friday folder distribution must adhere to the following:

- Fliers must be from non-profit organizations unless RMAE will benefit financially from their profits. Mr. Lucas or Mrs. Caruso will determine if the potential profits to RMAE warrant inclusion in the Thursday/Friday folder.
- No fliers will be permitted in the Thursday/Friday folder from any organization with religious purposes or any organization, which excludes any groups from their membership.
- PTO sponsored fundraisers and Community-building events will be pre-approved by Mrs. Caruso, Preschool Director, or Mr. Ryan Lucas, K-8 Director.
- The Preschool Director must approve all fliers directly related to the Preschool before distribution.
- All copies must be made and brought to the Preschool office by 2:00pm on Thursday for counting and distribution to the classrooms.

Conferences

Teachers are available to talk with parents informally at any time. However, specific meetings are scheduled two times a year to have formal parent conferences. Teachers will update you on your child's social and emotional growth, academic progress, adjustment to the school environment, and ask you to assist them in setting appropriate individualized learning goals. We encourage all parents

to attend the conferences. Please see the school calendar for scheduled conference dates. You will be asked to sign up for a conference appointment in the classroom. If there is a noticeable concern before such time as the scheduled conferences, teachers will contact you for an appointment to discuss the concern.

Cubbies

Children's personal belongings will be kept in their backpacks. Each child will have a cubbie in the classroom or hallway to hold these items. Soiled clothing will be sent home in a plastic bag and placed in the child's backpack. Please be sure to check for this daily. Please replenish soiled clothing as necessary.

Curriculum

The RMAE Preschool teaches the "Stop and Think" Social Skills Curriculum, the Core Knowledge Preschool Sequence, and uses the developmental guidelines from the National Association of Education for Young Children (NAEYC). The curriculum is designed to facilitate many areas of development including:

- Physical Well-Being and Motor Development
- Movement and Coordination
- Social and Emotional Development
- Autonomy and Social Skills
- Approaches to Learning
- Work Habits
- Language Development
- Oral Language/Nursery Rhymes/Poems/Finger plays/and Songs
- Knowledge Acquisition and Cognitive Development
- Mathematical Reasoning and Number Sense
- Orientation in Time and Space
- Scientific Reasoning and the Physical World
- Music
- Visual Arts

What Will My Child Learn In Preschool?

- Your child will learn:
- To be away in a trusting, safe, loving and nurturing environment
- To work with teachers and groups of children
- To work independently and make choices
- To cooperate and share, solve problems and negotiate
- School rules, classroom limits and new routines
- To complete a task or activity and feel good about it
- To ask questions and seek answers with confidence
- To become independent and ask questions without being afraid
- To develop excellent language skills
- Reading, Writing, and Math
- To do science experiments

- How to imitate famous artists' work, and make many of his/her own creations
- Good nutrition and health practices, and much, much more!

A typical day at Preschool includes the following components:

AM

- Arrival Activities- Tub Time or Center Time
- Circle/Large Group Activities
- Snacks
- Small Group "Academic" Time; math, writing, reading, science
- Outdoor Play time
- Bathroom Breaks and Lunch

PM

- Story time
- Rest time or Quiet Reading Time
- Centers that include science, baking activities, arts, dramatic play; teacher and child-directed
- Music and Movement activities

When children are adjusting to their new school schedule and routines, one of the things that can happen when you leave your child the first few days of school is that he/she may cry or hesitate to enter the classroom. This is part of the normal development process of establishing an independent and autonomous existence, separate and apart from parents.

All children react differently depending on the child's personality and temperament. It also depends on the way the teachers handle the anxiety and the way in which the parents leave the classroom. This is not something to feel ashamed or embarrassed about. All normal, healthy children show this kind of behavior at initial separation. As children become more familiar with the teachers and the classroom environment, this type of behavior will suddenly stop.

It is helpful when children sense that their parents trust in the staff and the school as a safe and fun place to be. An overly long good-bye when a child is resistant often makes it more difficult for the child, parent, and teacher. When you leave, we will work on a one-to-one basis with your child until he/she feels comfortable enough to become involved with classroom activities. Some things that you can do to help your child adjust are:

- Upon arrival, help your child become involved in activities.
- Do not engage in lengthy conversations with your child's teacher. Your child may "sense" that something is wrong.
- Explain where you are going and when you will return, then calmly and positively say good-bye.
- Do not sneak out or disappear.
- Be patient. The adjustment will work out.
- Be sure to leave your child with positive statements such as "Have fun!" or "I want to hear all about your day when I pick you up!" Wave good-bye; give a kiss on the cheek, one last hug, then leave the room.
- Avoid statements such as "Be good today or behave yourself and listen to the teacher."

These types of comments can be perceived as negative. Remember that when you ask your child “What did you do today” he/she will probably say “nothing!” This is a very common statement. Young children enrolled in preschool programs participate in many activities in the course of their day. When parents pick their children up at the end of the day, it is not uncommon for them to remember only the last few activities or last moments of their day. As the evening progresses, children are able to recall events in more detail. Or you may be out shopping or visiting the park and your child will bring up something that occurred in school recently or even a week ago. Remember to ask your teacher if you are not certain what your child is expressing to you.

Donations

We welcome donations of almost any kind! Items thrown away (or recycled) are often used for all sorts of school activities. Please watch your classroom notices lists of donations needed during the school year. If you have any large items to donate, please see the office administrator for an in-kind contribution form.

Early Pick-up

We encourage scheduling appointments for doctors and dentists after school, at the end of the day, and on scheduled school closings. If this is not possible, we ask that you give a written note to your child’s teacher and to the office upon arrival in the morning.

Please follow the following procedure when you come to pick your child up early from school:

Ring the doorbell and Stephanie or Jennifer will unlock the door. Go directly to the office and sign your child out. Stephanie or Jennifer will go into the classroom and retrieve your child and his/her belongings. Please wait in the office or in the hall. Your child will be brought to you. Stephanie or Jennifer will write on the sign-in sheet that your child left early.

Please inform your teacher in advance if the appointment is scheduled for a day when the class is going on a field trip, so procedure can be decided.

Release of Children

Children will be released ONLY to persons authorized as indicated on our Child Information form that you completed at registration. Please inform the Preschool office in writing of any changes to this very important information. IF, ON AN EXCEPTION BASIS, A CHILD IS TO BE PICKED UP BY SOMEONE OTHER THAN LISTED ON THIS FORM, THE PRESCHOOL OFFICE MUST RECEIVE WRITTEN NOTIFICATION IN ADVANCE FROM THE PARENT. The office will notify the classroom teacher of this person, and the teacher will ask for a photo identification before the child is released in their care.

Why Do We Ask For A Photo I.D.?:

We ask for a photo identification; such as a driver's license, to make sure that the person picking up your child is who he/she says he/she is! Your child may recognize the person, but your child does not know whether or not that person is the one who has permission to pick him/her up from school. It is our responsibility to make sure your child is safe at all times. Please inform your friend(s) and remind them to take a photo id with them when picking up your child. Thank you for your understanding.

Emergency Only Procedure – Use of Security Code

If an emergency occurs which prevents an authorized person from picking up from school on time, and the parent has arranged for a person not listed on this form to pick up the child, the parent will then give this person the security code that was given to you at registration and call the preschool office to identify this person. To ensure the security of this emergency-only procedure, the previous security code will be invalidated after it is used and a new code must be assigned.

Procedure for Close of the Day

The teachers will verify that all children have been signed-out by a responsible adult on the attendance form. At the end of the day, this form will be placed in the office. If a child has not been signed out by the parent or caregiver, you will either be called to verify that you picked up your child, or you will be notified and reminded in writing to follow this procedure. This is for the safety of your child.

After all the children have been picked up at the close of the day, staff will check the premises to make sure that no child has been left behind. After staff has cleaned their rooms, lights will be turned off in the classrooms, back storage room, hallways, and the doors will be locked before the staff goes home.

E-Mail and Messages For Staff

Email: Staff

Each teacher and administrative staff has a separate e-mail address. The e-mail addresses consist of the first initial and last name of the staff member followed by @rmae.org (example: Tom Smith would be tsmith@rmae.org).

Email – Families

Communication by email is the best way to receive information regarding Rocky Mountain Academy Preschool -8th grades. Please complete the email address information and permission form at registration. We will utilize the email as frequently as possible for information from the school and the individual classrooms. We ask that you check your email every 1-2 days.

Messages For Staff

If you need to leave a message for any staff member at the preschool, please call (303) 670-3447 and press 5. You may leave a message at that time and the teacher will return your call during their break or planning time, at the end of their day between 3-3:30pm, or in the evening hours.

Emergency Procedures

An Emergency Procedures Plan has been formulated in the event of a fire, tornado, bomb threat, etc.), which involves the children and staff in our building. There is a copy of this document in the preschool office and each classroom. Staff members have been informed and trained on all procedures involving this plan. Evacuation, lock-down, and fire drills are held on a monthly and unannounced basis to acquaint teachers and children with the procedures.

Field Trips

The **Field Trip Permission** Form signed at registration authorizes student participation in excursions around the school property ONLY, such as a nature walk around the property, to Elk Meadow, the K-8 campus, a picnic lunch, and visits to the Life Care Center, or Elk Run Assisted Living Home. Please note that when a child will be participating in a field trip, which requires riding in a car and away from campus, you will be notified of each field trip, in writing, in advance. A signed permission slip pertaining to that field trip is required in order for your child to attend. Children and adults will be assessed a field trip fee when applicable. Payment of cash ONLY will be due in advance, unless otherwise indicated by your child's teacher. Unfortunately, in most instances, no refunds can be made for missed or re-scheduled field trips. Payment is generally required in advance and refunds are not granted. Children are required to wear their RED Preschool Field Trip t-shirts on all field trips. The t-shirts cost \$6.00 each and will be available after September 1st.

Field trips are generally scheduled within this range of distance: as far North as the Butterfly Pavilion in Broomfield, as far East as the Zoo and Museums at Colorado Blvd. and 20th Street in Denver, as far South as the Pumpkin Patch at Chatfield and C-470, and as far West as Idaho Springs.

If you arrive to school after your child's class has already left for the field trip, it is your responsibility to provide transportation to the field trip for your child. We cannot have a teacher remain at school waiting for late children or stay with those not attending a field trip. If you are unable to take your child to the field trip destination, we recommend you take your child back home for the day. Please inform the office of your intentions when you arrive late at the school.

Should a child be separated from their group during a field trip (or during any school activity) the teacher and/or parent volunteer will immediately begin an in-depth search for the child. If the child is not located within five minutes, the **Police** will be immediately notified to assist in the search. The **Preschool Director, Office Administrator, Child's Parents, and RMAE Director** will be immediately notified.

We want to assure you that the teachers take attendance on a regular basis to account for all children. Teachers are not permitted to have a group of children assigned to them on a field trip, because it is their responsibility to watch all the children. The teacher takes the student emergency

information and a picture of the student on all field trips. If there are not enough chaperones, a field trip will be cancelled.

Lost Child – A child is considered lost when:

- The child has left the classroom or playground without permission or supervision of the teacher or other responsible adult and is not immediately found.
- The child has been left behind at the school or on a field trip.
- The child has been left behind on a vehicle transporting children to and from the field trip.
- If a child is lost around school property, the Police or Fire Department and Parents will be called immediately. They will be informed of the circumstances. School personnel will follow directions from the police or fire department.

It is the teacher's responsibility to file an "Incident A" report if a child has been lost or for whom the local authorities have been contacted. The Preschool Director must be notified and co-sign the report. This report must be filed to the Department of Social Services within 48 hours. The original will be given to the parent, a copy will be put in the child's file, and a copy will be placed in the records book.

Younger or Older Siblings On Field Trips:

Sometimes older or younger siblings enjoy attending a field trip. If a parent attends a field trip with a younger sibling you may either meet your child's class at the field trip destination, or you may report to school and follow the other parents to the field trip. If you wish to have your child ride in your car, please let your teacher know in writing ahead of time. Not the morning of the field trip. Parents of siblings will not be counted as a chaperone.

Chaperones:

For the safety of all children, we **require** that another parent ride in a car transporting children. Staff members are not permitted to drive to field trips. If there are not enough volunteers to accompany the class, the field trip will be cancelled.

Driver's Information Packet:

All Preschool parents are asked to complete the driver's information packet at the start of school – even if you think at this time you will not be driving. This saves time on the day of a field trip in the event you are called upon to drive if a parent has to cancel at the last minute. The insurance information is kept in a confidential file in the office. All drivers must have liability insurance and have a valid driver's license. Drivers will be required to complete an insurance information form and read all driver guidelines. All cars used for field trips must be equipped with door locks, and have a seat belt that properly and safely secures the child's car seat or booster seat. Under no circumstance may a child ride in the front seat, or the "way back" rear-facing seats. No child will be permitted to ride in a car without a proper restraint. The Preschool complies with the Colorado Booster Seat Law (HB 02-1070), which states "**Children who are over 40 pounds are to ride in a child restraint (booster seat) until they are at least 6 years old AND at least 55 inches tall**"

Does your child need a booster seat? Take this test.

- Does your child sit all the way back against the vehicle seats back? Yes No
- Do your child's knees bend naturally at the edge of the vehicle seat? Yes No
- Does the shoulder belt cross between the neck and arm? Yes No
- Is the lap belt as low as possible and touching the thighs? Yes No
- Can the child stay seated like this for the whole trip? Yes No

If you answered NO to any of these questions, your child is required to use a booster seat to ride safely in the car. Kids like booster seats because they are more comfortable too!

Make sure your child's name is on the booster/car seat, and leave it outside the classroom on the day of a field trip.

Field Trips/Special Activities held at the Preschool

There will be times when the Preschool will host a visitor at the Preschool location. Visitors will present a topic related to our Core Knowledge Curriculum. For example: "Ranger Jody", during our bat unit, The Denver Mint during our money unit in Jr. Kindergarten, and others. Parents will be notified in advance, and parents will be asked to return a signed permission form stating that your child can participate in our special activity. All teachers will accompany their classes and remain with their class during the activity.

Field Trips/Traveling To and From

Parents are asked to drive to and from field trips in a caravan. Stay in the far right lane as close to each vehicle in the group classroom as possible. Please do not exceed the speed limit. Whenever possible, the classroom teacher should ride in the first car. Another parent will be asked to ride or drive the last car to ensure that all vehicles have safely arrived at the destination. If there is an accident, flat tire, misbehavior, etc. involving one of the cars in the caravan, please safely pull over to the first safe area to the side of the road, and call the teacher in the lead car. The teacher will call all the other parent drivers to inform everyone of what is happening. At that point, all vehicles should be pulled off to the side of the road. The teacher will call each parent driver when the situation is taken care of and let everyone know when they can resume.

Field Trip T-Shirts

We ask that all preschool children purchase the red field trip t-shirts. (Available after September 1st). These shirts cost \$6.00. Please pay cash. Every time we go on a field trip, even to the Life Care Center, the children will be asked to wear their t-shirts. An envelope will be sent home after the first week of school. If you purchased one last year, and it still fits, you do not have to purchase one this year. You may even want to donate it to a younger child in need.

If you are unable to purchase this shirt due to the cost, please see our Preschool Director. Your need will be held confidential and a shirt will be provided for you at no cost.

Health and Safety

RMAE Preschool is licensed by the Colorado Department of Social Services and inspected by the Colorado Department of Health. We follow all state regulations, which ensures the health and safety of all children in our care. In each classroom *hand washing, toileting, general facility cleaning and disinfecting, universal precautions, and medication administration* procedures are posted. Every member of our staff is trained in **Universal Precautions, Medication Administration, and CPR/First Aid**. Our Preschool Director and Office Administrator/Clinic Aide have received certification by the Jefferson County of Health Services and meet all Clinic Aide Health and Safety requirements.

Let's Keep Our Children and Teachers Healthy:

We ask that all parents follow the "Golden Rule of Health." Place yourselves in the role of other parents, and ask yourself, "Would you want your child exposed?" We encourage you to use your own judgment when sending your child to school however, we also ask that you consider the health and well-being of other children and our staff. One day spent at home while your child is in the contagious stage can prevent the spreading of colds, flu, stomach viruses, strep throat, etc. Please help us in keeping our school safe for everyone. Remember that if your child is not feeling well he/she is not going to have a good day at school.

- If a child arrived who is mildly ill and unnoticed, and his/her condition worsens as the day progresses, or your child becomes sick during the school day, your child will be taken to the preschool office immediately. The child's temperature will be taken and other questions such as: tell me what's hurting you? Are you warm or cold? Do you have chills? Does your head hurt? etc. will be asked. If your child's temperature is 100 degrees or higher, or if your child complains of a stomach ache, has all-over achy feelings, a bad headache, bloodshot eyes, green mucous coming from the nose, exhibiting excessive tiredness, etc., the parent/caregiver will be called to come and pick the child up as soon as possible. Your child will not go back into the classroom.
- We ask that you trust our judgment when deciding whether or not your child should be sent home.
- If your child was sent home with a fever he/she may return when there has been no fever (without medication, Tylenol, ibuprofen, etc.) for a full 24-hour period.
- If your child was sick with vomiting and diarrhea he/she cannot return to the classroom until 24 hours have passed without having any more occurrences.
- We ask that you *please* keep your child home until recovered past the contagious stage.

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The sick child will not be allowed to return to school until the period of contagion has passed. Children's confidentiality will be maintained at all times.

Health Statement:

Each child is required by state regulations to have **on file:** a health statement signed and dated by a physician who has seen the child within the last 12 months. This statement must include the child's current health status and a record of up-to-date immunizations. If a child's health care summary is not complete at the time of registration or within **thirty (30) days after August 25th or August 26th** your child will be excluded from the preschool program until the health statement is complete. There will be no reimbursements made regarding tuition if your child misses school due to incomplete required paperwork.

What If My Child Has A Medical Emergency During The Day?:

In case of a medical emergency during the preschool day, any trained staff member will administer first aid. Stephanie will notify the parent or authorized adult immediately. If medical attention is required, Stephanie will call 911 and notify the local medical authorities. The parents and/or medical authorities will then decide if the child needs to be transported to the local hospital. Your child may just require treatment at the preschool, depending on the severity of the illness or injury. Stephanie will complete an "**Incident A**" report. The original will be sent home, a copy will be put in the child's file, and a copy will be put in the recording book..

Immunizations

A "**Certificate of Immunizations**" or approved "**Alternate Certificate of Immunizations**" must be on file at RMAE Preschool the **FIRST** day your child enters the assigned classroom. There is **NO** grace period allowed. It is also RMAE Preschool policy that we will accept children who are non-immunized. Parents must sign the statement, verifying that you refuse immunizations and state the reason why. A notice will be posted when there are non-immunized children in our preschool, however, the specifics and name of the child will be kept confidential.

Incident Reporting

"Incident A"

In the event your child was involved in an accident, injury, or classifies as a lost child, while your child is at school, an "**Incident A**" report will be completed by the staff member who witnessed the incident. The "**Incident A**" report form must be signed off by (1) Stephanie Woodward/Clinic Aide, or (2) Debbie Caruso/ Preschool Director, in the event Stephanie is absent that day. The original will be sent home to the parents, a copy will be placed in the child's file, and a copy will be placed in the records book.

"Incident B"

An "**Incident B**" report will be completed if a child is involved in issues related to social and emotional behavior. The report will be completed by the child's teacher. If a particular behavior happened while the child was in the supervision of another adult, that other adult will co-sign the report. This report will be placed in the child's file in the office and a copy made to be kept with the

teacher's files. The teacher will inform the parent at the end of the day, or a telephone call as soon as possible.

Inclement Weather-Snow Days-Emergency Closures

RMAE Preschool will follow the same snow day schedule as RMAE and Jefferson County Public School R-1 District. However, there may be occasions when the mountain schools will close while other areas do not. This can be due to more adverse weather conditions in our mountain community. RMAE administrators consider the safety of those parents and staff who drive a considerable distance to school. If the weather conditions ever jeopardize their safety, a decision to close the school may occur. We appreciate your understanding concerning this matter.

If severe weather conditions, or some other emergency requires that RMAE and the Preschool close for the day, please tune into the following stations for announcements and updates: Beginning at 5:30 am and throughout the morning hours, stay tuned to **KHOW 630, KOA 850, KYGO 98.5, KOSI 101.5 FM, KBPI 105.9 FM, and KOOL 105.**

School closures will also be announced on the following television channels: **KCNC (4), KMGH (7), KUSA (9), and WB2 NEWS.**

If we are having a heavy snowstorm during the school hours, we may need to close early to allow each child to get home safely. We will activate the class phone trees. If we have not officially closed the school, and you would like to pick your child up early, you may do so. Just come to the preschool when it is convenient for you, and sign your child out in the office and the classroom. Go to the preschool office, and Stephanie will retrieve your child and belongings.

Please leave the telephone number where you can be reached if it is different than what is on record.

Lost and Found

Items left behind are in a box in the common space. Please check periodically for items your child may have lost. All unclaimed items are donated to charity before the winter break, spring break, and at the end of the school year. **PLEASE LABEL YOUR CHILD'S CLOTHING AND BOOTS!** *Labeling will reduce the amount of lost articles.*

Lunch and Snacks

LUNCH:

Children are asked to bring a lunch from home. Since lunches are stored in your child's cubby, please provide foods that will not spoil in the room temperatures or include a freezer pack to keep the food cool.

The Preschool will offer 6 days each month for our Hot Lunch Program. You will be given a schedule and order form at Registration. You are not obligated to participate in this program. Hot lunches are \$3.50 each.

SNACK:

Our teachers will make up a monthly snacks schedule. You will be assigned one or more days each month, depending on the number of children in your class. Your teacher may even pre-assign your snack. Please remember that social service regulations require that a protein, fruit, dairy and carbohydrate be served at each meal.

If the date assigned to you is not convenient, please call another parent on the list and switch the date. If you are celebrating your child's birthday, please talk to your classroom teacher to determine what works best for the class schedule. Treats such as, fresh fruit, yogurts, muffins, etc. are recommended. Sugary treats are **strongly** discouraged.

Mailings – DIVORCED OR SEPARATED PARENTS

Occasionally school communications are mailed to the home of each child. If parents are divorced or separated, it is the responsibility of each parent to inform the teachers and the office of the proper mailing procedures. This also applies to classroom communications, email communications, etc.

Medication

For your child's safety, please do not send over-the-counter medications to school with your child. It is against school policy. All medications whether a prescription from a physician or an over-the-counter medication, requires the parent's signature and a physician's signature. For example: cough drops, Tylenol, children's vitamins, chapstick, sunscreen, ointments, or any other products of a health/medical nature CANNOT be given to the child without the parent and physician's signature. If such medication is brought to school, it must be given to Stephanie/Clinic Aide in the preschool office. It cannot be kept in the child's pocket or backpack. The parent must complete a Jefferson County Public School MEDICATION AGREEMENT FORM granting permission. The form must then be given to the physician with explicit directions for dispensing the medication. All new medications require a new MEDICATION AGREEMENT FORM to be completed. (Forms are available in the Preschool office). All medications will remain in the Preschool office in a locked container and will be administered only by trained personnel.

If your child has been prescribed a controlled medication which is to be kept at the school, it must be accurately labeled by the pharmacist with the following information: name of student, name of prescribing physician, name of medication, dosage and the time the medication is to be administered. The labeled container must be brought to the school by the parent, or other responsible caregiver, and hand delivered to Stephanie Woodward/Clinic Aide. If an over-the-counter medication is to be administered, it must remain in the original container. Medicine that has been removed from the original container cannot be administered and is not permitted to remain on the school property.

Open House

“Open House” will be held Thursday, August 21st, and Friday, August 22nd from 1-3pm. This visit offers you and your child the opportunity to meet the teachers, see the classroom, and meet other classmates. You may also bring your classroom school supplies to Open House or if you prefer, you can bring them the first day of school.

Parent Confidentiality and Volunteer Agreement

Thank you very much for the time you invest as a volunteer at RMAE Preschool. Many educators believe that any school’s greatness is often measured by how much parents are involved in their children’s education. Certainly by that assessment RMAE overall would rank quite high. We are asking that our preschool families donate 10-15 hours this school year. These hours can be served in a variety of ways; field trips, snack helpers, classroom parties, planning and helping with special events, paper cutting, photocopying, project assembly, committee involvement, attendance at a PTO or monthly Board meeting, helping with the Scholastic Book Fair, washing toys or dress-up costumes, or assisting with our field trips to the Life Care Center and Elk Run Assisted Living Apartments. These are just some of the ways you can volunteer. There are many more opportunities that await you.

Charter schools receive limited funding so our volunteers are very important to our success. Volunteering at your child’s school serves many purposes including direct benefits to your child and teacher, offsetting operational costs of the school, and helping us to qualify for various grants. Only our tuition and fundraisers fund RMAE Preschool. We could not have the school we have today without the extraordinary hours parents and staff have put in over these past years. Thank you for everything you do for us!

Because of your support we often have parents working with confidential student information, which is in part the impetus for this agreement. Your understanding is very much appreciated.

As a parent-volunteer for RMAE and the Preschool I agree to abide by the following expectations pertaining to any information discussed, viewed, or observed at the school.

- I will not discuss any child’s behavior, records, or personal situations with another parent or person outside of school faculty.
- I will go directly to the appropriate teacher or staff administrator with questions.
- I will not act as a school official towards children when it pertains to discipline, or any other behaviors, unless another child’s safety and well-being is jeopardized.
- I will not let my personal opinions interfere with how I treat individual children at RMAE Preschool.
- I will only bring siblings to the classroom if prior arrangements have been made with the classroom teacher and ratio requirements are not violated.
- When I volunteer in the classroom I understand that I must follow the classroom teacher’s guidance on working with children/and which children I work with.
- I understand that I will work with my individual teacher and schedule my volunteer time accordingly.

- I understand that I am being asked to volunteer 15 hours per school year in the RMAE Preschool.
- I understand that if I have children in RMAE elementary or middle school that my volunteer hours may be applied to the 60-hour elementary / middle school requirement.
- I understand that it is my responsibility to document my hours in the binder in the classroom.

This above form is available with your registration packet. Please sign a copy for retention in your child's file.

Parent/Teacher Organization (PTO)

RMAE enjoys *outstanding* involvement from parents in many ways. The PTO provides extra programs, projects and activities, which otherwise we would not have. Our PTO is a leader in organizing volunteers and supporting special projects and fundraisers for our school. Please become a member of this very important organization. Cost is \$25.00/year. This entitles you to receive a school-wide directory and you will receive a RMAE water bottle. Our Preschool PTO Board Vice President will keep you informed of the many opportunities in which to be involved. Please also check the RMAE web site for updates and information.

Parking

Please park in the designated parking spots in the parking lot while visiting the school. Please do not park in the handicap parking spaces, unless it pertains to you, and do not park in the space directly in front of the school. This is a FIRE ZONE. We are required by the Fire Department to keep this space open for emergencies.

Parties

There will be several classroom celebrations throughout the school year; such as Halloween, Thanksgiving, Winter Holidays, Valentine's Day, end of year, etc. Your teachers will plan these events, and ask for parent volunteers to initiate the plan. Your attendance and participation in these activities is appreciated.

Personal Belongings

Please discourage your child from bringing toys, money or candy from home. Toys are easily damaged or lost and sharing is often difficult for younger children to understand in a classroom setting.

*This rule does not apply to a rest time toy. We ask that you honor your teacher's request.

Is My Child Stealing?

Sometimes during our center time small toys are put into pockets and then forgotten the rest of the day. Children at this age DO NOT “steal” toys, but occasionally bring them home accidentally. If you find any toys in your child’s pocket, do not be alarmed; just return the toy the next day.

As part of curriculum there will be times when a teacher may request items be brought into the classroom from home. They will be returned home at the end of the curriculum unit or at the end of the day.

Pets

Respecting that some students have allergies and are fearful toward dogs and other animals, and in the interest of overall health and safety, please do not bring pets into the school building when you are dropping off or picking up your child from school. The only circumstances under which you may bring your pet to school is if you have made special arrangements with your teacher for show and share, or another special event in the classroom or school which has been pre-approved by either your classroom teacher or the Preschool Director.

Playground Safety

Following are the playground safety rules:

- No throwing of rocks, sticks, wood chips, sand or dirt.
- Toy play weapons are not permitted on the playground or school grounds.
- We ask that closed-toed shoes be worn at all times. Children will be asked to change into closed-toed shoes if they arrive in the morning with sandals, jellies, etc. If the child does not have closed-toed shoes, the teacher may have to restrict certain play activities while on the playground. Children cannot run and play on climbing equipment when wearing certain types of shoes.
- Fighting, pushing and shoving are not permitted.
- Use the playground equipment safely and properly.
- Look out for each other and help to keep each other safe.
- No child can be on the playground without an adult.
- Please put all toys, balls, and riding toys back into proper storage designated by the teachers before leaving the playground.
- Children are not permitted to leave the grounds without an adult.

I Have To Pick My Child Up Early And His/Her Class Is At Recess:

The Department of Social Services requires that all children be dismissed and signed out from the classroom. If you must pick your child up early and the class is on the playground, please go to the Preschool office, sign your child out in the office and classroom, and Stephanie or Jennifer will go to the playground and retrieve your child and bring your child to the office to meet you. Please call in advance.

Rest-Time

The Department of Human Services requires a rest or quiet time for each child in our program. Mats are used in all grades. Please make sure your child has a crib sheet or a small blanket to cover the surface of the mat. Please bring a blanket that is no larger than a crib size blanket. Your child may also bring a small crib size pillow, and a stuffed toy for rest time. Depending on individual classroom storage limitations, you may be asked to take these items home daily, or there may be room to store these items at school. Your child's teacher will let you know what works best for their classroom. Our teachers will provide at least 30 minutes of rest or quiet time every afternoon. If your child requires a longer period of rest time, please discuss this with your child's teacher.

Schedules and Special Activities

A daily schedule is posted in each classroom. The activities and blocks of time are suitable to the needs of the children. Outdoor recess is scheduled daily. In the event the weather is excessively hot, cold, stormy, or windy and the children are prohibited from going outdoors, indoor recess activities will be planned.

In the event a special activity takes place away from the preschool, it is the responsibility of the teacher to verify that all persons accompanying the children understand their responsibilities and they are actively involved in the supervision and care of the children. (Field Trips, field day), etc.

It is the teacher's responsibility to ensure that any time the children are using equipment away from school that everything is safe, in good repair and that there are no environmental hazards to cause danger to participating children.

Special Needs Services and Procedures

Rocky Mountain Academy of Evergreen Preschool is part of the RMAE K-8 Jefferson County Charter School system in the Jefferson County School District. The Preschool will only accept children with disabilities if the school can meet the educational and individual needs of the child. Special needs will be reviewed by the RMAE Special Education team to determine whether or not RMAE Preschool can provide services, or whether to refer the need to Child Find with the Jefferson County School District. Your child's teacher will let you know if any special need is recognized. If a need is recognized, the Preschool Director will be informed and a meeting will be scheduled to include the following team:

1. The Parents, Child's Teacher, Preschool Director and a representative from our Special Education team will meet to discuss the child's needs to determine if RMAE can service those needs.
2. If RMAE cannot meet the needs identified by the team listed above, a recommendation will be made to follow the procedure in Jefferson County Intervention Services, or you will be referred to other private services.

Spirit Day and Spirit T-shirts

Spirit Day T-shirts are available for purchase from the PTO. Children are asked to wear these t-shirts on the Spirit/Hot Lunch Days that are scheduled on the Preschool calendar.

Student Directory

All Preschool families will be given a list of children enrolled in their child's classroom by the start of school. The PTO produces a Preschool-8th grade student directory, which is available to all families who join the PTO.

Sunscreen / Bug Spray

All parents must sign the authorization form at registration granting permission to apply sunscreen with SPF 15 and bug spray with 10% deet to your child by the teachers. If your child requires sunscreen more regularly, please apply sunscreen to your child before you bring him/her to school. Also, please notify Stephanie Woodward/Clinic Aide in writing if you want additional sunshine applied to your child before participating in outdoor activities. Give Stephanie the sunscreen and label it with your child's name.

Supply List

Individual grade supply lists are included in the Registration packet, are available at Registration, and are on the RMAE website.

Television/Video Viewing

Television and video viewing are not a part of the regular school day. However, occasionally children may have the opportunity to watch a DVD or video specifically designed for the interest and benefit of children. You are asked to sign a permission slip at Registration giving permission for your child to watch a video or DVD. You will be notified in advance by your child's teacher if a video or DVD will be shown. If you do not want your child to watch the video or DVD, we ask that you please keep your child at home during that time. Your teacher can let you know what time the DVD or video will be shown. Teachers will be present the entire time the students are watching the video or DVD.

Toilet Training

We require all children to be potty trained or "well on their way" upon entering our preschool program. Diapers and Pull-ups are not permitted; your child must be wearing some variety of cotton "big kid" underwear. What we mean by "Well on Their Way" is: your child understands the "feeling" of when he/she has to go to the toilet! (*before going in their pants*). Mrs. Lozano will work with your little one to learn how to pull their pants down, how to stand next to or how to sit on the toilet, and how to pull up their own panties, pants, and pantyhose! Mrs. Lozano is excellent at teaching these new skills to little children. She gives continuous positive feedback, sticker rewards, and lots of pats on the back. She believes that potty training is a huge self-esteem builder and she gives a lot of love and attention to each individual child who is still in this process. This is a huge step in developing independence, and this is definitely a priority in her preschool classroom. Please express your questions or concerns to Mrs. Lozano. She will be happy to talk to you about her techniques.

Occasionally there will be an accident. Children in Mrs. Lozano's class are asked to please send two changes of the following to be kept at school: Underpants, socks, and outerwear. That can include shorts, pants, or leggings and dresses. Put these items in a zip lock bag with your child's name on it and bring it to Mrs. Lozano at Open House or by the first day of school.

All other children are asked to bring in one change of clothes. If clothes are soiled, they will be sent home and you are asked to replenish them the next day your child attends school. Please check your child's backpack daily.

Tuition

Our annual budget is based upon two non-refundable payments: 1) an application fee payable when the enrollment application is submitted. 2) An Acceptance Deposit equal to 10% of the annual tuition, prorated from the first day of attendance to the end of the school year, payable within 10 days after issuance of the acceptance letter. The remaining 90% of the annual tuition is billed in accordance with the payment plan (monthly, quarterly or annually) elected at the time of registration.

Tuition Payments

Your tuition payment is due the 1st of each month with a grace period of 10 days. Please drop your check in the *Tuition* Box on Stephanie Woodward's desk in the preschool office. If you are paying by credit card, or have any questions related to tuition, please see Mrs. Woodward.

Tuition Vacation Credit

The Preschool does not give tuition credits for any vacation time. You are encouraged to schedule vacations when we are closed during the winter break, spring break, extended holiday weekends, and over the summer months.

Uniforms

RMAE Grades K-8th has a uniform dress code. Children in Preschool are welcome to participate and wear any of the uniform clothing. Please contact RMAE at 303-670-1070 for more information.

Withdrawals

Anytime after the start of the school year, families electing to withdraw their student from the program, will be subject to a termination fee equal to one month tuition beyond the month during which written notification of withdraw is received by RMAE Preschool. This termination fee is payable at the time of withdraw notification. If during the period corresponding to the termination fee RMAE Preschool can fill the vacancy created by a withdraw, then a refund prorated from the date the vacancy is filled to the end of the termination period shall be paid.