

TRINITY LUTHERAN PRESCHOOL

Parent/Guardian Handbook

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Welcome to Trinity Lutheran Preschool (TLP)

We are pleased that you have entrusted us with your child's early education. This handbook will inform you about our high-quality programs, general policies and procedures to make your experience with TLP an enjoyable one. Our staff and board are committed to meeting the needs of each child and family. TLP is a Non-Profit Christ-centered child-care center licensed by the State of Colorado serving children 12 months thru 12 years. TLP admits students of any race, color, and national or ethnic origin. Our center participates in a USDA-funded program (Colorado Adult and Child Food Program) and is an equal opportunity provider and employer. We also participate in UPK (Universal Preschool) and CCCAP (Colorado Child Care Assistance Program).

Philosophy/Mission Statement:

Trinity Lutheran Preschool Philosophy

We believe that:

- Each child was designed by God for a purpose.
- Providing a strong biblically based age appropriate curriculum enables each child to develop mentally, physically, spiritually, socially, and emotionally.
- Children feel safe and secure in an atmosphere of Christian Love.
- Through age appropriate experiences, children develop an appreciation of work, play, learning, truth, the love of God, others and himself.

Mission Statement

The mission of Trinity Lutheran Preschool is to minister to the children and families of our community by presenting a developmentally appropriate Christian education and to lay a foundation for a relationship with Jesus Christ in a loving, safe and nurturing environment.

Train a child in the way he should go, and when he is old he will not turn from it.

Proverbs 22:6

OUR SCHEDULE: Monday - Friday

7:30 am	Preschool opens
7:30-8:30	Free Choice centers
8:15-8:45	Toddler Breakfast
8:30-9:00	Breakfast Preschool
9:00-9:30	School age children breakfast (Summer Program) - Preschoolers Inside or Outside Play (Weather Permitting)
9:30-11:30	Class time: learning centers, outside play, movement, Creative Curriculum, Chapel, Field trips or special guests.
11:25-11:55	Toddler Lunch
11:30-12:00	Preschool Lunch
12:00-12:30	School age children Lunch (Summer Program)
12:00-12:45	Free Play Inside or Outside (Weather Permitting)
12:45-2:45	Rest time for preschool and toddlers - school age children activities

2:45 - 3:10	Snack time for toddlers
3:00- 3:20	Snack time for preschool
3:20-3:40	School Age Snack Time (Summer Program)
3:20-5:00	Indoor/Outdoor activities (Weather Permitting)
5:00	Pick-up deadline WE ARE CLOSED

A more detailed schedule is posted inside each classroom. Please refer to it for individual classroom schedules. All schedules are subject to change according to state regulations concerning a variety of illnesses. You can ask for a copy.

Teaching Staff: We take great pride in our professional staff, their qualifications, their credentials and their ability to work together to maintain a safe, nurturing, and productive environment for your child. TLP proudly employs college-educated teaching staff, child development associate (CDA) and Early Childhood Professional Credential (PDIS) staff. In addition each staff member attends 15 hours of continuing education classes every year. Teachers are assigned to specific age groups based on their interest and experience to ensure the highest quality instruction and care for your child. Staff members receive instruction in First Aid, Infant/Child/Adult CPR and Standard Precautions.

Home Language: CACFP forms and Parent/Guardian Surveys are available in Spanish. If staff members need to communicate with a parent who does not speak English as their primary language, written notes will be used. The notes will be written with the help of Google Translate. If there is a dominant second language in the classroom, a bilingual aide will be provided if available to help in translation in the classroom.

Referral for Services: When parents/guardians, teachers or both feel that a referral is necessary, after a discussion is held and verbal agreement, a referral can be made to San Juan BOCES or any local agency that can help address the concern.

Hearing/Dental/Vision Screenings: Parents/Guardians need to provide dates of hearing, dental and vision screenings on registration information. TLP will provide an opportunity for children to be screened at school for FREE once during the school year program.

Medical Insurance: Parents will need to provide medical insurance for their child. Name of the insurance company will need to be on the child's registration form. If you need help finding insurance for your child there is information on our family resource wall (just inside the main building door on the right going up the stairs).

Adult/child ratios and group sizes:

Fish Class (Toddlers) 1:5 with a group no larger than 10
 Bear Class (2½-3) 1:8
 Elephant Class (3-4) 1:10
 Kangaroo Class (PreK) 1:12
 School Ageds 1:14

When enrollment in a class increases, a second person, an assistant teacher, will be added to the class to decrease the adult to child ratio. Primary caregiving practices are part of the policies of our school. The development of a relationship between a child and a caregiver who

is special to that child is at the heart of good childcare. Primary care is the assignment of a special caregiver to each child which encourages the formation of close and trusting relationships between caregivers, the children and their families.

Primary Care: Each child in care will be assigned a primary teacher. That staff member is primarily in charge of the child's observations, assessments, and communication with parents.

Continuity of Care: In the toddler room, children begin at 12 months and attend that class until they turn at least 2 ½ or 3. Children that are potty trained and ready can transition into the Bear class at 2 ½ as long as we meet the ratio. According to State Regulations, children must transition into the Bear class on the day they turn 3.

Toilet Training: Preschool age students: We ask that students wear underwear, not pull-ups while at school unless still being trained. We understand that sometimes little ones have bathroom accidents. Toddler age students: We ask that the parents/guardians provide diapers, pull-ups, and underwear for your child. TLP provides hypoallergenic fragrance free wipes. We will work with your child on potty training while here at school and help you with the process of toilet training.

Transitions:

New child/ren: Parents/Guardians are encouraged to bring their child/ren to visit the school prior to the first day of attendance to help child/ren (and parents/guardians) feel more comfortable on the first day. During this visit, you will be given a tour of the facility and be introduced to the staff members that will care for your child/ren.

Toddler to preschool: Toddlers that will transition to the Bear class (first year of preschool), will visit the classroom accompanied by their teacher or an assistant teacher. They will have the opportunity to visit for up to 2 weeks before they will move to the classroom, as teacher/child ratios permit. Each of the visits will be scheduled for different times of the day so they will be able to experience the entire day. Children will be moved up to the preschool room at the end of a session (summer, fall, or spring). Parents/Guardians will be notified at the beginning of the transition process and are invited for a conference with the toddler and preschool teachers if requested.

Class to class: Children that are moving from one classroom to the next will be given opportunities to visit the new classroom. Children will be moved to the next classroom at the end of a session, (summer, fall, or spring).

During the regular school day, children have the opportunity to interact with all teachers. Preschool nap-time takes place in other classrooms than their own, so in this way, children get to know the other teachers and the classrooms. It is discussed with children throughout the year which class they will attend next year, so they look forward to moving up as they grow older. We strive to maintain this family type atmosphere, so that children feel comfortable with all staff and classrooms in the school, making adjusting to changes easier.

Enrollment: Parents/Guardians need to have all pages of the enrollment packet filled out, a physical for the child/ren, a copy of immunization records, the Income Eligibility Form (IEF),

and the enrollment fees paid before the child/ren can start school. The physical and IEF must be repeated annually. Pre enrollment for summer sessions and the school year will be held each April. Enrollment for current families will be held three weeks before beginning open enrollment.

Withdrawal: A notice of withdrawal from the program or a change in your child/ren's schedule must be given at least two weeks in advance of the change. If no notice is given you will be charged for the two weeks.

Payment: Payment of tuition must be made on the first of the month for the current month. If your situation requires an exemption from this policy, you must request it in writing to the director. If tuition is not paid by the end of the month, your account will be charged a late charge of 1.5% monthly. Our school accepts child-care assistance (CCCAP) from the Montezuma County Dept. of Social Services. Notice of acceptance into this program is required before the child can attend. Parental share payment will be treated like tuition and is due on the first of each month. Please consider paying automatically by credit card. There will be a \$30.00 bounced check fee for checks returned to us. You can pay using the Procure app, in person, over the phone, or set up automatic payments. Receipts are available upon request. *We charge for the whole month even if we are closed.

****Billing is done in advance monthly for days your child is scheduled to attend.
Monthly rates are based on a yearly average of four weeks in a month
(Oct. has more Nov/Dec have less).***

The Tuition Rates are Subject to change with a 30 day advance written notice

Statements will be available by January 15 for child-care payments made the previous year to be used for income tax purposes.

Payment and billing records: will be available to all parties responsible for payment. If the account is delinquent, the child can lose their spot, regardless of which party is delinquent. Account information will be available to the assigned collection agency in the event of delinquent accounts being turned over for collection. The collection agency has a \$350.00 legal fee in addition to the amount being collected.

Parents' cell phones: Refrain from using your cell phone at the preschool. Teachers may need to convey important information about your child/ren and cannot do so if you are on the phone. Your cooperation is very much appreciated!

Signing Your Child In & Out: Please pick your child/ren up on time. If children are not picked up by 5:00 every effort will be made to contact parents/guardians and/or designated pick-up people. If no contact can be made, the Cortez Police Department and/or Montezuma County Social Services Department will be notified and the child will be handed over to them. Please call TLP if you are running late and let the teacher on duty know.

***A \$1.00 LATE FEE IS CHARGED FOR EACH MINUTE AFTER 5:00, PER CHILD.**

You must sign your child/ren in and out each day. We need accurate sign-in sheets for safety, billing, and record keeping as required by the State of Colorado. In case of an emergency, the sign-in/out clipboards will accompany the class and are used to account for children, so accuracy signing in and out is vital to your child's safety. If you must have someone different pick your child/ren up that is not on the authorized list, please call the center and/or send a message on Procure and have the person bring identification with him or her (we will ask for identification and not release the child if we are not shown identification). Please instruct the person about the sign in/out procedures. We WILL NOT allow children to go with an unauthorized person. Any person arriving to pick up a child that is suspected to be under the influence of drugs or alcohol will be denied access to the child. If your child's class has left on a field trip, please report to the office so the child can be placed in another class until their class returns.

Absences: You will be charged for the days your child/ren is signed up to attend each month. Please notify us if your child/ren will be absent. (There are no credits for absences or school breaks.)

Items from home: Each child will need to bring 2 changes of clothes, a water bottle, and 2 reusable bags to store personal items in. Full day or PM only child/ren need to provide a blanket for nap time (we have sheets and mats). Our center has lots of toys, manipulatives and engaging activities; therefore, toys from home are not allowed.

Rest Periods: Children attending more than 5 hours will be required to rest in accordance with state regulations. (2 hour rest period.)

Visiting: Families are always welcome at the center at any time. If someone is to visit your child/ren during the day, let us know. Visitors need to check in and sign our guestbook in the main building. If you would like to volunteer in the classroom please contact us.

Food Program: Our center is a member of the Colorado Adult and Child Food Program that reimburses the school for food according to family income. Each family must fill out an IEF upon enrollment, (it is necessary for claiming procedures) and yearly afterwards. A copy of the weekly menu is posted near the kitchen door and on our website. Sack lunches are permitted on designated days. Children will be encouraged to try foods in a relaxed atmosphere and no child will be forced to eat. Food will not be used as a reward or punishment. Please make staff members aware of allergies or special diets. If the child requires special food, the parent/guardian is required to provide that food. You are invited to provide snacks for a special occasion if you desire, however, no homemade goodies are allowed by order of the health dept. (Only store bought treats)

Children with Disabilities: Children with various disabilities are welcome in our center. We will work with you to serve disabled children to the best of our ability. However, our buildings and playground are not currently wheelchair accessible.

Child Abuse: Colorado Law requires any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect to report it. The staff member will report it to the director and together they will report it to the Montezuma County Dept. of Social Services and/or the Cortez Police Department. If you feel you need to report abuse or

neglect the number to call is 970-565-3769. If you suspect this preschool of having licensing violations, the number of the Child Care Licensing authority is 970-564-4275 in Cortez or 1-800-799-5876 in Denver. You can inquire on the status of this school's license by calling 1-303-866-5958, or at 1575 Sherman Street, Denver, CO 80203-1714.

Clothing: Your child/ren should wear simple clothing, easy for a child to remove, sturdy and washable. For safety reasons we request that flip-flops and most sandals are not be worn to school. Label outer garments with permanent marker. Each child will need to bring 2 changes of clothes. If a child does not have clothes we will provide preschool owned clothes for your child to wear.

Emergency: If an emergency arises during the day that requires medical attention, parents/guardians or other persons listed will be called. If no adult responsible for the child can be reached, professional emergency medical care will be obtained. In the event of natural emergencies involving weather, children will be taken to Trinity Lutheran Church. Fire drills are conducted monthly. Lock out, shelter in place, and lock in drills are done on a rotating schedule. One of them is done every month and all three are done four times a year. From March to October we do tornado drills monthly. In the case of a missing child, parents & the Cortez Police Department will be notified immediately.

Weather: If the Cortez schools are closed due to snow, we will be closed. If the Cortez schools have a delay we will as well. Listen to the local radio for school updates, our Facebook page (Trinity Lutheran Preschool), website tlpcortez.org, and or a Procare message will be sent out. Emergency texts will be sent to those who sign up for them, contact the office to get on the list. In excessively hot weather, children will have limited time outdoors and water breaks will be encouraged. Children will go outside most days, so please, dress children appropriately for any type of weather. Flip-flops and most sandals are not appropriate to wear at school. Sunscreen may be applied by staff with written permission of the parent. We use Equate brand spf 30+. Parents are asked to apply sunscreen before arriving at school.

Discipline Policy: Our basic goal in discipline is to help children understand that individual choices impact parents, classmates, teachers and school community in either a positive or negative fashion. Parents, students and teachers must work together to help children learn to comply with home, school and community rules in order to become productive citizens. Children need to be taught to respect rules and learn to accept personal responsibility for choices they make. Discipline policies help staff consistently address inappropriate behavior. The teacher will use the following steps to help teach self-control to the child.

1. Warning
2. Removal from the activity while staying with the teacher (time-out)
3. Discussion of feelings, rules and choices made, alternate choices & behaviors
4. Deciding to return to the activity
5. Teachers will document behaviors that interfere with learning and/or safety

If problem behavior continues the following steps will be followed:

1st offense: Note home and/or phone call to parents with a referral to the office.

2nd offense: Note and conferences scheduled between teacher and parents.

3rd offense: Conference with teacher, parents and director. At this time a written

behavior plan will be established and followed.

4th offense: If unacceptable behavior persists the child may be suspended/expelled at the discretion of the school board, director and teacher.

Extreme offenses will be treated on a case-by-case basis and can result in immediate termination of child care contracts.

Illness at school: Do not send your child/ren to school if s/he has a communicable disease (staph or strep infection, chicken pox, a fresh cold, pink eye, impetigo, etc.), if s/he has a fever or had one during the previous night, is vomiting or has diarrhea or has within the last 24 hours. If your child/ren is taking a prescription the child/ren must have taken the antibiotic for at least 24 hours before they can return to school. Child/ren must be fully able to participate in all activities including outdoor play. If your child/ren becomes ill at school, you will be called to pick them up. We take temperatures two times to assure accuracy. We will make every effort to reach the parents/guardians when a child is ill, but after 30 minutes we will attempt to reach the emergency contacts indicated by the parents/guardians. For a complete list please view the How Sick is Too Sick by the front door or ask for a copy. Call or message on Procure and let the school know if your child/ren is out sick.

Administering Medicine: If your child requires medication while at child care:

- *All prescription and nonprescription medication require a written authorization from your health care provider AND a parent's/guardians written consent. Medications are kept in locked cabinets or the refrigerator. Medication authorization forms are available at the school.

- *All medications must be brought in the original container.

- *Program staff involved in medication administration receive special training and are supervised by a nurse consultant.

- *Program staff is not authorized to determine when an "as needed" medication is to be given. Specific instructions are necessary.

- *When antibiotics are necessary, they should be given at home when possible.

- *If your child requires an inhaler for asthma symptoms or an EpiPen for severe allergic reactions, the same procedure is followed. If a child is old enough to administer the medication themselves, written permission from the doctor is needed & will be supervised by a staff member. No medications are stored in cubbies/backpacks.

- *This is a licensing requirement.

Safety: Parents/Guardians are to park in the back parking lot and walk your child/ren to their building. We ask that you closely supervise your child/ren in the parking lot. It is recommended that as children exit from vehicles, they be offered a hand to hold. Do not leave cars running unless there is an adult present in the car. Do not leave any other child/ren in the car by themselves when you are bringing in your child/ren, bring your other child/ren in with you unless an adult is in the car with them. Be sure staff is aware of your child's arrival or departure, do not open doors and leave the child inside without making contact with a staff member or getting your child at pick up time, and sign your child in or out.

Parent Teacher-Conferences: Formal parent-teacher conferences will be held each October and March.

School Year Program: runs during the Cortez School District's school year, beginning mid-August and running until late May. Dates are included with your registration packet and available in the office and on our website. Care for school aged children is provided after school until TLP closes and all day on Fridays. Parents/Guardians are responsible to get the child to TLP after regular school.

Parent Information: There is information available at our center for parents/guardians in the main building. There is a display of pamphlets available about issues important to our parents (to the right of the door in the main building when going up the stairs). If you need help or information on a specific issue, please let us know and we will work with you to find the information you need. Parents/Guardians are informed of activities by receiving monthly calendars and newsletters that include special days, weekly bible lessons, and school closings (posted right behind sign in/out sheets in the main building and sent through Procure). Family nights/days are provided once a month at TLP.

Summer program: begins 1 week after the current school year program ends, and ends 1 week before the new school year program begins. We provide care for school aged children on a first-come first served basis. Information will be available yearly in April. Each child will be given a calendar at registration that will show dates when the school will be closed.

After you review this handbook, we encourage you to ask questions and refer to this book often. We look forward to serving your family and promise to provide a warm and loving environment for your child.

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Adopted 11/19/2019

Revised 6/23/2021

Revised 12/4/2024