



CITY OF Northglenn

RECREATION AND CULTURAL SERVICES PRE-SCHOOL PROGRAMS PROGRAM POLICIES PARENT HANDBOOK

Welcome to the Early Learning Program at the City of Northglenn. We are excited to begin the journey with you and your child. For many children this is their first experience in a preschool environment and we want it to be successful for them. At this age, learning to separate from parents and exploring with peers in a group setting is a big step in the developmental process. We are here to help your child through this process and grow in their love of learning and education.

Our Purpose and Goal for your child is to teach them through developmentally appropriate curriculum that encourages social, emotional, intellectual and physical growth. There is an increasing awareness of the important role early childhood education plays in the development of a child's life. Extensive knowledge has been gained in the area of how children learn. Studies have shown that early learning is enhanced when children are engaged in enjoyable and creative skill building activities. Our curriculum is theme based with activities that promote independence, responsibility, self-reliance, and concrete skills that are essential to their future education.

GOALS FOR THE CHILD

- To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
- To provide appropriate play experiences that contributes to the developmental needs of the child.
- To provide an important foundation for future reading skills and other academic pursuits based on the child's individual needs, interests, special needs and abilities.
- To create an environment where all ideas are accepted and appreciated, and a child feels comfortable offering his/her own ideas.

LOCATION, TIMES, DATES AND FEES

Northglenn Recreation Center
11801 Community Center Drive
Northglenn, Colorado 80233
(303) 450-8800

Sprouts/Pre-K Kids classes meet for four week sessions. Registration is on a first come, first serve basis. Brochures with registration dates and times are published every 3 months and are available at the front counter of the Recreation Center. On-line registration available by pre-pay only. **Payment plan requests must come to Recreation Center to register and set up plan for recurring withdrawal of tuition on the 15th of month for the next month's session. YOU MUST SET THIS UP WITH THE FRONT DESK.** Participant information packets are available on-line to print off and fill out. **Fully Completed packets must be turned in by first day of session for child to attend.**

SPROUTS:

AGE: 3 years of age (Proof of age required at registration)
FEE: \$108/ session 2 days per week (resident), \$118/session (non-resident)
Tuesday/Thursday
\$162/session 3 days per week (resident), \$177/session (non-resident)
Monday/Wednesday/Friday
\$270/session 5 days per week (resident), \$295/session (non-resident)
DAY/TIME: Monday/Wednesday/Friday or Tuesday/Thursday morning or 5 days a week
8:30 – 11:30 a.m.

PRE-K KIDS:

AGE: 4 – 5 years of age (Proof of age required at registration)
FEE: \$108/ session 2 days per week (resident), \$118/session (non-resident)
Tuesday/Thursday
\$162/session 3 days per week (resident), \$177/session (non-resident)
Monday/Wednesday/Friday
\$270/session 5 days per week (resident), \$295/session (non-resident)
DAY/TIME: Monday/Wednesday/Friday or Tuesday/Thursday morning or 5 days a week
8:30 – 11:30 a.m.

ENROLLMENT POLICY

- Enrollment shall be open to any child meeting our age requirements, provided the school can meet the needs of the child.
- Enrollment in the classes shall be granted without discrimination with regard to sex, race, color, creed, political belief, religion, political belief or special needs
- Admission of a child with special needs shall be encouraged when staff has skill in the understanding and management of the needs of the child and when the child can be integrated into the group in compliance with the ADA (Americans with Disabilities) and Nurse Practice Act.
- Children must be at least 3 years of age when enrolled and not older than kindergarten age. Proof of age is required at the time of registration.
- Registration is limited to the following numbers:
 - PRE-K KIDSS (2 staff) 22 children max. /8 min
 - SPROUTS (2 staff) 18 children max. /8min.
- Registration will be taken on first-come, first-served basis.
- Registration will be taken for one or more sessions as available in printed brochure information. There is no registration fee.
- City reserves the right to terminate enrollment when the safety of other children or of the child in question can no longer be assured.
- Parents may withdraw at their discretion but are subject to the withdrawal policies posted at the Northglenn Rec. Center front desk.

DROP OFF / PICK UP PROCEDURE

- **Children must be escorted into and out of the classroom on class days.** Children must be signed in and signed out by an **authorized adult age 18 or over.** Please do not send your child into the classroom without going into the room yourself, and making contact with the staff.
- Children will be released only to the adult(s) for whom written authorization has been given and is maintained in the child's record. In an emergency, the child may be released to an adult for whom the child's parent/guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification shall be required to assure that the

adult is authorized to pick up the child. No child will be allowed to leave the Pre-K Kids, Sprouts rooms unless accompanied by an authorized adult. All authorizations must be made in advance and in writing. **When picking up your child, we ask that all persons make verbal or visual contact with the Instructor.**

- If an unauthorized person or a person who is visibly intoxicated insists on taking a child from the premises, 911 will be called immediately.
- Children not picked up immediately after class will be held with an instructor and parent/guardian and emergency contact numbers will be tried. If no one can be reached within 1 hour and staff has received no notice from family, the child/ren will be taken to the Northglenn Police Department and Social Services will be notified of an abandoned child.

EMERGENCY INFORMATION AND HEALTH FORMS

- **FORMS ARE AVAILABLE ON-LINE FOR EACH CHILD REGISTERING FOR PRE-SCHOOL. CHILDREN CAN NOT ADMITTED TO CLASS UNTIL ALL FORMS ARE TURNED IN.** *All information requested is required by the State of Colorado in order for us to be a licensed facility*
- Forms must be filled out in their entirety. **Please make sure that you have filled out every line, even if it is a "NA" or "none".**
- The parent/guardian of each child shall submit a statement of health and a current immunization card dated and signed by the child's doctor. The State of Colorado requires each child under the age of 7 to have a yearly well child physical. The statement of health shall be obtained at the time of admission.
- The records on file with the PRE-K KIDS / SPROUTS PROGRAMS shall include the following:
 - Information and instruction for care of each child who has a chronic condition or special need, whether they be physical or emotional, such as seizures, asthma, diabetes, allergies, heart or respiratory illness and drug reactions etc..
 - Information regarding all immunizations the child has had, including month and year administered. The information shall be recorded on a State authorized form
- Each child is to be checked every morning upon entering the class. If good health is in doubt, the child will not be allowed to remain. Should a child become ill during the day, the child shall be isolated immediately and the parents notified. Parents must pick up child if called by staff.
- Parents are to notify the school whenever a child has been exposed to a contagious disease (i.e. chicken pox).

INTERPRETER SERVICES

If you are in need of Interpreter services in relation to our Preschool Program in conferences or discussing enrollment or policies, please notify the Director of Children's Programs so that reasonable accommodations can be made to assist the family. The City of Northglenn has several interpreters on call.

FIRST AID AND HEALTH CARE

ALL STAFF IN PRESCHOOL PROGRAM ARE CPR/FIRST AID CERTIFIED

A child should be kept home from preschool if he/she has a fever of 100 degrees or more and/or any of the following symptoms:

- Spots or rashes;
- Sore throat or trouble swallowing;

Headache, stiff neck,
Vomiting;
Dizziness;
Diarrhea;
Heavy Cough;
Severe itching of body and or scalp;
Pink eye;
Runny nose with **discharge of green or brown.**

If the child has any of the above symptoms, the parent/guardian should keep the child home for at least 24 hours after they no longer have symptoms. **If your child has been vomiting, you must wait at least 24 hours prior to returning to school.** If the child has been put on antibiotics, he/she must be on the antibiotics for at least 24 full hours before returning to school.

No injury shall be passed off without care. If applicable, staff will provide first-aid.

- The following procedure will be followed for serious injuries and major accidents:
 - For any injuries requiring prompt medical attention or transportation of a victim, emergency services will be obtained by call 911
 - Parents/guardian will be called
- An ill child shall be isolated from the group if he /she shows signs of illness or contagion and given a mat with blanket to rest on with a staff member in attendance. Parents of all participants will be notified if a communicable disease is apparent. If a child requires medical attention away from the program site, the child's parent /guardian will be notified
- The following are general rules of actions for an injury or illness:
 1. All complaints of illness or injury will be taken seriously.
 2. Notify parents and/or child's physician if necessary
 3. Emergencies must be taken care of in this order:
 - Call 911, call parents, or emergency contact
 - Breathing has top priority, clear airway
 - Stopping bleeding is second priority
 4. Do not move child if there is a possible injury to the back or neck
 5. Check the child's emergency card for name of physician, preferences of parents and any special instructions.
 6. Continuously reassurance for the child
 7. Complete incident report, Have parent sign report and direct to PARKS AND RECREATION Director. Fill out appropriate Social Services report forms.

SUNSCREEN

- Sunscreen will be available for all parents to apply to their children at the beginning of class or for staff to apply to all children per written permission on file when we are outside for more than 20 minutes or in unusually sunny weather. During inclement weather or extreme heat, the program will offer appropriate alternate inside activities. Our program provides an SPF 30 Children Formula Sunscreen from Rocky Mountain Sunscreen Company, for outdoor occasions, if this does not meet your needs please make sure you sunscreen your child prior to arrival. Sunscreen will be at the sign in table during summer classes.

MEDICATION

INSTRUCTORS HAVE TAKEN A STATE APPROVED MEDICATION ADMINISTRATION COURSE AND ARE DELEGATED UNDER THE AUTHORITY OF OUR NURSE CONSULTANT.

All medication whether prescription, over the counter, oral or topical can only be administered with the written orders from the child's physician. Form for this is attached to registration packet. Medication must come in the original container and accompany the orders signed by the doctor and parents.

- All medications administered during the course of the day will be documented with child's name, name of medication, dosage, route, time administered, date administered and staff initials and will become a part of the child's file.
- Medications prescribed for an individual will be kept in the original container bearing the pharmacy label showing the number, name of medication, date filled, physician's name, child's name and directions for dosage. The medication will be stored in a locked area inaccessible to children and away from other foods.
- When medication is no longer needed, they will be returned to the parent/guardian or destroyed.

TOILETING AND DIAPERING:

- Staffing ratios must be maintained and as such, participants should be potty trained. **Parents of children still working on toilet training are required to stay in the building** and be immediately available should changing needs occur. There is a diaper changing area in the locker rooms for taking care of diapering. Our program is not licensed for diaper changing.
- Children will be given an opportunity to use the toilet during each class or whenever they indicate a need to go. The children will be accompanied to and from the rest rooms by a staff member or adult helping in the classroom. Assistance with toileting duties will only be given when child indicates a need for help.

SNACKS

- Snacks will not be provided by the program. Simple snacks for birthday, holiday or other various occasions can be provided by parents should they choose. We have included an information sheet with approved snack ideas. We are a peanut-free classroom.

PERSONAL BELONGINGS

- Children are encouraged to bring their prized possessions during show and tell only. Parents need to **label all items** with the family name. Each child will have a cubbie to store belongings.
- Any monies or items brought to school by the child for anything other than school needs are not the responsibility of the staff or any employees of the City.

TRANSPORTATION, FIELD TRIPS

- Transportation will not be provided by the staff at any time. If the need for transportation should arise, it will be provided by Adams County School District 12. We will use their buses and drivers as contracted by the City of Northglenn.
- PRE-K KIDS / SPROUTS PROGRAMS do not leave the area for field trips. We do go on an occasional walk around the grounds and on those days that we are out of the classroom, the front desk staff will be notified so that parents may join us. Parents will be notified through the newsletter if any walking trips are planned during the month.

PARENT PARTICIPATION, CONFERENCES

- We have an open door policy - Parents are always welcome to visit the classroom at any time. Staff welcomes any parent or guardian who would like to help out in the classroom during

class sessions. These occasions should be set up in advance with the staff. All volunteers are supervised by the preschool staff and given necessary instruction as to the school's policies and procedures.

- Instructors will keep parents informed of their child/ren progress. This can be accomplished in a number of ways including but not limited to: conversations with parents before or after class, written notes sent home to parents, and sometimes phone conferences.
- Instructors can be available for after each class to meet with parents on an individual basis. Please make an appointment. Appointments for longer meetings or other dates will be scheduled as requested. Phone calls will be accepted or returned at any time.
- Your child will have two conferences with your child's teacher (2) two times per school year. These conferences will be scheduled in advance and you will have a choice on whether or not to attend.

TELEVISION, VIDEO VIEWING

- Regular television viewing is not used during the class time for any program. Video viewing is available only when it enhances the curriculum plan for the session. Monthly newsletters will advise parents of any videos that will be used. We will use a children's yoga program and a preschool skills video on occasion.

CLASSROOM / PLAYGROUND PROCEDURES

- All visitors to our classrooms must sign their name, address and purpose of their visit in the Visitors log at the back of the Class sign in book. If the visitor is not known to staff, identification will be requested.
- Rooms where classes are held have emergency numbers posted by the phone including: Fire, Police, Rescue 911, poison control, Tri-County Health and Ambulance and Social Services
- Teachers and Aides will know who is present in the classroom at all times. Counts will be taken during circle time, transition to centers or tables, to and from the playground and at quiet time before dismissal.
- In the event there is a missing child, Director will search all known hiding places and the building while Instructors and Aides remain with the other children. If child is not found, 911 will be called, parents/guardians will be notified and a report will be filed with Social Services noting the date of the absence.
- Playground play will not be hazardous; children will be monitored for proper use of equipment.
- Staff will be interactive with the children. Staff will keep all children in sight at all times. Staff accompanies children to and from playground.
- Attendance is taken each time the children transition from area to area of the building.

SEVERE OR INCLEMENT WEATHER

- Recreation Center staff monitor weather by radio on a daily basis. Should emergency or dangerous weather conditions arise, staff will contact all parents/guardians and ask that the children be picked up immediately
- Staff will remain at Recreation Center until all children are picked up.
- In the event that parents/guardians are not able to pick up child because of adverse weather conditions, police department will be notified to help out.

CLOSURE POLICY

- At the end of each class day, the instructor will account for all children using class rosters and sign-in and sign-out log. Instructor will check all rooms and hiding places to ensure there are

no remaining pre-school children in the Recreation Center. After all checks have been made, he/she will turn out all lights and lock exterior doors.

- If a child has not been picked up and no notice has been received from parents or guardians, the instructor will wait with the child for 15 minutes; at that time calls will be made to parents/guardians or emergency contacts. If contact is made, instructor will remain with child until they are picked up. If no contact is made and after 1 hour no one has arrived to pickup the child, the child will be taken to the Northglenn Police Department and Social Services will be notified.

DISCIPLINE

Our preschool staff uses the positive techniques of guidance including logical or natural consequences applied in problem situations, redirection of children to a more acceptable behavior, anticipation of an elimination of potential problems and encouragement of appropriate behavior, rather than comparison, criticism or competition. Consistent and clear rules are established. Instructors encourage the children to solve the problem, with assistance when needed, rather than impose the solution. Instructors help children recognize and respect each other's feelings, encouraging pro-social behaviors such as cooperation, helping, taking turns, and talking out problems. Our goal is to help your child internalize rules and become self-directed in their behavior.

- The use of any type of corporal punishment, even with parent request, will not be allowed. A child will not be ridiculed, humiliated, teased or embarrassed. Instead positive re-direction will be used. Keeping the child engaged in a diverse offering of learning opportunities will be our primary method of discipline. Age appropriate and need based criteria will be used in forming a re-direction plan for children
- Punishment shall not be associated with rest, food, toileting.
- Children shall not be subjected to threats or coercion, including but not limited to forced feeding, threats of loss or denial of food, or other punishment for refusal to eat.
- Separation from the group when used as discipline, shall be brief and of a time appropriate for the child's age. The child shall be within sight of an adult in safe, lighted, well-ventilated area.
- If a child physically hurts another child in class, the parent is notified. If the child continues the behavior, he/she will be given 3 warning and the incidents will be logged in the daily incidents book. If the misbehavior continues after 3 warnings, staff will offer parents a chance to connect with our mental health consultant who may be able to meet with the families and help provide support, as well as a parent must stay in the classroom with the child during class until the issue has resolved. If the behavior still continues, and is warranted, the child may be asked to leave the program with refund. The City of Northglenn reserves the right to terminate enrollment of a child due to discipline problems.

REPORTING CHILD ABUSE

- Staff members who have reasonable cause to know or suspect that a child has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made of such fact to the county department of Social Services and local law enforcement agency.
- Attached to this packet is a letter regarding reporting child abuse. Please read.
- Copy of complaint form is posted in each room.

State License is posted at the Front Desk of the Recreation Center.

State of Colorado, Division of Child Care Services Inspections as well as Fire and Health Department inspections are on file in the Director's Office and are available for inspection upon request.

EMERGENCY PROCEDURES:

FIRE: In the event of a fire, evacuation procedures will be as follows:
Director alerts staff and calls 911

A designated instructor will gather all children together and take a count to determine if all children have been accounted for. If there are any children missing, the instructor will initiate a search of all rest rooms, closets and any areas in which a child could be hiding. In the event of a missing child, a second instructor will be responsible for escorting the children to a safe area while instructor continues the search or until the fire department arrives. See attached escape route map for each classroom egress routes.

Children will be escorted out of the building through the nearest safe exit, which is located in each room

Children located in the Sprouts Classroom – Mountainview Room- will exit out the patio door and proceed away from the building to the North. Children located in the Pre-K Kids room – Parkview Room- will exit out either of the patio doors and proceed to the parking lot away from the building.

Children and staff will remain outside until they have had authorization to re-enter the building from either the fire department or the director.

All staff members are familiar with center evacuation routes.

TORNADO: In the event that a tornado might occur while children are in the building:

When a tornado warning has been issued, the Instructor will gather all children together and take a count.

If a child is missing, a designated instructor of all areas in which a child could be hiding including all rest rooms and closet areas will do a search.

Children in the Sprouts – Mountainview Room- will be escorted into the interior hallway directly outside the classroom away from any windows. Children in the Pre-K Kids room – Parkview Room –will join Sprouts in the hallway outside of Mountainview room. Children will not be escorted back to their classrooms until the Director has been given an “all clear”.

BLIZZARD AND SEVERE INCLEMENT WEATHER:

1. If a severe storm or blizzard should be announced, all parents/guardians will be called to pick up children.
2. Children will be made comfortable and assured of their safety
3. Instructors will stay calm
4. Instructors will stay with children until they have all been picked up.
5. Should class need to be canceled for weather reasons, all parents will be notified prior to the start of class time.

EXCESSIVE HEAT OR COLD:

- Children will not be allowed outside during times of extreme heat and cold. Alternate indoor activities will be substituted for outdoor play. We will follow the state standards for weather care. We will not go outside if the weather is below 35* F or above 97* F. If the weather is 45* F to 40* F or between 90* F to 97* we will outside no more than 15 minutes. Please dress your child appropriately for outdoor weather.

- Above 97* F - no outdoor play
- 90 degrees and up, outdoor activity limited to 15 minutes
- 88-90 degrees, limited to 30 minutes
- 85-88 degrees, limited to 45 minutes
- 82-85, limited to 50 minutes
- 55-82, no limitations
- 45-55, limited to 45 minutes
- 35-45, limited to 30 minutes
- 30-35, limited to 15 minutes
- below 20 degrees, no outdoor play

ACTIVE SHOOTER/PERSON WITH WEAPON:

In the event of an Active Shooter/Person with Weapon, the following procedures will be as follows:

1. Alert the Director and call 911
2. An instructor will gather all children together and take a count to determine if all children have been accounted for. In the event of a missing child, a second instructor will be responsible for escorting the children to a safe area while instructor continues the search or until police department arrives. See attached escape route map for each classroom egress routes.
3. Children will be escorted out of the building through the nearest safe exit, which is located in each room.
4. Children located in the Sprouts Classroom – Mountainview Room- will exit out the patio door and proceed away from the building to the North. Children located in the Pre-K Kids room – Parkview Room- will exit out either of the patio doors and proceed to the police department away from the building.
5. Children and staff will remain in an area away from the threat until they have had authorization to re-enter the building from either police department or the director.
6. All staff members should familiarize themselves with center evacuation routes before and emergency occurs.
7. Facility and City Policy is as follows in this situation:

If an active shooter is inside the building with you, remember: *RUN, HIDE, FIGHT*

Run - If there is an accessible escape path, attempt to evacuate the premises immediately. Have an escape route and plan in mind. The children will be evacuated and instructed to run with the instructor a safe distance and take cover.

Hide - If evacuation is not possible, find a place to hide:

- Instructors will lock or barricade entrance to the room.
- Instructors will attempt to hide and shield all children from view.

Fight - ***AS A LAST RESORT***, and only when life is in imminent danger, instructors will attempt to disrupt and/or incapacitate the active shooter.

Once the situation is clear, parents will be immediately notified.

LOCKDOWN (Shelter in Place):

Lockdown is implemented when the threat of violence or gunfire is identified. During Lockdown, students and staff are to remain in designated lockdown locations at all time. Staff will not evacuate the room until an all clear is given by law enforcement. All doors will be locked by staff

This response is considered appropriate for, but not limited to, the following types of emergencies:

Gunfire; Threat of extreme violence outside of the classrooms; Imminent danger in the surrounding community

Lockdown:

Is a response to an immediate danger; it is NOT preceded by any warning;
Quick action by the staff to use common sense thinking under duress; do what must be done to best ensure survival of both students and staff.

Requires **All** exterior doors are locked;

Is intended to prevent intruders from entering occupied regions of the building;

Once the room is secure, no one is allowed to enter or exit under any circumstances until the room is cleared by law enforcement or ALL CLEAR is issued by site administrator.

Once the situation is clear, parents will be immediately notified.

TRANSITION POLICY:

Please see the attached sheet for the full policy. We will have an informational meeting for parents at the end of the school year on helping support the transition from preschool to Kindergarten for those families who could use additional support.

CONTINUITY OF CARE POLICY:

Children stay in their classrooms for the entirety of the school year. Our classrooms are designed to include 3 year olds and 4 year olds in the Sprouts Room and older 4 year olds and 5 year olds in the Pre-K Kids room. Your child will be with the same teachers for the school year, thus not disrupting their social connections and interactivity that they have enjoyed for most of the year. During the summer session we offer classes where the children who have had the teachers in the Sprouts room join the Pre-K Kids class where they have one of their old teachers and one of their new teachers for the fall session. This practice is to help soothe the transition of moving from one classroom to another.

EDUCATIONAL INFORMATION SESSIONS:

Throughout the school year the City of Northglenn will be offering several informational sessions for families with regard to Parenting, Child Development and Learning at the Preschool level, which can involve family goal setting and action plans. Please notify the Director if you have an interest in being part of these learning opportunities. The City of Northglenn also offers Parent/child CPR First Aid courses as well as Babysitter training for older siblings. Please let the Director know if there are subjects that you may be interested in surrounding preschoolers and parenting.

OPPORTUNITIES FOR PARENT INVOLVEMENT:

Our program values the input of our parents. Please let us know if you would be interested in participating within a parent advisory board to help us with ideas to better our program. Please let us know if you are interested in reviewing our Quality Improvement Plan.

COMMUNITY REFERRALS AND RESOURCES:

Our center believes in partnering with the family in helping find the right support for each individual child. Step 1: is a communication with the parent about concerns with the child; Step 2: Devising a plan of action with staff and parents; Step 3: Introducing parents with our Mental Health Consultant for further conversation, observation and recommendations.

Please refer to the end of this document for referral names and numbers in different service areas for your family. Please see the Director for any additional referrals or support services your family may need. The City of Northglenn is committed to helping our families where we can. We will work with you to help you contact the right organization for your child and family.

HEARING, VISION AND DENTAL CARE:

Opportunities are available for free Hearing Screenings through Bill Daniels Center for Children's Hearing, 720-777-6801 to schedule an appointment. Free Vision Screenings occur through the Denver Lions Club at area preschools and schools. Please contact 303-504-6293 for information and locations. Or visit their website at weserve@denverlions.org. Dental evaluations are available through The Dental Center at Children's Hospital, please contact 720-777-6788 for more information. The City of Northglenn Preschool is committed to helping you find Hearing, Vision and Dental care for your child.

SCHOOL CLOSURES

Our program aligns with the Adams 12 School District for school closures. **If school is closed within the Adams 12 District for weather, we will not be having preschool.** You may be contacted in the morning of the closure by telephone or email. Please check the District 12 website for closures.

REFUNDS FOR SICKNESS/VACATION/WITHDRAWAL

We do not offer refunds for sick or vacation days. If your child will not be at school please telephone our facility at 303-450-8800 and let us know, what class your child is in and why they will not be in class. If you find that you must withdraw your child, please be advised that you must notify the Director in writing within 2 weeks of the upcoming session and a \$5 processing fee will be charged. No refunds are given for partial sessions.

This Child Care Center has an active Emergency Preparation Plan for all Children including children with special needs. Our center recognizes that some children may need additional help in the case of an emergency.

Children with special needs are especially vulnerable and will require special adult attention when and if disasters strike. For example, children with impaired mobility will need assistance during evacuations. Children with special health care needs may have essential equipment or medications that must accompany them.

Any child in our program or facility requiring special medical equipment will have a medical plan on file specifying what equipment the children may require



CITY OF Northglenn

Our Transition policy

The City of Northglenn is committed to developmentally appropriate practice. Children are especially susceptible to changes in routine, new environments and to separation from their parents or guardians. It is particularly difficult for children to be placed into the care of someone with whom they are not familiar. Therefore, we have developed a highly effective, developmentally appropriate plan for transitioning children into our center and, once they have entered our program, from one class to another.

Daily Transitions

One thing we must stress is that we do not trick children. In some care centers, parents wait for their children to become engaged and then sneak off to work, or parents say they're visiting the rest room or getting a snack and then run like rabbits through the parking lot. When parents vanish without saying goodbye, children feel betrayed and cheated. It makes them fearful. They cannot develop trust in our teachers because they're waiting for the moment that their parents run off. They can't relax and begin their day ready to learn and play.

In our program, trust is everything. We expect our parents to stay for a few minutes to settle their children. They are welcome to play together with whatever transitional activity the teacher has provided for the children, such as playdough, cars, puzzles or building materials. Many parents find it comforting to read a short book or two. Once the parent feels ready to leave, she is expected to tell her child that she's leaving, and that she (or dad, or a caregiver or grandparent) will be back later. The teachers are alert for that moment and stand nearby in case the child has trouble saying goodbye. Many children offer a kiss goodbye and turn to their friends to continue playing. Sometimes a child will become tearful and the parent needs to hand the child to the teacher, reassuring her that she'll be coming back later.

Some partings are especially tearful, and parents are always welcome to call anytime to see how their children are doing. We've had people call from the parking lot at the top of our street! Many children cry only until the family car is out of sight and then they settle down for some fun.

New Student Transitions

For new students, regardless of whether they're entering the Sprouts class or the Pre-K Kids, the transition period generally takes several days. The length of time depends on the child's age and familiarity with child care. Children who have been in care since infancy may transition differently from children for whom this is their first child care experience.

First, the child's teacher contacts the parents in order to break the ice and gather some information about the child. She asks questions about the child's current care arrangements, schedules, eating

preferences, and any other information that may be pertinent. The teacher also explains the transition process in detail and works out the transition schedule.

On the first day, the student arrives at City of Northglenn Preschool with his or her parent at around the same time he'll be coming in during a normal day, 8:30 a.m. but no later than 8:45. When they enter the class, the teachers greet them and invite the child to join the other children in their play while mom or dad sits down nearby and in sight of the child. This way, the child begins to explore his new environment and gets to know his new friends while his parent chats with the teachers. Children gain a great deal of comfort from knowing that their parents know the adults with whom they are being left. Seeing his parents interacting with his new teachers builds security. As the morning progresses the class will transition to outdoor play. During this time, the child is directed through the morning's activities by the highly skilled teachers in his/her room. The parent returns at 10:00 to pick the child up. The child will have had a brief time to experience the classroom without the parent being present. They will also learn that the parent always returns.

At the next visit, the child stays through 11:30 expanding his/her knowledge of the routine of the room, exploring all the nooks and crannies, enjoying the wonderful array of toys and activities.

Some children transition very easily. We had one poor mom chased away by her child saying, "You have to go to work, right? Bye!" Others take a bit longer and may be tearful. Our staff is exceptionally skillful at comforting little ones who are having a hard time, and the children always come around. It may just take a few extra hugs and reassurance from both the parents and the staff that parents "always come back". We also have an extensive library of articles on the subject of separation that we're happy to share with parents.

Sometimes, it's the parents who are fearful. After all, they're leaving us with their most precious possession, and we are, after all, relative strangers. We encourage parents to develop good relationships with the teachers. Once the transition period is over (parents who drop in during the transition period run the risk of confusing and upsetting the child when they leave), parents are welcome to stop in unannounced at any time, and they can call any time they like. (We deal with the full spectrum. Some parents never call during the day; others call several times.) We are committed to good communication because it helps develop trust.

Transition from the Sprouts Class to the Pre-K Kids Class

At the end of the summer, incoming preschool children visit their class with their parents in the morning. Parents are asked to schedule just a little extra time in order to accommodate these visits. They don't have to visit long, but these morning visits give the children an opportunity to check out their new class, and their parents the opportunity to meet the preschool teachers. As September draws closer, the new preschoolers are brought to the new classrooms during the day to visit during play time and snack time, and join the outside play on the "big" side. They learn the lay of the land, see the new toys available, and begin to develop relationships with the preschool teachers. In September, the move becomes permanent. The new preschool children often like to start their days by saying "Hi" to the Sprouts teachers, but for the most part, they commit quickly to their new status.

Transition From One Preschool Class to Another

We have a wonderful summer preschool program that is designed to seamlessly transition the younger preschoolers to the older class. The children have an opportunity to enjoy teachers from both

classrooms, making their transition more seamless and offer continuity of care.

The rationale for this is to familiarize all of the children with all of the preschool staff. The outgoing preschoolers also learn from seeing the incoming children visit. They empathize with the little ones, show them around the class, tell them where the best toys are and help them if they need it. It's wonderful to see the outgoing children mentor the younger children as they become accustomed to their new class. Their being able to help empowers them and makes them feel proud and competent.

Transition From City of Northglenn Preschool to Kindergarten

Whether or not we're ready to see them go, sooner or later our preschoolers leave us to attend Kindergarten. Many of our children have been together since turning 3. Over the course of time with us they have grown in every way possible, socially, emotionally, physically and developmentally.

The most important part of our transition process from preschool to Kindergarten is our practice of allowing them to be preschoolers. Of course, we support them as they deal with the logistics of getting ready for the move to elementary school. They tell us about their visit to their new school, their school shots, and just how big everything is! We get calls and visits from Kindergarten teachers and we support them by filling out any needed information about their soon to be students.

But we, as early childhood educators, remember two things: for children, transition can be scary, and children who are stressed out do not transition well. So we have fun. We surround the children with love and a steady routine that continues our preschool's philosophy of developmentally appropriate practice. At the end of class, we say goodbye and turn our little people out into the world and are secure in our knowledge that we have done everything we can to promote a lifetime love of learning!

In Closing

Our transition process is designed to build trust between the children, their teachers and their parents. Our focus on trust builds community. Everyone helps everyone in order to provide an environment where our children can relax, observe, learn, and grow. Our transitions work because we respect the children in our care and strive to empower them to make good decisions in a loving, warm atmosphere.

Research tells us that the first five years of a child's life are the most important for developing all of those things that make a successful adult!
We are honored to be entrusted with such an awesome responsibility!



CITY OF Northglenn

RECREATION AND CULTURAL SERVICES PRE-SCHOOL PROGRAMS

REPORTING CHILD ABUSE ADAMS COUNTY

Dear Parent,

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

**ADAMS COUNTY SOCIAL SERVICES
(303) 412-8121
7401 NORTH BROADWAY
DENVER, COLORADO 80221**

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please consult the Colorado Office of Child Care Services at (303) 866-5958.

Office of Child Care Services

Medical, Developmental, Oral, and Mental Health

If you're searching for health-related resources in Adams County, you've found the place! Children who are healthy – medically, developmentally, social-emotionally and orally – are more likely to be ready for kindergarten and able to focus on their learning.

Below are a number of agencies that can support your child's health.

Medical Health Clinics

The Early Childhood Council of Adams County has partnered with the following health clinics to support children's health:

- **Clinica Family Health Services** (dental services also available): clinica.org
 - Pecos Location – 1701 West 72nd Avenue, Denver, Colorado 80229; 303-650-4460
 - Thornton Location – 8990 North Washington Street, Thornton, Colorado 80229; 303-650-4460
 - Westminster Location – 8510 North Bryant Street, 2nd Floor, Westminster, Colorado 80031; 303-650-4460
- **Kaiser Permanente:** kp.org
 - Westminster Location – 11245 Huron Street, Westminster, Colorado 80234; 303-338-4545
 - Brighton Location – 859 South 4th Avenue, Brighton, Colorado 80601; 303-338-4545
- **Mountainland Pediatrics:** mountainlandpeds.com/
 - 8889 Fox Drive, Thornton, Colorado 80260; 303-430-0823
- **Peak Pediatrics:** <http://peakpediatrics.com/>
 - 12774 Colorado Boulevard, Suite #141, Thornton, Colorado 80241; 303-996-6005
- **Rocky Mountain Youth Clinics** (dental services also available): rmyclinics.org/
 - 9197 Grant Street, Thornton, Colorado 80229; 303-450-3690
- **Kids First Health Care:** <http://www.kidsfirsthealthcare.org/>
 - Commerce City Location – 4675 East 69th Avenue, Commerce City, Colorado 80022; 303-289-1086
 - Westminster Location – 8030 Irving Street, Westminster Colorado 80031; 303-428-4384
 - Kids First also provides Medicaid/CHP+ application assistance (you do not need to be patient of Kids First). Contact Bobbi Garcia-Abrego at 303-853-3280 for more information.

Additional health clinics serving young children include:

- **Salud Family Health:** <http://www.saludclinic.org/>
- **Horizon Pediatrics and Primary Care:** <http://horizonprimarycare.com/>

Developmental Health

For children birth-3 years of age: if you have concerns about your child's development, you may choose to have him or her evaluated by a professional. If your child has a delay that is considered "significant," he or she might be eligible for Early Intervention services. In Adams County, Early Intervention is located at North Metro Community Services.

If you are interested in having your child (birth-3 years of age) **evaluated** for a possible developmental delay or concern, you can:

- Talk to your child's doctor regarding your concerns and he or she can make a referral to have your child evaluated
- Contact **North Metro Community Services** at 303-453-3302
- The following websites will provide more information on Early Intervention:
 - North Metro Community Services: http://www.nmetro.org/Early_Intervention.html
 - Early Intervention Colorado: <http://coloradoofficeofearlychildhood.force.com/eicolorado?lang=en>

For children 3-5 years of age: if you have concerns about your child's development, you may choose to have him or her evaluated by a professional. If your child has a delay that is considered "significant" and it affects the way that they learn, he or she might be eligible for Preschool Special Education Services. Evaluations for this take place at your school district's "Child Find" office.

If you are interested in having your child (3-5 years of age) **evaluated** for a possible developmental delay or concern, you can:

- Talk to your child's doctor regarding your concerns and he or she can make a referral to have your child evaluated
- Contact your school district's Child Find office:
 - **Adams 14 Child Find**: 5291 East 60th Avenue, Commerce City, CO 80022; Phone: 720-322-8130; adams14.org/
 - **Adams 12 Child Find**: 10290 Huron Street, Northglenn, CO 80260; Phone: 720-972-6145 (English); 720-972-3870 (Spanish); adams12.org/
 - **Westminster Public Schools (50) Child Find**: 3455 West 72nd Avenue, Westminster, CO 80030; Phone: 720-542-4540; <https://www.westminsterpublicschools.org/>
 - **School District 27J Child Find**: 18551 East 160th Avenue, Brighton, CO 80601; Phone: 303-655-2946; <http://sd27j.org/site/default.aspx?PageID=1>
 - **Mapleton Public Schools (1) Child Find**: 9150 Monroe Street, Thornton, CO 80229 ; Phone: 303-853-1130; mapleton.us

Mental Health

Children who are struggling socially, emotionally, or behaviorally may benefit from mental health support. Additionally families who have experienced difficult circumstances that have impacted how your family gets along may find mental health services to be helpful.

- **Community Reach Center**: 8889 Fox Drive, Thornton, Colorado 80260; 303-853-3832;

- Early Childhood Services: <https://www.communityreachcenter.org/services/child-youth-and-family-services/early-childhood-services/>
- The Autism Spectrum Disorder Program: <https://www.communityreachcenter.org/services/child-youth-and-family-services/autism-spectrum-disorder/>
- **Early Childhood Wellness Place:** 2095 W. 6th Avenue Suite 212, Broomfield, Colorado 80020; 720-980-4034; <http://www.blairskinner.com/index.html>
- **Pennock Center for Counseling:** 211 South 21st Avenue, Brighton, Colorado 80601. 303-655-9065; pennockcounseling.org
- **Reaching HOPE:** 13659 East 104th Avenue, #550, Commerce City, Colorado 80022; 720-347-8769; reachinghope.org
- **The Regis Center for Counseling and Family Therapy:** Low and no cost therapy in Thornton

Oral/Dental Health

Children need healthy teeth and gums for eating, talking, and smiling. Below are some family-friendly pediatric dental clinics that we are aware of:

- **Kids in Need of Dentistry (KIND):** high-quality and affordable dental care for children up to the age of 18 whose families are considered low-income. Accepts Medicaid and CHP+. kindsiles.org
 - 4201 East 72nd Avenue, Commerce City, Colorado 80022; 303-439-5961
- **Ridgeview Pediatric Dentistry:** dental care for infants, children, young adults, and those with special needs. Accepts Medicaid and CHP+. ridgeviewkids.com
 - 14697 Delaware Street, #210, Westminster, Colorado 80023; 303-650-0310
- **Pediatric Dentistry at Children’s Hospital Colorado:** provide routine dental care as well as address more complex oral health needs. Urgent and walk-in dental care. Accepts Medicaid, CHP+, and uninsured. <https://www.childrenscolorado.org/doctors-and-departments/departments/dental/>
 - 1575 Wheeling Street, Aurora, Colorado 80045; 720-777-6788
- **Adventure Dental, Vision, and Orthodontics:** dental, vision, and orthodontic care for children. Accepts Medicaid and CHP+. www.adventuredental.com
 - 1407 West 84th Avenue, Suite 8, Denver, Colorado 80260; 720-214-4746;
- **Treasured Teeth:** pediatric dentistry. Accepts Medicaid and CHP+. <https://www.treasuredteeth.com/>
 - 9880 Grant Street, Thornton, Colorado 80229; 303-857-5540
 - 18335 East 103rd Avenue, Commerce City, Colorado 80022; 303-536-3837

For a list of dental clinics in your area, try using one of the following links:

- **If your child has Medicaid (also known as Health First Colorado):**
<https://govservices.dentaquest.com/Router.jsp?component=Main&source=Logon&action=ProviderDirectory2&state=CO&locale=en>

- **If your child has CHP+/Delta Dental:** <http://www.deltadentalco.com/uploadedFiles/About/CHPProviderDirectory.pdf> (first find your city in the list then view by specialties)
- **To find a doctor, dentist, pharmacy, and more:** <https://www.colorado.gov/hcpf/find-doctor>

Questions to Ask When Looking for a Dental Clinic: <https://eclkc.ohs.acf.hhs.gov/hslc/ta-system/health/docs/dental-office-questions.pdf>

- You may also want to consider asking the following questions:
 - Do you see 1-year-olds?
 - What happens in the case of a dental emergency? Do you offer same-day visits?
 - What are your payment policies?

Dental Health Games and Activities for Kids: <http://www.mouthhealthykids.org/en>

Additional Programs that Work with Families to Support Children’s Development:

- **Health Care Program for Children with Special Needs (HCP)** – <http://www.tchd.org/346/Children-With-Special-Needs>
- **Children Matter** (individualized therapy for children ages birth – 18) childrenmatterco.com
- **Colorado Bilingual Speech Therapy** (speech and language therapy in English and Spanish to children of all ages) COBST.org
- **Solace Healthcare** (physical, occupational and speech therapy for children; pediatric nursing) solacehealthcare.com
- **Children’s Therapy Services of Colorado** (developmental intervention, behavior and social/emotional challenges, and speech therapy) <http://www.childrenstherapyco.com/>
- **Oliver Behavioral Consultants** (behavioral-including Autism evaluations, speech and language, and occupational therapy) <https://www.oliver-bc.com/>
- **Pediatric Speech Therapy Associates** (speech/language services, feeding therapy, occupational and physical therapy) <http://www.coloradospeechtherapy.com/>
- **Rocky Mountain Kid Therapy** (pediatric occupational therapy) <http://www.rockymountainkidtherapy.com>
- **Consultants for Children** (school consulting, assessments, parent consulting, home programs, social groups, mental health counseling) – <http://www.consultantsforchildren.com/>
- **Spectra Autism Center** (clinical services, early childhood, adolescent program, and young adult programs, social skills group, diagnostics and assessments) – See website for information: <http://www.spectracenter.org/>
- **Trumpet Behavioral Health** (Applied Behavior Analysis (ABA) therapy; center based and in-home; social groups, other services) <http://www.tbh.com/locations/Denver>
 - **El Grupo Vida** (a network of Hispanic/Latino parents formed to provide mutual support for people with disabilities or special needs, their parents, family, and guardians) – <http://www.elgrupovida.org/>