

**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

Tiny/Teeny Tot classes meet for four week sessions. Registration is on a first come, first serve basis. Brochures with registration dates and times are published quarterly 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. 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.**

TINY TOTS:

AGE: 4 – 5 years of age (Proof of age required at registration)
FEE: \$108 / session (resident) \$118/session (non-resident) (24 hours of class)
DAY/TIME: Monday/Wednesday or Tuesday/Thursday morning
8:30 – 11:30 am.

TEENY TOTS:

AGE: 3 years of age (Proof of age required at registration)
FEE: \$108/ session (resident), \$118/session (non-resident) (24 hours of class)
DAY/TIME: Monday/Wednesday or Tuesday/Thursday morning
8:30 – 11:30 a.m.

PLANET PLAYTIME:

AGE: 3 years of age to 5 years of age
FEE: \$88.00/Session (resident), \$98.00/Session (non-resident) (21 hours of class)
DAY/TIME: Tuesday/Thursday
1:00 p.m. – 3:00 p.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:
 - TINY TOTS (2 staff) 24 children max. /8 min
 - TEENY TOTS (2 staff) 20 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 quarterly 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.**
- 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 Tiny Tot, Teeny Tot 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 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 TINY TOT / TEENY TOT 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).

FIRST AID AND HEALTH CARE

ALL STAFF IN TINY TOTS/TEENY TOTS 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 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. Keep calm. 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 reassure 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 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 for outdoor occasions, if this does not meet your needs please provide us with you own lotion with the child's name marked it.

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.

- 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 snack ideas.

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.
- TINY TOT / TEENY TOT PROGRAMS do not leave the building 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 are available for 15 minutes after each class to meet with parents on an individual basis. Appointments for longer meetings or other dates will be scheduled as requested. Phone calls will be accepted or returned at any time. Staff is also available through e-mail.

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.

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, Recreation Coordinator 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.

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 or 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, a parent must stay in the classroom with the child. 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:

Alert the Director and call 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 Teeny Tot Classroom – Mountainview Room- will exit out the patio door and proceed away from the building to the North. Children located in the Tiny Tot 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 should familiarize themselves with center evacuation routes before and emergency occurs.

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 Teeny Tot room – Mountainview Room- will be escorted into the interior hallway directly outside the classroom away from any windows. Children in the Tiny Tot room – Parkview Room –will join Teeny Tots 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”.

All staff members should familiarize themselves with center evacuation routes before an emergency occurs.

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.

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 Teeny Tot Classroom – Mountainview Room- will exit out the patio door and proceed away from the building to the North. Children located in the Tiny Tot 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.

If the active shooter is nearby:

- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

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

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons

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

The police usually will not let anyone leave until the situation is completely under control

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.

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;

Demands 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.

**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