

# **Wiggins Preschool Handbook 2019-2020**

**NAEYC Accredited Program  
Colorado Shines Level 4**

**413 Main Street  
Wiggins, CO 80654  
970-483-7783  
FAX # 970-483-7743  
Email: [wiggins50.k12.co.us](mailto:wiggins50.k12.co.us)**

**Director: Lisa Trautwein  
Asst. Director: Jodi Freauff  
970-483-7377**

**Teachers:  
Jodi Freauff  
Solana Segura  
Faith Johnson  
Brittney Jordan  
Laura Lynch**

**In accordance with Federal law and the US Department of Education,  
this institution is prohibited from discrimination on the basis of race, color, national origin,  
sex, genetic factors, age or disability. To file a complaint of discrimination, write to:  
Superintendent, Wiggins School District RE-50J, 320 Chapman Street, Wiggins, CO 80654  
(970)483-7762.**

**Wiggins School District is an equal opportunity employer.**

**Wiggins RE 50 J Mission Statement:**

**Our mission is to provide a safe and secure learning environment for all staff and students  
which empowers all students to be life-long learners and ethical decision makers  
who are well prepared for the 21<sup>st</sup> century.**

### **Wiggins Preschool/Child Care Mission Statement:**

**We exist to provide a safe, developmentally appropriate environment for preschool children. Our focus is to offer stimulating early care and education experiences, which promote each child's development, in cooperation with families. Our goal is to support children's desire to be life-long learners.**

### **Wiggins Preschool/Child Care Vision:**

**We inspire curiosity, independence and a life-long love of learning to help our children enter school ready to succeed and become contributing members of our community and world.**

### **Purpose, Goals and Philosophy**

This organization is a nonprofit, interracial, and non-political institution. The Wiggins School District RE-50J is the supervisory organization for the Wiggins Preschool/Child Care.

The purpose of this program shall be to provide facilities for, and to maintain, a developmental early childhood education program in accordance with the standards set by the Colorado Department of Human Services Agency and the Colorado Department of Education for the group care of preschool children.

The goals for this program are:

#### **For the Child:**

Provide opportunities to use a large variety of materials appropriate to his/her age constructively and freely; to enhance his/her physical and intellectual development.

Provide opportunities to play and live happily with other children in a group, and to learn to trust adults other than his/her own family members in a new environment.

Develop intellectual curiosity by having questions answered, by having special visitors, and by taking excursions away from the school. To participate in a planned program which promotes good health by including rest, nutritious snacks, and outdoor play.

#### **For the Families:**

Provide opportunities to meet and work with other families and teachers who have, as their common concern, the interest and needs of the preschool child.

#### **For the Staff:**

Provide opportunities to meet and work with other professionals who have, as their common concern, the interest and needs of the preschool child.

Support and encourage professional growth in the field of Early Childhood Education.

#### **For the Community:**

Help meet the needs of the community for an early childhood education facility.

Contribute to the wholesome growth and development of the future of the community.

Provide a setting where people of various social, religious, and ethnic backgrounds can work together for a common interest.

Each child is encouraged to progress at their own rate of speed toward enriched experiences, self-discipline and the ability to make choices. A teacher's function is to help each child to become self-confident, to have an eagerness to learn, and for each child to know they are unique and special.

## **Enrollment/School Year Program**

Children 3, 4, or 5 years of age are accepted. The child must be three (3) years old by June 15. Individual Education Plans may cause exceptions to be made to this policy. Enrollment is limited to 15 children per class with at least 2 preschool staff in each classroom.

Information concerning registration may be obtained by contacting the Wiggins School District at 483-7783. Preschool registration will be held in the Spring and Summer of each year.

Upon completion and return of the registration packet to the preschool staff (which includes a copy of the child's birth certificate, health form and immunization records) the child's name shall be placed on the preschool enrollment list. The enrollment list will state the name and age of child, the number of Colorado Preschool Program (CPP) qualifying criteria, the date and time of return of the registration packet, and preference of class days and times. The child's preference of days and times is not guaranteed.

Children who will be age-eligible to enroll in kindergarten the following year, or children who have a parent who is an employee of the school district, will have the first opportunity to apply for the all day preschool program. Children in this program will attend the preschool class four days per week from 7:55 a.m. – 3:20 p.m. Please contact the Preschool Director if you would like extended hours.

In the half day program, four-year-old children will be given first priority for preschool openings. Children in the morning preschool program will attend the preschool class four days per week from 7:55 a.m. – 11:00 a.m. Children in the afternoon preschool program will attend the preschool class four days per week from 12:15 – 3:30 p.m. Three-year-old children will be allowed to apply for the program as space allows. Children who apply after August 1 for the current school year, regardless of age, will be accepted only as space allows. If the enrollment is at capacity, the child's name will be placed on a waiting list.

Out of District students will be accepted only in the following order:

1. The student is a child of a Wiggins District employee.
2. Class space is available after August 25
3. A sibling is currently attending Wiggins School District.

Any behaviors (by parent or child) that detract from an optimal learning environment may be cause for an Out-of-District Student to be dropped from enrollment at any time during the school year.

Enrollment in the preschool shall be granted without discrimination in regard to sex, race, color, creed, or political belief.

## **Enrollment/Summer Program**

First priority for this program will be children who are 5 by June 15. Children younger than 5 will be accepted as space allows.

Contact the Preschool Director by May 15<sup>th</sup> if you wish to enroll your child in the summer program. Class size is limited to 15 students.

## **Colorado Child Care Assistance Program**

Wiggins Preschool/Child Care is a participant in CCCAP which is administered through the Morgan County Department of Human Services. If your family would like financial assistance in paying the tuition costs associated with our preschool/child care program, you may complete a CCCAP application (ask any preschool staff for the packet or contact the Morgan County Dept. of Human Services at 970-542-3530), submit your application to Morgan County Dept. of Human Services and provide Wiggins Preschool with the approval/denial response letter. If approved,

much of your child's tuition costs will be paid through CCCAP funding. CCCAP does require a small parent fee (based on a sliding fee scale) to be paid to Wiggins Preschool. This amount is determined by CCCAP. If your application is denied with CCCAP, Wiggins Preschool/Child Care Program will determine if your child is a candidate for the Colorado Preschool Program funding.

### **Colorado Preschool Program**

Wiggins Preschool is a participant in the Colorado Preschool Program. This is a state funded program, which provides funds to the school district for children who may exhibit at risk criteria. The children in this program attend at no cost to the family.

In order to apply for this program, families must present copies of each household member's Federal and State Income Tax Returns. If no returns were submitted, copies of the last 6 months of payroll information must be provided for each household member. Other documentation, such as unemployment benefits, SNAP information, etc., may also be used in determination of eligibility. This information must be submitted each year and is not a guarantee of enrollment in the Colorado Preschool Program. An interview process, for families unable to provide any of the above documentation, may be conducted by the Director of the program.

Families must sign a contract agreeing to attend family conferences, attend at least two family learning opportunities provided by the preschool and abide by the policies and procedures of the Wiggins Preschool Program Handbook. An attendance rate of at least 90% is required. If your child misses more than 10% of the preschool classes, he/she may be dropped from the program.

### **Preschool Hours and Costs**

Upon registration, you will be asked your preference for the class schedule most convenient for your family. Efforts will be made to accommodate all requests. However, class size is limited, and some schedules may not be available.

#### **Half Day Preschool Program:**

Children attend 4 days per week (Four Day – See Calendar)

Morning Preschool                      7:55 -- 11:00 a.m.  
Tuition for the 4-day AM program is \$164 per month.

Afternoon Preschool                      12:15 – 3:20 p.m.  
Tuition for the 4-day PM program is \$164 per month

#### **ALL Day Preschool Program:**

All Day Preschool (Four Day – See Calendar) 7:55 a.m. – 3: 20 p.m.  
Tuition for 4-day program is \$405 per month

If child qualifies for reduced lunch, tuition may be reduced.  
If child qualifies for free lunch, there may be no cost for tuition.  
(A limited amount of CPP/ECARE slots are available for these two (2) criteria.)

Payment of tuition should be given to the preschool teacher. Checks should be made payable to Wiggins Preschool. Tuition is due on the 1<sup>st</sup> of each month and is considered delinquent by the 10<sup>th</sup>. A late charge of \$5 will be assessed if payment has not been made by the 10<sup>th</sup>. Tuition is determined by adding the total number of school days and dividing by nine months. Tuition is the same for each month – no matter the number of school days for that month. We do this to keep tuition costs the same each month for family budgeting.

There can be no refunds for any absences. Exceptions will be made only upon approval of the Preschool District Council.

*If you are unable to meet the payment deadline, please call the Director. Something can usually be worked out, and all information is confidential.*

### **Transition from Home to Preschool**

At least one home visit is conducted by the teaching staff every year. This allows your child to meet his/her teachers in an environment where your child feels safe and comfortable. These visits are not lengthy, but allow time for your child and teachers to begin a relationship before the first day of preschool. During the visit, your child's teacher will complete any information required for our files, ask pertinent information and begin the teacher/child bonding. During this visit your family will receive a magnet with the preschool and teacher contact information. Please feel free to call our staff if you have any questions, concerns or updates.

An Open House will be conducted before preschool sessions begin in the Fall. This allows your child and family to visit the program, participate in the classroom activities and continues to strengthen the emotional relationship between child and teachers, while having a trusted adult nearby for support.

Parent/Guardians are welcome to attend the classroom at any time. If you have questions or concerns about your child's transition to preschool, please feel free to contact the teacher or Preschool Director at any time. Feel free to update your child's teacher during the drop off/pick up time as well.

The All Day Classrooms will send home a note every day to keep families informed of your child's daily activities. The teacher will inform you of any transitional needs or supports, as well as, other pertinent information.

Each month, a newsletter will be send home from each classroom. On the bottom of the newsletter you will find a "Child Update". This portion of the newsletter can be detached and returned to your child's teacher to inform preschool staff of any changes, concerns or updates your child may have.

Periodically, the preschool staff will contact you by phone to conduct a "Sunshine Call". These calls are to keep you informed of your child's progress, answer any questions you may have and provide an opportunity to support communication between home and preschool.

### **Transition to/from Another School or Child Care Program**

If a preschool child transfers to another child care or school district all pertinent information will be forwarded to the new site upon parent or custodial written consent. The Preschool Director will meet with the child's parent/guardian to initiate this transfer and will support each transition on an individual basis.

If a child transfers to the Wiggins Preschool Program mid-year, the Preschool Director will meet with the child and family to determine best placement – if space is available. The family will receive a program tour, complete required forms and arrange a home visit by the classroom teacher.

### **Transition from Wiggins Preschool to Wiggins Kindergarten**

Preschool students who are five (5) years of age, on or before June 15<sup>th</sup>, may be transferred to the Wiggins Kindergarten program for the following school year. In the spring of each year, Kindergarten Teachers are invited to visit the preschool classrooms to meet the upcoming kindergarten students and to observe each child's needs and strengths. Also, each spring, preschool teachers and their upcoming kindergarten students will participate in a kindergarten

class activity with current kindergarten students and teachers. This provides preschool students with the opportunity to see the kindergarten classrooms, participate in kindergarten activities and work alongside peers. During the first week of kindergarten, the preschool staff participate in the first few days of kindergarten (or longer if necessary) to ensure all new kindergarten students are comfortable and ready to learn in their new environment.

A kindergarten transition staffing will occur for preschool students who have an Individual Education Plan through Special Education. Family members, preschool, kindergarten, and BOCES staff and possibly the Elementary Special Education Teacher and Elementary Principal will meet to discuss transition needs for these students.

Further information concerning this transition will be discussed during the spring Parent/Teacher conferences held each year.

### **Scholarship Funds**

If scholarship funds become available, written notice will be sent to all families encouraging application for tuition support. A due date for all applications will be included in this notice. Family members must submit a scholarship request for each child. Families must present copies of each household member's Federal and/or State Income Tax Returns. If no returns were submitted, copies of the last 6 months of payroll information must be provided for each household member. Other documentation, such as unemployment benefits, SNAP information, etc., may also be used in determination of eligibility. Upon receipt of scholarship applications, the Director and Assistant Director will review all applications, determining amounts of scholarship based on risk factors, family income and any other criteria. Written notice will be sent to all applicants informing families of the tuition assistance decision.

Families receiving scholarship funding must also sign a contract agreeing to attend family conferences, attend at least two family learning opportunities provided by the preschool and abide by the policies and procedures of the Wiggins Preschool Program Handbook. An attendance rate of at least 90% is required. If your child misses more than 10% of the preschool classes, he/she may be dropped from the scholarship program.

### **Preschool Calendar**

Wiggins Preschool will begin the first Tuesday following the Labor Day holiday. A home visit will be conducted by your child's teachers before the start of preschool. An Open House will be scheduled before the first day of classes. Families will be given important information and may ask any questions while the child becomes accustomed to the preschool environment.

Wiggins Preschool will follow the Wiggins Public School calendar as much as possible. However, changes beyond our control occasionally occur, which are noted in the monthly newsletter home and on the bulletin boards outside each classroom. The preschool program year begins later and ends earlier than the public school. Please refer to the monthly newsletter for days that preschool will not be held because of holidays or other activities.

Wiggins Preschool/Child Care offers a full day and full year classroom, which is in operation during school breaks and summer as well. (At least 5 children need to be signed up during school breaks for this option to be available). This program is closed one week in May or June for cleaning and reorganizing and one week prior to the beginning of the school year for staff training. The Full-Year Program is not in session on the following holidays: Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, and the 4<sup>th</sup> of July.

### **Health and Safety**

A certificate of good health, signed by a health provider, is required before the child may attend preschool. This health form will show that the child has completed immunizations according to current state requirements. Parents, or guardians, of the child are responsible for all costs in obtaining this certificate and immunizations. Such a certificate may also be required before re-entry by a child after any lengthy or serious illness.

Please keep your child at home if he/she has vomited or had a fever within 24 hours prior to the start of class. Your child really doesn't have a good day if he/she is not feeling well. If an illness prevents a child from participating comfortably in activities, creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's conditions are suspected to be contagious and requires exclusion as identified by public health authorities, the child will be made comfortable in a location where he/she is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, he/she will be separated from the other children, as well as, any other new individuals. Wiggins Preschool will immediately notify the parent, legal guardian, or other person authorized by the parent so the child may be taken home.

Please notify the preschool if your child is ill. A note will be posted to inform you of any exposure to infectious or communicable disease. Any communicable illnesses must be reported by the preschool to the local health department.

Preschool staff receives health examinations, as required by their physician and the Department of Human Services.

If a child becomes seriously injured at preschool, the parent or guardian will be notified immediately. If the guardian cannot be reached, the emergency person listed on the child's enrollment form will be contacted. If we are unable to contact the emergency persons listed, the child will be taken to the hospital that is nearest to the preschool for professional medical care. A completed medical report form will be given to the child's guardians.

### **Under-immunized or Non-immunized Children**

One or more children, enrolled in the Wiggins Preschool/Child Care Program, may not have received some, or all, immunizations required by Colorado State Law due to medical, religious or personal exemptions.

If you choose a non-medical exemption for your child's immunizations, a parent/guardian must submit a non-medical exemption form online at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption). You will submit a copy of this form with your child's registration packet when you enroll your child in the Wiggins Preschool/Child Care Program.

You may access this site to obtain a medical exemption form as well. The medical exemption form must be completed by your health provider and will need to be submitted by mail or fax to CDPHE. All instructions can be found on the web site listed above. Again, a copy of this form should be submitted with your child's enrollment forms.

If your child's immunizations are not current, and he/she comes into contact with an under-immunized, or non-immunized child, your child may contract a contagious disease.

In the event of an outbreak, students who have not received the required immunizations may be subject to exclusion from school for an extended period of time and may be subject to quarantine.

### **Oral Health**

Children enrolled in the Wiggins Preschool/Child Care Program more than four (4) hours per day will be provided with a toothbrush to brush teeth following the midday meal. Toothbrushes will be kept in a washable, air dry container. Children's names will be prominently marked on each

toothbrush. If toothpaste is used it will be placed on individual paper strips for easy child access and sanitation. Staff will monitor child's brushing of teeth. Oral health instruction will be included in the health curriculum of each classroom.

### **Sunscreen**

Preschool families must provide sunscreen for their child, along with a written permission form (this form may be found in the registration packet). The sunscreen must be labeled with the child's first and last name. Children age 4 or older may be allowed to apply sunscreen to themselves under direct supervision of a staff member.

### **Hot Weather**

If, due to excessively hot weather, the Director feels the children's health and welfare could be in danger, all parents will be notified to pick up their children early. Water is available for children at any time.

### **Insect Repellent**

With a signed parent medication form, staff can apply insect repellent on children no more than once per day. Families must provide the repellent for their child.

### **Hand Washing Policies**

Staff and children will wash hands upon entering the classroom environment at the beginning of the day, upon coming in from outdoor play, before eating or preparing food, following toileting, before/after water play, after coughing, sneezing or contact with any body fluids, after touching contaminated objects/surfaces and other such times as deemed necessary.

### **Suspected Child Abuse**

By law, a teacher must report to authorities any suspected child abuse. If you, as a parent or guardian, suspect child abuse, you may call the Morgan County Department of Human Services at 542-3530. If you have any questions or concerns about the licensing of this child care center, you may contact the Colorado Department of Human Services at 1575 Sherman Street, First Floor, Denver, CO 80203-1714 or call 1-800-CO-4-KIDS (1-800-264-5437)

### **Administering Medicines to Students**

No prescription, or non-prescription medication, shall be administered at preschool by the school nurse (or other preschool designee as determined by the Director), without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date, shall be printed on the container.
2. The preschool shall have received written permission from the doctor or dentist to administer the medication.
3. The preschool shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication also must be presented to the Director by the student's parent or guardian.

All medication shall be safeguarded at preschool to avoid any risk of the medicine being improperly ingested by anyone. Medication may be given only by preschool personnel whom a registered nurse has trained and delegated the task of giving such medication.

### **Animal/Pet Policy**



No animal or pet may be brought into the preschool building if it is not approved by Colorado Department of Human Services. Excluded animals include reptiles, amphibians, birds and poisonous animals.

Families are discouraged from bringing in pets to share with the class due to safety/allergy concerns. If a pet is brought in, proof of vaccinations must be shown to the teacher of the classroom.

Classroom pets will be monitored by the teaching staff and must meet the above requirements.

### **Diapering/Toilet Training**

Although the preschool would prefer that all the children are toilet trained, the preschool is equipped to safely and adequately care for the diapering/toilet training needs of any child.

### **Guidance Plan**

We believe each child is an individual who should be treated with honesty and respect in a caring manner. Children deserve the opportunity to learn from their experiences. Our role, as teachers, is to nurture their learning using a variety of techniques, methods or strategies. Children learn through socialization with their peers, and through interaction with adults. Children learn from hands-on, active involvement with their environment. And, most importantly, a child learns through play.

At no time will a child be subject to physically or verbally demeaning punishment. Guidance and discipline will be achieved through varying forms, such as:

- Modeling appropriate behaviors
- Stating developmentally appropriate expectations
- Using rules that are open, negotiable and flexible
- Appropriate and safe environments
- Helping child to problem solve
- Reinforcing positive behaviors
- Using direct instruction
- Redirection
- Motivational techniques
- Natural consequences

Basic classroom rules are consistent—consequences are appropriate for the behavior and age of the child.

If a child poses a danger to him/herself, or others, the Teacher or Director will take the child out of the classroom to a quiet area, and will stay with the child until the child is able to join the classroom in an appropriate manner.

If a child's behavior becomes detrimental to the child, or the classroom environment, a request will be made to discuss the situation with the child's parent or guardian. A plan will be developed to address the behavior. Progress will be monitored and reviewed by the staff and parents, or guardians, of the child. If needed, outside sources may be utilized with parental permission.

The role of Wiggins Preschool is to encourage each child's developmental growth in a positive way. If, after all attempts at resolving the behavior have been tried and it is determined that the child's needs cannot be met by this program; alternative settings will be considered, including expulsion from this program.

### **Conferences and Communications**

At least one home visit is conducted by the teacher every year. This allows the child to meet a teacher in an environment where the child feels safe and comfortable. These visits are not lengthy, but allow time for the child and teacher to begin a relationship before the first day of preschool.

A newsletter will be sent home each month to keep you informed about our activities at preschool. Notes will be sent home before special events, giving you any pertinent information.

Sunshine phone calls are made monthly by your child's teachers. These calls are an opportunity to share your child's learning activities with you and give you a chance to ask any questions you may have or share updates concerning your child.

Conferences will be held in November and February to inform you of your child's progress and to plan together for the remainder of the year. You may schedule a conference any time by speaking to the teacher. Please feel free to do this if you have any problems, questions, or concerns. We will contact you for a conference if we feel there is a need.

**Please Note:** During class hours, your child's teacher does not have access to cell phone messages or texts. If you wish to contact the teacher, or leave a message, please call the preschool phone at 970-483-7783. A text message, asking to change your child's plans for the end of the day or to excuse your child for absence, will not be accepted.

### **Questions or Concerns**

If your family has a question or concern about preschool happenings or policies, please discuss the concern with your child's teacher. If you feel the problem has not been resolved, please contact the Director at 970-483-7783. If a solution has not been determined, the concern may be brought before the District Council. If all other methods have been tried, the issue may then be brought before the Wiggins School Board.

### **Quality Improvement Plan**

Each year our program will survey families to determine if services are meeting the needs of children, families and community. The District Council will review the results of the surveys and develop a Quality Improvement Plan. The current Quality Improvement Plan can be found on the bulletin board in the hallway. If you have any questions or comments, please contact the director.

### **Daily Schedule**

A class schedule for your child will be given to the family during the home visit. The class schedule is posted in the classroom and can be found outside of each classroom.

### **Screenings & Assessments**

Staff will conduct various screenings & assessments of children while enrolled in the Wiggins Preschool/Child Care Program. Possible (but not limited to) assessments may include:

- Ages & Stages Questionnaire (Given to families at home visit)
- Vision Screening
- Hearing Screening
- Dental Screening
- Gold Curriculum Assessments (Cognitive/Physical/Social/Language)
- Informal Classroom Assessments
- Incredible Years Assessment (Social/Emotional)

These assessments are considered confidential information and will be treated with the same due diligence as any other student record of Wiggins School District RE 50 J.

## **Preschool Closing**

Inclement weather or other emergencies may result in closing schools, delayed opening, or early dismissal, according to district decision by the Superintendent of Schools.

Notice from the School District will be sent out using the automated telephone dialer system. It is the family's responsibility to update your child's classroom teacher immediately concerning new or changed telephone contact numbers.

In the event of a "delayed start time" due to inclement weather, the preschool morning class will be canceled. A delayed start time means the all day program will begin at 10:00 a.m. The bus routes will run 2 hours later than usual.

If an early dismissal is required parents or guardians will be called immediately. If a parent or guardian cannot be contacted, staff will contact persons listed on the Pick Up List and/or Emergency Contact list.

## **Transportation**

Wiggins Public School will provide bus transportation pick up (for the morning and all day classes), or for return trip home (all day classes only) for preschool children meeting the school district transportation guidelines.

This service is available only to children who are 4 years of age or older.

If you provide your child's transportation, you must bring your child into the classroom and sign him/her in.

## **Arrival**

Please do not bring your child before the arrival time of 7:45 a.m. (unless your child eats breakfast – that arrival time is 7:40 a.m.) Teachers will be busy planning and preparing the learning environment for your child. Please note on the Sign In form the time you brought your child in to preschool.

## **Tardiness**

Children who enter the classrooms after 7:55 a.m. will be considered tardy. Tardiness is detrimental to your child's learning and can have negative consequences for your child's upcoming school routines and academic success, as well as, disrupting the learning of the other children in the class. If your child is tardy for more than 10% of preschool class schedule, he/she may be dropped from the Wiggins Preschool Program.

## **Absences**

If your child will be unable to attend preschool, and he/she rides the bus, please notify the bus garage as soon as possible (970-483-7773). Please leave a message at the preschool (970-483-7783) as well, with your child's name, who is calling and the reason your child will be absent. Excessive absences (more than 10% of preschool class schedule) could result in your child being dropped from the Wiggins Preschool rolls.

## **Parking**

Parking is available on the north side of our preschool playground. Preschool families may not park in front of the preschool building in the morning hours or in the afternoon after school (as this is the drop off/pick up zone for the elementary children). Preschool families will only be able to park in front of the preschool building between 8:20 a.m. and 2:30 p.m., or after 3:30 p.m. When dropping or picking up your child, please do not park across the street as this area does not have a cross walk and is not safe for you or your child to cross.

## **Late Arrivals**

If a child enters the preschool after class has started, please speak to the teacher to insure she is aware your child has joined the class. If no one is in the classroom when you arrive, go to the director's office.

## **Dismissal**

Any person (18 years or older) listed on the child's information packet may pick up the child at the end of class. At dismissal time please wait for your child in the hallway. Sign your full name legibly (this is a requirement of Human Services), and note the time, next to your child's name on the Sign In/Out Form. Your promptness at dismissal time is important—your child will be waiting and looking forward to seeing you. If you are going to be late, please contact the school in order for us to inform your child. The teachers need to prepare the classroom for the following session therefore, your promptness is appreciated. A text message sent to your child's teacher during class hours is **not acceptable** in changing your child's end of day plans. You may write a note and place in your child's backpack or call 970-483-7783 and speak to the Director.

## **Late Pick Up**

It is important for parents to pick up the children on time. Some children become scared or nervous when they think they have been forgotten. However, there may be an occasion when a parent is unable to pick up their child on time. Please call the preschool to let them know. After two times of late pick up (without prior notification) a \$1 per minute fee will be assessed. This fee must be paid before the child may return to preschool the following day.

If a child has not been picked up by an authorized person within 15 minutes of the end of class, staff will attempt to call the parent or guardian. If there is no response, staff will attempt to call the emergency person listed on the registration forms. If, after all attempts are made, and an authorized person has not picked up the child or contacted the preschool, the Director will call the Department of Human Services.

## **Unauthorized Child Pick Up**

If a person attempts to take a child from the preschool and he/she is not on the child's authorized person list, the following policies will apply:

Staff will explain the policies concerning child pick up. Only persons (18 years or older) listed on the child's pick up form will be allowed to take the child from the preschool.

If the person refuses to comply with the Staff's instruction, the Principal of the Wiggins Elementary School will be notified and the police will be called.

Children will be released only to persons listed on the Pick Up List and/or "Student Emergency Card" in the registration packet. In the event of a child custody question, a copy of the custody order must be in the child's file.

## **Closure of the Preschool**

The Director will be responsible for closure of the preschool. The Sign In/Out forms will be checked before the Director leaves the facility to insure all children were picked up by the appropriate persons, and that no child is remaining in the preschool.

## **Lost Child Policy**

Periodically, throughout the day, the classroom teacher shall verify all children are accounted for. If a teacher realizes a child is lost, the Director will be notified immediately. The teacher's assistant will stay with the class while the Director and teacher begin a systematic search of the area. If the child cannot be found, the police shall be called to help with the search and the parents will be notified.

## **Personal Belongings**

Each child will have a “cubby” for his/her coat, hat, and any other belongings they may need. Please label all items if possible.

## **Nap Blankets**

Children in the all-day programs will need a blanket from home which will stay at preschool during the year. Please make sure the blanket is no bigger than an average sized beach towel for proper storage. Heavy blankets will not fit well in your child’s cubby. Blankets will be washed weekly at preschool. Please do not bring pillows or stuffed animals due to storage concerns.

## **Rest Time**

Colorado Department of Human Services requires children enrolled in the all day program to have a rest time of at least 30 minutes. Wiggins Preschool will provide a raised cot and sheet for each child. If a child is still awake after 30 minutes, he/she may get up and play in another area (under supervision). Staff will wake sleeping children after one (1) hour of rest time.

## **Television and Video Viewing**

Television and/or video viewing may occur in the preschool on an occasional basis. Viewing will be used as an extension of the planned curriculum. An alternate activity will be available for any child not wishing to view the program. Both activities will be in full view of the preschool staff. Adult/child ratios will not be altered.

## **Other Technology**

Children may have access to technology that they can use by themselves, collaboratively with their peers and with teaching staff or a parent. This technology will be used to integrate and enrich the curriculum goals and extend learning within the classroom. The amount of time a child may use these technological tools is 20 minutes per day.

## **Backpacks/Book Bags**

Each child is required to have some type of backpack or book bag to bring to class to carry papers and projects home. Very small bags do not work well in holding projects and papers when going home. Very large backpacks do not fit well in the cubbies. Please check your child’s bag every day, as there may be a special note to the family inside. Label the bag clearly with your child’s first and last name.

## **Children with Special Needs**

Children with special needs may be enrolled in the preschool program. A wide variety of special education services are available through the district. Such services may include services for children with perceptual/communicative disorders, auditory, visual, behavioral, or physical needs. Services of a school psychologist, counselor and social worker are available at the preschool. Currently, the Wiggins School District is provided special education related services by Centennial BOCES. The South Platte Office is located at 821 West Platte Avenue, Fort Morgan, CO. Centennial BOCES may be contacted by calling 970-867-8297. If you have questions about your child’s development, you may contact your child’s teacher, the Preschool Director, or Centennial BOCES.

## **Field Trips**

Whenever a field trip is planned, parents will receive written notification prior to the date of the trip. A permission slip is required for any child to participate in a field trip. Adult family members are encouraged to accompany us on these field trips. Additional adults may be required to ensure the children’s safety during a field trip. Periodically, the teacher will verify all the children are accounted for while on the field trip.

## **Clothing**

Dress your child comfortably for active, messy play. Smocks will be worn for painting, but there is always the possibility of paint on clothes. Reserve the dressy clothes for special occasions. Cowboy boots and slip on sandals can be dangerous on the climbing equipment.

Unless it is extremely hot or cold, we will spend a part of each day outdoors, so please dress your child appropriately. Hats or hoods, mittens and snow boots are needed on cold, snowy or wet days. It is a lot fun to play outdoors if you are warm, but not if your hands or ears are cold. Please label all clothing that your child may remove at preschool.

## **Snacks**

Snacks will be offered to children as part of the health curriculum and regular classroom schedule. It is permissible to bring some type of special treat to honor birthdays if you wish, however **NO HOME PREPARED FOOD MAY BE UTILIZED BY THE PRESCHOOL PROGRAM AT ANYTIME.** Children younger than four (4) years of age should not be given food such as hot dogs, whole grapes, nuts, popcorn, pretzels, spoonfuls of peanut butter, or raw carrots larger than those that can be swallowed whole. No juice, or flavored drinks, is allowed. Milk will be provided by the preschool. Please notify the staff of any allergies pertaining to food.

## **Breakfast and Lunch Program**

The preschool uses the services of the school nutrition program for breakfast and lunch. Costs for your child are the same as elementary school age children. Contact your child's teacher for the Free/Reduced program forms. Please do not bring your child into the preschool for breakfast before 7:40 a.m. Please inform your child's teacher if you want your child to participate in this food program. If your child brings a lunch, it must provide the same nutritional food requirements of the USDA program. If your child's lunch does not have the required food items, the preschool must offer those food items and will charge your family for a lunch tray. Your child's teacher will provide you with a guideline of all food requirements at the home visit.

## **Volunteers**

Volunteers are always welcome to come to preschool. A volunteer orientation will be held at the beginning of the school year. A volunteer handbook will be distributed at that time, regulations will be discussed and any questions you may have can be answered at that time. Please come as often as you want and when your schedule permits.

## **Family Visits**

Any adult family member is encouraged to visit the classroom at any time. Please do not bring siblings with you during your visits. The recommended time to observe your child interacting with others is during Free Choice Time

## **Other Visitors**

Any visitor wishing to observe or participate in the preschool will be asked for a picture ID. The visitor will then be required to Sign In/Out with the Director of the program. The Director is responsible for making sure all visitors are authorized before allowing them into the preschool.

## **District Council**

The District Council is the Wiggins School District Advisory Committee for early childhood programs in the school district. This Council includes various members of the Wiggins' community, School District staff and, most importantly, Family members. Families are strongly encouraged to be members of this Council. The role of the District Council is to provide suggestions for program services, review annual family and staff surveys, and determine what changes in programming should occur. If you would like to be a part of this District Council, please contact your child's teacher or the director for an information packet and more details.

## **Program Surveys and Quality Improvement Plans**

Wiggins Preschool/Child care will ask families to complete an annual survey to determine if the program is continuing to meet the needs of children, families and the community. Survey results will be reviewed each year by the District Council and any changes made to the program will consider survey results as well. Families will be notified, through classroom newsletters, the results from the surveys and any changes approved by District Council.

## **Fire Emergencies**

In case of fire, the school signal will be one long continuous ring of the school bell. The preschool class will exit out the designated door of the classroom to the north playground area.

## **Tornado Emergencies**

In case of tornado, the school signal will be sent out through the inter-com system. Preschool staff will accompany their children to the assigned safety area.

## **Bomb Threat**

In case of a bomb threat, the children will exit out the designated door to the north playground area. Children will be bused to a safe location and the parent or guardian for each child will be notified.

## **Safety and Behavior Code for Bus Riders**

1. **Ask permission and follow directions the first time they are given.**
2. **Sit properly – facing forward with feet out of the seat.**
3. **Keep aisle and exits clear.**
4. **No cursing, swearing, rude gestures or loud talking.**
5. **Keep hands, feet and objects to yourself.**
6. **No eating or drinking on the bus without permission.**

## **Severe Clause for:**

**Damage to the bus, fighting, possession of harmful objects, tobacco or drugs, etc.**

## **Consequences:**

1. **Verbal warning and name written on the sheet.**
2. **Check mark by name and moved to the front seat. Verbally contact the parents.**
3. **Issue citation #1, #2, or #3.**