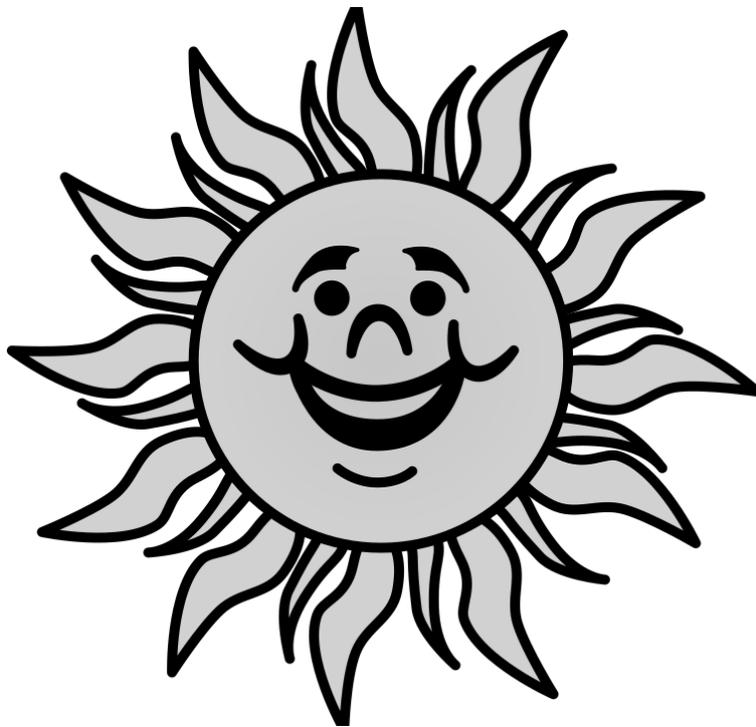


Loveland Preschool Handbook



2019-2020

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Preschool Information and Contact Info

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Loveland CO 80538

Loveland Preschool Phone

970.412.2320

Mountain View Church Office Phone

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Email

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info@lovelandpreschool.org

*****Please be sure to add these addresses to your contact lists to keep our communication out of your spam folder.*****

Loveland Preschool Background

Loveland Preschool was organized in 1967 (52 years ago) by parents who felt that children need enrichment and stimulation outside the home environment under the guidance of qualified, college-trained teachers. It is a cooperative endeavor: organized, administered, supported and partly staffed by parents. Therefore, its success depends largely on parent involvement and cooperation in all activities.

Loveland Preschool hopes to play an important role in supporting your family, knowing that strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well planned and implemented program.

Our open door policy welcomes you to observe the program regularly, especially with regard to the children's developmental opportunities, health and safety, equipment and play materials, and staff interaction with parents and children.

Loveland Preschool is a secular school which chooses to let spiritual development be addressed by parents at home and/or at families' chosen places of worship. In addition, the Preschool acknowledges that classes are held in a church building and that LPS and Mountain View Presbyterian Church share the use of some rooms. Therefore, the Preschool accepts that the church may have posters, signs, and other materials for their use that are visible in the spaces we share. This is within the church's rights and shall not be construed as religious instruction on the part of the preschool. Loveland Preschool has had an excellent relationship with Mountain View Presbyterian for over 50 years, and is grateful for the church's support.

LICENSING

Loveland Preschool is licensed by the Colorado Department of Human Services - Division of Child Care. The license is posted in the hall on the bulletin board. The license indicates that the required standards for the operation of a preschool have been met. Our preschool also meets requirements set by the Larimer County Health Department. We are inspected regularly by these agencies.

School Beliefs and Foundations

Mission Statement

At Loveland Preschool, parents and teachers cooperate to provide a play-based learning environment where your child will gain independence and grow emotionally, socially, and physically.

Philosophy

Most of us are acquainted with the metamorphosis involved in the transition from caterpillar to butterfly. There is a prescribed time period for the caterpillar to remain in the cocoon, to emerge as a butterfly, and for the butterfly's wings to dry out and be strong enough to fly. If a person were to dry off the wings for the butterfly, the wings would not develop strength enough to fly.

Likewise, preschool children need to do certain things at a prescribed time in their development which prepares them for the next stage, and should not be pushed into academic activities before they are ready. Yes, play is the work of children.

In the preschool classroom setting, we view the children as emerging butterflies and the teachers as the facilitators who observe, coach, ask questions, and provide the environment needed to learn and grow. We refer to this as a play-based curriculum. Another phrase you'll hear is Developmentally Appropriate Practice, which means we provide learning that is appropriate to the developmental stage your child is in.

A NOTE ON SCREEN TIME

We do not own a television or VCR. It is possible that once or twice a year we would borrow a TV/VCR from the church and show a literature-based or instructional video on an inclement weather day. The children will be monitored by their teacher and parent volunteers.

Play

Play-based learning integrates three main types of play: free, guided, and directed.

FREE PLAY

Free Play is the highest form of play. Children are in control of their own learning through manipulating, exploring and experiencing the environment. Students use the teacher as a resource and take as much time as they need to learn. Teachers move around the room, work with individual children, and facilitate small, informal group activities.

GUIDED PLAY

Guided Play is the kind of play you'll find most often at Loveland Preschool. The teacher guides the child's learning, and base the activities and curriculum on the interests of the children. The children make decisions, solve problems, and think creatively during designated activities. Selected activities rotate on a week-to-week basis and stimulate learning in the cognitive, social/emotional, language, and physical areas of the child's development.

DIRECTED PLAY

Directed Play is used when the teachers introduce information or modeling skills for the children with the goal of transitioning into children's active engagement.

Teachers and Class Time

TEACHER QUALIFICATIONS

Our directors and teachers are college trained in early childhood education, are Group Leader Qualified as certified by the Colorado Department of Human Services - Division of Child Care, and have received clearance by the Colorado Bureau of Investigation. Each year the teachers attend ongoing training in Early Childhood Education and related subjects. Classes are also taken regularly to remain certified in CPR, First Aid, and Universal Precautions.

SCHEDULE

An age-appropriate schedule for preschoolers is built around at least an hour of time during which children move freely about the classroom selecting developmentally appropriate activities to do. There will also be some time for interaction with peers while eating a snack together, a time for music, listening to stories, discussion during circle time, and a time outdoors to develop large motor skills and continued socialization with peers.

ENVIRONMENT

Space in the classroom is arranged to accommodate movement between equipment and materials at learning centers. There are a variety of interest centers which include manipulatives (such as play-dough, puzzles, beads to string, etc.), blocks, science center, puppets and/or dramatic play, books, table games, water and sand, art options, and large muscle activities.

Your child will find opportunities for matching, sorting by color, shape or size, counting, measuring, geometric concepts, socialization with adults and peers, playing games, and having fun just being a preschool child.

CLEAN UP

After free-choice activity time, children will be responsible for as much of their own clean up as possible. Children develop a sense of industry and independence while cleaning up as well as classification skills when they return objects to areas with like objects. It also encourages cooperative teamwork.

SNACK TIME

Nutritious snacks are provided by the preschool. Water is always on the menu for a drink. Food is neither offered as a reward nor withheld as punishment. Children are encouraged, but never forced, to eat. The children sit in small groups while they eat and enjoy conversation and practicing their emerging social skills.

BOOKS AND READING

Books are always available for children to look at alone or with a friend. A planned story-time, usually coordinated with the theme of the morning, allows children to be exposed to literature and expand their knowledge about a topic. This interactive reading time facilitates language development and encourages children to question or comment about the story and related topics.

ART ACTIVITIES

Art options are available during free-play time. The process is more important than the end product. Various art media will be available throughout the school year. On different days you will see printmaking, finger-painting, sponge painting, working with clay, free-form painting at an easel, stamping, and other open-ended experiences.

MUSIC

Musical expression is encouraged in a variety of ways through singing, dancing, playing rhythm instruments, and musical games. We also have music class once a month.

MOTOR DEVELOPMENT

Large or Gross Motor

Balls, push and pull toys, scooter boards, tricycles, wagons, bouncing horses, climbing equipment, balance beams, and cars and trucks all help children to learn to jump, run, climb, catch, balance, and develop their large motor muscles.

Small or Fine Motor

Scissors, markers or crayons, play-dough, stringing beads, pouring, scooping, putting things together or taking them apart all contribute to the development of eye-hand coordination and of fine or small muscles in hands, fingers, and arms.

SUMMARY

Our program endeavors to meet the children where they are and guide them into the next phase in their development. Each child is treated as an individual with a unique timetable for learning. The school provides an enriching, encouraging environment that helps children grow by participating in activities for which they are ready so they can experience success without frustration and failure.

Your Child at Loveland Preschool

Our number one goal at Loveland Preschool is to keep every child safe and happy. This section discusses the ways you and the school will work together every day this school year to ensure we are able to accomplish this goal.

ARRIVAL

Please take your child to the restroom before bringing your child to the classroom door. Make sure that your child washes his/her hands before entering the classroom.

Walk your child to the classroom door. Do not drop a child off in the parking lot or leave them unattended anywhere on the school premises. If you need to return to the classroom, ask another parent to watch your child in the car.

Children should arrive no earlier than 9:05am and should be picked up at 11:45am or 12:15pm. Children who continually arrive late will have a more difficult time making friends and fitting in to the preschool routine.

Please sign your child in and out of school each day. See "Tracking Children" below.

DEPARTURE

Children who are continually picked up late feel insecure and worried. Staff will endeavor to contact a parent or one of the persons designated on your intake form and stay with the child until someone arrives to pick up your child. If a child remains later than 12:00pm or 12:30pm, there will be a \$10.00 late fee assessed. Children will only be released to authorized adults, as designated on your child's intake sheet or with a written note. If an unauthorized adult attempts to pick up your child, the teachers will do everything they can to keep that child at preschool and the police will be called. We hope this never happens, but this must be addressed.

Parents will be called if they are fifteen minutes late picking up their child. If parents are unable to be reached, we will call the emergency contacts that have been provided. If we are unable to reach parents or emergency contacts after one hour, local authorities will be notified.

TRACKING CHILDREN

It is crucial that you sign in and sign out your child each day so that we have an accurate attendance in case of an emergency. In order to identify where children are at all times, teachers and parent helpers are expected to count children at every transition in the morning schedule, including bathroom trips, moving from the classroom to another room or the playground, and returning to the classroom. In the case that a child is deemed missing, the

remaining children will be gathered together in a determined place and monitored by staff members. Any available staff members will search for no more than 15 minutes before the police and parents or guardians are contacted.

SUNSCREEN

As a half-day preschool program, our outside time during peak sun hours is limited. Because of this, Loveland Preschool does not apply sunscreen. If you would like your child to wear sunscreen, please apply it in the morning before their arrival.

CLOTHING

Your child should wear play clothes and comfortable shoes, and not sandals. We go outside to play almost everyday, so dress your child accordingly. Send a sweater, coat, mittens, boots, etc. when needed for weather conditions. LABEL all clothing with your child's name.

2/3 and 3/4 class children are asked to bring a change of clothes in a zip-lock plastic bag to be kept at school in case of a toilet accident or spill during snack. If your child is not potty-trained, please leave a couple of disposable diapers at school.

BATHROOM POLICIES

We do not require students to be toilet trained before attending Loveland Preschool. We know that some 2's and 3's children are still in diapers and children will be changed as needed.

Diaper changing supplies are available in the 2's and 3's bathroom. Our diapering procedure is as follows:

1. Have all diapering supplies ready. (changing mat, wipes, plastic bag, clean diaper)
2. Place child on clean, sanitized changing mat.
3. Remove soiled diaper and/or clothing
4. Place soiled diaper in plastic bag or glove and place in lined wastebasket.
5. Place soiled clothing in a plastic bag to be taken home , if needed.
6. Using disposable wipes, clean the child wherever necessary and dispose of the wipes.
7. Diaper and dress the child.
8. Wash the child's hands before leaving the bathroom.
9. Clean and sanitize the changing mat and wash your hands.
10. Record child's name and other information on the Diaper log in the 2's and 3's bathroom.

We expect the majority of the toilet training process to be done in the home. A chart indicating whether a child is in diapers, in-training, or trained is posted in the 2's and 3's bathroom. While your child is at school, we will encourage and help your child in the toilet-training process. An extra change of clothing is kept in the child's classroom for use as needed. The 3/4 and the 4/5

children are expected to be toilet trained. However, we understand that accidents do happen. If frequent accidents are happening, the parent will be called to change the child. Children in these classes who are still in diapers or training pants will not have them changed at school. These classrooms do not have a bathroom in them, like the 2's and 3's classroom does. Changing a child of this age requires the teacher to be out of the room, and State Law does not allow that. We do ask parents to help us avoid accidents by taking their child to the bathroom before entering the classroom for the day. Children are allowed to go to the restroom whenever requested.

To ensure the safety of your child(ren), the teacher is responsible for taking a child to the restroom. A parent helper may only take their own child to the restroom. All diapering is to be done by the teacher unless the child belongs to the parent helper.

Please talk to your child's teacher if you have concerns. We do follow the American's with Disabilities Act and make special allowances for children with special needs.

ILLNESS

Children should not be at school if they are sick. This is for the protection of the other children and to protect the health of our parent-helpers and teachers.

Loveland Preschool may not allow children to attend preschool who have had any of the following symptoms within the last 24 hours before the scheduled school day: a fever (100.1F or higher), vomiting, diarrhea, persistent cough, sore throat, skin rash, colored nasal discharge, cold sores around the mouth, impetigo (staph or strep skin disease), active chicken pox, measles, mumps, or conjunctivitis (pink eye).

Also, a nasal discharge with color indicates a sign of infection. Your child is contagious and will expose other children and adults to the infection. A clear runny nose is usually a sign of allergies and is not contagious. Please let us know if your child has allergies. If your child is being treated with antibiotics, he/she should be on the medication for 24 hours prior to attending school.

If your child becomes ill while at preschool, a parent will be called to pick him/her up. If a parent cannot be reached, the people listed on your emergency information form will be contacted to pick up your sick child. If no one can be contacted, your child will be isolated from the others.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infections all staff members, parents or guardians of children will be notified by the school as expected by the Larimer County Health Department.

EMPLOYEE ILLNESS POLICY

Teachers and staff will follow these same basic guidelines as students for illness at Loveland Preschool. Any teacher that has the symptoms above will be required to notify the director of the school of their symptoms as soon as they exist, and will not be allowed to attend school. A substitute teacher will be contacted, if available. If no qualified substitute can be found, the class will be cancelled and parents will be notified as soon as possible.

TOYS

Unless a special toy has been requested by the teacher to match a teaching theme, we ask that personal toys remain at home.

Personal belongings should be limited to the apparel to be worn outside and a back pack to bring home papers. Children should not bring money to school. The teacher will do her best to protect your child's personal belongings, but is not responsible for lost money or items.

MEDICATION

Since your child is only at school for 2½-3 hours, we expect most medication to be administered before and after school hours. We do employ an off-site nurse consultant who consults with the Director regarding students with specific medication needs. Our teachers have been trained and received Medication Certification, which certifies them to administer oral medications, Epi-Pens and nebulizer treatments. If your child has medical needs, ask your teacher for the appropriate forms and make specific arrangements with the teacher. We cannot address specific medical needs until after receipt of appropriate medication forms from the child's parent and doctor. We only administer medication in its original container with written orders from your child's physician. Storage of medicine on site is determined on a case-by-case basis. Please talk directly with your teacher and the preschool director to determine storage needs for any medication needed during the school day.

UNIVERSAL PRECAUTIONS

Any time a parent-helper is dealing with a bleeding child (i.e. bloody nose, cuts, etc.) or changing a messy diaper, gloves must be worn. There are gloves in a drawer near the sink in the 3 & 4 year old classrooms and in the 4 & 5 year old classrooms, and on a shelf in the 2's and 3's bathroom.

Any materials used (tissues, rags, or diaper) must be placed in a plastic bag and placed into the lined trash cans in the classrooms. These precautions are for the benefit of the children and the adults.

FIELD TRIPS

We prefer that the parents who sign up to drive children to and from a field trip are able to give their full attention to LOVELAND PRESCHOOL children. Please leave children NOT enrolled in

Loveland Preschool with a trusted friend or relative on field trip days. You will be required to fill out a driver permission form. Please be aware that Colorado State Law requires all of our preschool children to be in a car seat or booster seat (see below).

One week before a field trip is to take place, the teacher will display information about the trip and have sign-up and permission slips available. Parents and guardians are expected to sign up to give permission for their children to go, and to indicate which car their children will ride in on their way to the field trip. Please do not change cars at the last minute, as this makes it difficult to accurately keep track of the children.

If the teacher does not receive the necessary information by the day of the field trip, the child will remain at school under the supervision of another teacher. It is very disappointing for a child to be left behind, so please remember to sign your child into a car and bring your child's car seat.

If a child arrives after his or her class has left the premises for a field trip, you will be directed to the location of the field trip and expected to transport your child there. If that is not possible, your child will be included in another class remaining on the premises until he or she can join the class returning from the field trip.

Cancellation of field trips is at the teacher's discretion as needed for inclement weather.

CAR SEATS

Loveland Preschool Inc. abides by the Colorado Child Passenger Protection Law which states: Effective August 2003, "Every child who is 1 through 3 yrs. and 20-40 lbs. shall be transported in a forward-facing child safety seat and children ages 4 and 5 who are less than 55 inches (4' 7") to use a booster seat, and children ages 6 to 16 and at least 55 inches tall to wear a seat belt."

Please note that although we follow Colorado State law, there are more effective methods of child restraint that are recommended by the American Academy of Pediatrics. If you have questions about what size of car seat your child should use, or how to properly install the car seat in the vehicle, please refer to the manufacturer's instructions. Alternatively, resources for car seat check stations can be found through Safe Kids at <https://sklarimer.org/car-seat-resources/> or <http://cert.safekids.org/get-car-seat-checked> .

When you transport children for Loveland Preschool, children are to be seated away from air bags and placed in the back seat. It is the responsibility of the driver transporting children to ensure that each child is properly protected. Each parent is responsible for placing their child's car seat into the driver's car correctly. Please place the child's name somewhere on the car seat

PARENT LIBRARY

Located on the back wall of the 4-5's class. Loveland Preschool provides a Parent Resource Library. There are many books on parenting issues, child-development, creative things to do with your children, and other topics. Look for a book evaluation in your newsletter each month. Stop by and check out a book, Checkout is on the honor system. Place your card in the pocket on the outside of the bookcase.

Parental Involvement and Obligations

A parent-cooperative preschool is a unique educational endeavor. The child gains the ability to relate to and communicate with other children, as well as adults. The parents gain an opportunity to learn and develop with their child, and to witness the role of education in developing an effective and satisfying family life. The community gains children who are well-balanced with respect for others, and families with a sense of community responsibility.

You have joined a parent cooperative preschool. This means you are willing to cooperate with the school and other parents to provide your children with a quality preschool experience. The following pages detail the ways in which you are expected to fulfill your duties as a cooperating parent at Loveland Preschool. As a member of this cooperative, your obligations fall into three categories:

1. ***Attending Meetings***
2. ***Maintenance Duties***
3. ***Serving as a Parent-Helper***

Meetings

Parents are required to attend the Fall Orientation Meeting, held on an evening during the week before school begins, and to participate in the Spring Corporation Voting, where you vote for the next year's officers.

Regular monthly meetings are held by the Trustees and Parent Board, and all members are encouraged to attend. Please see page 30 for more information.

Parent-Teacher Conferences are scheduled each spring to discuss your child's developmental progress. Of course, you may ask for a conference with the teacher at any time.

Maintenance Duties

Each family is required to fulfill at least one maintenance duty during the school year. All Families must be signed up by the first day of school. Failure to sign up for a maintenance duty by the start of the second week of enrollment will result in suspension from school until you sign up for a maintenance duty. ***If you miss your maintenance duty, you will be fined \$50 and will still have to fulfill a maintenance duty.*** Failure to pay the fine within 1 week will result in suspension until paid. In order to ensure that all maintenance duties are covered, families with more than one child attending LPS will be required to fulfill a maintenance duty for each child who is enrolled.

A current, and complete list of maintenance duties may be requested from the Trustee-At-Large. Here are most of the current maintenance duty offerings:

- Serve as a Board Member (descriptions of positions are discussed on page 31)
- Classroom Coordinator (one for each class)
 - Makes sure there are enough parent helpers for the classes each week.
 - Works as a liaison between parents and the Trustee-at-Large in case a parent helper is unable to attend
 - Takes pictures and assembles the photo book for their class at the end of the year
 - Fulfills any additional duties as requested by the teacher
- Babysitter during Board Meetings, Board Luncheons, School Registration, Parent-Teacher Conferences, or Open House
- Playground and equipment maintenance and repair
- Fall Set-up or Spring Clean-up
- Sanitizing classroom items (weekly for three months)
- Morning with Santa helper

Parent-Helping Requirement

The State of Colorado requires that we have a certain adult/child ratio in each of our classrooms. We depend on parent helpers to fulfill this requirement. Participation in your child's education is an important aspect of parenting that reaps many benefits for you and your child. Your participation helps to keep our tuition low and presents a wonderful opportunity to interact with and observe your child in the preschool setting.

The number of days you are expected to help is based on how often your child attends school each week. Each quarter, a parent is required to help the same number of days as your child attends preschool each week. If the class is not enrolled to capacity, you may be asked to parent-help additional times in order to maintain adult-child ratio. If you have more than one child enrolled in the school, you will have a separate parent-helper requirement in each child's classroom.

Parent helpers who fail to show up without any notification to the other classroom parents or classroom coordinator prior to the beginning of class will be charged \$50. Failure to pay the fine within 1 week will result in suspension until paid.

Loveland Preschool uses an online signup service to ensure that parents all get the opportunity to do their part for the school. It is important that parents are timely when signing up for help days using this service. ***If parents have not signed up by the end of the 1st week of the quarter for helping duty, help days will be assigned by Loveland Preschool.***

PARENT-HELPER SUBSTITUTION POLICY

If you are not able to help on the day you signed up:

You are responsible for exchanging days with another parent in your child's class, by the night before (at the latest), if at all possible. The preferred way to do this is to use the swap request tool in Sign Up Genius, if you can send it out early enough. If this fails, the classroom coordinator should have also provided your class with a list of contact information for all parents. It is your job to call everyone on this list and request coverage.

If no other parent can switch days, please arrange for a paid substitute, if available. Your classroom coordinator may also have a list of paid parent substitutes. Please inform your classroom coordinator when an exchange or substitution takes place. The fee for a paid substitute is \$25.00. Payment is due within one week. Failure to pay the substitute within 1 week will result in suspension until paid.

Classroom coordinators can help you find parent helper substitutions if need be. If you do not know who your classroom coordinator is, check with the Trustee-at-Large to find out.

If you are unable to exchange days with another parent or find a substitute, but have shown sufficient effort, you will be charged \$25.00 due to not being able to fulfill your parent-help day. Payment is due within 1 week. Failure to pay the fine within 1 week will result in suspension until paid.

If you choose to simply not show up and do not attempt to find a replacement, you will be fined \$50, and may be assigned another parent help day.

Please do not contact your teacher to help you find coverage.

ON THE DAYS YOU PARENT-HELP

- Be at school by 9:00 A.M. and check-in with the teacher to assist in preparation for the day's activities.
- Supervise and encourage healthy hand-washing after using the toilet and before snack.
- Before and after snack time, clean the tables using soapy water, sanitizing solution, and paper towels.
- Supervise a given project and circulate among the children offering assistance and encouragement.

- Help the teacher do a count of children whenever the group has moved from one location to another at school. On field trips, help keep children in the group and do a count of children at each transfer point.
- Watch for the child who needs help sitting still and listening during circle time. Sit by this child and place a hand on his/her shoulder. When necessary remove the child if classmates are being distracted.
- Help put away toys and equipment during pick-up times. Help clean up after art projects by cleaning paste or paintbrushes.
- Help the children prepare for outdoor play by assisting with coats, boots, or mittens.
- Circulate among the play areas on the playground encouraging safe use of the equipment and positive interaction among the children.
- Interact with the children, participate and help the “unsure” child enter into the fun.
- Be a good example and enjoy the morning with the children!
- Remain after to assist the teacher in clean-up and sanitizing toys.
- In rare situations, the parent helper may be asked to assist in evacuating the school or assisting the transport of students with special needs.

Please DO NOT:

- Use tobacco, including any vaporizers at preschool.
- Discuss any child.
- Leave any child unattended.
- Scold a child for a toilet accident or spill. Accidents are handled in a matter-of-fact way.
- Bring other children not enrolled in Loveland Preschool.
- Use cellular phones or other smart devices in the classroom.

SNACK

Starting with the 2016 school year, LPS has provided snacks for the children. We maintain a refrigerator with a monitored temperature to store snacks, and have developed a menu so that parents know what snacks are coming up.

DISCIPLINE

Our goal is to give each child a positive experience at school, and we expect children attending our school as well as our parent-helpers to observe these three rules:

1. We keep ourselves safe.

Protect the children from getting hurt. Children are encouraged to play safely. Help children make wise choices while they are playing. Try to redirect children to safer play if you consider an activity to be unsafe. Minor injuries are handled on site. If a child gets seriously hurt, 911 will be called. The child will not be transported to a doctor or medical facility by anyone other than trained emergency staff. We will make every attempt to contact the parent, and the child will be cared for as best as possible until the parent arrives and further decisions can be made. An incident report is filled out whenever a child is injured at school. A copy will be given to the parents and a copy will be kept on file at school.

2. We keep each other safe.

Children are expected to respect themselves, their peers, and adults. Help children to show respect in all settings. If you see a child hurting another child, intervene in the conflict. Suggest alternate ways to communicate. No one should grab a toy away from another child. Remain positive and explain that the child may have it as soon as the first child is finished.

Children are expected to participate in group activities. If a child is un-cooperative, a parent helper may need to assist. See the Parent-Helper guideline section earlier in this handbook. If disrespect is a continuing problem a conference will be held between the teacher, parent, and child.

A disruptive child is one who by his behavior, in the opinion of the teacher, prohibits the class and teacher from functioning in a positive way and/or is continually destructive to property and person. (A key word here is “continually” as it is recognized that most children have periods of “out-of-bounds” behavior in normal development.) If after 6-8 weeks, a child is considered disruptive, the teacher will call a meeting with the parents and a trustee to discuss ways to deal with the problem. If improvement is not seen in 2-3 weeks, outside help may be called in with the parent’s permission.

The teacher will be responsible for following through on recommendations to professionals.

A probation period will then be issued. If there is insufficient improvement the child may be removed and unused tuition refunded.

We want to emphasize that each child is an individual and each case will be evaluated and treated individually. Not all steps will be taken in all cases. Recommendations of probation by the teachers must be approved by a majority of the trustees after they too have observed the situation. All conferences between teachers, parents, and trustees are to remain confidential.

3. We keep our things safe.

Throwing of toys, or messing with another child's creation should be dealt with immediately. Sometimes a short time-out is needed to help a child regain control. During pick-up time in the classroom and on the playground encourage children to put toys away in their proper places. If you see a toy that needs repair, please point it out to the teacher and arrangements will be made to get it repaired.

Registration and Records

ENROLLMENT INFORMATION & ENTRANCE REQUIREMENTS

Loveland Preschool does not discriminate on the basis of race, color, national origin, religion, sexual orientation or gender. Any child who is in good health and turns 2 years old by August 21st is eligible for the Playgroup 2's and 3's class. Any child that is 3, 4, or 5 by October 1st is eligible for enrollment in the appropriate class upon application and payment of a non-refundable registration fee. Since class space is limited, applications are accepted on a first-come, first-served basis. Any vacancies are filled from a waiting list.

Loveland Preschool welcomes all children with disabilities, and will make reasonable accommodations for students in accordance with the Americans with Disabilities Act. Loveland Preschool consults with the Early Childhood Intervention Team of the Thompson R2-J School District to provide appropriate educational opportunities and services.

REGISTRATION

Registration is held in the spring of each year, usually in mid to late March. The first registration is held for currently enrolled and alumni families. The second registration is open to new families. At registration, you will be asked to complete application forms for each child and pay a non-refundable registration fee per family. All outstanding financial obligations owed to Loveland Preschool must be met before your child will be enrolled. All forms must be completed and turned in before your child may attend class. A child is automatically enrolled from one quarter to the next unless a formal withdrawal is requested. If classes are filled, a waiting list will be maintained for anyone interested in enrollment. Names are kept on the waiting list until an opening is available. Children can be placed on the waiting list at any time. If a class is not half full by the end of August, preceding the school year, the Trustees will make a determination on whether or not the class will be held. All families affected will be notified and given alternate options.

MID-YEAR REGISTRATION POLICIES

The following must be completed for mid-year registration to be completed, given that space is available:

- Complete all registration paperwork in a timely manner.
- Pay the registration fee.
- Pay a pro-rated share of the current quarter's tuition.
- Sign up to complete at least one maintenance duty.

RECORDS

The State requires that we keep a file on each child enrolled. Before your child can attend Loveland Preschool, you must provide a Child Intake, Certificate of Immunization (if needed, it must be copied to the state form available during orientation or filled out on the Colorado state website), General Health Appraisal Form/Medical Consent, Driver's License/Insurance/Field Trip Permission Form, and Release of Liability Form. A physical examination and a physician-signed health record for each child are required annually. The Immunization form only needs to be filled out once per child during his or her enrollment at LPS. The physical health record needs to be completed at every annual exam.

LPS reserves the right to contact the doctor/dentist you list on your health records, or consult special-needs providers, if deemed necessary by the Director and Nurse Consultant in order to obtain more knowledge about documented conditions/illnesses or medications. No medical information will be discussed without parental consent.

Anecdotal records including student evaluations discussed at parent-teacher conferences, scholarship forms, concern forms filed by parents are kept in each child's file. The Vice-President maintains the student files. Student files are kept for 5 years, as mandated by the state, and then destroyed.

IMMUNIZATIONS

The State of Colorado requires immunizations for all students in a Colorado school. Your child may not attend school without this completed state form. The immunization form can be filled out electronically from a current copy of your child's immunization records. The electronically fillable form can be found here:

https://www.colorado.gov/pacific/sites/default/files/PW_Imm_Certificate-of-Immunization-for-Use-with-Electronic-Records.pdf

Please keep in mind that when you are filling this out, you will need a current copy of your child's immunization records because saving the form as you are filling it out requires a special version of Adobe Acrobat that typically isn't available on most home computers. If you do not have access to a printer, copies of these forms will be available upon request.

ATTENDANCE

Loveland Preschool meets from 9:15am-11:45am each morning for 2/3 and 3/4 classes, and 9:15am-12:15pm for the 4/5 class. All classes meet two or three mornings per week, based on which class they are enrolled.

The Playgroup 2's and 3's classes have a capacity of 10 students, the 3's and 4's classes have a capacity of 16 students, and the 4's and 5's classes have a capacity of 20 students. Total enrollment is 92 students.

If your child will not be attending on any one given school day, due to illness or other short-term needs, you are not required to notify Loveland Preschool.

TEMPORARY WITHDRAWAL

If your family is leaving for on account of business leave or an extended vacation, you may still pay tuition to guarantee a space in the class while you are gone. Extenuating circumstances can be discussed with the Director and/or President and will be reviewed by the Board of Trustees.

PERMANENT WITHDRAWAL

If it is necessary to remove your child at any time during the year, a refund of the unused portion of your tuition will be granted for: illness, moving out of the area, entering an elementary school, or an unusual emergency only. A two week written notice, to be placed in the child's file, must be given to the child's teacher and the Vice President who will notify the Board of Trustees. If there are outstanding financial obligations (tuition or fund raising) owed to the school, payment will be expected at this time.

Tuition

The school year is divided into four quarters according to the Thompson R2-J school district calendar. Tuition is due on the first day of each quarter. Tuition can be paid in many ways. We accept credit cards, ACH bank transfers, cash or checks. If paying by cash, please speak with the Treasurer about this before you put cash in the tuition box. Payments can be placed in the tuition box located in the LPS office or mailed to:

*Loveland Preschool
Attn: Treasurer
2500 N. Garfield Ave
Loveland, CO 80538*

Emailed statements will be sent out with totals due roughly two weeks prior to the quarter beginning. If you need a printed statement, please speak with our administrative assistant, Kaila Kocer. She may be reached at lovelandpreschool@gmail.com.

If tuition is not paid by the first day of a new quarter, your child will be immediately un-registered and any student on the waitlist will be notified of the new opening. You will lose all priority and be moved to the bottom of the wait list when your student is un-registered. If there are no students on the wait list, you will be allowed to re-register your student by paying a new \$50 registration fee and paying for the quarter's tuition.

The Board reserves the right to terminate enrollment if no satisfactory solution can be reached. If payment cannot be made on time, please contact the treasurer before payment is due, to make arrangements.

Please remember, Loveland Preschool is a non-profit cooperative preschool, and our primary source of income is tuition. If at any time you have questions or concerns regarding tuition, please contact the Treasurer listed in the Parent Board Information Section of your handbook, or by using the contact form on the website (www.lovelandpreschool.org).

Pay the tuition based on which days of the week your child(ren) attend(s) school. Tuition is \$12.62 per day for the 2/3's and 3/4's classes. Tuition is \$13.92 per day for the 4/5's class. Amounts due each quarter vary due to school holidays.

If tuition is paid in full before the start of the first quarter, a 7.5% discount will be given. Please note that tuition that is paid in full will no longer be eligible for reduction through fundraising and scrip. Please see the next page for this year's tuition calendar due dates and amounts.

Loveland Preschool Tuition Calendar 2019-2020

2019-2020	1 st Quarter Due 8/22/19	2 nd Quarter Due 10/25/19	3 rd Quarter Due 1/10/20	4 th Quarter Due 3/13/20	Total Year	Full Year 7.5% Discount
Mon/Wed/Fri 4,5's	\$334.08 24 Days	\$334.08 24 Days	\$334.08 24 Days	\$306.24 22 Days	\$1,308.48 94 Days	\$1,210.34
Tues/Thurs 4,5's	\$236.64 17 Days	\$222.72 16 Days	\$236.64 17 Days	\$222.72 16 Days	\$918.72 66 Days	\$849.81
Mon/Wed/Fri 3,4's & 2,3's	\$302.88 24 Days	\$302.88 24 Days	\$302.88 24 Days	\$277.64 22 Days	\$1,186.28 94 Days	\$1,097.31
Tues/Thurs 3,4's & 2,3's	\$214.54 17 Days	\$201.92 16 Days	\$214.54 17 Days	\$201.92 16 Days	\$832.92 66 Days	\$770.45

Daily Rate for Tuition is: \$13.92 for the 4/5's and \$12.62 for the 3/4's and 2/3's

Tuition Guidelines: If Tuition is Not Paid by the First Day of the Quarter, your child, WILL NOT be allowed to return to class. You will have to re-register to join the class again and pay the \$50.00 registration fee. If there is a wait list for that class, you will have to be put on the wait list.

- Payment plans are accepted, but must be approved by the treasurer.
- Payment plans need to be in place by the start of the quarter to prevent being removed from the class and having to re-register.
- Payment plans for each quarter must be 100% paid 3 weeks before the quarter ends.
- Defaulting on a payment during an agreed payment plan will result in the remainder of that quarter's tuition being due in full immediately. The student may not return to class until payment has been made in full. After defaulting on a payment plan, future payment plans will not be accepted.
- There are scholarships available if you have trouble paying the full amount, be sure to fill out your application by the deadline if you need assistance. For further information about the scholarship process, please contact the President, Vice President or Treasurer or you may call the preschool cell phone 970-412-2320. The deadline dates are printed in the school newsletter.

FUNDRAISING AND SCRIP

Loveland Preschool is dedicated to our students and families. In an effort to keep your costs low, we offer opportunities for tuition reduction through fundraising events and our Scrip gift card program. Throughout the school year, all proceeds raised by you will be split evenly between Loveland Preschool and reducing your child's tuition bill, given there is still a remaining unpaid balance. Please note that tuition that has been prepaid for the whole year cannot therefore be reduced in this way.

The Scrip program allows families to purchase gift cards for partner companies through the school. Each card purchased offers a return at a listed percentage of the purchase amount. Once a Scrip purchase has been completely processed, Loveland Preschool will reduce your child's tuition by half the amount received from the partner company.

REFERRAL PROGRAM

The best advertisement that we have is personal recommendations from you, our parents. If you refer a family to the school and they pay 2 quarters of tuition, you will receive either a \$25 gift card from any of our available scrip or you can have a \$25 credit added to your account. You must notify the treasurer or administrative assistant of this referral at the time of the new family's registration, and after the 2 quarters have passed to receive your reward.

SCHOLARSHIPS

Scholarships are available based upon financial need. New scholarship families will be asked to fill out an application and interview with a few members of the board to ensure that they understand their responsibilities as a scholarship holder. Scholarship holders are required to request scholarship before each new quarter.

If you are a returning family that has already demonstrated your commitment to fulfilling your parent co-op duties, a scholarship may be awarded as soon as the proper paperwork has been received and reviewed by the board of trustees.

You will be required to perform an extra maintenance duty per scholarship awarded.

Communication and Policies

COMMUNICATION

Loveland Preschool has many forms of communication with our families; this handbook, the monthly newsletter, classroom newsletter, the website, Facebook, and email.

The newsletter is emailed out during the last week of each month for the following month.

A Classroom Newsletter will be placed in your child's folder each month. Important information about up-coming events and lesson plans from each teacher are included.

The website is another means of keeping up with Loveland Preschool. We have created a user friendly website for new parents to learn more about our preschool, and for current parents to get quick answers to many questions. Much of the information in this handbook is also posted on the website. The calendar section contains a monthly calendar and upcoming dates to keep you current. Please visit www.lovelandpreschool.org and take advantage of this tool to keep you informed. If you have a question for a board member, please email us lovelandpreschool@gmail.com.

The parent board also posts any important information, including board minutes and survey results, on the bulletin boards in the main hallway.

Either the Director or President of the Parent Board must approve any communication going home with students. The teachers will handle information regarding food allergies or special diets. Any invitations to parties outside of class time should be handed out directly to the parents in the hallway.

PARENT INPUT

Since parents are such an integral part of Loveland Preschool we believe you are the best people to evaluate our program. You will receive a questionnaire during the 3rd quarter concerning your child's class, the teacher, and the operation of the school as a whole. Your input is very important to us. Please answer the questions honestly, and return the form promptly. We count on your input to establish policies that meet the needs of all members of the cooperative.

Any parent is welcome to attend and give input at the Parent-Board monthly meetings. You are more than welcome to bring any concerns to a board member or the director personally as well. Please see the school calendar on the website for a list of dates that board meetings occur. Most often they happen on the first Monday of every month that we are in session.

COMPLAINT PROCESS

We believe that most issues and/or questions can be resolved easily on an individual level. Good communication can alleviate many misunderstandings and be mutually beneficial for the child, parent, teacher, and school. We use the following problem-solving procedure:

For classroom concerns a parent should first conference with the teacher. The Director or a Trustee may be asked to attend as a mediator.

For school management concerns a parent should first conference with the President. The Director or a Trustee may be asked to attend as a mediator.

If the above-mentioned personal conferences are unsatisfactory, fill out the Concern Form available in an envelope in the hallway near the Parent Bulletin Board. Place it in the President's box. The President and Director will review the concern and address it with a recommended course of action. The President and Director will document and file the resolution.

HOME BUSINESS POLICY

Home business information can be posted within the dedicated section on the bulletin board for one month during the year. All home business postings must be approved by the board, and will be dated and removed after the month is up. Please do not bring your products to school or talk about them in the hallways during drop off and pickup. This is a school, not a marketing opportunity. If you would like to talk with other parents about your home business, please do it outside of school property.

At no time should a home business owner approach a teacher about purchasing from them.

REQUIRED REPORTING

LPS makes every effort to provide a safe and healthy environment, but unfortunately, incidents of physical or sexual abuse do still happen in this world. If you believe that your child has been abused, you should seek immediate assistance from the Larimer County Department of Human Services at (970) 498-6300 or call the Child Protection line at (970) 498-6990. Colorado law requires that child care providers and teachers report all known or suspected cases of child abuse or neglect.

If you suspect that Loveland Preschool is in violation of our child care license, you may file a complaint to the Colorado Department of Human Services – Division of Childcare, 1575 Sherman Street, Denver, Colorado, 80203-1712. Phone (303) 866-5948.

We are required by the State to keep medical records, emergency release information, and trip permission slips on file at the school. Also, anecdotal records are kept by each teacher to note

each child's progress and development. Parent-Teacher conferences are held annually in the spring.

Any time a child is injured while at school, an incident report will be filed. A copy will be given to the parents and one will be kept on file at the school.

VISITORS

All visitors to the Preschool will be at the discretion of the teacher and must be cleared in advance. Adult visitors should sign in on the list in the main hallway for special visitors. A child visitor may attend with the teacher's approval only if the class has not already reached the enrollment maximum set by the Colorado State Department of Social Services. The first visit is free, but thereafter tuition will be charged accordingly.

Governing Body

Parents of children enrolled in Loveland Preschool automatically become members of the corporation that runs the school. Trustees serve in staggered two-year terms and assume responsibility for policy-making and personnel matters. The rest of the Parent Board rotates yearly. The trustees are also responsible for appointing additional Board members to chair various committees and take part in the daily operations of the school.

Regular monthly meetings are held by the trustees and board. These meetings are open, and all members are encouraged to attend. Meeting dates are published in the calendar on the school's website and in the monthly newsletter, and usually occur on the first Monday of each month. Free babysitting is provided for children of anyone in attendance.

A complete set of by-laws and articles of incorporation are available upon request. A current list of trustees and other board members is posted on the bulletin board in the hallway, and is listed below.

Board Position Descriptions

PRESIDENT

The President acts as the face of the school during school events and presentations, writes the agenda for and presides over LPS Board and Trustee meetings, oversees all other board positions, and consults with the Director regarding the overall administration of the preschool.

VICE PRESIDENT

With the help of the administrative assistant, the Vice President manages the enrollment records of the preschool, is the chief communicator with families via phone and email, and otherwise assists the President. The Vice President moves into the President position the following year.

TREASURER

The Treasurer manages and maintains record of all of the school's finances, including bank accounts, tuition, and payroll. The treasurer is also responsible for creating and maintaining the budget each year, as determined by the board of trustees.

SECRETARY

The secretary prepares the monthly parent newsletter and website, and composes, publishes, and maintains the board meeting minutes.

TRUSTEE-AT-LARGE

The Trustee-at-Large organizes and coordinates the cooperative obligations of the parents, and acts as the main liaison between the board and the church facility by reserving rooms and meeting with the church's maintenance person.

FUNDRAISING

The Fundraising Chair organizes and coordinates all non-Scrip fundraising events, and maintains fundraising records for each family and business that LPS deals with.

SCRIP COORDINATOR

The Scrip Coordinator manages and tracks individual family purchases of Scrip gift cards from various companies, and maintains records for each family and business.

LIBRARIAN

The Librarian manages the parent library, and organizes regular book orders with Scholastic and other book companies.

MARKETING COORDINATOR

The Marketing Coordinator promotes the school to the community, and is in charge of Loveland Preschool's presence on social media, promotional events, and signage.

EVENTS COORDINATOR

The Events Coordinator manages school wide events such as the yearly school birthday party, Santa's Pancake Breakfast, and the end-of-the-year pizza party in the park.

Loveland Preschool Board Trustees 2018-2019

<i>DIRECTOR</i>	<i>KRISTIN PANKAU</i>
<i>ADMINISTRATIVE ASST.</i>	<i>KAILA KOCER</i>
<i>PRESIDENT</i>	<i>ASHLEY PAYNE</i>
<i>VICE PRESIDENT</i>	<i>HANNAH KNOCK</i>
<i>TREASURER</i>	
<i>SECRETARY</i>	<i>CANDACE SYRACUSE</i>
<i>FUNDRAISING</i>	<i>DANIELLE LOUPEE</i>
<i>TRUSTEE AT LARGE</i>	<i>BRITTANY SYRACUSE</i>
<i>SCRIP</i>	<i>LINDSAY COLLIER</i>
<i>LIBRARIAN</i>	<i>NATALIE DAVIDSON</i>
<i>MARKETING</i>	<i>ADRIANNA HARCOURT</i>
<i>EVENTS COORDINATOR</i>	<i>BROOKE BAKES</i>

Emergency Information and Weather Policies

EMERGENCY DRILLS AND EVACUATION PLANS

Emergency cards are filled out by the parents on each student. Please let your child's teacher know of any changes in phone contacts during the school year. Fire drills and emergency drills are held regularly.

In case of emergencies like a fire, tornado, or local disaster an emergency evacuation plan is in place:

- **Plan A** - to the gymnasium. Emergency supplies are stored in the kitchen near the gym and restocked regularly.
- **Plan B** - to the preschool and church parking lot. Students will stay with their teachers in the northern most portion of the lot.
- **Plan C** - Kirkview Park. Directly south of Mountain View Presbyterian Church on Kirkview Dr. Students will be escorted to the park by teachers and aides and parents will be notified via all media options.
- **Plan D** (2 miles away) - Loveland Fire Station #2. 3070 W 29th St. Loveland, CO 80538. In the case of an emergency that demands evacuation, the state of Colorado has asked us to list an evacuation location at least 2 miles from the preschool. In this case, all adults present at the school including teachers, aides, and parents will be asked to load children into their cars (properly restrained or not) and transport them to the determined location.

CLOSURES

When the Thompson R2-J School District cancels school due to extreme weather or other emergencies, Loveland Preschool also cancels classes. Classes will not be made up and there will be NO tuition refunds due to inclement weather.

When there is inclement weather, please check your email before coming to school. If there is a closure, there will be an email sent and a post made on the website. Listen to KOA (85 AM) KHPN (1570 AM) , KCOL (1410 AM) KTTR (102 FM) KAAW (107.9 FM) Loveland's 1610 AM, or watch Channels 4, 7, or 9 or Thompson R2-J Channel 14 on TV. You can also call the Thompson School District closure line at (970) 613-6788 or visit the Thompson School District Website for closure information.

In case of a blizzard where weather seems to worsen while classes are being held, parents will be called to come get your children.

PLAYING OUTSIDE

In the case of inclement (below freezing) or excessively hot weather (above 100 degrees), the children will remain inside and have guided large-motor activities.

Job Assignments for Emergencies

Evacuation Chief: M-F Kristin Pankau

In the event that Kristin Pankau isn't present, the assistant director, Jennifer Henkels, will fill in as back-up.

In the event of an evacuation, any disabled children will be paired with a parent helper.

Communications

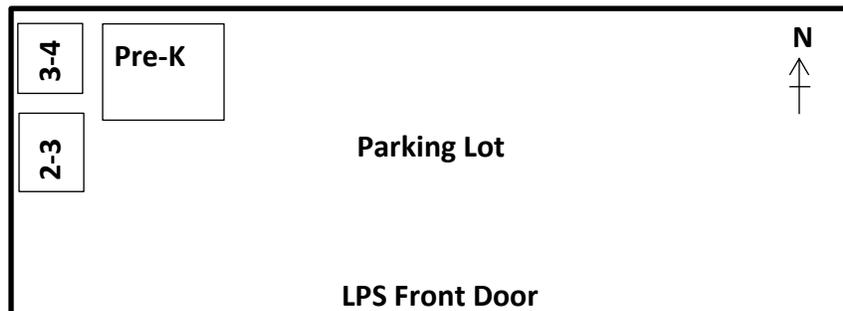
- Evacuation Chief contacts authorities.
- Each teacher contacts a parent or guardian using emergency cards.
- Preschool President is notified by Evacuation Chief and instructed to inform parents by all means available, including email, website, and social media.

Each teacher is responsible for grabbing their own "Go Bag" during evacuation.

During all evacuations take the class Emergency Cards and sign-in sheets. Take roll call once you are at your designated evacuation area.

FIRE EVACUATION PLAN

- In the event of a fire evacuation, exit the building through the nearest exit.
- Pre-K class meets at the north corner of the parking lot on the grassy curb.
- 3-4 class meets next to the Pre-K class on the west side of the parking lot on the grassy curb.
- 2-3 class meets next to the 3-4 class on the west side of the parking lot on the grassy curb.
- Playgroup meets next to the 3-4 class on the west side of the parking lot on the grassy curb.



Tornado Evacuation Plan

In the event of a Tornado Evacuation, exit to the church basement. Have children sit along the wall in the basement hallway.

Lockdown Procedure

In the event of a lockdown situation, the church and preschool staff will work together to lock all exterior doors. Staff will close all curtains and children and staff are to remain in their classrooms and shelter in place.

In the event that classrooms are deemed unsafe, the evacuation chief will notify staff to evacuate to the preschool gym.

Active Shooter

In the event of an active shooter, Staff will close all curtains and cover the windows on the classroom doors.

- The Pre-K class will crouch in the corner of the classroom behind the coat racks.
- The 3-4 class will crouch in the corner nearest the sink.
- The Playgroup will seek shelter in the classroom bathroom.

Evacuation from Preschool Property

In the event that we must evacuate from the preschool property, evacuate to:

Loveland Fire Station #2
3070 W 29th St.
Loveland, CO 80538

Loveland Preschool Play-dough Recipe

Ingredients

- 2 cups flour
- 1 cup salt
- 2 tablespoons cream of tarter or powdered alum
- 2 cups boiling water
- 2 tablespoons salad oil
- Food coloring of your choice (or 2 small packages of Jell-O may be added for colorful, scented Play dough)

Mixing Directions

1. Mix flour, salt, and tartar/alum.
2. Gradually stir in boiling water, cooking oil, and food coloring.
3. Cook over medium heat until a ball forms.
4. Remove from heat, kneed on wax paper, while still warm, until it cools.
5. Store in an airtight container.

**If you are asked to make Play-Dough for the larger classes, please double this recipe.