



# Parent Handbook 2014-2015

Revised: 10/2014

# Table of Contents

Admission Requirements	20
Arrival and Departure	23
Birthdays	27
Biting	31
Blizzard	26
Car Seats	32
Checking In and Out Procedures	24
Clothing	29
Communicable Illnesses	28
Compliance with the Americans with Disabilities Act (ADA)	20
Discipline Policy	30
Emergency Procedures	25
Expected Student Outcomes	6
Family Priority	
Filing a Formal Complaint	35
Fires, Tornados and Drills	26
Holidays and Breaks	21
Hours of Operation	21
Illness	27
Inclement and Excessively Hot Weather	25
Lost and Found	30
Lunch	23
Medication	29
Mission Statement	5
Monthly Curriculum Themes	17
Monthly Newsletter	32
Organization	5
Our Program	14
Parent/Teacher Conferences	24
Parent Involvement	25
Parking	24
Philosophy and Purpose	5
Power Failure	27
Preschool is a Place for Learning	16
Preschool Schedule	19
Siblings	31
Snack	23
Staff	25
Student Accidents	26
The First Few Weeks	22
Ten Tips for a Great First Day of School	33
Termination of Enrollment	23
Tracking Children's Location at all Times	26
Tuition	21

Visitor Policy 26  
Weekly Lesson Summary 31  
Withdrawal 22  
Welcome Letter 4

## WELCOME TO LIVING WAY CHRISTIAN PRESCHOOL!

Dear Living Way Christian Preschool Families,

Welcome to our School! We understand what an important decision this has been for you. It has been said that having a child "is to decide forever to have your heart go walking around outside your body." We consider it an honor to be entrusted with a piece of your heart in your precious little one!

Our desire is that each child who enters our doors will develop a strong sense of "wonder" in God's creation, and in their ability to learn new things, and a sense of their invaluable "worth" as one of God's children. We are committed to providing a safe and loving Christ-centered environment for your child to learn and grow.

Our staff believes that our role is to partner with your family in your child's learning, so communication is the key to our success. If you should ever have any questions or concerns, please feel free to talk with the Teachers and Director. Our door is always open to you, and we greatly value your input.

Amy Shipman  
Director, Living Way Christian Preschool  
303-797-7076 x 112

## Mission Statement

The purpose of Living Way Christian Preschool (LWCP) is to minister to the families of South Denver by providing excellent Christian preschool programming designed to "open young minds to a sense of wonder and worth." Our desire is that each child who enters our doors will develop a strong sense of "wonder" in God's creation, and in their ability to learn new things, and a sense of their invaluable "worth" as one of God's children.

## Organization

Living Way Christian Preschool is a ministry of Living Way Fellowship Church. The preschool is a nonprofit community service. We are fully licensed by the State of Colorado and meet or exceed all of the requirements of the Colorado Department of Humans Services Division of Child Care, as well as the Tri County Health Department.

## Philosophy and Purpose

Our preschool is a Christian school and, therefore, emphasizes Christ-centered teaching. The Bible is the integrating factor around which all activities and subject matter are correlated. We will be introducing to your child the things of God, so they might discover Him as a real and vitally personal part of their young lives. We believe the Bible is the inspired and only infallible Word of God and acceptance of Jesus Christ as our personal Savior is the only way to enter heaven. Behind all the planning for the preschool is the philosophy that these early years are the foundation upon which future learning depends. Our aim is to provide an environment where your child will experience their happiest times. Recognizing the importance of balanced growth, our staff will provide opportunity for the Social/Emotional, Intellectual/Cognitive, Physical and Spiritual Development of your child.

## Family Priority

The Bible has given parents the duty of rearing their children, bringing them up in the discipline and instruction of the Lord as set forth in Ephesians 6:4. "Parents, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord" (ESV). Our school understands the biblical role of parents and family and is committed to the growth and development of this God-ordained institution. We believe in the importance of the family/home and support the family institution.

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we **"train and educate" on behalf of the parents, not in place of them**, and view ourselves as an extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.

# Expected Student Outcomes

The following student outcomes will be evaluated by the teacher in both the Winter and the Spring:

## For 2 Year Olds:

### Language/Communication

- I can say my first name
- I can say how old I am
- I can name some colors
- I can name some animals
- I am learning to recognize some letters

### Literacy

- I can listen to short stories
- I can repeat alphabet letter names

### Mathematics

- I can count to at least 5
- I can sort items according to characteristics (color, shape, size)
- I can identify basic shapes (circle, square, triangle)

### Science

- I can identify 5 body parts
- I can use observation skills
- I can use trial and error to solve problems

### Fine Motor Skills

- I can paint with a large brush
- I can color with a large crayon
- I can manipulate play-doh

### Gross Motor Skills

- I can walk steadily
- I can run
- I can roll a ball

### Self-Care

- I am learning to wash my hands

- I am learning to feed myself
- I can ask for help, needs and wants
- I am learning to use the toilet

### **Art and Music**

- I can sing words to simple songs
- I can clap my hands to music
- I can explore drawing, painting and modeling with a variety of materials and media
- I can use simple instruments

### **Social/Emotional Skills**

- I am learning to express feelings in appropriate ways
- I am learning to play and share with other children
- I am beginning to develop friendships
- I can use objects to imitate real life (dramatic play)
- I am responding well to my teacher's authority

### **Spiritual Development**

- I know that God made me and that I am special to God
- I know that God made the world
- I know that God loves me and will help me
- I am listening (and repeating when ready) to Bible Verses

## For 3 Year-Olds:

### Language/Communication

- I can say the letters in my first name
- I can retell simple stories
- I can follow 2 step simple directions
- I can participate in conversation
- I am developing an understanding of rhyming sounds
- I can identify colors of the rainbow (red, orange, yellow, green, blue, purple)

### Literacy

- I am beginning to recognize the letters of the alphabet
- I am beginning to associate letters with sounds
- I am attempting to write letter like symbols

### Mathematics

- I can count to 15
- I can identify characteristics of items that I sort
- I can identify basic shapes (circle, square, triangle, rectangle)
- I can create a simple pattern

### Science

- I can display observation skills
- I can identify 10 body parts
- I can understand the functions of the five senses
- I can use trial and error to solve problems

### Fine Motor Skills

- I can hold/use crayons correctly
- I am learning to hold a pencil correctly
- I am learning the process of zipping and snapping
- I am learning to trace with control
- I am learning to use scissors

### Gross Motor Skills

- I am aware of my right and left side
- I can demonstrate balance and control during locomotive movements (such as hopping on one foot)
- I can throw a ball



## Self-Care

- I can wash and dry my hands
- I can pull up and down my clothing
- I can open my lunch and baggies
- I can clean up my area after lunch and snack

## Art and Music

- I can sing words to simple songs
- I can use simple instruments
- I can explore drawing, painting, and modeling with different materials and media

## Social/Emotional Skills

- I can express feelings in appropriate ways
- I can play cooperatively with other children
- I am responding well to my teacher's authority
- I am showing confidence and independence in my school setting
- I show continued effort at a task

## Spiritual Development

- I know that God made me and that I am special to God
- I know that God made the world
- I know that God loves me and will help me
- I understand that Jesus is God's Son
- I understand that the Bible is God's Word
- I am learning to recite the monthly Bible Verse

## For 4 Year-Olds:

### Language/Communication

- I can say the letters in my first name
- I can retell simple stories with detail
- I can participate in conversation
- I can follow 3 step simple directions
- I can identify colors of the rainbow (red, orange, yellow, green, blue, purple)

### Literacy

- I am beginning to write my first name
- I can recognize and identify beginning sounds in words
- I can recognize upper/lower case letters
- I understand the concept of rhyming sounds

### Mathematics

- I can count to 30
- I can identify characteristics of items that I sort
- I can identify basic and complex shapes (circle, square, triangle, rectangle, oval, rhombus and octagon)
- I can create simple and complex patterns
- I can demonstrate understanding and recognition of numbers 0-20
- I can recognize penny, nickel, dime and quarter

### Science

- I can display observation skills
- I can recognize and identify 12 body parts
- I can understand the functions of the five senses
- I can use trial and error to solve problems
- I can identify living and non-living things

### Fine Motor Skills

- I can color with control
- I can hold a pencil correctly
- I can trace with control
- I can cut along simple and complex lines
- I am able to use a zipper and a snap

## Gross Motor Skills

- I am aware of my right and left side
- I can demonstrate balance and control during locomotive movements (hopping)
- I can catch a ball (hand-eye coordination)

## Self-Care

- I can wash and dry my hands
- I can put on my coat or jacket
- I can open my lunch and baggies
- I can clean up my area after lunch and snack

## Art and Music

- I can sing words to simple songs
- I can use simple musical instruments
- I can explore drawing, painting, and modeling with different materials and media

## Social/Emotional Skills

- I can express feelings in appropriate ways
- I can play cooperatively with other children
- I am responding well to my teacher's authority
- I am showing confidence and independence in my school setting
- I show continued effort at a task
- I am showing self-control

## Spiritual Development

- I know that God made me and that I am special to God
- I know that God made the world
- I know that God loves me and will help me
- I understand that the Bible is God's Word
- I understand that Jesus is God's Son
- I am able to recite the monthly Bible Verses

## For 5 Year-Olds:

### Language/Communication

- I can say the letters in my first and last name
- I can retell simple stories with detail
- I can participate in conversation
- I can follow 3 step simple directions
- I can identify colors of the rainbow (red, orange, yellow, green, blue, purple)

### Literacy

- I am beginning to write my first and last names
- I can recognize and identify beginning sounds in words
- I can recognize all upper/lower case letters
- I understand the concept of rhyming sounds

### Mathematics

- I can count to 50
- I can identify characteristics of items that I sort
- I can identify basic and complex shapes (circle, square, triangle, rectangle, oval, rhombus and octagon)
- I can create simple and complex patterns
- I can demonstrate understanding and recognition of numbers 0-30
- I can recognize penny, nickel, dime, and quarter

### Science

- I can display observation skills
- I can recognize and identify 12 body parts
- I can understand the functions of the five senses
- I can use trial and error to solve problems
- I can identify living and non-living things

### Fine Motor Skills

- I can color with control
- I can hold a pencil correctly
- I can trace with control
- I can cut along simple and complex lines
- I am able to use a zipper and a snap

## Gross Motor Skills

- I am aware of my right and left side
- I can demonstrate balance and control during locomotive movements (hopping)
- I can catch a ball (hand-eye coordination)

## Self-Care

- I can wash and dry my hands
- I can put on my coat or jacket
- I can open my lunch and baggies
- I can clean up my area after lunch and snack

## Art and Music

- I can sing words to simple songs
- I can use simple musical instruments
- I can explore drawing, painting, and modeling with different materials and media

## Social/Emotional Skills

- I can express feelings in appropriate ways
- I can play cooperatively with other children
- I am responding well to my teacher's authority
- I am showing confidence and independence in my school setting
- I show continued effort at a task
- I am showing self-control

## Spiritual Development

- I know that God made me and that I am special to God
- I know that God made the world
- I know that God loves me and will help me
- I understand that the Bible is God's Word
- I understand that Jesus is God's Son
- I am able to recite the monthly Bible Verses

### *Our Program Includes:*

Our preschool has a well-written, researched based and comprehensive curriculum. Each classroom has planned activities geared to the interest and level of that particular age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing, where a child's self-worth is strengthened and opportunities are given to promote independence and success. Your child will be exposed to the following areas:

- **BIBLE** - To help children develop a love for God and others. Also, to teach them that Jesus is God's Son and how much He loves them. An age-appropriate Biblical curriculum will be interwoven through weekly chapels, Bible stories, life application stories, prayer, pictures, flannel graphs, stories, puppets, songs, Godly character traits, videos, and a Bible memory verse program.
- **CIRCLE TIME** - To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing, movement, group games, and sharing.
- **BLOCKS** - To encourage their problem solving, large muscle development, creative play, imagination, math, grouping, social development, cooperative play, and spatial relations.
- **PLAYGROUND** - Toys and playground equipment are used to develop muscular coordination and control. Also to encourage large muscle development, dexterity, coordination, balancing, experimenting with a wide variety of equipment like: tricycles, sandbox, water table, slides, balls, parachutes, running, climbing, and jumping.
- **CREATIVE ART** - Includes painting, clay, play dough, gluing, crayons, markers, felt pens, chalk, paper, glue, scissors, collage, and constructions to stimulate the child's imagination and help express their feelings and ideas through artistic activities and small muscle development.
- **DRAMATIC PLAY** - To encourage symbolic play, imagination, self-identity, family relations, child's view of the world, fantasy and reality play.
- **MUSIC, MOVEMENT, AND DRAMA** - To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Music appreciation is developed through listening to CDs, musical games, self expression, group singing, and chapel worship.
- **SCIENCE** - Our science program is an active and on-going program that uses magnets, magnifying lenses, prisms, measuring, exploration, discovery, observation, prediction, balance, color paddles, insects, plant and animal life,

nature, sensory materials to enhance the curriculum. Also, children learn to make reasonable cause and effect conclusions of the world God has made for us.

- **FREE CHOICE CENTERS** - Offer opportunities for decision making, free choice of working alone or with other children through manipulatives, blocks, problem-solving, matching, dramatic play, musical instruments, sorting, shape and color discrimination, and counting materials of varying degrees of difficulty. Free choice centers encourage self-motivation, independence, making choices, eye/hand coordination, visual discrimination, and readiness skills.
- **BOOK CENTER** - To encourage a love for literature, a cozy place to relax, to look at pictures and words, and a place to be by oneself or others. We have plenty of books available for children to enrich experiences and interest.
- **LANGUAGE & LITERACY** - To encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, listening comprehension, to understand words and make associations with written words.
- **MATH** - Concepts of how many, one to one correspondence, counting, less or greater, small/large and big/little are introduced. Also, to encourage making predictions, graphing, addition and subtraction, patterns and number recognition. Numerals 0 to 20 will be taught with emphasis on the concept of how many.
- **CONCEPT SKILLS** - To encourage the ability to use judgment, reasoning, and analysis. We want the students to begin to make associations and use recall as they understand their environment. Some of the concepts we will be working on are: colors, shapes, sequencing, size perception, fine motor skills, gross motor skills, positions, opposites, rhyming, alphabet recognition, number recognition, auditory memory, visual memory, patterning, tracing, writing number and letter, recognizing and writing name, describing action in picture, puzzles, following directions, matching, and a very basic instruction on how to print letters both in upper and lower case. Introduction to the phonetic uses of the alphabet will also be taught.
- **BATHROOM AND HYGIENE** - To encourage independence, grooming, healthy habits, and cleanliness.

## Preschool is a Place for Learning

### *A CHILD LEARNS WHEN:*

- He has a great variety of experiences - stimulation and contact with people and objects. These experiences have meaning to him and are suitable to his age.
- He has opportunities to satisfy his curiosity and learn through discovery.
- He works and plays in a pleasant place where he has more chances for success, than failure.
- He has opportunities for free play to practice what he learns.
- The preschool program is based upon the understanding that children are individuals.
- In order to provide for the needs of all children, the preschool provides:
  - A wide variety of play equipment, playmates, and helpful adults in surroundings with enough space.
  - Periods of activity and rest, through free play and organized quiet activities.
  - Small and large group experiences with storytelling, opportunities for discussion and vocabulary building, science, music, finger plays, songs, Bible stories, activities involving numbers, colors and shapes.

### *REMEMBER. . .*

- Growth is continuous and UNEVEN.
- And no two children grow in the same way.



## Monthly Curriculum Themes

**SEPTEMBER:** We will be starting our September Curriculum with "All About Me". This will give the children an opportunity to learn about the different parts of their body and fingerprints and to know that they are special. We will continue with manners, rules, sharing, colors, and shapes. For color day wear "**Yellow**". Our Godly character for the month is: "**Kindness**".

**OCTOBER:** We will be learning about community helpers and their specific jobs - i.e. Police, Fire Dept., Architect, Dentist, Mail Carrier, Nurses, and Doctors. We will also be learning about same/different and measuring, fall crops, spiders, trees, leaves, acorns, owls, harvest, and pumpkins. For color day wear "**Orange**". Our Godly character for the month is: "**Faith**".

**NOVEMBER:** In November we will learn about Thanksgiving, specifically how the Pilgrims & Indians helped one another. We are also learning about autumn, seasons, homes and families, and being thankful. We will be introducing magnifying glasses and using our observation skills. For color day wear "**Brown**". Our Godly character for the month is: "**Peace**".

**DECEMBER:** This month we will learn about Christmas. The children will learn about Jesus' birthday and the manger scene. They will learn the true meaning of gifts and giving as they make special arts and crafts. Magnets and musical instruments will also be part of our curriculum in December. For color day wear "**Red**". Our Godly character for the month is: "**Joy**".

**JANUARY:** In January we will learn about Winter, the types of clothing that should be worn during the cold months, and about snow, ice, melting, solid/liquid, sink/float, birds/eggs, hibernation, and the New Year. Martin Luther King Day will also be part of our curriculum. For color day wear "**Blue**". Our Godly character for the month is: "**Self-Control**".

**FEBRUARY:** Our main topic for this month is the five senses. We will also be celebrating Valentine's Day, Ground Hog Day, Washington's and Lincoln's Birthdays, and Dental Health. We also have "Daddy & Me Morning". This is a special time that fathers and grandfathers set aside to spend a morning with their student at the preschool. Each teacher prepares a project that they can complete together. It's a special time for building memories. This month we also have Parent-Teacher conferences. For color day wear "**Pink**". Our Godly Character for the month is: "**Gentleness**".

**MARCH:** The human body - this subject is of great interest to the children because it is about them. We will cover healthy bodies, good food, rest, and exercise. We will also cover

wind, rain, kites, clouds, baby animals, St. Patrick's Day and Easter (depending on the calendar for Easter). For color day wear "**Green**". Our Godly character for the month is: "**Love**".

APRIL: In April we learn about the Spring season, butterflies, caterpillars, living and non-living things, new life, flowers, and bees. Farm animals, farm planting, and plant parts will also be part of our curriculum. For color day wear "**Purple**." Our Godly character for the month is: "**Patience**".

MAY: Transportation - The children will be learning the different types of transportation used on land, rail, water and in the air. We will also study about insects, caring for our earth, celebrate Cinco de Mayo and Mother's Day. "Mommy and Me Morning" is a special day set aside for all the moms and grandmothers to spend a morning at the preschool with their son or daughter. We also celebrate "Teacher Appreciation Week". For color day wear "**Rainbow**" Our Godly character for the month is: "**Goodness**".

## Preschool Schedule

Here is an example of a typical day at LWCP:

### Living Way Christian Preschool Daily Schedule

#### Terrific 2's

9:00 to 9:25 am	Hang-Up Bags, Free Play, or Table Activity
9:25 to 9:40 am	Circle Time (Morning Prayer, Calendar, Sound, Number of the Week, and Finger Plays)
9:40 to 10:00 am	Snack Time
10:00 to 10:30 am	Discovery Centers and Craft Time
10:30 to 11:00 am	Outside Time/Gross Motor Development
11:00 to 11:15 am	Circle Time (Bible Story and Lesson)
11:15 to 11:45 am	Discovery Centers and Craft Time
11:45 to 12:00 pm	Circle Time (Story Time, Quietly Look at Picture Books While Waiting for Parents)
12:00 to 1:00 pm	Optional Lunch Bunch and Enrichment Time

#### Preschool 3's

9:00 to 9:30 am	Hang-Up Bags, Free Play, or Table Activity
9:30 to 9:50 am	Circle Time (Morning Prayer, Calendar, Sound, Number of the Week, and Finger Plays)
9:50 to 10:15 am	Snack Time
10:15 to 11:30 am	Academic Learning Centers and Craft Time
11:30 to 12:00 pm	Outside Time/Gross Motor Development
12:00 to 12:15 pm	Circle Time (Bible Story and Lesson)
12:15 to 12:45 pm	Lunch
12:45 to 1:00 pm	Pick Up and Closing Circle (Review Activities of the Day)

#### Preschool 4's and 5's

9:00 to 9:30 am	Hang-Up Bags, Free Play or Table Activity
9:30 to 9:50 am	Circle Time (Morning Prayer, Calendar, Sound, Number of the Week, and Finger Plays)
9:50 to 10:15 am	Snack Time
10:15 to 11:30 am	Academic Learning Centers and Craft Time
11:30 to 12:00 pm	Outside Time/Gross Motor Development
12:00 to 12:15 pm	Circle Time (Bible Story and Lesson)
12:15 to 12:45 pm	Lunch
12:45 to 1:00 pm	Pick Up and Closing Circle (Review Activities of the Day)

**\*Please note that schedule is flexible and subject to change due to student's daily needs and weather concerns.**

## Admission Requirements

Children who are or will be 2 years old upon enrollment through 5 years old will be accepted into the program throughout the year as space is available. If there is no space, children will be placed on a wait list. All child records will be kept and maintained in the secure Director's office. Children will be admitted regardless of race, creed, color, sex or national origin.

Our preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, religion, national origin or ancestry. Our interest and concern is your child. We encourage parents to visit and tour the preschool prior to admission and see our program in action. To set up a tour with the director, please call 303-797-7076 x 112. We will explain the preschool program, policies of the school, and answer any questions you may have.

Admission to the school is given on a first come/first serve basis. Children already enrolled in our school have first priority. Next will be siblings of currently enrolled students, then children from the community at large.

Each child, *before the admission day*, must have a physical examination by a doctor, to be certain that the child is in good physical health and free from any communicable diseases. Also, a complete report of the child's medical history must be submitted prior to admission. An annual, non-refundable registration fee is required of each child. We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Your immunization record must be kept current. Validated proof of immunization should be submitted as your child receives new immunizations or booster shots. Those who choose not to immunize must sign the appropriate waiver, and all families will be notified that there are students at the preschool who are not fully immunized.

Parents are responsible for keeping the school informed as to changes of address and other emergency information, i.e. employment change, new cell phone number, etc.

## Services Offered for Special Needs Children in Compliance with the Americans with Disabilities Act

LWCP will do everything within reason to accommodate children with special needs. Special needs children will be accepted after we have assessed if we are able to serve their needs and if space is available. Children with special needs, such as emotionally, developmentally or physically challenged, will be accepted if it is determined that: 1) The child will benefit from our program. 2) The staff is able to meet the individual needs of the child. 3) There will be no adverse effect on other children through direct behavior.

# Policies and Procedures

## Hours of Operation

The preschool hours are: Monday - Friday, 9:00am – 1:00pm. Children may arrive as early as, but not before 8:45am. Likewise, children must be picked up at dismissal time (12:00pm for Two's, and 1:00pm for Two's Lunch Bunch, Three's, and Four's). Out of courtesy to our teachers, we do ask that you be punctual in picking up your children. At 1:05, a late fee of \$1.00 per minute will be charged. If we have been unable to contact anyone on the emergency contact list by 1:45 pm, we will contact the police for further instructions. In case of an emergency, or situation where you are unable to arrive at dismissal time, please call the office at 303-797-7076 x 112.

## Holidays and Breaks

Please refer to the current school calendar for Holidays and Breaks in which the preschool will be closed. There will be no reduction in tuition for holidays.

## Tuition

A non-refundable registration fee per child is payable each year at registration time. A yearly supply fee is also payable at this time. The supply fee covers all consumable materials that your child will use throughout the year.

Tuition fees are based on the days your child is registered to attend and are due upon your child's first school day of each month and considered delinquent after the 7th day of each month. A \$25.00 charge will be assessed to your account if not paid by that time. If tuition has not been paid by the 20th, of the current month, the parent will be asked to meet with the Director in order to assess the situation.

A return check fee will be charged to your account for all insufficient funds checks in the amount of \$25.00. Tuition is payable whether the child is present in school or not.

We do not send bills or invoices unless you have a balance due. It is your responsibility to come in the office and make your payment. Place your tuition payment in the designated box in the office. If you choice to pay by mail, please allow yourself plenty of time to have your payment in our office by the 1st of the month. If you would like a receipt, please indicate on your check. When writing a check please include the student's name in the memorandum.

## The First Few Weeks

The first few weeks in any new environment can produce anxiety for your child. The director and teachers are sensitive to these feelings. Our staff is trained to be alert and aware of your child's reactions to this new environment and will make every effort to help your child adjust as easily as possible.

There are some things you can do as a parent to help ease the adjustment period:

- Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to the center.
- Please plan to attend the Preschool Warm Up Day prior to the first day of school.
- Talk with your child positively about the preschool and the things he/she will be doing there. If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance.
- We suggest that after the necessary signing-in and exchange of greetings, you say to your child, "Good-bye. I will pick you up later. I know you will have a good day," and then leave. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out", because it's better that your child be well informed and has the opportunity to say good-bye to you. For younger children, it may be helpful to bring a special object from home, such as a stuffed toy or blanket. This may help the child in bridging the gap from the familiar to the unfamiliar.
- During the first weeks *you* may feel some apprehension after leaving your child. This is a perfectly natural response. We know how very important your child's well being is to you. We encourage you to feel free to call the school during the day to find out how your child is doing. The director and staff are eager to keep you informed.
- A re-adjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

## Withdrawal

Our policy requires that all withdrawals, whether before the school year begins or during the year must be made in writing with at least a one month notice and shall be effective when such notice is delivered to the school office. Tuition is due for that one month period. If a child should withdraw from the program without a one month notice, tuition will be charged continuously until a letter of termination in writing is received by the

office. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing. If a student leaves for any reason, or enters after the school year has begun the tuition fees are pro-rated on a weekly basis.

## Termination of Enrollment

The preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of those policies include:

- Tuition payment has not been received by the 20th of the current month.
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty.

## Snack

Each day, we will take time for a mid-morning snack. Parents are responsible to pack their child's snack from home. All items need to be peanut-free due to allergy concerns. Snack should include two components, and be nutritious such as cheese, crackers, fruit, yogurt, etc... Items like fruit snacks, cookies, and fruit roll ups should be saved for the end of lunch. *Snack should be sent separate from the lunch box in a baggie clearly marked with the child's name.*

If a nutritious snack is not provided, the preschool staff will offer supplemental food items to the child.

## Lunch

Lunch needs to represent 1/3 of the child's daily diet and should be proportioned for the child's age and appetite. Lunches should include vegetables and fruits, bread or bread alternatives, meat or protein and a drink of fruit juice, water or milk. (No soda.) Since there is no availability to heat or refrigerate foods, your child may bring a thermos or ice container. Food items that are prone to make a mess or packaging that is difficult to manipulate are encouraged to stay home.

## Arrival and Departure

For the safety of our children we have a security system which requires an access code to enter the front door. At the time of enrollment you will be given the code and you may share the code only with those who are authorized to pick up your child. If you forget the code, ring the doorbell for assistance. When entering, if you do not recognize those behind you, please close the door and let them use the code.

Please sign your child in at your classroom table as you come in. Then you may accompany your child to his or her classroom.

We do encourage all the children to arrive promptly by 9:00 AM. This is our welcoming time and we don't want any child to miss this special time. It is also distracting to the teacher and other children when you walk in late. When departing, don't forget to check your child's student file and coat hook.

## Parking

Please be aware of small children in the parking lot at arrival and dismissal times. We ask that you refrain from using cell phones as you are driving, and keep your speed very slow.

Please do not leave children unattended in your car during arrival or dismissal times. One of our staff would be happy to help if you need assistance to your car.

## Checking In and Out Procedures

*According to state law, parents are required to check their child in and out each day.*

The parent must sign in the student at the classroom table upon arrival each morning, and when picking up in the afternoon.

The parent or guardian is the only person who can authorize the preschool to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up your child in case of an emergency. This authorization is given on the enrollment form and should be periodically updated in writing. Those authorized to pick up should also follow signing in and out procedures at the reception counter. Your child will not be released to anyone who the parent has not given **written or emailed** consent for to the preschool.

## Parent Teacher Conferences

The teachers are continually making observations, collecting samples of work, and assessing the developmental growth of each child throughout the year. Parent-teacher conferences for the 3's, 4's, and 5's classrooms will be held in the month of February, you and the teacher will have the opportunity to discuss your child's developmental progress, ask questions, or share any concerns. Parents whose children are in the Caterpillars classroom will not have a formal conference in February, but are always welcome to schedule a time with the teacher to discuss their child's progress.



## Parent Involvement

We always encourage parents to be involved at our school, but it is not mandatory. Parent involvement plays an important part in our school. Being involved shows your child you care. Your involvement is part of what makes our school a wonderful place for children. We provide opportunities for parents to be involved such as: bringing in items for and helping out at special events or parties, helping cut out items for the teacher, etc. We encourage parents to come and share their talents, careers, and culture with the children. Your teachers will provide you with opportunities to help throughout the school year.

## Staff

We are fortunate to have a professional, caring staff that is willing to give of themselves to help each develop to their full potential. Each member of our staff has been employed as a qualified and competent person in Early Childhood Education to provide loving, caring direction and guidance to all the children. Each staff member is aware of unique differences and will provide appropriate care for each child according to their needs. All of our Early Childhood Teachers are certified by the State of Colorado, and each of our staff members are certified in CPR and First Aid.

Every staff member is a professing believer in the Lord Jesus Christ and is active in a Christ-centered church. Each employee interacts well with children and embraces an attitude of service. The Director is also available to serve and assist our families in any way possible.

## Emergency Procedures

Living Way Christian Preschool has written policies and procedures for dealing with emergencies. Be assured that the staff will be giving your child any emergency care they may need. Each staff member has been trained in First Aid and CPR. Each classroom is equipped with first aid supplies. We periodically conduct and document fire and tornado drills. The children are taught safety procedures and exit procedures and are accompanied by their teacher or another staff member. We have developed an emergency evacuation system designed to meet the needs of the preschool.

LWCP has incorporated a SRP (Standard Response Protocol) into our emergency procedures. The SRP is recognized by the Douglas County Emergency service and the staff has been trained for the responses needed based on the type of emergency. The SRP is practiced by staff and students in a way that prepares everyone for the type of

emergency, yet in a manner that does not alarm the children. You will be notified when any of the procedures are planned.

## **Inclement and Excessively Hot Weather**

LWCP will follow the Douglas County Schools for weather closures. If Douglas County should choose to delay start, we will begin school at 10:00a.m. Should our facility need to close due to a facility issue or safety issue, parents will be notified by text or email. In weather conditions that are excessively hot or cold, children will stay inside and play in our indoor playroom.

## **Blizzard**

In the event that parents are unable to drive to the school to pick-up their children because of blizzard conditions, the staff must stay at the school with the children until the parents arrive. The school must stay within ratio at all times. Staff members will be released to retrieve their personal children as children get picked up from our program here at LWCP.

If our phones are down you may reach us at our emergency cell phone numbers:

- **Amy Shipman Cell Phone : (626) 484-8427**
- **Pastor Jason Shipman Cell Phone : (626) 485-4842**

## **Student Accidents**

If your child is injured while at school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. If attempts to contact a parent or guardian, or the child's doctor are not successful, we will call emergency medical services. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. If there is a need to transport the child, a staff member will accompany your child at all times. Any expense incurred will be the responsibility of the child's family. The school will not be responsible for anything that may occur as a result of false or misleading information given at the time of enrollment.. Please keep your child's file current by keeping us up to date on phone numbers, and other pertinent information.

The persons who are listed on the Emergency Information Form to be called in an emergency when the parents cannot be reached, should live in the local area, be available during school sessions, and should know your wishes for your child.

## **Tracking Children's Location at all Times**

Each classroom teacher is responsible for keeping track of her children at all times. Attendance will be taken in the morning upon arrival and after returning to the classroom after recess or an event. Counts of the children will be taken and recorded frequently throughout the day especially while outside or while making a transition to another space in the building. Children will be escorted by their teacher to other areas of the building and never left alone.

## **Fires, Tornadoes and Drills**

Our staff is trained in what to do in case of a fire or tornado emergency, and we practice monthly drills with the children. Exits are marked by exit signs. Each classroom has an evacuation plan located by the door to direct the children safely from the building in case of fire. Each classroom has two exits, most with an exterior door leading directly outside. Emergency contact lists and first aid kits will be taken to the designated safety zone.

In case of a tornado or tornado warning, the class and emergency contact list to the Library. This room is the safest place in the building, having no windows. The children will sit against the wall and cover their heads. Once the situation is under control and help is on the way, we will begin notifying parents or other emergency contacts.

## **Power Failure**

In the event of a power failure, battery back-up lights will illuminate each classroom. Flash lights are also available to use if battery back-up lights are not sufficient.

## **Visitors to the Preschool**

All visitors are required to enter from the main entrance and to ring the bell for assistance, to be let in by a staff person through the secure doors. All visitors must sign-in and show their Driver's License to confirm their identity and must be escorted by preschool staff to their area of business. LWCP does not allow solicitors; they may contact us by phone or email. People with no business on the campus will be allowed in the building. Any suspicious people should be noted and the church administrator should be notified. If necessary, video surveillance footage can be reviewed and used as evidence of a breach of security.

## **Birthdays**

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebrations and like to recognize birthdays here at the preschool, if that is your

preference. Due to our many food allergies, we ask that food not be sent in to celebrate. Please discuss this with your child's teacher a week in advance. A small goodie bag may be sent in if you choose. Elaborate parties should be done at home.

## Illness

We are very concerned about the health of your child as well as that of other children in our care. Please do not bring your child if he/she seems ill. Please examine your child each day before bringing him/her to school. You know your child best. Please watch for any unusual behaviors such as lack of appetite, headaches, crankiness, overly tired, etc. This may be the beginning of an illness. Each day our staff will ensure that each child is healthy enough to stay at school by doing a quick health inspection. Additional attention will be given to those children who have been absent because of an illness or have been exposed to a contagious disease. The adult bringing the child to the center shall remain until the child is accepted. If your child has been ill during the night, you will save time and stress by keeping him/her home. Do not expose other children to colds and contagious diseases. If your child is not well enough to go outside he/she is not well enough to be at school.

A child who becomes ill during the day will be isolated and the parents will be notified and expected to come or arrange for someone else to come **immediately** for their child. If a parent cannot be reached, another adult on the child's Emergency Form will be contacted. Children who do not feel well become apprehensive if they have to wait too long.

If your child is absent due to illness for more than one day, please call the office to inform us. For one day absences we do not require a phone call. The director or her designee will determine if a child is too ill to remain at the preschool.

## Communicable Illnesses

When a child is diagnosed with a communicable illness, all parents will be informed by email and signs will be posted on the classroom doors that their child has been exposed to a communicable illness within the school week.

Students with suspected communicable diseases/illnesses are to be excluded from school attendance until a doctor's note is provided to indicate the health of the child. Children who have experienced diarrhea, vomiting, or have a fever of 100.0 degrees Fahrenheit or greater before coming to school or during school will be required to stay home until they are symptom free for 24 hours.

Communicable illnesses requiring a doctor's note before returning to school are:

- Conjunctivitis (pink eye)
- Hepatitis (Types A, B, and C)
- Impetigo
- Influenza
- Measles
- Scabies
- Ringworm
- Scarlet Fever
- Typhoid Fever
- Mumps
- Whooping cough
- Chicken Pox

## Medication

Since we are a half day morning program, we prefer to not administer medication. If we need to have a child's medication on hand, they must be in their original container with the label, doctor's name, pharmacy number, and a Health Care Plan with the doctor's signature for us to have on file. We will place the medication in a drawer until the time it is to be administered. We are unable to administer any medication without all of the previous noted documentation due to state regulations. No medication may be kept in the child's back pack. All medications must have proper documentation and be kept in the classroom. If an epi pen is used in an emergency situation, parents and medical assistance must be contacted immediately. In addition, an incident report needs to be filled-out explaining in detail why the epi pen was used and all that happened.

We may apply topical creams like diaper rash ointment as a preventative measure with written parental consent. If there are open sores or a rash, we need a Doctor's note to apply the ointment.

We prefer that parents apply sunscreen to their child at home, before school begins. However, if we feel that a child needs further protection, the teacher will apply sunscreen at school **if the parent has signed the sunscreen authorization form.**

## Clothing

It is recommended that the boys and girls wear washable play clothes. Painting, playdough, etc. is usually available to your child and some colors of paint just don't wash out well. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts

without a struggle. For the younger children, don't dress them in overalls or body suits and don't include belts, snaps, etc. "Pull-on" type clothes with elastic waists that can be easily manipulated by the child is preferred. All children are required to keep a complete change of clothing at school in case of an accident. Label each item with your child's name and place them in a plastic zip lock bag labeled with your child's name. If these clothes are used, be sure to return them the next school day. All clothes belonging to the students will be returned at the conclusion of the school year.

All jackets, sweaters, coats, hats, and boots must be **clearly marked** with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for an aide or teacher to identify to whom it belongs. The school will not be responsible for any lost clothing. A sweater or jacket at the school is recommended since the temperature changes from morning to afternoon.

All shoes must be in good condition. **Socks** must be worn at all times with shoes and sandals. Sandals must also have a back strap for support, no flip-flop shoes will be permitted.

## Lost and Found

If your child is missing anything, please notify the staff as soon as possible. It is much easier to return a lost item if it is labeled with the owner's name. **Please remember to label everything!** The school is not responsible for lost items. Unclaimed items are given to charity after a reasonable period of time.

## Discipline Policy

Our goal is to provide children with the opportunity and skills to make good choices, function independently, and learn social skills through positive, gentle, and encouraging guidance.

The following are examples of behavior guidance and discipline techniques. Because each teacher is unique, there is no one style that will work uniformly with all teachers. Conversely, given the individualized temperaments of children, there is no one style that will work uniformly with all children either. Our teachers are committed to these principles:

1. Show love for the child with eye contact, physical hugs, and focused attention by spending individualized time with the child.
2. Know the age characteristics of children; behavior may be typical of a stage that children are going through.

3. Communicate respectfully with children by listening to their feelings and talking with them as valued individuals.
4. Praise desirable behavior. Effective praise must be immediate, sincere, specific, and related to the event not the character of the child.
5. Extinguish unacceptable behavior by stating your expectations (keeping in mind the developmental age of each child) beforehand. Remind the child of the acceptable behavior without focusing on the negative.
6. Remind children of consequences of undesirable behavior: loss of privileges, redirecting or a note or a phone call to home.
7. When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note home will be sent explaining the problem or a phone call will be made to the parent.
8. If a child becomes a frequent discipline problem a parent-teacher-director conference will be arranged. If behavior does not improve, family counseling, suspension, or withdrawal may be considered.

## Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many children are not verbal and may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around other children, and bite as a response. When a child does bite, the following procedures will occur:

The child receiving the bite will be comforted and the bite area cleaned to prevent infection and an accident report will be filled out. The biting child will be redirected to appropriate activities. His or her parent will be notified, and the accident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The child will be closely supervised. The identity of the child will be kept confidential. Most children soon stop biting after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the preschool, either for a short period or permanently.

## Siblings

We understand that many of the children in our preschool have siblings, both younger and older. We want them to feel comfortable in our school and yet we need parents to understand that the role of our staff is to supervise and prepare an exciting

environment for the child who is enrolled. We ask that you be considerate and aware of supervision and the length of time siblings are in the classroom.

## **Monthly Newsletter and Detailed Calendar**

A newsletter and detailed calendar will be sent via email the first of each month. It gives information on curriculum, special dates and classroom activities. Please read it carefully. In addition, a Parent Communication Bulletin Board is located in the main preschool hallway. Current events and information will be posted regularly, and we ask the parents to check frequently.

## **Weekly Lesson Summary**

Another way we enhance our communication is through our "Weekly Lesson Summary." Each teacher will post it outside the classroom door for you to read, as well as email it to all families. This summary will include daily activities, memory verses, and upcoming events.

## **Car Seats**

By law, every preschooler needs to be placed in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat. Car seats cannot be dropped off and kept at the school as a convenience to the driver picking up your child. We do not have enough storage space to accommodate this for everyone. Only for emergencies will we let you drop off your car seat, not on a regular basis.



# Ten Tips for a Great First Day of School

The first day preschool is almost here, and it can be a time of great excitement and high stress for all involved. Planning ahead and preparing your child can help everyone be more comfortable and relaxed about the first days and weeks of school.

## Sharing Memories

Before the first day of school, share fond memories of your school days with your child. Look at any pictures you have of you as a school-aged child. Talk about events you remember and feelings you felt.

## Discuss the Daily Routine

Look over the attached Preschool Daily Schedule. Talk with your child about the kind of activities she will be doing throughout the day.

## Helper Words

Discuss with your child how to ask the teacher for help. If your child uses made-up words for toileting, take the time to teach your child words the teacher will understand such as "restroom," "potty," or "bathroom." Help your child understand that he'll be expected to raise his hand if he needs help. Make sure he knows that he can ask the teacher for help when he needs it.

## Role Play

Role play school settings with your child. Pretend that she needs to use the restroom. Act out lunch time. Pretend to walk in a line, etc.

## Read about School

Many popular story book series have stories about school. Read these with your child and share your positive attitude about school with your child. Some of our favorites are:

- *Chrysanthemum* by Kevin Henkes
- *Franklin goes to School* by Paulette Bourgeois
- *Owen* by Kevin Henkes
- *Will I Have a Friend?* By Miriam Cohen

## Lunch Time

Have your child practice opening all of the items within the lunch box. Hints: Place items in zipper bags or reusable containers. For items in store-bought pouches, use scissors to cut a notch in the seam to help with opening. Remember that we are a "Peanut Free" preschool.

## Easy Clothes for Toileting

Make sure to send your child to school in clothes that are easy for undressing and dressing when toileting. If your child does not have success with zippers, use elastic waist pants/shorts. Over-all/suspender style outfits are cute, but are often difficult for little ones to maneuver.

## Plan Ahead

Pack everything you will need for the next day on the evening before. Let your child help select the outfit for the next day the night before and lay out for easy access in the morning.

## Family Picture

Send a 4x6 family picture with your child to Preschool Warm Up Day (date noted on the current school calendar). This will provide comfort if your child gets anxious, and help to bring a piece of home to the classroom.

## And Don't Forget the Camera

Take as many pictures as you can of your child on this special day! You will want to look back on this milestone for years to come.

## Filing a Formal Complaint

Complaints or concerns regarding the operation of Living Way Christian Preschool programs in regard to implementation of the Rules and Regulations for Child Care Centers may be submitted to the Colorado Department of Human Resources, Licensing Division. It is recommended that you initially take your concerns to the Director.

Colorado Department of Human Services  
Division of Child Care, Licensing Division  
1575 Sherman Street  
Denver, CO 80203  
303-866-5968