



2023-2024 Preschool Parent Handbook



Welcome to Elizabeth School Districts' Early Childhood Programs!

We are pleased to welcome your family into our quality early childhood programs. Please read through **ALL** the information enclosed in this handbook, as it will provide you with a greater understanding of our programs and our policies and procedures.

Our Mission

Early childhood programs provide a caring supportive environment where all children can master new skills and develop a lifelong love of learning

Contact Information

Running Creek Preschool (RCE)

Mailing Address

P.O. Box 550
Elizabeth CO 80107
School 303-646-4620

Physical Address

900 S. Elbert Street
Elizabeth CO 80107

Singing Hills Preschool (SHE)

Address

41012 Madrid Drive
Parker CO 80138
School 303-646-1858

Shared Staff

Director of Special Education Service: Tammy Krueger, tkrueger@esdk12.org
Phone 303-646-1845

Early Childhood Special Education Teacher: Amber Davis, adavis@esdk12.org
Phone 303-646-6716

Early Childhood Special Education Teacher: Sara Bong, sbong@esdk12.org
Phone 303-646-6716

Early Childhood Speech/Language Pathologist: TBA

District Nurse: Melissa Barnhart, mbarnhart@esdk12.org
Phone 303-646-6730

Running Creek Preschool and Singing Hills Preschool

SHE Full Day Preschool 7:45AM-3:15PM

SHE Half Day Preschool

- 3 year olds: 7:45AM - 10:45AM
- 4 year olds: 11:30AM - 3:15PM

RCE Full Day Preschool 8:00AM-3:30PM

RCE Half Day Preschool

- 3 year olds: 8:00AM - 11:00AM
- 4 year olds: 11:45AM - 3:30PM



Half Day Preschool vs Full Day Preschool

Half Day Preschool and Full Day Preschool utilize the same curriculum. In Full Day Preschool there is an increase in exposure to the curriculum, due to the increase in time. Half Day Preschool has 30 minutes of recess, while Full Day Preschool has 60 minutes of recess. Children are given a nap/rest time in Full Day Preschool.

Admission Procedures

Elizabeth Preschools are licensed for children ages 3 to 5 years of age. Children must be 3 years old by October 1st. At no time shall the number of children in attendance exceed the number for which the preschool has been licensed.

Admission procedures must be completed prior to attending preschool and include the following:

- If choosing Universal Preschool funding, please access the [UPK website](#).
- Obtain an enrollment packet from the school office or access the packet on our school website at <https://www.elizabethschoolsdistrict.org/domain/342>
- Complete and return the packet.
 - A current Health Statement, **signed by an approved health care professional that has seen your child within the last 12 months**, is due within 30 days of admission and needs to be submitted annually.
 - State law requires immunizations for all students unless parents declare exemption due to medical, religious, or personal beliefs. This also needs to be submitted annually.
- Admission of children with special needs shall be in compliance with the Individuals with Disabilities Act (IDEA).

Class Placement/Waiting List - The Early Childhood Team takes great care with the class lists, and every effort is made to provide families with their first or second class choice. Many things are considered when creating a class list. We have to consider the mix of boys and girls, placing children with their peers, as well as the needs of individual children. First priority is given to children living in the Elizabeth School District. Open enrollment is determined upon availability of space. When the program is full, children will be put on a waiting list, and we will contact families, as space is available.

Withdrawal/Transfer Policy

- Families are asked to notify their child's teacher and the school office staff if a child is withdrawing.
- If the teacher is notified, she will inform the school office.
- Students may transfer between preschools if an open slot is available.
- If students are being withdrawn from the program by administration, written notices will be sent to parents with the explanation and date of withdrawal.

Tuition and Payment Procedures

Payment Procedures (Tuition & Before/After Care)

- Tuition is based on year-round enrollment and shall be paid in nine (9) equal payments, commencing September through May.
- Tuition will not be credited or refunded for any day your child does not attend the preschool program, including absences due to illness or vacation, school closures such as in-services and holidays, or inclement weather days resulting in delays or closures.
- Tuition is due the first preschool day of each month.
- Tuition may be paid by check, money order or cash. Checks should be made payable to RCE for Running Creek or SHE for Singing Hills. Online credit card payment is available with Procure. Parents can set up their account access at www.myprocure.com.
- Your driver's license number and the name of your child should be indicated on the memo line of each check. The District will not accept out of state checks.
- All questions and concerns regarding tuition and payments should be directed to the school principal.

Late Payment (Tuition) - If a payment for the preschool program is not received when due, the District may charge a \$25.00 late fee. If found to be in violation of the payment terms for two consecutive months, then the District may terminate your child's enrollment in the Preschool Program and/or deny your child's enrollment in the preschool program in future program years. The District in its sole discretion may reinstate a child to the preschool program(s) in which he/she is enrolled upon the payment of all outstanding tuition and fees.



Preschool Programs Curriculum

Theme Based Curriculum and Teaching Strategies GOLD

In each Preschool Program, a theme-based curriculum is created around the Teaching Strategies GOLD results matter assessment tool. *Teaching Strategies GOLD* can be used with any developmentally appropriate early childhood curriculum and is based on 38 research-based objectives that include predictors of school success and are aligned with the Colorado Preschool Academic Standards. These help teachers focus on what matters most for children's success. In addition, Teaching Strategies GOLD allows teachers to monitor student progress, and develop lesson plans around the individual needs of the students in their classrooms.

Other curriculums used in Preschool include

Handwriting without Tears - Handwriting without Tears is a research-based curriculum. Children who have mastered handwriting are better, more creative writers. The earlier we teach children to master handwriting, the more likely they are to succeed in school and write with speed and ease in all subjects.

Zoo Phonics - Zoo-Phonics uses animals drawn in the shapes of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. Students gain a firm foundation of the letter sounds and shapes and soon learn uppercase and lowercase letter names.

Instructional Methods

Each Preschool Program incorporates a variety of instruction methods such as whole group instruction through circle time, small group instruction through tabletop time, and play based instruction through learning centers.

The Role of the Teacher

- To respect and accept each child as an individual
- To create a caring community of learners
- To plan a program geared to the interests, abilities, and needs of their students
- To give children the opportunity to use the materials available according to their individual interests, abilities, and levels of maturity
- To assess children's development and learning
- To keep parents informed as to what is going on in the school life of their child
- To make your child's first school experience positive and rewarding

Preschool Curriculum Goals

Language Development

- Vocabulary development through reading and allowing children time to dramatize stories
- Understanding and following directions
- Having fun with language such as rhyming, singing
- Active participation in conversations
- Is able to discriminate sounds of language
- Expresses self, using words and expanded sentences

Reading and Writing

- Writing in various ways (drawing, scribbling, making letter like forms and words)

- Exploring books and other print, comprehending and interpreting meaning from books
- Creating a literacy-rich environment, broadening children's desire to learn to read.
- Having one's own language written down and read back
- Engaging in pretend play
- Uses emerging reading skills to make meaning from print
- Demonstrates knowledge of the alphabet

Math/Cognitive Development

- Sorting, comparing sizes and classifying objects
- Counting objects as well as counting by rote
- Exploring numbers
- Same and different concepts- patterning
- Distinguishing and describing shapes
- Shows awareness of position and space
- Shows persistence in approaching tasks

Motor Skills/Physical Development

- Developing large muscle skills through opportunities to climb, balance, hop, run, ride, throw, catch, skip and creative movement
- Developing small muscle skills through opportunities to draw, paint, build, and design
- Coordinate eye-hand movement
- Develop the muscles needed for writing by working with manipulatives such as play dough and digging in the dirt

Social and Emotional Development

- Making and expressing choices, plans and decisions
- Recognizing and solving interpersonal problems
- Understanding routines and expectations
- Building relationships with adults and children
- shows ability to adjust to new situations

Self-Help

- Taking care of one's own personal needs
- Developing responsibility
- Learning to ask peers for help
- Follows classroom rules and routines

Important Information



Communication - Parents may access information relative to preschool via each schools' website. On the website you will not only find information specific to your child's preschool, but also the preschool's quality improvement plan, a plethora of resources for preschool parents, and the results of parent surveys. You will also receive emails and newsletters containing timely preschool information. Running

Creek's Jag Tracks and Singing Hills' Howlings will be your information hub so you know what is happening in your child's community. Preschool teachers also send newsletters to parents specific to their classroom learning and events.

Video Viewing - Videos are only shown for educational purposes and used only on special occasions. Viewed videos are no longer than a half hour per day. On very rare and special occasions, videos may exceed 60 minutes within a two week time frame. Videos will be related to the theme that is being taught at the time (eg. holidays, fire fighters, etc.). During inclement weather, yoga videos may be used for gross motor activities in the classroom. Parents are always welcome to preview videos.

Walking Field Trips - Walking field trips are a part of the preschool program activities. The walking trip will take place away from district property, such as to the parks, library, fire station or nature walks, and may involve activities beyond the scope of traditional school functions conducted on district property. Adequate staff ratios will be maintained at all times. Parents will be notified in advance of each trip. As a precondition to your child's participation, you must sign and submit a waiver and release of liability that is included in the registration materials.

Licensing - The Department of Human Services, Division of Child Care, licenses all Elizabeth Schools Early Childhood Programs. These licenses indicate that the programs have met the required standards for operation. Each license is posted in the front hallway or the parent board of each building. If you need additional information regarding licensing, or if you have a licensing concern, please contact the school principal, or consult the Colorado Office of Child Care Services at 303-866-5958.

Child Abuse - Any suspicion of child abuse should be reported immediately to the Elbert County Department of Social Services; their phone number is 303-621-3149. In addition, Elizabeth School District preschool strictly complies with Colorado law, which requires that schools report all known or suspected cases of child abuse or neglect.

Insurance - It is your responsibility to have accident or health insurance coverage for your child. Elizabeth School District does not and is not obligated to provide health insurance for your child.

Absences - Please make sure your child's preschool teacher is aware when your child will not be attending. If you know in advance, a written note to the teacher will be sufficient. You may call the school in the morning in the case of an illness or an emergency. The phone number for each school is listed in the beginning of the handbook. Please remember this is a learning environment and excessive or prolonged absences not due to illness or family emergency could impact your child's education.

Parking and Building Entrances

- **Running Creek Preschool** - Due to increased security and current construction, Running Creek preschool students enter through the front door located on the west side of the building by the bus loop. Staff members are at this door from 8:00-8:10am, 11:00-11:10am, 11:45-11:55am, and 3:30-3:40pm for you to sign your student in or out. If no staff member is present, you will need to ring the doorbell and enter through the front office following our typical safety protocols. There are two parking lots available to families. You may park in available spots in the church parking lot. If you choose to park in the south lot, you may not leave your vehicle while in the fire lane. If your child is late

arriving to school or you need to pick your child up early, you must sign your student in and out via the front office.

- **Singing Hills Preschool** - Singing Hills Elementary School has a Preschool Parking Area designated in the top area of the parking lot, across from the Preschool entrance. Carefully escort your child across traffic, as it is very heavy before and after school. **Please do not park in the lot on the extreme west side of the building. That area is reserved for buses.** If your child is late arriving to school or you need to pick your child up early, you must check into the Singing Hills Elementary Main Office.



Signing in and out (SHE uses badges) - Parents or other responsible parties (ages 16 and older) must sign a child in and out of the preschool classrooms, for safety reasons. Each day, the preschool teacher will keep an attendance list that will record the drop off and pick up time for each child. Children will be released from classrooms only to adults for whom the program has written authorization. **Please let your teacher know immediately if there are any court ordered visitation restrictions or changes in pick-up authorization.**

Late Pick Up - Staff greatly appreciates parent's efforts to pick up and drop off in a timely manner, failure to do so will result in a charge. **A \$10 charge will be assessed for a late pick up.** If you know that you are going to be late, please contact your child's classroom as soon as possible. **Notification does not make you exempt from paying a late fee.** In the event that a child is left at the center 15 minutes past closing, and no prior notification was made, we will begin calling emergency contacts to arrange pick up. If a child is left at the center for more than a half hour without prior arrangements, Social Services, the Elizabeth Police Department and/or the Elbert County Sheriff's Office will be contacted.

Personal Belongings - Please do not send money or other valuable belongings with your child to school. A soft toy is allowed for rest time. The only time when personal toys are allowed at school is when teachers' designate a "show and tell" or toys from home day. Items that are always welcome are those that relate to the current learning theme or special items such as vacation pictures or souvenirs.

School Supplies - A school bag or backpack is recommended. Please have your child's name clearly written on the outside. Parents will be asked to send in basic school supplies during the school year. Due to limited storage space in the classrooms, the times parents send in supplies may be staggered throughout the year. Your child's teacher will provide a list of necessary school supplies.

Lunch/Snacks - Full Day Preschool Children are required to bring a sack lunch, drink, and two snacks that meet 1/3 of the child's daily nutritional requirements. Families take turns, on a rotating basis, to provide snacks for the half-day preschool programs.



Clothing

- Please send your child to school in comfortable, sturdy, washable clothing. We will do activities with materials such as paint, markers and clay.
- Keep in mind the simpler the fasteners the easier it is for your child at toilet times.
- Sneakers are the preferred footwear for school. Sandals and cowboy boots make it difficult for children to participate in motor activities and are not safe for the playground.
- On snowy or rainy days, your child must have appropriate clothing, **which is labeled with your child's name**. Children will be provided with outside motor activities daily unless it is too wet or cold to enjoy outside time.
- At times, any child may need to change his or her clothes during the day. **Each child must have an extra set of clothing to keep for emergencies. Please be sure to label all children's belongings with their first and last name.**

Toileting - Children need to be potty trained to attend school. Diapers and pull ups are not permitted. Students need to toilet independently. Staff will not change diapers. Staff members are not allowed to wipe children who are toilet trained. Being toilet trained includes being able to "clean your own bodies." *Expectations for students with a disability will be determined by the IEP (Individual Education Plan) team.

Rest Time - All children who are in the program for more than 5 hours per day are required to have a rest period. Pick-ups and drop offs are discouraged during rest time. If you need to pick-up your child early or drop off your child late, please arrange with your child's teacher an appropriate time to do so. Mats will be provided and parents will need to provide a twin fitted sheet, blanket, and pillow. The sheet and blanket will need to be taken home on Friday and returned clean on Monday. A soft sleep toy may be brought if needed.

Photographs - From time to time, officials of Elizabeth School District may photograph, videotape, audiotape, interview or create other electronic images or likenesses of your Child about or during an activity. The photographs, video, sound recordings and other electronic images may be used for a variety of educational, institutional, scientific or informational purposes. The permission for photographs, videos, audio and electronic images is included in your registration packet and must be submitted at the time of registration.

Technology - As part of the preschool or child care program, officials of the Elizabeth School District may permit your child to use District technology, including but not limited to iPads, computers, or other electronic equipment. If your child does not abide by district policies and procedures regarding the use of District technology, then your child may lose the privilege of using these educational tools.

Visitors and Volunteers - Visitors and Volunteers are welcome in all the Elizabeth Schools Early Childhood Programs. Please make every effort to inform your child's teacher at least one day in advance of your visit. Volunteers interested in working with children are required to have a background check prior to their visit. Please obtain a form from the office. Visitors and Volunteers must sign in at the front office at Running Creek and Singing Hills Elementary.



Family Resources -

General Resources

- Connections for Families, <https://www.connections4families.org/>
- Colorado Children's Health Assistant Program, <https://cchap.org/>

Health

- Centura Medical Group 240 S Elizabeth St unit B, Elizabeth, CO 80107 303-269-2551 Private Insurance, Medicaid (only patients over 17 years old)
- Elizabeth Family Health 34061 Forest Park Dr, Elizabeth, CO 80107 303-646-4071 Private Insurance
- Centennial Mental Health 650 E Walnut St, Elizabeth, CO 80107 303-646-4519 Private Insurance, Medicaid
- Colorado Children's Health Assistant Program, <https://cchap.org/>

Dental

- Elizabeth Family Dental 2340 Legacy Circle, Suite 2, Elizabeth, CO 80107 303-646-6336 Accepts most insurance plans; will work with clients with no insurance
- Krieger Family Dental 187 E Kiowa Ave, Elizabeth, CO 80107 303-646-4678 Delta; No DMO plans
- Parker Orthodontics 210 Elizabeth St Ste H, Elizabeth, CO 80107 303-646-6461 Accepts most insurance plans; will work with clients with no insurance
- Timberline Family Dentistry 796 E Kiowa Ave, Elizabeth, CO 80107 303-646-3940 Accepts most insurance plans

Food

- Elizabeth Food Bank 381 S Banner St, Elizabeth CO 80107 303-646-3232 Operating out of Elizabeth Presbyterian Church
- Harvest Bible Church Food Bank 826 S Elbert St, Elizabeth CO 80107 303-646-3699
- Food Bank of the Rockies 231 Cheyenne St, Kiowa, CO 80117 720-737-4946 Operating out of Kiowa Creek Community Church
- Parker Task Force Food Bank 19105 Longs Way, Parker, CO 80134 303-841-3460 appointment required

Discipline Policy

- Elizabeth School Early Childhood Program believes in a positive approach to discipline. Our goal is for all children to learn appropriate behavior. We use the following guidance methods: redirection, planning ahead to prevent problems, positive reinforcement, encouragement, consistent and clear rules taught and explained to children, and natural consequences.
- We allow each child to access classroom materials. Materials are to be used in an appropriate way relative to their purpose. Children are encouraged to be creative with materials as well. However, the child is not free to hurt him or herself, other people, or destroy property. Parents will be informed of any behavioral problems their child is having at school and, if necessary, a behavior plan will be set up with the family. If a behavior problem includes endangering the safety of the child, other children, or adults, the child may be sent home. If these behaviors persist and are not resolved, students may be dis-enrolled from the program.

Parent Involvement - The Elizabeth Schools Early Childhood Preschool Program feels that you and your family are first and foremost in your child's development. We are here to supplement and guide that development with your support. We encourage parent involvement in all programs. There are a number of ways for families to be involved such as



attending parent meetings/conferences, volunteering, participating in fundraising activities, providing snacks, and helping with field trips. If you would like to volunteer, please talk to your child's teacher and obtain a Volunteer Background Check form from the office.

Conferences - Parents are expected to attend one pre-conference, as well as two parent teacher conferences throughout the year. Part of the conference time is reserved for you and the teacher to jointly write goals for your child to achieve throughout the year. If there is ever a need to talk with any individual in the program regarding your child, please feel free to call and schedule a time with that person.

Hearing and Vision Screenings - All preschoolers will receive a hearing and vision screening annually. If your student wears glasses, please be sure they are wearing them for an accurate assessment. Should your student not pass either of the screens, our district nurse will contact you.

Translation and Interpretation Services - Running Creek and Singing Hills Preschool are responsible for arranging translation and interpretation services for communication with families to include parent/teacher conferences, registration information, school related events, health and academic performance. Please contact the school office if you have any questions regarding our translation and interpretation services. These services are free to families and are contracted through [Colorado Language Connection](#).

Relationships- In the Elizabeth School District, we value relationships and work to create systems to encourage and foster those connections. Oftentimes, preschool is a child's first attempt at building those relationships outside of their home setting. For this reason, we strive to keep students together with the same peers and teachers during their time in our preschool classrooms. Your child will have one consistent preschool teacher and teacher assistant. Our staff are known for their love for children and their desire to pour into them so they can meet their fullest potential. These strong emotional bonds and connections provide the best pathway for learning and growing as individuals.

Child Find Services - The Elizabeth School District Preschool Child Find Team, will provide all families of children ages birth to five years of age, with free developmental screenings or evaluations. These screenings are confidential and conducted by licensed professionals employed by the Elizabeth School District. For more information contact the Early Childhood Specialist at 303-646-6716

Services for Children with Special Needs - Services for children with special needs will be provided in compliance with the Americans with Disabilities Act. Preschool services are provided in an inclusive classroom environment where all children attend preschool together.

Transitions:

Early Intervention Services and Preschool Transition Needs - Services are provided, free of charge, to families within their homes to children birth to two years 8 months of age. These



services are provided by a team of licensed professionals. For more information and/or assistance with transitioning into ESD's preschool programs, please contact Eastern Colorado Services at 790-522-7121.

Transition from Early Intervention to Preschool - The Early Intervention team will meet with licensed professionals from Elizabeth Preschool in order to get to know you and your child more. An evaluation and a meeting will take place at your child's home school. For more information contact Child Find at 303-646-6716.

Transition to Preschool - We welcome our community, families, and students to Running Creek and Singing Hills. All may schedule private tours of our schools. Each school also offers open house opportunities to see classrooms and meet teachers. Tours are available year round and our open houses are scheduled in the spring. Please contact the school office to schedule a school tour. In addition to seeing our campuses, during the first few days of school, all students are screened to determine first steps in the area of academics and social-emotional development.

Transition From Class to Class - When possible, our desire is to keep students and teachers together during their preschool experiences on our campuses. At times it is in the best interest of students to have a different teacher or educational surrounding. Should this type of transition be best for students, parents and students will visit other classrooms and get to know teachers and learning environments prior to the transition.

Transition to Kindergarten - To support the preschool transition to kindergarten, we host a kindergarten open house night for parents and their children to learn more about kindergarten programming. We also introduce our preschool students to the kindergarten classrooms in April/May. If students and parents need more support with the kindergarten transition, we will accommodate them as needed.

Preschool Retention Policy - Elizabeth School District does not support retention in preschool. If parents have questions or concerns relative to this policy, please visit with your school's principal.

Illness Procedures

Illness - If a child becomes ill or is brought to preschool ill, parents will be called and requested to pick up their child as soon as possible. We realize that many parents work a great distance away. Please have a plan B to pick up your sick child in a timely manner, to reduce the risk of spreading illness. It is important to realize in a group situation illness may spread rapidly in spite of everyone's best efforts. Our procedures are designed with this in mind. Notifications will be posted when there is a documented case of a contagious illness.

Illness Guidelines for Parents - It is very important for parents to communicate with the school and teachers regarding your student's health. It is helpful to know if your student has a contagious illness or other significant health problem. We also appreciate being informed of any medical or surgical procedures, changes in medication, and results of evaluations done by doctors or agencies. How do you know when to keep your child home from school? Here are the



guidelines from the Colorado Dept. of Public Health & Environment to help you make this decision. Besides obvious injury or disease, children need to **stay home** for the following reasons. **Please report ALL conditions to school personnel when they occur.**

- **Fever - keep student home**
 - 100.4F or over, orally
 - If your student looks or acts sick and has any fever
 - If your student has any fever **along with** rash, sore throat, vomiting/diarrhea, stiff neck, breathing difficulties etc.
- **Diarrhea - keep student home**
 - If your student has other symptoms (vomiting, fever, belly pain etc. along with diarrhea)
 - If diarrhea cannot be contained in toilet or diaper
 - If there is blood or mucus in the stool
- **Vomiting (more than 2 times in 24 hours) - keep student home**
 - Until vomiting stops
 - If vomit appears bloody
 - If your student has had a recent head injury
 - If your student has other symptoms that accompany vomiting (diarrhea, fever, etc.)
- **Cold - keep student home**
 - If symptoms are severe (fever, student is not acting normally and/or has trouble breathing, uncontrolled coughing)
- **Cough - keep student home**
 - For uncontrolled coughing or wheezing
 - Breathing difficulties
 - If student becomes red or blue in the face with coughing
 - If student makes high pitched whooping sounds after coughing
 - If student vomits after coughing
- **Strep throat - keep student home**
 - your student may return to school **24** hours after the antibiotic is started if she/he feels well enough, and temperature is normal.
- **Rash - keep student home**
 - If a rash is accompanied by other symptoms like fever, behavior change, pain etc.)
 - For open and/or oozing sores
 - **NOTE:** Any rash that spreads quickly, has open, weeping wounds and/or is not healing needs to be evaluated by a medical provider



- **Flu-like symptoms** (fever over 100.4F with cough or sore throat, tiredness, body aches, vomiting and diarrhea) - keep student home for at least 24 hours after fever is gone without the use of fever-reducing medications
- **Head lice** - The student may return to school after treatment has been given
- **Impetigo** - The student may return to school once treatment has been started
- **Pink eye** - **keep students home** if he/she has fever, eye pain or behavioral changes. Seek medical treatment in these instances
- **Herpes (cold sores)** - **keep student home** if he/she has open sores that cannot be covered or is drooling excessively



The above conditions are the most common health issues seen in school aged children. Please contact the district nurse for guidelines on other illnesses not addressed above (303-646-6730).

Please note that a child who becomes ill at school must be sent home. School staff will use the same “Sick Child Guidelines” above to make this determination. While we are concerned about your child’s health, the health office staff cannot diagnose students, nor can they provide care for ill students all day. So please be mindful of the above guidelines and

keep your student home when he/she is ill. This also prevents the spread of infection to other students. Please make sure your emergency contact numbers are current and three alternate contact choices are available. Thank you for keeping your student’s health in mind. Please call if you have any questions. Elizabeth School District Health Services Department 303-646-6730.

Injury Procedures

Injury - Elizabeth Preschools are licensed by the Colorado Department of Human Services, ensuring that safety guidelines are being followed. **At least one staff member in each classroom is trained in First Aid/CPR.** All staff have been trained in Universal Precautions and Standard Response Protocols. Each classroom is equipped with a First Aid Kit. Parent will be notified, in writing and by phone, of an injury for the following reasons

- Injury to the face or head
- Injury that requires more medical care than a bandage
- Injury that requires immediate attention from a doctor



Medication Administration At School

- **Sunscreen and Hand Lotion** - Teachers may apply sunscreen or hand lotion with written permission from parents including the specific type of sunscreen or hand lotion being used. Sunscreen and hand lotion is to be provided by parents.
- If your child needs to take prescription medication at school, a **PERMISSION TO ADMINISTER MEDICATION AT SCHOOL** form must be completed and signed by the physician and parent must be provided to your student's school. This also applies to lotions, mouthwashes and homeopathic treatments. This form expires after 1 year; therefore, it needs to be renewed each school year if your student will continue to need medication at school.
- Procedures for administering medications by school personnel:
 - If, under exceptional circumstances, a student is required to take medication during school hours and the parent cannot be present to administer the medication, the school nurse, health aide/tech, or other staff who are trained and delegated by the district nurse may give medications. Staff will administer medications in compliance with school policies/regulations and written permission of the physician and the parent or guardian.
 - Written instructions from the student's physician should be on file at the school. **The Permission for Medication Administration Form may be found on the district's website under Health Department**
 - All medication must be brought to school by parent or guardian in the original pharmacy labeled container. Over the counter medications must also be in the original container. When a parent brings in a prescription medication to school,

the medication will be counted with the parent and school staff members when it is taken by a parent from the health office.

- Students who require an inhaler at school must have an asthma care plan signed and dated by a physician on file in the health office. Only middle and high school students may self-carry inhalers if self-management paperwork is provided.
- Students who require an epi-pen at school must have a severe allergy care plan signed and dated by a physician on file in the health office. Only middle and high school students may self-carry epi-pens if self-management paperwork is provided.
- For more information, please visit the district website. Under *Departments*, select *Health* then scroll all the way down and select *Students with Healthcare Needs*.

Medical Treatment

Should an emergency arise, it is understood that a reasonable effort will be made, time and conditions permitting, to locate you and your designated emergency contact(s) before any action will be taken. If, however, it is not possible to locate you or your designated emergency contact(s), then officials of Elizabeth School District will contact directly or indirectly the persons named on the Emergency Information form, to seek emergency medical and surgical treatment in a medical facility by a physician or other licensed health care provider should your child's condition require it in your absence. Further, in the event of an emergency, officials of Elizabeth School District may render treatment for the health and safety of your child.

Safety Procedures

- Per Licensing requirements Elizabeth Early Childhood Programs participates in regular Evacuate, Shelter, Lockdown, Hold, and Secure drills.
- All doors to Running Creek and Singing Hills Elementary are locked during business hours.
- All visitors must sign in.
- In the case of Safety Procedures put in place such as a Lockdown (when classroom doors are locked and children are positioned out of view) or Secure (when outside doors to the building are locked and classrooms continue to function as usual), parents may be notified by phone numbers provided
- Emergency exit procedures are posted in every classroom.
- Teachers receive in-service training regarding emergency procedures. Each building has a crisis plan.

Location of Children

Teaching staff will be aware of the location of children at all times by adhering to the following procedures:

- Families and/or authorized people (minimum age 16) sign the in/out log when dropping off and picking up students. Teachers check the log at drop off and pick up to ensure they have the proper count of students present/picked up.
- Staff will count children during transitions in and out of the classroom.
- Children do not leave the classroom unless accompanied by an adult staff member or parent/authorized person.

Late Arrivals

On occasion, preschool classes may leave the building for a walking field trip. If a parent arrives late with a child and the preschool class is not in the classroom, the student must remain in the custody of the parent. When the parent finds the class, the child may remain with the class after the teacher acknowledges that the child is present.

Poor Weather Conditions

Elizabeth School District will make the decision on opening/closing times and days. Please listen carefully to the message. Information will be posted on the district website -

<https://www.elizabethschooldistrict.org/page/1>

When inclement weather occurs, whether hot or cold, students will remain indoors for teacher-led gross motor activities. When it feels like 20 degrees or below, or feels like 90+degrees we will stay inside.



Guidelines For Working With Children

Our staff uses the following guidelines for working with children

- Ask questions and provide ideas and feedback at any time. We welcome your input and want you to thoroughly understand our policies and procedures.
- Arrive in class alert and ready to interact with the children.

- Get to know your children.
- Speak positively to children. Avoid “no” and “what not to do”. Tell the children what they need to do and know what they shouldn’t do.
- Try to get down onto the floor or sit in a chair at the child’s level whenever possible.
- When interacting with children, ask open-ended questions. These types of questions allow for imaginative use of individuality. Try not to pressure a child with a “one answer” or “right or wrong” type of question.
- Children need to be accompanied by an adult at all times.
- Give children choices as frequently as possible. Do not give children a choice if one does not exist. For example, all children must try to potty at pre-appointed times, must wash with soap after potty and before eating, must come inside with the group from the playground, must sit at the table during lunch and snack time, and must join the group for group time. Do not say “Do you want to?” or “Let’s do this, okay?” if you don’t intend for the children to say “No!”
- Never let a child be taken from the room by an adult you do not know.
- If you have any questions pertaining to the child, ask the adult privately. We do not discuss children in front of other children and/or adults.
- Please limit socialization with other adults in the room. Tend to the children and/or task at hand.
- All the children need your attention. Do not spend your time with only a few children
- Try to calm a crying child while determining the cause of their tears.
- Avoid talking across the room to children or adults.
- Approach the person at eye level. Position yourself where you can see all of the children in the room.

Elizabeth School District Early Childhood Programs Belief Statements

We believe that Children require opportunities to actively engage in activities that are relevant, challenging, and designed to promote independent learning. Children, who learn through play, develop inquiry skills naturally. They see themselves as explorers, discoverers, problem solvers and inventors.

We believe that young children, who are rushed into the pencil and paper instruction of reading and writing, often miss important steps in learning, and may suffer later because they lack the foundation needed for using language.

We believe our program must be developmentally appropriate and a safe place for children. By having a child-centered approach, we are able to develop a plan to help children learn in a way that motivates each individual child.

We believe that in all activities, the process rather than the product is emphasized. Self-expression, creativity and wonder are highly encouraged.

We believe childhood is not a race for information... but a walk of discovery!