

2020-2021 Parent Handbook

Welcome to Elizabeth Schools 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.

**The Mission of the Elizabeth Schools Early Childhood Program:
Provide a Caring Supportive Environment
Where All Children Can Master New Skills and
Develop a Lifelong Love of Learning**

Running Creek Preschool:

Mailing Address

P.O. Box 550
Elizabeth CO 80107

Physical Address

900 S. Elbert Street
Elizabeth CO 80107

School Line 303-646-4620

Singing Hills Preschool:

Address

41012 Madrid Drive
Parker CO 80138

School Line 303-646-1858

Shared Staff



Director of Special Education: Tammy Krueger

Phone Line 303-646-1845

Email tkrueger@esdk12.org

Early Childhood Special Education Teacher: Amber Davis

Phone Line 303-646-6716

Email adavis@esdk12.org

District Nurse: Lori Clark

Phone Line 303-646-6730

Email lclark@esdk12.org

Running Creek Preschool and Singing Hills

Preschool Program Options

Full Day Preschool Monday-Friday

AM Half Day Preschool Monday-Thursday

PM Half Day Preschool Monday-Thursday

Before and After Care Monday-Friday



Hours of Operation

	Running Creek	Singing Hills
Full Day Preschool	8:15 AM-3:15 PM	8:00 AM-3:00 PM
Half Day Preschool- AM	8:15 AM-11:15 AM	8:00 AM-11:00 AM
Half Day Preschool- PM	12:15 PM-3:15 PM	12:00 PM-3:00 PM
Before Care	7:00 AM-8:15 AM	6:30 AM-8:00 AM
After Care	3:15 PM-6:00 PM	3:00 PM-6:00 PM

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:

- Pick up enrollment packet from school office.
- Complete and return 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).

Enrollment

Providing space is available, Elizabeth Schools Early Childhood has open enrollment. Open enrolled students on an Individualized Education Plan must be receiving services that are already provided by the district at the time.

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 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

1. Families are asked to notify their child's teacher and the school office staff if a child is withdrawing.
2. If the teacher is notified, she will inform the school office.
3. Students may transfer between preschools if an open slot is available.
4. 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

Half Day Preschool \$275 a month

Full Day Preschool \$575 a month

Before and After Care available to all preschool students

Before Care \$10 a day **After Care** \$12 a day

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.
- 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.
- For SHE, Before and After Care pre plans and payments are due by the Thursday prior to the week of care. Before and After Care payments will not be credited or refunded for any day your child does not attend the preschool program, including absences due to illness or vacation.
- Before and After Care payments will be credited due to inclement weather days that result in delays or closings.
- All questions and concerns regarding tuition and payments should be directed to the school principal.

Late Payment

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 curriculum options include:

Handwriting without Tears and Zoo Phonics

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 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 available 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 is 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

Video Viewing

Videos are only shown for educational purposes and used only on special occasions. These videos are typically no longer than a half hour and relate to the theme that is being taught at the time. 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 impact your child's education.

Parking and Building Entrances

Running Creek Preschool

Running Creek Elementary has a Preschool entrance by the south parking lot. A staff member is at this door from 8:10-8:20 am and 12:10-12:20 pm. If no staff member is present, you will need to enter through the main entrance. When you enter through the main entrance, you need to check in at the office.

There are two parking lots available to families. You may park in available spots in the south parking lot or plenty of parking is available in the church parking lot. If you are parking outside of the K-5 pick up/drop off times you can park in the bus lane and drop off lane.

If your child is late arriving to school or you need to pick your child up early, you must check in at the main 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.

Preschool Badge System

Preschool parents will be given a badge that allows access to the Preschool Area ONLY. Preschool parents will be asked to show their badges at the Preschool door. Parents may NOT access the hallways leading to the grade level classrooms. If parents need to go to another area, beyond the preschool area, they must sign in at the main office.

Signing in and out

Parents or other responsible parties (ages 16 and older) must sign a child in and out of the preschool classrooms. 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 those people whom the program has written authorization. **Please let your teacher know immediately if there is any court ordered visitation restrictions or changes in pick-up authorization.**

Late Pick Up

Staff greatly appreciate every 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. If parents wish they may send breakfast with children who arrive prior to 7:00 AM. Parents may also send in extra snacks for children who will be in child care past 5:00 PM.

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 working on potty training (using pull ups, not diapers). **They need to be able 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 body. If your child is in pull ups, you will need to send in a supply of pull ups and wipes that you would like your child to use. *Expectations for students with a disability will be determined by the IEP (Individual Education Plan) team.

Rest Time

All children who are in 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.

Discipline Policy

Elizabeth Schools 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, natural consequences.

We allow each child the freedom to use the classroom materials in his or her own way without definition of use on our part. However, the child is not free to hurt himself, 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 behavior that endangers self or others continues, your child may be dis-enrolled from the program.

Parent Involvement

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 call and/or schedule a time to meet with that person.

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 and/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.

Translation Services

Our preschool programs are responsible for arranging translation 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 services.

Colorado Preschool Program

The Colorado Preschool Program provides qualifying families with tuition assistance. Eligibility for the program may include, but is not restricted to, family income, frequent moves, a history of disabilities in the family, children of single parents, an inability to interact with other children, or children placed in foster care. The goal is to identify children who would benefit from more preschool experience in the years before attending Kindergarten. Space is limited. Intake forms are available in your registration packet or they can be picked up at the main office.

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 May. If students and parents need more support with the kindergarten transition, we will accommodate them as needed.

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.

Illness and Injury 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. The health office staff cannot diagnose students nor can they provide care for ill students all day. 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.

Please make sure your emergency contact numbers are current and three alternate contact choices are available.

A child who becomes ill at school must be sent home. School staff will use the same “Sick Child Guidelines” below to make this determination.

Please be mindful of the guidelines below and keep your student home when he/she is ill.

SICK CHILD GUIDELINES FOR PARENTS

It is very important for parents to communicate with the school and teachers regarding your student's health. It is important for us 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 Department of Public Health & Environment to help you make this decision. Besides obvious injury or disease, children **need to stay home** for the following:

- **Fever - keep student home:**
 - 101 F or over
 - If your student looks or acts sick and has a fever
 - If your student has a fever **along with** rash, sore throat, vomiting/diarrhea, stiff neck, breathing difficulties

- **Diarrhea - keep student home:**
 - If 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 mucous in the stool

- **Vomiting (more than 2 times in 24 hours) - keep student home:**
 - Until vomiting stops
 - If vomit appears bloody
 - If student has had a recent head injury
 - If 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** - Student may return to school, **24** hours after antibiotic is started,

if she/he feels well enough, and temperature is normal.

- **Rash - keep student home:**

If 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 F 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 student 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

Please report these conditions to school personnel when they occur. Notifications will be posted when there is a documented case of a contagious illness.

The above conditions are the most common health issues seen in school aged children. **Please contact the district nurse if you have questions regarding the guidelines above or any illness not addressed above (303-646-6730).**

Thank you for keeping your student's health and the health of all students in mind. Please call if you have any questions.



MEDICATION ADMINISTRATION AT SCHOOL

If your child needs to take prescription medication school, a **PERMISSION TO ADMINISTER MEDICATION AT SCHOOL** form filled out and signed by the physician and parent must be provided to your student's school. This also applies to lotions, mouth washes and homeopathic treatments. This form expires after 1 year therefore needs to be renewed each school year if your student will continue to need medication at school.

Parents may sign a permission for school staff to give common over-the-counter medications like Tylenol, Ibuprofen, Benadryl etc. This form is included in the school registration packet with online registration. If your student may need more than one dose of these over the counter medications at school, a Permission to Administer Medication at School form signed by physician and parent is required.

Procedures for administering medications by school personnel:

1. 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.
2. 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 the Health Department**
3. 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 parent and a school staff member. It will again be counted with parent and school staff member when it is taken by a parent from the health office.
4. 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 provided.
5. 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 provided.

FOR MORE INFORMATION PLEASE VISIT THE DISTRICT WEBSITE. UNDER DEPARTMENTS SELECT HEALTH, SCROLL ALL THE WAY DOWN AND SELECT "STUDENTS WITH HEALTHCARE NEEDS".

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:

1. Injury to the face or head
2. Injury that requires more medical care than a bandage
3. Injury that requires immediate attention from a doctor

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 Fire, Tornado, Lockdown and Lockout drills.
- The front door to Running Creek and Singing Hills Elementary are locked during business hours.
- All visitors must sign in.
- In the case of Safety Procedures being put in place such as a Lockdown (when classroom doors are locked and children are positioned out of view) or Lockout (when outside doors to the building are locked and classrooms continue to function as usual) parents will 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 website: www.elizabetschooldistrict.org



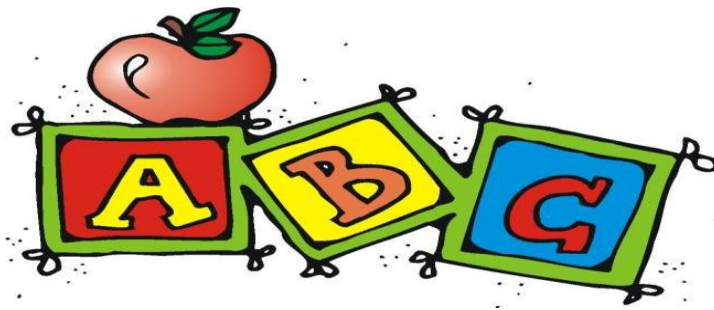
GUIDELINES FOR WORKING WITH CHILDREN

We invite you to ask questions and provide ideas and feedback at any time. We welcome your input and want you to thoroughly understand our policies and procedures.

Our staff use the following guidelines for working with children:

Our staff:

- Interact with all of the children and we don't spend our time with only a few children.
- Stay alert to all children and position ourselves where we can see all of the children in the room.
- Get to know each child.
- Speak positively to children. We avoid "no" and don't focus on what not to do.
- Sit or kneel at a child's level whenever possible.
- Calm a crying child while determining the cause of their tears.
- Ask open-ended questions and give children choices as frequently as possible.
- Assure children are accompanied by an adult at all times. We never let a child be taken from the room by an adult we do not know.
- Does not discuss children in front of other children and/or adults. If you have any questions pertaining to your child, ask the adult privately.
- Limit socialization with other adults in the room and avoid talking across the room to adults or children.



Elizabeth Schools 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!