

Little Learners



PRESCHOOL

Parent
Handbook



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CONTACT INFORMATION

820 9th St.
Berthoud, CO 80513
Business Phone: 970-815-9343
Director/Lead Teacher: Ashley Mills
Asst. Director/Teacher: Laura Staley

Months of Operation:

September (after Labor Day) through May

Hours of Operation

DAY	TIME
Monday	Pre-K morning class: 8:15 am – 11:40 am Pre-K afternoon Class 11:40 am – 3:00 pm
Tuesday	3-year-old Class: 8:30 am – 11:00 am 4-year old Class: 12:00 pm – 2:45 pm
Wednesday	Pre-K morning class: 8:15 am – 11:40 am Pre-K afternoon Class 11:40 am – 3:00 pm
Thursday	3-year-old Class: 8:30 am – 11:00 am 4-year-old Class: 12:00 pm – 2:45 pm
Friday	Pre-K morning class: 8:15 am – 11:40 am Pre-K afternoon Class 11:40 am – 3:00 pm

LICENSE INFORMATION

The Little Learners Preschool is licensed for 15 children or less per session. The adult to child ratio must be maintained at all times; Little Learners Preschool will always have 2 staff members on site at all times, with one being a qualified teacher. The director or assistant director shall be on-site at least 60% of each school day. As a licensed facility, Little Learners Preschool must comply with the rules and regulations of the following agencies: Colorado Department of Human Services and Division of Child Care services.

Minimum State Ratios: By law the adult to child ratio must be no less than the following:

- 3 – 4-year-old 1:10
- 4 - 5-year-old 1:12
- 5+ years 1:15



BACKGROUND AND PHILOSOPHY

Welcome to the Little Learners Preschool at Berthoud United Methodist Church. We are licensed as a small center preschool under the State of Colorado Division of Child Care and comply with the regulations of the Larimer County Health Department. Our hours of legal operation are from 8:30 am to 2:45 pm on Monday, Tuesday, Wednesday, Thursday and Friday. We accept all children ages 3 (birthday by September 1) to 6 years of age. We follow the Thompson School District School calendar except for occasional 'special days' where we differ..

Little Learners Preschool was organized through a grant by the Berthoud United Methodist Church in 2009 realizing the need in the Berthoud community for a quality, affordable preschool program serving ages 3 to 6 years of age. Though Little Learners Preschool is sponsored and encouraged by the members of the church, the Preschool is a non-profit and financially independent of the church and will not teach any religious philosophy.

Our Philosophy: Our philosophy is to assist parents and encourage the young child to grow and develop through age-appropriate activities, songs and events that enhance early childhood domains: motor, cognitive, language, emotional, life skills, social and sensory development. We value each child as an individual and treasure the uniqueness that each child brings to the program. As such, we endeavor to adjust our curriculum to meet the talents and needs of each individual child.

Little Learners Preschool at Berthoud United Methodist Church will always strive to provide a warm, friendly atmosphere for your children as they enter their first group experience outside the family. The curriculum, under the guidance of qualified, accredited director and teachers, fosters age appropriate learning while adjusting the daily activities to meet the needs of each individual child. We encourage the children to develop independence and self-esteem as they grow in the other dimensions.

NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS:

Little Learners Preschool at Berthoud United Methodist Church admits students of any race, color, religion, national or ethnic origin and affords each student to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions and other school-administered programs. Although our present facility is not completely adapted to accommodate children with special needs, we would consider enrollment of any child and would be willing to discuss with parents each child in order to accommodate, within our ability, special needs children. We have the right to refuse children if we deem ourselves unable or untrained sufficient to meet special needs.



Little Learners Basic Information

Enhancing the role of the Parent: Little Learners Preschool at Berthoud United Methodist Church seeks to enhance the role of the parent as the principal educator of their child's education and development. Given our philosophy, we hope each parent has the opportunity to volunteer in our classroom. However, volunteering, though highly desirable, is not a requirement of the preschool.

A typical day includes self-selected large motor/fine motor or sensory motor play, zoophonics, stretch with songs, large circle time (which includes songs, finger plays, letters and show and tell), small group time (which includes at least one teacher-directed cognitive activity), free-play time (where opportunities are available for child-directed centers in science/math, library, listening table, blocks, dramatic play, writing table, and art), clean-up time, music and movement, large circle for math concept (may include calendar, counting kids, fingerplays for shapes and colors, graphing, voting) snack time with a nutritious snack provided by the parents, outdoor play (or gross motor game when weather prohibits outdoor play), and closing story/reflection time—not necessarily in this order.

Operating Hours/School Closures

The preschool ***generally*** follows the Thompson school district calendar with some exceptions that include the start date, our parent teacher conferences, party days, and teacher work days. (See calendar). If public schools are closed due to scheduled holidays or bad weather, the preschool will also be closed unless you are otherwise notified. If the preschool is closed, every attempt will be made to contact you by email and phone.

Class Schedule:

Pre-Kindergarten Morning Program	Monday, Wednesday, and Friday 8:15 am – 11:40 am
Pre-Kindergarten Afternoon Program	Monday, Wednesday, and Friday 11:40 am – 3:00 pm
3-Year-Old Morning Program	Tuesday and Thursday 8:30 am – 11:00 am
4-Year-Old Afternoon Program	Tuesday and Thursday 12:00 pm – 2:45 pm

Location and Phone

Little Learners Preschool at Berthoud United Methodist Church is located at 820 9th St., Berthoud, Colorado with the entrance on the north side, lower level, adjacent to the parking lot.
Phone number 970-815-9343



ADMISSION REQUIREMENTS AND FORMS

Admission Policy and preferential enrollment

With a payment of a non-refundable enrollment fee, the preschool accepts application of any child who is in good health, and who meets the following minimum age requirements:

Pre-Kindergarten Morning Program: Monday, Wednesday, Friday	4 years old by September 15
Pre-Kindergarten Afternoon Program: Monday, Wednesday, Friday	4 years old by September 15
3-Year-Old Morning Program: Tuesday and Thursday	3 years old by September 15
4-Year-Old Afternoon Program: Tuesday and Thursday	3 years old by September 15

To ensure fair, non-preferential enrollment, the preschool has adopted the following procedure:

Families with children currently attending **Little Learners Preschool** will have the opportunity to enroll current students and siblings for the next school year before enrollment is opened to the rest of the community submitting a registration form via online and registration fee.

The rest of the community must submit a Registration form with deposit requesting preferred class per child. If necessary, a waiting list will then be compiled. Registration form and deposit must be submitted **prior to** being added to a class but is not necessary to be added to a wait list.

The state of Colorado requires that the following information be on file for each child. All forms must be submitted to the director prior to the first day of class. Your child may not begin preschool until you have submitted all forms.

- 1. Child's Personal Information**
- 2. Student Health Form**
- 3. Colorado Immunization Record**
- 4. Child's Emergency Information with photo**
- 5. Permission to Participate in Preschool Activities, Medical Authorization, and Release of Information Form**
- 6. Field Trip Authorization Form**
- 7. Liability Release Form**
- 8. Permission to photograph**
- 9. Sunscreen Policy Form**
- 10. Covid Waiver and Release**



It is required that your child has a physical **each** year. Returning students as well as new enrollees must have a current physical. **We will only accept a health form with a doctor signature.** A sign health form must be submitted within 30 days of enrollment otherwise the child will be dismissed from class.

FINANCIAL POLICIES

Tuition	
Pre-Kindergarten Morning Program: Monday, Wednesday, Friday	Full Year Payment option: \$2340.00 9 Monthly Payment option: \$ 260.00
Pre-Kindergarten Afternoon Program: Monday, Wednesday, Friday	Full Year Payment option: \$2070.00 9 Monthly Payment option: \$ 230.00
3-Year-Old Morning Program: Tuesday and Thursday	Full Year Payment option: \$1305.00 9 Monthly Payment option: \$ 145.00
4-Year-Old Afternoon Program: Tuesday and Thursday	Full Year Payment option: \$1485.00 9 Monthly Payment option: \$ 165.00

Registration Fee - \$90

To secure enrollment at Little Learners Preschool, a non-refundable registration fee of \$100 is required annually. This fee is applicable per family, regardless of the number of children enrolled, and is due at the time of registration each year. The \$100 registration fee is non-refundable under any circumstances, including withdrawal or non-attendance after payment. The registration fee is due each year at the time of re-enrollment or initial enrollment to reserve your child(ren)'s place for the upcoming school year. Please note that payment of the registration fee is required to finalize and confirm your child(ren)'s enrollment at Little Learners Preschool.

Deposit Discount for Multiple Siblings

If you have more than one child in the preschool at the same time, you will pay full tuition for each child but will only pay one registration fee per family.

Policy for Tuition Payment

Tuition and registration fees are calculated based on a yearly tuition fee schedule. The tuition payment, determined prior to the start of each registration year, is payable with two different options: Full year payment (one payment), 9-month payment (once per month from September to May). ***Tuition must be paid in full each month whether your child attends all days or misses some days.***

Tuition payments are due the first preschool day of the month. Payments can either be received by check, cash, money order or paid online at littlelearnerspre.com. Payments received after the fifth of the month shall be considered past due. If your check does not clear the bank,



that payment is considered past due and you will be responsible for any bank fees incurred. Any past due amount remaining unpaid on the fifth day of the month will be subject to a \$10.00 late fee per day. ***If payments are not received by the last day of the month, your child may be dismissed from the preschool, or you may be asked to deposit 3 months' tuition with the preschool, making all future payments in cash on the first preschool day of the month.***

Policy for Tuition Credits and School Cancellations

School cancellations are made at the discretion of the Director however the Director will use the Thompson School District's cancellations as a probable guideline. Attempts will be made to contact parents via email and/or phone call for any unexpected closed days.

In the event that the church needs to use the hall (for funeral luncheons and such), preschool will be canceled and parents will be notified by email. Parents will receive **no** reimbursement of tuition for one cancellation in the span of a month. However, for the second or subsequent cancellation per month, the director may have the option to have a makeup day or give a reimbursement of \$10.

Tuition Assistance

Little Learners Preschool desires no child be withdrawn from the program for financial reasons. Please speak to the director if you are having trouble making the monthly payment. Several options exist to help.

Withdrawal

A two-week written notice of withdrawal is preferred. No refunds will be given for students who have paid their tuition for the month but withdraw during the month. No refund of registration fee is ever provided for withdrawal.

Additional Fees

Field Trips: Little Learners Preschool strives to provide field trips throughout the school year. Little Learners require all parents who wish their child to participate to sign a yearly 'permission for field trip' form. Each field trip parent's will indicate the preferred means of transportation for their child and will require a sign-up form for parents to drive and for parents who wish their child to be transported. When field trips are scheduled, the school will ask parent volunteers to help with transportation. Volunteers are required to have car insurance and are responsible at all times during the trip for the children assigned to them. Volunteer drivers must have a first aid kit, have the doors locked and seatbelts securely fastened throughout the trip. Car seats are provided by each child's parent. Parents are notified about field trips through the monthly calendar. While the class is gone, emergency contact numbers will be left on the preschool



doors. At no time will the children leave the school without posting notice of location and contact numbers on the outside door of the school.

PARENT INVOLVEMENT WITH THE SCHOOL

Visitors

Visitors, including parents who intend to stay or visit their child, must record their names and addresses, purpose of the visit and they will be asked for one piece of identification if they are a stranger to personnel at the preschool on the Visitor's Log. Visitors must sign out upon leaving. Church visitors/volunteers are asked to also sign the sheet and to wear the identity badge.

Criminal Record Check

To comply with Colorado state law, every volunteer who works in a child care center 9 days or more in a school calendar year must undergo a criminal record check including fingerprinting by a qualified law enforcement agency and submission of the prints to the CBI and FBI for a criminal history check. In addition, all staff working at **Little Learners Preschool** will have a criminal background check in compliance with state regulations.

Policy of No siblings on Volunteer days

Parent volunteers are, in many important ways, considered part of Little Learner's Preschool staff. They work under the direct supervision of the director/teacher and will assist in one skill or activity as well as all other parts of the child's day. For this reason, siblings or other children may not accompany parents during their scheduled helper days; however, **siblings are allowed on party days** if the parent is with them at all times.

Parents Share Talents

Parents are heartily encouraged to share their time and talents. Are you a storyteller or a baker? Are you gifted with woodworking projects and wish to break that knowledge down safely for little hands? Can you sing, play an instrument or do beadwork? These are talents that may be shared with little people who love to learn and explore. Please let the director know if you wish to schedule a day to share with the school.

SNACKS: NUT-FREE Snacks only

Policy for Snacks and Drinks Little Learners Preschool is a **NUT-FREE** school on **ALL** snacks and foods brought into the school (this includes special events, parties and field trips). Every child shall have a snack and a drink every day during preschool hours. Little Learners Preschool

will be providing a NUT-FREE snack for school year and charging a snack fee. If your child has allergies that are in common snack items such as wheat, eggs or sugar products, please provide a snack for them and not pay the snack fee.

Per year fee:

2 days/week: \$55

3 days/week: \$65

Policy for children with Food Sensitivities and Allergies

Please notify us of any foods your child cannot have for medical or other reasons. Snack is provided by Little Learners Preschool, who follow USDA guidelines for preschool children. If your child has special dietary needs, please send alternative snack items that will be kept locked inside the pantry and labeled with the child's name

Kids in the Kitchen

Little Learners Preschool believes that experimenting with measurement and the process of 'cooking' are valuable learning tools for math, science, nutrition, as well as evidence of cause and effect. Therefore, once per month, the class will participate in 'kids in the kitchen' projects. The monthly activity calendar will notify parents of the date for the kids in the kitchen and the weekly newsletter often states the project. If a parent desires to share an additional cooking project, please contact the director. Foods children love to prepare may include: dipping vegetables, spreading hummus or cream cheese on breads and decorating with dried fruit or seeds, mixing gorp, and blended smoothies. Any of these and others would be considered for a 'kids in the kitchen' project.

GENERAL INFORMATION

Arrival and Dismissal Procedures

Little Learners Preschool will offer two options for arrival. Parents can sign their child in at the main entrance and then be brought in with the teacher or the parent can accompany the child into the building and then sign their child in. Little Learners Preschool's door code will not work until the scheduled time for your child's class. You must sign in your child with the date and arrival time as well as sign out departure time on the sheet provided on the parent table.

The child will be released only to the adult(s) for whom written authorization is on file in the child's record. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification shall be required to assure that the adult is authorized to pick up the child.



Please pick your child up **promptly**. If you expect to be delayed, call so we may reassure your child. Sometimes it's hard to finish class and not see a familiar, expected face waiting. Parents who pick up children from school that are more than 15 minutes late will be subjected to a late fee of \$25.00. If you are late frequently, your child may be dropped from Little Learners Preschool.

In the event that a child is not picked up at all, the child will remain at preschool in the care of the director or assistant director until the close of regular hours. Reasonable effort will be made to reach the parents, emergency contact(s), or authorized release person(s) by phone. After regular hours, the director has the option to leave the child in the church office, take the child home with her, continue attempts to contact the persons named above or call the Larimer County Dept. of Human Services for further direction.

Toilet Training Policy

Every child enrolled in Little Learners Preschool must be **independently toilet trained**. This means that the child can (1) verbally express the need to use the bathroom (e.g., "I need to go potty") with sufficient notice to be taken to the bathroom; (2) pull their pants and underwear down and get them back up without assistance; (3) get on and off the toilet on their own; (4) wipe themselves without assistance; and (5) wash and dry their hands independently. In the event of a bathroom accident, the staff will assist the child with changing into the clean clothes provided by parents and stored in the child's backpack. Children will need to attend preschool wearing underwear, rather than "pull ups" or diapers.

While we understand that accidents may happen, should a child have three or more accidents in a two week timespan unrelated to an illness, we would consider that the child is not toilet-trained and will need to withdraw from preschool. A child may wear a pull-up to school only for medical reasons with a doctor's note.

Why do children have to be toilet trained before they begin preschool?

There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this. When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

Cubbies

Each child will have a cubby with his / her name. The cubby provides a space for coats, mittens, hats and boots. Usually, the child's work will be placed in either the parent's folder or in their cubby. Please check cubbies every day as the units are shared with other children.

Clothing

Please send your child to school in comfortable, easily managed clothing (i.e., elastic waistbands, buttons, zippers in front, snaps, etc.). Painting, water and sand play and other messy activities may be part of the day's plans so clothing need not be elaborate. Your child may become preoccupied about getting "good" clothes messy and may not participate fully so dressing in "play type" clothes that allow freedom of movement and worries is a must.

Clothing should also be weather-appropriate as we do go outside except in extreme weather. Labeling your child's outerwear with his/her name is strongly suggested and highly appreciated. Slick-soled shoes (i.e. cowboy boots, girls' dress shoes) are discouraged.

Extra Set of Clothes

Please bring an extra set of clothes for your child in case of an accident. Place the change of clothes, including socks and underwear, inside a plastic zip-lock bag with your child's name clearly marked on the outside and bring these in no later than their first day of school. These will be stored under the parent's table until the end of the year at which time they will be returned to the parent. If the child needs to change into these clothes during the school year, please wash and return them the following class day.

Helmets

The state requires that **Children must wear helmets when riding scooters, bicycling, skateboarding, or rollerblading. (GRCCC 7.702.71)** In order to adhere to this rule, a child will be required to wear one of the helmets provided by the preschool. If you prefer the child to wear his own helmet, we will store them. Please label and adjust the helmet for your child.

Newsletter

Little Learners Preschool believes the parents and school are partners in education and thus strives to produce a brief monthly newsletter. The newsletter will provide information about class activities, field trips and special events as well as suggestions and ideas to help your child learn and grow. The newsletter will be sent via email with a hard-copy posted on the bulletin board. You're encouraged to read the newsletter and refer to it for current information.

STAR STUDENT

At the beginning of the year, each child will have an opportunity to be 'the star' of the week, sharing info and pictures about their family, bringing in one show and tell and may share a song or a story with the class.

Parent Bulletin Board

The parent bulletin board will contain monthly information on activities, classroom needs, volunteer calendar and snack schedule. It will also have the latest version of the newsletter. Please check the parent bulletin board periodically. This is a parent board so if you have any item that you want to share with the other parents it can also be posted on this board with approval from the director.

Parent Teacher Conferences

Conferences are held once a year. The dates are listed on your yearly calendar and notification of exact dates will be printed in the monthly newsletter. Sign up for the available conference times will be available online. Outside of the formal conference days, teachers always welcome your questions, however it is best to approach the teacher at the end of a school day since the beginning of the day is often too busy for the teacher/director to give her full attention. Please do not hesitate to talk with your child's teacher should concerns arise. You may contact the director if you wish to arrange a 3-way conference.

To File a Complaint About This Facility Contact:

The Colorado Department of Human Services

Division of Child Care

1575 Sherman Street

Denver, Co 80203-1714

Or Call

303-866-5958 or 1-800-799-5876

Release of Information

Staff will share no information about a child attending **Little Learners Preschool** without informing the parents first or instructed to do so by law, such as county or state agencies. Parents will have the opportunity to refuse to have information shared with outside persons or agencies.

Personal Belongings

Please keep your child's toys and other personal belongings at home unless otherwise requested by your child's teacher. See Show and Tell and Star Student for exceptions to this rule.

Television and Video viewing:

It is the policy of the **Little Learners Preschool** that television viewing shall not be used unless it is a special occasion. Occasionally, a brief video may be used for educational purposes. Please

ask the director for the list of videos that may be used. If you object to your child watching educational videos, please notify the director so that they may be excluded from this activity.

Birthdays

Each child will be 'celebrated' with a birthday hat, surprise and certificate either on or before their birthday, or in the case of summer birthdays children can celebrate on their 'half birthday'. Your child is welcome to celebrate his/her birthday by bringing in a special **NUT-FREE** snack item for the preschool. The snack item must be store bought, prepackaged or pre-washed. You may send homemade sweets, cakes, etc., but they will be offered at the end of the day as an option for parents to choose for each child. We discourage a snack that contains heavy sugar content. *We do ask that gift giving to be done at home.* Also, **please do not distribute birthday party invitations in cubbies unless everyone in the class is invited.**

Sunscreen

Little Learners Preschool **will not** apply sunscreen to any child, since many children have sensitivities to these creams. Please apply sunscreen to your children prior to class and especially on field trip days, when we will be outside for up to two hours.

Field Trips (also see fees and permission slips)

Parents or guardians are always notified in advance of each field trip via the monthly activity calendar and newsletters. The child shall only be taken to locations for which the parent has been informed. The child-staff ratio shall be maintained during a field trip. Children are transported via car-pool. Parents may opt to transport their own child and meet the class at the field trip location.

Parent volunteers are required to have car insurance and are responsible at all times during the trip for the children assigned to them. Volunteer drivers must have a first aid kit, have the doors locked and seatbelts securely fastened throughout the trip. Car seats are provided by each child's parent and placed into a volunteer's vehicle by the parent.

If a parent arrives late with their child and the class is away on a field trip or walking excursion, the parent has the option to bring the child to the field trip independently, find the class (the destination will be on the preschool entrance door), or take the child home.

Children shall be expected to conduct themselves in a safe manner while riding to and from field trips. This includes remaining seated with a seat belt fastened, keeping hands to self, and playing or talking quietly. Driver or supervising adult might wish to engage the children in a game or in song during the bus ride. Game ideas include looking for things outside (Who can

find one cow; two houses; three birds; etc.) “I spy something black; green; etc”. (This game has endless possibilities as you describe things by their properties.)

Walking Excursions:

Classes of preschoolers may take short walking excursions in the vicinity of the preschool. If such a trip comes up and time does not permit advance notification to parents, the outside door of the preschool will have written notice of our path and intended time of return as well as the director’s cell phone number (970-815-9343).

Discipline

Little Learner has three basic rules:

- We keep ourselves safe.
- We keep each other safe.
- We keep our things safe.

Little Learners Preschool has adapted the Pyramid Model as a behavior tool to use in the classroom. Teachers create an environment that allows children to meet their developmental needs. Teachers help redirect children when discipline is needed and teaches children social emotional skills through a variety of activities. Little Learners Preschool believes in using positive reinforcement. If a child is having a behavior problem, the teacher will do several observations of the child and form a team with the Director, any additional staff members and the family of the child. The team will then come up with a behavior plan for the child. The behavior plan will be implemented and changed as needed, with everyone on the team in agreement of the changes. If improvement is not seen within 4-6 weeks of the behavior plan being implemented, the director reserves the right to remove the child from the program.

HEALTH AND SAFETY POLICIES

Absences

If possible, please call or email prior to class if your child will be absent (970-815-9343 or ashley.mills@littlearnerspre.com). Doing so helps us keep track of occurrence of communicable diseases and our teachers will know whether to expect your child that day.

Sick Policy

1. A child should not attend school if he or she is not feeling well. This includes running a fever (any temperature 99 degrees and up), runny nose (other than clear), coughing, vomiting and diarrhea. If any child appears ill upon entering or during class, the teacher will send the child home.
2. Child can return to school 24 hours after symptoms do not exist.
3. In non-emergency situations, either parents or emergency contact will be called to pick up the child from school.

Accidents

When an accident occurs, and the staff determines the child is not in need of further medical attention, the staff shall notify the parent or guardian verbally at the end of the school day. If the staff needs to administer first aid to the child, including band-aides or ice packs, the staff shall notify the parent in writing at the end of the day as well as verbally explain the accident. Any head injury, no matter how serious, shall have a written report given to the parents. If the child is suffering from a more serious cut or injury, the director or lead teacher shall make all attempts to notify the parents immediately. If the injury needs outside medical attention, the staff or parent helper shall call the parent immediately. If the parent cannot be contacted, the staff shall contact emergency personal.

First aid equipment is maintained and stored in the pantry cabinet, the office and outside playground and must be inaccessible to the children. The director, teachers and aides are first aid and infant/child CPR certified and shall be responsible for administering either or both to children as needed.

Staff's Responsibility for Supervision of children:

At no time is a child to be left alone without supervision of a staff member. At no time is a parent volunteer to be left without the guidance of a staff member, unless there is a staff emergency or driving for a field trip, as stated in this policy booklet.

Medical Emergencies

It is our hope that your child will never be in need of emergency medical care while at preschool as we make every effort to protect your child's health and safety. However, it is essential that you sign an authorization for emergency medical care in the unlikely event such care is needed. You will receive such a form at the time of enrollment.

In case of an emergency, every effort will be made to contact you or your designated doctor. The local Emergency Medical System will be activated as necessary. Be assured your child will receive needed emergency care.

Child Abuse

Any staff member of the preschool who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made of such a fact to the county department of human services or local law enforcement agency at (970) 498-6990. At the time of admission,



the parents will receive a letter from the Colorado Department of Social Services, which explains how to report suspected child abuse or sexual assault.

Medication Administration Policy and Procedure

Medication Administration Policy: The school shall not administer medication to any child unless the prescription or medication is required more than every 3.5 hours or the prescription is to be administered for life-saving emergencies and the child has a written health care plan established at the school by the RN consultant or health care provider.

Purpose To ensure safe and accurate administration of routine medications to all children in school, child care or camp settings. The RN consultant or staff Registered Nurse will delegate and **supervise** the task of medication administration only to those care providers and staff members who have completed the approved Medication Administration Training. The administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in school or child care setting.

The following requirements must be met before administering medications.

Written Authorization from the Health Care Provider

Parent Written Authorization

Medication in the original labeled container

Proper care and storage of medication

Documentation of medication administration

Nebulized medications and emergency injections (Epi-Pen®) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

Parents responsibility: Parents are responsible for providing all medications and supplies to the school/child care program. In most situations, children should not transport medications to and from school/childcare.

Staff Responsibility: Program staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Program staff must count and record the quantity of controlled substances (e.g., Ritalin®) received from the parent, in the presence of the parent. Medications that have expired or are no longer being used at the center should be returned **to** the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of by a medication trained person or the RN, according to established procedures.



Medication Administration Procedure Care and Storage: Medications administered in school or child care settings shall be stored in the Little Learner's Preschool office in a secure, locked, clean container that will be located above the first aid box or as directed by the health care provider or pharmacist. Medications that require refrigeration will be stored in a leak-proof container (locked box) in a designated area of the refrigerator separated from food.

Administration of Routine Medications Once all requirements are met, the employee(s) designated as Medically Certified to do so will administer the medications utilizing the **EMERGENCY PROCEDURES.**

EMERGENCY PROCEDURES AND DRILLS

A copy of this sheet is kept in the Emergency Procedure Book and left on the outside of the office door along with class lists of names and phone numbers.

Blizzards/Tornadoes In the case of tornado we will follow the national weather service recommendations and safety procedures. Preschoolers and staff will be brought into the area between the bathrooms and sit with their backs to the brick walls. Bathroom and kitchen doors are to be closed. One member will keep an emergency phone with them at all times. If possible, a staff member will keep in contact with emergency personnel or weather service provider until the danger has passed. In the case of a pending blizzard or the threat of a blizzard, the director/teacher will make every effort to notify the parents to pick up their child. If the roads are deemed unsafe or impassible by the Berthoud Police Department or State Highway Department, the director/teacher will remain with the children until the roads become passable or all children are safely home. Director/Teachers will make every effort to contact parents to let them know that their child is in a secure area. A battery-operated radio is available at the preschool and will be used in the cases of power failure to stay informed of unsafe conditions. Please remember that our facilities can accommodate the children until the parent or guardian is unable to pick them up.

Lost Child

Frequent head-counts are maintained, but if a child is lost, a thorough search of the area is made. If the child is not found within 15 minutes, the director, parent or guardian and the local police are contacted. At no time are the other children to be left alone, but if possible, one staff member or the secretary will join in the search until the child is found.

Director/Teacher MUST UNEXPECTEDLY LEAVE

If a teacher/director must unexpectedly leave the school during a preschool session, the aide is not qualified to remain with the children alone. Therefore, the following procedure is in place:



1. If a director is not in the building and the lead teacher needs to leave, the aide will attempt to notify director/assistant director who will come to the school immediately.
 - a. If the director needs to leave, and the lead teacher is not available, the aide will remain with the children and notify the church staff or a parent helper if one is available, to notify parents for pick up.
2. If director/assistant director cannot be reached, and a lead teacher must leave, the aide will remain with children while either church staff, or a parent helper, call all parents (phone list is near preschool phone) for immediate dismissal. The aide must remain at school until all children have been picked up.

UNAUTHORIZED PICK-UP OF CHILDREN If an individual not authorized to pick up a child attempts to pick up that child:

1. The teacher/director will talk to the individual, discouraging him/her from taking the child, while the aide removes child to another room.
2. If unauthorized individual leaves with child, the director/teacher shall immediately call 911. If at all possible, license plate and make and model of car will be secured.
3. Same procedure is to be followed if person appears to be intoxicated or under the influence of drugs.

Crisis Prepare Plan

A wide variety of emergencies may require the preschool to go into lockdown or to evacuate the building depending on the circumstance. Director/Teacher will take the emergency folder and emergency backpack.

School Information

Little Learners Preschool
820 9th Street, Berthoud, CO 80513
970-532-2142

Director Information

Ashley Mills
970-405-0404

Locations of Shelter-in-Place Areas

Area 1: Hallway by bathroom
Area 2: Sprinkler Valve Room
Area 3: Storage closet

Evacuation Locations



On Campus Emergency Evacuation Locations

Area 1: Playground

Area 2: Parking Lot (Front of school)

Off-Campus Emergency Evacuation Locations:

First Evacuation Site: Berthoud Living Center (north of the church)

855 Franklin Ave, Berthoud, CO 80513

(970) 532-2683

Second Evacuation Site: Berthoud Town Hall

807 Mountain Ave, Berthoud, CO 80513

(970) 532-2643

Fire Procedure and Fire Drills

Fire: In case of fire, we will follow the practiced fire drills and procedures provided to us by the Berthoud Fire Department. The following will be the practiced fire drill procedure.

STAFF WILL NOTIFY CHURCH OF ALL SCHEDULED FIRE DRILLS.

FIRE DRILL PROCEDURE:

- Fire Bell (smoke/fire monitor) rings and children line up.
 - o Teacher takes the emergency folder and the fire drill log.
 - o Note the time
- Children stand on lineup line as the lead teacher takes the daily sign in class list and checks off the students in the line.
- Simultaneously, the aide checks bathrooms, closes all doors in the building, including the following:
 - o Bathroom doors
 - o Office doors
 - o Building room door
 - o Kitchen door
- Teacher and aide exit the building with children making assurance that the exit door is unlocked
 - 1st exit: South door.
 - 2nd exit: West door. 3rd
 - exit: North door.
- Teacher leads children away from building to sidewalk adjacent to playground fence
- Stay away from streets and driveways where emergency vehicles might be.
- Teacher counts children and adults and records along with time

- Teacher and aide remain with the children until either the fire department or director/asst. director indicates the building is safe to re-enter
- Teacher re-enters with the children and counts the children again.
- If a fire drill, record fire drills on sheet in “Fire Department” folder noting the time it took to exit the building
- Scheduled drills occur will be held quarterly

Plan for Reuniting Families After an Emergency

In case of an emergency, teachers and children will be in a safe environment as listed above. Teachers will then use the information provided on each child’s emergency contact form and begin to contact parents and provide information on where a parent or authorized person can pick up the child. Parents and authorized persons will be required to sign out children on the daily attendance sheet.

Plan for Children with Disabilities

The director and the teachers will meet with the child's parents at the time of enrollment and create an individualized written plan for all the emergency procedures.

GUIDELINES FOR VOLUNTEER CLASSROOM PARTICIPATION

State regulations prohibit younger children from accompanying parent helpers to school. Please make other arrangements when you volunteer.

Whenever you spend time in the classroom, either as a parent-helper or simply a visitor, **please turn your cell phone on silent.** We try to minimize distractions and maximize focus and attention during the preschool sessions. If you anticipate important calls, please set out of the classroom when answering calls.

Please do not come to school if you are ill. Germs spread easily in a classroom situation, particularly with our young ones who have not yet built up immunities.

Please help set a good example for the children by washing hands when you first arrive at the school, before handling food, after toileting, after helping the child wipe their nose, etc. Provision for hand washing will be found at the supply table. There is also an ample supply of hand sanitizer located in the office.

Playground supervising should emphasize safety and we insist on children staying with the group. Be alert for dangerous situations or children leaving fenced areas.

Certain materials need to be watched closely: scissors, sand (it can damage eyes), pointed objects, hot objects.

The first aid box is in the preschool office. Small wounds should be washed and dressed (band aids only, no creams) by a teacher or aide using **Universal Precautions procedures** if there is presence of bodily fluids. Teachers and aides are first aid and CPR-trained for more serious injuries. Report all injuries to teacher. **If there is the presence of bodily fluids, (vomit, blood, urine etc), notify the aide or teacher/director immediately and prevent any other person from coming into contact. When helping a child blow their nose, keep several layers of tissue as a barrier; dispose of tissues safely, wash hands thoroughly.**

No medication, neither prescription, nor non-prescription, shall be administered except for emergency inhalers in the case of asthma attacks. In such case, only the staff who have completed Medical Administration class and the nurse consultant has delegated can administer medicine.

Fire exits are posted on bulletin board near north entrance. We have a procedure that we follow as a group, but familiarize yourself with the evacuation routes anyway.

Health and Safety Guidelines for Parent Helpers

ALWAYS BE ON THE ALERT FOR ANY SITUATION OR EQUIPMENT THAT SEEMS UNSAFE, AND EITHER CORRECT IT OR BRING IT TO TEACHER'S ATTENTION.

Be calm if a child is injured. Inform the director/teacher of any injuries, minor or otherwise.

- Safety is the bottom-line issue in all activities. Ask a child “are you being safe” when you see something that is not safe. Let them figure out what it is that is not safe and tell you. The three rules of safety are “I keep my things safe, I keep my friends safe, I keep myself safe.” Everything falls into one of these rules.
- Block structures may be built to the height of the child's belly button.
- Trucks stay in the designated area: in front of truck cupboard and in the space where we hold our group times.
- Walking feet inside. (Help the children realize the necessity of this.)
- Balls and beanbags and not much else are for throwing. Outside sticks and rocks stay on the ground.



- Be alert around swings.
- When climbing, a child may climb as high as she feels safe and can get down again. Please do not lift a child anywhere he can't get on his own.
- When walking in a group to the playground or in the neighborhood, children must form a line (3's: hold the rope).
- Watch to make sure equipment is not being used by too many children.
- Trikes and wagons are used on the sidewalk. Wreck less driving or speeding=loss of license!
- Trike riders must wear their helmets.
- Children climb up the steps and down the slide, on their bottoms, feet first.
- Avoid discussing a child in front of him/her.
- If on a walk with the class, always take the back of the line to assure that all children stay safe.

USEFUL TIDBITS for Parent Helpers

Relate to the children through your own personality. Do what is natural for you. Speak in your normal tone and pitch. To stop undesirable behavior, go directly to a child rather than talking across the room. Be calm, quiet, and relaxed; firmness can be accomplished without shouting.

Let the children lead the play. Your role is to support, extend, sometimes redirect, but not to direct the play.

Anticipate and prevent difficulties. Divert a child's attention from negative activities to positive ones.

There may be more noise and movements in the preschool classroom than you are accustomed to. This is normal for this age. If you have questions about what should be expected of the children, or what the limits are, please ask.

Children are invited and encouraged to participate in activities, but not forced.

Limit the "**No's**" & the **Don'ts**. "The sand stays in the sandbox", rather than "**Don't** throw sand".

Be specific in directions: "You need to put the dishes in the white cupboard," instead of "Help put the toys away".

Avoid giving choices if there are no choices, i.e. "It's time to clean up now, O.K.?" gives them a choice. Instead, say, "Those blocks need to go back on the shelf. Please put them there."

If two children are having a conflict, try to let them handle it, **BUT NOT IF ONE IS IN DANGER**. If you need to step in, here are the 4 "R's" of behavior management:

- Remind (but only once)
- Remove to a quieter area of the classroom where you may talk and s/he may calm down
- Regain control (the child, that is)
- Return--help child re-enter the play and be more successful. Enlist my help as necessary.
- Try to give positive feedback during the day that you have had to correct a child's behavior

The children need to finish one thing and clean it up before beginning another. Cleaning up is their responsibility, although they may need assistance. (This principle takes awhile to develop! Please help me to remind the children of it!)

If a child wets his/her pants or gets wet playing with water, please notify the teacher or aide. Toilet accidents are a great embarrassment to preschoolers. Help the child matter-of-factly, without calling undue attention to the problem. (see procedure for changing soiled clothes and universal precaution safety measures).

Procedure for changing clothing (soiled with urine or bowel movements)

Preschool staff are to help a child change their clothing, parent volunteers may not help children change their clothing. Do not reprimand or in any way embarrass a child who has soiled their clothing. Quietly draw them away for the rest of the group, and notify the aide what has occurred so that she may clean up any urine using Universal Safety Precautions procedure.

1. Be prepared before you take the child to the bathroom

- The box labeled 'change of clothes' is located under the 'Parent table'
- The plastic zip lock containers are listed alphabetically by last name. Find the child's replacement clothing.
- Take a plastic grocery bag that will also be in the box with clothing
- Put on plastic gloves located in a zip lock bag in the container

- Bring the child to the appropriate bathroom, aware that the child may be embarrassed.
- Keep assuring the child that 'everyone makes mistakes'

2. Once in the bathroom, instruct the child to take off her soiled clothing. The child should be able to do most of the work herself.

- In the case of a bowel movement, you should assist the child while taking off the soiled underwear. Deposit as much of the BM into the toilet as possible; place the soiled underwear inside the plastic grocery sack
- Wash the affected skin with a diaper wipe or wet paper towel and dispose of it inside another paper towel
- Have the child place the soiled articles into the plastic grocery sack. Assist them if necessary.
- Help child to re-dress in clean clothes

3. Help child to re-enter play then finish putting items away

- Place all the soiled clothes into the child's cubby
- Take a note from the blue note book explaining the child had a wetting accident at school and place in child's cubby
- Return the empty clean zip lock bag into the box



2024-2025 CALENDAR

August 2024

20-29: Professional Development
29 - Meet and Greet

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2025

1-7: No School/ Christmas Break
20: No School/ Martin Luther King jr.
22: Open House for new students (4:30 pm to 6:30 pm)
30: Registration for 2024/2025 (Current Students)
31: Registration for 2024/2025 (New Students)

September 2024

2- No School/ Labor Day
3- First Day of School (3's & 4's)
4- First Day of School (Pre-K)

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 2025

13 - Valentine's Day Party (3's & 4's)
14 - Valentine's Day Party (Pre-K)
17 - No School/ Presidents Day

October 2024

30 - Halloween Party (Pre-K)
31 - Halloween Party (3's & 4's)

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2025

17-21: No School/ Spring Break

November 2024

1- No School/ Parent-Teacher Conferences
21- Thanksgiving Feast (3's & 4's)
22- Thanksgiving Feast (Pre-K)
25-29: No School/ Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 2025

17-18: Teacher Work Day

December 2024

17- Christmas Program (Evening Program: all classes)
19- PJ and Movie Day (3's & 4's)
20 - PJ and Movie Day (Pre-K)
23- 31: No School/ Christmas Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2025

8- Mother's Day Tea (3's & 4's)
9 - Mother's Day Tea (Pre-K)
21 - Graduation (All Classes)
22 - Teacher Work Day

Key
Teacher Work Day
Important Dates
No School
Class Parties/Events
Parent-Teacher Conferences (No School)