

**Parent**

**Handbook**

**2025/2026**

(revised 8/22/2025)

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**Welcome**

Welcome to Eternal Hills Christian Preschool. We are honored and grateful for the opportunity to work with you in providing a loving, nurturing, engaging environment for your children. This handbook is designed to familiarize you Eternal Hills Christian Preschool. Please feel free to discuss with the Director any questions you might have. After reviewing this handbook, please sign the Acknowledgment Form, confirming that you have received and understand the contents. Throughout the handbook, when we refer to parents, we also include guardians, grandparents, foster parents, or adoptive parents. We value the many ways families are created and know that a child grows from many sources of love and guidance.

**Our Mission**

## The mission of Eternal Hills Christian Preschool is to provide a safe, welcoming, and nurturing environment in which a child may grow cognitively, emotionally, spiritually, socially, and physically. By incorporating both teacher-directed and child-directed activities, our goal is that the young child will develop core values, curiosity about their environment, and a limitless desire to learn.

## Our Core Values

## Charity, Community, Consideration, Curiosity, Critical Thinking Skills, Empathy, Equality, Forgiveness, Fun, Generosity, Honesty, Humility, Inclusivity Justice, Kindness, Love, Mercy, Patience, Peace, Respect (for self, others, and creation), Responsibility, Safety, and the belief that we are all God’s Children.

**Diversity and Inclusivity Policy**

EHCP celebrates and welcomes the unique qualities of every child and family. We believe that diversity enriches our learning environment and helps children grow with respect, empathy, and understanding for others. Our program is committed to fostering an inclusive community where all families—regardless of race, ethnicity, culture, language, religion, family structure, ability, or background—are valued and respected. Our goal is to ensure that every child and family feels welcomed, supported, and included as an important part of our center community.

## Administrative Structure

The Preschool Advisory Committee (PAC) is an official governing committee led and authorized by Church of Eternal Hills. PAC leadership includes EHCP parents, staff, community experts, volunteers, and church members. The PAC, under the ultimate authority of the Administrative Session of Elders and Deacons of Church of the Eternal Hills and the Senior Pastor, is responsible for setting policy for staff, students, and program guidelines. The committee employs the Executive Director, to whom it delegates responsibility for the day- to-day administration of the program.

Eternal Hills Preschool staff members are accountable to the Executive Director, through whom all communication to the board is channeled.

## Curriculum and Assessment

EHCP is a play-based program. We provide a teacher led environment driven by children’s interest and developmental ability level. Play-based learning is a type of early childhood education based on child-led and open-ended play. Play-based learning helps children develop social skills, motivation to learn, and language and numeracy skills.

Taking initiative, focused attention and curiosity about the world are all a part of play.

We use Creative Curriculum to guide our classroom lesson planning. Creative Curriculum is a comprehensive, research-based curriculum that promotes exploration and discovery as a way of learning and enabling children to develop confidence, creativity, and lifelong critical thinking skills. Creative Curriculum is aligned with Colorado’s early learning state standards.

Teaching Strategies (TSG) [www.teachingstrategiesgold.com,](http://www.teachingstrategiesgold.com/) is our observation and data collection tool. TSG is an authentic, ongoing, observation-based assessment system that helps teachers focus on what matters for children’s success. TSG is grounded in 38 benchmarks which align with Colorado’s Early Learning and Development Guidelines and is age specific to the children we serve including:

All Ages: 1) physical development and health; 2) social & emotional development; 3) language and literacy development; 4) cognitive development; and 5) approaches to learning.

Preschool Ages (3-5): 6) literacy knowledge & skills; 7) logic & reasoning; 8) mathematics knowledge & skills; 9) science knowledge & skills; 10) social studies knowledge & skills; and 11) creative arts expression.

Preschoolers attend weekly Chapel lesson with Pastor Paula and participate in our social/emotional curriculum Incredible Years/Dinosaur School. The Pre-K 4 class utilizes Handwriting without Tears for handwriting instruction.

## Admissions and Enrollment

According to State Rules and Regulations, Preschoolers are children ages 3 (36 months) to 6 years. Toddlers are defined as children 12 months and independently walking to 36 months minus 1 day. No child shall be denied admission on the grounds of race, religion, or national orientation. Children are to be enrolled for a minimum of one trimester, for two or four days per week. The trimesters are as follows:

Fall: September through December

Spring: January through May

Summer: June through August

Each child must have a completed enrollment packet, which will be kept on file. This packet includes an EHCP Parent Handbook signature page, an enrollment form, a medical consent and release, General Health Appraisal, vaccination record, and a Developmental History form. **Parents are required to maintain their child’s records per state and health department regulations and will not be allowed to attend EHCP until the child’s file is complete.**

## Policy Changes

Our handbook cannot plan for every question or policy change that may need to occur at Eternal Hills Christian Preschool. EHCP reserves the right to add new policies, change or cancel existing policies as needed. A written explanation of policy change and how it affects your family will be given in this instance. Written notification (via Brightwheel, email, or hard copy) would supersede the most recent version of the handbook.

## Tuition

Enrollment Fee $150 (one-time, non-refundable fee)

* **Part-time toddler (2 days/week) - $620/month**

(approximately $76/day or $8/hr.)

* **Full-time toddler (4 days/week) - $1155/month**

(approximately $71/day or $7.50/hr.)

* **Part-time preschooler (2 days/week) - $515/month**

(approximately $63/day or $6.64/hr.)

* **Full-time preschool (4 days/week) - $965/month**

(approximately $59/day or $6.22/hr.)

All tuition is prorated for the enrollment year and includes all fees. The Enrollment Contract year is considered September2024 thru August, 2025, with allowances for continual/rolling enrollment based on space availability, age, and development. **Parents will be given at least 30 days’ notice prior to any increase in tuition.**

**Drop-in days are available for students enrolled 2 days a week if there is availability, and it is approved ahead of time.**

Preschool drop-in rates:

* Toddler Classes: $80 per day
* Preschool Classes: $ 70 per day

Tuition is billed via Brightwheel 10 days prior to the first of each month. Parents have the option to pay via ACH, credit card, check or cash. Parents are encouraged to pay online via ACH. Payment is due on the 1st of each month. A bill more than 10 days past due may be subject to a late fee. Failure to pay required tuition and fees will result in possible action by the Preschool Advisory Committee (PAC).

There is no reduction in tuition for absences or holidays.

Processing fees: ACH 0.6% ($2.00 maximum), Credit Card 2.96%

## Tuition Assistance

Low-income Child Care Assistance Program (CCCAP) helps eligible families with the cost of childcare. Please request an application from the preschool director to find out if you might be eligible.

If you participate in the Colorado Childcare Assistance Program (CCCAP) and your child does not attend the days contracted for, you are required to pay for the days missed. CCCAP will cover up to 7 absences per month per child. The paid absences do not roll over.

Tuition assistance applications are available upon request and assistance is funded through Grand Beginnings. If your family’s is below 500% of the federal poverty level (FPL) you may be eligible for some tuition assistance.

Tuition assistance through Universal Preschool (UPK) is also available for children 4 years of age and in their final year of preschool. If your child is in their final year of preschool before heading to kindergarten UPK funding will pay for 15 hours/week (for a total of $410/month) of your child’s preschool tuition.

**Absence Policy**

Parents are required to notify EHCP, prior to 8:30 am, if their child is not going to attend school on that day. There is no reduction in tuition for absences. Please call, text, or Brightwheel message the director and child’s teacher when you are reporting your child absent for the day and notify the school of pertinent health information that could affect others.

Advanced notice for upcoming vacations and appointments are encouraged and appreciated.

## Unexpected Closures

Although rare, there may be occasions when we must close unexpectedly due to weather or staff illness which may leave us out of compliance with licensing ratios.

We follow the recommendations of the school district regarding closures due to inclement weather. In the case of an inclement weather-related closure, you may be expected to either keep your child home for the day or pick up your child early from school. There will be no refunds for days missed based on weather-related closures that are aligned with that of the East Grand School District (EGSD).

In the case of staff illnesses, causing a shortage of staffing you may be required to either keep your child home for the day or pick your child up early from school. Should such a scenario arise, you will be credited 4 volunteer hours for keeping your child home for the day or 2 volunteer hours for keeping your child home half a day. If your volunteer hours have already been met for the year you will be credited as follows:

Toddler: $75/day

Preschooler: $60/day

A combination of credit hours and partial reimbursement will be used in cases where there are still outstanding volunteer hours, but not enough to cover a half or full day days’ worth of credit.

## Early Withdrawal

When it is necessary for a child to withdraw from the school before the end of the academic year, an Enrollment Termination form must be completed by the parent and Director at least 30 days prior to the termination date. **In the event of an** **early withdrawal requested by the enrolled family**, **if less than 30 day notice is given, an** **Early Enrollment Termination Fee equal to 50% of your child’s monthly tuition rate will be assessed**. Any outstanding bill is due on or before the last day your child attends EHCP.

Likewise, if a policy change is made and your family is affected, EHCP will give you a 30day notice before termination. In this case, the PAC and Director may decide to waive the Early Enrollment Termination Fee depending on the circumstance.

## Disabilities

Under no circumstances will a child be denied admission to EHCP due to physical, emotional, or mental disabilities. These children will be admitted for a two-week trial period to determine whether the school’s physical layout and curriculum can adequately meet their needs. If EHCP cannot meet the child’s needs, other schooling options will then be discussed with the parents and more effective arrangements can be explored.

## School Hours/ Closure Dates

**Monday – Thursday** **7:30 a.m. to 5:00 p.m.**

* *Please do not enter the building before 7:30* (this is teacher preparation time). Please drop your child off before 9 a.m. If you are running late or your child will be absent that day, please let the director and teacher know ahead of time, preferably via calling, texting or Brightwheel.
* *Please arrive no later than 4:55* to ensure pick-up and departure from the building by 5 p.m. (After 5 p.m. the school building is closed for teacher closing duties).\* Pickup that occurs after 5 pm will incur a *late fee* that will be added to the next tuition invoice. The late fee will be accrued at $1 for every minute late.

**Drop-Off and Pick-Up**

You will be provided with a parent code to open the inside door. **Do not give children the parent code.**

When you are dropping off and picking up, please sign your child in/out using your child’s 4-digit Brightwheel code on our Kiosk.

If children are not picked up by the time of closing, the teacher will attempt to call the parents by the phone number provided. If the child is not picked up within one halfhour after the school has closed, the child’s emergency contact number on the child’s information sheet will be attempted. If none of the child’s emergency contacts are able to pick-up the child, the child’s Persons Authorized for Child Pick-up sheet will be utilized. By 5:30 pm, if all attempts to reach someone have been exhausted, Social Services or the Police Department will be notified.

**The monthly tuition rate is a daily rate that is rated equally over all 12 months for ease of billing.** The deductions for our closures are already accounted for in the monthly bill/tuition rate. The monthly bill will not change based upon holiday closures. This creates ease of billing on both the school’s end for invoicing and on the families’ end for budgeting.

EHCP is open year-round. Holidays and closings are set by Preschool Advisory Committee (PAC) and are as follows.

**Closings for the 25/26 School Year**

Labor Day: Monday, September 1, 2025

Thanksgiving Holiday: Thursday, November 27, 2025

Christmas Week:Monday, December 22 through Thursday, December 25, 2025

New Year’s Day: Thursday, January 1, 2026

Spring Break Week: Monday, March 23 through Thursday, March 26, 2026Memorial Day: Monday, May 25, 2026

## Identifying Where Children Are at All Times

Parents or adult guardians are required to sign-in their children upon arrival and signout children when picking up their child from school. Attendance is taken before we begin the day. As children transition in and out of the classroom, children are counted again to ensure the entire group is present. Periodic counts during classroom time are also carried out for your child’s safety. Please call or email if your child will be missing from class. Prior to staff leaving for the day an overview of the sign out log will be assessed to ensure that each child has been picked up.

In the event of a missing child, the church will assume “lock-down” mode. Here, no person may leave the premises. The present children will remain in one designated room with the Preschool Teacher. The Director will search the playground and outside areas, as well as all the other rooms in the building, looking for the missing child. After every area of the premises is searched, if the child is still missing, the child’s parent will be notified of the missing child. The Director and parents will decide the appropriate action to be taken at that time. If the Director is unable to reach the child’s parent, the police will be notified, and their assistance will be utilized.

## Field Trips

Due to a lack of transportation, we do not take field trips that are not within walking distance of the preschool.

For any field trips taken, a log is maintained on the door of the office or the main door that will show the teachers, location, and the number of children in attendance. If for any reason, you arrive late, and your child misses a field trip, they will be with the Director or another class until students return from the field trip.

## Trauma Informed Practices

EHCP is committed to implementing a trauma-informed approach that fosters a safe, supportive, and nurturing environment for all children and families. We recognize that early childhood experiences greatly impact a child’s development, and some children may come to us having experienced trauma. Our staff is trained to understand the effects of trauma on behavior, emotions, and learning. We emphasize relationshipbuilding, emotional safety, and consistent routines to help children feel secure and supported. Teachers respond to challenging behaviors with empathy, using positive guidance strategies that prioritize emotional regulation and connection over punishment.

If it becomes clear that a student needs additional support, the preschool will consult with Grand Beginnings, our county’s early childhood council and with the family’s permission the child may be referred to the Early Childhood Heath Consultant (ECMH), if necessary.

Other resources include: an on-site early childhood mental health consultant and therapist, pastoral counseling, and Mind Springs Health in Granby. If you are in need of more information regarding resources, please see the preschool site director.

## Child Abuse Policy/Mandatory Reporting

The EHCP staff is required under the “Child Protection Act of 1987” in the Colorado Children’s Code to report suspected child abuse or neglect. The law states that a childcare worker 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 reasonable result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

All concerns will be reported to the Grand County Department of Social Services at (970) 725-3331.

## Child Illness Policy

We strive for EHCP to be a healthy place where your children are free from contacting illnesses. **Therefore, please keep your child at home if they are ill.** Disease tends to spread easily and infect others for long periods of time at this early age.

Please do not send you child to school if he/she has any of the following:

* temperature of 99.9 degrees or higher
* nausea, vomiting
* loose stools (that are not the child’s typical baseline)
* sore throat, chills
* rash, red bumps, watery blisters
* eyes watery, bloodshot, itchy, discharge
* headache
* runny nose with green or yellow mucus
* discharge ear or earache
* croupy, barky cough
* any unusual discomfort that prevents having fun – listlessness, weakness, drowsiness, or flushed face.

All or any of these symptoms could mean that your child is carrying a communicable disease or infection and should be kept at home for his/her sake, and to protect the other children at school. Please notify the school of your child’s illness and/or symptoms so it can be tracked in our preschool illness log.

**Children may return to school once symptoms lessen and the child has been fever free**

**(without the use of fever reducing medication) for 24 hours. In the case of vomiting/diarrhea, a child may return to school after being symptom free for 24 hours.**

\**Children shall arrive at school healthy and feeling well enough to fully participate in all school activities. In a group situation, it is not possible for our teachers to care for a child who needs to be held and comforted a great deal due to a child feeling tired or not feeling well. If a child begins having symptoms during the school day and/or is unable to participate, the parents will be notified to pick up their child. A child who is not feeling well will be isolated as they wait for their parent’s arrival*.

However, please contact the Director with specific communicable infections to doublecheck the return policy and so we may notify the Grand County Public Health Nurse at 725-3288. If there is an “outbreak” of illness at the school, there will be a report made to the public health nurse and environmental health specialist for the county.

## Immunizations

EHCP requires all our students to remain up to date and current with all vaccines mandated by the State of Colorado. **We do not allow exemptions from the immunization requirements.** Many immunizations require multiple doses before a child builds up full immunity and some children are not able to be vaccinated. These vulnerable children depend upon “herd immunity” for protection. For this reason, children at EHCP will receive the required vaccinations as mandated by the State.

At the time of admission, a detailed and current record of all immunizations must be provided for each child, including month and year each immunization was administered. If the child is not up to date on their immunizations, a plan must be developed within thirty (30) days of enrollment. This plan will include the new vaccination schedule, signed/dated by a doctor, and will need to be followed and updated as the semester continues. Immunizations must be recorded on the Certificate of Immunization or alternate approved immunization form supplied and approved by the Colorado Department of Public Health and Environment (CDPHE) and kept on file at the center. If there is an outbreak of any kind while your child is under-vaccinated (catching up on shots due to a delayed schedule), they will be excluded from the program for the entire incubation period. If your child is under-immunized and does not have a plan to become immunized (30 days after enrollment), you will be asked to keep your child home until a vaccination plan is in place or to find a different provider for your childcare needs. Tuition will be charged during this incubation period.

## Medication

Due to state regulations, medication can only be administered after we receive a signed and completed Permission for Medication form from your child’s physician. **All prescriptions must be in original containers**. All medications will be kept in a locked box located in the office or refrigerator. Teachers employed by EHCP have successfully completed the required class on medication distribution to be legally able to administer medication to children. However, when possible, it is recommended that the parent administer any necessary medication.

EHCP requires a “Permission for Medication” form for each medication that is brought in for your child. This form must be filled out by the child’s physician and the parent. We cannot administer any medication if the form is incomplete.

It is the parent’s responsibility to inform the staff, in writing, of all allergies or specific restrictions their child has to food, lotions, etc. This information will be posted in the child’s classroom and any other areas he/she utilizes and included on the child’s information sheet. If your child has severe allergies or asthma, that requires specialized medications to control symptoms, an allergy or asthma care plan must be filled out completely by the child’s physician and parent prior to your child’s enrollment. A copy of this plan will be kept in the child’s classroom, the child’s file, and the preschool medical binder.

All necessary medical forms and care plans may be obtained from the preschool director.

If a medication is out of date or left over, parents are responsible for picking up the excess medication. If parents do not respond, EHCP is responsible for the disposal of medications according to center policy and procedures. Disposal of medications will be documented on the child’s medication log.

## Sunscreen

Parents are required to apply sunscreen to their child prior to or upon drop-off. Sunscreen will be reapplied by teachers as needed. Parents may provide the sunscreen of their choice to be used. If no sunscreen is provided by the parent, the teacher will apply a sunscreen provided by the school. All sunscreens must contain an SPF of 30 or greater. Sunscreens may not be used past the labeled expiration date.

## Injury Reports

When a child has a superficial injury at school, on the playground, in the classroom, or on a field trip, the parent will receive a written report of the child’s injury. The parent must reply to confirm receipt of the injury report for the child’s personal record.

## Emergencies

In an on-site emergency with a child, the child’s parents will be immediately notified, and medical care options will be discussed. If the school is unable to reach the parent, the child’s emergency contacts will be called. In the event of a life-threatening injury, i.e. child has stopped breathing, very excessive bleeding, loss of heartbeat, EHCP will contact 911 and request an ambulance transport of the child to Middle Park Medical Center located at 10000 Granby Park Drive South, Granby, CO. Phone number is: 970887-5800

## Fire Safety

According to the licensing regulations, fire drills are held monthly and documented to ensure all children are familiar with the drill procedure and their conduct during a drill is a matter of established routine. Fire drills are consistent with local fire department procedures. A record of fire drills is maintained by the school and is in the Director’s office.

## Natural Disaster

Upon the event of an emergency evacuation, due to snow, illness, or any other reason, all parents will be notified and asked to pick-up their child within 30 minutes of notification.

If the parent is unreachable for any reason, emergency contacts will be called. If contact is not possible, a teacher will remain at the school with the child(ren) until someone is available to pick-up the child(ren), or until the disastrous condition is no longer life threatening and pick-up can be made. In the event of an extended disaster, i.e. children and teachers are “trapped” at school, a previously stocked disaster kit will be utilized.

In the event of an emergency evacuation due to **forest fires**, the teachers will engage an **emergency transport** plan. This plan utilizes the teachers’ personal vehicle to transport the children to safety as quickly as possible. The County Emergency System is aware of our school and is prepared to assist with transportation as well. Fraser Valley

Elementary or East Grand Middle School in Granby will be utilized as forest fire shelters should the event arise. Parents are required to sign a Permission to Transport form upon enrollment of their child.

If a **building evacuation** is necessary, due to gas leak, fire, or any other reason, teachers will escort/walk children across Meadows Boulevard to the Winter Park Christian School, and parents will be notified. Teachers will remain with children at the Winter Park Christian School until parents have arrived.

## Extreme Weather

It will be the discretion of the staff to determine if the outside weather is too extreme for daily outside time. Outside time is replaced with organized inside activities or chosen free play. Sunscreen will be applied to your child’s exposed body parts on sunny days year-round. Parents are requiredto sign a written sunscreen authorization form. Please label personal bottles of sunscreen. Parents are asked to apply an initial coat of sunscreen on their child prior to the start of the child’s school day. Teacher’s will reapply sunscreen (with an SPF of 30 or greater) as needed. Please let your teacher know if your child requires a special sunscreen.

## Expectations

To ensure the safety of all children, both teachers and children are expected to be kind and respectful to both people and property. If a child’s behavior is inappropriate the teacher will try to address it with the child. Physical punishment is never allowed. Also, isolation is not allowed unless the child poses an immediate threat to the safety of others and the classroom.

If a child’s behavior continues to be inappropriate, a meeting will be scheduled with the child’s parents to set up a behavioral plan. If aggressive/violent behavior escalates EHCP will discuss with parents to see what other supports could be used in this instance. Names of children who injured another are kept confidential.

## Discipline

Our teachers use positive reinforcement and Conscious Discipline guidelines in classroom management. We avoid using words such as “no” and “don’t”. We focus on the cause of unacceptable behavior, rather than the result. We encourage children to verbalize feelings and concerns. Corporal discipline or isolation are never used. If a child is constantly disruptive in a group format, a danger to themselves and others, or is showing disregard for the written school rules, the following disciplinary actions and steps will be taken:

The child is redirected verbally and reminded of the appropriate preschool behavior.

1. The child will be asked to “take a break”, which is a time of refocus designed to help the child settle themselves down. This time will include deep breathing, mediation, and redirecting emotions. The duration will be equivalent to 1 minute to each year of the child.
2. If inappropriate behavior is physically dangerous to staff or other children, the child’s parent or authorized person will be called, and the child must be immediately picked up.
3. If discipline techniques are continually unsuccessful, a meeting will be held with the staff and the child’s parents. A behavior modification plan will then be arranged and activated.
4. If the child’s behavior has not improved within 1 month of activation, another meeting will be scheduled to discuss next steps.
5. We will do all in our power to work with children and their families to ensure a child’s success in our program. However, in the event that a child poses a dangerous and physical threat to the safety of others, we have the right to remove that student from our program.

## Ratios

EHCP student teacher ratios are aligned with NAECYC (National Association for the Education of Young Children) guidelines, as outlined below.

\*1 staff member to 5 children when the children are between 12-24 months of age

\*1 staff member to 6 children when the children are between 24-36 months of age

\*1 staff member to 8 children when the children are between 30 months and 3 ½ years of age

\*1 staff member to 10 children when the children are between 3 -5 years of age.

**We at EHCP recognize that lower ratios as best practice and provide for a greater quality of care. We strive to keep ratios lower than what is mandated by the state.**

Our Butterfly classroom, which serves ages 4 and 5, has a lead teacher and an assistant in the classroom on days that there are more than 10 students.

All staff, including assistants, are lead teacher qualified.

EHCP is staffed with teacher assistants who work alongside lead teachers to provide extra care, support transitions, and help with daily activities. Our assistants are available to help where most needed throughout the school day to ensure children and lead teachers are supported. This team approach helps ensure a safe, engaging, and responsive environment where every child can thrive.

## Classrooms and Transitions

A **mandatory meeting** of all parents is held at the start of the fall semester. Policies, protocols, renewal of paperwork, and other pertinent information will be provided to each family.

We serve ages 1 and walking through age 5. The classrooms are as follows:

* Younger Toddlers (ages 1-2)
* Older Toddlers (age 2)
* Ladybugs (ages 2 ½ to 3 ½ )
* Caterpillars (ages 3 ½ to 4 ½ )
* Butterflies (ages 4 and 5)

Criteria of when a child moves up to the next class is based on the child’s age, developmental readiness, and availability in the upcoming classroom. Parents will be notified in advance of when their child will be moving up to the next classroom. Children will have an opportunity to visit their new classroom prior to moving up.

If your child exhibits difficulty transitioning from home to school, staff will use a variety of approaches to support the child and family. Some examples of support may be a secret handshake or morning ritual to make your child feel welcome, a family goodbye ritual, use of a comfort toy, and/or pictures of family to help students feel at home.

It is recommended to keep goodbyes at drop-off brief. Choosing a consistent way to say goodbye (i.e. a hug and a high five) can be incredibly helpful for children parents. Often lingering at drop-off time can make the separation of the child from the parent harder, not easier.

Teachers can help with the transitions at drop-off, by comforting an upset child and helping them engage in play. A teacher will also send you a message or picture later in the morning to let you know how your child’s day is going.

A significant transition for our Pre-K students will take place when a child transitions to kindergarten. To help with this transition, teachers will talk about kindergarten as the year progresses. Students will be given the opportunity to visit their local Kindergarten during the Spring before Fall enrollment. Parents will be updated about Kindergarten Roundup and will also be given resources and materials to support parents in preparing for this change. This transition will be discussed, at length, during Spring conferences. If you or your family have questions before this time, feel free to contact your Lead Teacher, the Program Director or the Administrative Director.

As we know, all children are different and handle transitions differently. Thus, we are open to utilizing more individualized support, including positive behavior plans, visual schedules (if there is a time of day the child is having difficulty with), and/or other individualized plan that would best help your child transition from classroom to classroom, from home to school, from school to home, or to kindergarten. Our goal is for all children to feel supported in these important transitions.

## Classroom Integration for Continuity of Care

We support a strong sense of community and continuity of care by combining classrooms during early morning drop-off and outdoor play times. During these periods, toddler classes are combined with other toddler groups, and preschool classes are combined with other preschool groups. This structure allows children to interact with peers of similar developmental stages while becoming familiar with a wider range of teachers within their age group. By building relationships with multiple staff members, children experience a consistent and nurturing environment, which eases transitions, strengthens emotional security, and supports their overall growth and learning across the program.

## Meals and Snacks

Parents must provide a healthy, self-contained lunch and two separate snacks for their child. Items must be in easy to manage containers and cannot be shared. Please set your child up for success by packing items they can open independently. Healthy meals and snacks are encouraged. Be sure to bring a water bottle daily. **Please label all items.**

## Rest Time

Every child is required to rest quietly for at least 45 minutes each day. Each child is provided a cot, which will be placed no less than 2 feet away from any adjacent cots. A cot/mat consent form **MUST** be signed, dated, and retained in the child’s file if the child is less than two years of age. Please read, sign, and return the cot consent form to the Director.

A cot cover will be provided for each child. The cover includes a built-in pillow and cover. A child may bring one special item (blanket/stuffy) from home for rest time.

EHCP understands that some older children are outgrowing nap time. After 45 minutes of rest time, children who are awake will be invited to read books or engage in other quiet activities.

Younger one-year olds are provided with a crib and a sheet for naptime. We follow safesleep practices for all children in a crib. Parents may provide a sleep sack and a pacifier for their child if the child uses one at home. No stuffies or soft toys in the crib. For those children who drink milk before nap, they will be encouraged to drink it prior to crib time. If the child has a milk bottle in their crib, it will be removed from the crib immediately upon the child falling asleep.

## Personal Belongings and Clothing

Your child should be fully dressed upon arrival in clothing that is easily cleaned and comfortable for play and movement. All parents much provide a complete change of clothing for their child, labeled in a cloth bag.

Our focus is on child discovery and exploration, which does not always consider what children are wearing. The school and your child are not responsible for paint, markers, dirt, snacks, or other stains on clothing.

A personal “cubby” will be issued to each child as a place to keep their school-work, and other personal belongings such as a labeled change of indoor clothes and snow gear.

Outdoor play is a daily occurrence. **Please send children to school in close-toed shoe**s as it is both more comfortable and safer for outdoor play. Children need to bring a winter coat, snow pants, mittens, boots, long/warm socks, and any other necessary equipment for keeping warm during the winter months. **Please label all outdoor gear.**

During the summer months, children are required to have a personal water bottle and visor or cap especially on hiking days. All are invited to bring their bikes and trikes, with the requirement of a helmet.

* No jewelry is allowed, including necklaces, bracelets, and rings.
* Personal toys are not allowed (exceptions made for show and tell and soft rest time items)
* Please do not send your child in laced or shoestring style shoes unless they are fully able to tie them unassisted.

**Please label all items brought from home.**

## Handwashing

Children are required to wash their hands with soap under running water at any time the child’s hands become soiled, including but not limited to before meals and snacks, after using toilet facilities, after handling animals, after playing in sensory materials, and after playing outside. Hand washing is supervised and will be taught when necessary. Children are provided a paper towel for drying their hands. Hand sanitizer may be used on occasion (outdoors when there is no running water) by children older than 3 years and will be supervised by an adult.

## Potty Training

EHCP expects all children 3 and older to be potty-trained prior to admission. We will strongly encourage and coach independence in the bathroom; however, no child will ever be treated in any way that shames. We realize accidents happen and a teacher will always respond with compassion to the children’s needs. Soiled clothes will be put in a plastic bag, marked with the child’s name, and placed in their cubby or outside to be picked up with the child.

## Toddler Potty Training

If your child is in diapers, you must provide a supply of disposable diapers or pull-ups and wipes, as well as at least two changes of clothing. Your teachers will remind you when supplies are running low. If your child is in the process of potty training, we will support that effort at school. Please send a generous amount of underwear, wipes, and dry clothes for use at school during this process.

## Screen Time

Screen time is limited and will be related to curriculum in the classroom.

There is no screen time in the younger toddler classroom.

Videos may be taken of the children to support evidence-based learning. Permission for videoing is included in EHCP’s enrollment packet.

**Dramatic/Imaginary Play**

At Eternal Hills Christian Preschool, we strive to create a safe, nurturing, and inclusive environment where all children are free to explore, learn, and grow. Part of early childhood development involves imaginative play, including dressing up and trying out different roles, whether it be a mommy, daddy, brother, sister, dog, firefighter, a policeman, princess, etc.… It’s very common and developmentally appropriate for young children to explore a wide range of characters, activities, and clothing choices during playtime.

We want to assure you that allowing children to choose from all the items in our classroom, including dress-up clothes, is not a reflection of or encouragement toward any specific identity. Rather, it’s a way for children to develop creativity, empathy, and social skills. Our role as educators is to support that exploration while promoting kindness, respect, and acceptance of others.

We understand that families come from different backgrounds and beliefs, and we honor the role of parents in guiding their children’s values. At the same time, our program follows inclusive practices that encourage all children to feel safe, respected, and free to express themselves in age-appropriate ways.

## Conferences

We believe that frequent, informal communication between parents and teachers is very important in creating a world that is supportive of the young child. We are also available for scheduled meetings, Zoom meetings or telephone calls to discuss in depth concerns. We will use face-to-face contact for more regular or daily communication of successes or updates.

Parent-Teacher conferences are scheduled in the late fall and again in the spring. There will be a sign-up form for the parents to schedule a mutually convenient time. Teachers will prepare the conference discussion based on what they have observed, as well as progress on goals set at the beginning of the year. Additional conferences can be scheduled throughout the year at the request of the teacher or parent.

**Partnership with Families of Children with Special Needs** Our preschool is committed to fostering an inclusive and supportive learning environment for all children. Special needs may be brought to the school's attention through family disclosure during enrollment, observations by staff, or recommendations from outside professionals. When a potential need is identified, we work in close partnership with families to ensure a thoughtful and respectful approach. We engage in collaborative conversations, conduct observations, and, when appropriate, support families in seeking further evaluations or services. Together, we develop individualized plans that reflect the child’s strengths, challenges, and developmental goals. Families are encouraged to participate actively in planning meetings, share insights about their child, and maintain ongoing communication with teachers and support staff. Our goal is to build a strong, trusting relationship with families to help every child reach their fullest potential.

## Developmental and Health Screenings

In our preschool program, we use the *Ages and Stages Questionnaires* (ASQs), *Teaching Strategies GOLD* (TSG), and the *Developmental Early Childhood Assessment* (DECA) to support each child's growth. ASQs help screen for developmental milestones, TSG tracks learning and development through classroom observations, and DECA assesses socialemotional skills. These tools help us create personalized learning experiences and ensure every child receives the support they need.

Free developmental and health screenings are provided at the two elementary schools for children ages Birth to 5 years old. Signs and/or fliers will be posted for parents to take advantage of this resource. EHCP also provides free dental, hearing, and vision screenings at our center.

## Referral Process

If there is a possibility your child may benefit from a referral to another agency, one of our staff members will privately approach you to discuss concerns and possibilities. Indicators for referrals may have emerged through the Teaching Strategies Gold Curriculum, the Ages and Stages Questionnaire, teacher’s observations of your child, or vision, dental, and hearing screenings. If the referral goes to Horizons, they will communicate with your family about a time and process to proceed is accessing needed support.

If a referral is social-emotional in nature, EHCP will ask you to sign paperwork connecting you with our school’s Early Childhood Mental Health Specialist. If at any time you have questions or concerns about development, feel free to talk to your teacher or director for additional support of resources.

We will work with your child to individualize lesson plans as needed to respond to individual needs. If the referral process leads to an Individualize Family Service Plan (EFSP), an Individual Education Program (IEP) and/or other individualized plan, we will work with you and the relevant local agencies or departments to best serve your family and your child. Our teachers will also individualize lesson plans to help every student achieve the highest, most effective level of learning.

## English as a Second Language and Language Interpretation Support

Should a family benefit from the use of a language interpreter or other resources to assist with language support of enrolled families, EHCP will access resources through Grand Beginnings at 970-725-3391.

If needed, EHCP will contact an interpreter to assist with enrollment, conversations with staff members, parent-teacher conferences, and/or other relevant activities. Paperwork will be converted to your family’s home language with assistance from freetranslation.com and/or a qualified translator. Our staff will ensure that your family’s culture is represented in our classrooms.

## Family Engagement

At EHCP, we recognize that families are the children’s first and most influential teachers. We are committed to fostering strong partnerships with families to support every child’s learning, development, and well-being. Our program welcomes families into the preschool community by creating a warm, inclusive environment where they feel valued, respected, and heard. We encourage open and ongoing communication through daily conversations, newsletters, digital updates, and scheduled conferences, ensuring that families are informed and involved in their child’s educational experience.

Families are invited to participate in volunteer opportunities and special events (i.e. our annual soup supper, back-to-school night, preschool Christmas program, and graduation) to strengthen the home-school connection. We respect the diversity of our families and actively incorporate their cultures, languages, and traditions into the classroom environment. In addition, we seek family input through our daily communication, conferences, the annual family survey, and advisory groups.

The Preschool Advisory Committee (PAC) is a board made up of preschool parents, church members, medical professionals, and educators. PAC meets monthly and oversees preschool policy. Every year we seek one or two new parents to serve on PAC. This can be a two-to-three-year commitment. It is a way for parents’ voices to be heard in the decision-making process regarding preschool policy.

Preschool Parent Committee (PPC) is made up of current preschool parents that meets monthly. The role of the PPD is to: facilitate parent engagement, fundraising, and teacher appreciation. The PPC meets monthly.

Our staff is committed to supporting families by providing resources, referrals, and guidance as needed, and by working collaboratively to meet the individual needs of each child. Through these practices, we aim to build a strong, trusting relationship with every family, recognizing that their involvement is essential to the success and happiness of their children.

## Volunteer Hours

Parents are required to volunteer in a variety of ways to support their child’s development, as well as the classroom and school. Each family is required to fulfill 3 volunteer hours per semester (fall and spring) and 1 hour in the summer for a total of 7 volunteer hours over the course of the school year. **Volunteer hours are frontloaded and a charge of $140 will appear on your** **September invoice.** At the end of each semester, $20 will be credited, to the child’s Brightwheel account, for every volunteer hour completed, for up to a maximum total of $140 for the school year. Volunteer hours will be pro-rated for families whose child starts mid-school year, and the amount of volunteer hours frontloaded and billed to the child’s account will be reflected accordingly.

Activity preparation and supplies, fundraising events, and volunteer opportunities are ways not only to support your child, but to ensure that our teachers and staff have the resources and support they need. Teacher appreciation is recognized as a gift and will not be credited towards volunteer hours.

## Licensing and Child Care Concerns

Eternal Hills Christian Preschool is licensed as a large center by the State of Colorado. For additional information regarding licensing, or if you have any concerns about the

Child Care facility, please contact: Colorado Department of Child Care Services, 1575

Sherman St., Denver, CO 80203-1714. 303-866-5958.

If a parent is not pleased with a written policy or procedure, they should first notify the Director, and if necessary, the Director may call on the Preschool Advisory Committee (PAC) to assist in finding a solution.

EHCP staff will treat parents and families with dignity and respect. If a parent or parent representative for the child’s family breaks this mutual respect, EHCP reserves the right to immediately terminate that child’s enrollment, and no refunds will be given.

EHCP considers our work both a joy and privilege. We deeply appreciate the trust and partnership you have offered us in caring for and educating your child.

With the bestinterest of your child and the continuing success of EHCP in mind, these policies are in place to support our goals and protect the children, staff, and families with whom we work. We respectfully require full compliance in observing the policies and procedures laid out in the parent handbook.