



# My School Preschool

## Family Handbook 2023-2024

*Updated January 2024*

5555 S. Yosemite Street  
Greenwood Village, CO 80111  
303-806-5127

[www.myschool-preschool.org](http://www.myschool-preschool.org)



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Preschool

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5555 S. Yosemite Street  
Greenwood Village, CO 80111

School Hours 9 am to 1 pm, Monday through Friday

303-806-5127      [www.myschool-preschool.org](http://www.myschool-preschool.org)

For school purchases, use tax exempt # 09803861

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## **My School Preschool**

MY SCHOOL PRESCHOOL was founded in 1971 and is a 501c3 non-profit corporation licensed in the state of Colorado. The school is operated by the Executive Director and the Executive Committee. The successful operation and continuation of the school depends upon cooperation and fulfillment of responsibilities among the Board, Director, teachers, and parents. Parents are expected to become involved in the activities of MSP. Each family is requested to attend at least one Community Meeting during the school year and volunteer in a capacity which reflects their available time and interests. Parents are expected and encouraged to support the school's fundraising activities/events.

### **MSP Purpose:**

My School Preschool supports each child's success by creating a positive educational environment enhanced by a talented staff of experienced and caring teachers. MSP provides a nurturing educational program that supports the development of the whole child: social/emotional, cognitive, and physical.

### **MSP Daily Objectives:**

- Children are provided with an environment that fosters social and emotional growth and sets the groundwork for a rich learning experience.
- Children feel safe and secure, learn independence, and take responsibility for themselves and their possessions.
- Children experience and explore the process of an activity rather than focusing exclusively on the final product.
- Children are part of an environment that appeals to the curiosity and interests of preschoolers and gives them the tools and level of comfort necessary to pursue challenging and rewarding learning and exploration experiences.
- Children experience personal success.
- Children learn that mistakes happen, and they learn from them.
- Children are exposed to developmentally appropriate curriculum and experience-based activities.
- Children begin to act, think and speak independently and implement problem-solving techniques in their work and play.
- Children learn to work and play in a cooperative manner and to respect the feelings, possessions, ideas, and work of others.

We foster a happy growing, learning, loving experience for your child at My School Preschool. We want to support you in your style of parenting and request your support in our style of teaching and guiding your child.

### **Role of the Director:**

- Oversee compliance for State licensing requirements, according to the rules and regulations of the State of Colorado.

- Communicate the program's philosophy, goals and methods to staff, current and prospective families and community members.
- Maintain a professional program.
- Foster robust enrollment.
- Oversee day to day operations including communication with teachers, families, accountant, Executive Committee, the Church and outside vendors.
- As a member of the Executive Committee, provide guidance and vision for carrying out the school's mission.
- Plan and lead monthly staff meetings.
- Stay current with requirements for teachers according to the State of Colorado CDHS.
- Hire, train, help and support teachers as needed.

**Role of the Teacher:**

- Plan and carry out developmentally appropriate & engaging lessons and activities which meet the needs of the children.
- Work cooperatively and communicate regularly with parents.
- Educate parents about classroom policies and procedures.
- Work with staff members and the Director to collaborate on innovative ideas and recommendations.
- Communicate school's philosophy, goals, and educational methods to current and prospective parents and community members.
- Employ best practices.
- Maintain professionalism.
- Follow continuing education requirements per the State of Colorado.

**Role of the Board:**

- In conjunction with the Director, support and guide the school's Mission and Vision.
- Support the Director in carrying out best practices for MSP.
- Serve as model community members and ambassadors of MSP.
- Ensure effective organizational long-term and short-term planning.
- Along with the Director and accountant, develop and manage the budget.
- Enhance the program's public image.
- Ensure legal and ethical integrity, maintain accountability, and serve as a court of appeal.
- Oversee fundraising efforts.
- Recruit and orient incoming Board members.
- On behalf of the school, make fiduciary and operational decisions that ensure long-term stability, sustainability, and success.

**Absences:**

Please let your teacher know ahead of time about any planned absence. For unplanned absences, call the school office 303-806-5127 or **MSPreschoolDirector@myschool-preschool.org** and leave a message which will be communicated to your child's teachers. There are no make-up days. There is no tuition reduction for missed school.

**Accidents and Injury:**

If a child experiences a minor cut or bruise, staff may clean a wound with soap and water and/or apply a Band-Aid and/or offer an ice pack. The staff is trained in CPR and 1<sup>st</sup> Aid. Standard Precautions are used when dealing with body fluids. If there is a severe injury, parents will be notified by phone. Should a situation arise where the child needs immediate medical attention, the staff will contact 911. The teacher will complete an Accident/Incident Report Form when a child is injured at school. The parent(s) will sign the form and a copy will be kept in the child's file.

**Age Guidelines:**

Parent -Tot (P-T) For children 18 months by October 1st (1 ½ years) & up and walking. Each child must be accompanied by an adult during each class.

Early Preschool (EPS) For children 30 months by October 1st (2 ½ years) & up. Potty training may be in process, with the expectation that children are out of diapers/pull-ups by 36 months.

Multi-Day (MD) For children 30 months by October 1st (2 ½ years) & up. Potty-training may be in process, with the expectation that children are completely independent in their toileting by age 3. For children who are 36 months by October 1st (3 years) & up, children are to be completely independent in their toileting.

Preschool (PS) For children who are 36 months by October 1st (3 years) & up. Children are to be completely independent in their toileting.

Pre-Kindergarten (PK): For children who are 48 months by October 1<sup>st</sup> (4 years) & up. Children are to be completely independent in their toileting.

**Applications, Admission & Registration:**

Families newly applying to MSP are required to tour the program, meet with the Director, apply, and pay a non-refundable **\$125 Registration Fee per child**. There is a New Family Fee of \$75. Tours typically begin in November for the following school year. Students are encouraged to tour with their parent(s); PK students are required to tour with the parent(s). Beginning in February/March applicants receive a 'Letter of Acceptance' or a 'Letter of Wait List'. To accept a child's spot, the parent completes the ACH form attached with the 'Letter of Acceptance' and returns it to the school along with **the non-refundable May tuition deposit and certain other fees**. This holds the child's spot. Over the summer, enrolled students receive an electronic Registration Packet which includes school forms that need to be completed and returned to the school by August. A child will not be permitted to attend school if his/her tuition/fees/paperwork are not current. MSP does not discriminate based on race, religion, or national origin.

In admitting, enrolling & registering students, the Director will look to the following criteria:

- Currently enrolled students
- Siblings of current students
- Siblings of former students
- Class availability
- Age of child
- Gender balancing of classes
- New families enrolling multiple children

- Date completed application submitted
- Additional outcome of any screening/classroom visit days if suggested

This is not an all-inclusive list; other factors may apply. The Director reserves the right to make final enrollment decisions. A 2<sup>nd</sup> year of PK is on a space available basis. Current MSP families who are making their initial request for PK have priority for PK enrollment.

### **Behavior Support & Guidance:**

MSP is committed to the social and emotional well-being of children and their families. See also **Biting**.

### **Positive Guidance Techniques:**

Staff will use positive guidance techniques; these techniques can include, but are not limited to:

- Building and maintaining positive relationships with children.
- Establishing consistent and reasonable expectations.
- Establishing classroom routines that are predictable, provide structure to the preschool day and promote creativity and safe exploration.
- Observing, facilitating and supervising children's activities.
- Modeling and teaching social skills, such as taking turns, cooperation, waiting, treating others kindly and conflict resolution.
- Telling children what will happen next and allowing appropriate time for transitions.
- Giving directions and instructions that let children know what they CAN do to resolve a situation (Positive Language).
- Modeling and teaching emotional skills, such as recognizing and naming feelings, expressing them appropriately, accepting the feelings of others, and controlling impulses to act out feelings inappropriately.
- Offering appropriate choices.
- Redirecting behavior.
- Anticipating problems and developing plans to avoid them.
- Adapting the environment, routine and activities to the needs of the children in each class.
- Teacher supported "cool down" time.

### **Strategies:**

Children need to learn about boundaries, respect for self and others, what is safe, what is allowed, what is not allowed and why. Appropriate discipline involves positive reinforcement and guidance which fosters and develops self-control in children.

MSP values ongoing communication with families; parents are encouraged to openly and honestly initiate conversations with staff about their child's experiences at home and school. Staff will communicate directly with parents if the program is having challenges meeting their child's needs.

MSP has guidelines for dealing with negative, unacceptable or inappropriate behaviors that are in keeping with both our understanding of child behavior and our program-wide philosophy.

Some of the behaviors that might prompt staff to be concerned about a child are, but are not limited to:

- The child repeatedly displays hurtful and/or unsafe behavior to self or others.
- The child's behavior is disruptive to the point that it presents an undue amount of disruption to the learning environment.
- The child's needs exceed the program's scope of expertise and/or resources.

Staff are to use positive guidance techniques to support classroom limits and maintain safety, such as:

- Assisting children to solve interpersonal difficulties through peaceful negotiation.
- Redirecting children to appropriate activities that match the child's energy level and interest.
- Looking for causes and patterns in behaviors.
- Communicating and working with parents to better understand and resolve situations.

When parents live in different households, both parents will be communicated with directly, whenever possible.

MSP adheres to the following NAEYC guidance:

“Staff never use physical punishment and do not engage in psychological abuse or coercion. Examples of physical punishment: shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for an extended period. Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection. Examples of coercion: rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).”

The teacher will complete a Behavior Support form when a child's behavior is deemed unsafe to self, to others or to property. The purpose is to keep parents informed and to document unsafe behaviors. A copy is given to the parents, the teacher retains a copy in the classroom binder and a copy goes to the office.

If a child harms another child to the point where severe injury is sustained, or their behavior is uncontrollable, the parent will be called immediately to come and pick up the child for that day.

When a child exhibits a problem behavior on an on-going basis that is not resolved through appropriate behavior management strategies, the teachers will meet with the Director to document the problem behavior and collaborate. Depending on the issue, MSP may be required to report to the Colorado Department of Human Services.

If it is determined that the behavior is not developmentally appropriate for the child and/or that they often engage in disruptive behavior, the following steps will be thoughtfully followed:



- Staff observes the child and documents observations. Our focus will be on the environment, curriculum, schedule, and teaching strategies as well as the child. The concern is identified. Parents are notified if this has not already happened.
  - The observations are discussed with parents and further information is shared and gathered.
  - A plan is written with family input to support the child in the classroom environment.
  - The plan is implemented with regular feedback from the parents (written or verbal, as per the plan).
  - The plan will be reviewed at a predetermined time. If the plan is working, it will be reviewed and revisited on an agreed upon schedule. If the plan is not working, parents will be referred to seek outside help and guidance from community resources including but not limited to physicians, therapists, counselors, behavior specialists, etc. Staff will obtain information, with parent's consent, from the specialists to decide the best course of action going forward.
  - If, after professional consultation and/or evaluation, a more suitable environment is decided, a transition plan will be written and implemented. Communication with the family will aim to support the family in identifying a more suitable environment, if it is possible to do so.
- Note: It is rare that My School Preschool would need to transition a child out of the program. This will not be done unless the school feels that it has exhausted all viable options.

### **Birthdays:**

We love to celebrate. If your child has a birthday party outside of school and the entire class is not invited, please do not put the invitations in the cubbies. You may provide a small special snack such as a mini muffin, mini cupcake, one bite brownie, donut hole or cookie. Let your teachers know in advance so they can plan accordingly. Whether or not the family brings in a treat, all birthdays are 'celebrated' by classmates. Please remember, **no nut products at MSP**.

### **Biting:**

Biting is a natural, developmental behavior in which some young children engage, especially during their second and third years of life. We recognize that biting is distressing for parents, staff and children. It requires immediate action by staff to comfort the child who has been bitten, foster empathy in the biter, and find the cause of the biting. The parent(s) of the "biter" will be called to pick up their child.

One teacher consoles the bitten child while the other teacher attends to the biter (if practical, given other events unfolding in the moment).

- Comfort the victim immediately and provide 1<sup>st</sup> aid if needed including washing the bite with soap and water and applying ice to reduce swelling. Universal Precautions are following when the skin is broken.
- Get on eye level with the biter and calmly say something like: 'We do not bite at school. Biting hurts. Look at how ...is crying/sad. That bite hurt. Biting is not safe. We keep our friends safe at school.' Attempt to elicit empathy from the biter.

- Document the biting in an Accident/Incident Report. A copy of the report will be given to the parents and must be signed by the teacher and the child's parents. The other copy will be given to the Director to review and will be kept in the child's file at MSP.
- The parents of a bitten child will be notified of the incident immediately. If the skin is broken, parents will be contacted by phone as soon as practically possible. Confidentiality prohibits the staff from divulging the name of the biter. The parents of the biter will be informed personally and privately the same day.

MSP staff will attempt to find the cause of the biting and act to prevent future incidents. Look at the antecedent factors such as the time of day, area of the classroom, the activity, other children involved, etc. Look for any changes in the child's life such as health issues, teething, the absence of a family member, the birth of a sibling, etc.

The staff will develop strategies to help prevent further biting. These might include:

- Ensuring that there are enough materials, including duplicates, for the children to use.
- Ensuring that there is enough space in the classroom, and that there are quiet times in the schedule.
- Shadowing a biter in situations and times when the child has been bitten before.
- Modeling empathy, including the use of puppets.
- Working collaboratively with parents to reduce or eliminate biting.

If biting is not resolved and continues to be an issue, refer to the Discipline Strategies covered in the **Behavior Support & Guidance** section.

#### **Budget:**

MSP is a non-profit entity. The budget is created with input from the Co-Execs, the Director and the Accountant. Spending decisions will be made after the budget for the year has been proposed and approved by the Executive Committee. The budget is approved annually. Financial projections and enrollment performance are reviewed regularly. The school depends on annual fundraising to meet its financial obligations.

#### **Calendar:**

My School Preschool follows the major holidays of the Cherry Creek School District. A detailed calendar will be provided to families at the beginning of each school year.

#### **Child Abuse or Neglect:**

Any staff member who has a 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 that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to Arapahoe County Child Protection Services at 303-636-1750 or the statewide hotline at 1-844-CO-4-KIDS.

MSP and Colorado law require any staff member who suspects abuse or neglect to:

- Make a full report immediately and formally to the Director.
- Make sure, in consultation with the Director, that a formal report is filed immediately with Child Protection Services.

- If the staff member who suspects abuse or neglect becomes aware that a report was not filed by the Director, the staff member must file a report on her own.

**Civil Disorder:**

In the event of a Civil Disturbance, not requiring evacuation, the following protocol shall be followed:

- Lock all exterior doors to secure the building.
- Teachers and children are to stay away from windows; close any curtains.
- Avoid confrontation with any demonstrations / protests.
- Evacuate the building only in an emergency and in a group setting as directed by a law official or the school Director.

**Class Lists & Teachers:**

This is provided in a separate document at the beginning of the school year.

**Class Size:**

MSP has lower ratios than those required by the State of Colorado. Each MSP class has two teachers with a maximum number of students:

Parent-Tot (P-T)	10	4-day Preschool (PS)	14
Early Preschool (EPS)	12	4-day Pre-Kindergarten (PK)	16
Multi-Day (MD)	12	5-day Pre-Kindergarten (PK)	16
3-day Preschool (PS)	14		

A class may be staffed with one teacher until enrollment reaches 50%.

**Communication:**

Emails will be sent to communicate school-wide information and teachers will regularly email their families with class specific announcements.

Conversations about your child will naturally occur between parent and teacher on an ongoing basis at drop off and pick up. Occasionally a family will require attention beyond quick touch base and in that case an email or phone call would be appropriate. If necessary, a face-to-face meeting may be scheduled at a mutually convenient time. The school phone number is **303-806-5127**.

**Conferences:**

MSP conducts Parent/Teacher Conferences twice a year...one in the fall and one in the spring. The conferences are set aside for parents and teachers to discuss their child's educational and social progress at MSP. We request that all parents attend these

conferences. Conferences are most effective with adults only; please make childcare arrangements.

**Cubbies:**

Each MSP has a cubby assigned. Please guide your child to place items in his/her cubby rather than placing the items there for your child. Coats & backpacks go in the cubby. Snacks & Lunch go in their designated crates. Water bottles go in the spot designated by your teacher. Label everything. Your child's work and communications from teachers / office will be placed in the top part of the cubby. Please check & remove contents daily (carpools, too). Make sure your child's cubby is emptied of belongings on the LAST day she/he is in school for the week. The children learn to respect each other's cubbies. We guide the children to learn to remember what and where their things are. If a child brings a 'stuffedie' to school, s/he will be asked to place it in the cubby for safekeeping. Please, leave no valuables or medications in the cubbies.

**Daily Schedule:**

Schedules for the week are posted outside each classroom. Please take the time to read the schedule to your child prior to drop-off to provide a preview of the day. The lessons and activities are carefully planned so your child has a developmentally appropriate and engaging experience. Some families snap a photo of the schedule as the content provides great 'conversation starters/talking points and extension ideas for families.

**Diapers, Pull-ups & Toilet Training:**

Children ages 3 & older are to be potty-trained. Potty-trained means wearing big boy/girl pants (no pull-ups) and self-sufficient in the bathroom. Children in the 2 day Early Preschool Class (EPS) and the Multi Day Class (MD) under the age of 3 years may be "in progress". Teachers will change diapers/pull ups as necessary and assist with accidents. If a child over age 3 has an accident, the teacher will verbally coach the child through the steps of self-care. If a child aged 3 or older has a BM accident, the parent may be called to come to the school to assist with clean-up. We recommend elastic waist pants (sweatpants) for children who are in process or recently potty trained to support them in this process. Please save pants with buttons, zippers, belts, suspenders and overalls until toiletry proficiency is complete.

**Dress, Cold & Hot Weather:**

Children should wear comfortable clothes that you are not concerned about getting wet, dirty, or paint on. Children should refrain from wearing their favorite/best clothes to school. Label all coats & jackets with your child's name. Children must have an extra set of seasonally appropriate clothes, including shoes, socks & underwear on site at all times (these may be stored in the designated plastic bin below your child's cubby). We

go outside when it is cold and snowy, so send children with their boots, hat, gloves and snow suit. If your child wears his/her snow boots to school, s/he may bring shoes to change into. Be cautious of snow & ice in the parking lot. We do not go outside when it is raining, below 32° F or above 92° F. Please apply sunscreen prior to dropping off. For safety reasons, flip-flop sandals should not be worn at school.

### **Drop Off:**

Traffic flows in a counterclockwise direction. Enter the parking lot and keep right. The entrance to the preschool is at the northwest corner of the parking lot. The designated parking spots immediately in front of the school are reserved for the families who purchased them during the school fundraiser auction. Advise nannies, babysitters, grandparents, spouses, etc. that these spots are reserved. Any family other than that named on the sign will be fined \$15 up to \$50 (for multiple offenses) for parking in one of these spots for any amount of time.

We ask that an adult hold the hand of a child anytime in the parking lot.

Escort your child to his/her cubby (located in the hall) and guide him/her to put backpack, snack, lunch and water bottle in the designated areas.

Escort your child to the bathroom & wash hands and then take your child to his/her drop off location (classroom, gym, playground or art room). **Sign child in via the Procare Application.**

The parent/designated guardian is 100% responsible for the safety & well-being of his/her child(ren) until they are signed into My School Preschool.

Don't be alarmed if there are a few tears or clinging at drop off. We believe a warm and decisive hug, kiss and goodbye work well. When a child senses that his/her parent is not apprehensive or wavering about drop off, the day will be smoother for everyone. Rest assured that any tears typically cease in a few minutes. We have experienced teachers with consoling words and actions to assist your child during an adjustment process.

Please arrive on time. Late arrivals present a disruption to the learning environment, and it is hard for the late child to acclimate into the flow of the classroom. If you have circumstances that will consistently keep your child from arriving on time, please discuss this with your teacher or the Director.

### **Evacuation Plan:**

To be implemented if the outside areas designated for fire evacuation are deemed unsafe. This policy is used when the entire premise/campus needs to be evacuated:

- Teachers will gather children and line them up.
- The medication bag (if applicable) will be collected.
- The lights will be turned off when exiting a classroom and the door will be closed.
- Do not delay evacuation by taking personal items, other than a cell phone.
- Teachers escort the children out the nearest exit.
- The Director will do a final sweep of the building.
- Children and teachers will move to a designated safe place where the children and teachers will be accounted for using the sign-in sheet.
- Children and teachers will walk to The Inn Senior Living Center across the parking lot (5565 S Yosemite St., Greenwood Village, CO 80111 – Telephone: 303-327-7340), where children will again be accounted for via the sign-in sheet.

- Children and teachers will wait at the Senior Center until it is safe to return to school, or until the children can be picked up by their parents or another designated adult.
- If the Senior Center also must be evacuated, students will walk to the clubhouse at Isabella Apartments, 5400 S Park Terrace Ave., Greenwood Village, CO 80111 (cut-through access via the MSP sidewalk/parking lot).
- As soon as the teachers have ensured the safety of the children, the phone number indicated on the sign in sheet will be called to notify parents of their child's location and pick up procedure.
- Children and teachers will wait at the Isabella clubhouse until children are picked up by parents or another designated adult.

### **In-House Field Trips (aka Special Activities):**

MSP prides itself on the rich environment and experiences it offers its students. Examples of in-house Special Activities include: a visit from the fire department, a sing-along with Swallow Hill Music, a performance by The Colorado Ballet, a presentation by My Nature Lab, Storytelling by Merry Andrew Afoot, and hands-on presentations by the Denver Museum of Nature & Science and by the Denver Botanic Gardens. These are funded by the Activity Fee paid annually by MSP families.

### **Fire Drills:**

Early in the school year the teachers will discuss the fire drill procedures including the flashing strobe light and a loud piercing siren. Teachers will demonstrate covering the ears with hands. During a fire alarm:

- Teachers will gather children and line them up.
- The sign-in sheet & the medication bag (if applicable) will be collected.
- The lights will be turned off when exiting a classroom and the door will be closed.
- Do not delay evacuation by taking personal items, other than cell phones.
- Teachers escort the children out the nearest exit.
- The Director will do a final sweep of the building.
- Children and teachers will move to a designated safe place where the children and teachers will be accounted for using the sign-in sheet.
- Teachers and children will return to the classroom upon the 'all clear' signal.

### **Fund Raising:**

The principal source of revenue for My School Preschool is student tuition. To support the high quality of educational services provided at MSP, fundraising is essential. We expect all families to become involved at some level in these activities/events which support our school. The school relies on fundraising to close the gap between revenues and expenses.

### **Illness:**

PLEASE keep your child at home if:

\*Your child has a fever.

\*Your child does not feel well enough to take part in normal activities (including gym and playground time) or is overly tired, fussy or won't stop crying.

\*Your child needs more care than teachers and staff can give, while still caring for the other children in the class.

\*The illness could spread to others and/or meets the conditions listed below:

Symptoms	Keep Child Home
DIARRHEA - Frequent, loose or watery stools compared to normal ones that are not caused by food or medicine.	YES - If child looks or acts sick; has diarrhea with fever and isn't acting normal; has diarrhea with vomiting; has diarrhea that overflows the diaper or the toilet. Should stay home until child has NO symptoms for 48 hours (about 2 days).
FEVER - With behavior change or other illness. A fever of 100°F or above.	YES - When the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
VOMITING - Throwing up contents of stomach involuntarily, often forcefully.	YES - If a child has vomiting, they should stay home until there is NO vomiting for 48 hours (about 2 days) or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration.
COUGHING - Persistent coughing that distracts from play and/or is accompanied by other symptoms. Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.	YES - If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing. Medical attention may be necessary.
"FLU-LIKE" SYMPTOMS - Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.	YES - For at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.
MILD RESPIRATORY OR COLD SYMPTOMS - Stuffy nose with clear drainage, sneezing, mild cough, and asthma like symptoms.	NO - May attend if able to take part in school activities. Keep home if the symptoms are severe. This includes fever, the child isn't acting normally, and/or has trouble breathing.
RASH WITH ADDITIONAL SYMPTOMS - Note: Body rash without additional symptoms such as fever or behavior changes usually does not need to stay home, call the doctor.	YES - Call the doctor. Exclusion is recommended if there are symptoms in addition to the rash such as behavior change, fever, joint pain, bruising not associated with injury, or if the rash is oozing or causes open wounds. Any rash that spreads quickly, has open, weeping

	wounds and/or is not healing should be evaluated by a doctor.
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Other illness which may require exclusion from school:

Chicken Pox

Yes - until blisters have dried and crusted (usually 6 days).

Conjunctivitis / Pink Eye

No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for a diagnosis and possible treatment.

Croup (see also Coughing)

Note: May not need to stay home unless the child is not well enough to take part in usual activities. Seek medical advice.

Fifth's Disease

No - child is no longer contagious once a rash appears.

Hand & Foot & Mouth Disease / Coxsackie Virus

No - unless the child has mouth sores, is drooling and isn't able to take part in the usual activities.

Head Lice / Scabies

Yes - until after the full treatment.

Hepatitis A

Yes - until 1 week after the start of the illness and when able to take part in usual activities.

Herpes

No - unless the child has open sores that cannot be covered or is drooling.

Impetigo

Yes - for 24 hours after starting antibiotics.

Ringworm

Yes - from the end of school until after starting treatment. Keep the area covered for the first 2 days.

Roseola

Yes – if the child has a fever and rash; call the doctor.

RSV (Respiratory Syncytial Virus)

Staying home isn't necessary but is recommended when a child is not well enough to take part in the usual activities and/or is having trouble breathing. Call the doctor.



### Strep Throat

Yes - for 24 hours after starting antibiotics and the child is able to resume usual activities.

Vaccine Preventable Diseases including Measles, Mumps, Rubella (German Measles), and Pertussis (Whooping Cough).

Yes – stay home until the doctor says the child is no longer contagious.

Yeast Infections including thrush or Candida diaper rash.

No - follow good hand washing and hygiene practices.

If your child becomes ill at school, s/he will be taken to the office to isolate himself from other children. You will be called and requested to pick up your child. Please pick up within 30 minutes of notification. If you will be unable to make the 30-minute window, please have someone on your child's emergency contact sheet pick up.

Prior to returning to school, your child should feel well enough to participate in ALL activities, including gym & playground and be symptom-free for the above indicated time.

### **Immunizations:**

My School Preschool requires children to be immunized against certain vaccine-preventable diseases. A current General Health Appraisal Form and a current Certificate of Immunization for your child must be provided for the office files. A child may not attend school unless these two documents are on file at MSP.

### **Licensing:**

My School Preschool is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. The license is posted in the glass case near the front entrance.

To file a complaint concerning suspected licensing violation, please contact:

Colorado Department of Early Childhood – Division of Child Care  
710 S. Ash Street, Denver, CO 80246 1-800-799-5876

### **Location of Children During the Day:**

Also read sections **Drop Off and Pick Up** for additional details.

During the school day teachers escort the children to & from locations such as the playground, art room, gym & classroom. A master schedule of each class's location is posted in the office and in the hall across from the bathrooms. Additionally, each class has their daily schedule posted inside & outside their classroom. Teachers count children throughout the day and in case of an evacuation such as a fire drill, the teacher **refers to attendance via Procare.**

### **Lunch and Snacks:**

Families are to send a labeled snack, lunch and water bottle each day of attendance. Please use containers which are 'kid-friendly' for opening & closing and preferably reusable.

MSP is a “Nut Aware” zone. That means **do not send nuts or products containing nuts in your child’s snack or lunch**. Teachers scan children’s food to look for any nut products sent from home. If a teacher discovers something that appears as if it contains nuts, the item will be sequestered.

Tables are sanitized and children & adults’ hands are washed prior to preparing or consuming food. Children should be seated and the overall atmosphere unrushed. This is a time for indoor voices and practicing conversation skills and good manners, such as verbalizing ‘please’ and ‘thank you.’ We do not share food at MSP; each family makes a special snack & lunch for each child, and this minimizes dietary or allergy issues. As best as practical, kids will repack uneaten food in their lunch box.

### **Media Use:**

Electronic media is not part of our regular school day. If a video is to be seen by the children, it will be appropriate for pre-school children and both teachers will be present in the room during the viewing. Occasionally an iPad may be used by the teachers to show students illustrations, pictures, or short video clips about a relevant activity/topic. The children do not have iPads or other similar devices.

Parents are asked to sign a waiver regarding the taking and posting of pictures of their children.

### **Medications: Storage & Administration:**

We do not administer medications (OTC or prescription) without a doctor’s written instruction. With children at school from 9 am to 1pm, parents should be able to dose before and/or after school.

MSP will administer an emergency rescue inhaler and/or epi pen with a written Health Care Plan, signed by an authorized doctor and approved medications on-site. Meds must be in their original packaging and labeled with a Pharmacy issued label that includes the name of medication, dosage and expiration date. A designated set of meds will stay at school. Medications are stored and handled according to Colorado State Licensing requirements. Staff are trained and support their training, following Colorado State Licensing requirements.

The inhaler and/or epi pen will be stored in the child’s classroom and accompany the child when going to the gym, art room, playground, etc. A teacher will carry the meds tote bag.

It is the responsibility of the parent to acquire, maintain and update all medications and paperwork. The child may not attend school without proper and current medications and forms at school; expired medications and forms are not valid. Children may not transport their medications; they are to be handled by parent/guardian and MSP staff exclusively. Please do not store prescription or OTC meds in your child’s backpack; this poses a threat to your child and other children who may encounter the medications. If meds are discovered they will be taken to the Director, documented and the parent will be called. Depending on the type of medication, authorities may be notified.

All medical and health-related information is personal and confidential.

For any child with a medical / health condition requiring a significant amount of care / attention at school, we will make reasonable accommodations, according to the ADA

guidelines. We reserve the right to dismiss any child if their care presents undue hardship financially to the school or undue hardship to the staff. Our staff receives basic first aid & CPR training and medication delegation, but they are not medical professionals. We reserve the right to determine if a child's medical / health / behavior concern / condition requires care beyond our limits of training and confidence. If parents fail to let MSP know of any diagnosed condition, potentially requiring staff attention at school, MSP reserves the right to terminate enrollment immediately. If an enrolled child is diagnosed with a medical condition fitting the above criteria, we reserve the right to exit the child from the program.

### **Missing Child:**

If a child is missing the following procedure will be followed:

- The teachers will take the accounted children into a neighboring classroom to join in with that class and those two teachers.
- The Director will be notified and she along with the two classroom teachers of the missing child will search for the missing child.
- If unable to locate a child quickly, an alert will be put out so that all church personnel will assist in a more thorough search.
- If unable to locate the child after 10 minutes, Greenwood Village Police and parents will be notified.

### **No Solicitation:**

MSP Families will not solicit MSP Employees as babysitters, nannies, or the like. Additionally, MSP Employees and Families will not solicit other MSP Employees and Families for services or products via use of the MSP class lists, email lists, distribution of flyers in cubbies, postings on bulletin boards, or the like.

### **Personal Belongings & Money:**

Please leave all items of value at home. MSP is not responsible for any items or money that comes to school. If any item is lost or misplaced, please check your child's cubby and the lost and found, gym & playground. Please clearly mark backpacks, lunchboxes, water bottles, jackets & sweaters with your child's name. There have been thefts from unlocked cars in the parking lot. Lock your car! See also **Cubbies** section.

### **Pick Up:**

Pick up time is 1:00 pm. **Sign child out via the Procare Application** at his/her pick up location. Check your child's cubby for projects and other belongings. Children will be released to adults who are listed on the Family Information Form. We require written authorization to release a child to someone not listed on your **Procare portal**. Please verbally let your teacher know when someone other than you will be picking up. The pick-up adult is responsible for signing out your child **via Procare** and collecting the child's belongings.

The parent/designated pick-up person is 100% responsible for the supervision of the child once they are signed out. When on campus and supervising your children, please support the school's rules of:

- **Keep myself safe**

- Keep my friends safe
- Keep our things safe

If your child is not picked up by 1:05pm, the teacher will escort your child to the office where you will pick up your child. A late fee of \$15 may be assessed for repeated late pick-ups. A teacher and/or the Director will remain in the building until all the children are picked up. See also the **Drop Off** section.

Please be respectful of our proprietor, St. Catherine’s Church. Do not climb the trees or play on the patio near the church entrance area. There are services, counseling sessions and memorials conducted at the church; keep voices low if in that vicinity.

**Privacy Policy:**

Personal information collected by My School Preschool, including but not limited to names, addresses, phone numbers and email addresses, are the property of My School Preschool, and shall not be disclosed to any party, including, but not limited to, any media outlet, industry group, financial institution, or current or former employee and/or consultant. All Mailing lists are limited to My School Preschool professional business and approved communications only. Email distribution lists should not be used for the purpose of marketing or promoting goods or services, not related to MSP.

**Ratios:**

My School Preschool prides itself on small classes and ratios. The teacher/student ratios are:

Early Preschool (EPS)	1:6	4-day Preschool (PS)	1:7
Multi-Day (MD)	1:6	4-day Pre-Kindergarten (PK)	1:8
3-day Preschool (PS)	1:7	5-day Pre-Kindergarten (PK)*	1:8
		(*must have attended at least 1 year of preschool)	

**Recommendations:**

Requests for Teacher Recommendations for children applying to private school should be submitted to your child’s teacher 2 weeks in advance of the due date. You will not receive a copy of the Recommendation per policy of the requesting school. The MSP Director will review each Recommendation before it is sent. The Director will not change or alter the Recommendation in any way without first consulting with the teacher(s) who wrote the Recommendation. It is ultimately the teacher’s choice to submit what she feels is her honest reflection and opinion.

**Reimbursement:**

All pre-approved My School Preschool reimbursement requests must be submitted within 30 days of the purchase. The receipt must be attached to a Reimbursement Request Form. (Blank forms are available from the office). Please always provide the



MSP tax exempt id number when shopping for the school to avoid paying sales tax. #09803861. For services, a maximum gratuity/tip of 15% of the pre-tax total will be reimbursed.

### **Snow Days and Delayed Starts:**

**My School Preschool follows the Cherry Creek School District for school closings due to adverse weather.** If Cherry Creek Schools are closed for weather, MSP is closed. If Cherry Creek Schools are on delayed start, My School Preschool will start one hour late (10am). If the CCSD delay is 2 hours, My School Preschool will be closed for the day. The CCSD delayed start phone number is: **720-554-4701**. Please program this number into your phone. It is your responsibility to check for a delayed start or weather closure.

### **Special Needs Children:**

Consideration on an individual basis will be given to any child seeking enrollment at My School Preschool who requires special care or attention. See also the **Medications** section.

### **Sunscreen:**

The Colorado sun is strong all seasons of the year. Please apply sunscreen to your child prior to arrival at school or at drop off.

### **Tornado:**

MSP receives weather warnings via CodeRED telephone system.

- Teachers will gather children and line them up.
- The sign-in sheet & the medication bag (if applicable) will be collected.
- The lights will be turned off when exiting a classroom and the door will be closed.
- Do not delay evacuation by taking personal items, other than cell phones.
- Teachers will evacuate all occupants to the office, large bathrooms and/or art room. These are interior rooms without windows (no one will not be taken into the resource room). The room door will be closed and locked if possible.
- Teachers will engage children to the best of their ability.
- If the CodeRED warning is given during drop off or pick up, any visitors or parents in the building will be locked down with the teachers and children. Children will not be allowed to leave the building with their parents until we receive all clear.
- Teachers & children will wait for all clear before returning to their normal schedule.

### **Tuition & Fees:**

The method of paying tuition is via ACH. MSP does not accept credit cards. Payments may be made monthly, semi-annually or annually and are collected on the 1<sup>st</sup> business day of the month. Any insufficient fund returns (NSF) will be assessed with a \$35.00 fee by MSP in addition to any fees the responsible party's financial institution may



assess. There are also annual registration and activities fees. MSP does not invoice 3<sup>rd</sup> parties (i.e., grandparents) for tuition. If someone other than the parent is paying tuition, it will be the parent’s responsibility to send the invoice to the payor and to be sure that payment is made on time. The May tuition deposit and certain other fees hold your child’s spot at MSP and are non-refundable.

2023-2024 Tuition

Class	Annual Tuition	Monthly Tuition
Parent-Toddler	\$1,350	\$150
2-day Early Preschool	\$3,735	\$415
3-day Multi Day	\$5,310	\$590
4-day Multi Day	\$7,065	\$785
3-day Preschool	\$5,310	\$590
4-day Preschool	\$7,065	\$785
4-day Pre-K	\$7,200	\$800
5-day Pre-K	\$8,775	\$975

**Unauthorized Pick-Up:**

When there is an unauthorized pick-up attempt at MSP, the party will be politely and clearly told that they are not on the child’s authorized list and that the school’s policy prohibits release of that child.

If the school can contact the guardian by phone and the guardian is able to electronically send written instructions authorizing pick up, that shall serve as authorization for pick up. Each family will be granted one such complimentary pick-up arrangement; later requests for unauthorized pick-ups will result in an ACH charge of \$20 per request. In the absence of the above electronic written authorization, the child will not be released.

If the individual attempting an unauthorized pick-up becomes un-cooperative, s/he will be asked to leave the campus and the child will not be permitted to leave with that individual. If the individual refuses to leave the campus, the Director will ask a second time that the individual leave and inform the individual that the Greenwood Village Police Department will be called to intervene. If the individual does not leave after the 2nd request, the Director will telephone the GVPD.

**Visitors:**

All visitors need to sign the visitor’s log located on the table just outside the school office. During scheduled tours, participants will sign in via the guest book located in the office.

**Withdrawal and Refund Policy:**

The May tuition deposit and certain other fees are non-refundable. If withdrawing, the office kindly requests two weeks’ notice. A prorated portion of fees (such as Special Activities, Pizza Wednesday, etc.) may be refunded at the discretion of the school.

If there is a need to transition a child out of MSP to a more suitable environment/school/program, the Executive Committee reserves the right to determine



tuition payment options on a case-by-case basis. This is a rare occurrence and will be handled in a manner specific to each situation.

**Health & Well-being:**

We request you take your child's temperature at home. Anyone with a temperature above 100 degrees should not enter the building. In addition to our standard Illness policy as contained in the handbook, we will be following the guidance of Arapahoe County Public Health Department, in conjunction with our Nurse Consultant for exclusion of children and staff, quarantine & isolation guidance, and return date guidance.

A child displaying symptoms (as defined by Arapahoe County Public Health Department Guidelines) at school will be isolated from other children and the parent/guardian will be called and requested to pick up your child. Please pick up within 30 minutes of notification. If you will be unable to make the 30-minute window, please make arrangements with one of your emergency contacts to pick up your child.





## **Non-Discrimination Policy and Termination of Enrollment Addendum**

*If any conflict of information is discovered between the previous pages of the existing Family Handbook or other previously presented information and this Non-Discrimination Policy and Termination of Enrollment Addendum (this “Addendum”), the content of this Addendum shall supersede the existing Family Handbook and other previously presented information. By executing this Addendum, all Parents of a child at My School Preschool agree to be bound by the terms and conditions of this Addendum and the Family Handbook, as modified by this Addendum.*

### **Non-Discrimination Policy**

It is the policy of My School Preschool not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing a respectful, inclusive and welcoming environment for all members of our staff, children and families we serve.

### **Termination of Enrollment**

Parents are required to give written notification two weeks in advance to withdraw their child from the program. You may submit withdrawal in writing or by emailing the Preschool Director. (See page 22 for our withdrawal refund policy.)

Enrollment may be terminated by the Preschool Director in any of the following cases:

- Failure to comply to the tuition and fees policy listed on page 21 of the Family Handbook
- Failure to comply with the illness policy listed on pages 14-16 of the Family Handbook
- Failure to provide the school with CDHS required records (immunizations, emergency contact information, etc)
- Late pick-ups that become habitual or excessive
- Threatening, intimidating or aggressive written, verbal or physical behavior by any parents, guardians or caregivers towards children, other parents or caregivers, visitors, or our staff

