

PRESCHOOL
PARENT HANDBOOK
2023-2024



ASSUMPTION
CATHOLIC PARISH & SCHOOL

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Contact Information

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Facts SIS is our primary means of home/school communication at Assumption Catholic School. This is an online system that enables parents/guardians to communicate directly with their child's teacher, as well as view school newsletters, order hot lunch, view calendars, etc. Please contact the school office to receive your activation code.

Mission Statement

Under the patronage of Our Blessed Mother, the mission of Assumption Catholic School is to support parents in their role as the primary educators of their children. With intellectual excellence, we foster in our students a desire for wisdom and virtue and a love for truth, beauty, and goodness as we form intentional disciples of Jesus Christ who know and live joyfully the truth revealed by God through His Catholic Church. We are saints in the making!

We are the Knights of the Immaculata!

Our school is a sacred space where all are loved and cherished.

Purpose and Philosophy on Child Care (2.205 B. 1)

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the student.

At Assumption Catholic School, your preschool child will have many opportunities to explore, discover, imagine, create, and problem-solve in a nurturing and engaging environment. During a typical day in preschool, your child will participate in several self-chosen center activities, large and

small group activities, and outdoor gross motor activities. Each day is carefully planned to develop your child's academic, language, fine and gross motor skills, and social skills in a Christ-centered environment. Curriculum guidelines may be found at www.archden.org (follow the Catholic Schools link).

Here at Assumption Catholic School we offer many supervised activities/clubs for school age students to participate in after school. Examples of these activities/clubs are: basketball, volleyball, cross country running, baseball, & tutoring. All these programs are available thanks to school staff members and parent volunteers. These clubs may require additional fees. If interested in an afterschool club, please contact the school office.

Ages of Children Accepted (2.205 B. 2)

We work with children at the ages of 4 & 5. In order to go to Kindergarten the following year, all preschool children must turn four by October 1st of the school year to be enrolled in our pre-kindergarten and afterschool programs. Per state requirement, a copy of a Birth Certificate is required to be submitted at the time of initial registration for all students in our preschool program. It is against school policy to allow any child, regardless of age, to hang out inside or outside of the building unsupervised while waiting for their ride.

Nondiscrimination Policy (7.702.41 C)

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L, and at the direction of the Superintendent, state that all of their Catholic Schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions, 4.2.1. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

Children with Special Needs

Students shall not be denied admission to an Archdiocesan school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program or unless the school cannot provide sufficient care and/or make reasonable accommodations for the child with special needs. Per Archdiocesan policy, a student shall not be

admitted unless he/she is deemed to have reasonable hope of completing the school's program. In doubtful cases, students may be admitted on a probationary basis with date and criteria of evaluation established in advance. Assumption Catholic School will work closely with the student's family to determine the best and most reasonable solution for supporting the student on a case by case basis.

Hours of Operation (2.205 B. 3)

Our preschool program follows the Assumption Catholic School's traditional school calendar. Preschool is only available when it is a school day. If it is not a school day then preschool is not available that day. A school calendar for the school year will be available at the start of the school year, outlining early dismissal days and school closure days, including holidays. The calendar will also be available throughout the school year on Facts SIS and our school website. The school will try to send out reminders to families throughout the school year through school and/or classroom newsletters.

Our preschool program is a five days/week full day Preschool. Students may be admitted to school at 7:45 a.m., with school starting at 8:00 a.m. and concluding at 3:00 p.m. Families are given until 3:15 to pick up their child. Early dismissal school will be dismissed at 12:00. Families are given until 12:10 to pick up their child.

The preschool program runs from the first day of school in August until the day of Preschool Graduation, which is typically scheduled on a date prior to the end of the academic school year. On graduation day, there is a ceremony followed by a small party that typically ends about 11:00 a.m. No childcare or program will be available for students following the conclusion of the graduation party. Consult the school calendar for this year's date.

Adverse Weather Conditions (2.205 B. 4 & 29)

School closure due to inclement weather will be posted in the Family Portal on Facts SIS. School closures will also be announced on channels 4, 7, 9, and 31. Parents may use their own discretion when making weather related decisions. If you feel that conditions are too hazardous, you may choose not to bring your child to school, or you may pick your child up from school early due to changing weather conditions. In the event that Assumption Catholic School is closed due to inclement weather, the preschool is also closed.

Children should be dressed for the weather. As weather can change quickly in Colorado, we ask that you send your child with a jacket, hat, and gloves during the fall, winter, and early spring days. During

warm weather, students will play outside providing adequate shade is available and students are welcome to bring their own water bottles. We must apply sunscreen on children due to state requirements. Parents must submit written authorization to the school in order for staff to apply sunscreen on a child. Parents must apply sunscreen before coming to school no matter the weather conditions. If you would like to supply your child with their own sunscreen it must be labeled and it is the family's responsibility to supply more to the program when needed.

Please label your child's name on everything as things tend to get lost. In the event of extreme hot or cold weather conditions, the staff will determine the safety of children playing outdoors. If we are unable to play outdoors, alternate indoor activities will take place in the gym.

Admissions and Registration

All students are admitted for the period of one academic year. Each spring, a new registration packet will be available to enroll for the following school year. Registration may be denied-or revoked- by the school for the following reasons: late payment of tuition (beyond 60 days), student conduct, parent conduct, or student's failure to make reasonable progress in the academic program. Before attending our program, all students **must** submit a complete registration packet, an updated and signed copy of the immunization record, and provide a copy of their birth certificate.

Itemized Fee Schedule (2.205 B. 6.)

There is tuition for attending our preschool program as stated in the registration packet. Tuition for preschool – 8th grade in our school does not include after school activities/clubs, nor does it include clubs or hot lunches. All tuition and fees are collected in the school office during regular school hours or via our FACTS system Family Portal. Payments are not collected by staff. Please contact our school office concerning fees and tuition.

Monitoring Children (2.205 B. 7)

Student safety is a priority at Assumption Catholic School. Students are supervised at all times. Preschool students must be signed in upon arrival and then signed out by an authorized person to be picked up. A head count is taken throughout the day at the beginning and end of each transition from one location to another whether it is within the building, outside, or off campus. This includes field trips, fire drills, etc....

We do not have an aftercare program for preschool children at Assumption. If preschool students are not picked up at the end of the day they are not eligible to attend Homework Club. Please see section ' Authorization Pick Up' for more details.

Discipline (2.205 B. 9. a.)

Students of Assumption Catholic School are expected to behave in a Christian manner. Classroom teachers share their behavioral expectations with both parents and students. Students are taught to treat themselves, their classmates, teachers, and school/church property with respect. Under no circumstances will corporal punishment be used. Our goal is to help your child develop self-regulation and make good choices with regard to his/her behavior. We strive for a positive learning environment that supports these goals.

At Assumption, bullying and harassment will not be tolerated. In the event of a bully situation, a child will have a one-on-one consultation with either the program director or school principal.

Some typical discipline actions depending on the situation:

- Redirecting the child to another task
- Talk it over and ask "What do you think Jesus would want you to do?" to help the child find a solution.
- Take 5 – encourage the student to take a break to calm down, think it over, and then revisit the talk it over and WWJD strategy.
- Private behavior charts to help foster positive behavior
- Contact the parent
- Visit the program director
- Visit the school principal

We believe that every child deserves to be in a safe and loving environment where the dignity and worth of all is respected. If a child is exhibiting regular patterns of unsafe behavior towards other children or staff (e.g., biting, hitting, throwing objects, not following posted or stated rules, et al.) a series of discipline actions (see above) will follow. In addition, supervising staff will document behaviors and responses, including parents in regular and timely reporting by email or phone call. Consulting with a childhood mental health consultant or other specialist may be recommended. A child may be suspended from the program if all reasonable attempts to address unsafe behaviors fail to produce satisfactory change.

Injuries, Accidents, Illnesses (2.205 B. 10)

School staff members receive training and hold First Aid/CPR certifications, along with Universal Precautions/Bloodborne Pathogens, and Concussion training. With accidents that require medical attention, but are not life threatening, the school will immediately notify the parent/legal guardian. If the parent/guardian cannot be reached, then the designated person on your child's Emergency Card/Form will be contacted. If the school cannot reach any of the emergency contacts you have provided, the child's physician will be contacted.

Should a life threatening accident occur, the school will call 911 immediately. After emergency assistance has been requested, the parent/guardian will be contacted. Please refer to the consent form for emergency medical care in the registration packet.

Parents/guardians will be contacted if a child becomes seriously ill or injured. A record will be kept of all serious accidents which occur on the property. Minor issues and those not involving head trauma may not warrant parental contact. Emergency cards which list physician/emergency treatment centers MUST be filed yearly and kept updated by parents/legal guardians. The school reserves the right to act as deemed necessary by the principal, director, or designee in a life threatening situation.

Fire/Tornado/Lock-Down Procedures (2.205 B. 11)

In case of fire, all staff and students will evacuate the building and move to a safe location in the same manner that is practiced during a fire drill. Fire drill practices will be completed on a regular basis.

In cases of a tornado or other severe weather, students will take shelter away on the first floor hallway or music room and in a protected position as practiced during a tornado drill. Tornado drills practices will be completed on a regular basis

If the police call a lockdown because of a local emergency, all staff and students will stay inside the building until the proper authorities release the lockdown. Lockdown drills and practices will be completed on a regular bases

The school keeps a log of each practice drill. Parents/guardians will be notified as soon as possible if the event is not a practice drill. The school emergency response card and safety plan outlines the procedures in more detail.

If a child is assumed missing, the following procedures will be followed:

- a) The school office is contacted.
- b) All available personnel will check the building, both visually and using the intercom system.
- c) The child's parents/guardians will be contacted.
- d) The police will be contacted.

Transportation / Field Trip Supervision (2.205 B. 12, 13, 15)

Occasionally our preschool students may attend a field trip. All field trips will require a separate written authorization form. No field trips will be conducted without prior authorization by parents.

Parents/guardians must provide transportation to and from school. Staff members are not allowed to transport students per Archdiocesan policy. Parents/guardians are encouraged to attend school field trips with their child. Please contact your child's teacher if you are able to be a parent driver and/or supervise a small group of children on the field trip. Parents that volunteer in this capacity will receive a list of students in their group; teachers will verify that parents know which children they are responsible for. In addition the school office will receive a list of parent chaperones/groups of children. All drivers must submit a copy of their driver's license, copy of current vehicle insurance, proof of Safe Environment Training, and approval for a background check prior to the field trip. All volunteers attending the field trip also must show proof that they are up to date in their Safe Environment Training prior to the field trip. It is best to submit required documentation at the beginning of the school year, preferable no later than October 1st.

Safe Environment Training is required by the Archdiocese for all volunteers and staff members of the school and parish. The training is good for five years and must be renewed upon expiration before volunteering for any school related activities. Please contact the school office or go to the Archdiocese of Denver website for further information regarding dates, times, and location of this training.

All preschool students must bring their own car seat for the field trip. Every child must "buckle up for safety" prior to leaving to or from the field trip. If a driver has extra car seat(s) we ask that they bring

them just in case a child forgets his. No child will be allowed to depart for the field trip without being buckled in a car seat.

All field trip information will be sent home with details pertaining to the field trip, an authorization form, and a parent volunteer form. All forms and money for the field trip must be submitted to the front office by the given due date or the child may not participate in the field trip.

The child's teacher will have an emergency contact phone number and the number of the destination should there be an emergency situation while on the road or at the destination of the field trip.

Staff members will attend the field trip but will not leave the school or destination until all children are accounted for at time of departure and arrival. Staff members remain at the field trip location during the time students are there. Roll call will be taken to verify that everyone has arrived and a checklist will be verified to keep track of students that are heading back to the school. If parents/guardians wish to take their child home, they must return to school and sign out at the front office. Parents/guardians are NOT allowed to leave the field trip early.

Please note that all students are expected to attend their class field trips as they offer educational learning experiences that are not found in a classroom setting. We apologize in advance but we are not able to supervise students not attending the field trip(s). It is the responsibility of the parent/guardian to make proper arrangements if they do not wish for their child to participate in the field trip(s).

Late Arrivals on Field Trip Days (2.205 B. 12, 13, 18)

If your child arrives after departure time on the day of the field trip they will not be able to attend. This helps to ensure that we all leave on time, as well as ensure the safety and security of all the children outside of school.

If children do arrive late the day of a field trip they will sit in the front office until their class returns. They are not allowed to join another class during this time. Parents are also welcome to take their child back home with them while the class is on their field trip.

Media Policy/Special Events & Activities (2.205 B. 14)

Videos or DVD's are shown on a very infrequent basis and are "G" rated. During regular school hours they may be used as an educational tool. Preschool students may attend special activities or events at school. Preschool staff members will remain with the class during the activity or event.

Authorization for Pick-Up (2.205 B. 16. 17)

Please refer to the Authorization for Pick-Up form in the registration packet. Children will not be released to any individual who has not been authorized for pick-up by the student's parents/legal guardian. Assumption Catholic School reserves the right to request identification if the school staff is unfamiliar with the person picking up a child.

If a child is not picked up at the end of the set school day times, the member of staff will call the parents/ legal guardians, and, or the individual (s) authorized to pick up the child to inform them that their child has not been picked up. The staff member will wait with the child until the authorized person has come to pick up the child. Children in the preschool program are not allowed to attend Homework Club due to age restrictions in force by the state of Colorado.

If a child remains at the school, the school will attempt to contact parents and emergency contacts starting at 3:15 (when the preschool day ends). If the child is not picked up, and we have not made contact with the parents or emergency contacts by 3:20, our staff will be required to contact the proper authorities, including the Westminster Police Department and/ or Adams County Child Protective Services.

Medication, Delegation, Administration & Storage (7.702.41 R & 2.205 B. 5)

Assumption Catholic School strongly discourages parents from sending medication to school. Please consult your child's physician for possible alternative scheduling of doses. Medication, both prescription and over-the-counter, shall be administered only under the following conditions.

Written orders from the physician stating the following:

- 1) Child's full name
- 2) Name of the medication
- 3) Proper dosage of the medication
- 4) Purpose of the medication
- 5) Time of day the medication is to be administered
- 6) Anticipated number of days the medication will need to be administered

- 7) Any possible side effects
- 8) Storage instructions

Whenever possible, the parent is requested to be present to administer the medication. If the parent is unable to be present, only a Registered Nurse (RN) or trained staff member to whom the RN has delegated the task of administering the medication may administer the medication according to the physician's written instruction. The parent **must** also submit a written request to the school to provide the medication to the child. Please see the Archdiocesan forms in your registration packet.

The medication must be brought to school in the original package and labeled by the pharmacy, if it is a prescription. The medication will be kept in a secure (locked) place to which students do not have access. The staff member trained to administer medication will keep a daily log of medications administered.

Students are not allowed to keep medicines in their possessions or to self-medicate except in the case of students with asthma or other conditions where medications must be readily accessible. The same requirements apply as with other medications, but the child should keep his/her inhaler marked with his/her name. If your child has severe allergies and utilizes an EpiPen, please provide one to the classroom teacher to be kept in the classroom in case of an emergency. Parents must pick up all medications at the end of the school year. Per state law, all medications not picked up must be destroyed two weeks after the end of the school year.

Communicable Diseases – Any student, teacher, or other staff member having a communicable disease will be dealt with on a case by case basis. In all cases due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. Common in an elementary school are instances of head lice and the spread of viruses like Fifth's Disease (aka Slap Face). Sometimes these, while minor, could have serious repercussions, so sharing this information with the school is important. Identities of students are always protected, but where appropriate, information for the common good will be shared. (Archdiocesan policy #1400).

Health Status and Immunizations – Please refer to your registration packet for a Health Status Form. This form must be completed and signed by your child's physician, RN, NP, or other registered medical representative. It must clearly indicate your child's abilities and/or limitations to participate in a regularly scheduled program. This form should be submitted at the start of the school year,

along with your child's current immunization record. State law states that a child may not attend school unless the child can present a valid certificate of immunizations against communicable diseases or a plan for immunizations as specified by the State Board of Health.

Personal Belongings & Money (2.205 B. 20)

Children's personal items, e.g. toys, electronic toys, makeup, jewelry, etc. be left at home. Occasionally preschool teachers will notify parents/guardians when the child may bring something related to a special event or theme. Even then we ask that any kind of weapon (toy gun, swords, etc.) remain at home. Preschool children will have a spot in their preschool classroom for their personal belongings (snacks, art projects, other items they create in preschool and would like to take home, etc.). Full day preschool programs are required by state law to offer a rest time for their students. Since we are a full day program, we request that each student provide items needed for their rest time.

If a child brings a cell phone it should remain off and be kept in the backpack for the entire day. If a student is using a cell phone during school the teacher will confiscate the phone and turn it into the office.

Money is encouraged to stay at home. Any money that is brought to school, e.g. for fundraiser, lunches, etc. is turned in to the teacher or the front office.

Meals and Snacks (2.205 B. 21)

Preschool parents/guardians are asked to provide a healthy snack for their child daily, including half days. Students may not share their own snacks. Please, do not allow your child to bring milk, juice, or Gatorade for snack. Juice may be offered during special occasions such as class holiday parties. We encourage and will teach students to demonstrate proper table manners.

Hot lunch is available for \$3.25 for preschool students and should be ordered in advance. (Please refer to the school handbook for the cost of lunch for older students during school hours.) Monthly menus can be viewed, along with order and payment in the Family Portal Your child may bring a sack lunch and purchase milk for 35 cents. Students are not allowed to share food in the cafeteria or preschool classroom. Any student that does not bring a sack lunch during regular school day will automatically receive a hot lunch and will be billed for it. All additional charges will be added to your invoice by the front office. If your child has a food allergy, please let us know.

Diapering and Toileting (2.205 B.22)

We are not licensed for diapering or toilet training. All students must be potty-trained prior to attending our program. Students must be able to use the restroom independently. While we understand that accidents will sometimes happen with preschoolers, each child must bring a complete change of clothes (top, bottom, underwear, and socks) in a labeled zip-lock bag to be kept at school. As the seasons change, items will be returned home so that proper attire may be sent to the school. All items will be returned at the end of the school year. In the event that an accident does occur, the child will be sent to the restroom to change on their own into his/her clean clothes on their own. Students must change themselves if this occurs. All wet/soiled items will be sent home to be washed and returned. Please return clean items the next school day so that we will be prepared in case another accident occurs.

Visitors (2.205 B. 23)

All visitors to Assumption Catholic School are required to check in at the school office upon arrival. There are no exceptions to this policy.

Parent/Staff Conferences (2.205 B. 24)

Our staff is happy to meet with you regarding any questions or concerns. Formal conference dates are pre-scheduled and are listed on the school calendar. We are happy to schedule a conference between these scheduled dates on an as needed basis. Please contact your child's teacher to schedule an additional conference. We ask that you do not try to meet with your child's teacher without an appointment. It is very important that all staff members are able to give their attention to supervising our students and are given an opportunity to make proper arrangements before diverting their attention elsewhere. Please note that we wish to respect the privacy and confidentiality of both the student and the parents/legal guardian. We will not discuss a child with other family members without written consent from the child's parent/legal guardian. If not the parent but legal guardian, then a copy of a legal document as proof declaring legal guardianship is required.

We ask that you follow proper protocol when you have a concern which is not an immediate emergency. Please wait 24 hours before approaching a staff member. This will allow both parties time to stop and reflect. Make an appointment to discuss concern with the staff member involved. Give the staff member an opportunity to hear your concerns and come up with a solution to satisfy both parties. If you are not satisfied then please make an appointment to meet with the program

director. Allow the program director an opportunity to assist you with your concerns before addressing the issue to the school principal. Here at Assumption we want to respect and address all concerns in a professional manner.

Filing a Complaint (2.205 B.25)

Typically, complaints are best addressed in the following order: teacher in charge, director and then principal. Situations should be handled locally before involving outside agencies. If you wish to file a complaint regarding the Assumption Catholic School Preschool Program you may contact: The Office of Catholic Schools or Colorado Department of Human Services Division of Childcare.

The Colorado Department of Human Services
Division of Childcare
1575 Sherman Street
Denver, CO 80203-1714
303-866-5988 or 1-800-799-5876

Reporting Child Abuse (2.205 B 26)

Per state law, child care workers are required to report suspected child abuse and neglect if the child care workers have "reasonable cause or knowledge or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency." Anyone who suspects child abuse and neglect in Colorado should immediately contact the statewide child abuse and neglect hotline at 1-844-CO-4-KIDS, or call 911 if it is an emergency.

If there is a suspicion of child abuse you can also reach out to Adams County: Children & Family Services. You can reach them at 720-523-2000.

We see the safety and health of children as one of the biggest priorities. If you, or the staff suspects that a child is not in a safe situation we will contact the authorities to investigate the situation.

Withdrawal (2.205 B. 30)

Assumption Catholic School asks to be informed at the earliest possible time regarding an upcoming departure from the school. Please let the school office and your child's teacher know of your intent

to withdraw your child. A withdrawal form is available in the school office that must be completed or continuation of tuition payments will be expected until the withdrawal papers are signed and submitted.

Withdrawal of services by the school is rare and is handled by the school principal.

Notifications of Changes

Families will be informed of significant changes to services, policies, procedures, and fees as the information becomes available.

The contents in this handbook supplement those of the Assumption Catholic School's Handbook. This handbook contains additional information specific to our preschool as required by the State of Colorado Human Services Division of Childcare and the Archdiocese of Denver Schools. For more policy specific, families should also consult the Assumption Catholic School Handbook. A copy of this handbook is available for viewing in the school office and Pre-K room.

*Thank you,
Kyrie O'Shea, Director
Darin Lovelace, Principal*

Handbook Agreement

I/we have read and agree to abide by the policies contained in the Parent Handbook. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time at the school's discretion. I also am aware that this version of the handbook may have changes to old policies or new policies added.

_____ Parent's/Guardian's name (printed)

_____ Parent's/Guardian's signature

_____ Date