

# Community Preschool 2018–2019 Parent Handbook

## Our Rules, Policies, and Procedures



## Teaching Loveland's Children Since 1971

Hours: Ages 2.5–5  
Monday–Friday: 8:45 a.m.–12:00 p.m.  
Monday/Tuesday/Thursday: 12:45 p.m.–3:15 p.m.

Street Address: 1003 West 6th Street, Loveland, CO 80537  
Mailing Address: PO Box 1652, Loveland, CO 80539  
Phone Number: 970-669-4323  
Website: [communitypreschool.org](http://communitypreschool.org)

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# Community Preschool Information

***Mission Statement:*** Community Preschool is committed to providing a warm, fun, and safe atmosphere for your child's first adventure into the world of education.

## Background

Community Preschool, Inc. (CPS) was organized by a group of mothers in June of 1971, when they found Loveland's only cooperative preschool was full and had a long waiting list. Recognizing the needs of their children and the value of a quality preschool experience, these mothers began organizing Community Preschool.

Our goal at Community Preschool has remained constant through the years: to provide a caring and warm atmosphere for your children's first adventure into the world of education. The school's curriculum, under the guidance of our experienced, accredited teachers, is play-based and focuses on the social, emotional, intellectual, and physical development of the child. Our objectives include fostering feelings of high self-esteem and independence, while respecting the rights of the group. Through active participation, we encourage creative expression in a developmentally appropriate environment.

The program at Community Preschool is based on research in childhood development. This research tells us that young children learn differently from the way that older children and adults do. Before formal academic tasks with pencil and paper can be successful, children need to have many hands-on experiences. Learning is a complex process resulting from the interaction of children's thinking and their direct experience in the world. A solid foundation of rich and varied experiences is crucial to all future learning.

Being a cooperative preschool, parents and teachers share the responsibilities and joys of their child's experience. Teachers are responsible for the educational program and professional standing of the school, while parents interact with the children in the classroom several times a quarter. Parent-helping offers the opportunity to witness and contribute to your child's development. Parents of children enrolled in the preschool automatically become members of the corporation that runs the school.

## The Preschool Program

A good preschool is one that meets the educational and developmental needs of the children it serves. At CPS, children are given the opportunity to play alone and in groups. There is active play balanced by quiet activities both indoors and out. We encourage creative expression through language, movement, listening, and discussion. We also encourage children to learn through sensory experiences and play materials with different textures.

A typical school day allows time for free play such as creative work with paint, play dough, crayons, etc. There is a mixture of stories, music, science, dramatic play and group games, both indoors and out. In addition, there is a snack time with nutritious snacks and water.

Our program goals are the following:

1. Allow time for the child to explore and discover.
2. Arrange material to encourage independence in getting toys and supplies and build responsibility for putting them away.
3. Provide tools for creative expression.
4. Offer a peer group of the same age.
5. Provide security of being accepted away from home.
6. Encourage growth in the five areas of child development (social, emotional, cognitive, gross and fine motor skills).

## Classes

Classes are offered for 2 year olds who have reached the age of 2.5 by the first day of school and 3-, 4- and 5-year-old children who have reached the appropriate age by October 1 of the school year.

The 2s class meets one morning each week. A maximum of 12 students are accepted in our 2s class.

The 3s classes meet twice a week. Three morning classes are available. A maximum of 16 students are accepted in each of the 3s classes.

The 4s classes meet three to four days per week. Two morning classes and one afternoon class are offered. A maximum of 18 students are accepted in each of the 4s classes.

## Hours

Preschool hours are 8:45–12:00 p.m., Monday through Thursday, 8:45–11:15 on Friday and additionally from 12:45–3:15 p.m. on Mondays, Tuesdays, and Thursdays. The 2s class is two hours in length.

Morning classes for 3s and 4s are offered at different times, so parents have flexibility to choose class times that coordinate with their schedules. Classes are offered from 8:45–11:15 and 9:00–11:30, and 9:00–12:00.

## Entrance Requirements

Children that are in good health and are 2.5 by the first day of school, and 3, 4, or 5 years of age by October 1 of the school year are eligible for enrollment, with completion of all registration requirements. Applicants are accepted on a first-come, first-served basis, regardless of race, creed, color or ethnic origin. Mid-year vacancies are filled from a waiting list.

Your cooperation is appreciated with Community Preschool's request for completion of registration forms, medical exams, etc. The State of Colorado requires that the Registration Packet is complete and on file for each child who is enrolled. This is for the safety and benefit of both you and your child.

Children with special needs are welcome in the preschool. A complete medical report and recommendation from the doctor or doctors treating the child for a disability are required at least two weeks prior to the beginning of the school session. There is a trial admittance period to determine if the child's needs can be accommodated. For families with special needs, parking is available on the north side of the church. It is important that ONLY families with special needs park on the north side of the church.

## Registration

Registration begins in early spring and continues until slots are filled. A registration event is scheduled sometime in February or March. The exact date is announced in the newsletter and on the website as soon as it is determined.

To maintain equality and efficiency, an online pre-registration will begin a few weeks prior to the registration event. Priority groups are determined based on this pre-registration, and assigned times will be e-mailed based on family status priority, and timestamp captured on pre-registration.

Priority will be given in the following order:

- 1) Families of Community Preschool board members and teachers,
- 2) Families with children currently attending Community Preschool,
- 3) Alumni families from Community Preschool (you, your spouse, or your children attended)
- 4) Families new to Community Preschool.

Registration will be held at Community Preschool in the gym. Pre-registered families will arrive based on their assigned time slot per student. Families who did NOT pre-register are welcome to arrive after that.

Upon arrival, the following is required to register:

- Payment to the Treasurer of \$70.00 non-refundable registration fee, one per family not per student. (Make checks payable to Community Preschool, Inc.)
- Student Registration Record
- Emergency Information (**with 2 photos of your child**)
- Field Trip Information (**Required even if driving only your own child**)
- Membership Pledge and Liability Release
- Code of Conduct
- Community Job assignment: one job per child, per class
- (Due at Fall Open House: Student Health Record and Certificate of Immunization. Paperwork must be signed by the doctor AFTER June 1 of the current year of admission.)

*All registration forms must be complete before the first day of school or your child may not attend class.*

Enrolling a child in more than one class is not allowed during registration unless that child will be attending both classes. A child may be enrolled in one class and then placed on a waitlist for a second class, and if the second class still has openings the week before school starts, the child may then be added on a first-come, first-served basis from the waitlist.

# Your Child at Preschool

## Dress

We feel preschool should be a place where children can experiment with all kinds of materials including finger paint, water, glue, sand and snow, etc. We even dabble in bubbles, pudding, cornmeal, oatmeal and rice! In order to feel comfortable, the children must have on suitable clothing that is not going to limit them. We suggest that all clothing be washable.

We also run, jump and work on balance beams, etc. These activities require certain types of clothing as well. Children are encouraged to wear slacks, jeans or tights. Dress shoes can be very slippery; therefore, rubber-soled shoes are suggested. On winter days, send hats and mittens. We go outside every day, except on extremely cold, rainy or snowy days. Parents/Caregivers will be responsible for applying sunscreen to their children. Send boots on snowy days, for snow is one of nature's most fabulous play materials and we take full advantage of it. *Please label all outerwear clearly with your child's name!* **Children will remain indoors during inclement weather or excessive heat.**

## Show and Tell

Children are encouraged to bring show-and-tell objects on days when his/her parent is scheduled to parent-help, with the exception of the 2.5s class. Please do not allow children to bring weapons, or any toy or object that resembles a weapon. Please do not allow your child to bring chewing gum or candy to school (with the exception of special events, such as holidays or birthday celebrations, etc.).

## Cubbies

All information about school events, field trips, etc., is placed in classroom cubbies and most information is shared on the school website. Please be sure to check your child's cubby each day for important information (and make sure nothing is glued to an art project!).

## Sick Policy

Since the preschool is licensed by the state through the Department of Human Services, it is important that:

1. A child should not attend school if he or she is not feeling well. This includes running a fever (any temperature 99 degrees and up), runny nose (other than clear), coughing, excessive sneezing, vomiting and diarrhea. If any child appears ill upon entering or during class, the teacher is required by state law to send the child home.
2. So that other preschoolers' parents can be informed, parents are to notify the preschool immediately if their child comes down with a communicable disease. Examples include: chicken pox, pink eye, strep throat, scarlet fever, mites and lice.
3. In non-emergency situations, either the parents or emergency contact will be called to pick up the child from school.
4. In an emergency situation that requires medical attention, the preschool will first try to contact the parents, then the child's doctor, and finally the doctor on call.

5. All medications must be provided by parents and given to the teacher. Prescriptions will be kept on file. All medication will be kept in an area, locked and inaccessible to children. Medication will be administered to a child by a staff member who has completed Department approved medication administration training and who has current first aid and universal precaution training prior to administering medication.

## Snow Policy

CPS follows the Thompson School District R2J decision for school closings. School district closings are announced at 6:00 a.m. and listed with Denver-area television news programs. Parents can also check on local radio stations: FM stations 99.1, 102.5, 107.9 and AM stations 850 KOA and 1410 KOOL. A note will also be included on our website and Facebook page. If Thompson School District R2J is closed, then CPS will be closed as well. Of course, we encourage parents to use their best judgment at all times when deciding whether to bring children to school in inclement weather.

## Transportation

The preschool does not transport children to or from school. Children will only be released to those designated in their file, and teachers may ask to see identification if there is any question. *If a child will be picked up by anyone other than his or her parent or legal guardian, a written permission slip must be provided to the teacher.* **Children are only released to persons for whom the school has written authorization.** In addition, please make teachers aware if there are specific individuals who should not be on school grounds. If an active restraining order is in place for an individual associated with a preschool student, a copy of the order must be kept on file.

## Field Trips

During field trips, parent volunteers are asked to help with transportation. Volunteers are required to have car insurance and are responsible at all times during the trip for the children assigned to them. **Volunteer drivers must have a first aid kit, have the doors locked and seatbelts securely fastened throughout the trip.** Please be aware that parents who assist with field trips are expected to watch and care for the children assigned to them for the entire amount of time spent away from school. Car seats are provided by each child's parent.

Parents are notified about field trips through the monthly calendar, field-trip permission slips in cubbies and postings on the boards outside the classroom. **If a child comes late to school and misses going on a field trip, the child will be placed in the care of another teacher at the school.**

## Diapers and Toilet-Training

Children in diapers are changed as needed on a sanitized changing table. *Only the child's parent or a teacher/teacher's aide may change his/her diaper at CPS.* Teachers use latex gloves for health reasons. Once a child is ready to begin toilet-training, please notify the teacher and supply extra clothing for the child.

## Television

As a general rule, television is not viewed at Community Preschool. Rarely, a children's educational video is used in class.

## Class Contact Lists

Class contact lists including the names of students, their parents, and their e-mail addresses and phone numbers are compiled for your convenience. This allows you to contact parents of students in your child's class, should you need to swap parent-help days, etc. These contact lists are to be used for CPS-related communication. They are distributed in cubbies, and are always available on the Parent Access portion of the website.

## Help Us Keep Your Child Safe

It is the parents' responsibility to let the teacher know of any unsafe conditions that may exist for their child, especially any safety or security issues that affect the child at school. For your child's safety and the safety of other children at the preschool, please discuss with the teacher any situations such as custody issues, divorce proceedings or restraining orders, etc. Teachers will work with parents to help ensure that Community Preschool remains a safe place for all of its students. All information shared will be kept confidential. Any documentation related to the case must be kept on file at the school.

## Response to Emergencies

**Tornadoes:** If there is a tornado, the windows are to be opened and the children are kept in the hall. Doors to the classrooms will be left open.

**Fire:** If there is a fire, the children exit through the north door of the building and wait with their class on the grass to the north of the building.

**Active Shooter:** The staff has been trained to "RUN, HIDE, FIGHT". Staff will run with children to the Courtyard, which is our first evacuation site. We will hide until situation is under control and fight if necessary.

Notification and handling of children's accidents and illnesses:

1. Accident/illness forms are filled out when a child has an accident at school.
2. If a child becomes ill, the child is isolated from the other children and the parent or emergency contact is called to pick up the child.
3. If it is an extreme emergency, an ambulance is called for the child.
4. If necessary, first aid is administered.

# Crisis Prepare Plan

## School Information

Community Preschool  
1003 West 6th Street  
Loveland, CO 80537  
970-669-4323

## Director Information

Laura Martinez  
970-669-4323

## Staff Members Who Have Current First Aid/CPR Certification

Laura Martinez: First Aid/CPR  
Jodie Hamilton: First Aid/CPR  
Jill Aldrich: First Aid/CPR  
Tammy Friske: First Aid/CPR

## Locations of Shelter-in-Place Areas

Area 1: Classrooms/Hallways    Area 2: Church Basement    Area 3: Hauseman Hall/Gymnasium  
Children with Special Needs: In the event the preschool has a student with special needs, a plan will be devised to accommodate the needs of that student.

## Evacuation Locations

On Campus Emergency Evacuation Locations

Area 1: Courtyard/Playground (Front of School)  
Area 2: Back of the School (Teacher Parking Lot)

## Off-Campus Emergency Evacuation Locations

First Evacuation Site:

The Courtyard Nursing Home  
605 California Avenue  
Loveland, CO 80537  
970-667-3342

Second Evacuation Site:

King Sooper's Parking Lot–East Side  
275 Eagle Drive  
Loveland, CO 80537

## Crisis Response Roles

School Incident Commander: Laura Martinez  
Facility Coordinator: Tammy Friske

# Responsibilities and Obligations of All Parents

1. We ask that children be dropped off in their classroom *no more than five minutes prior to the start of class*. Teachers and parent-helpers need the time before class to prepare activities and have materials ready.
2. Your child will be given a cubby to store artwork, parent notices, permission slips, and more. Please be sure to check your child's cubby each school day.
3. Please do not send gum, candy, money or toys with your child to school. These items can be lost and are also a distraction in the classroom.
4. A monthly newsletter, called the *Parent Helper*, provides parents with current information on school events, schedules, and tuition. The newsletter is distributed via email and is also available on the website: [www.communitypreschool.org](http://www.communitypreschool.org).
5. Please sign children in and out of class daily with your full signature and date. The sheets are located on a board in the hallway by each teacher's classroom. Sign-in sheets ensure that all children can be accounted for in the event of an emergency. If you are parent-helping, you need to sign in with your full signature and date as well on in the binder on the hallway credenza.
6. New ideas for crafts, stories, field trips, projects, etc. are encouraged and appreciated by the teacher. A suggestion box is available in the hallway at the preschool.
7. Parents are expected to pick their children up on time at the end of class. The teachers are paid professionals and they cannot watch children after school. If necessary, teachers may charge for babysitting at their discretion. **If, after one (1) hour the parents or the other listed emergency contacts can't be reached, child protection services will be called.**
8. Parents are required to help in the classroom a set number of times per class, per quarter for each child enrolled at CPS. Parents will be assigned extra parent-help days as needed. See the parent-helper section for further information.
9. Parents are required to sign up and complete a community job each year for each child in each class. See the Community Job section for further information.
10. Parent Orientation is **mandatory** for all families and is held in August and September. Multiple meeting dates and times are scheduled to allow all parents to conveniently attend. There will be more detailed sessions for new families and those who would like the extra information (30–45 minutes) and briefer session for returning families (around 20 minutes). This orientation will inform you about expectations for the upcoming year and answer any questions you may have. You will also be asked to sign a form attesting that you have read the entirety of this Handbook. Since we are a corporation and parents are members of that corporation, **it is required for all members to attend one yearly meeting**. Parent Orientation serves as that yearly meeting. If you do not attend during a scheduled time, you will be required to pay for a private meeting, with a fee of \$40. **If orientation is not attended by at least one member of each family by the end of the first week of school, or a private meeting is not scheduled, your child/children will not be able to attend class until it is completed.**
11. Parents are responsible for following the rules and policies of Community Preschool. Failure to do so can lead to termination of membership from the school. All adults who will be on school property are also required to sign the CPS Code of Conduct before the child attends school.



## Community Jobs

As a cooperative preschool, our school relies on parents to help to run the school. This ensures that we can offer a quality education at a reasonable tuition rate. In addition to helping in class, parents are required to sign up for a community job each year (one job per child, per class). There are a variety of community jobs including toy maintenance, help with special events, babysitting during board meetings, grant writing, and more.

Families with more than one child attending (siblings or twins), or with a child enrolled in more than one class, will be expected to fulfill multiple community jobs. A **\$40.00 late fine** will be assessed if the assignment is not completed on time. For every additional month the task is not completed, a **\$30 fine** will be added.

*Be sure to fill out the Community Jobs binder and have a staff or board member sign the book, or your job will be considered incomplete and you will be charged the late fine.*

Families who have not completed their community jobs will not be in good standing and will not be able to register for the following school year until resolved.

If you are unable to complete your community job, you must first communicate with our Jobs Coordinator **BEFORE** your job is due. Please **do not contact the Jobs Coordinator after your job is due**, or you will owe the fine addressed in the earlier paragraph. You may then contact the person of your choice to complete your job, or contact a person from our Paid Community Jobs list. You must then fill out the Paid Community Job Form and attach \$30 in the form of check or cash, and submit it to the Treasurer. It is ultimately your responsibility to make sure that your job is completed, so please communicate with the individual that is supposed to be completing your job, as well as the Jobs Coordinator.

## The Parent-Helper

### When You Parent-Help

Our school is required by state law to have two parent-helpers in each classroom along with the teacher. Your participation is vital to our school and provides our children with a diversity of experiences and role models. It will be mandatory, according to Colorado State Rules and Regulations, to have a background check through the CBI if a parent helps more than 14 days (112 hours) in one school year. Your parent-helper day is a time to play and interact with the children. Your responsibilities can include: assisting with art projects, involving children in free-play activities, preparing snack and drinks, cleaning up the classroom, and keeping children calm during circle time.

### How do I sign up for Parent-Help days?

Community Preschool uses Sign-up Genius (<http://www.signupgenius.com>) to facilitate the scheduling of Parent-Help days. The class coordinators send a link to your email for Sign-up Genius approximately three

weeks prior to the beginning of the quarter. You will need to have an account to be able to sign up for your days. You will then go to the link and sign up for the number of days allocated by the coordinator for your child's class. Please be sure to sign up for the required number of days, which may change each quarter based on enrollment and calendar days. The deadline for signing up for parent help is one week prior to the start of the quarter. Please try to sign up for an equal number of snack and supply days.

Finalized parent-help schedules for each class will be posted on the bulletin board in the hallway, under Parent Access on the Community Preschool website, and on Sign-up Genius.

### What if I can't work my assigned Parent-Help day?

The school must have adequate help in order to provide the best preschool experience for your child. If you are unable to work on your scheduled day, you are responsible for exchanging days with another parent in the class. State law requires a teacher and two teacher helpers, so there must be a replacement or class cannot be held. **You are responsible for finding your own replacement in advance.** During the first few weeks of the school year, parents will receive both a class list, complete with parent names and phone numbers, and a Paid Parent-Helper List.

If you are unable to work on your scheduled day and you have exhausted the class parent list, call one of the paid substitutes listed on the Paid Parent-Helper List. Remember, the only people who can substitute are the ones on the substitute list. If no one is able to work, call your class coordinator for assistance. The teacher should be informed about any changes in the schedule in advance.

Paid Parent-Helpers receive \$20.00. If you are signed up for supply that day, bring it the next time your child is in class. If you are signed up for snack that day, you can choose to replace the snack provided by the teacher on your absent day or pay an additional \$5.00 to have it replaced. Substitutes are paid directly by the treasurer. *Immediately after using a paid substitute, fill out a Paid Parent-Help substitute form and place a check in the Treasurer's box. List the name of the absent parent, Paid Parent-Helper, the date they substituted, and in which class. Do not pay the substitute yourself.*

If you are unable to work on your scheduled day and make no arrangements for someone to help for you, you will be fined up to \$40.00. If you fail to pay this fine, your child will not be allowed to attend class until it is paid.

Community Preschool coordinators are extremely responsive to special needs such as family emergencies and other unexpected events beyond reasonable control, so please call your class coordinator with any concerns. They will be happy to help you if they can!

### What is expected of me when I Parent-Help?

Parent-helpers should be at the school early to help teachers set up activities and toys (five minutes prior to class). Parent-helpers are asked to enter through the front entrance of the school (through the playground gate and on into the building). Please be sure to check in with the teacher upon arrival and be ready to

assist her. Please sign your name at the Sign-In sheet (located on the credenza in the hallway) as a parent-helper on the day you parent help.

Your child is encouraged to bring show-and-tell on days you parent-help (with the exception of the 2.5s class). A snack list is provided as a tool when selecting a snack. Please be aware of ingredients in food as we have a number of students with food allergies and sensitivities. If a snack is brought to school that cannot be served due to allergies, a \$5 fine will be imposed and the teacher will substitute with an approved food item. **Please be sure to note the snack you provide on the sheet posted by the doorway inside the classroom. This record-keeping is required by the State Health Department. Please be aware of any additional food allergies listed on the parent-help sheet!**

And finally, above all else—have fun! This is your chance to be intimately involved in your child’s early-education experience—and it’s a time you’ll cherish forever!

The following table will give you an idea of parent-helper expectations: please abide by these simple guidelines to make the classroom a healthy and safe environment for all.

<b>Do</b>	<b>Don’t</b>
Be involved with the children: play with toys, tell stories, act silly, and encourage their imaginations and creativity.	Don’t socialize too much with other parents – please keep focused on the children and teacher’s needs!
Help children to take turns with toys and interact positively.	Don’t talk on the phone. Please limit cell phone use to emergencies only, outside the classroom.
Keep children safe by supervising playground activities.	<b>No smoking</b> on school grounds whatsoever.
Please be on time. Classes cannot start without the required number of helpers.	Don’t forget to show up on your parent-help day! Classes cannot be conducted without 2 parent-helpers!

### Additional Suggestions for Parent-Helpers

- We suggest that parent-helpers wear comfortable clothing. Come prepared to be engaged! Our role as a parent-helper is to be an extra pair of hands (and eyes) for the teacher, help children get involved in activities, make suggestions to stimulate imagination, and help keep order in the classroom. Our children are starting to learn the concept of being responsible students.

- Fathers are strongly encouraged to parent-help! Having a man in the classroom adds a new and different dimension to your child's preschool experience.
- Grandparents are also highly encouraged to parent-help.
- If you must leave your area for a while, ask another parent to supervise your area until you are free to return. Children, even one child, should NEVER be left alone.
- Parents should also observe quiet times. This means sitting down with the children and helping them remain quiet.
- Do not discuss any child with another parent in the presence of the child or his peers.
- If your children demand your attention at preschool by clinging to you, respect their need for security and hold their hand and let them sit on your lap. Otherwise, allow your child to venture without you. Do not be upset if your child repeatedly misbehaves when you are in the classroom. This is common.
- Never punish or scold a child for a toilet accident. The teacher will change the child promptly and take care of the incident.
- Fire drills are required quarterly by the state, and parent-helpers need to help conduct these exercises.
- Parent-helpers will be asked to drive on field-trip days. Notice will be given prior to the field trip, and extra drivers may be needed. Only insured drivers may transport children, and there must be one seat belt per child. Car seats are required for all children under four (4) years of age and/or under 40 pounds, and booster seats are required for children until they are at least 8 years of age. Parents must supply the proper safety car seat/booster seat for their child. You may need to switch your help day with another parent if you are unable to be a driver. Please make changes in advance.
- Everyone has something of value to contribute to preschool. Enjoy your time parent-helping!

## Snack Time

### CPS Snack Policy: NUT-FREE Snacks Only

At the beginning of the 2007–2008 school year, CPS implemented a nut-free policy on ALL snacks and foods brought into the school. We are quite aware of the tremendous risk children who are allergic to nuts can face from even the smallest trace of peanuts or other nut products. The consequences can be life-threatening. Some allergic reactions require immediate intervention with medication or even hospitalization. We want to eliminate the possibility of such an occurrence at our school. You can help us to provide the safest environment for all of our children by observing the following guidelines, which apply whether or not an allergic child is known to be present. *(Please note that our NUT-FREE policy applies to potlucks and any other school-sponsored event, whether on or off school property.)*

Because our school is required to follow health department rules, please follow these rules for all snacks:

- Bring a snack from the approved NUT-FREE snack sheet available on our website. Please note that, due to changes in the processing of foods, approved nut-free items may change. It is

**imperative** that you check the labeling of all packaged foods to ensure that the item is nut-free. DO NOT bring a snack that says it was processed in a plant that processes nuts.

- Purchase all foods from the store and bring them to school in their original packaging. Sorry, but homemade items are never allowed according to health department rules.
- Dairy items requiring refrigeration such as cheese and yogurt are not allowed. This regulation is due to the risk of food poisoning if items have not been properly refrigerated.
- Fresh fruits and vegetables, except melons, may be offered. All produce items should be washed in the kitchen at the sink nearest the window. Please place produce in the colander labeled as “CPS” to wash them. Fruits and vegetables purchased in sealed, pre-packaged containers do not require washing.
- Place refrigerated snacks in the refrigerator in the kitchen before class.
- Store-bought baked goods must have their ingredients clearly labeled (especially milk, eggs, peanuts, nuts, wheat and gluten). SNACKS WITH NUTS AS AN INGREDIENT WILL NOT BE ACCEPTED.
- At the end of snack time, wash out the drink pitchers in the kitchen and spray them with the labeled bleach water by the kitchen sink.
- Birthday treats will not be allowed during snack time. If you wish, you may hand out a small toy such as a pencil or sticker to celebrate.

We appreciate everyone’s help with making snack time filling and healthy, and making sure that all children can participate, regardless of food restrictions.

### Why has CPS restricted these items?

A serious allergic reaction can occur from contact with even trace amounts of the allergic food. For example, a knife used to cut a food with nuts in it, wiped off, and then used to cut fruit can cause an allergic reaction in a child who eats that fruit. Even simple contact with an allergen can produce a reaction: if one child were to eat a PBJ sandwich and then touch another child with a peanut allergy, there could be an allergic reaction.

### How is CPS implementing this restriction?

We ask that no foods containing nuts or nut products be brought onto school property. This means that any foods sent in for snack or any class event should be carefully checked to ensure they are nut-free. To make it easier on parents bringing in snacks, we have provided a list of suggested nut-free snacks. Families can help ensure that our school stays NUT-FREE by reading the label on every package. In addition, we never allow our children to share their food or beverages with one another. Read the label on EVERY package, as brands differ and processing changes. The health department does not allow any homemade items for snack time. Please also remember that our ban on nut products extends to field trips and all school events.

### What if I bring a snack to school that contains nuts?

Due to the potential for a serious allergic reaction, the teachers must replace all snacks containing nuts with a nut-free snack. There will be a \$5.00 fee imposed each time a snack must be replaced. (A Snack

Substitution form will be filled out, and the parent will be asked to pay \$5.00 to the treasurer.) Thank you for your help in protecting our children with nut allergies!

## Understanding Your Child at Preschool

- When beginning a new school experience, children can act out. They may be shy in a group setting, cry, refuse to share, cling to their parent or hit another child. This is normal behavior for this age group. It takes time for a child to get used to their surroundings. Please be patient -- sometimes it is harder on the parent than on the child!
- Let your child stand and watch if that is what he or she wants to do. Watching is a form of participation.
- Keep in mind the process versus the product. The children are learning developmental tasks, and need to try many tasks on their own; the “perfect” end product is not the goal.

## Identifying Where Children Are at All Times

1. Children must wear name tags at all times.
2. Children are counted during transitions: going to and from the play yard, going to the bathroom, going to visit another classroom, etc.
3. Children are accompanied to the bathrooms to toilet or wash hands by a teacher/teacher aide.
4. During transitions, one adult stays at the head of the line and one adult stays at the end of the line.

## Discipline

There are some rules that we all must follow in order to protect the rights of everyone. Consult with the teacher if you encounter a persistent problem. Here are some general rules and suggested consequences:

- No one is allowed to take toys away from anyone else. Stay positive and explain that the child may have it as soon as the other child is finished. Be certain that you follow through by offering the toy to the child later in free play. No one is allowed to knock over another child's block structure. The child must help rebuild the broken structure.
- No child is allowed to inflict physical pain on anyone else or be destructive to the environment. If you see a child hitting, remove the child from the conflict and try to redirect him in an alternative way to communicate his needs. We follow the Thompson School District R2J code of discipline.
- There is no running in the classroom or hallway. Remind children to walk and explain that when we go outside, we can run freely there.
- If a grievance arises regarding the classroom or other students, please speak directly and confidentially to the teacher.
- The preschool reserves the right to expel any child whose behavior consistently disrupts the classroom or affects the safety of other children. If a teacher or parent has any concerns about the child's behavior, a meeting will be held to discuss the issue. If the child's behavior does not

improve within 30 calendar days, the child will be expelled. This process will be shortened if safety cannot be guaranteed.

## Restroom Etiquette

The children's restrooms are for children's use only. Should your own child need your help in the restroom, please notify a teacher (Mrs. Martinez, Ms. Jodie, Miss Jill, or Ms. Tammy) before entering the restroom to lend assistance. Only a staff member may assist children other than your own in the restroom. Adult restrooms are located through the eastern double-doors in the gym, to the left, opposite the nursery room entrance.

# Code of Conduct

We all have the right to be safe and feel safe in our school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Community Preschool Code of Conduct sets clear standards of behavior. These standards of behavior apply not only to parents, but to all individuals involved in our school community—parents or guardians, volunteers, teachers, and board members—whether they are on school property or at school-sponsored events or activities.

All members of the school community are to be treated with respect and dignity. We will respect all members of our community regardless of race, creed, or sexual orientation.

- All adult members have the responsibility to act as models of good behavior for our children. Foul language is not appropriate.
- It is our responsibility to show respect for school property, and the property of others.
- Inappropriate behavior or harassment of any kind toward a student, parent or teacher will result in possible police intervention and/or expulsion from the school. This includes but is not limited to: harassment or intimidation by words, gestures, body language, or any type of menacing behavior, as well as explicit conversation or behavior. The police department may be called in to investigate incidents in accordance with the protocol developed by the board of directors. If you suspect inappropriate behavior, it should be reported to the CPS board immediately.
- No weapons are allowed on school property or at school functions.
- Alcohol and illegal drugs are not allowed on school property or at school-sponsored events.
- Privacy and confidentiality are important to us. Concerns and comments should be addressed with the teachers, then if necessary with a member of the executive board (president, treasurer, secretary). Gossip and public criticism are unacceptable. Please refrain from discussing your concerns with other parents in the hallways at school.
- School cubbies are for communication between the school and parents only. They are not to be used for business promotion.
- Class contact lists are for CPS-related communications with the parents of students in your child's class. They are not to be copied for other personal or business uses.
- CPS promotes a non-violent response to resolving conflicts. Parent-helpers are encouraged to model good behavior. Children, even the parent-helper's child, are never to be physically or mentally abused. Spanking is not appropriate in the classroom.
- Adults are not to use the children's restrooms. If your own child needs help for any reason, notify a teacher before entering the restroom to assist them. Adults are to use the adult restrooms located through the eastern double-doors in the gym, to the left, opposite the nursery room entrance.

An agreement to abide by this Code of Conduct MUST be signed by any and all adults that will be involved in your child's preschool experience including parents, grandparents, and caregivers.

Community Preschool's first priority is the welfare and safety of the children in our care. As such, any questions or complaints from teachers, parents, or students about inappropriate behavior of a parent-helper will result in a board determination on the future of parent-helping and/or membership in the nonprofit corporation. All board decisions are final.

## School Organization

### Administrative Organization

Parents of the preschool children are members of the corporation. The policy-making part of the corporation is an eight-to-ten-member Board of Trustees. The Board consists of the following officers (the Executive Board): president, vice-president/treasurer, and secretary, who are usually nominated from the previous board. The remaining trustees are voted on by the membership at large before the annual spring registration, or as needed when vacancies arise.

### Meetings

Officers and trustees hold regular monthly board meetings. These meetings are open to the membership, and all parents may attend. The board does opt for a closed session when discussing personnel or non-payment issues. Babysitting is provided free to all in attendance by parents as a community job. Please give notice in advance, as we may need to make arrangements for additional child care. If parents have a topic they would like to discuss at the meeting, they need to notify the President prior to the meeting to allow it to be added to the agenda.

Attendance is required by all parents at one of the fall Parent Orientations. The meetings will be offered in August and September. This is our Annual Business Meeting of the Corporation.

Teachers, parents, and board members are encouraged to attend and support meetings and functions throughout the year that benefit the preschool.

### Our Facility

The preschool operates under a yearly contract with the First Baptist Church. Our preschool is completely independent of the church and its beliefs and functions. The following are mutual agreements with the church:

1. The church requests that all entrances and exits to the preschool area be made through the doors at the northeast corner of the courtyard. At no time should the north or east doors be used by parents.
2. **No parking in the driveway west of the church or driving north of the church. (This is for the safety of all children.)**
3. There is no smoking in the building or on the outside property. This no-smoking request also applies to all business meetings held at the church.
4. The grassy courtyard may be used for outside play, and toys used in that area are taken out and put away each day. Hauseman Hall may be used for active play during inclement weather.

5. The preschool has separate full-coverage insurance.
6. In keeping with the energy-saving recommendations, the church thermostats are regulated so that the temperatures in the classrooms will not get above 65-70 during the winter months. Parents are urged to dress their children accordingly so the school will be as comfortable as possible for them. Also, keep the doors to the classroom closed to keep the warmer air in and the cool hallway air out of the classroom.

## **Conflict Resolution**

### **Parent Conferences/Problem-Solving with Teachers**

If at any time you have concerns, a conference with the teacher is strongly recommended. Talking with the teacher encourages good communication and can alleviate many misunderstandings. Arrange for an appointment with the teacher first. You may contact the preschool president if you wish to arrange a 3-way conference.

### **Child Abuse**

If a teacher observes evidence of child abuse, he/she will notify the proper authorities at 970-498-6300.

### **Registering a Complaint with the Board**

Formal complaints to the preschool regarding school operations or administration can be submitted by signed letter to the school board or in person at a board meeting. The school board welcomes input from parents throughout the year; parents are also invited to call board members with their questions or comments.

If a family has a complaint regarding a class issue, we encourage parents to first talk to their teacher directly. If the problem isn't fully resolved, we then suggest families contact the board president for mediation.

### **Registering a Complaint with the Colorado Department of Human Services**

Parents who have a complaint about the preschool may:

1. Go through the procedures listed in the parent handbook and/or:
2. Register a complaint through the State of Colorado. The phone number for such a complaint is

1-800-799-5876. The address is:

Department of Human Services

Division of Child Care

1575 Sherman Street

Denver, Colorado 80203-1714

## Teachers (2018–2019)

Executive Director, Teacher	Laura Martinez	970-669-8354
Associate Director, Teacher	Jill Aldrich	970-215-4244
Teacher	Jodie Hamilton	970-223-4828
School Administrator	Tammy Friske	970-635-2702

Phone number and answering machine at Community Preschool: 970-669-4323. The teachers check the answering machine daily during the school year. Teachers are not always available to answer the phone during class.

Community Preschool's mailing address is:

Community Preschool, Inc., P.O. Box 1652, Loveland, CO 80539.

## Board of Trustees (2018–2019)

### President

Emily Main 410-746-4248 [president@communitypreschool.org](mailto:president@communitypreschool.org)

### Vice President/Treasurer

Jennifer Marlowe 970-775-4252 [treasurer@communitypreschool.org](mailto:treasurer@communitypreschool.org)

### Secretary

Amy Marriner 970-227-4560 [secretary@communitypreschool.org](mailto:secretary@communitypreschool.org)

### 4s Class Coordinator

Char Torok 559-313-1488 [fourscoordinator@communitypreschool.org](mailto:fourscoordinator@communitypreschool.org)

### 2s and 3s Class Coordinator

Stefani Schwery 970-818-6544 [twosandthrees@communitypreschool.org](mailto:twosandthrees@communitypreschool.org)

### Community Jobs Coordinator

Rebecca Porter 970-593-8428 [jobscoordinator@communitypreschool.org](mailto:jobscoordinator@communitypreschool.org)

### Development Coordinator

Liv Czech 218-820-4748 [development@communitypreschool.org](mailto:development@communitypreschool.org)

### Publicity Coordinator

Lauren Haug 303-520-7783 [publicity@communitypreschool.org](mailto:publicity@communitypreschool.org)

### Committee Member

Melissa Drake 612-968-0569 [committeetwo@communitypreschool.org](mailto:committeetwo@communitypreschool.org)

If you are interested in serving on the board, elections are held in the spring of every year and board positions are a two-year commitment. Please feel free to contact any board member with questions.

# School Schedule

First Day of School	September 4
Thanksgiving Break/No School	November 19-23
Winter Break/No School	December 21-January 4
First Day After Winter Break	January 7
Martin Luther King Holiday/No School	January 21
Parent-Teacher Conferences*	February 14-15
President’s Day/No School	February 18
Spring Break/No School	March 18-22
Last Day of School	May 17

Community Preschool follows the Thompson School District when making decisions about school closings due to weather.

\*There will be no classes held February 14-15 during parent-teacher conferences. This includes the 2s class.

# Tuition Specifics

1 <sup>st</sup> Quarter	September 4, 2018-October 19, 2018	Tuition due by July 1, 2018
2 <sup>nd</sup> Quarter	October 22, 2018-December 20, 2018	Tuition due by September 21, 2018
3 <sup>rd</sup> Quarter	January 7, 2019-March 15, 2019	Tuition due by December 7, 2018
4 <sup>th</sup> Quarter	March 25, 2019-May 17, 2019	Tuition due by February 25, 2019

Please note: There will be no reimbursement of tuition due to snow days or unexpected closures at the school.

Class (Days)	Time	Q 1	Q 2	Q 3	Q 4	Total
Miss Jill 2s (F)	9:00–11:00 a.m.	\$56.00	\$56.00	\$64.00	\$64.00	\$248.00
Miss Jill 3s (MW)	9:00–11:30 a.m.	\$130.00	\$160.00	\$160.00	\$160.00	\$630.00
Miss Jill 3s (TR)	9:00–11:30 a.m.	\$140.00	\$160.00	\$180.00	\$160.00	\$650.00
Mrs. Martinez 3s (TR)	8:45–11:15 a.m.	\$140.00	\$160.00	\$180.00	\$160.00	\$650.00
Mrs. Martinez 4s (MWF)	8:45–11:15 a.m.	\$200.00	\$230.00	\$270.00	\$240.00	\$940.00
Mrs. Martinez 4s PM (MTR)	12:45–3:15 p.m.	\$237.60	\$285.12	\$320.76	\$285.12	\$1,128.60
Ms. Jodie 4s (MTWR)	9:00 a.m.–12:00 p.m.	\$324.00	\$384.00	\$444.00	\$384.00	\$1,536.00

First-quarter tuition is due on July 1, 2018. Tuition for all other quarters is due one month prior to the first day of the upcoming quarter. Tuition must be paid via check, cash, or the online banking app Zelle. We cannot process tuition payments via credit card, PayPal, etc.

During the school year, please put your tuition payment in the Treasurer’s lock box. The tuition payment box is located on the northwest wall in the main school hallway. Please do not put any money or checks in the Treasurer’s mail bin. Make checks payable to “Community Preschool” and add your child’s name and class in the memo of the check. Example: Silly Willy, MWF 4s. First-quarter tuition is due July 1st and is mailed to P.O. Box 1652, Loveland, CO 80539-1652.

Tuition is based on **\$4.00 per hour** for all classes, except Mrs. Martinez’s 4s PM (MTR) as noted below. As long as your child is still registered in the preschool, you are required to pay for all days. Any missed days due to sickness, vacation or snow days are not deducted from your tuition payment. If, for any reason, a child is withdrawn from the preschool, a two-week written notice of withdrawal is required. The \$70.00 registration fee is non-refundable.

**Mrs. Martinez’s 4s PM (MTR) class** has the assistance of a co-teacher, and requires only one parent-helper per class. Therefore, the tuition for this class is slightly higher at **\$4.75 per hour**. If your family is unable to offer as much time to volunteer for parent-helping, this might be a good option for you.

Contact the treasurer if you would like to arrange payments in any timeframe than outlined in the tuition chart (e.g., monthly).

If tuition is paid after the due date, a \$5.00 fee will be assessed. If tuition is more than 10 days late, a \$10 fine will be assessed. If tuition is 30 days past the due date, a fine of \$30.00 will be incurred. Tuition and incurred fees must be paid before the first day of the upcoming quarter, or your child will not be allowed to attend classes, and your child's class placement will be forfeited. A family cannot re-enroll or register for the following year unless all tuition is paid and/or penalties are paid. *Please contact the treasurer if you are unable to make the payments as scheduled.* Community Preschool, Inc. reserves the right to use all board-approved legal means to pursue monies owed.

### Returned Check Policy

In the event that your check is returned for any reason (insufficient funds, etc.) the additional fees that are imposed on Community Preschool by our bank will be passed on to you. Therefore, you will be responsible for the original payment and bank charge. If you have any questions about this policy, please contact the treasurer.

### Enrollment, Withdrawal, and Removal from Preschool

After registration, children are automatically enrolled from September through May. **If withdrawal is necessary, a two-week written notice must be given to the treasurer and class coordinator.** For the first quarter, written notice must be received two weeks prior to the first day of school. In the event sufficient notice is not given, parents will be billed the equivalent of two weeks of tuition.

Withdrawing families will receive a refund of tuition paid for the current quarter, minus 1) a fee for each remaining scheduled parent-help day at the rate of \$20 per day; and/or 2) a \$40 fee for an uncompleted community job.

Community Preschool reserves the right to cancel a class if enrollment numbers for a particular class are not met.

In the event of any of the following conditions, a student can be withdrawn from the preschool by majority vote of the school board:

- Failure to pay tuition prior to the beginning of the upcoming quarter. If a family is not able to pay tuition, the family is responsible for contacting the treasurer to set up a payment schedule.
- Failure to pay late fees or penalty fees before the beginning of the upcoming quarter.
- Absent student for two or more consecutive weeks without communicating with the teaching staff or members of the board.
- Two or more missed community job and/or Parent-Help days.

- Failure to comply with the CPS Code of Conduct.

Class openings will immediately be offered to wait-list and incoming students. The school board will make every effort to work with families in special circumstances, provided the family makes a good-faith effort to communicate with board members and duly complete their financial obligations and school commitments.

# Business Solicitation Policy

Community Preschool is a solicitation-free zone. Please refrain from soliciting parents, teachers, and others during pick-up, drop-off, school hours and/or events. School common areas and student cubbies are not to be used for business promotion.

We provide two options for business promotion:

- 1) The bulletin board located outside of Mrs. Martinez's room is reserved for business or event materials. Ask Ms. Tammy or a board member about the location and for permission to post your materials.
- 2) Promote your business or information on the "Community Preschool Connections" Facebook group. (This group is different than the official "Community Preschool of Loveland" Facebook page. That page is reserved for preschool promotion and news. Do not post business information to that page, or it will be deleted.) To become a member of the group, search for "Community Preschool Connections" or follow this link: <https://www.facebook.com/groups/cpsconnections>.

We welcome individuals and businesses to offer fundraising opportunities for Community Preschool's benefit. We are also happy to promote such fundraisers to the community, as long as the events are open to all Community Preschool families and are held at a public venue other than the preschool.

If your business would like to join our corporate sponsorship program, please contact our Development Coordinator by emailing [development@communitypreschool.org](mailto:development@communitypreschool.org).

# Fundraisers and Special Events

There is no required fundraising at CPS, although we do sponsor a variety of optional fundraisers. We have three goals for our fundraisers: 1) to raise needed income for school improvements; 2) to ensure that fundraisers do not place a financial burden or obligation on families; and 3) to combine fundraising efforts with special events that build a sense of community and encourage families to get to know each other.

We welcome individuals and businesses to offer fundraising opportunities for Community Preschool's benefit. We are also happy to promote such fundraisers to the community, as long as the events are open to all Community Preschool families and are held at a public venue other than the preschool.

## Ongoing Fundraisers

### Grocery Gift Cards (King Soopers and Safeway)

King Soopers and Safeway gift cards are available to purchase for \$5. These cards can be reloaded each time you shop. 5% of the amount you put on the gift cards comes back to CPS.

### Amazon Smile

If you shop on Amazon, be sure to place your orders using the AmazonSmile link for Community Preschool: <http://smile.amazon.com/ch/84-0612975>. It doesn't cost anything, and our preschool receive 0.5% back from your purchases. Share the link with your family and friends for their orders as well.

### Caps for Cash

CPS participates in the Caps for Cash fundraising program. Morning Fresh Dairy started this program so schools can earn cash by collecting caps from Morning Fresh Dairy glass bottles. For 1,000 caps, CPS gets \$50 from Morning Fresh Dairy.

### Papa Murphy's Coupon Cards

Pizza coupon cards will be available for sale throughout the year. All the money from the sale of the cards goes directly to CPS.

### Shop with Scrip

Purchase gift cards to use for presents or for yourself, and a percentage of your purchase goes to CPS. Sign up by following these steps:

1. Log on to ShopWithScrip.com and select the green *Get Started* button in the upper right.
2. Select *Join Your Existing Program*.
3. Enter the following enrollment code: CLBL8ECF53L
4. Complete the information requested in steps 1–5 to register.

You can also order gift cards by emailing our treasurer with the cards you'd like in denominations of \$10.

## SEPTEMBER

### Walk-a-Thon and Welcome Picnic

This is the first Community Preschool event and fundraiser of the year. The children of CPS can take an active part in helping to raise money for their school by collecting pledges from friends and family by walking for CPS. The Walk-a-Thon is a social event, and the goal is to allow teachers, students and families to get together outside of school property to enjoy walking, socializing, food and fun. Please note that obtaining pledges is *not required* to participate in this walk. We do not want any of our children asking for pledges in the community unless they are considered your friends and family. And we encourage EVERYONE to participate in the walk, even if the children did not attain any pledges. After the walk, there is a potluck picnic.

## OCTOBER/NOVEMBER

### Spaghetti Dinner Night

Our annual Spaghetti Dinner Night event is held in the CPS gym. This is one of our biggest social events of the year. This dinner is put together for families by the teachers, school board members, and community job volunteers. The dinner includes the skills and secret sauce recipe from one of our very own alumni CPS families. This very special event began with the hope that CPS families would come together for an evening of eating and socializing with classmates, families and friends and to encourage our new families to get to know other families in our school. Since we are a non-profit organization, we try to obtain all the items for our events through community and local business donations.

## NOVEMBER

### Thanksgiving Food Drive

Each year, the teachers and the Special Events coordinator arrange a food drive for needy families either in our CPS community or in our town.

## DECEMBER

### Giving Tree

Each year, teachers and the Special Events coordinator set up the Giving Tree to help either a family from CPS or a needy family in our community during the holiday season. Gift items are donated by CPS families.

## MARCH/APRIL

### Pancake Breakfast and Silent Auction

The Pancake Breakfast is in conjunction with our Silent Auction. The Silent Auction begins the week before the breakfast and is our biggest fundraiser of the year. The final bidding day of the auction is the

morning of the Pancake Breakfast. This event is a wonderful time to socialize, bid on some amazing items and let the children enjoy breakfast with their friends and families.

### End-of-the-Year Picnics

Our last special event of the school year ends with a school-wide potluck picnic on the last two days of school with teachers, families and friends.

If you would like more information on Community Preschool's fundraisers and special events, please contact the Development Coordinator.

***Please visit our website for the most up-to-date information:***

***[www.communitypreschool.org](http://www.communitypreschool.org)***