



Early Childhood Education Program

Family Handbook



PreSchool

Adams 12 Five Star Schools Early Childhood Education Program



Adams 12 Five Star Schools
455 Eppinger Boulevard
Thornton, Colorado 80229

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WELCOME!

Welcome to the program!

Thank you for this opportunity to partner with you in your child's early education experience. We hope participating in preschool will be an enjoyable experience for you and your family. Our goal is to provide a high-quality program that supports every child's learning and development so that they are ready for success in kindergarten and beyond.



This handbook describes the program's policies. Please keep it handy and let us know if you have any questions.

PROGRAM GOALS

The Adams 12 Five Star Early Childhood Education program strives to help children gain the knowledge and skills necessary for success in kindergarten and beyond. We align our learning opportunities to the Colorado Early Learning and Development Guidelines or ELDGs. These include preschool academic standards as well as developmental expectations for young children. For more information about these expectations, please visit <http://www.coloradoofficeofearlychildhood.com/developmental-guidelines>.

Young children learn best through opportunities to play, explore and experiment in a safe and predictable environment. They need hands-on activities, opportunities to use all their senses and opportunities to interact with other children and adults. They need a balance of self-directed opportunities to play and create as well as more structured times when teachers facilitate specially designed learning activities. We strive to make sure that children:

- Are safe and secure while in our care
- Develop positive relationships with each other and adults
- Have the supports they need for strong social/emotional, physical, language and cognitive development
- Have experiences that form the foundation for later success in reading, writing and mathematics
- Become increasingly independent

Children are encouraged to explore and learn in a developmentally appropriate environment that is stimulating, safe, consistent and nurturing. We strive to enhance each child's natural curiosity, creativity and love of learning. We provide opportunities for each child to master tasks appropriate to his or her individual level of development.

The daily schedule includes opportunities for free choice in independent learning centers, circle time for creative movement, music and storytelling and small group time for topic studies, creative art, science and math. Field trips are also occasionally a part of the children's experience.

Our approach is individualized to meet each child's needs. Each classroom is organized with centers for creative art, reading, science, math, blocks and dramatic play. Teachers use a planning tool called Storybook Journey to design activities that support the language, cognitive and motor development necessary for success in later academic work. The classroom environment is designed to stimulate imagination, creativity, socialization, exploration and discovery while challenging the use of muscles important to developing bodies. Our curriculum is planned to align with the Colorado Early Learning and Development Guidelines or ELDGs. The ELDGs include the Colorado preschool academic standards and developmental expectations for children birth to five years of age.

ASSESSMENT

Teachers use ongoing, observational assessment to monitor progress of children enrolled in the preschool program. Progress in language development, early literacy, early mathematics, fine and gross motor skills and social skills are assessed three times per year. After the first assessment at the end of each October, you will receive a Colorado School Readiness Plan that describes the kinds of academic and developmental skills your child currently is demonstrating as well as the next steps expected in their journey. Please watch for an envelope with this report in early November.

AGES OF CHILDREN ACCEPTED

The Early Childhood Education program uses a multi-age classroom approach. Eligible children who will be three or four years of age by October 1 are enrolled. Children who will be five years old by October 1 attend kindergarten.

HOURS OF OPERATION

You will be given specific information about your child's class hours at the time of enrollment. Please note: early arrivals and late departures create challenges for the staff. Time is needed for teacher preparation, lunches and other activities, so please note your child's class times and adhere to the schedule.

The Early Childhood Education program's office hours are from 7:30 am to 3:30 pm Monday through Friday. Our office is located at the Early Childhood Education Center at 455 Eppinger Boulevard. The main office number is 720.972.8762.

EMERGENCY CONTACT INFORMATION

It is vital we have current emergency contact information on record. We will need home, mobile and work numbers for parents or guardians and someone else who may be reached in case of emergency. These numbers must be provided in writing. For the safety of your child---PLEASE NOTIFY THE SCHOOL OF ANY CHANGE IN EMERGENCY INFORMATION AS SOON AS POSSIBLE.

WITHDRAWAL OF STUDENTS

Our program often has a long waiting list of children hoping to attend. Please inform school personnel if you plan to withdraw your child from the program so that we may prepare to invite another child to attend.

In rare instances, there may be circumstances requiring the district's withdrawal of services for a given child. Before this occurs, a meeting will be held with the family to address the issue. Following the meeting, a formal written notification letter will be sent from the district to the family outlining the reason for withdrawal.

FORMS AND RECORDS

It is the policy of the State of Colorado and Adams 12 Five Star Schools that the following information and forms be provided to the school prior to the first day of attendance:

- Adams 12 Five Star Schools enrollment packet
- Parent Permission Form
- Emergency Contact Form
- Medical Report---this is the form from the doctor stating your child is healthy enough to attend preschool. **This form must be updated yearly and must be given to your child's classroom teacher within 30 days of the start of school.**
- Immunizations – A copy of your child's UP-TO-DATE immunization record is required. The immunization record must be updated yearly. Proof of immunizations must be provided within two weeks of starting school or the child will be excluded from attending until documentation is provided.

- Policy Authorization – This half- page form stating you have read and understand the policies and procedures outlined in this handbook must be signed returned to the school staff.
- Proofs of Residency – **One current (last or current month) form of proof of residency*** with the name of the parent(s) or guardian and address on the paperwork. Examples include: Current utility bill (Xcel Energy, cable, water (both portions of a bill are required and the property/service address must match the mailing address)); mortgage statement, rental, lease or purchase agreement your name and address.

***If you are living with another family all of the following are required:**

- Declaration of Residency (available at the evaluation/screening) must be signed by the parent and the owner/renter of the residence with whom you live in the presence of district personnel.
- The owner/renter of the residence must provide two current proofs of residence.
- Parents/guardians must provide a current proof showing they reside at that address (i.e. bank statement, insurance statement, new Colorado drivers license receipt, bills received, etc. with their name and address clearly listed).
- Birth Certificate---we need a copy of your child’s government issued birth certificate
- Medicaid Form—if your child is on Medicaid we need the form completed and signed

VISITORS AND VOLUNTEERS

Visitors to preschool classrooms must sign the visitor log in the main office when entering the school. A visitor’s identification tag will be issued at that time.

Family members who wish to volunteer in their child’s classroom should contact the teacher to discuss the best days and times as well as possible influences on the child’s participation and behavior while the parent or guardian is present in the program. To regulate the number of adults present with children in our classrooms, we will limit volunteering to one day a month for each family.

INCLEMENT AND EXCESSIVELY HOT WEATHER

Preschool children engage in outdoor play most days except when the severity of weather, including extreme temperatures, make it a health hazard. In the event outdoor play is canceled, gross motor activities and games are played indoors. Colorado Shines, our state Quality Rating and Improvement

System, sets the temperature requirements for when children may play outside. Preschoolers will go outdoors for recess when the outdoor temperatures are between 20 degrees and 90 degrees Fahrenheit.

SUNSCREEN

Sunscreen is important for children exposed to our intense Colorado sunshine. Please apply sunscreen for your child before coming to school.

TELEVISION AND VIDEO VIEWING

Preschool children may occasionally view a video at school. This will only occur if the activity enhances children's exploration of a particular topic or for an occasional celebration. Parent/Guardian permission for these activities is given on the Parent Permission Form. Recorded media and other screen time such as computer or iPad use is limited to 30 minutes a week. Digital devices used for communication or other learning needs are excluded from this policy.

SERVICES OFFERED FOR CHILDREN WITH SPECIAL NEEDS

Compliance with the Americans with Disabilities Act (ADA): We will make reasonable efforts to make necessary modifications and accommodations for young children with special needs. These efforts may include the following: wide pathways between furniture, adaptations to toys, equipment and curriculum, addition of specialized equipment or furniture.

Preschool Special Education: Young children who meet certain state definitions of disability are determined eligible for preschool special education services. These services are provided for eligible children in the district preschool classrooms.

Identification of Children with Disabilities or Developmental Delays: If you have concerns about your child's development and learning or know of a child who may be experiencing challenges, please speak with a staff member. We will be happy to provide more information about age expectations for young children and next steps for seeking out support for a child who may have a developmental delay or disability.

Special Education Advisory Committee: The Adams 12 Five Star Schools Department of Student Support Services works with a Special Education Advisory Committee, a group of parents who meet with a member of the Student Support Services Administrative Team on a monthly basis. These parents are knowledgeable about programs and services in Adams 12 Five Star Schools designed to meet the needs of exceptional students, ensure and encourage parental involvement and serve as liaisons in the community. If you are interested in additional information about the Special Education Advisory Committee please contact the Department of Student Support Services at 720-972-4770.

SIGN IN AND OUT PROCEDURES

Parents or guardians are required to sign in each child upon arrival and to leave the child only after the staff has acknowledged the child is present.

Parents or guardians are required to sign out each child when he/she is picked up and to leave only after the staff has acknowledged the child is leaving.

Parents or guardians will provide the school with the names of all persons authorized to pick up their child. Authorized persons, not known to the staff by sight, will be required to provide a photo I.D. before the child will be released to them. Under no circumstance will anyone under the age of 18 be allowed to pick up a child. Colorado law requires that the school be notified in writing whenever there is a change in persons authorized to pick up a child. District policy prohibits the release of children during the school day to anyone other their parent or guardian without advance written notice.

In the event the parent, guardian or authorized person is unable to pick-up the child at the end of the school day, a phone call from the parent or guardian can be made to provide pick-up authorization. A staff member will hang up and call the parent back to verify they had requested this exception. The individual picking up the child will be required to provide a photo I.D. before the child will be released.

Attendance will be taken on a daily basis and periodically throughout the class time.

The last staff person to leave the building will check all classrooms. This is to ensure no children have been left unattended.

WHEN A CHILD IS NOT PICKED UP AFTER DISMISSAL

Late Pick Up of a Child: Late fees will be charged if a child is picked up late. **The late fee is \$5.00 for every ten (10) minutes a child is late being picked up.** Special consideration will be given if parents or guardians are late due to severe weather. The preschool staff should be notified of the delay as soon as possible and the reason for the delay. The charging of late fees in these cases will be at the discretion of the Director of Early Childhood Education.

Failure to Pick Child Up after Dismissal: If an authorized person does not pick up a child at the end of class, the child's parents or guardians will be called. In the event the parents or guardians cannot be reached, the individuals on the child's emergency contact list will be called. **If the child has not been picked up 30 minutes after dismissal and attempts to notify all emergency contacts have been made, the staff member in charge will call the local police department. Local law enforcement will then contact the county child protection agency to take custody of the child.** The child will be released to parents or guardians at the discretion of the child protection agency.

DISCIPLINE POLICY

We strive to provide opportunities for young children to learn the strategies and skills that will help them manage their emotions and behaviors in positive and productive ways. Preschool staff members are trained in Pyramid Plus which is a nationally recognized approach to supporting positive social interactions, problem solving and acceptable ways to manage strong feelings when they arise in early childhood settings.

Adults in the classroom provide positive guidance for children by:

1. Using encouraging statements to recognize positive behaviors
2. Relocating in the classroom to be closer to a child who may need support
3. Redirecting a child to a more positive activity
4. Encouraging children to communicate with one another about their feelings or needs
5. Providing children steps to follow when trying to solve a problem or conflict
6. Providing a quiet area where a child can safely work through strong feelings for a short period of time

Our program will *never*:

- ⊗ Use corporal or physical punishment, including but not limited to, pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling or any humiliating or frightening method of discipline
- ⊗ Associate discipline with food, rest or toileting
- ⊗ Punish a child for toileting accidents.
- ⊗ Deny food or force food as a form of discipline
- ⊗ Isolate a child in a closed or locked space
- ⊗ Verbally abuse or humiliate a child

While we are typically able to assist children with proper classroom behavior, it is important for parents to know preschoolers are subject to district policies regarding student behavior. These policies can be fully reviewed at: http://www.adams12.org/en/superintendent_policies?quicklink

ILLNESS, ACCIDENT OR INJURY

Children who are ill must be kept home from school. Parents/guardians will be notified to pick up their child if the child becomes ill while at school. State regulations require your child be kept at home or sent home if there are any signs of the following symptoms:

- A temperature of over 100 degrees. Child should stay home until fever free for 24 hours without the use of medication
- Intestinal disturbance accompanied by diarrhea or vomiting. Child should stay home until symptom free for 24 hours.
- Any undiagnosed rash
- Sore or discharge from eyes or ears, or profuse nasal discharge
- Any symptoms indicating a contagious illness

Parents/guardians will be notified promptly when their child becomes ill at school. For each child's safety and comfort, we cannot care for sick children at school as we do not have the facilities or specialized staff necessary for such care. A child who becomes ill will be isolated while waiting for pick up.

State regulations require that the school be notified of the nature of all children's illnesses. The school will post exposure to all contagious diseases so other parents may be alerted for symptoms in their children.

Injuries such as minor bumps, bruises and scrapes, etc. will be taken care of at school. Ice packs will be applied to bumps and bruises. Scrapes will be cleaned with soap and water and covered by a Band-Aid as needed. Parents or guardians will be notified of minor injuries by phone or in person when picking up their child.

When a child who is ill or injured at school requires medical attention, the parents/guardians will be notified by phone. In the event they cannot be reached, the names on the child's emergency contact list will be called. Therefore, **it is essential to keep the school informed of any change in address and/or telephone numbers.** In the event of a life-threatening illness or injury, 911 will be called and the parents/guardians will be notified immediately.

PRESCHOOL HEALTH SERVICES

Registered nurses consult with the preschool staff regularly regarding health and medical issues within the preschool. The nurses are also responsible for training and delegating preschool staff to administer prescribed medications and/or medical procedures to those students who require these interventions while at school.

EMERGENCY PROCEDURES IN CASE OF FIRE

Fire evacuation plans and alternate plans are posted in every room. Fire drills are held at unexpected times and under varying conditions to simulate the conditions of an actual fire. The drills are scheduled

by the building administrator and the records of the drills are kept in the main school office. The drills are held often enough that all school occupants are familiar with drill procedure and their conduct during a drill is a matter of established routine.

Fire Drill Procedures:

1. Teachers prepare the children to leave the building when they hear the fire alarm or someone shouting fire in the event the alarm is not working.
2. Before leaving the building one teacher takes the class roll lists.
3. Teachers lead the children out of the building as quickly and as calmly as possible using the primary exit posted in each room. The alternate exit will be used if the primary is not usable.
4. Once outside the building, teachers use class lists to complete a head count to make sure all children are accounted for. Teachers closely supervise children and use positive strategies to keep them calm.
5. The school principal or center site director will signal it is safe to return to the building by sounding alarm.
6. Teachers conduct another head count to make sure all students have returned.

EMERGENCY PROCEDURES IN CASE OF TORNADO

Tornado safety plans are posted in every room. Tornado drills are held so all school occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. The drills are scheduled by the building administrator and the records of the drills are kept in the main school office.

Tornado Drill Procedures:

1. Warning will be given by the main office personnel by sounding the alarm or verbally in the event the alarm is not working.
2. Teacher takes class roll list.
3. Teacher leads children to designated areas marked on the posted drill plans.
4. Once in the designated areas, teachers will have children:
 - a. Kneel on the floor facing the wall
 - b. Bend over putting head to floor
 - c. Cover head with hands

5. Once instructions have been given, teachers will take class role lists and complete a head count to make sure all children are accounted for.
6. Teachers and children will remain in the designated areas until the all clear to return to classroom signal is given.

EMERGENCY PROCEDURES IN CASE OF LOST CHILD

In the unlikely event that a child is missing from our preschool, the following emergency plan is put into effect:

FIRST-----The staff will thoroughly search the school and grounds for the child.

SECOND-----If the child is not found, the police and the child's parents/guardians will be immediately notified.

THIRD-----Staff will then start searching the area surrounding the school for the child.

CLASS SCHEDULES

Class schedules will be clearly posted in each classroom. If a class is not following the schedule due to a special activity, information will be posted on the door to the classroom so the class can be easily be found.

IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

Students spend the majority of their day in the classroom. They are accompanied by at least one adult whenever they leave the classroom to transition to the playground, use the restroom, etc. Staff conduct periodic checks throughout the day to assure all children are accounted for.

FIELD TRIPS

Occasionally preschool classes go on field trips. The preschool policy on field trips is as follows:

1. The Preschool staff will notify the children's parents or guardians in advance of any field trip.
2. No children may go on a field trip unless they have a permission slip signed by their parent or guardian. Verbal permission for a child to go on a field trip is not accepted.
3. The staff to child ratio must be maintained at all times.
4. An accurate itinerary will remain at the site.
5. The staff must have with them on a field trip the following information about each child:

- a) Child's name, address and phone number
 - b) Phone number of child's physician or other appropriate healthcare professional
 - c) A written authorization from the parent or guardian for emergency medical care
 - d) A signed parent permission form
6. A list of all children and staff on a field trip will be kept at the school.
7. Each child will wear a tag with the name and phone number of the school on it.

Transportation may be provided by Adams 12 school busses and driven by district bus drivers. No child under the age of four or weighing less than forty pounds may ride the bus without a safety device. All passengers on the bus will remain seated and in their safety devices, if applicable, while the bus is moving.

If the bus should break down the driver will radio the Adams 12 Transportation Department to arrange alternate transportation.

If there is an illness or injury occurring on the bus or during the activity that requires medical attention, 911 will be called. The sick or injured child's parents or guardians will also be called and notified of their child's condition and if or to what hospital the child is to be transported to by ambulance.

The preschool announces field trips in advance so parents or guardians have plenty of notice to plan on how to get their child to the school on time. In the event a child arrives at the school late and their class has already left for the field trip, the child must return home with his or her parent/guardian.

OR

Directions on how to get to the field trip location will be left at the school's main office and the parent/guardian may use these to transport child to field trip location themselves. **PARENTS MUST ONLY LEAVE THEIR CHILD AT A FIELD TRIP LOCATION WITH A STAFF PERSON.**

BACKPACKS

Children should bring a backpack to school each day that is clearly marked with his/her name. Please check your child's backpack daily for artwork and other treasures, information and requests from school.

CLOTHING

Your child's comfort and safety should be considered first. Clothing items that restrict free movement or that are hard to remove for the purpose of toileting are discouraged. As you select your child's clothing, please keep in mind we do go outdoors every day and we will also be involved in messy activities such as art and water play.

For your child's comfort, we ask that you send a complete change of clothing (including underwear and socks) in your child's backpack. Please be sure these, as well as all outdoor clothing, are clearly marked with your child's name.

TOYS, OBJECTS AND MONEY FROM HOME

In order that a child is not disappointed with a broken or lost toy, we prefer children use the toys we provide. Please leave all toys at home, with the exception of a toy to share on special occasions, such as “Show and Tell” days. We ask that children do not bring money to class unless specifically requested by the program.

SNACKS

Preschool classrooms have a snack time set aside for children every day. Please send a nutritious snack for your child in his/her backpack or a lunch box. Also, we will offer water to the children throughout the school day. Please send a small water bottle labeled with your child’s name to school daily.

A snack must have two food components. Please reference the following chart:

Milk	Fruits and Vegetables	Grains or Breads	Meat or Meat Alternatives
Skim or Low Fat (1%) Milk	Unsweetened fruit or vegetables. Please – NO juice.	Bread, crackers, cereal or muffins made from whole grains or enriched flour or meal. First ingredient listed on the package cannot be “Sugar”.	Meat, poultry, fish, alternate meat products, cheese, eggs, beans or yogurt.

TOILETING

Our program does not restrict enrollment for children who are still learning to use the potty independently. If needed for your child, please send an adequate supply of diapers or pull-ups and wipes each day.

For children who are potty trained, we understand that accidents can still happen. If this should happen, soiled clothing will be removed and placed in a plastic bag to be sent home with the child. Spare clothing from the child’s backpack will be used. If no extra clothing has been sent with the child, the school has clothing that can be used in an emergency. Unless otherwise instructed by parents, we do not contact parents prior to changing children’s soiled clothes.

When changing clothes or diapering, a sterilized mat will be provided for the child to sit or lay on. Proper sanitation and hand washing requirements will be followed.

OPEN HOUSE, PARENT VISITS AND CONFERENCES

Open house and special events are scheduled throughout the year. Family conferences will be held and/or written progress reports will be distributed at regular intervals during the year. Additional conferences may be scheduled as needed. Families are encouraged to visit the program. Please check with your child's teacher to discuss best days and times for visits and remember to check in at the office.

BIRTHDAYS AND OTHER CELEBRATIONS

Children may bring a special toy to share at circle time on their birthday. Please do not send treats due to food allergies in the program.

Your child's preschool classroom may host special celebrations such as a Fall Fun Day or a Winterfest activity fair. Due to the age of the children and the fact that many children are still potty training, we do not allow costumes for Halloween. In place of Halloween celebrations, your child's classroom may host a special activity such as a movie and popcorn day or a pajama day. Again, please do not send treats due to food allergies in the program.

REPORTING CHILD ABUSE

Our preschool considers child abuse, in any form, a serious issue. We follow the rules governing child abuse in the General Rules for Child Care Facilities issued by the Colorado Department of Human Services as well as the policy and procedure as stated in the Adams 12 Superintendent Policy 5540. This policy can be found on the Adams 12 website at http://www.adams12.org/superintendent_policies?quicklink

The rules for reporting child abuse state as follows:

- A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

- If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.
- If the suspected child abuse did not occur at the child care facility, the suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.
- At the time of admission the facility must give the child's parent or guardian information that explains how to report suspected child abuse or neglect.

The rules for investigation of child abuse state:

- Staff members of the county of social services or a law enforcement agency that investigates an allegation of child abuse must be given the right to interview staff and children in care and to obtain names, addresses and telephone numbers of parents of children enrolled at the school.
- Any report made to the law enforcement authorities or a county department of social services of an allegation of abuse of any child at the child care facility will result in the temporary suspension or reassignment of duties of the alleged perpetrator to remove the risk of harm to the child/children if there is reasonable cause to believe that the life or health of the victim or other children at the facility is imminent danger due to continued contact between the alleged perpetrator and child/children at the facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by appropriate authorities.

HOW PARENTS MAY REPORT A CONCERN

We hope you will ask questions about your child's education whenever they arise. Please address these questions and concerns first to the early childhood teacher or preschool site director at your child's school. If you still need to speak with someone about your concern, you may wish to contact the Early Childhood Community Leader for your school or the Director of Early Childhood Education.

Where do I start if I have a concern?

First Step: Contact your child's teacher

Second Step: Contact the Preschool Director at your child's school

Third Step: Contact the Early Childhood Community Leader for your child's school

Fourth Step: Contact the Director of Early Childhood Education

EARLY CHILDHOOD COMMUNITY LEADERS

Centennial, Tarver, Hunters Glen, Westview, North Mor, Mountain View

Celeste Scott – 720.972.4605

North Star, Coronado, Malley Drive, Thornton, Riverdale

Kim Turner – 720.972.8765

Woodglen, Early Childhood Education Center

Nan Vendegna – 720.972.8763

Our early childhood education program is licensed at the school building level by the Colorado Department of Human Services (CDHS). The license indicates the program has met the required standards for the operation of a child care facility. For information regarding the specific license issued for your child's school, or if you have concerns about the school your child attends that cannot be addressed by program or district administration, please consult the Colorado Department of Human Services- Division of Child Care at 1575 Sherman St., Denver, CO 80203-1714 or call 303-866-5958.

Colorado law requires that early care and education providers report all known or suspected cases of child abuse or neglect. Likewise, if you believe your child has been abused, you should seek immediate assistance from your county department of social services. The Colorado Department of Human Services' hotline, 1-844- CO-4-KIDS provides a single phone number for people to call to report child abuse or neglect. It serves all of the state's 64 counties, along with two tribal nations and all callers will be able to speak with a representative 24 hours a day, every day.

TRANSFER REQUEST

The Early Childhood Education Program typically fills completely by the end of September and waiting lists are then established. We must reserve some space in each school building for children with disabilities who will be transitioning in on their third birthday. In addition to the number of children in each classroom, we also must consider the level of needs of the children in a particular group.

Therefore, options for transferring midyear are extremely limited. For three-year-olds returning for a second year of preschool, there is a formal transfer request process available for making a change in the coming school year. Please ask your child's teacher for the transfer request application form.

Applications are due on January 20th by close of business.

KINDERGARTEN TRANSITION

The kindergarten cutoff date is October 1. The District hosts a variety of events designed to introduce families to the kindergarten program and share valuable resources to help children and families prepare.

RETENTION IN PRESCHOOL

Retention of children in preschool is not recommended and is rarely approved for a number of reasons:

1. There is a significant body of research that shows that retaining young children in preschool can actually weaken child outcomes rather than strengthen them. For this reason, the Colorado State Board of Education rules for administration of the Colorado Preschool Program (CPP) state that it is the responsibility kindergartens to be ready to serve all age-eligible children regardless of any disabilities or delays that may be present at the time of transition. The Colorado Preschool Program Act states that children who are age-eligible for kindergarten may not be served
2. The preschool program is not funded or authorized to serve children in preschool who are age-eligible for kindergarten. In addition, the district has very limited space to serve those who are eligible.
3. Research shows us that children with disabilities and developmental delays should be included, to the maximum extent possible, with typically developing, same-age peers. Therefore, transitioning with classmates to kindergarten is considered best practice. In addition, because special education services are funded for students ages Birth to 21 years, retention of a child who has significant support needs while in preschool will result in one less year at the end of their public school career when they could still be benefitting from educational supports prior to transitioning to post-secondary education opportunities and other adult services.

One exception to these considerations is for children born prematurely. Children who would have missed the kindergarten cutoff date had they been born on time will be considered for possible retention at the family's request. Please contact the Director of Early Childhood Education for an appointment to discuss this option.

CONTACT US

General Questions	720.972.8760	Preschool Special Education	720.972.8765
Child Find	720.972.6004	Colorado Preschool Program	720.972.4605
Director of Early Childhood Education	720.972.8763		

CLASSROOM PHONE DIRECTORY					
SCHOOL	CLASS	PHONE	SCHOOL	CLASS	PHONE
Centennial	Dolphins	720-972-8850	Thornton	Seahorses	720-972-3681
Centennial	Giraffes	720-972-8849	Thornton	Starfish	720-972-3682
Centennial	Penguins	720-972-8853	Riverdale	Turtles	720-972-3607
Tarver	Ducks	720-972-5653	Riverdale	Fish	720-972-5594
Tarver	Owls	720-972-8477	Riverdale	Frogs	720-972-5598
Hunters Glen	Hedgehogs	720-972-8142	Woodglen	Turtles	720-972-5717
Hunters Glen	Bears	720-972-8144	Woodglen	Frogs	720-972-8718
Westview	Hippos	720-972-8521	Woodglen	Ducks	720-972-8719
Westview	Elephants	720-972-8520	ECEC	Bumblebees	720-972-8777
North Mor	Bear Cubs	720-972-6241	ECEC	Cubs	720-972-6224
North Mor	Kittens	720-972-6242	ECEC	Foxes	720-972-8767
North Star	Monkeys	720-972-8125	ECEC	Polar Bears	720-972-8771
North Star	Tigers	720-972-5569	ECEC	Owls	720-972-8772
Coronado	Lions	720-972-7011	ECEC	Frogs	720-972-8773
Coronado	Tigers	720-972-7011	ECEC	Zebra	720-972-8769
Malley Drive	Dolphins	720-972-3468	ECEC	Caterpillars	720-972-8770
Malley Drive	Otters	720-972-3469	ECEC	DIRECTOR	720-972-7235