

Parent Handbook

Vista Kids Preschool

5680 Stetson Hills Blvd.

Colorado Springs, CO 80917

719-219-4419

Our Philosophy

Teach a child in the way he should go, and when he is old he will never part from it. Proverbs 22:6

Our goal is to help children develop socially, emotionally, intellectually, physically, and spiritually through a caring, Christ like environment.

We are teaching children for future success by:

Demonstrating and incorporating God's love in the educational process.

Partnering with families in providing a foundation of Bible based curriculum.

Nurturing self- confidence and accomplishment through hands on experiences.

Assisting in the development of the whole child in a safe, secure, and stimulating environment.

Tuition and Supplies

A non-refundable registration fee is required per child along with a registration form each year. The only circumstance where the registration fee can be refunded is with a copy of Military Orders.

Monthly tuition payments remain the same even though number of school days per month may vary. The monthly fee is based on a yearly fee divided by 9 months.

Payments are due a month in advance. (September's payment is due August 1 and May's payment is made in April.)

Tuition is due on the first of the month. After the 5th of each month a \$20 late fee will be charged to the account.

Non-sufficient funds/returned checks

There will be a \$20 administrative fee for checks returned for non-sufficient funds. If a family has more than 2 checks returned in one year they must make all remaining payments with cash or money order.

A supply list will be given to each student at the beginning of the school year. Please bring the requested supplies in on Orientation Day.

Admittance

Vista Kids Preschool is open to children ages 3 to 6 years old. All children must be potty trained as we are not licensed for diaper changing. Pull ups are not allowed-children must be trained and be able to complete all toileting tasks independently.

The following items must be completed and turned in within 30 days of the child starting school:

- Registration Fee and Registration Form
- Enrollment Form
- Health Exam Form
- Immunization Records Form
- Emergency Form/Authorization for Pick Up Form
- Photo/Video Release Form

Children with special needs are accepted based on our ability to meet specific individual needs and requirements. Vista Kids Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Withdrawal Policy

A two week written notice is required to be handed to the Director when withdrawing from the school. If this notice is given, tuition will be prorated for that last month of attendance.

The registration fee is non-refundable with the exception of Military Orders. Please submit a copy of these orders if you need to withdraw before the school year has begun.

Attendance and Health Policies

If your child is unable to attend school for any reason, please notify the office at 219-4419 or preschool@vgbc.org

For the health and well- being of all, keep your child home for the following reasons:

- Fatigue, lethargic behavior
- Fever- a child should remain at home for 24 hours after the fever is gone.
- Prescribed medications must be administered at least for a full 24 hour time period before returning to school.
- Sore throat with fever or throat spots
- Nausea, vomiting, or diarrhea- a child **must** remain at home for a 24 hour period after the last episode.
- Red, crusty, itchy eyes
- Any undiagnosed skin rash
- Any communicable conditions

Please notify the school if your child has a communicable illness such as chicken pox, conjunctivitis, fifth's disease, or strep.

Illness at School

If a child becomes ill while in the care of the preschool the child will be isolated to an area of the classroom away from other students or removed from the

classroom to the care of the Director and the staff will tend to the child's needs . Parents will be contacted immediately. If a parent cannot be reached at any of the provided numbers the emergency contact person will be called. Parents or designated contact person will pick up the child immediately.

Medications

The Director and teachers have attended the required courses needed to administer medications. If it is necessary for your child to be given medications at school, you will need to provide a written authorization form from your child's doctor for prescription and non-prescription medications. All prescribed medications must be in their original containers and parents or guardians must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered. We will only administer medications prescribed from a doctor.

Parents are asked to apply sunscreen before school. Vista Kids Preschool will not apply sunscreen except per doctor's orders.

Allergies

All known allergies will need to be submitted upon enrollment. When necessary a doctor's note and treatment plan must be submitted to the school. We are an allergy aware facility, but do share our classrooms with Vista Grande Baptist Church. We are a nut free school, so all snacks must be compliant.

Accidents/Injuries

Our Director and teachers are certified in infant/child CPR, infant/child first aid and universal precautions. In the case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher or Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent. If necessary every attempt will be

made to contact the parent/guardian. If parent/guardian cannot be reached, we will contact your child's doctor or dentist and begin treatment as needed.

Responding to Emergencies/Security

As part of our security, VKP families are required to wear the school lanyard provided by VKP upon entering the hallway. ID's will be checked of anyone not wearing a lanyard and a visitor's log signature will be required. Each family will be provided 1 lanyard with their child's name on it. Additional lanyards may be purchased for a fee.

Fire Drills: Fire drills are conducted on a monthly basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. The school building is inspected on an annual basis by the fire marshal.

Tornadoes: In the event of a tornado warning students will be escorted to the storm shelter area and instructed in proper safety procedures until the tornado warning is lifted.

Lost Child: In the event a child is missing, a teacher will remain with the class while other staff and the Director search for the child. If the child is not found within 10 minutes, police and parents will be notified.

Neighborhood Danger: In the event of a danger within the neighboring area of VKP, church doors will be locked and VKP hall doors will be closed and locked. Children will be kept indoors until perceived threat is lifted.

In School Danger: In the event of a dangerous person entering the building, VKP hall doors will be closed and locked, all classroom doors will be locked, black out paper will be put in windows on doors, lights will be turned off, and all children will be moved via bathroom hallways inside classrooms down to the last classroom, and in the event that it is necessary, out the back exit.

Emergency Evacuation: In the event of an emergency where children must be evacuated from the facility, children will be transported to a safe location. Parents will be notified by text alert where to pick up children.

Children with Special Needs: An individualized plan for emergencies will be made for any child with special needs based upon their particular abilities and/or limitations.

Inclement Weather Policy

On days of inclement or excessively hot weather, children will remain inside for recess. Teachers will arrange for other forms of physical activity.

School Closures

In the event of inclement weather, we will follow D20 for closures. If D20 is on a delayed schedule, we will delay the a.m. classes by one hour. The school does reserve the right to call a snow/cold day if the director determines that it is necessary for the safety of the staff and children.

Arrival and Departure Time

Our classroom doors open at 8:45 am or 12:30 pm to begin our day.

Doors will reopen for pick up at 11:45 am or 3:30 pm for pick up.

There is a \$1 per minute late pick up fee after 11:50 and 3:35. A late fee notice will be placed in your child's basket. This fee can be paid immediately or added on to the bill for the following month.

Snacks/Drinks

Classroom snacks and drinks will be provided by parents. All snacks must be pre-packaged as mandated by Colorado rules and regulations. Snacks should consist of a food item and a beverage for each class member. One family will be responsible for snacks for the entire class for each school session. Check with your teacher for specific suggestions or special instructions.

Vista Kids is an “allergy aware” environment. Because many children suffer from peanut and nut allergies we are unable to serve items containing nut and peanut products.

Birthdays

Every student’s birthday is celebrated during the school year. We ask that the parent of the celebrant bring a special snack **(NO CUPCAKES OR CAKE PLEASE)** for the occasion. Your teacher can give ideas for fun birthday snacks. Teachers will notify you of the celebration day. If your child’s birthday is in the summer we will celebrate their half birthday. Party Invitations: please only distribute invitations if every member of the class is included. If you are planning a smaller event, please mail or call your potential guests.

Field Trips

Field trips provide an opportunity for experiential learning. Carefully selected excursions are planned as an extension of the curriculum. Adequate notice and an itinerary will be furnished by teachers. **Parents are responsible for arranging transportation for their child to and from the field trip. Each child will be accompanied by a parent or designated adult.**

Releases

Photos: A parent/guardian signed consent for your child to be photographed or videotaped and permission to allow the child’s photo to be posted on the school website will be in the child’s file.

Video Release: A parent/guardian signed consent for each child to watch preschool-approved videos will be in the child’s file. Video viewing will be limited to those programs that will enhance the curriculum. Children will be under direct supervision of the teacher.

Location of Children

Children will remain with their teachers or the Preschool Director at all times. A count will be taken of children whenever the class enters or leaves a room or the playground. If a class is to be in another part of the center other than the classroom, the Director will inform the parents where to drop off their child.

Release of Children

A child will NOT be released to anyone other than those designated on your emergency contact form. If it is necessary for someone who is not designated for pick up to take your child, written or verbal notification is required. This person picking up MUST provide a photo ID. Persons picking up children must be at least 18 years of age in accordance with state regulations.

In cooperation with the Colorado Division of Early Care and Learning Vista Kids Preschool has developed the following policy;

If Vista Kids Preschool has a reasonable belief that the authorized individual picking up a child is under the influence of drugs or alcohol and the individual leaves with the child and/or operates a motor vehicle with the child in their custody Vista Kids Preschool will immediately report such to police or social services. This is pursuant to 12 CCR 25098S 7.701.53(b).

Closing Procedures

At the close of the school day the Director or Assistant Director will verify that all of the sign-in/out sheets have been completed and all children have been signed out. The Director or Assistant Director will physically check each room for any remaining children before closing the school for the day.

After-hour pick up

If a child is not picked up within 10 minutes of the end of the class all parental and emergency numbers will be called until someone can be reached. If no one can be reached and one hour of time has passed the Director will make contact with local police to arrange for a safe place for the child.

Visitors to the School

Parents are welcome to visit the school to observe the class or to help in the classroom. Please check with your child's teacher to set up a time to visit. Visitors other than parents or grandparents will check in at the front desk and receive a name tag. Visitors will be accompanied by a school employee at all times.

Volunteers

Sometimes it helps to have an extra set of hands! Each class will have a lead room parent and other parents may sign up to also be volunteers from time to time. Volunteers will check in at the front desk. They will sign in and out of the visitor log and will be issued a lanyard to be worn while on the premises. Volunteers cannot be alone with a child at any time. They will not be allowed to take children to the bathroom and will not be left alone with the class. Volunteers may serve no more than 14 times in the classroom per school year as stated in State Regulations

Personal Items

Each child will have a hook to place personal items such as a back pack and a coat. The children will also have a basket to collect their work and other papers to bring home at the end of the school day. Please be sure to bring a back pack for your child each day with a change of clothes of the correct size and weight for the season.

Discipline

Preschool age children respond well to a gentle reminder or redirection. Choices are often given to encourage children to make appropriate decisions and to take responsibility for their actions.

Time Out- this is used sparingly. A child will always be visible to the teacher and not completely isolated. It is used to help "calm down" a child or in instances

where there has been a physical altercation. The amount of time spent in time out should never exceed 5 minutes. No corporal punishment will be used. Nor will a staff person's language be used to ridicule or demean a child in any form. Food deprivation will not be used as a form of punishment either. God's discipline leads us to repentance and heart change. We want to provide an atmosphere where love, forgiveness, and discipline are intertwined creating a safe, healthy environment for all.

If challenging behaviors consistently occur a team based approach will be used. Parents, Director and Teachers will work together to devise a plan for successful classroom behavior. If further help is required Vista Kids will advise parents of services and professionals who can offer alternative solutions.

Communication and Conferences

Parent/Teacher conferences are scheduled for October and January. Progress reports will be completed twice a year and sent home in January and May. If you have specific concerns, conferences may be scheduled at any time with either the Director or your child's teacher.

Teachers will communicate with parents weekly by sending home notes, posting notes outside the classroom or by sending personal or class emails.

The Vista Kids Community and Socio-Emotional Environment

Vista Kids Preschool believes that positive, strong relationships are critically important to all aspects of healthy development for young children. Positive relationships are maintained at all times between Vista Kids Staff members. Staff members will model respectful, courteous and caring attitudes towards each other in the presence of the children.

Vista Kids will also develop positive relationships between staff and families by sending emails, notes or updates about their child weekly. Vista kids will have family events such as programs, Pumpkin Carving with Dad and the Mother's Day Picnic as well as family field trips. Each child will be socially and emotionally

supported by curriculum such as All about me, show and tell, classroom books, classroom pets and art displays. Games and activities to allow children to express their feelings and emotions will be incorporated in the curriculum.

Contact Agencies

To file a complaint about child care:

Colorado Department of Human Services

1575 Sherman St.

Denver, Colorado

303-866-5958

To report suspected abuse or neglect:

El Paso County Social Services Dept.

1675 W Garden of the Gods

Colorado Springs, CO 80907

719-444-5700