

Dear Preschool Families,

Welcome to Cherry Creek Early Childhood Programs! We appreciate the opportunity to share this year of your child's life with you, and look forward to a wonderful partnership. This program, emphasizes the key relationship between child, parent, and the learning environment.

Our goal is to foster the social, emotional, physical, and intellectual growth of each child; to prepare them to enter kindergarten and find success in their educational career. We attempt to offer rich and satisfying experiences in a sensible progression, which allows children to proceed at their own pace without pressure. Our program strives to meet the developmental needs of all children in a creative, nurturing way. Each child is given maximum individual consideration.

Our activities focus on the process of learning versus the product of accomplishments. We want to encourage natural curiosity and a love of learning. Active learning is an integral part of our program; and active participation is the child's way of experimenting and interacting with the surroundings. Through hands-on activities children gain confidence. They learn to interact with varied materials, take turns, share, be leaders, think critically, problem solve, and make choices. Staff members work to scaffold and challenge each child at his/her appropriate level.

The classes are professionally staffed with a variety of qualified early childhood educators. In our blended classrooms we have one instructor and at least one teacher assistant who are in the classroom daily. Additionally, the special education staff (Early Childhood Special Educator, Mental Health, Speech Language teacher, and Occupational Therapist) are frequently in the classroom working with students.

The child's family is a valued part of our program. Research has shown that the most significant influences on children's lives come from home and especially from the adults in that home. You are your child's primary teacher. Please feel free to visit the classes at any time. We encourage families to communicate any information from your child's life or activities that will help us provide a supportive and exciting experience. The program may hold various family activities throughout the year, and you will be informed of these events by your teacher. Family involvement in the program is highly encouraged and a large part of our program. We encourage you to volunteer in your child's room, serve on the Cherry Creek Parent Advisory Council, and attend classroom events. A newsletter will keep you updated on events.

If you have any questions do not hesitate to reach out to us.

Respectfully Submitted,  
The Early Childhood Education Team

*"We worry about what a child will become tomorrow, yet we forget that he is someone today."*  
– Stacia Tauscher

# CCSD Parent Handbook

## *Philosophy of the Early Childhood Program (7.702.31.A)*

The Cherry Creek Early Childhood Program values and appreciates the diversity and capability of all children, their families, and cultures. We welcome all children at their own developmental level and support their growth to the next stage, realizing that this is a unique and individual process for each child. We believe this growth occurs best in a safe, supportive environment where children are free to learn, grow, and develop through active learning. We also believe parents should be partners with teachers and children in this educational process.

Our program follows the Creative Curriculum, a developmentally-appropriate, research-based curriculum for preschool. This curriculum supports children as active agents in their learning. They learn from interest centers in the classroom through support and guidance from the adults. Children in our classrooms have daily opportunities to decide which classroom materials they will use, and express their thoughts and ideas about the use of these materials through artistic representation and language. Through use of a variety of materials in the classroom and interactions with adults, children are also exposed to rich content in literacy, math, science, social studies, the arts, and technology both in centers and in small groups.

Each classroom follows a daily routine which includes a time to plan, an extended work time based on children's choices, time to recall what occurred at work time, and small and large group activities as well as snack and outside play.

The Creative Curriculum also provides an observational assessment system through which teachers can monitor children's growth and development. Information from observations is shared with parents during conferences, and informal daily conversations.

We welcome you to join us in the classroom in order to see our philosophy and curriculum in action. We hope to form a partnership with parents to achieve the highest expectations for all children.

We strive to achieve the highest standard of quality programming in the classroom. Our programs meet required standards and are licensed through the Colorado Department of Human Services.

### **Quality Improvement Plan**

The Cherry Creek Preschool Program has developed a continuous Quality Improvement Plan (QIP) that is updated annually. The QIP has documented goals, timelines, and outcomes, and we share this QIP with our staff, families, and stakeholders by posting it in each classroom and notifying everyone via newsletters. The program QIP can also be found on Schoology.

## Cherry Creek Early Childhood Program and Kindergarten Readiness

(7.702.31.H) When parents think about a preschool program for their children they have certain expectations about the program, one of which is preparation for kindergarten. The Cherry Creek Early Childhood Program believes that preschool should build a solid foundation for the next stage of schooling, kindergarten. Our task is to help children develop the skills they will need for further learning.

Social readiness skills are vital for all kids. In kindergarten, children are expected to function within a cooperative learning environment and work both independently and as a member of a large or small group. Kindergarten children are expected to be able to attend to and finish a task, listen to a story in a group, follow multi-step directions, take turns, share and care for their belongings. They are expected to understand and follow the rules and respect others. We work on developing these skills by practicing how to share and take turns. We identify and recognize feelings of ourselves and of others. We learn how to sit and listen to short stories, we work in small groups, we play games, and we make choices about our activities.

Motor skills are an area of focus for preschool students. By age five most children will be able to independently perform many self-help activities such as dressing themselves, buttoning coats, and brushing their teeth. Students at this age will be developing basic fine motor skills that will aid in the writing process. During preschool, children work to develop these skills through manipulation of small toys, building with blocks, working with Play-Doh, easel painting, puzzles, and dressing dolls. Children will engage in countless outdoor play and indoor gross movement activities.

Cognitive and language development are other important areas of readiness. It is essential that children develop adequate verbal language in preschool as a preparation to reading. Speaking and listening are the developmental precursors to reading and writing. In preschool, children are given many opportunities to talk about new experiences in order to develop vocabulary and understand a variety of concepts. Language and vocabulary develop through dramatic play with other children and adults and through informal conversations between children and adults during activity times. Emphasis is placed on early literacy activities including the sound symbol relationship and letter recognition. Cognitive skills, such as classification, measuring, patterning, and counting are part of the daily curriculum.

All the activities in preschool are designed to build a foundation for a child's future academic expectations. Although it may look like "play" it is actually building the basic skills for children to learn to read, write, solve problems, build relationships, and to think critically. Children who participate in the Cherry Creek Early Childhood Program emerge ready for kindergarten. As you visit the classroom throughout the year, ask the teacher about the variety of activities. She/he will be happy to explain to you the purpose behind each carefully planned activity and how it supports readiness for kindergarten.

## **Inclusive Classrooms**

The Cherry Creek Early Childhood Program prides itself on being a fully inclusive program. This means that children with different special needs are included in the blended preschool classroom with their typical peers. Children with special needs participate in the same activities as their typical peers. Accommodations and modifications might be made based on the individual's identified needs. An inclusive environment offers benefits to all children. Children have the opportunity to develop positive attitudes toward others who are different from themselves. Meaningful peer relationships develop and all children are valued. The presence of the special education staff in the classroom provides comprehensive resources to the classroom and to parents who may have questions and concerns about child development in general.

The group size and adult to child ratios for Cherry Creek Preschools are aligned with the National Association for the Education of Young Children (NAEYC) at one adult for every eight children, 1:8. As a district-wide participant in the Colorado Preschool Program (CPP) we strive to meet these ratios as they go beyond what licensing requires for the state of Colorado which is one adult for every ten children, 1:10; and better support the quality of our programs. All parents/guardians are required to sign their child in and out each day and at all family events.

## **Colorado Preschool Program**

The Colorado Preschool Program (CPP) is a state-funded early childhood education program administered by the Colorado Department of Education. CPP provides the opportunity for young children who are at risk for starting elementary school unprepared. Cherry Creek School District serves approximately 500 students through the CPP program.

## **Tuition**

Cherry Creek School District offers tuition-based preschool at 23 different sites.

## **Special Education**

The services for children with Individual Education Plans (IEPs) are carried out within the context of all our preschool classrooms.

## **Child Find / Referrals**

Parents who have concerns about the appropriate developmental progress of their child (birth to 2 years old) can contact the Cherry Creek Child Find Office at 720-554-4021. A multi-disciplinary team will evaluate your child's development and make recommendations. The Child Find team works closely with Developmental Pathways to develop an Individualized Family Support Plan (IFSP) with services and supports to address any developmental delays determined in the evaluation process. All services are provided free of charge, and take place in the home or the community.

If a developmental concern arises once a student is in preschool, the Special Education team at that site will evaluate them (e.g. mental health, occupational therapy, speech language, developmental/cognition), and/or refer parents/guardians to Child Find for an evaluation.

## **Transitions**

Cherry Creek Early Childhood Education works diligently to support you and your child as he/she transitions throughout our program and into Kindergarten. We individualize the support your family receives based upon the needs of your child throughout their enrollment in our program.

During the registration process, families receive the parent handbook and pertinent program information to review and program staff are able to answer basic questions. The week before school starts in the fall, families are invited to attend a “Meet & Greet” with their child’s teacher in the classroom. Here they will receive items like welcome letters, daily schedules and other information specific to the classroom they will be attending. We highly encourage all families to attend to help their child become comfortable with their new educators and environment.

Once your child is attending, we will continue to support you with any transitions that arise, including moving from one classroom to another (if applicable) and moving onto Kindergarten. We individualize these transitions through Parent/Instructor Conferences, IEP meetings, and any other meetings requested by both staff and/or families. We value your child’s educational experience and together as a team, we will develop plans and recommendations to make these transitions as smooth as possible.

One of the best strategies utilized for the transition to Kindergarten is sharing the district Kindergarten Round-Up information for children’s home schools and encouraging families to attend these highly beneficial events. Each elementary school in the Cherry Creek School District develops their own informative sessions to help introduce new families to their school, to the teachers, and to their curriculum used in the classrooms. In the Spring, you can look for information regarding your child’s Kindergarten Round-Up sessions from your child’s teacher in the monthly newsletter, district flyers, and/or look on the CCSD website. Other strategies include focusing on Kindergarten readiness expectations in the classroom, reading books about Kindergarten and again, reviewing individual goals for children at Parent/Instructor Conferences in the Spring.

## Procedures for Early Childhood Classes

### Forms

Parents are required to complete the following forms which will be kept on file at the individual school sites:

- Colorado State Certification of Immunization. Children may not attend the first day without a completed Immunization record. We do accept children who have claimed a personal exemption from immunizations.
- Cherry Creek Schools Student Emergency Card-necessary for attendance on first day.
- Child General Health Appraisal Form-due within 30 days of start.
- District Admission Registration-due first day in class; cannot attend without it.
- Field Trip permission
- Pupil Information
- Media Waiver
- Medicaid Consent to Release Information

These forms are required for state licensure. All forms must be filled out completely. Do not leave spaces blank. If a question does not apply, indicate with N/A. If there is any change in the information during the year, please notify the Early Childhood office and the instructor IMMEDIATELY. All address, home telephone, and guardian changes must also be made at District Admissions.

### **Classroom Hours** (7.702.31.C)

**AM class:** 8am-10:55am

**PM class:** 11:50pm-2:45pm

Classroom doors will open five minutes before the start time, and children must be picked within five minutes of the class end time.

### **Make-Up Days**

Absences for illness, vacation, and inclement weather are not made up nor is tuition refunded.

### **Storm Closure** (7.702.31.D)

Parents are urged to use their own discretion in driving the children to school in severe weather. Should inclement weather or emergency situations occur which result in the closing of schools in the Cherry Creek School District, the Early Childhood Programs will also be closed. If a delayed start is announced by Cherry Creek Schools, it is also observed by the preschool in the following manner:

Children transported by parents: Preschool will begin 60 minutes after the regularly scheduled preschool start time for the morning class ending at the original time.

- Children transported by bus: Buses will not transport for the morning delayed start days, parents who wish may provide their own transportation to attend the morning session which will begin 60 minutes after the regularly scheduled time and picked up at 10:55am for the morning session.
- Afternoon schedules will remain the same, including bus transportation.

The information will be announced by the following local radio and television stations. The information will be conveyed to the stations by 6:00 a.m.

- Television Channels: 4-KCNC, 7-KMGH, 9-KUSA
- FM Radio Stations: KAZY-106.7, KHOW-95.7, KYG0-98.S
- AM Radio Stations: KOA-850
- Cherry Creek Schools Website: [www.cherrycreekschools.org](http://www.cherrycreekschools.org)

Parents will not receive a refund when the building is closed due to weather or building emergencies.

### **Enrollment and Attendance** (7.702.31.N, O, P)

Regular attendance at school is necessary for a successful preschool experience. It is important that children are familiar with and anticipate the regular routine of school days.

If it becomes necessary for a child to miss school several days, please notify your child's teacher. If a child is absent for ten (10) consecutive days they will be dropped from the program and will have to re-enroll to continue preschool. Space will not be guaranteed.

Advance approval of partial tuition waivers, requested in writing, for hospitalization may be granted only by the Director of Early Childhood. A doctor's letter will be necessary for this waiver. The absence must be longer than two weeks' time. Early Childhood staff will contact families of children who are absent longer than two days.

### **Class Models**

The classes include children with special needs and children at risk as well as typical children. Classes have one general education instructor and one assistant. Four special education specialists rotate into the classroom. This includes an early childhood special education teacher (ECSE), a speech pathologist (SLP), an occupational therapist (OT), and a mental health specialist (MH).

Classes are AM or PM. Children must be 3 years old and not kindergarten age eligible. (7.702.31.B)

## **Clothing**

Smocks are provided for messy activities; however messes happen. Please send your child in comfortable clothing that is suitable for active learning, painting, water play, and outdoor play. Shoes should be suitable for climbing on playground equipment. Flip-flops are not suitable for school wear. Temperatures vary from classroom to classroom. Send an extra set of clothes to be left at school in case of spills or accidents.

Removable clothing such as sweaters, raincoats, and boots should be labeled with the child's name. Outdoor clothing should be suitable for the weather. Children play outside daily unless the temperature is below 20°F. They will need proper clothing in winter; this means mittens, boots, and hats.

## **Outdoor Play**

Classes go outside every day unless the temperature is below 20°F or above 95°F. Please send children with adequate clothing for 25 minutes of outdoor play time.

## **Sunscreen**

For outdoor play (year round) parents should apply sunscreen to children at home, of at least SPF 30, to any skin that would be exposed. Pay special attention to nose, cheekbones, ears, and shoulders.

## **Snack (7.702.31.S)**

A snack is provided daily for the children by the parent-helper for that day. A calendar is available for sign-up in each classroom. A snack consists of a nutritious finger food, napkins to serve it on, and cups for the beverage. Occasionally your child will have the opportunity to prepare special foods at school for a snack or meal. Sometimes a parent will be asked to bring something specific if it relates to a learning activity for that day.

During the year, consider bringing a different type of snack each time you assist. For example:  
fruit

bread/grains

meat or cheese

vegetables

dairy

cooking project (check with instructor)

For health reasons, the snack must be pre-packaged with ingredient labels and not homemade. Water is the best beverage for snack.



**Field Trips (7.702.31.K,L,M)**

There will be 1 field trip a year per classroom that may be scheduled on a student school day. The field trip will be directly tied to preschool learning objectives. There will be no cost for families for this field trip. Classrooms can have additional field trips scheduled for Non-Contact Fridays as an extension of preschool. The cost for these extension fieldtrips will be reasonable and scholarships will be available upon request from the parent or guardian. Parents, guardians, or their designee will transport the child to the field trip and will supervise the child throughout the scheduled event.

Classes may take walking field trips through the school neighborhood. Parents will be notified in advance and will sign a permission slip.

**Screen Time and Media Use (702.58.B)**

Different media sources are occasionally used to supplement in-depth studies of a unit. This may include: television, recorded media, computer, tablet and media devices. This will not exceed thirty (30) minutes per week and will not be used during snack times.

Computer and tablet time will be limited to non-consecutive fifteen (15) minutes increments not to exceed thirty (30) minutes per week per child. There will be no restriction for children using personal adaptive equipment.

**Hearing & Vision Screenings**

During the school year, parents will be notified at least one week prior to district hearing and vision screenings. These will take place at each preschool site.

**Sickness (7.702.31.Q)**

For your child's protection and the protection of schoolmates, KEEP YOUR CHILD AT HOME IF THE FOLLOWING SYMPTOMS ARE PRESENT:

- |                                    |   |
|------------------------------------|---|
| skin rash or sores                 | eyes that are red with a crusty discharge   |
| Coughing                           | stomach ache or nausea vomiting             |
| diarrhea                           | taking an antibiotic for less than 24 hours |
| earache                            | heavy nasal discharge                       |
| sore throat                        | fussy, cranky, and generally not themselves |
| fever during the previous 24 hours |   |

Your child must be free from fever, diarrhea, and vomiting for 24 hours prior to returning to school.

Please notify the classroom instructor immediately if your child contracts any contagious disease. In certain instances, we might ask for a doctor's note before the child may return to class. We may choose not to accept a doctor's note as the only qualifier for a student returning to school.

**Participation:** If a child is too sick to play outdoors, they should be kept at home until they are well. Classes go outdoors daily with no supervision for a child who must be away from class.

**Medication:** Should it become necessary for children to take prescription medications while at school please consult with the school nurse. The school nurse will assist in any medication administration plan. All medications given in school require a physician's signature on the appropriate Cherry Creek School District form.

**Allergies:** Please alert the instructor and the school nurse to any allergies your child may have.

### **Classroom Birthdays**

We are promoting healthier choices for our students' birthday celebrations by changing the focus from the sugary snacks to healthier alternatives. This is an initiative brought forth from the Colorado Department of Education, who oversees our program.

Healthy celebration ideas include:

Food that is low in fat, sugar, salt and high in nutrients. Please see our snack list for examples.

Choking may be a problem for our young children, as they may not have enough muscle control to chew and swallow foods properly.

Parents may not distribute birthday invitations at school.

### **Classroom Visitation**

Parents and adult relatives are welcome to visit the classroom at any times. All visitors are required to sign in at the elementary school office, show identification, and obtain a visitor tag before entering the preschool classroom.

By state law, all visitors must then sign into the visitor's log at the classroom stating their name and the reason for the visit. Visitors, other than family members, must call the classroom to make an appointment for a visit.

Parent volunteers, who are there to support the learning of all students, may not bring in younger siblings.

### **Parent Participation (7.702.31.U)**

Because of the positive impact parent involvement has on a child's educational success, the Cherry Creek Early Childhood Program is committed to parent participation in the preschool program. Participation can take many different forms, depending on parents' time and interests. We strongly encourage every parent to participate in classroom activities at least once every semester; however, we realize that is not always possible to work this into a parent's busy schedule. We need parents and value their support. Here are some ideas to help you stay in touch with the classroom and participate as fully as possible in your child's preschool experience:

- ❖ Visit the classroom to talk about your job
- ❖ Sew items for the classroom
- ❖ Help with a cooking project in class
- ❖ Take photos of the class and/or help maintain the class scrapbook
- ❖ Find/obtain donated materials for the class (paper, wood scraps, dress-up items, etc.)
- ❖ Bring a musical instrument to school for the children to hear and see
- ❖ Bring in or donate art supplies, books, etc.

### **Cherry Creek Early Childhood District Policy Committee**

District Policy Committee is composed of representatives from all funding sources: Tuition, CPP, and Special Education. We value your input and highly encourage all families to attend. Interested parents should contact their classroom teacher for more information.

The purposes of the council are:

- To add suggestions for ongoing program improvement.
- To collaborate with public and community organizations to ensure quality and maximize resources.

Meetings are held a minimum of six times annually and childcare is provided.

### **Parent / Instructor Conferences (7.702.31.V)**

Please speak with your child's teacher as soon as any concerns arise. You are welcome to send a note, or call the teacher to arrange for a conference with staff members regarding a child's progress or any other concerns. A personal or telephone appointment will be arranged as soon as possible.

We provide 2 parent/ instructor conferences to share your child's growth and development. There will be specific, scheduled conference days throughout the year for which school will be canceled. The teacher will inform you when to sign up. If you are unable to come at the scheduled time, please make arrangements for an alternative time.

## **Interpreters**

If you are in need of an interpreter, please contact your classroom instructor. The District will provide interpreters free of charge to help parents/guardians with the process of enrolling your child and communicating with staff during parent / instructor conferences.

## **Collection of Money** (other than tuition)

Money collected for field trips, pictures, etc. should be brought to school in a sealed envelope labeled with the purpose for the money and the child's name.

## **Personal Belongings** (7.702.31.R)

Children should not bring money, gum, candy, or personal toys to school other than those they need to make a positive transition to school. Staff is not responsible for items brought to school.

## **Discipline** (7.702.31.Z)

One of the primary goals of your child's program is to teach socially appropriate behavior. The social skills curriculum teaches sharing, waiting, listening, anger management, conflict resolution, problem solving, and making friends. The preschool staff is trained in positive behavioral supports and how to encourage children for appropriate behavior. Should the need arise for additional support, mental health or other Special Ed professional are on site. All children are entitled to a safe and healthy environment. If there is a situation during which health and safety concerns arise, the child's parent will be informed in developing a plan.

In accordance with school district policies, The Early Childhood Director, reserves the right to suspend or dismiss any child who is a threat to him/herself or other in the program without prior warning or intervention. Early Childhood Preschool operated by the Cherry Creek School District are subject to district policies governing discipline.

## **Parent Contact Information**

Parents will keep updated contact information at [mycherrycreek.org](http://mycherrycreek.org) and they will inform the teacher of any changes. To ensure the safety of our students it is vitally important that we have accurate contact information. It is the parent's responsibility to ensure all information is accurate and up to date. When a family moves a parent must take proof of residency to the District Admissions office, inform the Early Childhood office, and inform the classroom teacher.

## **Dropping From Program**

If a parent desires to remove their child from the program for any reason they must give two weeks' notice to the instructor and the Early Childhood office, and they must submit the Student Withdrawal Form. This form is available in the classroom. Families will be contacted and billed for any tuition due at the time the child drops.

## **Enrollment and Registration for Tuition Students (7.702.31.E)**

The Cherry Creek Early Childhood Program is designed to offer foundational educational experiences for children ages three to kindergarten-age eligible, which is five on or before October 1st of the year of enrollment in kindergarten. Children must be three years old and must not be kindergarten age (five by October 1st). These age limits are defined by our site licenses and are non-negotiable.

An annual non-refundable processing fee of \$100.00 is assessed for the tuition program when a child is enrolled. This fee does not apply to tuition payments. This application fee will be required for each succeeding year the child is enrolled, and a reduced fee of \$50.00 is required for each additional child in the family who is enrolled in the same year.

The tuition rates for the school year are as follows (subject to change):

4 days a week            \$340.00 every four weeks

There is a 10% discount on tuition for second and successive children in the same family who are in preschool during the same school year.

All Sessions are four weeks long. The Cherry Creek Early Childhood Program does not run month to month.

Tuition payment dates:

Session 1:    July 1  
Session 2:    September 1  
Session 3:    October 1  
Session 4:    November 1  
Session 5:    December 1  
Session 6:    January 1  
Session 7:    February 1  
Session 8:    March 1  
Session 9:    April 1

Invoices for session 2 through session 9 will be printed and sent to your child's classroom. A return envelope will be included with your invoice. You may refold the invoice so that our address shows in the window of the envelope.

You may pay by check, money order, or by credit card online using the following link: <https://cherrycreek.revtrak.net>. This link is also listed on your printed invoice and can be used to check your child's tuition balance. To access this link you will need to enter your child's student number which can be found at the following website: <https://my.cherrycreekschools.org>.

***Please make checks and money orders payable to Cherry Creek Schools and mail to:***  
Cherry Creek Early Childhood, 11777 E. Wesley Ave., Aurora, CO 80014-1869.

Tuition is based on a set amount of nine four-week sessions. Your tuition pays staff and classroom expenses is still due regardless of a child's attendance in class. Students who enter the program during the year will pay an adjusted amount based on the enrollment date. Cycles that include fall, winter, and spring breaks will be longer because of the time not spent in class, but you are still only paying for the four weeks of class time. You are not charged for these three breaks.

Tuition is payable in advance. Tuition must be received before the end of the current session to ensure your child's space in class for the following session. A reminder sign will be posted in the classroom.

If payment is not received by the due date, you will receive a reminder from the teacher. A late charge of \$20.00 will be assessed at this time, and for each subsequent month that the balance remains unpaid. A \$20.00 service charge will be assessed for returned checks.

Any tuition payment that is more than \$100.00 in arrears will be cause for dropping the child from the program. You will receive a call from the Program Bookkeeper to discuss delinquent payments and further action.

Tuition is due for the full billing period and is not refunded except as noted in the ATTENDANCE section.

Our expenses remain the same whether or not all children are present. Parents will not receive a refund when the building is closed due to weather or building emergencies.

Payment of tuition is not contingent upon receipt of an invoice. Please note when your tuition payments are due and make sure payment is received in our office on time whether or not you receive an invoice.

You will be asked to sign a Tuition Program Agreement upon acceptance of placement. This will indicate your understanding of our financial procedures and all policies as outlined in the Early Childhood Parent Handbook.

Please see the Early Childhood calendars for holidays and breaks. Federal holidays are observed. All holidays and breaks have been taken into consideration when tuition was calculated.

### **Unpaid Tuition**

If a child is going to kindergarten and has an outstanding tuition balance, the elementary school will be notified and the child may be denied enrollment in any District Enterprise program (Before and After Daycare, Kindergarten Enrichment) until the tuition is paid.

When all reasonable efforts to collect unpaid tuition have failed, accounts will be turned over to a collection agency.

### **Student Withdrawal (7.702.31.Y)**

Two weeks' notice of withdrawal from the program must be given to the Early Childhood Bookkeeper by filling out the Student Withdrawal Form, which can be found in the back of this handbook. Fill out and return to the Early Childhood Office. Please also inform your classroom teacher. If a student withdraws or is dropped and then returns during the same school year, there will be a \$50.00 re-enrollment fee.

### **Dependent Care Provider's Identification**

The Early Childhood bookkeeper will provide IRS Form W-10 to all families who have paid for dependent care expenses. This will be included with a tuition statement as of December 31 and again towards the end of the school year after the session 9 payment has been made.

## **Health & Safety (7.702.31.I)**

### **Accident or Sickness**

All accidents or illnesses during school are immediately reported to the school nurse and parents by using the emergency number left by the parent on the sign-in sheets or by numbers on emergency cards. If a parent cannot be reached at the given number, we will call the alternate contacts and then the child's physician. If necessary, the paramedics or an ambulance may be called. The instructor and/or school nurse will be in charge and make all decisions about the care of the child until the arrival of a parent, the physician, paramedics or ambulance. The school will maintain a parent's signed consent form agreeing to these provisions.

### **Bathroom Procedures (7.702.31.T)**

Encourage the children to use the bathroom at home or at school before class begins. Staff will provide supervision and support to prevent classroom accidents. Individual toileting plans will be developed for students who need one.

### **Child Abuse / Neglect (7.702.31.X)**

Staff members are required by law to report to the proper authorities any suspect situations which might involve abuse or neglect of a minor. The staff are trained and instructed in such matters. Included are: Physical Abuse, Neglect of Basic Needs, Educational Neglect, Abandonment, Medical Neglect, Emotional Maltreatment, Lack of Supervision, Sexual Abuse, and Lack of Adequate Care. A letter from the Colorado Department of Social Services that explains how you may report child abuse or sexual assault is included with this handbook. Please consult your school nurse or school mental health professional with questions.

**Emergency Information (7.702.31.J)**

We periodically practice Tornado, Fire Drills and Other Emergencies-As required by Cherry Creek School District and The State of Colorado Division of Child Care. Evacuation routes are outlined for all spaces utilized within the school. The Emergency Response Procedure is posted in licensed areas of the school building. Staff is trained in fire and safety procedures prior to working with children. We encourage you to discuss these drills with your child. If a real disaster occurs while your child is at school, The Cherry Creek School District will use the ConnectEd phone system to contact parents. We urge you to not call the school and do not come to the school until you are directed to do so. The safety of students and staff is a priority. Staff will not be able to answer phones or open doors, they will be required to be in a safe location. The safest place in case of a disaster is to be off the city streets and out of the way of any emergency and rescue equipment.

**Supervision of Children (7.702.31.G)**

Staff are always with the children. Children will be accompanied to and from the bathroom by an adult. Specialists will notify teachers if they take a child out of the classroom for therapy.

**Continuity of Care**

We strive to provide a learning environment where children can feel safe and build trusting relationships with classroom staff. In order to promote the formation of strong emotional bonds between children and their caregivers, we do our best to ensure that classroom staff remain in the same locations and are well established in their roles. Teams work together to develop a structured routine in the classroom, providing students with consistency of who is caring for them and enabling them to build those relationships throughout the school year and for years to follow, if applicable.

**Concerns and Complaints Regarding Classroom (7.702.31.W)**

Parents should address classroom concerns to the teacher. If concerns remain unresolved, parents should contact the The Director of Early Childhood at 720-554-4000. Serious concerns regarding safety and care of children during school hours should be directed to Colorado Department of Human Services - 303-866-5958. Issues regarding abuse and neglect should be addressed to Arapahoe County Department of Social Services - 303-636-1130.

**Parking**

School parking lots can be crazy. Often the school is attempting to get 600 kids in or out of school within a 15 minute time frame. Take your time and be thoughtful of others. Observe all parking regulations at the individual schools. The emergency access and bus lanes must always be clear. Handicapped parking, must not be used for drop-off. U-Turns in a school zone are forbidden. Under Colorado State Law it is illegal to leave children unattended in automobiles.



## **Preschool Sites**

The preschool classrooms are housed in Cherry Creek Elementary Schools on a space available basis. Sites can change from year to year based on fluctuating enrollment in schools. Every effort is made to inform parents of changes as early as possible; however, site changes can occur after registration.

## **Missing Child**

Children are supervised by adults at all times throughout the day. If a child is determined to be missing from school, a thorough search of the premises will be made prior to calling 911 and the child's parents.

## **Weapons**

All classrooms and schools are "weapon free" zones. No deadly weapons, firearms, or facsimile weapons such as water pistols, cap guns, etc. shall be brought to school by any child or adult. Violation of this rule may result in loss of the object and suspension from school.

## **Parent Teacher Community Organization (PTCO)**

Preschool families are encouraged to join and participate in the elementary school PTCO and all associated activities including fundraising.

## **Transportation**

### ***Children Transported by Parents***

Parents must remain with their children until they enter the classroom and the child has been signed-in. The child must be signed in and out by an adult over the age of 18. Children will be released only to parents or persons authorized by a parent to pick up the child. Verbal or written authorization for any changes must be provided. If an unauthorized person comes to pick up a child, the preschool staff will attempt to contact a parent or other emergency contact to verify that this person may take the child. Staff will require the unauthorized person to show picture ID.

Please observe class hours. Staff has additional responsibilities and are not free to supervise children before or after class. Please be prompt.

### ***Children Transported by Special Services***

Bussing may be provided as part of a child's Individual Education Plan. Parents are required to notify The District Transportation Department if a child will not need to be transported on a specific day. Parents or an authorized adult must take the children directly to and from the bus. Due to time schedules, drivers will wait only two minutes for parents to bring their children out to the bus, so please be alert to their arrival. Out of consideration for neighbors, drivers will not honk their horn. If an authorized adult does not pick the child up promptly from the bus, the child will be returned to school.

## **Volunteers**

Parents are welcome and encouraged to volunteer in the classroom. Please allow the child a few weeks to get settled before joining us. All volunteers in the classroom are continuously supervised by staff. They may assist with activities, interact with children, and participate in snack. They are never left alone with children. Due to licensure restrictions, parent volunteers may not bring younger siblings on helping days. Older siblings may come with prior permission. Volunteers other than parents will be prescreened by supervisors. If they are working more than 14 days, volunteers will be required to submit to reference checks and fingerprinting.

*Last revised December 2021*

## Cherry Creek Early Childhood Volunteer Application

(See next page for Confidentiality Statement)

Name (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Educational Background: (List high school, college, graduate school, etc.)

Previous work experience: (List place & dates of employment)

List 3 individuals we can contact as references. (Name and contact phone numbers)

1.

2.

3.

I verify that the above information is correct. I understand I cannot be alone with children at any time and will always be supervised by a staff person.

Volunteer signature \_\_\_\_\_

Date: \_\_\_\_\_

## Volunteer Confidentiality Policy

Volunteer may possibly observe or hear while in the classroom information concerning children and/or their families which may be considered personal in nature. This would include health concerns, behavior concerns, or monetary concerns. This is not an all-inclusive list of confidential information. Volunteers are expected to maintain this information in confidence and not discuss it.

Volunteer will also refrain from discussing confidential information concerning staff, the program, or its families. If it becomes necessary to discuss confidential information, this should be handled discreetly and privately with the classroom teacher or the Education Director.

Violation of the confidential information policy will prevent you from volunteering in the classrooms.

*I have read the above statement and agree to follow the policy.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Mail to:** Cherry Creek Early Childhood  
1 1777 E Wesley Ave  
Aurora, CO 80014-1869

Fax: 720-554-4088

## ***What is expected of you when you volunteer in a classroom?***

1. Ask the teacher what the daily activities are and where you are needed.
2. Encourage children's efforts; don't do it for them.
3. Encourage problem solving.
4. Dress casually and comfortably.
5. Working in preschool can be messy.
6. Get down on the floor and get involved with the children.
7. Be at their eye level.
8. Know the rules of the classroom.
9. Help keep the children safe.
10. Ask questions and listen to the children.
11. Sit at the table with the children during snack time.
12. This is a good time for conversation.
13. Talk to the children, not about children.
14. Ask the teacher after class about questions you may have.
15. Be aware of confidentiality issues.
16. Expect that your child will act differently when you are at school.
17. Ask the classroom staff for assistance if there is a problem among children.

## Cherry Creek Early Childhood Student Withdrawal Form (Tuition)

I have chosen to withdraw my child from the Cherry Creek Early Childhood Program. I am providing two weeks' written notice.

I understand that I am responsible for all tuition owed up to the end of this two-week period.

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Withdrawal Date (two weeks from today): \_\_\_\_\_

Reason for Withdrawal:  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: Cherry Creek Early Childhood  
1 1777 E Wesley Ave  
Aurora, CO 80014-1869

Fax: 720-554-4088

## Cherry Creek Early Childhood Tuition Agreement Form

### Please Initial the Following:

1. \_\_\_\_ I understand that the application fee is non-refundable. The preschool tuition payment schedule is based on an annual (school year) fee divided into nine (9) equal payments.
2. \_\_\_\_ I understand the first tuition payment is due in advance upon enrollment. The remaining 8 payments are due the 1st day of each month beginning September 1 through April 1. Cash is not accepted. Checks or money orders must be made payable to "Cherry Creek Schools". Credit card payments can be made using the following link: [cherrycreek.revtrak.net/tek9.asp](http://cherrycreek.revtrak.net/tek9.asp). A \$20.00 late fee will be charged for accounts not received by the 10th of each month as noted on the invoice.
3. \_\_\_\_ I understand that it is not a requirement to receive an invoice for my tuition payment to be due. I agree to pay the agreed upon tuition whether or not I receive an invoice.
4. \_\_\_\_ I understand there is a returned check fee of \$20.00
5. \_\_\_\_ In the event I am unable to make a payment by the due date, I understand that I must make special prior arrangements with the Preschool Bookkeeper. A late fee may still apply.
6. \_\_\_\_ I understand any tuition balance more than \$100.00 in arrears can be cause for dropping a child from the program unless special prior arrangements have been made. This is an Extended Child Services policy.
7. \_\_\_\_ I understand there is no reduction of fees for snow days, or when my child is sick or on vacation . In the case of an EXTREME health emergency, as stated in the Parent Handbook, a request must be submitted in writing and approved by the Program Director.
8. \_\_\_\_ I understand that if my tuition is not paid in full 15 days after the close of school, I may be prohibited from enrolling in another Cherry Creek ECS program (i.e. Before/After School Program, Intersession, Kindergarten Enrichment, etc.) until the tuition is paid.
9. \_\_\_\_ I understand I must use the CCEC Student Withdrawal Form to give written notice of a drop at least two weeks in advance. I will be billed for tuition for at least two weeks following my notification of a drop. This form can be found in the Parent Handbook on or can be requested from the child's teacher.
10. \_\_\_\_ I understand that if I withdraw my child during the school year and then return during that same school year, there will be a \$50.00 re-enrollment fee.

11. \_\_\_\_\_ I understand and agree to these financial policies and all procedures as outlined in the Early Childhood Parent Handbook regarding my child's enrollment in the Cherry Creek Early Childhood Preschool Program for the current school year.

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date \_\_\_\_\_