

2023-2024  
**Parent Handbook**



# Centennial Christian Learning Center

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# Welcome!

We are honored to have the opportunity to partner with you in your child's early educational experience. Our main goal is to provide a high-quality educational program that establishes a strong foundation for their future academic and spiritual journey, including their transition into kindergarten and beyond.

Our dedicated team of teachers and staff are here to provide support and guidance to both you and your child. We are committed to working alongside you, ensuring that your child receives the best possible early education experience.

Once again, we want to express our gratitude for choosing our preschool as your partner in your child's early education. We look forward to collaborating with you and providing a positive and enriching experience for your child. Please don't hesitate to reach out to us if you have any questions or concerns along the way.

With Joy!

*Cyndi Moon*

CCLC Director

# About our Preschool

## Mission Statement

CCLC is an extension of the Porch Church, governed by its bylaws, and driven by a central mission: to create a genuine love for learning in every child. We firmly believe that each child is a gift from God, and as educators, we embrace the responsibility to nurture and guide our preschoolers.

Complying with all mandated requirements and holding a license from the State of Colorado, CCLC is dedicated to providing a quality, well-rounded educational experience within a safe and nurturing environment. Our commitment is to support the growth and development of our students.

**The Porch Church's mission is to Shine the Light and Love of Jesus by inviting people to Belong to a Family, grow in their Faith, and Give Themselves Away.**

## Vision

Our vision is to create a nurturing and captivating learning environment. Through a combination of play-based activities, interactive experiences, and purposeful guidance, we aim to provide a foundation for lifelong learning. Our teachers instill values of kindness, respect, and empathy.

## Early Childhood Program Overview

Centennial Christian Learning Center (CCLC) is dedicated to equipping children with the knowledge and skills necessary for success in kindergarten and beyond. Our curriculum is designed in alignment with the Colorado Early Learning and Development Guidelines (ELDG's), encompassing both academic standards and developmental expectations for children from birth to five years of age.

We understand that young children learn best when provided with opportunities to play, explore, and experiment in a safe and predictable environment. Our approach focuses on hands-on activities that engage all their senses, while encouraging interaction with both peers and adults. We believe in striking a balance between self-directed play and structured learning activities facilitated by our teachers.

Within our preschool program, our top priorities are ensuring the safety and security of every child, by helping children have positive relationships with fellow students and adults, and providing comprehensive support for their academic, social/emotional, physical, language, and cognitive development. We aim to lay a solid foundation for their future academic success, particularly in the areas of reading, writing, and mathematics.

As children progress through our program, they are encouraged to become increasingly independent, building essential life skills along the way. We are committed to nurturing their growth, both academically and spiritually, as they journey towards becoming confident and capable individuals.

Centennial Christian Learning Center provides a developmentally appropriate environment that is engaging, safe, consistent, and nurturing, allowing children to enhance their developmental skills. We believe in fostering each child's natural curiosity, creativity, and love of learning by offering opportunities for them to master tasks appropriate to their individual level of development.

At Centennial Christian Learning Center, we are dedicated to creating an enriching and nurturing environment where children can flourish.

## Governance

Centennial Christian Learning Center (CCLC) was formed as a ministry and an extension of The Porch Church.

CCLC is licensed by the State of Colorado Department of Human Services – Office of Early Childhood Education. Provider ID: 1517193 for children 18 months - 6 years of age.

All of our policies and procedures are developed by the Preschool Advisory Committee, approved by The Porch Church Board, and implemented by the on-site Director. Centennial Christian Learning Center has a Preschool Advisory Committee (PAC) made up of the Senior Pastor, Preschool Director, Church Council Liaison, and 3-4 preschool parents. Parents are welcome to attend meetings which are held monthly. This Advisory Committee reports to the Church Board.

## **Non-Discriminatory**

Centennial Christian Learning Center (CCLC) welcomes students of all races, colors, nationalities, and ethnic backgrounds. We are committed to providing equal rights, privileges, and opportunities to all students in our school community. CCLC does not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, or scholarship programs. We embrace diversity and strive to create an inclusive and harmonious learning environment for all students

## **Center Operations**

The purpose of Centennial Christian Learning Center is to provide 18 month old through Jr. kindergarten aged children with a nurturing and safe environment while introducing them to the foundations of the Christian faith and the essentials of early childhood education. To accomplish this, we will offer regular Bible lessons in the preschool, pre-kindergarten and kindergarten programs. Children of all races and ethnic origins have equal access to our services. Children with special needs may be enrolled in compliance with the Americans with Disabilities Act based on determination by medical specialists and state recommendations, and the ability of existing staff to meet such needs.

## **Students**

Centennial Christian Learning Center 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 preschool. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs.

## **Staffing**

All the staff at Centennial Christian Learning Center meet or exceed the minimum requirements of the Colorado Department of Human Services for Director and teacher qualifications. CCLC prides itself on its quality continuing education and professional development offered to staff throughout the school year.

We observe adult: child ratios as aligned with NAEYC (National Association for the Education of Young Children) recommendations.

Our staff maintains current First Aid, CPR, Medication Administration, and Universal Precautions certification and participates in annual staff development training. We encourage and assist our staff in continuing college education. Lead Teachers in each classroom are qualified Early Childhood Teachers and/or Directors through the State of Colorado. Annual training relates to topics of child growth and development, health, safety, positive guidance techniques and developmental teaching strategies

## **Hours of Operation and Annual Schedule**

We will be open Monday through Friday from 7:30 a.m. to 4:30 p.m., August – May.

*Tuition rates are paid as usual during these closed days, as we are still paying our teachers*

Teacher Training Week in August, Labor Day, Martin Luther King Day, Professional Development Days, Parent Teacher Conferences, President's Day, Good Friday, Thanksgiving including prior Wednesday, Memorial Day, July 4th\*, Christmas Break, and Spring Break.

*\*Please check the calendar for specific dates each year \*\*If the 4th of July holiday falls near a weekend, CCLC may be closed for more than one day. \*\*\*See calendar for specific dates.*

We will observe the same daily classroom schedule with occasional changes to accommodate special guests or circumstances. Schedules for the preschool class, the pre-kindergarten and kindergarten classes are posted. Classroom information/activity forms/schedules are provided to parents before/during enrollment and are available at the center.

## Programs Offered

### First Steps

This program is designed for our youngest learners from ages 18 months - 2.5 years

### Early Preschool Program

This program is designed for our youngest learners from ages 2.5 years-3.5 years

### Preschool Program

This program is designed for our youngest learners from ages 3 - 4 year olds

### Pre-Kindergarten Program

This program is for children who are 4 to 5 years old

### Junior Kindergarten Program

This program is for children who are 5 or 6 years old.

### Before Care/Enrichment/After Care Program

Children that come early (7:30am) or stay till 4:30, will also have planned activities.

# Admission and Registration

## Registration

Registration for the next school year begins on January 1st. Currently enrolled families, and The Porch Church families, have priority. Enrollment will be open to the community, 2 weeks after registration has been open to currently enrolled families and The Porch Church Families. Open enrollment begins one month after the above-mentioned parties have been given time to enroll. Open enrollment is on a first-come, first-serve basis.

At the time of registration each family will be given a parent handbook (also available online) and will be required to complete our online registration process.

Registration is complete when the following have been completed.

1. Registration and Supply Fee Paid
2. Tuition ExpressForm turned in
3. Health Forms turned in
4. Online Registration form signed

## Registration and Supply Fee

A combined Registration and Supply fee totaling \$175 is non-refundable and is due at the time of registration in order to secure your child's spot.

## Billing and Payments

When registering your child, you acknowledge tuition is due the 1<sup>st</sup> of the month via Tuition Express, unless another agreement was made with the Director.

Statements will be emailed by the 25th of each month. The statements will include the month's tuition payment and any extended care costs.

Tuition payments will be automatically withdrawn from the account on file. If you prefer to pay another way you can make payment via check before the 1<sup>st</sup> of the month. If there is an outstanding balance on the 10th of the month you will be assessed a \$25 late fee. Tuition or balances in excess of \$25 not received by the 20<sup>th</sup> of the month will be assessed another \$25 late charge. Please ensure that tuition payments are made promptly. If payment is not received within 30 days, your child's enrollment at CCLC will be discontinued, and your account may be sent to collections.

- Returned checks or payments will be assessed a \$25 processing fee.
- Tuition will increase at the beginning of each new Preschool year and will be no more than 3-5%.Discounts

- For families with multiple children in our preschool, a 5% tuition discount will apply. The discount will be taken off the youngest child's tuition.

## Scholarship/Tuition Assistance

Life circumstances can be difficult at times. Centennial Christian Learning Center grants partial scholarships, as our budget allows, to any child who would otherwise not be able to attend our Christian early childhood program. Contact the Director for consideration for a scholarship. All requests must be submitted to the Director using the Scholarship Request Form. The form will then be brought to the Preschool Advisory Committee anonymously and reviewed. A decision will be made regarding a scholarship amount based on the annual budget. If you wish to donate to this program, please contact the Director. All donations are deductible.

## Admissions

Centennial Christian Learning Center offers full and part-time Monday through Friday enrollment. To be admitted, the child must meet the age requirements used by the Cherry Creek School District. Children will be enrolled based on the child's age and class availability. When registering, the parent requests the days and times desired. Upon availability, the application becomes the child's permanent schedule. Changes, if necessary, will be discussed with the Director. Students must maintain a 75% attendance record.

## Admission of Special Needs Children

It is well documented that the beginning years of all children's lives are critical for building the early foundations of learning and wellness needed for success in school and later in life. During these years, children's brains develop rapidly, influenced by the experiences they share with their families, teachers, peers, and in their communities. Like all children, children with disabilities must be exposed to a variety of rich experiences where they can learn in the context of play and everyday interactions and engage with their peers with and without disabilities. In partnership with families, high-quality early childhood programs can facilitate the experiences that foster learning for all children.

Admission of children with special needs is in compliance with ADA and reasonable effort is made to accommodate the child's needs and to integrate the child with other children.

CCLC will collaborate with families and/or doctors/therapists to make accommodations for children with disabilities, in compliance with the (ADA) Americans with Disabilities Act. Admittance will be evaluated on a case-by-case basis.

**Children with special needs, such as emotionally, developmentally, or physically challenged, will be accepted if it is determined that:**

- 1) The child will benefit from our program.
- 2) The staff can meet the individual needs of the child.
- 3) There will be no adverse effect on other children through direct behavior.
- 4) The child does not redirect extra staff time needed from other children.

After evaluation, we may admit special needs children on a trial basis of one month. During this time, we will work closely with the child's parents and any other person(s) responsible for the child's growth and well-being. At the end of one month, the director and child's teacher will meet with the parents to determine if we are able to adequately care for the child within our current staffing patterns.

Both prospective and current families have the responsibility to disclose Individualized Educational Plans (IEP) or other pertinent information that would help Centennial Christian Learning Center evaluate any special learning needs prior to admission, to determine if the school can effectively meet the needs of students.



## Partners with Families of Children with Special Needs

Strategies such as family engagement, assessment, goal setting, collaborative planning, progress monitoring, accommodations and modifications, ongoing communication, and professional development are implemented to effectively partner with families.

**Example:** In the case of developmental concerns, such as a 3-year-old not reading or difficulty following directions, the preschool team plays a crucial role. They closely monitor the child's progress and engage in discussions with the family to understand the specific challenges and determine interventions. The teachers may provide targeted instruction, implement individualized learning plans, or collaborate with external specialists to support the child's development.

## Inclusion Policy

In an inclusive preschool classroom, children with multiple abilities learn together, creating acceptance and positive attitudes among typically developing children towards their peers with multiple abilities..

### Once Identified:

We employ strategies such as family engagement, assessment, individualized goal setting, collaborative planning, progress monitoring, accommodations and modifications, ongoing communication, and professional development to effectively partner with families.

**Adaptations/Accommodations/Modifications:** Accommodations and modifications are provided to ensure that all children can fully participate in the classroom. These may include physical adaptations, such as handles on toys or wheelchair accessibility, as well as sensory adjustments, such as lighting and noise level monitoring. Visual supports, simplified directions, and verbal prompts are used to support communication and language development.

**Differentiation and Student-Centered Approach:** Recognizing that each child learns differently and at their own pace, teachers can create a student-centered classroom where student voices are heard and choices are given. Emphasis is placed on active learning, collaboration, social-emotional learning, and the integration of technology

This policy outlines the program's commitment to promoting diversity, equity, and inclusion and establishes the necessary procedures and practices to be implemented once children are enrolled. These procedures include the provision of accessible facilities, the utilization of inclusive teaching strategies, and the training of staff members on diversity and inclusion.

## IEP

Centennial Christian Learning Center is a preschool that strives to accommodate the learning and developmental needs and goals of all children. Families with a child who has identified special needs and an Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) are encouraged to provide a copy of the plan to CCLC which is shared only with the child's teacher and is kept locked in the Director's office. Sharing the education plan ensures that teachers and staff working with your child are aware of the goals for the child and the strategies used with the child that are both developmentally appropriate and support the child's learning goals. Sharing the plan ensures that the recommendations found in the plan are being followed while the child is in this program. If there are any changes to the information, please make sure that the child's teacher and the CCLC administration are made aware of those changes. Providing us, the doctor, and therapists with a signed release allowing free exchange of information also encourages better communication between all parties and allows the program to better meet the needs of the child.

It is important to note, that although Centennial Christian Learning Center will work with all children to address a variety of disabilities, our staff does not have specialized degrees or expertise that may be needed to address every disability or health need. In the event the parents or the teachers have a concern regarding any one child's development, the parents and the teachers will meet and discuss all available options that will provide the child with necessary help and interventions. This is a collaborative venture; participation and cooperation of all involved parties

is needed to meet the learning and development needs of the child. In some cases, the administrative staff in consultation with the family, the nurse consultant, and/or other specialists may determine if we are unable to meet the needs of the child and the family. If that happens, we will work closely with specialists to refer the family and the child to a more appropriate placement.

## Referral / Early Intervention

If concerns persist or there is a need for specialized assessment, the preschool may refer the child to Child Find or a similar early intervention program. We will connect families with service providers to meet their needs. We work closely with families to understand their specific requirements and concerns. Based on this information, we provide referrals to relevant service providers who can offer specialized assistance, such as speech therapy, occupational therapy, or counseling services. By facilitating these connections, we strive to ensure that families have access to the necessary resources and professionals who can support their child's development and well-being. *\*For a list of providers we recommend see page 12 of this handbook*

## Gifted Students

Families have the responsibility to disclose Individualized Educational Plans (IEP) or other pertinent information that would help Centennial Christian Learning Center evaluate any special learning needs prior to admission, in order to determine if the school can effectively meet the needs of students. Children with emotional, physical or cognitive special needs will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children. The center meets all ADA requirements.

## Dismissal Policy

If CCLC cannot meet the needs of your family or child, we reserve the right to dis-enroll your child whenever the relationship between the center and the family is not satisfactory. Prior to dismissal, the Director will discuss the situation with the family (if reachable) and will request a joint meeting with the teacher if necessary. If a satisfactory solution is not found, the Director will refer the case to The Porch Church Board for final determination of the child's enrollment. Should the family wish to address the Church Board regarding the situation, that request should be submitted to the Director. The family will have time scheduled on the next Church Board meeting agenda.

Circumstances which may necessitate dismissal could include but are not limited to the following:

- A child exhibits behavior which repeatedly endangers the health and/or safety of other children or staff.
- A parent's refusal to cooperate and adhere to the policies of the preschool.
- A child exhibits developmental needs that cannot be met by our staff.
- If your account is past due by 30 days or more, you will be unenrolled.

## Withdrawal Policy

Please note that our program often has a high demand, and there may be a waiting list of children hoping to attend. If you decide to withdraw your child from our program, we kindly request that you inform the school personnel in advance. This allows us to make arrangements to invite another child to fill the available spot.

When you withdraw your child, the spot will be relinquished, and we reserve the right to fill the vacancy immediately. If you choose to re-enroll your child within the same calendar year (August to May) after withdrawing, please be aware that you will be required to pay the registration fee again.

In the event that either the parents or the center wishes to terminate participation in the program, we ask for a 30-day written notification or payment for four weeks. However, extreme circumstances, as outlined in the discipline section, may result in immediate dismissal or suspension.

We appreciate your understanding and cooperation regarding these policies, as they help us maintain an efficient and well-organized program for all families involved.

# Emergencies, Safety and Security

## Emergency Drills

Emergency drills are held on a regular basis to acquaint our teachers and children with the recommended procedures. A log of these drills is maintained in the preschool office.

## Evacuation (FIRE)

Centennial Christian Learning Center conducts monthly fire drills. Evacuation plans are posted in each classroom.

In the event of an emergency that requires evacuation from the building, the staff will take the children and visitors outside using the nearest exit and walk to the designated safe area.

### The designated safe area is

*Smoky Hill Library,*

*5430 S Biscay Cir,*

*Centennial, CO 80015.*

The authorities may direct the children and staff to a different area if necessary. The Director, or the Substitute Director, will check each classroom area, including bathrooms and offices for any children. A head count of all children and staff will be taken to verify everyone is out of the preschool area. The Director will have a master list of adults authorized to pick up each child. No one may re-enter the premises until the appropriate authorities give the clearance to re-enter.

Staff will contact parents to pick up the children if the authorities feel the children will not be able to re-enter the building to complete their class day. If the children need to be taken to an indoor facility because of inclement weather, all necessary arrangements will be made to transport the children to a safe shelter. One staff member will remain at the school site for parents in order to direct them as to where to pick up their children. Parents/Guardians must check out their child with the Lead Teacher or Director before leaving the emergency site with their child.

## Emergency Shelter (Tornado)

Upon notification from authorities that a weather emergency is present, the staff will take the children to their designated room. As necessary, authorities may direct the children and staff to another location. The Director, or Substitute Director, will check the classroom area, including bathrooms and offices for any children. Finally, this same person will take the attendance sheet and join the children, staff, and visitors in their designated rooms. A head count of all children and staff will be taken to verify everyone is out of the preschool area. No one may re-enter the preschool until the appropriate authorities give the clearance to do so.

Staff will contact parents to pick up the children if the authorities feel the children may be safely released and are unable to complete their class day. Calls will only be made if a working phone is available and if it is safe to do so. Parents will be instructed where to pick up their child.

If at any time the Director determines holding class will be detrimental to the safety of the children, the Director may cancel classes until it is safe. All parents will be notified of such action if this situation occurs.

## Lock down

The Staff have been trained in how to safely conduct a "lock down" of the center in the event the authorities announce a danger in our vicinity or should the Director or Lead Teacher deem such action necessary. If children are on the playground, they will immediately return to their classrooms. All exterior doors will be closed and locked. Access in/out of the building will be controlled by preschool and church staff. If children are in their classrooms, the rooms will be locked. All exterior and interior doors will be locked. There will be no access in/out of the building (no exceptions). Children will not be dismissed until the situation is resolved.

## Severe Weather Conditions

Closures may be necessary during extreme weather conditions including excessively hot or cold temperatures, local or national emergency situations, inability to use the facility, or any situation that would involve risk for the children. We will make every reasonable effort to accommodate the needs of our families in these circumstances. We will usually follow the policy of local public schools in these situations; but we reserve the right to close independently if it is in the best interest of the children. We will make every effort to broadcast emergency closures, but you should follow local public schools' closures. There will be no reduction or adjustment in tuition for such closures.

**Look for a message on the *Procare App* for information concerning delays as they occur.**

- CCLC Facebook Page
- CCSD website
- 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

In the event an early closing is necessary, parents will be contacted to make arrangements to pick up their child by a designated time. No deductions or credits to tuition for closing due to weather conditions will be made. All students on the playground will be brought in immediately when lightning is observed in the area. If near-blizzard conditions or hazardous driving conditions develop during the day, be prepared to pick up your child immediately.

## **Weather Related Closure Policy:**

*If Cherry Creek Schools have a delayed schedule, CCLC IS DELAYED as well*

*If Cherry Creek Schools are closed, CCLC WILL BE CLOSED.*

## **Vacations and other School Closings**

No refunds or credits will be given for days a student is absent or on vacation. Additionally, the school may need to close due to facility/mechanical breakdown or a church event such as an expected large funeral or a significantly large number of teachers and children being absent due to flu or other illnesses. The decision to close will be made by the Director. If such an event occurs, parents will be notified by email. NO tuition adjustments will be made.

# Communication

CCLC endeavors to build positive child, family, and staff relationships. To accomplish this, we make every effort to maintain complete and open communication through on-line messages and newsletters, face to face conversations between parents and teachers via short discussions before or after class, longer scheduled conferences and/or phone conferences.

The Director and/or teachers will do their best to attend IEP meetings or other professional consultations for individual children upon the family's request.

## **CCLC Annual Parent Calendar**

CCLC operates on a 10-month basis from mid-to-late August through mid-to-late May with Summer Programs available. A calendar will be provided to each family detailing special events, breaks, teacher in-service days, parent-teacher conferences, and holidays.

**Open Door Policy** -CCLC has an open-door policy for all parents, students, and visitors.

**Newsletter**-A newsletter will be emailed at the beginning of each month with information about school wide events for the current month as well as other pertinent information. Announcements, upcoming events, and classroom specific news can be found in the classroom monthly newsletter. A parent bulletin board is located in the exterior CCLC lobby. Parents are encouraged to call, write, or email the Director at [director@theporchchurch.tv](mailto:director@theporchchurch.tv) Each

individual teacher has an email address consisting of their first name followed by @theporchchurch.tv so that parents can email their child's teachers directly. Parents may also get in touch with parents through the ProCare app on their phones.

Translated Documents-Centennial Christian Learning Center will provide all policies and correspondence in your home language upon request.

## **Learning about Your Child and Your Family**

A strong and trusting connection between families and caregivers is an important part of developing a high-quality early care and learning environment and at Centennial Christian Learning Center, we place a high value on establishing and maintaining open lines of communication between the program and families. We request families to complete a questionnaire called "Learning about Your Child and Your Family." This questionnaire aims to gather information about their cultural identity, heritage, traditions, and values. By understanding these aspects, we can tailor our communication styles and provide language support when needed, enabling effective communication with families from diverse backgrounds.

As caregivers and educators, we strive to provide the best care for your child. An open exchange of information between families and our program is crucial to achieving high-quality care and education. Upon Parent Night and annually thereafter, we ask parents to complete the **"Learning about Your Child and Your Family"** questionnaire. This form helps us gather valuable information about your child, including priorities, interests, home routines, cultural and social practices, and goals. Understanding this information enhances teacher interactions and instruction. Just as we ask you to share information about your child, we also share information with you.

## **Parent Teacher Conferences/ Progress Report**

Parent-Teacher conferences can be initiated by anyone involved, ensuring open and collaborative dialogue. In addition, mid-year progress reports are sent to parents in January, providing valuable insights into your child's growth.

These conferences, held during the Fall and Spring, offer an opportunity to discuss your child's development, including skills, behavior, social progress, and physical growth. We understand the importance of these discussions in supporting your child's learning and overall well-being. We strongly encourage all families to participate, as conferences serve as a platform to strategize, celebrate achievements, and nurture your child's individual qualities. During these sessions, we share assessment data, allowing you to contribute your own observations and feedback. Your signature verifies that all necessary information has been discussed, questions have been addressed, and your input has been considered.

Rest assured, if any concerns arise, we promptly notify parents and arrange separate meetings when necessary. Our commitment to maintaining detailed records ensures thorough documentation of each conference. Throughout your child's time in our care, we maintain a continuous process of observation and learning, closely monitoring their social/emotional, intellectual, and physical development. Our staff takes notes, conducts screenings, and assessments to gain valuable insights. These valuable observations and assessments are shared during family conferences, reinforcing our collaborative approach in creating a supportive environment for your child's growth and development, both at home and at school.

**Mark your calendars for the upcoming family conferences on  
September 28 and 29,  
with an additional session on  
March 20th.**

These scheduled meetings guarantee meaningful engagement at least twice a year, providing a valuable opportunity for you to actively participate in your child's educational journey. We look forward to these important discussions and the positive impact they will have on your child's development.

If parents have additional concerns or questions throughout the year, a conference can be scheduled at any time upon request.

## Daily Communication

At CCLC, we also believe communication between teachers and families is critical. It is the policy of Centennial Christian Learning Center, that families of infants and toddlers (OWL classroom) are provided with a daily written log which tracks meals, rest, diaper/potty, and areas of learning. For preschool children, a written summary of the child's activities, learning, and interests is provided at the end of each week through our Procure App. You can also connect with program staff during regular business hours by messaging teachers and staff through our Procure App. You can also request a meeting with a teacher and/or Director at any time.

## Parent Involvement

We value and encourage your active participation in your child's educational journey at Centennial Christian Learning Center. By sharing moments of love and connection with your child, whether through simple gestures like hugs, offering reassurance, or spending quality time together, you play a crucial role in their development.

Being involved in your child's education not only provides a healthy learning environment but also reinforces the importance of school in their life as well as yours. We welcome and appreciate your feedback and suggestions about our program as it helps us continuously grow and improve.

As a parent, you have the opportunity to serve as a classroom party coordinator or volunteer, and we highly encourage your participation in special classroom events. These events include celebrations for Fall, Thanksgiving, Christmas, Valentine's Day, Teddy Bear Clinic and more! If needed, we may request donations from parents to support these classroom parties, and your contributions would be greatly appreciated.

Please feel free to discuss with your child's teachers ways in which you can get involved. We value your partnership in creating a positive and engaging learning experience for your child.

## Annual Family Survey

The preschool has implemented an approach to continuously seek and integrate family input in order to enhance its program. One of the key components of this approach is conducting an annual family survey, which provides an avenue for parents to share their thoughts, experiences, and suggestions. By gathering feedback through the survey, the preschool aims to gain valuable insights into the families' perspectives and identify areas for improvement. The results obtained from these surveys play a crucial role in informing the preschool's quality improvement plan. By analyzing the survey findings, the preschool can identify strengths to be maintained and areas that require attention and enhancement. This collaborative process ensures that the program aligns with the needs and preferences of the families it serves, ultimately leading to an improved educational experience for the children. Furthermore, the preschool emphasizes transparency by sharing the survey results with the families, fostering open communication and reinforcing the importance of their input in shaping the program's development.

## Volunteers

We value active parental involvement and warmly welcome you to participate in various activities within our community. Whether it's joining us for special events, volunteering your time and skills, or engaging in collaborative projects, your contribution makes a difference. We believe that when parents and educators work together, we can create a supportive and inspiring atmosphere for our students.

A Confidentiality Agreement will be signed prior to volunteering. Volunteers may help during craft, snack, circle time, recess, or free play. Only paid staff is involved with assessments, first aid, bathroom accidents, and discipline/guidance of the children. Volunteers should cooperate with the Director and staff in the event of any emergency.

## Program Evaluation

Centennial Christian Learning Center will keep on file in the office the result of any and all evaluations as well as a Quality Improvement Plan that will be updated annually. The Quality Improvement Plan will be based on the results of the evaluations. The goals will contain a timeline as well as the outcome of the goal. Both the results and goals will be available upon request.

# Family Leadership / PAC

By focusing on diversity and engaging families in a culturally responsive manner, we provide a welcoming and inclusive environment where families can feel valued and supported. We recognize and can address the importance of diversity and seek to create an inclusive environment that values and celebrates the unique backgrounds and perspectives of all families.

## Family Leadership

Here at Centennial Christian Learning Center we believe that families are equal partners and active participants in goals and decisions about their child's well-being, development, and learning. To that end, we encourage families to actively take part in making decisions concerning their children's education. In day to day two-way communication, in teacher/family meetings, we encourage teachers and families to jointly set goals for children's education and learning both at home and at school. We also believe that families have the knowledge and skills to represent a "parent voice" to support children's learning and development in partnership with the program and that any family member – a parent, grandparent, kinship care provider, foster parent, or anyone in a parenting role - has the potential to become a Family Leader. To ensure that the "parent voice" is heard, we regularly ask for family input about significant decisions through surveys that are sent out via email and text.

## Preschool Advisory Committee (PAC)

Centennial Christian Learning Center has a Parent Advisory Committee (PAC) overseen by The Porch Church Board. The PAC represents the center's interests and provides valuable recommendations. Regular meetings allow parents to contribute their perspective, ensuring the "parent voice" is considered in important decisions. Topics discussed include curriculum choices, quality improvement planning, fundraising activities, family events, and parent educational events. If you're interested in joining the PAC, please express your interest to the Director or your child's classroom teacher. Alternatively, you can still contribute ideas or volunteer on a temporary basis. The committee, which includes the Director, Children's Minister, teaching staff, and parents, welcomes any parent to attend the meetings. These meetings foster parent engagement, and the committee reports to the Church Council, ensuring transparency and accountability. Your input is highly valued and crucial to our community.

The Advisory Committee consists of:

- Centennial Christian Learning Center Director
- The Porch Church Pastor
- Church Member (Board Member -if church member not available)
- 4 parents of currently enrolled students (two members of The Porch Church, when available, and two non-members)

Two year terms allow for two parents to stay on the Committee a second year while two new parents are elected each year. If you are interested in volunteering on this Committee, please speak to the Director. Meetings are held monthly. All parents are invited to attend. Minutes of each meeting will be posted on the Bulletin Board inside the preschool lobby.

# Equity and Diversity

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity, it is not limited to just these areas. Diversity also includes the different physical, cognitive, and social abilities that one possesses. Centennial Christian Learning Center (CCLC), values and welcomes the diversity of the community, families, and children we serve and offers classrooms that are equitable and inclusive of all children and families. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we do to help ensure that our program reflects the diversity of our community and is responsive to their needs, as well as the needs of the children we serve, is we conduct annual self-assessments in various areas, including Family Engagement, Inclusive Teaching and Learning, Culturally

Responsive Practices, Reducing Bias, and Trauma Informed Programming. Other ways we work to ensure that Centennial Christian Learning Center (CCLC) remains sensitive to the diversity of our families and children is to ask families to complete the *“Learning about Your Child and Your Family”* questionnaire, which will give us insights into your family’s traditions and needs.

If you or your family is experiencing trauma or other adversity or challenges and in need of the support of a community-based resource or service, we can help you connect with those supports. Trauma refers to a deeply stressful experience or its short and long-term impacts. Research has shown that children’s exposure to trauma can cause a host of problems with potentially lifelong consequences, which can impact children’s abilities to learn, to create healthy attachments, to form supportive relationships, and, among other effects, to follow classroom expectations. Early screening and intervention is, therefore, significant in that it may produce better outcomes for children and families. It is also important that early childhood settings be safe, trauma-sensitive spaces where teachers support children in creating positive self-identities. It is the policy of this program to create those spaces. Our teachers have also received training on trauma informed practices, as well as training about equity and anti-bias teaching practices. The diversity of our community and society is also reflected in the teaching that occurs in the classrooms and in the materials, for example, the books, music, and props, that are found in the classrooms. We warmly invite families, staff, and members of our community to share their traditions and customs with the program and the children in the classroom. These stories and experiences will be valued and respected as part of the children’s learning experience.

## Health and Safety

### Health Status and Immunization/Health Forms

Each parent is asked to comply with the rules and regulations of the State of Colorado Department of Human Services and the Tri-County Health Department by providing CCLC with a General Health Appraisal (GHA) Form signed and dated by a physician and a Certificate of Immunization. The GHA is due to CCLC within 30 calendar days after admission, and within 30 calendar days following the expiration date of a previous health statement.

### The Immunizations & Health Statements must be renewed annually

A record of current immunizations (or exemption form) and a recent physical exam (General Health Appraisal) are required for enrollment. These documents are kept in the Director’s office and must be updated as required by the Colorado Department of Health and Environment along with the Denver Department of Human Services. Children with Immunization Exemptions: In the event of an outbreak, unimmunized children or adults may be subject to exclusion from school and to quarantine.

Parents are also asked to fill out a health form for each child enrolled which asks the family to provide information about their medical insurance, their child’s doctor, their child’s dentist, and, among other information, about any special needs a child may have. If a child has a Family service Plan (IFSP), Individual Education Program (IEP), School readiness plan, Individual learning plan, we request a copy of that plan (or any updates to an existing plan), so we can better meet the specific individual needs of that child. We are willing to work with any specialists and implement any recommendations to the best of our ability. Additionally, children identified throughout the school year based upon evidence-based assessments, such as Teaching Strategies Gold, will receive a referral to their medical provider, Child Find / Bright Beginnings, or the Arapahoe Mental Health for follow up assessment. All medical documents are confidential and are kept in the Center office and must be updated as required by the Colorado Department of Health and Environment along with the Denver Department of Human Services. Children with Immunization Exemptions: In the event of an outbreak, unimmunized children or adults may be subject to exclusion from school and to quarantine.

If you need help finding resources, such as a medical home or a dental provider, we can help you connect with those services. Please let us know how we can support you. You can contact us any time by speaking personally to the Director, or you can phone or email us. Also, a binder with a list of resources, as well as a variety of pamphlets, brochures, and other materials, are located in the front and are accessible any time.



During your enrollment you will also receive a family questionnaire. Although this form is optional, it provides your child's teacher with important developmental history, cultural and family values as well as your child's likes and dislikes. This helps with the child's transition into the new classroom and can make the transition smoother and more pleasant for all.

Parents should also note that not all children in our facility may have been fully immunized.

## **Medication Administration**

All prescription and non-prescription medication given in preschool settings require a written authorization from your healthcare provider, as well as parent written consent. This is a licensing requirement. The medication authorization forms are available from the Director. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the length of time the medication needs to be given. All medication must be brought in the original labeled container with a prescription label attached if applicable.

Pursuant to and in compliance with the Colorado Nurse Practice Act – Section 12-38-103 (10), preschool staff involved in medication administration receive special training and are supervised by our School Nurse Consultant. Preschool staff are not authorized to determine when an “as needed” medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse.

If your child has any severe allergies (i.e. peanut butter, berries, bee/wasp stings, or other), please advise the Director and your child's teachers. If necessary, you will be asked to provide an Epi-Pen (Epinephrine) and an antihistamine which will be kept on hand and administered only in the event of an emergency (anaphylactic shock, etc.). Directions for administering this type of medication must be filled out on the proper form by your child's physician.

All medications are stored in a marked cabinet in the respective child's classroom and kept under the conditions as directed by the health care provider or pharmacist.

## **Medications**

It is recommended that medications be given at home. If medication needs to be given while your child is attending school, there are certain forms that must be completed by you and your primary care medical provider (see the Director). All medications must be kept in their original container, must not be expired, and will be stored according to current recommendations in the Medication Administration training manual. All emergency medications will be kept in a fanny pack that will follow the child while in our care. Prescription medications need to have a pharmacy label. We request that you also include a current picture of your child with the medication. Certain staff will administer medications and have had a state-approved training and delegation with an RN. This is compliance with the Delegatory Clause of the Nurse Practice Act (Section 12-38-132 C.R.S.). Additional policies may be in place based on collaboration with the nurse consultant. If your child has any medical needs or allergies, please talk with the Director.

These requirements also apply to lotions, creams, and ointments applied to a break in the skin. Sunscreen is necessary 12 months out of the year. CCLC will provide sunscreen (a parent will provide sunscreen for a child with sensitive skin or allergy to sunscreen). We must have the Permission for Sunscreen form filled out by the parent. Parents are required to apply sunscreen before bringing children in the morning and must sign a sheet each day that verifies this. We will apply it again before going outside in the afternoon. We will not apply sunscreen if the child's skin is cracked, broken, or irritated.

## **Illness Policy**

Please prioritize the well-being of your child and others by keeping them home if they show signs of illness. Contact the office, your child's teacher in the Procure App, or the director to report absences.

Children should not attend if they have experienced any of the listed symptoms within the last 24 hours:

fever, shortness of breath, nausea, vomiting, diarrhea, cough, sore throat, jaundice, or flu-like symptoms.

### **Please keep your child home for the following illnesses!**

Covid-19, Chicken Pox, Impetigo, Flu, Norovirus, Ringworm, Strep Throat, Croup, RSV, or a severe cold with symptoms such as feeling miserable, tired, out of sorts, and a green runny nose that is hard to manage.

In the event that any symptoms develop during the school day, we will isolate the child and notify the parent to pick them up within one hour. Please make sure to provide appropriate contact numbers on the authorized pickup list so that we can reach someone in case you are unable to be there within the hour. Prioritizing the health and safety of all children is our utmost concern.

## RETURN TO SCHOOL!

**Fever Free!** -Children need to be free of fever for twenty-four hours before returning to school. If taking medication to reduce the fever, the child is still sick and should not be brought to school until they are fever free for 24 hours without medication.

**No Vomiting/Diarrhea 24 hrs**-Children need to be free of vomiting for 24 hours before returning to school. Children who have had two or more episodes of diarrhea within 24 hours need to wait 24 hours and be diarrhea free before returning to school.

**Doctor has deemed them ok** to return to school and they are non contagious.

-Children should not be sent back to school until 24 hours after a fever and 24-48 hours after their antibiotic therapy has been instituted.

-If you feel your child is too sick to play outside or be involved in planned activities, then your child is probably too sick to attend preschool. All children are expected to participate in outdoor activities as weather permits. Dress your child accordingly by adding layers as needed.

-CCLC must be notified if your child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, and shigella. The child must be excluded from the preschool until such time as the child's physician determines the child may return to school. The Preschool will notify the county health department of any diagnosed communicable illnesses.

\*subject to change according to the Health Department and the latest guidelines.

## COVID Sick Policy

If your child has mild or severe COVID-19 like symptoms, a parent or guardian will be called and they must be picked up within the hour. Children may return if all symptoms are gone within 48 hours. If your child still has symptoms, they must stay home for 10 days or have an alternative diagnosis (not contagious), symptom free, with a negative COVID test to return before the 10 days are over.

CCLC is required to report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, or giardia, contracted by a staff member or a child at the center

CCLC's procedure for the handling of illnesses, accidents, or injury of a child for any minor emergency is to notify the parent or guardian at the end of class time (will call only as needed) and, if it becomes necessary, we will call 911. If a child receives a minor injury (i.e. scrapes, etc.) at school, the teacher will administer first aid in the form of water, soap, bandage, or ice pack. An incident report will be completed by the teacher. A signed copy will be kept in the CCLC office and the original sent home.

- In the case of severe emergencies, 911 will be notified first and then the parents or guardian will be notified
- Please keep your child home if the following symptoms are present: vomiting within 24 hours of class session, fever of 100.0 or above, sore throat, profuse nasal discharge, sore or discharging eyes or ears, an undiagnosed rash, stomach pain, intestinal disturbances accompanied by vomiting and/or diarrhea.
- The staff will call you immediately to notify you to pick up your child from school and will isolate your child until you arrive, should the above symptoms appear at CCLC along with any symptoms or behavior the staff feels may indicate illness.

## Accident or Injury of a Child

An emergency release and waiver of liability, is acknowledged when registration is signed and turned in.

### Procedures for injury:

#### For Non-Life Threatening or Minor Injury (scrapes, bumps, bruises, etc.)

- Staff member will attend to the child.
- By law only soap, water and adhesive bandages may be applied.

- Parents will receive a copy of the Accident Report completed by the teacher and Director

### **For Life Threatening or Serious Injury**

- 911 will be called immediately.
- Parents will be notified.
- If parents are not available, persons on the emergency form form will be called.
- If ambulance transportation is required, a staff member will accompany the child until a parent or guardian arrives.
- The emergency information form containing insurance information will be pulled and taken with the child for medical information.

CCLC reports to the Colorado Department of Human Services in writing immediately after any accident or illness requiring medical treatment by a physician or other health care professional or hospitalization – within 24 to 48 hours.

*Parents will receive a copy of the Accident Report completed by the teacher and Director.*

### **Dietary Restrictions**

At CCLC, we prioritize the health and safety of every child in our care. If a child has specific dietary restrictions, we kindly request that the parent or guardian provides all food items for the child, including snacks, drinks, and special treats. These items should be brought each day to ensure that the child's dietary needs are met.

Our staff will maintain open communication with you regarding any special food items or considerations in the classroom. We appreciate your cooperation in providing the necessary food items to support your child's dietary requirements.

### **Allergy Aware and Nut-Free School**

To prioritize the health and safety of all our students, we have implemented a policy that strictly prohibits bringing nuts or nut-containing products for snacks, lunches, or birthday treats. This is to prevent any potential allergic reactions and accommodate students with nut-sensitive allergies.

### **Procedures for filing a complaint**

If you believe that your child has been abused, you should seek immediate assistance from your county department of human services. For additional information regarding licensing and childcare programs, consult: The Colorado Department of Human Services, Licensing Division is available for complaints regarding the operation of the preschool in relation to implementation of the Colorado Rules and Regulations for Child Care Centers (less than 24-hour care). It is suggested that you initially contact the Director or Supervising Pastor, with any concerns or complaints regarding CCLC and its operation.

## **Colorado Department of Human Services**

### **Office of Early Care and Learning**

1575 Sherman Street  
Denver, CO 80203-1714  
Telephone: (303)866-5958

### **Resources for School Safety**

Promoting a safe and secure learning environment is further strengthened and reinforced through a partnership with students, staff, parents and the community.

**See something. Say something.**

**Safe2Tell Colorado** provides a safe and easy way to anonymously report information about anything that is a concern to school or community safety. We encourage families to contact Safe2Tell if they have knowledge of anything that could compromise the safety of the Five Star community.

To report a safety concern please:

- Call: 877-542-SAFE (7233)
- Web: <https://safe2tell.org/>
- Mobile App: Safe2Tell Colorado is available in the App Store or the Google Play Store

## Reporting a Concern to Administration

(non-Safety related as listed above)

We value a collaborative partnership with each of our parents. It's important for us to partner with you for your child's success. Therefore, please address questions or concerns first to the early childhood teacher or preschool site director at your child's school. If you feel as though your concern has not been fully addressed, we encourage you to contact the Coordinator (i.e. Preschool/ CPP or Special Education Coordinator) that may be best to address your questions. Finally, establishing and maintaining positive working relationships are essential to the administration: you can always reach out to 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 Site Director at your child's school

## REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

According to state law, the preschool staff are required to report suspected child abuse and/or neglect. Any suspected child abuse will be immediately documented and reported to the county department of social services or law enforcement agency in the county. Therefore, as mandated reporters, staff will follow the appropriate protocol as necessary.

Likewise, if you have concerns about possible abuse or neglect related to your child, you should seek immediate assistance from your county department of social services. In addition, the **Colorado Department of Human Services' hotline, 1-844-CO-4KIDS** provides a single phone number for people to call to report child abuse or neglect. Throughout the state, all callers will be able to speak with a representative 24 hours a day, 7 days a week. Our preschool considers child abuse and/or neglect, in any form, a suspected issue to be taken seriously. Thus, 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 are consistently followed. This policy can be found on the Adams 12 website at: <https://www.adams12.org/district-policies>

### 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's department 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.

**Arapahoe County Human Services:** 1690 West Littleton Boulevard, Littleton, CO 80120  
**Telephone:** (303)795-4825.

## The School Day

Our daily schedule includes structured activities that encompass a wide range of skills, including literacy, math, social/emotional development, fine motor skills, gross motor skills, language development, and cognitive abilities. Children are encouraged to make choices in independent learning centers, actively participate in circle time, engage in creative movement and music, and take part in small group activities focused on specific topics and creative art.

Each classroom is thoughtfully organized with various centers, such as creative art, reading, sensory exploration, science, math, blocks, and dramatic play. Our teachers utilize a research-based academic curriculum that incorporates strategically designed activities to support academic, language, cognitive, and motor development essential for success. The classroom environment is intentionally designed to foster imagination, inquiry, creativity, socialization, and discovery. Our curriculum aligns with the Colorado Early Learning and Development Guidelines (ELDG's).

We recognize that each student brings unique strengths, needs, and experiences, and we value the hopes and aspirations of every parent for their child's bright future. Learning at our center is individualized, allowing us to tailor opportunities to challenge each child and promote growth within a rich learning environment. We embrace this significant time in your child's learning journey and wholeheartedly embrace the opportunity to partner with you.

## Curriculum and Teaching

A high-quality early childhood education program emphasizes developmentally appropriate and culturally responsive instruction. An important aspect of this is the use of evidence-based curriculum and learning environments that align with State Early Learning and Development Standards. Curriculum, as defined by the National Association for the Education of Young Children (NAEYC), is an organized framework that outlines what children are expected to learn, the processes they will use to achieve those goals, the role of teachers in facilitating learning, and the context in which teaching and learning take place. At Centennial Christian Learning Center, we utilize the Creative Curriculum, which aligns with the Colorado Early Learning and Development Guidelines.

### **What are the Colorado Early Learning and Development Guidelines (ELDGS)?**

The ELDGS lay out the expectations and developmental milestones of what would be developmentally, linguistically, and culturally appropriate for children birth through age 8. The areas covered include approaches towards learning, physical well-being, motor development including adaptive skills, social and emotional development, language, literacy, the arts, cognition, and general knowledge such as early mathematics and science. In sum, they provide descriptions for what children can know and are able to do so that everyone who interacts with young children can prepare them to be successful in school and elsewhere. Here at Centennial Christian Learning Center, we urge anyone involved with a child to look at the website provides sections specifically designed to support families and educators. Having a knowledge of the ELDGS will provide you with a better understanding of what we do here at Centennial Christian Learning Center and why we use Colorado Early Learning and Development Guidelines. They can be found here: <https://earlylearningco.org/>

### **CCLC's Curriculum**

**The Creative Curriculum®** for Preschool, Fourth Edition, is an early childhood curriculum that emphasizes project-based investigations to engage children in skill application. It encompasses four key areas of

development: social/emotional, physical, cognitive, and language. By utilizing this curriculum, children have the opportunity to explore, learn, and grow across these essential domains of development.

**Conscious Discipline** is a comprehensive social-emotional learning and classroom management program that focuses on creating a positive and nurturing learning environment for students. Conscious Discipline provides educators with a framework and strategies to develop self-regulation skills, social-emotional competence, and conflict resolution abilities in students. It emphasizes building strong teacher-student relationships, fostering a sense of belonging, and teaching problem-solving skills. The program incorporates brain-based research, mindfulness, and social-emotional learning principles to promote a positive and inclusive classroom culture.

**Handwriting Without Tears** is a highly regarded program that aims to teach children the skills necessary for successful handwriting. This program employs a multi-sensory approach, incorporating various techniques and strategies to make the learning process enjoyable and effective. Through engaging activities, children develop their fine motor skills, letter formation, letter recognition, and overall handwriting proficiency. Handwriting Without Tears strives to provide a structured and supportive environment for children to master the art of handwriting with confidence and ease.

## Assessments

Why are assessments of a child important? Early childhood educators and administrators want to know if their program is effective and if their program is meeting the developmental needs of the children in their care. For teachers, early childhood assessment of the young child in their care helps the teacher have a clear and accurate picture of a student's development and that knowledge provides teachers with the basis from which they can develop plans tailored to support the developmental needs of each individual child.

Families also want and need good information about how their child is doing. In formal family/teacher conferences, informal meetings, and the use of tools of communication such as emails, educators can communicate with families about information learned from the assessments, including important milestones in students' development and any concerns they may be having. When educators share important information about children's work with accompanying evaluations, it helps parents learn about their own child's performance, as well as gain understanding of the curriculum and appropriate expectations. Families can also provide important information to the program on what they are observing and seeing at home and in other locations. Frequent communication between families and teachers about the child's development provides opportunities for teachers and parents to work together to support children as they grow.

Here at CCLC, we use an assessment that focuses on the Early Learning and Development Guidelines for each age group.

Teachers collect data and make observations during everyday play periods, lessons, and activities to gather information about the child's skills, strengths, and areas that may require additional support. This assessment approach enables teachers to identify each child's unique needs and tailor their instruction accordingly. By having a comprehensive understanding of a child's development, teachers can plan and implement targeted interventions, personalized instruction, and appropriate learning experiences to support each child's growth.

Our assessment allows teachers to track progress over time and identify trends or patterns in a child's development. This information helps in setting individualized goals, monitoring progress, and communicating with parents or caregivers about their child's development. The assessment data also provides valuable insights for curriculum planning, allowing teachers to design engaging and challenging activities that are developmentally appropriate and meet the needs of each child.

## Developmental Milestones

Families and educators who would like to learn more about developmental milestones can check out the Act Early Milestone Moments Website. **Act Early Milestone Moments is a great website that talks about what a child**

should be doing by a certain age and when to act if there is a concern. The website is located here:

<https://www.cdc.gov/ncbddd/actearly/index.html>

The Colorado Early Learning and Development Guidelines (ELDGS) website also contains information for families and teachers about child development and can be found here: <https://earlylearningco.org/>

## Dual-language Learners

At Centennial Christian Learning Center, we prioritize providing quality education and care to our families. To ensure effective communication and overcome language barriers that may impact our services, we collaborate with translation services such as Trans-Perfect Translation Services or others listed on page 30. We arrange over-the-phone appointments with translators, and all costs associated with these services are covered by our program. Written forms of communication will also be translated using language translation services or Google translation. Currently, the following documents are available in Spanish: (Parent Handbook, Calendar, list of important Events).

Furthermore, if there is a predominant language in a classroom other than English, our program policy is to have a bilingual teacher or aide present. Research indicates that bilingual teachers and staff can strengthen relationships and communication between families and our program while supporting the development of young learners. Additionally, we ensure the classroom environment includes materials that represent and support the language development of young dual-language learners. Examples of our practices include:

1. labeling pictures in English and Spanish,
2. displaying welcome signs in English and Spanish
3. Placing numbers 1-20 in English and Spanish by the sink for counting in different languages
4. offering diverse dolls, music, and books that represent different cultures, races, abilities, and languages
- 5.

## Ratio and Group Size

At CCLC we believe that positive relationships are essential to promoting the social, emotional and academic development of children. Therefore we are committed to fostering high quality relationships and interactions among teachers and children.

The standards set forth by NAEYC for group size and Teacher-Child ratios are widely considered to be best practice. The lower recommended ratios are intended to support one-to-one interactions that build increased knowledge of the individual needs of children and support practices that encourage a child's development. Lower ratios also allow staff to better meet the physical, cognitive, and social/emotional needs of the children in their care.

By lowering our ratios and group sizes, we are able to offer high quality relationships and interactions among teachers and children \*To meet this need, we have devised a plan to lower ratios in each of our classrooms.

\*\*At Centennial Christian Learning Center (CCLC), we exceed NAEYC's recommendations for group sizes and adult-child ratios. In our Preschool Classroom, we enroll a maximum of 20 children with three teachers. For our Toddler Classrooms, we enroll no more than 20 children with three teachers, and in the younger Toddler Classrooms, we have a smaller group size of seven children with two teachers. These policies ensure that each child receives the individualized attention and support they need to thrive.

## Lowered Ratios:

The easiest and most effective way to lower ratios in the classroom is to hire more staff.

2020-2021 - 1 and sometimes 2 teachers in each classroom

2021-2022 - 2 teachers in each classroom

2022-2023 - 3 teachers in 2 of our 4 classrooms

**2023-2024 - 3 teachers in 3 of our 4 classrooms.**

# Arrivals and Departures

## Signing in and Signing Out

A parent, guardian, or other authorized adult should sign in and sign out each child using our contactless check-in/out via GPS-enabled technology. This computerized system records the date, time, class, and individual that has signed in or signed out a child. Pen and paper will be available for those who do not have this app. This is a State of Colorado regulation for each student.

When a child is brought to class after it has begun (i.e. a late arrival), a CCLC staff member will bring the child to his/her class. The teacher will direct the child into the current activities in progress. At each transition time throughout the class session, the staff rechecks the student count to be sure all students are present and accounted for

The care and welfare of your children is an awesome responsibility; and we take it very seriously. Therefore, we need your cooperation and help in following safe arrival and departure procedures. We need your help to maintain with certainty which children are always present and their exact location. Please be sure to sign your child in when you arrive and sign your child out at the end of the day. Always make contact with a teacher when bringing or picking up your child. This ensures that the teacher is aware of the child's arrival and provides an opportunity for the teacher to personally welcome your child every day.

If your child will be absent, please let the CCLC office or your teacher know as soon as possible

## Drop Off

You may drop your child off at their designated drop off time. You may not drop your child off early if you did not sign up for before care. CCLC staff and teachers will let your child in each day. Please note the drop off points for each classroom.

Owl, Frog, Fox, and Bear- Enter building and escort your child to their classroom

Outside Doors will be unlocked at 8:25 for 8:30 drop off. The front doors lock at exactly 8:30am and you will need to wait until someone lets you in. Your classroom will not be open until 8:30, you may not drop off early unless you signed up for before care. If you drop off early, you will be charged for an extra hour.

## Separation anxiety

The safety and well-being of your child is of utmost importance to us. We understand that as parents, you have entrusted us with their care, and we deeply appreciate the trust you have placed in our preschool. Rest assured that we prioritize creating a safe and secure learning environment where your child can thrive.

## Pick Up

Please pick your child up on time!

The doors will be unlocked 10 mins before your designated pick-up and will PROMPTLY lock at pick up time. If you are not inside the building, you will risk being late. Please note the following times to enter the building.

12:00 Pick up – Outside doors will be unlocked 10 mins before pick up time, and will PROMPTLY lock at 12:00pm

3:30 Pick up - Outside doors will be unlocked 10 mins before pick up time, and will PROMPTLY lock at 3:30pm

\*Please wait outside of your child's classroom. Do not knock on the door, please wait for the teacher to dismiss your child at the designated pickup time.

## After Care

Please ring the intercom to notify the after care teachers that you have arrived and your child will be brought to the front doors.



## **Closing CCLC at the end of the day**

All rooms and bathrooms are checked for safety and security purposes before the school is closed and locked for the day.

## **Late Pick up Or a Child Who Is Not Picked Up**

Please pick your child(ren) up on time.

If you have an emergency, call the preschool office or message your teacher via Procure to let your teacher know you will be late and when you expect to arrive. We will make every effort to accommodate your needs as much as possible and to reassure and comfort your child.

## **Authorized Release of Children**

Children are released only to authorized adults indicated on the enrollment forms through registration and can be updated on your parent portal. Please remind your authorized adult to have picture identification available for the CCLC staff to verify his or her identity. Parents must contact the Director in writing to add or delete any authorized adults. An exception can only be made through verbal communication between parents/guardians and the Director in extreme circumstances

In the event an unauthorized adult arrives to pick up a child from the preschool, the parents will be contacted immediately. If the parent cannot be reached and/or does not provide verbal permission for the release of the child, then the unauthorized adult will be asked to leave the building. If the unauthorized adult exhibits a negative behavior, the police will be notified.

## **IF NOT PICKED UP!**

If a child is not picked up and we do not hear from you, we will make every effort to contact you. If the parent or guardian is unavailable, we will try to contact an authorized alternate. If this fails, the police department will be called, and they will take the child into custody. A staff member will remain with the child until the contact person or the police arrive. A note informing you of where your child is located will be posted on the door. Before we close, we will inspect the entire facility from back to front to ensure that no children remain in the building. We will also review our sign in/out list to verify that every child has been picked up.

## **Denying Access to Parent/Guardian**

The law authorizes the person in charge of the child daycare facility to deny access to the parent/guardian if the parent/guardian is behaving in a way that poses risk to children in the facility. Otherwise, parental access cannot be denied to either parent without a court order.

Please note that we will ask for identification from all unfamiliar individuals attempting to pick up a child. If we determine that the individual has been authorized by the parent/guardian, we will allow the child to leave with that individual. If we determine that the individual is not on the list to pick up the child, we will attempt to contact the parent. We will call 911 if an unauthorized person refuses to leave the property

## **Visitors and Guests**

At CCLC, we have specific protocols in place to ensure the safety and security of our preschool. All visitors and guests must sign in, show identification, and report to the Director before visiting the classroom with the Lead Teacher. State regulations prohibit non-enrolled friends and siblings from attending school with enrolled children.

While parents are welcome to assist in the classrooms, siblings and friends are not permitted to accompany them. We prioritize the safety of our children by restricting non-enrolled children from entering classrooms during drop-off and pick-up times. When entering a classroom, we kindly request visitors to be quiet and respectful of the learning environment.

All non-related visitors are accompanied by a staff member and must have a valid reason for visiting the preschool. Observers and other visitors are required to sign in and provide a valid state-issued ID for verification purposes. While parents are always welcome, we appreciate minimizing disruptions to the program's schedule. Additionally, regulatory agencies may occasionally visit the building for inspections.

## Children's Belongings

*These guidelines aim to promote organization, safety, and a smooth learning environment for the children. Following these guidelines will help ensure that children have the necessary items, are dressed appropriately, and have an enjoyable experience at the program*

**Personal Belongings:** Each child is assigned a cubby labeled with their name to store personal belongings while in class. It's important for parents to send a change of clothing, including socks and underwear, to keep at school or in the child's backpack in case of spills or accidents. All clothing should be marked with the child's name and placed in a large Ziploc bag labeled with the child's first and last name

**Footwear and Clothing:** Closed-toed shoes are recommended, such as tennis shoes instead of sandals. Staff highly recommend comfortable casual clothing that is suitable for sitting on the floor or playing outside. The clothing should be able to handle spills or accidents and be easily managed when using the restroom. It is also important to send children with appropriate outerwear, including hats, gloves, and boots in cold weather.

**Playtime and Outdoor Activities:** Children will regularly go outside to play, except in frigid, rainy, and windy weather. Parents should always send their child with outerwear to accommodate outdoor activities. 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.

**Care of Clothing:** Parents should be aware that children may come home with spots or smears on their clothes, and CCLC will not be responsible for any ruined or lost items.

**Restricted Items:** Parents are advised not to send their child to preschool with gum, money, toy weapons, toys from home, or other items that may be hazardous.

**Personal Items:** CCLC discourages bringing personal items to school unless authorized by teachers or for nature-related items, like leaves and seashells for the Science Center. Children should not bring items that they will not want to share or that will not be available to all the children. The exception is a soft toy used during rest time, which will remain at school.

## Daily Supplies

Each child will need daily supplies. All supplies must be clearly labeled with the child's name. These items should display only positive and wholesome messages. We want to encourage children to focus their minds on things that will be of benefit to them.

### All students should bring:

- Backpack/Tote bag
- A gallon sized ziploc bag to store a complete change of clothes (update seasonally)
- Coat, sweater, light jacket
- Diapers/wet wipes (if needed)
- Morning Snack
- Lunch - full day students only
- PM snack - full day students only
- Water bottle
- Small (crib sized) blanket - full day students only
- Lovie - full day students only (for rest time)

## Meals, Snacks, and Birthday Treats

Parents are responsible for providing snacks, water bottles, and lunches for their child. Please ensure that lunches do not require extra preparation, such as heating. Warm or cold food can be sent in a thermos. It is important to include at least one fruit and/or vegetable, a protein source, a whole grain carbohydrate source, and limit dessert items to no more than once a week. Please label your child's lunchbox.

LUNCH...Remember, your child's lunch should constitute one-third of their daily nutritional requirements. If you bring your child after snack or lunchtime, it is your responsibility to feed them a snack or lunch before dropping them off.

SNACKS...For snacks, the County Health Department prefers store-bought items in their original sealed containers. Once a snack is opened, we cannot serve it again. Summer birthdays are celebrated throughout the school year.

BIRTHDAY...If your child is celebrating a birthday, you may bring a store-bought (NUT free) special treat for their class. Homemade items are not allowed.

We appreciate the spirit of celebrating birthdays, and to maintain a safe learning environment, please coordinate any activities with your child's teacher. If approved by the teacher, children may bring a special toy to share at a designated time. If your child has allergies, please do not send food, drink, treats, or other items without advanced permission from the teacher. Your child's preschool classroom may also have special celebrations coinciding with calendar holidays.

## Transitions

### Transitions are supported from one classroom to another.

If a child ages out of a classroom the following transition takes place: 2 weeks prior - The child visits the new classroom with a parent so they can both see the space and meet the teacher(s). Then the child begins to spend a few minutes of each day of attendance visiting the new classroom to help with the transition. The week before the transition is permanent, the child will begin to spend 20-30 minutes each day the child is in attendance in the new classroom.

### Beginning of Preschool Year

1. Families are encouraged to tour CCLC and meet the teachers prior to enrolling.
2. Families are also invited to attend Back to School Night as well as Meet the Teacher(s) Morning to transition into the program.
3. One-on-one tours are conducted by the Director or Assistant Director on an appointment only basis.
4. Parents/Guardians of students enrolled in the program are required to complete a Child Information Form which is provided to the classroom teachers. The information on the form gives the teacher insight into each child.

### New to CCLC (mid year)

We at Centennial Christian Learning Center use the following strategies that support children's transition into a new program:

1. Families are invited to set up a tour with the Program Director to view the facility and prospective classroom of their child to familiarize themselves with the program.
2. Together the Program Director and the family will review the handbook and any questions the family may have will be answered.
3. If the family is interested in having their child attend the program, an appointment will be set up to have the child visit the program with one family member for one hour. This will allow the child to get acquainted with his/her new teachers and peers, while having the support of the family member there. It also provides the

family member with the opportunity to observe the child interact with the teacher, peers, and the environment.

4. After an hour or so, the parent can wait for the child in another room while the child plays in the classroom for an hour.

This process will make for a smoother transition when the child begins attending for the first time on their own. Families are welcome to repeat this process several times as a child needs so the child is fully comfortable with being left on their own.

### **End of Preschool Year Transition**

1. Each class hosts an end of year celebration to transfer out of the current classroom.
2. The pre-k classroom hosts an end of year graduation for the students that will be moving into elementary school in the fall.
3. The teachers/staff support the families that are moving away from the school in whatever way the family feels best supported including but not limited to, their new home/state, possible family members they are moving close to, and etc.

### **Pre-Kindergarten to Kindergarten**

One effective strategy for transitioning to Kindergarten involves sharing information about the district's Kindergarten Round-Up events with families and encouraging their attendance. Each elementary school within the Cherry Creek School District offers informative sessions designed to introduce new families to the school, teachers, and curriculum used in the classrooms. To stay informed about these sessions, parents can expect to receive information in the monthly newsletter from their child's teacher, district flyers, or by visiting the CCSD website. Additionally, teachers can focus on Kindergarten readiness expectations in the classroom, incorporate books about Kindergarten into their curriculum, and review individual goals for children during Parent/Instructor Conferences in the Spring. These strategies aim to provide a smooth transition to Kindergarten and ensure children are well-prepared for this important milestone. Additionally, we offer important resources and suggestions on helping prepare a child for kindergarten. Parent-teacher conferences happen two times a year and this is an important time to discuss a child's progress and kinder-readiness.

### **Moving to a New Program**

A child may also transition out of the program, for example, when moving to a new program as part of a move or when the child moves up a grade from preschool to kindergarten. Effective transition activities typically occur over time and are tailored to meet the needs of the children and their families. This increases the likelihood that there will be continuity across systems and minimize the discontinuities that can result from lack of communication between early care and education programs and between families and programs. Strategies to support a family and child when they are leaving the program can include exit conferences between families and program teachers, sharing assessment data, and communication between programs if authorized. We also have information that we share about a child's transition to a new school, such as books about going to a new school which can help a child better understand and cope with their feelings.

## Transportation

CCLC does not transport any preschool children.

### Television and Videos

Regular television programming will never be viewed at CCLC. A special event, such as a rocket launching, could be a possible exception if it is of interest and benefit to the children. Videos that have spiritual or educational value, provide quality wholesome entertainment, or are related to a theme may be watched occasionally at the discretion of the teacher.

Occasionally we may have a "Movie Day." Videos that meet the specifications mentioned above may be watched at these times. Videos will not be used to manage the children. Staff-to-child ratios will remain the same as at any other time. Video time will not exceed 30 minutes for the entire week.

## Bathroom Procedures

Our staff provides supervision and support. For students who require it, individual toileting plans will be developed to meet their specific needs. Toilet facilities are readily available for children to use whenever they need them, and we also schedule regular bathroom breaks throughout the day.

We are here to support your efforts in potty training your child. However, for sanitation reasons and due to time constraints on our staff, children are required to remain in pull-ups until they are fully potty trained. A child who has regular accidents is still in the process of potty training. Once both the parents and staff agree that a child is ready, we will work closely with the parents to ensure a smooth transition. Consistency is key during this process.

We understand that occasional accidents can happen with young children. In the event of an accident, your child will be given privacy to change themselves. It is important for parents to provide a complete change of clothing in a plastic bag at all times. Soiled clothing will be placed in the bag and sent home with the child. After changing, the child will wash their hands with soap and water.

Parents of children still in diapers are responsible for providing an adequate supply of wipes and diapers at the center at all times. We will notify parents when the supply needs to be replenished.

## Sunscreen

In accordance with licensing requirements, CCLC requires all parents to apply sunscreen to their child(ren) before they start the day. The Colorado Department of Health recommends using sunscreen with UVB and UVA protection of SPF 15 or higher. If you forget your sunscreen, CCLC will have Rocky Mountain Sunscreen at the parent resource counter for you to apply to your child. It is the parents' responsibility to apply sunscreen on their child.

# Structured Physical Activity

When we think of structured physical activity, we often associate it with the teachers leading an activity out on the playground. Teacher-led structured physical activity can happen outside in the playground when the teacher invites children to participate in a game such as Duck Duck Goose or Kick the Ball. Such activities can offer important insights into a child's development. However, here at CCLC, we know that teacher-led structured physical activity can play a particularly important role in enhancing the social cohesiveness of a class, helping children learn to regulate their bodies and their emotions, and teaching valuable academic knowledge and skills.

Teachers, families, and administrators well know that transitioning between activities and locations can sometimes be incredibly challenging for toddlers and preschool aged children. Being asked to stop one activity and start another is a common trigger for challenging behavior in all children, especially when they are being asked to transition from a fun activity like playing with blocks to something like cleaning up. Transitions are often viewed as an in-between time between activities, rather than a time when valuable learning can occur. All transitions can be a learning opportunity if the time is used intentionally and thoughtfully. Research has shown that when teacher-led

structured physical activity is used as a transition activity, it becomes a valuable strategy to help prevent negative behaviors and encourage positive behaviors, while at the same time learning important skills such as self-regulation, mindfulness, and among others, prosocial behaviors.

## Family Resources

*The program makes materials and resources accessible to all families. The program has procedures to connect families to appropriate community service agencies. A list of community service agencies with contact information is located in the Family Resource Center in the preschool hallway.. (2.13)*

### **Facing Challenges - health, safety, finances**

Families experience well-being when all family members are healthy, safe, and financially secure. When families face challenges in one or more of these areas, their ability to support child outcomes and school readiness can be affected. Our program is committed to helping families connect with community-based services, training, and information resources that can increase their overall well-being. Community-based services include a variety of supports and services for children and families. Services may focus on children's developmental needs including, for example, early intervention services like screening children for speech, language, or physical delays. Other services may focus on families, such as programs the Supplemental Nutrition Assistance Program (SNAP), or services to help families find affordable housing. Other community-based services we can help families access include but are not limited to medical and dental care, early childhood mental health consultation, parent education programs, public library services, and job assistance programs.

For families and children facing health, safety or financial challenges, this program can be an important link to support a family's access to services that can address their needs. The first step we take to learn about the overall strengths and challenges of families is to ask all families to complete the **"Learning about Your Child and Your Family"** questionnaire which you will receive at enrollment and at the beginning of every year thereafter. This questionnaire will help your teacher and the director better understand your family and your child, as well as gain insight into the needs of your family and your child's development and learning needs. With this knowledge, the director and teacher will be better able to address those needs. Teacher/family conferences are an example of another time when we will be asking questions about successes and challenges your family may be having and any concerns you may have about your child's social, academic, and physical development. Of course, if your family needs support or you have specific concerns, you can always contact us any time by speaking personally with your child's teacher and/or the Director, or you can phone or email us.

#### **Arapahoe County Health Department:**

As your public health department, we're here to help communities thrive with programs that help prevent disease, reduce accidents and encourage safety.

Phone: 303-795-HLTH (4584)

Email: [health@arapahoegov.com](mailto:health@arapahoegov.com)

#### **Arapahoe Mental Health:**

AllHealth Network is a nonprofit mental health organization providing counseling, psychiatry, crisis services, substance use treatment, and more. If you are in crisis or need help dealing with one: Call: 1-844-493-TALK (8255) Text: 'TALK' to 38225

#### **Arapahoe County Human Services:**

The Community Support Services Division connects citizens to a wide variety of state and federal assistance programs. These include food, financial and medical benefits for low-income families and individuals, including children, the elderly and disabled.

#### **Child Care Assistance Program -**

(Low-Income CCAP) - Must meet some eligibility requirements as well as income limits. To apply: Visit <https://www.arapahoegov.com/420/Child-Care-Assistance> and complete the application.

### **Low-Income Heat and Energy Assistance -**

The Colorado Low-income Energy Assistance Program (LEAP) is a federally funded program that helps eligible hard-working Colorado families, seniors and individuals pay a portion of their winter home heating costs.

Email: [LEAPhelp@goodwillcolorado.org](mailto:LEAPhelp@goodwillcolorado.org) or Call: 866-432-8435

### **Supplemental Nutrition Assistance Program (SNAP)**

Food assistance assists low-income individuals and families with the costs of purchasing food.

To apply visit <https://www.arapahoegov.com/433/Supplemental-Nutrition-Assistance-Program> OR visit our Aurora Human Services office to apply online at a free computer kiosk. (14980 E. Alameda Drive, First Floor, Aurora, CO 80012)

### **Meals on Wheels -**

Meals on Wheels is a nationwide program that provides seniors living in the area with nutritious meals and safety checks at little to no cost.

<https://www.retireguide.com/retirement-life-leisure/senior-housing/aging-in-place/meals-on-wheels/>

<https://www.retireguide.com/social-security/benefits/food-stamps-for-seniors/>

## **Educational Service Agencies**

When a teacher has concerns about a child's development from reviewing the child's formal assessment results and informal observations in the classroom, they will bring their findings and concern to the director and then a meeting will be scheduled with the family to review and discuss next steps. When a family has concerns about a child's development and brings it to the attention of the staff (teacher or director or both) either through in-person discussion/phone conversation/email or through completing our **"Learning about Your Child and Your Family"** questionnaire, the director will meet with the teacher to discuss the information provided and schedule a meeting with the family to explore their concerns and talk about appropriate next steps to identify any delays in development. One of those steps could include a recommendation that the family speak with the child's pediatrician and early intervention services. This program can support the family connect to and work with early intervention services. Support could include completing a referral to Child Find or Early Intervention, filling out any questionnaire requested by the agency, and adopting remediation strategies, if recommended, in the classroom. For more detailed information on how the program works with and supports families with children who have identified or suspected special needs, please refer to "Early Intervention and Special Needs" policy in this handbook.

### **Child Find:**

Child Find for children ages 3 through 5 years old is part of Colorado's system for identifying children suspected of having a delay in development as early as possible. Families, medical professionals, educators, or anyone can make a referral. Intake Line: (720) 554-4001

### **Developmental Pathways:**

Supporting seven primary regions, this team supports babies and toddlers with developmental delays and their families with accessing vital Early Intervention supports. Call 303-858-2229 or email [eireferrals@dpcolorado.org](mailto:eireferrals@dpcolorado.org)

### **Children's Advisory Network:**

Speech therapy in-home or in-school as well as screening services Karen Todd: (720) 231-3964 or [speech4kids@comcast.net](mailto:speech4kids@comcast.net)

# Interpreters and other Related Resources

At Centennial Christian Learning Center we are dedicated to providing our families with quality care. In some circumstances, communication creates a barrier between family and CCLC staff which can impact the quality of services we provide. We will utilize a translator from Trans-Perfect Translation Services, or another service listed on page 29. We will use their service to schedule an over-the-phone appointment to assist families. All costs associated with the translation service are paid by the program. We will also ensure that written forms of communication are translated either through a language translation service or by using Google translation services. The following documents are currently available in your language: Parent Handbook and Important Dates.

Additionally, if there is a predominant language in a classroom, in addition to English, it is the policy of this program that we will provide a teacher or aide in the classroom who is bilingual in that language. Research has shown that bilingual teachers and staff can help build strong relationships and communication between families and a program and can support the development of the young learner. To that end, we will also ensure that there are materials in the classroom which help a child feel represented and will also support the language development of the young dual-language learner. Examples of what we do include... Dolls, music, and books representing diversity of culture, race, abilities and language. Welcome signs at the entrance will be in English and Spanish. Numbers 1-20 will be in English and Spanish.

## Language Line Solutions

<https://www.languageline.com/>

### TransPerfect

1430 Larimer Street

Suite 306

Denver, CO. 80202

Tel: =1 303.484.9987

Email: [denver@transperfect.com](mailto:denver@transperfect.com)

[info@communitylanguagecoop.com](mailto:info@communitylanguagecoop.com)

### Bridge Languages Center (multiple languages) Translation, interpretation

600 S. Cherry Street, Suite 520

Denver, CO. 80246

Phone: 303.785.8869

### More Dual language Resources

**Provides interpreting and Services for more than 35 different languages, including American Sign Language. Call for more information**

### Website

<https://search.211colorado.org/search/40004187> Phone 303-996-0976

### Local Denver Area Services:

Alejandra X. Castaneda (Spanish)

Translator, interpreter and editor

Traductora, interpret y editora

+1 303.718-9678

[www.linkedin.com/in/axcastaneda](http://www.linkedin.com/in/axcastaneda)

### Immigration and Refugee Services

Provides the following services for refugees within 5 years of their arrival date to the United States: Housing, Case management, Employment services, Community services, Community work experience programs, School programs, Women's empowerment programs, Immigration legal services, Public benefits assistance: TANF, SNAP, subsidized housing, Medical.

### Website

<https://search.211colorado.org/search/400014067>

Phone 970-356-675

### Community Language Cooperative

720.394.0126

4200 Morrison Road

Denver, CO. 80219



# School Policies

## Outdoor Play & Inclement Weather

Each class will play outside every day. If the weather is severe or the temperature outside is extreme (below 35 degrees or above 95 degrees for example), the children will remain indoors. If the temperature nears these extremes, we will adjust the length of time the children will be allowed to remain outside. All children will go outside unless otherwise stated in writing by a physician. Please have your child dress appropriately

## Rest Periods

According to the state of Colorado, all children are required to take a rest after the noon meal. CCLC will furnish sleeping mats and sheets. The parent will supply a blanket. CCLC staff will launder the sheets regularly and will send blankets and other bedding home weekly to be laundered. Sleep cots will be disinfected regularly.

## Fundraising

The Preschool Advisory Committee and The Porch Church Board must approve all CCLC fundraisers. CCLC and the church will not endorse a product, service, or company.

## Dress Code

Our dress code for preschool children focuses on their comfort and safety. Clean and neat clothing that is appropriate for playing on the playground and sitting comfortably on the classroom floor is encouraged. Well-fitting clothes are important to prevent safety hazards caused by oversized clothing. Please note that we are not responsible for torn or damaged clothing, so wash and wear options are recommended.

In terms of shoes, safety is a priority, especially during the summer. Flip-flops, clogs, and sandals without heel straps are not allowed on the playground. All children should wear shoes that enable them to run and climb safely.

Jewelry, particularly necklaces and bracelets, should not be worn by children. These items can easily break, get lost, or pose a safety hazard if put in their mouths, especially during rest time. However, pierced earrings are permissible as long as the child does not remove them.

Please ensure that your children are dressed appropriately for the weather. We go outside daily, except during extreme temperatures and storms. Winter necessitates coats, gloves, hats, and boots, while lighter jackets or sweaters are recommended during other seasons due to Colorado's fluctuating temperatures. Clothing should be functional and free from advertising, and we kindly ask you to avoid clothing with pictures or logos that suggest violence or convey negative messages.

## Pictures

### School Pictures

We offer the option to purchase school photos twice a year, with fees paid directly to the photo contractor.

### Sharing Photos

Our photo policy allows for the capture of photos in various settings, including the classroom, playground, and special events. These photos are primarily intended for classroom displays, procare app, and our classroom album. Some of the photos may also be used for public relations or publicity purposes, but we ensure your consent by providing permission when you fill out your registration.

Please be assured that Centennial Christian Learning Center (CCLC) does not share any personal or private information about enrolled children with external parties. We prioritize the privacy and confidentiality of our students.

## Birthdays

We acknowledge and celebrate students' birthdays. If you would like to celebrate your child's birthday, please inform your child's teacher in advance. You may provide treats for the occasion, which will be served as an after-lunch dessert or during snack time. Please note that if you choose to bring in a treat, **it must be store-bought, as homemade items are not allowed.**

We encourage healthier birthday treat options such as fruit kabobs, cheese and cracker trays, mini muffins, whole grain oatmeal cookies, and more. Alternatively, there are great non-food alternatives to consider, such as reading your child's favorite book to the class, joining for lunch, doing a craft, or sharing a family hobby or game. We kindly request no cupcakes or cakes for birthday celebrations.

## Discipline Means "To Teach," Not "To Punish"

The vast majority of students who misbehave, particularly the ones that do so over and over, lack the skill, not the will to do better. We know that punishment-based approaches not only do not teach children the crucial thinking skills which are lagging, but they rarely solve the problem in a drable manner. The word discipline itself actually means "to teach." What should we teach? Why, skills, of course. And how can we teach these skills? By engaging the child in a problem solving process in which we are as invested in hearing the child's concerns as we are in sharing ours. One of the primary objectives of your child's program is to promote socially appropriate behavior.

Our social emotional curriculum focuses on developing social skills such as sharing, waiting, listening, anger management, conflict resolution, problem solving, and making friends. The preschool staff is trained in employing positive behavioral supports and utilizing strategies to encourage children's appropriate behavior. In the event that additional support is required, mental health professionals or other specialized education experts are available on-site to address any concerns.

Ensuring a safe and healthy environment for all children is of utmost importance. If a situation arises that raises concerns regarding health and safety, the child's parent or guardian will be promptly informed. Together, they will collaborate to develop a plan to address the situation effectively. The Early Childhood Director holds the authority to suspend or dismiss any child from the program without prior warning or intervention if the child poses a threat to themselves or others. This policy is in place to maintain the well-being and safety of all individuals involved.

### Physical Harm (Biting)- Discipline

We all understand and accept that when toddlers are in groups, biting or other injuries of any kind to other children are unfortunately not unexpected and IS at times considered to be age appropriate. We know and accept that toddlers bite or physically injure for many different reasons, however, we believe that physical harm is never the right thing to do. Our goal is to help children who are injured or bitten feel better by giving them care, support, and advice on handling themselves in a threatening situation. As well as teach the children who bite or cause physical harm more appropriate behaviors.

**When your child has been bitten or injured by another:** Classroom staff will work together with parents and try to reach the cause as to deter future biting or other physical incidents – charting location, who was involved, time, other behaviors, staff present, and circumstances. Staff will "shadow" children who indicate a tendency to bite or hurt others in any way, to head off physical situations and reinforce appropriate behavior.

**If the issue cannot be resolved,** this policy serves to protect the children that are injured as well as the child causing harm. If an incident occurs, state regulations require that the parent of the child biting or causing other physical harm, and the parent of the child who was injured be contacted. Names of the children are not shared with either parent.

#### **Notification:**

Parents or guardians will be promptly informed in the event that their child is involved in an incident resulting in injury or biting. Upon notification, parents are expected to initiate their own investigation and collaborate with us in coaching their child toward exhibiting appropriate behavior.

#### **Meeting:**

In cases where it is determined that the biting behavior may be excessive or recurring, a meeting will be scheduled involving the Director and teachers along with the child's parents. This meeting aims to explore alternative strategies and resources for assistance. During this discussion, our policy will be reviewed, and parents will be prepared for the possibility of the child's dismissal if deemed necessary. We are committed to working closely with both the child and the family, with the hope of guiding the child past this stage. Parents will be expected to actively follow the agreed-upon plan.

**Unenrollment/Re-enrollment:**

If the child's behavior continues, and despite multiple attempts, injuries persistently occur to other children, the child may be unenrolled from our program. This decision will be made in consideration of the child's best interests, the welfare of Centennial Christian Learning Center, and the safety of other children.

Re-enrollment of the child into Centennial Christian Learning Center may be contemplated six months after the termination.

**Unenrollment:**

Chronic biting or behaviors that cause injury may necessitate the termination of a child from our program, as they pose a risk to the safety of other children.

**CCLC will proceed with unenrollment under the following conditions:**

1. After exhausting all preventive measures that have proven unsuccessful.
2. After a minimum of 60 days has passed from the occurrence of the first injury unless there is an imminent risk to other children.
3. If a child continues to engage in biting, attempted biting, or any other harmful behaviors towards peers.
4. If teachers are unable to maintain the required adult-to-child ratio because they must provide one-on-one supervision to prevent harm to others.

**Preschool staff use a variety of age-appropriate, research-based behavior intervention strategies including:**

- Maintaining realistic expectations of children.
- Providing clear and simple limits.
- Preventive practices.
- Modeling appropriate behaviors.
- Positive redirection.
- Teaching of replacement skills.
- Conflict resolution /Problem-solving techniques.
- Providing logical and natural consequences for children's actions.

Preschool teaching staff strive to maintain consistent and open communication with families regarding the progress of their students. You may be notified of minor behavioral incidents in the following ways: email, telephone, written communication or in person. A disciplinary report will be required for more serious incidents. In this case, you may be asked to come in and discuss the incident with your child's teacher and the Director of Early Childhood. The connection between home and school is very important, and children must understand that we are all communicating and working together.

## Licensing and Health Department

All of CCLC's State Licensing inspections, Health Department Inspections, and our QIP plan are all accessible for viewing. A copy of the QIP plan and the Inspections are kept in a binder in the office and is available for you to view at any time.

## Changes to Handbook

Centennial Christian Learning Center reserves the right to change, add, or delete any item listed within the Parent Handbook and within the guidelines set by Colorado Division of Childcare, Tri-County Health, Centennial Fire Department, and other agencies governing the procedures for operating a less-than-24-hour childcare center. Notice of these changes will be given to staff personnel and parents to allow for any discussion regarding the specific changes and for providing clarification.

Please read through the Parent Handbook carefully. If you have any questions, please contact the office and we will be happy to answer them.

# Centennial Christian Learning Center

## *Receipt of Parent Handbook*

2023-2024

### *Understanding of CCLC's policies*

**\*Please sign and return this page if you have not signed your Online Registration**

I, \_\_\_\_\_, acknowledge that I have received, read and agree to a copy of Centennial Christian Learning Center (hereinafter referred to as CCLC) Parent Handbook. The Parent Handbook contains policies, practices, and regulations which are relevant to my child(ren)'s enrollment and participation in CCLC.

I have read and understand these policies, practices, and regulations. I additionally agree to comply with these policies, practices, and regulations during my child(ren)'s enrollment and participation in CCLC.

I further understand that I will be responsible for complying with future changes in any such policies, practices, and regulations. Whether or not I have signed or acknowledged such changes, it will be my responsibility to comply with all such changes communicated to parents and guardians.

Please initial below

\_\_\_\_\_ I have read and have been informed of the school's tuition, supply fees, program and policies.

\_\_\_\_\_ I hereby acknowledge receipt of CCLC's Parent Handbook and COVID-19 Addendum. I have read and agree to adhere to all the policies set forth in this handbook.

I also understand that the registration and supply fee are required at the time of registration to hold a spot for my child. The registration fee and supply fee are non-refundable. The monthly tuition is billed as described in the Billing and Payment section of the Parent Handbook. Once enrolled you are responsible for a 30-day written notice of withdrawal at which point tuition and enrollment will stop at 30 days.

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Parent Signature

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Print Child/ren name/s