



Jefferson Academy

Pre-Kindergarten

Family Handbook

CONTACT INFORMATION

Jefferson Academy Pre-Kindergarten

9955 Yarrow Street
Westminster, CO 80021

JA Main Office (303) 438-1011

Hours of Operation

Half Day Pre-K Morning Session: 8:00 AM - 11:00 AM

Half Day Pre-K Afternoon Session: 12:00 PM - 3:00 PM

Monday through Friday; (calendar will be hyperlinked once complete)

<u>Program Staff</u>	<u>Position</u>	<u>Email Address</u>
Daryn Johnston	Director	Djohnston@jajags.com

Congratulations on being a part of Jefferson Academy's Pre-Kindergarten Program.

The following contents are guidelines that are required to be followed at all times, and are in accordance with Colorado State Rules and Regulations as required by the Colorado Department of Early Childhood by which Jefferson Academy Pre-Kindergarten [referred to as JA Pre-K hereon] is licensed.

It is recommended to keep a copy of this handbook for your reference. A digital copy can also be found on [the Jefferson Academy website](#). The JA Pre-K program may change policies and procedures, as needed. These changes must be communicated to families in a prompt manner. Be sure to keep updated forms or messages with your handbook.

At JA Pre-K, we believe in fostering a collaborative and communicative environment where families are integral partners in their child's educational journey. We value your input and aim to involve you in the decision-making processes that shape our program. Regular communication channels will be maintained to ensure you are consistently informed about your child's progress, any significant changes in our program, and upcoming events. We encourage and appreciate your feedback as it aids us in tailoring our services to suit your needs. Additionally, we maintain transparent policies and procedures, ensuring you are well-informed about our program's operations and guidelines.

We offer various opportunities for engagement, including face-to-face or virtual interactions such as parent-teacher conferences, family events, and open houses. These occasions allow you to connect with our team, share your thoughts, and remain actively involved in your child's learning journey. We aspire to build a strong partnership with our families, creating a nurturing environment that supports the growth and development of your child. Your active participation enriches our program, and we look forward to a collaborative and communicative relationship with you.

Thank you for being a part of our community.

J.A. Pre-K

Our Mission, Vision and Core Values

JA Pre-K Mission

Our mission at JA Pre-K aligns with Jefferson Academy's mission to attain the highest academic and character potential of our youngest learners. Through a content-rich curriculum and nurturing environment, we foster a love for learning in children 4 years of age. Our school-campus-based program is dedicated to laying a strong educational foundation and instilling a passion for growth, both academically and in personal character.

JA Pre-K Philosophy

At Jefferson Academy Pre-K, we are aligned with the core values and vision of Jefferson Academy, fostering a learning environment dedicated to nurturing each child's unique potential while promoting a deep-seated love for learning. Embracing the shared values of confidence, accountability, and respect, we instill character growth and academic excellence in our youngest learners. Through a rich environment encouraging responsibility, intellectual curiosity, and partnerships with families, we aim to cultivate an educational foundation that emphasizes academic rigor, character development, and a passion for learning. Committed to unwavering values, candid communication, and the safety of our community, our program stands as a gateway for responsible, productive citizenship and lifelong learning.

Jefferson Academy Vision

Jefferson Academy envisions a community of parents, teachers, students, and educational and business leaders working together to create a learning environment that engenders growth in character, academic achievement, and the love of learning, resulting in responsible, productive citizens.

Jefferson Academy Core Values

We stand confident and unwavering in our mission and vision.

We communicate with candor, kindness, and respect.

We are responsible for ourselves and accountable to each other.

We value learning through growth.

We embrace new ways to introduce, explore, and understand.

We are invested in educational partnerships and intellectual curiosity.

We promote a supportive environment for the safety and well-being of our community.

Jefferson Academy Mission

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

Our Curriculum

The JA Pre-K program is dedicated to fostering a positive, safe, and stimulating environment that caters to the unique needs of each child. Our curriculum is designed to engage children in a play-based, developmentally appropriate approach that supports their overall development. We believe that play is an essential avenue for learning, encouraging creativity and imagination while laying a strong foundation for school readiness and achievement.

To provide a holistic approach to learning, our program integrates various pedagogical resources, including the Core Knowledge Curriculum (CKC) Preschool sequence. CKC Preschool offers a content-rich, structured approach that covers language and literacy, math, science, art, and social-emotional skills. This curriculum is designed to foster a child's development across multiple domains, supporting their academic and social growth.

Additionally, we will also be incorporating Eureka Math to support the development of foundational mathematical thinking and problem-solving skills. Eureka offers a hands-on, concept-based approach that helps young learners build a deep understanding of numbers, patterns, and early math concepts in a fun and engaging way.

To further support children's emotional and interpersonal development, we will also implement the Character Strong curriculum. This program focuses on building character, empathy, and emotional intelligence through age-appropriate lessons and activities, helping children develop strong social-emotional skills that are essential for success both in and out of the classroom.

Moreover, we implement a Pre-Kindergarten Phonemic Awareness curriculum from Heggerty to support letter recognition and word memorization. This resource specifically targets phonemic awareness, a crucial skill for early literacy development, laying the groundwork for strong reading and language skills.

Through the fusion of these respected curricular resources, our program offers a comprehensive and enriching learning experience tailored to each child's unique learning journey.

Jefferson Academy's Academic Rigor Guiding Principles

To foster a lifelong commitment to learning.

To enhance a resort for diversity of thought and perspective.

To build fundamental knowledge using the Core Knowledge curriculum.

To develop high-performing leaders ready for post-secondary opportunities.

To set high expectations that challenge students intellectually, academically, and personally.

To create meaningful and personal connections to academic work.

To hold staff, students and parents accountable to JA's mission, vision and core values.

To uphold a learning community that values academic growth and embraces intellectual curiosity.

Registration and Enrollment

Enrollment Guidelines

Eligible students must complete the enrollment process with J.A. Elementary's Pre-K prior to attendance. Such students must be four (4) years of age by October 1. JA Pre-K is licensed by the Colorado Department of Early Childhood at a maximum capacity of 24 students. Due to the limited capacity, JA Pre-K may conduct a lottery to determine eligibility.

All eligible students must be toilet trained and independently able to care for their toileting needs without any use of diapers, pull-ups, or any other similar items while attending JA Pre-K. JA. Pre-K is not licensed to offer any toilet training service or any toileting assistance.

Kindergarten-eligible students [in accordance with Jeffco Public School policy] will not be considered in this program. Only UPK-eligible children will be considered for enrollment with JA Pre-K.

Admission Priority

Families interested in enrolling their child in Jefferson Academy's Pre-Kindergarten will be part of the J.A. Enrollment priority policy.

Enrollment priorities will be upheld in alignment with Jefferson Academy's policy:

1. Staff children
2. Siblings of current and returning students at Jefferson Academy
3. Jefferson County residents
4. Out-of-County residents

Due to JA Pre-K's specific case regarding enrollment submission, the program is working to align with the EnrollJeffco deadlines as closely as possible. Parents and guardians will be updated promptly regarding any variations in the enrollment process. For more information regarding EnrollJeffco, please go to:

www.jeffcopublicschools.org/schools/enrollment/enrolljeffco

Admission Guidelines

Participation in the Admission Lottery is required. A signed enrollment agreement and completed student information form must be completed prior to attendance. Additionally, a comprehensive immunization record or an approved immunization exemption letter will be required prior to attendance. An original birth certificate for all students will be required prior to attendance. These forms must be updated annually and as needed. It is the parent's responsibility to update contact names and contact information. Parents will need to provide a two-week notice to JA Pre-K when withdrawing their student, these notices must be made in writing.

Upon securing placement in our program, families are kindly asked to complete a few essential steps to ensure a smooth enrollment process. A non-refundable \$50 Supplies Fee is due in August to secure your child's place. Additionally, required documents must be uploaded into the Infinite Campus system, including the Enrollment Agreement and a statement of physical health. Further instructions will be provided for Fall Registration, which encompasses submitting the completed Enrollment Agreement (due in Spring) along with the statement of

physical health (due in July). This cooperative effort helps streamline your child's entry into our Pre-K program and fosters a well-prepared start for their educational journey.

Students cannot attend JA Pre-K until all enrollment paperwork has been submitted and is approved by the Program Director. Enrollment records and emergency evacuation forms must be completed and submitted. Medication plans and healthcare plans must be submitted prior to attending.

All Medical forms must be updated yearly for all students. Please remember to notify the program of any contact/phone number changes and update your child's Jeffco Infinite Campus account as needed.

Enrolled JA Pre-K Students will only be permitted to attend one half day session per day.

Colorado Universal Preschool

JA Pre-K will be participating in Colorado Universal Preschool for the 2025-2026 school year.

All children in Colorado can register for up to 15 hours per week of free, high-quality preschool in their year before kindergarten through Colorado's Universal Pre-K (UPK) Program. [See More Information in the UPK Guide for Families.](#)

[To register with Colorado Universal Preschool, click here.](#)

2025-2026 Universal Preschool Enrollment Information

Pre-Registration: Families can pre-register with a known provider to continue care for a child currently enrolled, with a sibling currently enrolled, or with a family member currently employed with a UPK Provider through March 28, 2025. [Register here](#) or work directly with your provider to register.

Family Matching: Families can [browse providers](#) and see if they qualify for additional hours by registering here to be matched with their top 10 providers in April and July.

Direct Enrollment: After the matching rounds end, families can work directly with a UPK Provider to enroll, if space is available, through the end of the school year.

Attendance Guidelines

Locating and accessing the Pre-K Building

JA Pre-K is located at 9955 Yarrow St, directly to the South of JA Elementary. The main entrance is located on the east side of the building. Please press the button on our RING doorbell.

Please adhere to the J.A. traffic routes and be respectful of our neighbors while driving.



Arrival and Dismissal

Parents/Guardians are required to accompany their child into the program building and sign them in at the beginning of each session. At the end of each session, parents/guardians must also accompany their child out of the building and sign them out. The Driveline system will not be used for Pre-K classrooms.

We will be using the Daily Connect app for all sign-in and sign-out procedures. A QR code will be assigned to your account that you are to use on site to scan in order to complete the sign in/out process. Only authorized adults are permitted to pick up and sign out students at the JA Pre-K site. Students must be signed in and out by an authorized adult to ensure proper accountability. Students are not permitted to sign themselves in or out of the program under any circumstances. Any authorized adult picking up a child for the first time must present a valid photo ID to the Site Director before signing a child in or out.

Late Pick-Up

Should your child remain at the program for more than thirty minutes after operational hours without prior notice from you (11:05 AM for morning session or 3:05 PM for afternoon session) emergency contacts will be notified if we cannot get in touch with the child's parent/guardian. If emergency contacts cannot be reached or cannot pick up the child within 30 minutes after initial contact; we will notify local authorities or Child Protective Services to decide next steps.

Any family that abuses the late pick up policy (5 or more times in a six-month period) may result in termination.

Authorized Pick-Up

Children are only released to adults (18+) who have been designated by the parent/guardian on the enrollment form. If someone other than an authorized individual will be picking up your child, we must have a written, signed note from the parent or guardian delivered to the Director at the beginning of your session. In emergencies, once we know you and recognize your voice, you may call and authorize someone not on the list to pick up your child. For your child's protection, persons not on the original list, or on the list and not known to the staff **will be asked to show identification before we release your child**. We cannot and will not keep a child from going with previously designated parents/guardians with only a parent request. We must have a copy of court orders documenting changes in custodial responsibilities.

Child Accountability

It is the responsibility of the JA Pre-K Staff to verify attendance each half-hour to ensure all students signed in to JA Pre-K are accounted for during the hours of operation. JA Pre-K is licensed through the Colorado Department of Early Childhood to supervise 24.00 and is required to maintain a 1:12 staff-to-child ratio. JA Pre-K always attempts to maintain a lower staff-to-child ratio.

Along with visually counting students regularly and recording the total number of students signed-in to the program, and in any area of supervision, prior to any group of students leaving any area, students will line up in a single-file line and each student in the line counts out loud in numerical order under the direct guidance of one or more staff members. The final student represents the number of students en route to a new area, the same number of students is confirmed by all staff before embarking on to a new area of supervision.

Early Pick-Up

Please notify JA Pre-K Staff in advance if you plan to pick up your child early.

Absences

If your child will be absent from the program, please notify us through Daily Connect and the JA Elementary main office: (303) 438-1011. To schedule a long term absence, notify the main office and please inform the Pre-K Director.

Hours of Operation

JA Pre-K Program is open Monday- Friday 8:00 AM - 11:00 AM for the morning half day session and 12:00 PM - 3:00 PM for the afternoon half day session. JA Pre-K follows the JA school schedule for holidays and non-contact days.

Please refer to the JA Pre-K program calendar for closures.

Withdrawing

If it becomes necessary to withdraw your child, we request written notice to the Director prior to withdrawal. Enrollment back into the program will be dependent upon space availability at the time.

Identifying where children are at all times

JA Pre-K Students are to remain under the direct supervision of a JA Pre-K staff member at all times until they have been signed out of the program. Each half hour staff conducts a name to face head count to ensure all children are accounted for. Staff closing the program at the end of the day will check the headcount form to make sure all children have been picked up, do a room search, bathroom check and then proceed to close the room.

If a child is not present, the following protocols will commence:

JA Pre-K Staff will conduct a name-to-face head count and attendance will be taken.

JA Pre-K Staff will notify and will check with school personnel and the school office for the whereabouts of the child.

Parents and emergency contacts will be called for assistance.

If all attempts to locate the missing child are unsuccessful, the police will be contacted.

Teacher Planning Days

There will be teacher planning days throughout the school year. These days are necessary for teachers to adequately prepare for upcoming curriculum implementation, thoroughly clean and replenish classroom materials as required to maintain JA Pre-K's licensing compliance. JA Pre-K will not operate on Teacher Planning Days. Please refer to the JA Pre-K calendar for these dates.

Parent-Teacher Conferences

JA Pre-K will offer two conferences throughout the year, one in October and one in March. Please refer to the program calendar for specific dates. We typically send out a Sign-Up link to sign up for these conferences. If at any time you would like to meet with the Director and/or teacher to discuss your child's progress, please feel free to contact JA Pre-K to schedule a time to meet.

Tuition and Payment

Fee Schedule

A fee schedule needs to be listed in the handbook, [per CDEC rules](#), 2.206 Statement of Policies/Procedures

Sessions	Times	Monthly Fee
M-F Morning, Half-Day	8:00 AM - 11:00 AM	\$500.00 per student
M-F Afternoon, Half-Day	12:00 PM - 3:00 PM	\$500.00 per student

Payment Methods

**Given our partnership with Colorado Universal Preschool, JA Pre-K does not charge tuition.*

Tax ID

JA Pre-K’s tax ID for child care tax credit is: 84-6002817, and our license number is 1781207.

Late Pick-Up Procedures

JA Pre-K acknowledges that emergencies may arise, making it impossible to arrive on time. In such cases, please inform the program.

If neither parents nor emergency contacts can be reached and a child remains at the program after 30-minutes, local authorities will be contacted to assist in locating a parent/guardian.

Termination of Services

All custodial parents or legal guardians are required to sign the Enrollment Agreement upon admission to JA Pre-K to secure their admission into the JA Pre-K program.

Habitual breach of this agreement may result in termination of services, following several attempts to bring the breach to the custodial parent's attention.

A written notice will be issued as a reminder of the breach, and corrective action is expected by the specified due date. In most cases, a two-week period will be provided to seek alternatives before the termination of services is enforced.

Classroom Operations

Morning Session Schedule - 8:00 - 11:05 AM

7:45 AM - 8:00 AM	ARRIVAL
8:00 AM - 8:30 AM	LEARNING THRU PLAY: CENTERS
8:30 AM - 8:45AM	MORNING MEETING ROUTINE (CIRCLE TIME)
8:45 AM - 9:00 AM	BATHROOM BREAK
9:00 AM - 9:30 AM	LESSON TIME
9:30 AM - 10:00 AM	RECESS
10:00 AM - 10:20 AM	SNACK
10:20 AM - 11:00 AM	STORY/SONG & LEARNING THRU PLAY: CENTERS
11:00 AM - 11:05 AM	DISMISSAL - STUDENTS SIGNED-OUT

Afternoon Session Schedule - 12:00 - 3:05 PM

11:55 AM - 12:00 PM	ARRIVAL
12:00 PM - 12:30 PM	LEARNING THRU PLAY: CENTERS
12:30 PM - 12:45 PM	MORNING MEETING ROUTINE (CIRCLE TIME)
12:45 PM - 1:00 PM	BATHROOM BREAK
1:00 PM - 1:30 PM	LESSON TIME
1:30 PM - 2:00 PM	RECESS
2:00 PM - 2:20 PM	SNACK
2:20 PM - 3:00 PM	STORY/SONG & LEARNING THRU PLAY: CENTERS
3:00 PM - 3:05 PM	DISMISSAL - STUDENTS SIGNED-OUT

A typical day includes the following components:

Large Group

We gather in a large group setting several times throughout the day to participate in music/movement, stories, calendar/weather, social stories, discussions and sharing.

Small Group

Each day we have two small groups, one that focuses on a literacy/writing activity and a second that focuses on science/math activities.

Outside Play

30 minutes of teacher-led outdoor recreation will be implemented for each half-day session

Centers

Play is an important aspect of learning and each day there is time dedicated for children to choose from a variety of centers designed and geared to learning while playing. Centers include Blocks, Manipulatives, Writing/Literacy, Library, Science/Math, Art, Sensory and Dramatic Play. We change our centers often to reflect the theme we are focusing on at the time.

Snack

Food and drink are not provided by JA Pre-K. Hand washing will occur before and after each meal.

Classroom Procedures

Inclement Weather and Clothing

We will go outside for recess when weather permits. If the temperature is below 33-degrees-fahrenheit or above 98-degrees-fahrenheit, outdoor recess will not occur. An indoor recess will be coordinated should the local weather forecast call for inclement weather conditions or temperatures.

Please make sure your child is equipped for all weather conditions. For winter weather: coats, gloves, hats, snow boots, etc. For summer weather: hats, sunglasses, etc. We ask that all outerwear clothing items be labeled with your child's name so we can locate such lost items easier to return. Any items not labeled and left behind will be placed in the JA's lost and found.

Snacks

Each child will need a snack each day. Please ensure your student's name is labeled on the snack. Please refrain from sending cookies, or sweets for snacks. We encourage healthy options as often as possible.

Birthdays

As a part of our classroom community, we enjoy celebrating each child's birthday with a little gift. If you would like to do something special for your child's birthday (a special activity/craft, share a favorite book, etc), please let the Pre-K staff know. **To better align with Jeffco Healthy Schools policies, food as a part of the celebration will not be permitted.** Please let us know if you would prefer that we not celebrate your child's birthday in class.

Water Bottles

Water bottles are encouraged. Each water bottle must have the student's name on it.

Children Work Files

Your child's work will be placed in the file box. Be sure to check it daily. Not only will there be your child's work but also important updates and information.

Personal Items / Lost & Found Items

JA Pre-K Program will not be held responsible for items lost or broken while at the program. Each child will be given the opportunity to have a "show and tell" day. Items chosen for "show and tell" should be appropriate for school, i.e. no play weapons or very delicate items.

JA Pre-K retains lost items for two weeks before moving these lost items to the Jefferson Academy Elementary lost and found. Jefferson Academy Elementary will donate items remaining prior to extended school breaks and as needed.

Health

Illness at JA Pre-K

JA Pre-K follows the Colorado Department of Public Health and Environment's [How Sick Is Too Sick](#) guidelines. Students who show signs of a communicable illness (lice, ringworm, strep throat, chicken pox, etc.) must be separated from the other students.

JA Pre-K Employees will follow the same procedures. Sick employees, who exhibit symptoms of communicable illnesses, should not come to work and will leave JA Pre-K if such symptoms arise.

JA Pre-K cannot provide services to a student who is ill. If a student becomes ill while at JA Pre-K, they will be isolated from the group and given a quiet place to rest. JA Pre-K Staff will contact the student's parent or emergency contacts to arrange for immediate pick up.

If all contacts are unavailable and the student's condition worsens, JA Pre-K is required to call 911.

Students who arrive at JA Pre-K ill will not be accepted into the program.

Parents or emergency contacts will be notified to pick up the student immediately. Students may return to the program when they are no longer contagious and are symptom free. A doctor's note may be required verifying treatment of the contagious illness.

JA Pre-K is required to report cases of communicable illness to the Colorado Department of Public Health and Environment. The following information shall be recorded: Student's name, age, onset date and time, symptoms, symptom duration (in hours) treatment and time and date of return to JA Pre-K. The record will be reviewed by licensing authorities upon request.

We do our best to promote a healthy environment for all children in our care and by doing so we request that each child is in good health and physical condition. If your child has any of the following conditions, they will not be permitted to attend the program until symptom free for 24 hours: fever of 100°F or more, diarrhea, vomiting, any illness that requires an antibiotic (please be on antibiotics for 24 hours before returning). If your child becomes ill while attending the program, we will notify the parent(s). The child will be placed in a comfortable and quiet place in the room to rest quietly until picked-up. Parents should pick-up their child within 30 minutes of being informed of their child's condition.

Non-Smoking / Drug Free

All Jeffco Public Schools and Jefferson Academy buildings are tobacco-free and drug-free environments.

Hazardous and Toxic Materials

All hazardous and toxic materials are kept under lock and key and out of the reach of children.

Immunizations

Each student that attends JA Pre-K must have a complete [immunization record](#) or a complete [exemption form](#) on file to attend. Students who are not fully immunized are accepted into our program. These students must have a completed exemption submitted from the Colorado Department of Public Health and Environment.

If a student has an incomplete immunization record, parents will be [notified](#) and have 14 days to get the required vaccines for their child or have an appointment to get the required vaccines. An [exclusion notice](#) may be given if required.

Medication

Prior to attending, parents are required to provide medications, copies of health care plans and any information regarding health/medical for their student. JA Pre-K cannot administer any medication, including Over the Counter medications, without the required medication forms and physician authorization.

If your child requires medication, you and their health care provider will need to complete a medication agreement and health plan. The director can provide these forms, if needed. All medication listed on the health care plan needs to be in the original container and labeled with prescription. Please give medications directly to the staff.

If a health care plan or medication is not available upon enrollment, the JA Pre-K Nurse Consultant will be contacted to determine when the child may start in the JA Pre-K program.

Medication must be in the original container, with the pharmacy label showing the student's name and instruction for administering on the outside. JA Pre-K Staff cannot dispense any non-prescription medication such as aspirin, over the counter cough/cold medication, cough drops, ointment, homeopathic and other medicine without the medication forms and physician authorization.

All medications will be kept in a secure location and out of reach of children.

Medications must be collected and signed for on a student's last day; all leftover medications will be given to JA Pre-K's Child Care Health Consultant for disposal.

Sunscreen

A topical ointment, lotion and sunscreen authorization form is included in JA Pre-K student enrollment.

Parents must perform the application of sunscreen or the use of another form of parent(s)/guardian(s) approved sun protection with a full-spectrum UVA/UVB rating of SPF thirty (30) or greater to their children's exposed skin prior to outside play year-round. Students over four years of age may apply sunscreen to themselves under the direct supervision of a staff member. JA Pre-K will not be responsible for supplying sunscreen.

Custody

To best support families, it is the expectation that JA Pre-K Staff will remain neutral in all family circumstances. Our priority is the safety and wellbeing of all students enrolled in the JA Pre-K Program. As needed, JA Pre-K requires copies of original documents that state any legal custody agreements. JA Pre-K Staff must be made aware of changes of custody agreements that occur, by providing a revised agreement plan or court order. If JA Pre-K Staff are not informed of any change, we will continue to follow any current legal custody agreements on file.

If a parent requests copies of documents or information pertaining to their child from the JA Pre-K Program, this request must be put in writing and given to the JA Pre-K Program Director. All parents/guardians will be informed of the requests prior to processing and both will be given copies of the requested information. JA Pre-K requires 7-14 business days to process requests for reproducing documents.

Toileting at JA Pre-K

We require that children who attend the JA Pre-K program be toilet trained as we do not have the facilities required to change diapers. Accidents may happen, and we ask parents to provide a change of clothes for your student (shirt, pants, underwear, socks).

- Independence Requirements: All Pre-K students must be capable of independently changing their own clothes, including managing toileting needs, without any assistance from staff.
- Exclusion of Diapering Items: Diapers, pull-ups, and any other similar items cannot be used in the JA Pre-K program. This policy is in place to promote independence and ensure the safety and well-being of all students.

Bodily Accidents at JA Pre-K

Parents of the student may be notified if these should arise. If a student soils their clothing in the event of an accident (blood, vomit, etc.), spare clothing is always available. Soiled clothes will be double-bagged and given to parents at pick-up. Please return loaned clothing from JA Pre-K in a washed condition. All Pre-K students must be capable of independently changing clothes themselves, and independently cleaning themselves without assistance from staff.

Students with Medical Needs / Support Services

JA Pre-K is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in our programs and activities. We cannot provide IEP support and special education support services.

For JA Pre-K to be best prepared to care for your student, please share with the Director any support services your student receives during the school day that would also help them to be successful at JA Pre-K. The Nurse Consultant and school personnel may be consulted and copies of Health Plans may be requested.

Please inform the Director of any physical accommodations needed.

Medical Emergencies

All JA Pre-K Staff are CPR/AED and First Aid certified. If an accident occurs, the JA Pre-K Staff will do the following: Administer first aid, notify parents, and document the accident to the Colorado Department of Human Services.

JA Pre-K must report to the Department of Human Services within 24 hours of an injury or mandatory reportable illness occurring at the site that resulted in medical treatment by a physician or other health care professional, hospitalization, or death. In addition, JA Pre-K will fill out the Jefferson County Student/Volunteer/Public Accident Report and notify the J.A. office.

At the time of enrollment with the JA Pre-K Program, parents are required per Colorado Department of Early Childhood to provide a minimum of one emergency contact other than the parent/guardian listed for the child. If a medical emergency arises while a child is attending the program, JA Pre-K Staff will attempt to reach contacts listed. If these contacts cannot be reached the JA Pre-K Staff will use discretion in securing medical aid. It is understood that Jefferson Academy, JA Pre-K, nor the person obtaining this medical aid will be responsible for the expense incurred. When possible, a staff member will ride in the ambulance with the child if a parent is not available. JA Pre-K Staff are never allowed to transport children in their own vehicles.

Student Information

To be best prepared to serve students in the JA Pre-K Program, JA Pre-K Staff collaborate with school personnel regarding students enrolled in the program. This may include but is not limited to information regarding parent/guardian contacts, emergency contacts, custody, behaviors, support services and health needs. Parents are responsible for informing the JA Pre-K Director if there are any changes to their contact information.

Director Contact

JA Pre-K Director is available on the site cell phone during program hours until 3:00 pm. JA Pre-K Director will return all calls and text messages as soon as possible.

General Rules

Visitor Policy

All visitors must check in with JA Elementary's main office first. Then they must check in with JA Pre-K staff and sign the visitors log with name, time of arrival and departure, and purpose for the visit and provide photo identification to the JA Pre-K staff. Visitors to the site must follow all JA Pre-K policies and procedures and will always remain in the company of JA Pre-K personnel. Visitors will not be counted as part of the staff-to-child ratio and therefore will not supervise children alone at any time.

Volunteer Policy

All volunteers must meet with the JA Pre-K program director to review JA Pre-K policies and procedures prior to volunteering with JA Pre-K. Approval of volunteering will be given by the JA Pre-K Program Director in writing.

Upon arrival for the approved volunteering times, volunteers will check-in with the JA Elementary main office.

JA Pre-K Volunteers cannot not be counted as part of the staff-to-child ratio and therefore will not supervise children alone at any time. JA Pre-K Volunteers will follow all JA Pre-K policies and procedures, and remain under the direct supervision of a JA Pre-K staff member.

Child Abuse and Neglect

In accordance with Jeffco Public Schools and Colorado Department of Early Childhood Rules and Regulations regarding child abuse, all JA Pre-K Staff are trained mandated reporters of suspected child abuse or neglect. JA Pre-K Staff are required by law to report any suspicion of child abuse or neglect. Reports are made to the Jefferson County Social Services or the local police department.

To report abuse or neglect, call Jefferson County Social Services at 1-844-264-5437.

Or Email: childabusehotline@jeffco.us

Personal Belongings and Money

JA Pre-K is not responsible for a student's belongings. Students are to leave toys, games, and such belongings at home. Money should not be brought to JA Pre-K.

Personal Electronic Devices & Media Usage

Personal electronic devices will not be part of any JA Pre-K curriculum. Any media usage provided within JA Pre-K will directly sourced from the pre-approved curricula selected by JA Pre-K. The use of electronic devices outside of curriculum related activities is not permitted. JA Pre-K is not responsible for a student's personal electronic devices.

Snacks and Meals

Students are not provided or served food. The cafeteria does not serve JA Pre-K. On special occasions and with prior notice, JA Pre-K may serve a snack and/or drink.

Food Allergies

JA Pre-K Staff must be informed of any food allergies. Due to the risk of an unknown food allergy, students are not allowed to share food. We appreciate the gesture, however, JA Pre-K asks parents to not bring food meant to be shared with students or staff. If students are allergic to a food served, JA Pre-K Staff will attempt to provide an alternative.

Recess Policy

Weather permitting; JA Pre-K students are given up to 30-minutes of teacher-led outdoor recreation each session. JA Pre-K will use designated playgrounds provided and maintained by J.A. JA Pre-K is licensed by the Colorado Department of Human Services and therefore has different guidelines and regulations than J.A. regarding use of playground materials and structures.

All JA Pre-K Staff are required to complete 2.5 clock hours of training on playground safety and injury prevention training prior to employment with JA Pre-K.

Snow boots are required to be worn in order for students to play in snow-packed areas, including play structures provided. Depending on temperature coats and jackets will be required to be worn during recess outside.

JA Pre-K follows Jefferson Academy Elementary School's [Recess Rules and Guidelines](#) when acceptable:

1. All games should be played with a concern for others using the playground and inclusion in activities.
2. The playground equipment is to be used properly.
3. Tag and chase games are not permitted without staff direction.
4. Shoes must be worn at all times.
5. Fighting and "play fighting" is not permitted.
6. Weapons of any kind, including toy weapons, are not allowed on school grounds.
 - i. Toys representing a combative nature should not be brought to JA Pre-K.
7. No throwing of rock (regardless of size), stick, snow or sand.

Transportation

JA Pre-K does not provide field trips or excursions away from the JA Elementary campus. JA Pre-K does not provide transportation to or from the center, including excursions. JA Pre-K staff are not allowed to transport JA Pre-K students in any vehicle. Procedure not needed.

Television, Video Viewing

Television is not permitted. Video viewing, if it does occur, will be directly sourced from a pre-approved educational curricula.

JA Pre-K Positive Behavior Philosophy

At JA Pre-K, our goal is to foster positive relationships among students, staff, and families within a socially and emotionally respectful environment. We believe in cultivating student responsibility for behavior and guiding them toward positive social interactions and emotional competence.

Approach: Our discipline philosophy focuses on positive and educational strategies, including redirection, open discussions, brief separation, and natural consequences. We prioritize the development of problem-solving skills and effective communication among students.

Intervention and Support: Individualized social and emotional intervention is provided when necessary, incorporating a team-based positive behavior support plan.

Family Collaboration: For persistent disruptive behaviors, we will engage families collaboratively to assess situations and determine additional support for the student's well-being.

Specialized Support: JA Pre-K maintains an open door to early childhood mental health consultants and specialists for consultation as needed.

Collaboration for Support: We work closely with school district and school campus personnel, mental health consultants, and specialists to minimize challenging behaviors, suspensions, and expulsions.

Enrollment Consideration: In cases where repeated behaviors compromise safety, suspension and discontinuing enrollment may be considered after collaborative efforts and support are utilized.

Prohibition of Negative Discipline: We strictly prohibit the use of physical or negative methods of discipline.

Student Behavior Reporting

At JA Pre-K, we are committed to maintaining a balance of confidentiality and transparency in our student behavior management. In the event that a student's behavior raises concerns, we will implement written behavior reports.

Confidentiality and Transparency: The primary aim is to ensure the confidentiality and transparency of the behavior management process. When necessary, a written behavior report will be used to document the incident.

Parental Communication: To keep parents fully informed, an original copy of the behavior report will be provided and a second copy will be retained. This original report will be shared with parents promptly.

Acknowledgment and Documentation: Reporting staff, the program director, and parents will be requested to review and sign the behavior report. Signed reports must be returned to the program director on the following school day.

Record Keeping: All behavior reports will be securely stored in a student's file for future reference, maintaining our commitment to transparency and accountability.

JA Pre-K Student Behavior Management: Warnings, Suspensions, and Dismissals

Compliance with Program and School Rules: All students enrolled in our program are expected to continuously follow both program and school rules to ensure a safe and respectful environment.

Response to Non-Compliant Behavior: If a student's behavior is non-compliant, disruptive, damaging to persons or property, involves leaving the area of supervision, use of disrespectful or abusive language, or displays a pattern of disruptive and disrespectful behavior, a formal meeting with the student's family will be scheduled.

The following actions may be taken, including:

- A written behavior report will be made and given to parents/guardians at pick-up.
- The behavior report details will be shared with parents by program staff.
- Contacting parents/guardians to provide further information about the negative behavior.
- Loss of privileges within JA Pre-K.
- Temporary suspension from JA Pre-K.
- Dismissal from JA Pre-K.

Immediate Action for Safety:

In situations where the safety of others is threatened or deliberate property abuse occurs, JA Pre-K reserves the right to take immediate action, including requiring the student's parent or guardian to pick them up, suspension, or dismissal from the JA Pre-K Program.

Staff Training

As required by CDHS Licensing and JA Pre-K, staff are required to complete fifteen (15) clock hours of training annually. In addition, staff are required to be certified in First Aid, CPR and Standard Precautions. Only staff who have received Medication Administration Delegation training are permitted to administer medication.

Staff Background Checks

In compliance with the CDHS Rules and Regulations, all staff will be screened through the Child Abuse and Neglect Database (TRAILS) for any record of child abuse and neglect. A complete set of fingerprints for all staff will be submitted to the Federal and Colorado Bureau of Investigation to obtain any record of conviction and will be repeated every five (5) years.

Dress code

JA Pre-K follows district dress code policy, which can be found in the Jeffco Public Schools Conduct Code. In addition, JA Pre-K follows Jefferson Academy's dress code policy.

Staff Policy

JA Pre-K policy does not allow JA Pre-K Staff to babysit, transport or interact on social media with students or families enrolled in JA Pre-K Classrooms.

JA Pre-K policies are subject to change.

Complaints

Please report facility complaints about JA Pre-K to:

Child Care Licensing and Administration
Division of Early Care and Learning, CDHS
710 S. ASH STREET
Denver, CO 80403
Phone: 1-(720) 799-5876 or (303) 866-5948
CDHS_oec_communications@state.co.us

Please address employee conduct complaints to: [Jefferson Academy Elementary Grievance Submission](#)

Child Abuse and Neglect

In accordance with Jeffco Public Schools and Colorado Department of Early Childhood Rules and Regulations regarding child abuse, all JA Pre-K Staff are trained mandated reporters of suspected child abuse or neglect. JA Pre-K Staff are required by law to report any suspicion of child abuse or neglect. Reports are made to the Jefferson County Social Services or the local police department.

To report abuse or neglect, call Jefferson County Social Services at 1-844-264-5437.

Or Email: childabusehotline@jeffco.us

JA Pre-K is licensed and inspected by the Colorado Department of Early Childhood.
JA Pre-K is inspected by Arapahoe Fire Protection fire code compliance.
JA Pre-K is inspected by Jeffco Public Health for health code compliance.
Copies of these inspections are available on-site at all times.

Americans with Disabilities Act

Jefferson County Public Schools does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin, or age in its programs and activities.

Please inform the Pre-K Director of any needs.

Inquiries regarding nondiscrimination policy may be directed to:
Director of Employee Relations
1829 Denver West Dr., Bldg #27
PO Box 4001
Golden CO 75401 – (303) 982-6544