

Garfield School District #16 Preschool Program Grand Valley Center for Family Learning (CFL)

CFL Address 100 East 2nd Street
Parachute, CO 81635

All PK Phone Number (970) 285-5702

Serving ages 3 –5



Garfield 16 Preschool Staff Members

Principal	Kim Frees
Assistant Principal.	Nicole Hills
Teacher	Caitlyn Brady
Paraprofessional	Ms. Ofelia
Teacher	Bobby Gutierrez
Paraprofessional	Ms. Lilith
Teacher	Tessa Gutierrez
Paraprofessional	Ms. Monica
Teacher.	Lindsey Benson
Paraprofessional.	Ms. Jennifer
Teacher	Ms. Skylar
Paraprofessional.	Ms. Gwendolly
Paraprofessional.	Ms. Susan
Early Childhood Special Education	Jennifer Jablonsky Annie Grandorff
Office.	Veronica Duran, x2100 Miriam Baltazar, x2101

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Welcome to the Garfield 16 Preschool Program

We are glad that you have chosen our Preschool Program. We would like to tell you about the educational philosophy that informs our program.

Mission Statement

We believe that quality early childhood education is the birth right of every child in our community and want your family to feel a sense of safety and acceptance in our program. We believe that play is the work of children. We encourage exploration, academic learning, and peer interaction through engaged play.

Philosophy Statement

We are family centered.

You, the parent/guardian, are your child's first teacher and you know your child the best. We want to view every child in the context of his/her family and want your family to feel a sense of safety and acceptance in our early childhood program. We need your help and support. We want you to join us in seeing that early childhood is an important, unique, and wonderful time in the life of your child.

2.1: We understand that communication with our families is vital for the success of children and we have many staff members on hand to help translate for parents if needed. Veronica Duran and Miriam Baltazar, our G16 PK secretaries, are fluent in Spanish and will assist families with registration and school policies in Spanish as well as English. All written communications to home are also sent in Spanish. All-call messages to families are sent in both English and Spanish. For languages other than Spanish, we will use Global Translation Services (<https://globaltranslation.com/>) to communicate at no cost to families.

2.14 & 5.5: We are here to support families as well as children. Throughout the year we will offer information sessions for families regarding education, child development, family support, etc. We have a variety of resources available to families upon request. Our school counselor is available with a referral from a teacher or parent. If you have questions regarding referrals to resources, please let your child's teacher or the preschool director know. You may also contact the School Based Family Resource Center at 251 N. Parachute Avenue. Their phone number is 970-285-5701. The School Based Family Resource website is

<http://www.garfield16.org/school-based-family-resource-center>. Once information is received, a case manager from the SBFRC will coordinate with the family and the appropriate agency. If you have educational or developmental questions or concerns regarding your child, please contact one of our Early Childhood Special Education Coordinators (970-285-5702), Annie Grandorff, ext. 2135 or Jennifer Jablonsky, ext 2119. They can facilitate assessments of your child as well as coordinate with other agencies.

2.15 & 2.16: We welcome all children.

We believe that quality early childhood education is the birthright of every child in our community. Our preschool is an *integrated* preschool program. All of our children are unique and have special gifts and talents. In addition, some of our children are learning to speak English. Some children have been identified and have an Individualized Education Program (IEP) and will receive additional support from special education providers in order to meet their learning and development needs. We strive to meet all children where they are developmentally and provide supports and resources that will enhance their growth and development.

“How young children feel is as important as how they think.”

The latest brain research tells us that:

- Your child’s brain will grow and develop *more* from birth to five years than any other time in his/her school career.
- The development of the Social/Emotional part of your child’s brain is more important for learning and school readiness than the development of the cortical parts of the brain that memorize and store facts.

Attachment: A child needs to be loved, cuddled and appreciated. Every child needs at least one special person whose eyes light up when the child walks in the room.

Increased Attention Span: Children need more interactive experiences and less passive experiences such as TV viewing and video game playing.

Nutrition and Healthy Habits: Every child needs protein, vitamin D and the good fats that are in dairy products such as yogurt and white milk. Have your child experience eating a variety of fresh fruits and vegetables.

Motor Development: Children need to be engaged in many types of movement activities such as climbing, running, jumping, as well as cutting, drawing and painting to develop gross and fine motor skills.

Language: Children need to be encouraged to ask and answer questions, and actively participate in conversations with adults and peers.

1. “Play” is the work of children.

One of the most important jobs for our preschool teachers is to facilitate engaged play. In our program the daily schedule, the toys and materials, and the arrangement of the environment are carefully and thoughtfully planned to encourage exploration, learning, and peer interaction through play.

During engaged “play”, children learn:

1. **Confidence** - The child demonstrates an interest in the world and learns that adults are helpful beings.
2. **Curiosity** - The child learns that finding out things is fun!
3. **Intentionality** - The child learns to persevere and stay with a task.
4. **Self-control** - The child develops an age appropriate ability to control his/her actions and develop self-regulation.
5. **Relatedness** - The child learns to interact positively with peers.
6. **Communication** - The child learns to communicate ideas, feelings and needs to others.
7. **Cooperativeness** - The child learns to balance his/her needs with the needs of others.
8. **Academic skills** - Center play activities are carefully designed to facilitate learning in Math, Literacy, and Science.

4.3 & 4.5: 5. Relationships are vital to learning. We understand the importance of a positive relationship between children and their teachers. We are committed to keeping the student to adult ratio low (8:1) that is aligned with the NAEYC recommended ratio, which helps teachers get to know children and families well and facilitate strong bonds. Each classroom has one lead teacher and one assistant teacher. Children stay with these same two adults throughout the day, for the full year. Every year, we make every effort to make sure returning students are placed with their previous teachers to ensure continuity of care.

3.1: 6. We have a growth mindset. We are very proud of our preschool programs at Garfield 16, but we always want to try to get better. Parents can help us with this cycle by giving us open and honest feedback. You will be asked to complete various surveys throughout the year. We understand that this can be time consuming, but your information is crucial to our program. Our Early Childhood Advisory group analyzes this data you provide, as well as other assessment data, to revise our annual Quality Improvement Plan each year. This plan is shared with our learning community and is a driving force in our

improvement cycle. You may view a hard copy of our Quality Improvement Plan in our school office.

Application, Eligibility, and Enrollment

To enroll your child in the Universal Preschool Program (UPP) for four-year-olds, please complete the school enrollment process at CFL and apply for funding through the UPP website (upk.colorado.gov). For three-year-olds, complete the school enrollment ONLY at CFL. Funding eligibility for both age groups is determined by specific risk factors, including having an Individualized Education Plan (IEP), being a dual language learner, experiencing homelessness, being in foster or kinship care, and meeting income requirements. Please ensure all relevant information and documentation are provided during the enrollment process to determine eligibility accurately.

Parent Orientation & Child Screening:

Before children begin our preschool program, parents are required to participate in a parent orientation session. The orientation provides the opportunity to meet the classroom teachers and director. During this orientation teachers will learn about your child through a screening process, which is an Ages and Stages Questionnaire.. This overview of how your child is growing and developing helps us to discover their strengths, interests and possible areas of concern.

Child Find

Each school district must have a Child Find program to screen and evaluate children in the district from 2 years 9 months to school age for developmental concerns. The school district has a team of early childhood professionals who do this evaluation. Children who qualify for special education are referred to the Center for Family Learning, receive special services at the school. This is in compliance with the American Disabilities Act.

Preschool Attendance Policy

Daily attendance is recorded in your child's classroom, including late arrivals and early pick-ups. If your child will be absent, please call the attendance line as soon as possible and before 7:30 a.m. Child Care licensing requires us to track illness symptoms, so when calling the attendance line, please provide the following information:

- Child's first and last name (please spell the last name)
- Teacher's name
- Reason for absence (briefly explain why your child is absent)

- If your child is sick, please leave a description of their symptoms (e.g., abdominal cramps, chills, diarrhea, fever, headache, muscle aches, rash, vomiting).

This information helps us ensure the health and safety of all students.

Importance of Preschool Attendance

Consistent attendance in preschool is crucial because learning is cumulative; each day's lesson builds upon the previous day's material. Regular participation in classroom activities significantly enhances your child's educational success. Missing more than two days per month is considered chronic absenteeism, which is linked to lower test scores by 3rd grade and a decreased likelihood of graduating high school. To prevent chronic absenteeism, it's essential to have a reliable plan for getting your child to school every day.

Tips for Ensuring Daily, On-Time Attendance:

- Establish a bedtime routine to ensure your child gets enough rest.
- Lay out your child's clothes the night before.
- Pack your child's backpack the night before.
- Create a morning routine that allows ample time for your child to get ready and eat a nutritious breakfast.
- Make the process of getting ready and going to school enjoyable by incorporating fun activities, such as singing.

Positive Discipline System

The basic beliefs of our discipline system are taken from the CHAMPs program by Randy Sprick. These beliefs are:

1. All students must be treated with dignity and respect.
2. Students should be taught the skills and behaviors necessary for success.
3. Motivation and responsibility should be encouraged through positive interactions and building relationships with students.
4. Student misbehavior represents a teaching opportunity.
 - We will explicitly teach our behavioral expectations.
 - We will create an environment that engages students and decreases the probability of negative behaviors.
 - We will use positive words and gestures to encourage appropriate behaviors.
 - We use alternative choices to redirect students away from problem behaviors.
 - We will teach problem solving skills to help students resolve conflicts.

If we continue to have concerns about unacceptable behavior, we will consult with parents to jointly establish a plan for addressing the behaviors, as well as consulting with

behavior experts in our school. We will utilize a documentation system to allow us to gather data and determine if the behavior intervention is successful or if we need to change the plan. Suspension and expulsion would be a very rare occurrence, used only in cases of physical danger, and only used after all other possible solutions have been tried. The following steps will be taken to determine suspension/expulsion:

- The teacher, behavioral specialists and parents will work together to create a behavior plan.
- Data will be tracked to determine if the behavior intervention is successful or if we need to change the plan.
- If suspension or expulsion is necessary, staff will meet with parents to discuss what outside resources are available for the student and family.

Occasionally our students may need additional support beyond the expertise of our staff. Our Special Education Team and/or Family Resource Center can help with information and referrals to outside agencies and supports.

Mental Health

Family Mental Health Support The Early Childhood Mental Health Specialist are available to assist families in the area of mental health. Services include:

- Support for families with behavior and/or mental health concerns about their children or family members.
 - Observation, coaching, and/or recommendations on next steps and ideas for support.
- Referrals can be made to ECE Mental Health Specialists by contacting your Early Childhood Director.

Early Childhood and Literacy

Language learning through exposure to age appropriate picture books is of paramount importance in preschool. Stories introduce children to language that is more formal than the language used in conversation. Stories also provide children with opportunities to develop a “sense of story” and be able to retell a story. Books expand children’s vocabulary and knowledge about the world beyond their immediate environment. Finally, reading to children can increase their sensitivity to the individual sounds (phonemic awareness) of language because the language in picture books is often organized to make individual sounds in words stand out and be noticed.

Curriculum

We follow the guidelines of the Creative Curriculum, a preschool program endorsed by the state of Colorado. The state of Colorado is taking the education of your preschool child

very seriously. They too realize that your child’s brain develops *more* between the ages of 0 and 5 years than any other time in your child’s school life.

The Creative Curriculum skillfully balances current demands for outcomes and accountability of preschool programs with what we know about the vital role of “play” in children’s learning. Direct teaching is considered inappropriate for children between 3-5 years. There are no tests in the Curriculum. Teachers observe children and document each child’s progress on the Teaching Strategies Gold Developmental Continuum. They then use the information gained for planning activities that best meet children’s needs.

Our program also follows the Colorado Quality Standards for Preschool and the Building Blocks to Colorado’s Content Standards. Both of these measures ensure that the instruction offered by our program is developmentally appropriate and helps to prepare your preschool child for Kindergarten and beyond. Your child will be physically, socially and intellectually engaged while at school. There will be no television viewing and other electronic media will be minimal and purposeful for instruction.

Schedule:

AM Session Time 7:40 am – 10:40 am
PM Session Time 12:10 pm – 3:10 pm
Full Day Session Time 7:40 - 3:10
Tuesday through Friday

Cost of Preschool:

The cost for half-day preschool is \$360.00 per month, it is due at the beginning of each month. This is a straight rate, we do not prorate on the basis of days attended. Full day preschool is \$900.00 per month. Tuition prices **do not** include awarded hours from UPP.

Calendar:

Our program follows the Garfield 16 School District Calendar, with the exception of starting preschool one week later than other grades to allow time for preschool teachers to conduct home visits.

Arrivals and Departures:

Preschool students will enter and exit through their exterior classroom doors. Adult supervision will not be available in the preschool classroom prior to the beginning of each class therefore, early arrivals are not permitted. Please consider this as you bring your child to preschool each day. We understand that occasionally there might be an incident that prevents you from being on time. If your child is tardy, we ask that you check in at the front desk to avoid disruption of the classroom activities. If the class is on an excursion, such as a walking field trip, this also allows our office staff to contact the classroom teacher and ensure that a member of our staff unites your child with their

classmates and teachers. Your child must also be picked up on time outside the classroom door.

Late Pick Up

Staff greatly appreciate parent's efforts to pick up and drop off in a timely manner. If you know that you are going to be late, please contact your child's classroom as soon as possible. In the event that a child is left at the center 15 minutes past closing, and no prior notification was made, we will begin calling emergency contacts to arrange pick up.

Transportation:

Parents provide the transportation to and from Preschool. Preschoolers are too small to be safely transported on school buses. Please have your child here at school on time as well as picked up on time. Teachers are unable to watch your child beyond the regular preschool times as this is meeting and team planning time for them.

Release of Children:

Your child will only be released to adults listed on the registration form. However, in case of emergency, we can release your child to another adult, 18 and over, if the parent gives written or verbal permission. Identification such as a driver's license will be asked from the adult before he/she signs in/out your child. The person picking up your child must be 18 years of age or older per licensing requirements. All preschool children must be signed in and signed out in the classroom by a responsible adult, 18 years old or older, which means that siblings or other children may not collect the child at the door for an adult waiting outside. We feel that children's safety is of the utmost importance.

Please pickup students at the external classroom entrance. This is for the safety of all of our children.

Once your children are left in our care, we ensure that all children are supervised at all times. We do not allow preschool children to pass outside the classroom without an authorized adult. Our staff take attendance daily and conduct regular counts throughout the day. If your child is not present and we have not heard from you, an attendance call notifying you will occur at 8:00am for our morning classes and at 12:30 for our afternoon classes.

IMPORTANT SAFETY RULE

In the interest of safety, all children must be signed into the Classroom upon arrival at 7:40 am/12:10 pm and signed out upon leaving at 10:40 pm/3:10 pm by an adult (over 18)

listed on their registration form. This is a requirement of the Department of Human Services, under which we are licensed.

Please notify the School if:

1. Your child will be absent
2. Any change in address or phone number
3. Any change in authorized persons picking up your child
4. Any significant changes at home
5. You intend to withdraw your child from the Center.

Immunizations:

Our program requires proof of up-to-date immunizations on the day of enrollment. Colorado immunization rules have changed and the new laws will be in place on July 1, 2021. To submit a nonmedical exemption, you must use CDPHE's standard certificate of nonmedical exemption. There are 2 options for submitting a nonmedical exemption:

- Download the official certificate of nonmedical exemption to be signed by an immunizing provider, OR
- Receive an official certificate of nonmedical exemption after completing the Department's new online immunization education module.

Parents should understand that even with a waiver, their underimmunized child may be asked not to attend if the school has an outbreak of a communicable disease. Please contact the CFL office if you have questions regarding the new changes or the immunization requirements in general.

5.1 & : Hearing and Vision Screenings

All preschoolers will receive a hearing and vision screening annually. If your student wears glasses, please be sure they are wearing them for an accurate assessment. Should your student not pass either of the screens, our district nurse will contact you.

Dental Screenings

At CFL, we prioritize the health and well-being of every child, including their dental health. Each year, a local dentist visits our preschool to provide free dental screenings for all children. These screenings help identify potential concerns early, ensuring that children receive the care they need for strong and healthy teeth.

Good oral health is essential for overall well-being, impacting speech development, nutrition, and confidence. We encourage families to take advantage of this opportunity and follow up with their child's dentist for regular checkups. If you have any questions or prefer to opt out, please let us know.

Medication:

A *Medication Permission* form is required for any medicine to be given at the Preschool and must be signed by the doctor and parent. Prescription medicines must be in their original container stating the prescription number, child's name, doctor's name/number and dosages to be administered. All medications will be stored either in a locked cabinet or in a carry bag with the preschool staff, who have been trained and delegated to administer medication by our school nurse in compliance with Section 12-38-132., of the "Nurse Practice Act".

Illness:

For the health and well being of the children and staff, please do not send your child to school if he/she appears ill. If your child has been ill, they should not return to school until they have been without a fever, with no medication, for 24 hours. The following is a list of some reasons to keep your child home:

1. Temperature of 99 degrees F or more
2. Excessive nasal discharge - yellow means watch closely, green means go to the doctor
3. Persistent cough
4. Vomiting more than once in the previous 24 hours
5. Diarrhea
6. Mouth sores with drooling
7. Red or swollen eyes
8. Skin irritation or rash

If your child becomes ill at school, the health tech will evaluate him/her. Please keep our office updated on any changes in your contact information as we will call parents to notify them of illness, accidents, or injuries. It is also important to notify the school if your child is ill and will not be attending that day.

Reporting of Communicable Diseases

If your child is exposed to a communicable disease, such as chicken pox, measles, strep infections, or hepatitis, you must report this to your child's teacher by calling the school office with the information. All staff and parents will be notified if an exposure occurs. In the event that a child contracts a communicable disease, the county public health nurse will be notified.

Please use the following guidelines for keeping your child at home.

1. Infectious conjunctivitis/pink eye – until 24 hours after treatment is started.
2. Scabies, head lice or other infestations – until 24 hours after treatment and no live nits.
3. Strep throat, scarlet fever, or other strep infections – until 24 hours

after treatment starts and your child is free from fever.

4. Impetigo (open sores near mouth) – until 24 hours after treatment is started.
5. Hepatitis A – until 7 days after start of symptoms (i.e. jaundice)
6. Pertussis – until 5 days after treatment is started.

Well Child Check:

It is a requirement of the Department of Human Services that all children enrolled in preschool see a medical provider for a well child check. These are also required for your child's health file by the Colorado Department of Public Health and Environment and Human Services for our licensed classrooms to remain open.

Diapering and Toilet Training:

Ideally we would like preschool students to be potty trained before beginning preschool, but we also understand that toilet training should always be based on the child's developmental level rather than on the child's age. If your child is still needing diapering and toilet training, we will create a plan in conjunction with parents to provide consistency for him/her.

Child Abuse Reporting

If parents have concerns about suspected child abuse or neglect they can call the reporting hotline at 1-844-264-5437. The website to refer to for reporting procedures is <https://co4kids.org/mandatoryreporting>.

To report a complaint about the Garfield 16 Preschool Program, contact the Department of Human Services, Division of Early Care and Learning, 1575 Sherman Street, Denver, Colorado 80202. (303) 866-5958. If parents have a complaint regarding preschool licensing concerns, please call (800) 799-5876.

Child Abuse:

Our staff are trained annually as mandatory reporters. Federal law mandates that suspected child abuse or neglect will be reported to the Department of Social Services. Mandatory reporters are required to report the facts and circumstances that led them to suspect that a child has been abused or neglected.

Parent/Staff Communication:

At the beginning of the year, teachers will conduct home visits for the preschoolers in the Colorado Universal Preschool Programs. There are 2 Parent/Teacher/Student conferences held during the year for all preschoolers to discuss children's behavioral, social, physical and academic progress. Also, teachers will be available during the spring for voluntary visits. Our program uses the Teaching Strategy GOLD APP to communicate

with families about learning resources and updates on children's progress. Our school also uses Blackboard, which is a communication tool that utilizes text and email options.

Please feel free to visit the teacher if you have any concerns, issues or questions regarding your child or comments of the staff. A Spanish translator will be provided if needed. All newsletters and other communications will be printed in English and Spanish.

Student Files

All student information and student files, paper and electronic, will be kept confidential. Parents will have access and may request a viewing at any time.

Visitors and Volunteers:

Our parents are welcome and encouraged to visit and volunteer at any time throughout the year.

If you would like to be a volunteer, please stop by the office to get a quick background check through our Raptor System, which requires your ID. You must get a Raptor check before working in the classroom or attending a field trip. Volunteers will be expected to check in at the school office before proceeding to a classroom. Upon checking in, they will be given a visitor's badge to be worn throughout the day. All visitors must be in the presence of a classroom teacher at all times. Those who wish to volunteer on a regular basis must go through the fingerprinting process.

When volunteering in the classroom, we have rules to maintain for the parents so the children will enjoy the interaction:

1. Please interact with the children appropriately.
 - a. No wrestling
 - b. No aggressive play
 - c. No weapon or action-hero play
2. Use appropriate language around the children and converse with them properly.
3. Play with the toys according to their use
4. We ask that you do not use your cell phone while you are visiting. Please take this time to fully engage with your student and his/her peers.

Emergency Preparedness:

Our Preschool, as well as all of the schools in our district, use the "I love You Guys" standard response protocol (<http://iloveguys.org/srp.html>). Emergency information will be posted in the classroom. We train all staff each year and conduct monthly lockdown and evacuation (fire drill) practices. Staff are trained to make accommodations for students with disabilities and to help all students who may have a stress reaction to the drills. After each drill, our staff meets to reflect on the process and plan for improving our responses. In case of an actual emergency, Incident Command will be coordinated with emergency

personnel and our school district central administration. They will release information to parents regarding details of the emergency and procedures for reunification. If you have questions or concerns about safety procedures for your child, please contact our office or attend a yearly parent emergency response information training at our school.

Continuity of operations after a disaster - In the event of a disruption of normal activities, our school district has identified Essential Functions (EFs) and can ensure that these functions can be continued. These EFs include delegations of authority, alternative district facilities, a communication plan with other agencies, and vital records management (all records are backed up electronically and can be retrieved at any district location).

Photographs:

Photographs will be taken during the year by teachers and outside photographers. If you do not wish your child to be photographed, a denial form is included in your child's registration packet.

Field Trips:

We are required to have a permission form for walking field trips. This form is included in your child's registration packet. Classroom teachers are responsible for the supervision and safety of children on these trips. These trips are planned in advance and our teachers keep appropriate student to adult ratios and are prepared for possible medical and/or emergency situations.

Clothing:

Please dress your child in washable, comfortable clothes that they can manage by themselves, as much as possible. Preschoolers will be getting dirty, using paint and other messy materials so please don't send your child in their Sunday best.

Daily outdoor activities are part of our program. Dress your child appropriately for the weather. (i.e. jackets, mittens, hats, snow boots, etc.) We require one complete set of extra clothing to be left at school for emergency situations and please mark the clothing with your child's name.

Personal Belongings

Items brought from home, including money, toys, and food may cause problems in the classroom. Children should only bring items from home that teachers request be brought. It is often difficult for children to share their home toys and feelings get hurt so we recommend no toys from home. The school is not responsible for lost items/toys. If you are having difficulty transitioning your child to school and a transitional object helps please talk with the classroom staff to make this work. Classroom staff will work hard to help make the transition as smooth as possible for the family, child and classroom.

Inclement Weather:

In cases of extreme weather conditions, our outdoor play time will be inside the school in a large, open area. If the school district cancels school due to weather, preschool classes will also be canceled. Our school district notifies parents of closures by emails, texts, and computer generated phone calls. You can also check Facebook, Instagram and Twitter for updates.

Dress Code:

The school has a dress code that must be followed by your child. Here are some of the guidelines by the school:

1. The abdomen area should not be exposed.
2. Tank top arm holes must be appropriate size.
3. No narrow straps or barebacked blouses are allowed.
4. Wear tennis shoes instead of flip-flops or sandals for playground safety.

Newsletters:

School newsletters will be sent home on a regular basis to inform you about school activities and important dates to remember. Preschool happenings may vary so please read your newsletters thoroughly. If you have any questions regarding dates and so forth, please notify your child's preschool teacher.

Preschool Supplies:



CFL School Supply List

Preschool

- 2 Boxes of Crayola Crayons (24 count)
- 1 Box of Crayola Markers Classic
(10 count- regular size, not thin)
- 1 Box of Expo Dry Erase Markers
(12 count- red, green, blue, black)
- 1 Box of Crayola Watercolors with
Brush
- 1 Reusable Water Bottle



Meals:

Students who attend an AM Preschool session may eat breakfast from the school cafeteria and students who attend the PM Preschool session will be provided with lunch from the school cafeteria. Both breakfast and lunch will be provided to students in a full day class. Breakfast and lunch are free meals for every student in Garfield School District 16, regardless of eligibility or income.

Students are not required to participate in the meal program. You may choose to pack a breakfast or lunch for your child or you may choose to feed your child before they come to school. Please let your child's teacher know which you prefer.

5.3: We're dedicated to fostering healthy eating habits at our preschool. Here's how we encourage positive nutritional choices:

- Garden Day: Planting and Growing
 - Families participate in Garden Day, planting fruits and vegetables. This hands-on experience helps them learn about food sources and encourages trying new, healthy foods.

If your child suffers from food allergies and will need modified meals as a result, please come to the school office to pick up a School Meal Modification form. This form must be filled out and signed by your physician in order for the Nutrition department to serve your child modified meals.

Napping:

Our full time program offers a nap/rest time in the afternoon. Staff shall set up the sleep mats so they are at least three feet from each other. Children will use sheets, blankets and/or pillows that have been provided to them by their parents. (These items must be sent home on Fridays for laundering by the family and returned on Monday). Children are not REQUIRED to sleep during this time. They should be encouraged to rest. If, after 15 minutes, children are not sleeping, quiet activities will be provided to them (puzzles, books, quiet toys, etc.).

2.9: Transitions

Transitions are significant milestones in a child's educational journey, and they can be exciting yet challenging experiences for both children and their families. At our preschool, we strive to ensure smooth transitions, whether it's moving from one classroom to another, transitioning to a new preschool program, or preparing for kindergarten. We believe that a supportive and well-planned transition process is key to helping children feel secure and confident in their new environment.

For transitions between classrooms within our preschool, we prioritize familiarizing the child with their new setting. This includes gradual visits to the new classroom, where they can meet their future teachers and peers, and explore the new space. Communication between the current and future teachers is crucial; they discuss each child's strengths, areas for growth, and strategies that have been successful. This ensures continuity in learning and care. We also encourage family involvement through scheduled meetings, where teachers and parents can share insights and set goals for the child's development.

Transitions into another Program

When transitioning to another preschool program, the process is similar but extends to include communication between our preschool and the receiving institution. We provide comprehensive information about the child's progress, learning style, and any special needs. We also offer guidance on what families can expect and how they can support their child's adjustment. This might include visiting the new school together, reading books about starting kindergarten, or setting up playdates with future classmates.

Transitions entering Preschool & Kindergarten

- Each Spring we dedicate an entire day to Preschool and Kindergarten Round-up. This event is widely advertised in our community to get information about the CFL Kindergarten

Roundup day to all families, including those whose children attended other child care programs and those children who have not been in any program. All of the CFL staff participates on this day to help new students and families work their way through different centers that assess each child on activities from the Ages and Stages Questionnaire. Students also receive vision and hearing screenings on this day. The CFL has staff dedicated to scoring these assessments and staff available to translate. In conjunction, we host a family resource fair during this time. Parents are able to visit tables from various community agencies. Students from community child care centers as well as students who have not been in a preschool program are invited to attend.

- All students who have registered are placed on Kindergarten class rosters in the spring. Each May, we host a transition day where incoming Kindergarteners spend the morning with their future teacher in their new classroom. Parents are encouraged to join their students for this event to get to know the teacher for the following year and to learn some of the class routines.
- Also in May, we hold an information night for parents of transitioning students. During this time, families learn about school and district policies and procedures, take a tour of our school, and engage in a question and answer session with teachers, other parents and administration.
- Our preschool staff conducts home visitations with all preschool families at the beginning of each school year to get to know guardians and children. We also have a “Welcome to School Night “ so families and students can get to know the teacher, the school, the classroom, and the families of other students before the first day of school.

In all transitions, our goal is to make the experience as positive and seamless as possible. We are committed to working closely with families and receiving programs to ensure each child is well-prepared and excited for the next step in their educational journey.

FAQs

Q. What are the hours of Preschool?

A. Our preschool students, three and four-year-olds, may attend a half day program or a full day program. Morning programs are 7:40– 10:40 and afternoon programs are 12:10 – 3:10. The full day schedule goes from 7:40 in the morning to 3:10. Full day students will be encouraged to take a nap after lunch, but students will not be forced to sleep.

Q. What is the average size of a Preschool classroom?

A. Preschool classrooms can have up to 14-16 students per state licensing guidelines. We are committed to keeping the student to adult ratio low (8:1).

Q. To whom should I address my questions or concerns about preschool?

A. We ask that your first contact is with your child's teacher. If the teacher is unable to address your concern, or if you feel your concerns were not dealt with to your satisfaction, please contact the G16 preschool director, Kim Frees or Nicole Hills , at 285-5702, or Kfrees@garfield16.org, NHills@garfield16.org

If you have continuing concerns, you may report a complaint to the Colorado Department of Human Services, Division of Early Care and Learning, 1575 Sherman St., Denver, CO, 80202. (303 866-5058).

Q. Who are community partners?

- The School Based Family Resource Center. For more information on services they provide, contact Claudia Flores Cruz at 970-285-5262.
- Garfield County Public Health hosts a monthly WIC clinic at the SBFRC. Please contact our school office for more information or call Claudia at 970-285-5262.
- Focused Kids is a social-emotional
- Nurturing Parenting classes through DHS. This is an evening course and runs weekly from May through August. The program is designed to empower families with new knowledge and skills. For more information, contact Claudia at 970-285-5262.
- The Parachute Kiwanis supports our school district in many ways. Specifically for the Preschools, they sponsor visits from Santa each Christmas and make sure each student receives a gift bag.

Q. How can I volunteer at the Preschool?

A. We want and need your involvement. Here are some of the many ways in which our parents can be involved at school: Do you have a skill or talent? Volunteer as an Expedition expert.

- Share family cultures, recipes, and traditions with your child's class.
- Read to students.
- Have breakfast or lunch with your student.
- Help a teacher with prep tasks, either here or by taking things home to work on.
- Become a member of our Early Childhood Advisory Team. Please contact our school office at 970-285-5702 if you are interested in being part of this dynamic team.
- Help students in learning centers.
- Help with the organization and/or supervision of field work.
- Attend monthly coffee meetings to learn more about our school, about resources for families, and to hear some parenting tips.
- Donate books, expedition materials, dramatic play materials, or art materials.
- Participate in school celebrations such as Back-to-school Open House, the CFL Thanksgiving dinner, Field day, Better World Day, and classroom parties.
- Help with our community garden.
- Be a team member in establishing and operating our anticipated Maker Space.

*To help us ensure the safety of all our children, our school district requires a background check for volunteers who are in contact with students. Please see our front desk for help to get started.

Early Childhood Contact Information

Nicole Hills
Director

Kim Frees
Assistant Director

Miriam

Attendance Secretary

Veronica
Preschool Enrollment Secretary

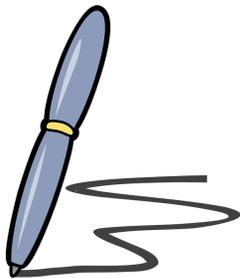
Nicole Hills
Child Find Coordinator

Jennifer Jabasky
Early Childhood Special Educator

Claudia
Family Based Resource Center

Cheyenne Laidlaw
District School Nurse

Jody
Nutrition Director



The Garfield Preschool 16

Parent Handbook Signature Page

- I/We, _____ the parents of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the Garfield 16 Preschool Program's parent handbook.
- Furthermore, I/We agree to abide by the policies set forth in the manual.

- I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between The Garfield 16 Preschool Program and the parents. The Garfield 16 Preschool Program reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.
- I/We also understand that future questions regarding policies in the parent handbook may be directed to the center Director.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

(Please return this page to your child's teacher.)