Soroco Preschool at Yampa
Family Handbook



PO Box 97
26 West 5th St.
Yampa, Colorado 80483
970-870-2659

South Routt School District RE-3
PO Box 158
Oak Creek, Colorado 80467
970-736-2313

Revised November 2026

Mission and Purpose of Program

The South Routt School District Preschool offers an inclusive, part or full-time licensed, fee-based program for children between the ages of 3 and 5 years old who are not eligible to attend kindergarten. Children must be three years of age before October 1. Our mission is to provide age appropriate and rich opportunities for learning as well as enhance the quality of care for children and parents in the following manner:

Children experience a nurturing environment and age-appropriate activities that support the physical, emotional, social, intellectual, and language development needs of participants using developmentally appropriate practices. Children are encouraged to pursue interests through active exploration and interaction with other participants and responsive adults as well as open-ended experiences that provide rich opportunities for learning. All children have the right to be safe and nurtured within our programs.

Parents feel a high comfort level and can depend upon the staff to provide the safest care and quality programming for their children. Families are welcomed with an introduction to the program, a facility and staff visit, as well as a meeting to discuss how the preschool can meet the family's needs. Staff/family conferences are held twice yearly to inform families of the child's behavior, progress, and social and physical needs. The results of yearly family surveys and the Quality Improvement Plan are shared through newsletters, the advisory council and posted visibly on the communication board. Communication with families occurs verbally on a daily basis and monthly through our newsletter and parent communication board. Parents have many opportunities to be involved with their child's preschool experience, including Advisory Council membership, holiday and transition events, field trip chaperones and as volunteer helpers in the classrooms. Referrals and connections with appropriate community parenting workshops, social services and community service agencies are provided and posted on the parent communication board. Staff are trained and able to assist parents in contacting local providers. Soroco Preschool maintains a deep commitment to connecting enrolled families with their child's preschool learning environment. We maintain an open-door policy and welcome visitors and communication. Please contact the Preschool office to set up a visit +1(970) 870-2659.

The State Department of Human Services licenses the Soroco Preschool program and its facilities. It is the practice of our staff to adhere to all rules and regulations set forth by the State.

Soroco Preschool Philosophy

Soroco Preschool implements the We Can and 7 Mindsets Social/Emotional Curriculums. We believe that children's learning develops from their curiosity. Teachers are observers and facilitators to inspire exploration, discovery, and a life-long love of learning. Developmentally appropriate materials and experiences are provided for mathematics, literacy, physical, cognitive, social/emotional, and language growth. Teaching Strategies Gold, our child assessment program, evaluates each individual child's strengths and guides our staff in areas for their development. Soroco Preschool curriculum includes a daily schedule, monthly calendar, family inclusive activities, health assessments, and continuous opportunities for child exploration and discovery. Soroco Preschool strives to provide the three Qualities young children need to

prepare for life (and kindergarten): 1. Intellectual Skills 2. Motivation to Learn and 3. Strong Social/Emotional Capacity.

Staff

Soroco Preschool staff members are skilled professionals dedicated to maintaining our high-quality program for young children. They are required to have a combination of professional training and job experience, which enable them to meet the developmental needs of our children, and a nurturing nature to fill the emotional needs of each child. Support personnel include early childhood special education, speech therapy, occupational therapy, school psychology, English Language Learner (ELL) support and mental health services.

Definition of Program

Soroco Preschool is a preschool program that operates on the South Routt School District calendar year. Our program is licensed to accept children 3 to 5 years of age regardless of residency. We offer age appropriate,educationally based programming for all children. Contingent upon eligibility ,Colorado Universal Preschool Program (UPK) and Special Education Services could be available during the school year as well as referrals from the Colorado Child Care Assistance Program (CCCAP) and tuition assistance opportunities through First Impressions and United Way.

Program & Daily Schedule

The Program is offered from 7:30 am - 5:00 pm, Mondays - Thursdays and follows the South Routt School District Calendar. The Yampa site is located at 26 West 5th St. in Yampa, Colorado 80483. The Preschool calendar should be consulted to identify those days/times when programming will not be provided. Signage will be posted in advance of any closed days as well as on the website.

Participants arrive via private transportation provided by parents or guardians. Children may also be transported through the school district's bus routes; however, arrangements need to be made with the school prior to bussing. Authorized adults will escort your child into the building, and sign them in upon morning arrival, and out upon afternoon pick-up. Parents will be notified of any field trips that require an early arrival time. A list of children and staff will be posted on the door with departure and arrival times noted. If a child arrives after the class has departed, it is the parent's responsibility to remain with the child until the class returns.

The daily schedule will *generally* be as follows, and any changes will be posted at the center:

7:30am-8:15am	Arrival & Open Centers
8:30am	Large Group Time
8:45am	Snack
9:00am	Whole group/Literacy
9:20am	Small Group/Centers
10:20am	Recess
11:00am	Lunch/PE/Music
12:30pm	Nap / Read Aloud / Quiet Activities
1:45pm	Whole Group/Math & Science
2:15pm	Small Group/Learning Centers

3:20pm	Recess
4:30pm	Outdoor activities/Centers/Read Aloud
5:00pm	School Closes

Please have all children arrive by 8:20am MT. Families have the option to elect district hot lunches or provide a sack lunch. Healthy group snacks are provided by families on a bi-monthly basis. The local food bank supplements our snacks with fruit and other healthy options. There may be days when children participate in off-site programming and activities. They will return to the school by approximately 3:30 pm (unless otherwise noted) and all children must be picked up by 5:00 pm.

Conferences

Parent/Teacher conferences will be held twice each year. This provides the opportunity for parents and staff to collaborate on each student's specific learning plan, identifying strengths and needs of each Individual. In addition, parents can obtain information on other community-based programming that May meet their needs from staff. Translation services will be provided for those who do not speak English as their primary language.

Transitions

Children transitioning into the preschool will complete a developmental screening, hearing and vision screening, a tour of the preschool and a meeting with the director to discuss strengths, needs and concerns before their child begins programming. All families are invited to attend a back to school night before preschool resumes each August. Children will remain in the same room, with same teachers, for the duration of the entire school year. At the end of each year, staff will meet to facilitate a Smooth transition between the 3 and 4 year old rooms, identifying student needs and supports.

Children transitioning into Kindergarten complete a visitation to the kindergarten classroom in May. Transition meetings and classroom observations are completed with the preschool, kindergarten and special education teacher as needed. In addition, Parents are invited to attend a parent orientation at the elementary school that provides information on making the transition successful, answering questions, meeting prospective teachers and touring the school. Individual student needs for transitioning to kindergarten are discussed at conferences. TS Gold and other assessment results are shared with the elementary school.

Enrollment

The Soroco Preschool Program offers sessions for children ages 3 to 5. Children must turn 3 by the October 1 deadline to be eligible for preschool. We accept applications through Colorado UPK, CCAP and Early Intervention/Horizons.

To Enroll:

- Please call and visit the Preschool, or the SOROCO website for registration information at www.southrouttk12.org (Soroco Preschool tab)
- Complete the Colorado UPK application (only for the 4 year old classroom) online at https://upk.colorado.gov/
- Please address any questions regarding registration to (970) 870-2659 -Soroco Preschool office.

- Children will be enrolled in the age appropriate classroom.

Special Needs

We welcome all children including those with special needs in accordance with the Americans with Disabilities Act (ADA). Prior to the child's attendance, a consultation with parents and the Program Director will be done to determine how the Preschool can meet the special needs of the child. If the child has an existing IFSP, a transition meeting will be held with the parents, the child find coordinator, the EI team and the ECSE teacher. The program will work with the family and the Special Education Team to develop a plan for serving the child. Children referred for a special education evaluation, based upon screening results or classroom observations, will complete an assessment by the special education team with the parents to determine eligibility. We will serve any child with disabilities within our limits in accordance with the ADA. As determined through the IEP process, children may receive occupational therapy, speech/language therapy, school psychology services and special education services at the preschool, during the school year.

English Language Learners

We welcome children who do not have English as their primary language into the preschool. Our classrooms are taught primarily in English unless more than 50% of the class are English language learners. All notices, newsletters and required paperwork will be translated into the home language. In addition, parents will be provided with a translator for enrollment paperwork, conferences and any additional needs as requested. ELL services are provided, based upon evaluation, in the classroom to foster development of the English language.

Colorado Universal Preschool (UPK)

All 4 year old children entering kindergarten the following year are entitled to 15 hours of free preschool through Colorado's Universal Preschool Program, this is the equivalent of 2 full days or 4 half days at Soroco Preschool. Please see the UPK handbook for additional information at https://upk.colorado.gov/

Program Fees

The Soroco Preschool is fee-based and operates on the tuition paid by families, as well as some state funded programs. Preschool tuition is $50/day and $25/ half day. UPK funds and scholarship funding is also available.

- All registration forms must be submitted by the parent/guardian before children can begin attending.
- Tuition payments are due by the 15th of the month, Bills are sent on the first of each month
- Soroco Preschool **does not** issue refunds for school closings, days off, sick days or family vacation days.
- Absences cannot be credited or refunded. Days of attendance can not be changed due to absence.
- A two-week written notice is required to add, drop or change your child's schedule. This can be delivered, emailed or faxed to the Preschool office in Yampa.
- All schedule changes are subject to availability.

- If a check is returned for insufficient funds, a new check or money order must be submitted with a $30.00 processing fee added.
- If we have not received payment by the 15th of the month attending, a late fee of $15.00 may be assessed.
- You can pay online with a credit card through the district's e funds portal.
- If we do not receive payment after 30 days, contact will be made with the parents to make payment arrangements.
- Parents must complete a school financial form and meet with the director to be eligible for scholarship funding. First Impressions considers families for scholarships based upon Federal Poverty Level (FPL) and days of attendance. FPL must be under 400%. CCAP provides assistance to families under 275% FPL. Additional scholarships may be available for families under the 325% FPL or who are experiencing financial hardship. These scholarships are at the discretion of the Director.

Holiday, Non-Service, and Staff Meeting Days

Fees are not charged when the Preschool is closed for Federal holidays or some South Routt School District holidays. Soroco Preschool follows the South Routt School District calendar as posted on the website. Please refer to the calendar and posted signage for scheduled closure days.

Emergency Information Updates

All Information on the Emergency Card Must Be Kept Current.

It is the responsibility of the parents/guardians to inform Soroco Preschool of changes in the following information:

- Home address, phone numbers and email addresses of parent(s)/guardian.
- Parent(s) workplace phone number or cell number.
- Name of child's physician plus address and phone number.
- Persons authorized to pick up the child at the school location.
- Persons to contact in a medical emergency if the parent cannot be reached.

Behavioral Expectations for Our Students

In order to promote a safe, stimulating environment for all children and staff, the Soroco Preschool staff will provide clear, reasonable limits for children's behavior and maintain them.

Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff will intercede if a child's behavior is harmful to him/herself or others. A mental health consultant is present once a week at the preschool to provide social-emotional education and guidance for students, families and staff. The mental health consultant is also available to provide support outside of the classroom to families who are experiencing trauma or adversity.

Every effort will be made to plan for a successful experience for every child; however, when a child displays behaviors which jeopardize the safety of themselves and others, the staff will contact the child's

parent or guardian and request that we meet together to develop a behavior plan. Behaviors will continue to be monitored and managed appropriately. Our goal is to maintain a safe environment for everyone.

Reporting Absences

It is the parent or guardian's responsibility to notify the center when his/her child will not be in attendance on a scheduled day. Please notify us by 9:00 by phone or email (970-870-2659) If we cannot locate your child or contact you, we may need to make a missing person's report to the police.

Late Child Pick Up

All children must be picked up by 5:00pm. If you know that you will be late for pickup, please make arrangements and notify the program that someone else is to pick up your children. The family will be charged $20.00 for up to the first 10 minutes, and $5./minute thereafter. The person picking up the child will be asked to sign the sign-out sheet verifying the pickup time with the site clock. The parent will be billed for the late pickup charges.
Unless you have contacted the staff, they will make every effort to reach the parent/guardian or emergency contacts at closing. If the parent/guardian or emergency contacts cannot be reached by 5:30pm, staff will call the appropriate human services or law enforcement agency. The parent is responsible for picking up the child from the agency. After the third late incident, childcare services will be discontinued.

Schedule Change and Withdrawal

A schedule change is defined as any alteration to your child's regularly scheduled days (i.e., adding days, dropping days and/or switching the days of the week). The program Director must be notified in writing at least two weeks in advance of any schedule change. **A two-week written notice must be submitted to the main office for cancellation of service from the program**. If a two-week notice is not given, the entire fee is due until the two-week period is fulfilled. If for any reason we can no longer function, parents will be given two-weeks' notice to allow parents to find other care.

Sign In / Out

In the interest of safety, the Program will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out with their full name, and contacts a staff person that their child has arrived.

Release of Children

If a person other than the parent or designated person is picking up the child, center staff must be notified in writing. In emergencies, a parent must call the center to inform staff that another person will pick up the child. This person will be asked to show a photo ID as proof of identification. If an unauthorized person arrives to pick up a child, the parent/guardian will be contacted by phone for permission, before the child will be released.

We cannot legally keep either custodial parent from picking up his/her child from the Soroco Preschool program without having an official copy of the legal documents on file with our office. If a parent or designated person arrives to pick up a child, and both remaining staff members suspect abuse or neglect which may endanger the child, the staff will contact their alternate emergency contacts to come pick up the child. If necessary, local law enforcement will be contacted.

Snow Days

The Soroco Preschool at Yampa is closed whenever the South Routt School District is closed due to inclement weather. Listen to a local radio or television station for school closing announcements.

If weather is extreme and of an expected duration to cause a cancellation, parents must pick up their children as soon as possible. If parents cannot be reached, individuals listed on the emergency forms will be contacted to pick up the child at the site. Fees are not refunded due to weather closings.

Outdoor Play / Severe Weather

Children will spend some time outside every day, weather permitting. Children should be properly dressed for the weather, i.e. hats, mittens, and warm coats when it is cold and boots and snow pants for snowy weather. In excessively hot weather, children will be provided with shaded play areas. Water will be available to children at all times, including field trips.

TV & Video Viewing

On special occasions there may be opportunities for child video viewing. These times are limited to 30 minutes per week, and with teacher/child supervision ratios in effect.

Illness Policy and Medical Emergencies

If you are going to be away from your work or school for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency.
Staff will be performing visual and verbal checks of your child's health status upon drop-off.
A child will not be admitted to the center with any of the following symptoms:

* Severe Cold
* Fever of 100 º or higher
* Undiagnosed Rash
* Lice
* Sore Throat
* Vomiting
* Diarrhea
* Rashes, open wounds, or any type of Infection that secretes pus or fluids, unless it can covered and contained by a band aid
* Subjective, Behavioral, and Symptomatic alterations in the health status of the child (such as lethargy, chronic loose cough, extreme nasal discharge), which will be at the discretion of the director or designated person.

Parents need to notify the staff of any contagious diseases (i.e. COVID-19, strep throat, viral infections, head lice, chicken pox, etc.). When a contagious disease has been reported, all parents will be notified and a notice will be posted at the school. A child should be free of fever without taking fever reducing medication for 24 hours, and with contagious illnesses, a doctor's note may be required before returning

to the program. If a child is too sick to go outside, the child is too sick to be at the Soroco Preschool program.

If a child becomes ill at the center, whenever possible the child will be isolated from the other children. Parents and/or emergency contacts will be notified and requested to pick up the child *within one hour.*

In event of a medical emergency or accident, 911 will be called. An ambulance will transfer the child to a medical facility (YVMC). Staff will immediately make every effort to notify the parent or persons on the emergency card. The parent or guardian is responsible for all medical charges.

Dispensing Medication



If medication is prescribed for a child which must be taken during attendance hours, written instructions by a physician or dentist must be provided to the program, along with written permission from the parent. *Medication must be in the original container, properly labeled with the child's name, dated and with the amount, route, and frequency of dosage.* Program Leaders are trained in medication administration by a South Routt School District nurse and in accordance with the Nurse Practice Act. Medications are stored in a locked cabinet out of the child's reach. It is the parent's responsibility to provide refills of medication and to replace an Epi Pen if it is expired or has been used. If a child requires an Epi Pen and one is not at the site or it is expired then that child may not attend the center until the proper medication is available.

Sunscreen and Insect Repellent

Parents are required to provide, label and apply sunscreen to their child at drop-off (insect repellent optional). Please have it remain at the center, as staff will supervise re-application as needed.

Field Trips / Transportation



Field trips are sometimes planned to expand program offerings. We feel it is important for children to have access to a variety of places and people within their community and the surrounding areas as a way to meet both recreational and educational goals. Staff/Child ratios are maintained at all times. Notice of a planned field trip will be sent to parents/guardians prior to each field trip. We will attempt to contact parents/guardians about late arriving children. If you arrive late with your child on a field trip day, you will be responsible for your child on that day. Children will be transported on field trips by one adult for every eight (8) children. For safety reasons, we request that you do not pick up your child from any field trip without prior permission from the Director.

Soroco district busses are used for transporting children. Rules and emergency procedures for transportation and field trips are explained to children prior to each trip.

Meals and Snacks

Parents need to provide group snacks for children (on a bi-monthly basis) as well as a non-refrigerated sack lunch, or arrange to have a school district lunch on days they are in session. During the school year, district hot lunches are served with no additional costs to families. The center may provide snacks for special events, so parents should assure staff has been informed of any children with allergies and any unique dietary needs (within the program restrictions).

Children's Belongings

Toys and items of value should remain at home. Soroco Preschool program will not assume responsibility for materials brought from home. A "lost and found" is available in the entry area. Lost articles, which are not claimed, may be periodically given away. Each child should bring a backpack everyday they are in attendance. Each child will have an assigned place to store their belongings.

All items and belongings should be labeled with the child's name.

Toileting Accidents

Children enrolled in Soroco Preschool should be mostly independent in their bathroom needs. Children are encouraged to use the bathrooms throughout the day as needed and during scheduled bathroom breaks. Staff monitors healthy bathroom habits such as flushing and hand washing. Sometimes toilet accidents occur that require a change of clothing, and children will be assisted to change into dry clothing. Soiled clothing is placed in a plastic bag to take home. If your child comes home in borrowed clothing, we ask that you wash and return the clothes as soon as possible. All children should have a change of clothing in their backpacks.

Identifying Children / Lost Child Policy

Children are required to be signed in and out of the facility by a parent/guardian. Upon arrival all students will be directly supervised by an adult. Children are routinely counted whenever they leave and/or return to the classroom to ensure the presence of all children. In the event of a lost child situation the center Director and child's parents will be notified as soon as possible, appropriate law enforcement will be called, staff will thoroughly search the premises and appropriate documentation and follow-up will occur.

Visitor Policy

Visitors are welcome. For safety reasons, our doors remained locked from 8:30 am until 3:30. For access, please ring the bell to your right, and be patient, we will answer the door. We require all visitors to show identification and sign in and out including date, time, full name and reason for the visit.

Child Abuse and Neglect

All persons working with children are mandatory reporters, therefore Colorado State law requires Soroco Preschool staff to report all known or suspected cases of child abuse and neglect to the proper authorities.

First Aid and Emergency Procedure

Every Soroco Preschool staff member is certified in CPR and First Aid, and trained in Emergency Procedures. In the event of an emergency involving your child, every effort will be made to contact you

or the designated emergency contacts. If your child becomes ill during the program we will contact you. If your child has a contagious illness the Colorado Department of Social Services requires that a parent/guardian pick up their child within 1 hour. (See Medical Emergency and Illness.)

In the Event of a Life-threatening Injury or Serious Unusual Event

Staff will stay with the injured child

- ✓ 911 called immediately.
- ✓ Other children are removed from the area.
- ✓ CPR/First Aid administered.

Staff at site will

- ✓ Contact Parents and /or emergency persons.
- ✓ Notify Program Director.
- ✓ Follow up with a written report as required.
- ✓ In the event of a hospital transport, whenever possible, the Program Director will meet the parents and child at the hospital.

Fire Emergencies

- ✓ Evacuation routes are posted at each site.
- ✓ Monthly fire drills are conducted.
- ✓ A documented log of fire drills is available in the office.
- ✓ Phone numbers of emergency and fire departments are posted by the telephone.

Weather-related emergencies

- ✓ If severe weather threatens, students are to remain in one place. The Preschool office will stay in contact. Staff and students will move to a designated safe place within the building.
- ✓ Attendance/head counts are taken.

Phone Numbers/Contact Info

Site- Yampa	Phone Number
Soroco Preschool at Yampa	970 870-2659
South Routt School District Administration	970 736-2313
Preschool Director: Cindy Ashley	970-870-2659 cashley@southrouttk12.org
School District Fax	970-738-2458

Abuse and Neglect

As a licensed Child Care facility, we are required by law to report any suspected child abuse or neglect to Routt County Department of Social Services. Parents are informed that they can report any suspected, witnessed abuse: 970 870-5533

Discrimination Policy

The South Routt School District Soroco Preschool does not discriminate against anyone in the program on the basis of race, age, marital status, creed, color, sex, disability or national origin.
Soroco Preschool will not tolerate discrimination, harassment or violence against anyone, including participants and staff members, regardless of race, ethnicity, gender, sexual orientation, age disability or religion.

Licensing Contact Information

For additional information regarding licensing or if you have concerns about a child care facility, please consult:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street 1st Floor
Denver, CO 80203 303 886-5958