**MEDICATIONS POLICY**

 All medications will be stored in locked containers (except for EpiPens and inhalers which are carried with teachers in special bags to follow children who have EpiPens and inhalers prescribed to them) in areas inaccessible to children and with the original prescription label on the bottle or labeled with the child’s name for over-the-counter medications. Medications will only be distributed by the director or teachers who all have been trained and delegated. Medications must have doctor and parent authorizations.

**MEDICAL FORMS**

 State regulations require that all children entering preschool must have a health examination by a physician prior to their enrollment. The preschool must also be provided with verification of such an examination along with a Colorado State Certificate of Immunization. No child may be admitted without compliance with these requirements, unless religious or personal belief exemption forms are provided to the preschool. Medical forms provided by the preschool or a physician’s form is acceptable. Medical forms signed by a physician are valid for one year following the date of the examination and must be renewed yearly. It is desirable to have the exam done during the summer, if possible, so that it will be valid through the entire school year. Those forms that expire during the preschool year must be updated. Children who are not immunized are admitted to Mt. View Preschool. If you have questions or concerns, please contact the director, Amy Chally.

**SNACKS & DRINKS**

Due to food allergies and dietary preferences, children are required to bring snacks and a healthy lunch (representing a balanced diet) from home. We also ask that parents refrain from sending snacks containing peanuts to school. Please send the snack in a small, labeled container and place in the child’s cubby. Children can have snacks outside of scheduled snack times. Please also send a water bottle to school with your child, which will also be accessible all day in the cubbies.

**PERSONAL BELONGINGS & TOTE BAGS**

 Children love to bring “treasures” from home and accumulate artwork daily, therefore, a tote bag or back pack is requested. “Loveys” or special items can provide security and comfort, especially at the beginning of the school year. Please see your monthly calendar for “Show and Tell” topics for each class; children are not required to share “loveys” with other children. They are asked to store other toys from home in their cubbies. Do not bring toys from home that simulate or have weapon like figures. We do not allow pretend gun play at Mt.View. Children are not allowed to bring money to school.

**CLOTHING**

Please encourage your child to wear washable clothes such as T-shirts, pants, shorts, or play dresses that don’t interfere with climbing and running. Children like to play indoors in their stocking or bare feet; this is often safer at preschool, except for water play and painting. Please send your child in socks that can take the wear and tear and expect them to come home dirty sometimes. On very warm days children may play outdoors in the sandbox barefoot. Outdoor play is available each day, except in very severe weather. Please check the weather report and send your child to school with adequate outside apparel. Boots are an absolute MUST to be able to go outside on wet or snowy days. *Please label all outdoor clothing (snowpants, jackets, sweaters, mittens, and hats).*

**SPARE CLOTHING**

Because many of our activities at preschool are “messy” and because sometimes toileting mishaps occur, we like to have a spare set of clothing at school for each child. Please send long pants, a shirt, underwear, and socks in a clear Zip-Loc bag labeled with your child’s name on a piece of tape. The children like having their own clothes to wear in emergencies. We will send home soiled clothing so you can return the “spares” the next class day.

**LOST & FOUND**

Misplaced articles of clothing and personal belongings are placed in the “Lost & Found” basket, which are in the front entryway. Please check the basket periodically for stray items.

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**TUITION**

*Mt. View Preschool operates as a non-profit, community organization and is funded entirely through tuition. Rates are based on the estimated yearly operating costs of the preschool and are divided among the classes on a proportional basis.*

* A deposit, paid in the Spring, is part of the year’s total tuition and is required to hold a class position for Fall enrollment.
* Deposit refunds requested after May 1st, regardless of the reason, will be refunded at no more than 50% of the total deposit. No refunds will be made after August 1st.
* Several payment options are available to parents with payments per year varying from one to twelve installments.
* Tuition invoices are sent home by the first in-class session of the month. August and September tuition are combined, and is due by August 15th .
* Discounts will be given to tuition paid in full before the start of the school year.
* Tuition payments October-May are due by the 10th of the month.
* A late charge of $25.00 is assessed for payments received after the payment due date.
* Credit will not be given for days missed when school is open and available. Long term absences may be credited with 30 day notice in advance.

**TUITION ASSISTANCE**

If special financial circumstances exist, Mt. View Preschool has a limited amount of funds available, separate from tuition, which may be used in cases of financial need. The committee may sponsor fundraising projects for the purpose of generating tuition-assistance monies. Requests for financial assistance are reviewed by the executive committee. All information is treated confidentially. For further information, please contact Amy Cavanaugh Chally.

**PROCEDURE FOR RESPONDING TO EMERGENCIES**

To ensure the safety of the children within our program we respond to all emergency situations including lost children. On a monthly basis, we conduct practice fire and storm drills as well as lockdown drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency.

In the event of illness, accident or injury at school, Parents will be notified via “Ouch” report that will be distributed to the child’s cubby. In the event of a more concerning or serious accident or injury, Parents will be notified via phone call. In the case of illness, Parents will be notified via phone call and asked to pick the child up from school.

**LATE PICK-UP POLICY**

 If a child is picked up late or not at all, the procedure is as follows: teachers will first try to contact parents/guardians at home or at work. If we are unable to contact them directly, we will leave a message. Next, the emergency person(s) will be contacted and asked to pick the child up. Two teachers will stay with the child at Preschool until some contact is made. Repeat offenses of intentional late pick up will result in a late pick up charge of $25/minute. *The authorities will be notified if one hour passes with no contact.*

**SUPERVISION REQUIREMENTS**

 Each classroom will have 2 qualified teachers that will verify attendance on a half hour basis within their classroom to identify where children are at all times. Children will have a name to face head count taken after each transition. The classroom teachers will ensure that each parent or legal guardian signs in their child upon arrival and signs out their child upon leaving the classroom daily. The center director will also make periodic head counts throughout the day. Parents are asked to never drop off a child until eye contact has been made with a teacher, and to never drop a child off without a teacher knowing the child has arrived.

**CENTER CLOSING CHECK FOR CHILDREN**

 At the close of each day, closing teachers will check classrooms and attendance sheets to ensure each child has been picked up for the day. The last employee to leave the building does a final check, including playground and bathrooms.

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**FIELD TRIP POLICY**

 Mt. View Preschool will offer several field trips a year for students in our 4 year-old PreK and 5-year-old KReady programs. Parents/guardians are required to sign the “Authorization Consent Form” giving permission for the child to attend field trips. And independent permission slips will be requested for each excursion. Information on field trips will be provided in monthly calendars, weekly emails, and cubby flyers. Parents/guardians may coordinate car pools to and from field trips; each must have a valid driver’s license and proof of insurance. They must also be able to provide a safe vehicle in good condition with approved seat restraints. Each child must have his/her own seat restraint and, in addition, if the child is less than 40 pounds, the parent/guardian must provide a car seat.

If a child has not arrived at school on the day of the field trip, we will make every effort to contact his/her parent/guardian by phone. If we are unable to connect with that parent/guardian, we will leave a note on the outside door to the classroom. It will explain that we have left and will give directions to our place of destination. At this point the parent/guardian may choose to return home with the child or choose to drop the child off at the field trip place of destination and deliver the child to the Lead Teacher. If there is availability, a parent may also add the child to another age appropriate class that is onsite for the day.

 Each child will wear his/her Mt. View nametag with his/her first name and the preschool office number on it. Teachers will have their cell phones with them in case of an emergency. Emergency cards will be with the lead teacher.

 As per the Authorization Consent Form, Mt. View Preschool will not be held legally responsible for any accident or injury that may occur either during a field trip or while in the process of transporting children to and from such activities. In the event of an emergency, the teachers and parent/guardians will assess and evaluate the individual situation. They will then proceed to remedy the emergency in a responsible, appropriate, and legal manner.

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**PARENT/GUARDIAN COMMUNICATION & CONFERENCES**

 Newsletters and calendars are sent home at the beginning of each month, and emails are sent weekly to keep you informed of our activities and special dates to note on the calendar. A parent/guardian bulletin board is located near each classroom where notices, special information, and articles are posted. If at any time you have questions or concerns, please feel free to talk it over with any of the teachers. Because the time before and after school is busy, it may be best to call the teacher or email her if you feel the conversation may require some time. If we have any special concerns, we will bring them to your attention so that we can seek solutions together.

 A regular conference time for each child is scheduled mid-year and we urge all parents/guardians to take part in this opportunity to share information about your special child.

**HOME VISITS & SMALL GROUP**

 “Home is where the heart is” - especially for children! More importantly it is the place where each child feels most secure and loved. Because the relationship s/he develops with the teacher(s) is so important to school success, we visit each child at home to establish a close, trusting relationship. Early in the year you will be contacted about scheduling a visit for your child by the teacher with whom s/he seems to best relate to at school. The home visit lasts about 30 minutes and the teacher generally brings along some special activities and stories to do with your child. Often the child wants to show the teacher the places and things that are most important to him or her -- usually a favorite toy or play area. This, however, is usually not a good time to discuss your child’s progress at school. If you have concerns, please contact your child’s teacher.

**Small Group** at preschool is a continuing opportunity for your child to share a close relationship with a teacher. A short time is set aside weekly for each teacher and a small group of children to do an activity. At this time, teachers can better assess areas of development so that they can lesson plan accordingly.

**CLASSROOM VISITOR POLICY**

 All Mt. View Preschool visitors must check in with the director upon arrival and sign in on the posted “Visitor Sign-In Sheet”, located in the preschool entryway. They must enter their name, reason for visit, arrival time and exit time. The Sign-In Sheet is in plain view for all who enter the building. If the director is not on site, visitors should check in with a lead teacher and follow the same procedure. Identification is required. Classroom visitors will not be left alone with children at any time.

**DOGS/PETS POLICY**

 Dogs and other pets are not allowed within the school building. Exceptions are made for small classroom pets kept at school, and for special occasions in which the teachers have requested pets as part of a curriculum. If pets are allowed on a special day, parents will be notified prior.

**PARENT/GUARDIAN VISITS & PARTICIPATION**

 A parent/guardian’s visit to school is welcomed as often as they wish to visit. At the beginning of the year a visit can give the child extra confidence to try something new or to reach out to a new friend. A parent/guardian’s presence also conveys trust for the teachers, which can make it easier for the child. For the parent/guardian, a visit allows them to observe their child from a new perspective. Teachers enjoy the opportunity to learn more about the child from the person who knows him/her best. At a visit, a parent/guardian can participate with the other children as well. We feel this greatly enriches our program for children. Some parent/guardians enjoy sharing a special skill or talent, or simply reading a story to a group of children. We also often need a helping hand on special occasions, or when we do activities that require the complete attention of an adult such as cooking and some art projects. We also need parents to assist on the preschool committee. *We welcome your involvement!*

**Guidance, Positive Instruction, Supporting Positive Behavior**

At Mt. View Preschool:

* Each teacher at Mt.View has been trained on positive teaching practices that ensure that children’s behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.
* All teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.
* Through training, each teacher can effectively and positively reinforce children’s behavior and redirect any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
	+ When a child who poses a continuous physical threat to others does not respond to 1) redirection 2) change in environment 3) positive redirection/correction, parents will be notified to 1)reinforce individualized behavior correction plan at home 2) pick up child from school in direct response to serious physical offense.
* Our staff are trained to understand children’s behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.
* When identified, parents of children who require specialized care will be given information on how to access and Early Childhood Mental Health Specialist to support their child in all environments.
* Children will not be expelled/suspended from Mt. View Preschool unless all other forms of behavior remedy have been taken. Parents will be given 30 days’ notice in cases of expulsion.

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**IN-SERVICE STAFF MEETINGS/ STAFF PLANNING**

 Quality preschool programs require careful planning and preparation by well-trained, competent teachers committed to providing the best possible early education experience for children. To provide such opportunities, program planning meetings and monthly staff meetings are held and are noted on the Preschool Calendar. All staff are required to complete annually: Child Abuse Identification and Reporting training, FEMA training, Shaken Baby Prevention training, Universal Precautions training. CPR/1st aide and Medical Administration trainings are completed every two years. Staff are also required to complete 15 hours of professional development each year. Current staff are required to complete Pyramid Plus Approach course by the 2020/2021 school year.

 In addition to whole school In-Service Meetings, our staff meets monthly to assess the progress and needs of children and design monthly learning plans. Learning plans are required to provide learning experiences to achieve developmentally appropriate goals in all areas: Math, Science, Art, Literacy, Social/Emotional, Gross and Fine Motor.

**Contacting Teachers**

 If you have a concern about your child, please contact your child’s lead teacher to schedule a meeting time. Before and after class are great for short questions about general subjects. But, teachers are required to greet and dismiss every child, and it can be difficult to do so if they are approached with a lengthy question or request by a single parent that takes them away from the class.

 Email or call your teacher, and they will respond to your request within 24 hours or on the first weekday. Teachers are not required to return emails, texts or phone calls after 6pm.

Requests/reports that need immediate response can be relayed to the director:

**Amy Cavanaugh Chally: 720-324-0875 or mtviewboulder@outlook.com**

**DAILY SCHEDULE**

A daily schedule will be given to parent/guardians when school begins in the fall. If children are taken on a field trip, it is always stated ahead of time in the monthly newsletter, posted on the bulletin boards, and on the front door the day of the field trip.

**TELEVISION & VIDEO POLICY**

Mt. View Preschool does not own televisions/videos. Our philosophy of play-based learning does not use this technology in the classrooms.

**SOCIAL MEDIA/MEDIA POLICY**

Mt. View Preschool does not post pictures of, or text about children attending Mt.View Preschool. Limited advertising using children’s pictures have written authorization from parents.

Staff are not allowed to use social media during work hours.

Staff are not allowed to use cell phones during classroom hours, except in the case to contact a parent regarding their child.

We ask that parents do not post pictures of children at Mt.View without consent from all other parents of children included in the photos.

**DIAPER POLICY**

Mt. View accepts children regardless of their toileting abilities. Any child who requires diapers will be changed as needed, with privacy from other children.

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| Mt. View Preschool Philosophyis based on the belief that children...* Grow toward self-reliance and healthy independence
* Develop positive feelings of self-worth and inner strength
* Learn to interact with others, respecting their rights and feelings
* Learn to solve problems and resolve conflicts by expressing their feelings in appropriate ways and grow toward physical, emotional, social, and intellectual maturity

.....all in an atmosphere of free play with emphasis on freedom with responsibility. Under the guidance of caring adults who help children learn to make decisions and accept consequences for their actions, they explore and find joy in learning about the world around them.Contact UsMailing Address:4800 Baseline Rd E104 #288Boulder, Colorado 80303Phone: 303-494-3557Email: mtviewboulder@outlook.comWeb: www.mvpreschool.com |
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| 2020-2021Policies and Procedures |
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| A close up of a logo  Description generated with high confidence |

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| Mt. View Preschool355 Ponca PlaceBoulder, Colorado 80303303-494-3557 www.mvpreschool.com |

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| Table of ContentsMission Statement 2Open Admissions/Special Needs 3Enrollment Procedures 4Age Requirements/Guaranteed Days 5Capacity/Calendar/Closures 6Tuition 7Communications/Conferences/Home Visits 8Behavior Policies 9Staff Meetings/Contacting Teachers 10Personal Belongings/Clothing 112020-2021 Calendar 12/13Medications/Snacks 14Daily Schedule/TV/Social Media/Diapering 15Visitors 16Field Trips 17Emergencies/Late Pick Up/Supervision 18Emergency Plans 19-23Child Abuse/Complaints……………………………………………………….24 |  |  | Notes:Please refer to the COVID procedures and policy page included in the family enrollment packet for changes to our normal operating procedures.COVID procedures supersede the policies in this handbook until there is no longer a presented threat in our community. Families will be notified when normal operating procedures resume. Information in this handbook reflect normal operating procedures.  |
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| **SUSPECTED CHILD ABUSE POLICY** All teachers at Mt. View Preschool are required to report to the director any known or suspected child abuse or neglect; or observation of the child being subjected to circumstances or conditions that may result in abuse or neglect. The director will review the situation and in good faith make a report to the Department of Housing and Human Services, 3400 Broadway, Boulder, Colorado, 80304 or by phone to 303-441-1309, or the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437). Teachers who suspect a child is being abused must also report to the Department of Housing and Human Services. **CHILDCARE COMPLAINT PROCEDURE** Parents/guardians are asked to first speak to the director or the committee chairperson. The director, chairperson, or the parent/guardian can file a complaint about this facility to Colorado Department of Human Services, Office of Early Childhood, Division of Early Care and Learning, 1575 Sherman St. 1st Floor, Denver, CO 80203. Telephone: 303-866-5948 or 303-866-3755. This procedure is also posted outside the director’s office and each classroom.  |  |  | *Dear Mt. View Parents/Guardians,* *The Mt. View Preschool staff and committee welcome you to the new school year. We are looking forward to a happy and enriching year together. This handbook for parents/guardians has been compiled to help answer questions you may have during the year. Since it contains important policy information, please keep it on hand as a reference. If you have further questions or concerns, feel free to contact:**Amy Cavanaugh Chally, Preschool Director**mtviewboulder@outlook.com**, or 303-494-3557**Mt. View Preschool originated as a community outreach program of Mt. View United Methodist Church. An annually-appointed, independent, preschool committee comprised of parents, appointed staff and MVUMC reps., functions as the governing body of the school and is charged with the responsibility of determining policies, mission and philosophy of Mt. View Preschool. An additional parent committee is responsible for support of the preschool operations and approves major procedural changes. The parent committee is comprised of parents/guardians of children attending. Each class in the preschool is represented by at least one Committee member. New committee positions are filled annually to maintain a balanced representation. Committee meetings are held monthly; all parents/guardians are welcome.* |
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| **MT. VIEW PRESCHOOL MISSION STATEMENT** *Mt. View Preschool strives to facilitate and foster the growth and development of young children physically, emotionally, socially, and intellectually in a happy, safe, and nurturing environment. Individuality, self-discovery, cooperation, inquisitiveness and respect are encouraged in each child for themselves, others, and their environments through developmentally-appropriate activities. In addition, the preschool provides support, education, and acceptance within our diverse community of parent/guardians and staff while inspiring personal fulfillment for all the lives we touch. All are welcome.*Children first have the need to develop feelings of trust, security and confidence before they are truly free to explore, create and discover. We teach children the social skills critical for positive relationships with others in an environment rich in learning possibilities. Activities meet developmental needs of young children as they grow toward their optimum potential.**AN IMPORTANT MILESTONE** Beginning preschool is an exciting time for a young child, but often overwhelming, too. Becoming familiar with teachers, other children, the school, and new routines is difficult. It is critical for your child to have your support and reassurance until s/he feels secure and ready to stay at preschool alone. For some children this might be just a few minutes at the beginning of class, while for others it might be a few days. If you anticipate that your child may experience heightened separation anxiety, you may want to be prepared to stay at drop off until your child is comfortable or stay in close proximity to school so that teachers may contact you if needed. Teachers will work with individual families and children to determine a gradual entrance schedule if necessary. Our goal is for each child to get off to a good start and to make the preschool experience positive and happy. |  | **EVACUATION** In the case of an emergency in which children must be evacuated from the building, children will be escorted to Horizons K-8 school located at 4545 Sioux Drive, Boulder. (720)561-3600. In the event that the school and neighborhood should be evacuated, children will be transported via the MVUMC van, and by teachers’ personal vehicles to: The South Boulder Rec Center, 1360 Gillaspie Dr. Boulder, CO 80305 (303)441-3448. In either case, parents will be notified via phone and email at time of evacuation. Children with special needs will be escorted by assigned teachers who are familiar with each child’s needs.**LOCKDOWN** In the case of an emergency in which children must be contained within the building to ensure their safety, the staff will be notified via emergency whistle. Teachers and staff will remain in place or proceed with children to nearest classroom and classroom doors and windows will be locked and closed. The director and the MVUMC building administrators will communicate via telephone and by using building lock application to ensure that all outside doors to the building are locked, including the MVUMC doors. If advised by authorities, children may be moved to the lower portion of the MVUMC building in order to reduce exposure via windows/doors. In the event that Horizons K-8 is placed on lockdown, Mt.View Preschool will also be placed in lockdown. Mt. View Preschool will be in contact with local authorities to determine length and progress of the lockdown. Parents will be allowed into the building if deemed necessary and is safe to do so. The preschool staff will be in contact with parents as soon as possible to inform parents of a lockdown and follow up communication and updates as available.    |
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| **SHELTER IN PLACE** *Mt. View Preschool strives to facilitate and foster the growth and development of young children physically, emotionally, socially, and intellectually in a happy, safe, and nurturing environment. Individuality, self-discovery, cooperation, inquisitiveness and respect are encouraged in each child for themselves, others, and their environments through developmentally-appropriate activities. In addition, the preschool provides support, education, and acceptance within our diverse community of parent/guardians and staff while inspiring personal fulfillment for all the lives we touch.*Children first have the need to develop feelings of trust, security and confidence before they are truly free to explore, create and discover. We teach children the social skills critical for positive relationships with others in an environment rich in learning possibilities. Activities meet developmental needs of young children as they grow toward their optimum potential.AN IMPORTANT MILESTONE Beginning preschool is an exciting time for a young child, but often overwhelming, too. Becoming familiar with teachers, other children, the school, and new routines is difficult. It is critical for your child to have your support and reassurance until s/he feels secure and ready to stay at preschool alone. For some children this might be just a few minutes at the beginning of class, while for others it might be a few days. If you anticipate that your child may experience heightened separation anxiety, you may want to be prepared to stay at drop off until your child is comfortable or stay in close proximity to school so that teachers may contact you if needed. Teachers will work with individual families and children to determine a gradual entrance schedule if necessary. Our goal is for each child to get off to a good start and to make the preschool experience positive and happy. |   |
|  In the event that building occupants seek shelter from external threat, teachers and staff will be notified via emergency whistle. Teachers and staff will direct occupants to indoors. The playground will be cleared and checked. The director will send communication via email or phone to parents/guardians informing them of nature of threat. Local authorities will be contacted to advise of length and progress of threat. Parents/guardians will be allowed in building.**ACTIVE SHOOTER ON PREMISES** In the event that an active shooter is on the premises: teachers and staff will be notified via emergency whistle. If shooter is outdoors, a lockdown drill will be followed, however, if it is safe to do so, children will be directed to Barker Hall maintenance rooms, and doors locked. Teachers will stay with children always if possible. (Maintenance rooms have little access and are cement blocked walls. Doors will be blocked with furniture.) If children and teachers are on playground: children will be lead via one of two playground access points out of playground to either south or west entrance doors of building. The access point to leave the playground will be the one furthest from the shooter. If access points are both blocked, children will be guided to one of the two sheds. If necessary because the MVUMC building is being entered, children may be taken to either Horizons K-8 or Frasier Meadows retirement center. Parents will be notified of situation as soon as a safe opportunity presents itself. *Note to parents: It is our intention to protect your children to the best of our ability. These procedures have been put into place so that in the unfortunate event that a emergency situation occurs at Mt.View, we will be able to act in the most efficient and therefore safest manner possible to avoid any harm to children or staff.*  |  |  |

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**OPEN ADMISSIONS POLICY**

 In accordance with Title VII of the Civil Rights Act of 1964, it is the policy of Mt. View Preschool to admit and to treat all children without regard to race, color, religion or national origin. The same requirements for admission are applied to all, and children are assigned within the center without regard to race, color, religion, national origin or gender identification. There is no distinction in eligibility for, nor in the manner of providing for any child, the services provided by or through the auspices of this center other than priority admission for previous students and siblings of students. All persons and organizations having occasion either to refer children for admission or to recommend Mt. View Preschool are advised to do so without regard to the child’s race, color, religion, national origin or gender identification. If you have a question concerning compliance, talk first to Amy Cavanaugh Chally. If you have further concerns, please contact the Department of Housing and Human Services, 3400 Broadway, Boulder, Colorado, 80304, or Andrea Oliver, Regional Manager for HHS/Office for Civil Rights, 1961 Stout Street, Room 08-148, Denver, Colorado, 80294.

*All are Welcome.*

**CHILDREN WITH SPECIAL NEEDS**

**Disability Non-Discrimination Statement**

Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the [Americans with Disabilities Act](http://www.ada.gov/).

Americans with Disabilities Act discrimination issues should be referred to: OFFICE ON THE ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035- 9998, (202) 514-0301.

Children with special needs, disabilities, or who are differently abled will be accepted into the program providing that staff members are capable of working effectively and safely with the child as determined by the child’s parents/guardians and the preschool director.

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| **ENROLLMENT PROCEDURE** The director will maintain an enrollment and waiting list for each class. Parents/guardians are encouraged to set an appointment to tour the preschool with the director. Parents will receive a Family Enrollment Form, Tuition Schedule, and this handbook which includes the Mt. View Preschool policies and procedures. Please read all information and return the Application Form and tuition deposit by the designated date to reserve your child’s place in the program. The deposit is applied to the year’s total tuition cost. Tuition deposits are not guaranteed refundable at more than 50% after May 1st. No refunds will after August 1st.**ENROLLMENT PRIORITY** Enrollment priority is given to returning children and siblings of previous students. Class placement during a child’s attendance is dependent upon the original enrollment request date. Placement for the KReady class is given first to those who are age eligible for kindergarten. The order of preference is observed for other classes is 1) returning students 2) siblings of previous students 3) other children, according to date the Enrollment Form is received.**MAINTAINING ENROLLMENT POLICY** The staff of Mt. View Preschool is committed to keeping current children enrolled. We work with parents/guardians to resolve any problems, focused on the best result for the child. Parents/guardians, teachers, and the preschool director will make the decision to disenroll a child if deemed necessary and appropriate. Mt. View will give families a 30-day notice of disenrollment, and families must give Mt. View a 30-day notice if they choose to disenroll. |   |  |  |  In accordance with Title VII of the Civil Rights Act of 1964, it is the policy of Mt. View Preschool to admit and to treat all children without regard to race, color, religion or national origin. The same requirements for admission are applied to all, and children are assigned within the center without regard to race, color, religion, national origin or gender identification. There is no distinction in eligibility for, nor in the manner of providing for any child, the services provided by or through the auspices of this center other than priority admission for previous students, siblings of students. All persons and organizations having occasion either to refer children for admission or to recommend Mt. View Preschool are advised to do so without regard to the child’s race, color, religion, national origin or gender identification. If you have a question concerning compliance, talk first to Amy Cavanaugh Chally. If you have further concerns, please contact the Department of Housing and Human Services, 3400 Broadway, Boulder, Colorado, 80304, or Andrea Oliver, Regional Manager for HHS/Office for Civil Rights, 1961 Stout Street, Room 08-148, Denver, Colorado, 80294.**CHILDREN WITH SPECIAL NEEDS****Disability Non-Discrimination Statement**Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the [Americans with Disabilities Act](http://www.ada.gov/).Americans with Disabilities Act discrimination issues should be referred to: OFFICE ON THE ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035- 9998, (202) 514-0301.Children with special needs, disabilities, or who are differently abled will be accepted into the program providing that staff members are capable of working effectively and safely with the child as determined by the child’s parents/guardians and the Preschool Director. |

**4 21** |  | **INCLEMENT/HOT WEATHER POLICY** We will have daily outdoor play times for our children of all ages, however we ensure the safety of the children at all times. We will not have outdoor playtime during inclement and excessively hot weather but will have indoor large gross motor activities. **TORNADO ALERT PROCEDURE** Children will be taken to the northeast corner of the basement of the facility. This area has no windows, is completely underground and is an area large enough to accommodate all children and adults on site.**FIRE EVACUATION PROCEDURE** In case of fire, our response is to evacuate children through nearest exit (as posted in each classroom). Teachers and children will meet on the lawn on the west side of the building. Immediate headcounts will be done. Parents will be contacted as soon as possible.**FLASH FLOOD POLICY** In case of a flash flood, teachers will escort children to the 3rd floor Chapel. The lead teacher will scan the classrooms and gather emergency supplies such as a cell phone, water, snacks, flashlights, emergency cards, and blankets. Parent/guardians will be contacted and children will remain at school until they are able to be picked up by parent/guardians. |
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**AGE REQUIREMENTS**

Mt. View Preschool’s programs are designed to meet the developmental needs of young children ages 2 ½ - 6 years old. Classes are available in morning or afternoon sessions (2½ hours duration each), with the availability to add days and hours as desired. The hours of operation for the school are 8:30 am – 4:00 pm, Monday – Friday.

Morning classes: 9:00-11:30 a.m.

Afternoon classes: 1:00-3:30 p.m.

KReady class: 9:00 – 1:00 p.m.

* To enter the Three-Year-Old program, children must be three years old by the close of the school year. Children must be 2 ½ to enter the program.
* To enter the PreK/4’s program, children must be four years old by the close of the school year.
* To enter the KReady Program, children must be age-eligible for Kindergarten (5 years old by September 30th) the following year.

Exceptions to the birthdate requirements may be made by the director.

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**LOST CHILD POLICY**

 Procedure for responding to a lost child is as follows: The lead teacher will proceed to search for the lost child while two other teachers will attend to the rest of the children. The lead teacher will get assistance from the director or other staff in the school. When the child is found and attended to, the director will contact the parent/guardians, or any other person listed on the emergency card and relay information about what happened and how it was handled. Your child is our foremost concern at all times. Parents and authorities will be contacted if child is not found within 10 minutes.

**EMERGENCIES OR ILLNESS AT SCHOOL**

 In the event of an emergency, or if a child becomes ill at school, it is our policy to contact the child’s parent/guardian first at the locations listed on the Authorization/Consent Form. If a parent/guardian can not be reached, the “Emergency Person” on the form will be contacted. If we are unable to reach an emergency person or parent/guardian, and/or the child requires immediate attention, we will call 911.

**ILLNESS – KEEPING CHILDREN HOME**

 A child is too ill to attend school when:

* Fever above 100.0 within last 24 hrs
* Contagious illness
* Must have more than 24 hours of antibiotics
* More than one episode of vomiting within 24 hours
* Acute diarrhea

Please notify school if your child will be absent. If your child is presenting the above symptoms at school, you will be notified to pick them up as soon as possible. Please see additional COVID related guidelines that are included in the family enrollment packet.

**PRESCHOOL CAPACITY/CLASS SIZE**

 The maximum capacity of Mt. View Preschool, as determined by the Licensing Unit of the Colorado Department of Social Services, is 24 children per class with 2 teachers. We feel, however, it is in the best interests of the children to limit class size and to reduce the child/teacher ratio. Our T/Th 3yr old classes have a maximum of 18 children and 3 teachers. The MWF 4yr old classes have a maximum of 21 children and 3 teachers, the MultiAge class have a maximum of 16 children and 2 teachers, and the KReady class has a maximum of 24 children and 3 teachers. The committee has the option of increasing the class size upon the recommendation of the director and staff.

**PRESCHOOL CALENDAR**

 Preschool classes begin the week following BVSD opening, and end the week prior to Memorial Day, depending on snow day closures. Preschool vacations, holidays and closures are scheduled to coincide as nearly as possiblewith those of BVSD. The Mt. View Preschool calendar is available online at [www.mvpreschool.com](http://www.mvpreschool.com) or on pages 12 & 13 of this handbook.

**VACATIONS, HOLIDAYS & CLOSURES**

 The following holidays and vacations are observed: Veteran’s Day, Thanksgiving Week (Monday through Friday), Winter Break, Martin Luther King Day, Presidents’ Weekend and Spring Break. In addition, preschool classes are generally canceled whenever BVSD closes. (Check television stations or BVSD website). Teachers will email and/or call parents to notify a closure. Classes may also be canceled in cases of severe weather, which makes carpooling dangerous. In this case, parent/guardians will be notified by phone.

**ARRIVAL/DISMISSAL TIMES**

 Please observe the arrival and dismissal times. We personally greet each child as s/he arrives each day and require parent/guardians to bring the children into the preschool and make contact with a classroom teacher. Please do not “drop off” children in the parking lot or leave younger children in cars when escorting students inside.

At the end of the day, children will wait with their designated class and teachers until their parent/guardians arrive. Please be on time to pick up children; this is important in making them feel safe. Please call 303-494-3557 a leave a message if you will be late.

**PICK-UP AUTHORIZATION**

 Parent/guardians must provide written or verbal permission for a child to be picked up from preschool by anyone other than themselves. The “Authorization Consent Form” is required to authorize carpool drivers, the “Emergency Person,” and others who may pick up your child. In an unforeseen event, and someone other than the listed individuals must pick your child up, please notify the preschool via phone call, email, or written note.

**UNAUTHORIZED PICK UP POLICY**

 Under no circumstances, will a child be released to persons who are not on the child’s authorized for pick up list. If neither verbal nor written permission has been given, children will not be released. If a non-authorized person attempts to pick up a child, parents will be notified immediately. The child will be kept at school until authorization is given by parents, or until an alternative already listed person for pick up arrives for pick up. Authorities will be contacted if necessary.

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