

Fort Collins Preschool Policies and Procedures

HOURS AND SCHEDULE

Fort Collins Preschool will be in session from 9 a.m. until 11:30 a.m. on Tuesdays and Thursdays, from 9 a.m. until 12 p.m. on Mondays, Wednesdays, and Friday. I need every moment before school to prepare the days planned activities; therefore, I request that your child arrive no earlier than the time class is scheduled to begin. To insure that your child is always under supervision of an adult, you must escort your child to the classroom and pick them up from the classroom.

It is requested that you pick up your child promptly at dismissal time. It is very difficult for a child to wait when all of the other parents have arrived. In the event you should be delayed a late fee will be enforced.

There shall be a ten minute grace period and then the fee will be \$1.00 for each minute the first hour and \$60.00 per hour after that time. A parent and the teacher will remain with the child for two hours. If after that time if you or your emergency contacts cannot be reached, the police may be notified.

The school year begins the week after the Poudre R-1 School year begins, and ends 1-2 weeks before the Memorial Day holiday. All school holidays and severe weather days are observed according to the school district.

WEATHER-RELATED CLOSING

Fort Collins Preschool will be closed when PSD schools are closed. In the event that PSD implements a delayed start, all morning classes will be cancelled. Preschool parents will not be notified directly. Please check media outlets for PSD closure information.

Fort Collins Preschool may close at other times due to inclement weather or questionable road conditions. In this case, parents will be notified directly.

REGISTRATION PROCEDURE

Children will be admitted into the class in the order in which they are registered. Parents will be notified of a formal registration date. At this time, registration forms will be completed and accompanied by a registration fee of \$50.00. This fee and May's tuition will be collected as the child is registered for each new school year. This registration fee and the tuition are nonrefundable.

Enrollment will be for the entire school term. However, if for some reason the child cannot complete the school year, a 30-day notice is required. Notice should be given in writing to the class representative.

TUITION

Children enrolled in the A.M. Pre-Kindergarten class will attend school three days each week. Tuition for the three-day program is \$136 per month. Children in the Intermediate class will be participating in a two day program and the tuition will be \$100 per month. Tuition has been based on the number of school days in the year. Even though some months have fewer school days, the tuition is the same since the cost has been equally distributed over the number of months in the school year.

Tuition for September will be due on or before the first day of school. Checks may be put in the Treasurer's box. For the remaining months, payment will be due on the first day of each month. It is considered late after the tenth and will be subject to a \$15 late fee. Tuition not paid by the seventeenth of the month will be subject to an increased late fee of \$30. This fee can be waived if previous arrangements have been made with the Treasurer. If special circumstances exist please consult with the Treasurer.

RETURNED CHECKS

If a check is returned to FCPS, a \$30 fee will be assessed. Settlement of returned checks and resulting penalties shall be in cash or money order ONLY. Should there be a second occurrence all future financial transactions (tuition, grocery certificates, fund raisers etc...) must be made by cash or money order.

SIGN-IN POLICY

Each preschool day, your child must be signed in and out by the person who transports him/or her to school. The form must be signed and the time of arrival and departure should be noted in the allotted space. Any changes in your child normal dismissal time should be noted at this time.

RELEASE OF CHILDREN

Your child will be released from school only to persons for whom we have written authorization. If car pools are established, the teacher will need a list of all drivers that will be transporting your child. If your child will be leaving the preschool with a person other than the usually designated adult, please inform the teacher in writing. Please state the person's name their relationship to you or your child, and the estimated time that they will be picking up your child.

UNAUTHORIZED PICK-UPS

In the event that an unauthorized person should aggressively attempt to pick-up your child, the staff will protect the child and the police department will be contacted. Please note that either parent may pick-up his or her child at any time, unless in violation of a court ordered custody agreement

TOILET TRAINING

It is ideal for all children to be toilet trained before starting preschool. However we understand that training is a learning process and children may have accidents. You may wish to bring extra clothes to keep at school. In addition, in accordance with the ADA, policies will be modified to make reasonable accommodations for children with disabilities.

EMERGENCIES OR ILLNESS

In the event of an emergency or illness, every effort will be made to contact you first. You will be asked to provide information that will be kept on file at the school to assist us in locating you. As a precautionary measure, you will also be asked to sign a release for emergency medical care.

Since the children are only in the classroom 2-3 hours, the staff will not administer medication. If your child is on medication, we suggest that you adjust the time of dosage to cover the time in the class.

Since we are concerned about protecting the health of all children in the class, we cannot admit any child who is sick upon arrival. Also, parents should not bring their child to school if they have had a fever within 24 hours prior to class time. If a child should develop a fever or exhibit any other evidence of ill health while in the classroom, the child will be isolated immediately and comfortably cared for until a parent comes to pick up the child.

Parents should notify the teacher if their child has been exposed to any communicable diseases.

EMERGENCY PROCEDURES

In case of a fire the children should move calmly (no running) to the nearest exit. Fire drill procedure posted in the room will be followed. The preschool will have a practice fire drill each semester. The practice fire drill will familiarize teachers, parents, and children with the procedure for leaving the building during an emergency.

Parents can help these practice fire drills be a learning experience for their children as opposed to a time of anxiety or apprehension. Explain to your child that we are practicing good ways to leave the building so we will know how and will be much safer if anything should happen to the church or our preschool.

Reassure them they can return to their activities after the drill. In case of a natural disaster, or any emergency situation where leaving the building would pose a threat, the children will be sheltered in the hallway that serves our classrooms. In case of an emergency, this is where you would find your child.

In case of emergency the proper authorities would be notified.

FIELD TRIPS

During the year, the children will be taken on a number of field trips. These field trips will be chosen to complement a theme or unit of study. All field trips will be announced ahead of time and parental permission will be required for each child who participates. It is important that you are prompt on field trip days as the school is closed and locked when we are away from the building. If you should arrive after we have departed it is understood that your child will be unable to attend school on that day.

Please dress your child in appropriate shoes and clothing for each field trip.

You may be asked to drive for a field trip. If you do provide transportation for a field trip, we must have a current proof of insurance and a copy of your driver's license on file at the school. Also, please remember each child must have his own seatbelt and children must ride in an approved car seat.

PERSONAL BELONGINGS

Please clearly label all clothing that you bring to preschool for your child. Please label coats, sweaters, and boots with your child's name or initials. Clearly labeled outerwear can save time and avoid confusion.

Please help your child to learn to leave his toys at home. The interest areas and activities provided at school are diverse and plentiful. Explain to your child that he will be busy at preschool – too busy to give attention to toys brought from home. The exception to the rule is your child's sharing day.

OUTDOOR PARTICIPATION

Almost everyday will include outdoor time. If your child is too ill to go outside, please keep him at home that day. Preparing for and participating in outdoor time requires cooperation, dressing skills, communication, and listening skills.

Be sure your child is appropriately dressed for the weather (labeled jackets, mittens, snow pants, boots, and hats as appropriate). Teach parents should also dress appropriately for the weather.

It is understood that it is the parent's responsibility to apply sunscreen to their child. However, in the event the children are outdoors for a great length of time, sunscreen may be applied to any child who has been given parental permission.

DISCIPLINE

Unacceptable behavior is redirected in a positive manner. Physical discipline, use of sarcasm, and verbal belittlement are not used at the preschool. Whenever a situation arises that might require discipline, please alert the teacher. If always administered by the teacher, discipline will always be consistent.

SNACKS

Snacks are planned by the teacher. Each semester you will receive a snack calendar that lists the snacks for each school day. On the days that you are a snack parent please bring the snack that in is planned. Please keep in mind the number of children you are serving when planning the amount of food to bring. Children learn to take a polite amount of snack best when there is plenty for everyone. Also we only use 100% fruit juice or milk, about ½ gallon for every 8 people.

We will be discussing health and nutrition throughout the year. The serving of healthy snacks reinforces our discussions. In addition, we feel that children should be introduced to a variety of wholesome foods. Besides serving favorite snacks that most children enjoy, we will try some new foods that your child may not have tried before. Children are sometimes more willing to try new things in the classroom, especially if a friend is enjoying it.

Fort Collins Preschool is a nut free zone. When bringing birthday treats or food for holiday parties please check labels and insure that the foods you bring do not contain nuts of any kind.

BIRTHDAYS

Birthdays are a special time for children. We at the preschool welcome the chance to share in celebrating your child's special day. There is a special day available on the snack calendar for us to celebrate with your child. Please choose a snack for that day. We would like to encourage you bring nutritious alternatives to conventional treats (cake). Some successful snacks in the past have included pizza, waffles, and frozen yogurt. However, if your child has his/her heart set on cupcakes, cookies, etc., please combine this food with fruit and milk. Then each child may have his or her fill of nutritious food.

Please do not send invitations for an at home birthday party to school. This is very hard for children not involved. Thank You!

LESSON PLANS

Lesson plans will be sent home in the form of a monthly calendar. You should receive the calendar at the first of the month. You may refer to the calendar when discussing preschool activities with your child.

Planned activities include language arts, science, math, music, creative art, craft projects, large muscle activities, and community awareness. Lesson plans are based on the children's developmental needs.

CUBBIES

Each child has a cubby. In the top is a special slot for items that need to go home. Please check this slot daily because we place all communications there. Please be sure to get whatever information is designed for you and any parent whose child you may be picking up.

Please teach your child not to take things from other mailboxes.

TV AND VIDEO VIEWING

Since the children are at school for such a brief time, we will not be viewing any television or videos.

POLICY UNDERSTANDING AGREEMENT

As a member of the Fort Collins Preschool Association, I understand and agree to the following policies:

- I will pay tuition in a timely manner. I understand that late payments will result in penalty fees.
- I will work in the classroom 16–17 times per year. I understand this involves arriving at school by 8:40 a.m. and will require me to stay after dismissal time.
- I understand I will have approximately 5 stand-by (alternate) days. On these days I will be prepared to work in the classroom in the event a scheduled parent has a last minute emergency.
- I understand that I am expected to be on time for teach days.
I will be responsible for bringing the planned snack approximately 5–6 times per school year.
- I have read and agree to abide by the policies and procedures in the parent handbook. This includes the Bylaws.
- I understand I will be asked to donate time to the following functions:
 - Set-up Day (2–3 hours)
 - Halloween Party (1 hour)
 - Garage Sale (2–3 hours)
 - Spring Fest (1–2 hours)
 - Clean-up Day (2–3 hours)
- I understand I maybe asked to participate in fund-raisers (i.e. sell Gold C books, purchase grocery certificates).
- I will fulfill my committee obligations of approximately 1–3 hours per month or 9–27 hours per year.
- I understand I maybe asked to drive for 1–2 field trips during the school year.
- I understand there are 2–3 meetings (General meetings) far all members. I will make every effort to attend these meetings.
- I understand that, as a classroom volunteer, I am not covered by Workmen's Compensation. I agree not to hold Fort Collins Preschool liable for any injury I may incur while performing my duties as a member of this cooperative preschool.
- I understand that only parents who have been to this orientation and who have signed this form are permitted to work in the classroom.
- I will make every effort to deliver my child to the school on time at the beginning of class and to pick up my child promptly at dismissal time. I understand there is a dollar per minute charge after a ten minute grace period.

Name: _____

Signature: _____

Date: _____