



A Licensed, Part-time, Christian Preschool for children ages 2 to 5

# PARENT HANDBOOK

25511 E. Smoky Hill Road  
Aurora, CO 80016  
(303)699-1470 ext 141  
(303)264-9054 fax  
[www.ehills.org](http://www.ehills.org)  
preschool@ehills.org

Juanita Hardin, Director  
Tanya Osley, Director

# EASTERN HILLS COMMUNITY CHURCH PRESCHOOL

[www.ehills.org/ministries/preschool](http://www.ehills.org/ministries/preschool)

(303)699-1470 x141

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Welcome	3
Hours of Operation	3
Number of Children	3
Mission Statement	3
Philosophy	4
Discrimination Policy	4
Parents as Volunteers	4
Parent-Teacher Communication	5
Reporting Child Abuse	5
Reporting or Filing a Complaint	5/6
Current Classes	6
Licensing and Classroom Ratios	7
Policies	7-13
a. Registration	
b. Tuition	
c. Withdrawal/Discharging of a Child	
d. Change of Information	
e. Arrival and Departure	
f. Parking and Entering the Building	
g. Signing In and Out	
h. Health and Health Records	
i. Medication Policy	
j. Diapering/Toileting	
k. Hand Washing	
l. Calendar and School Closings	
m. Emergencies	
n. Field Trips	
o. Nutrition	
p. Clothing	
q. Visitors	
r. Discipline	
s. Television/DVD Viewing	
t. Pets	
u. Smoking	
v. "Smart" devices in the classroom	
w. Social Media pictures/classroom names	

\*\*see COVID RESPONSE ADDENDUM

## **\*\*WELCOME**

We are glad to have you in our school! Now that you are a member of the ehills preschool family, please feel that this is your school.

You are invited to visit us as often as you wish. We're an informal, friendly school and you are always welcome. We will have "special days" with special invitations but you don't need to wait for those.

Our teachers are experienced in Early Childhood Education. They participate in a continuous program of professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research in Early Childhood Education. They are active in local, state and national early childhood organizations. Feel free to share any concerns or ask any questions of them that you may have.

## **\*\*HOURS OF OPERATION - SEPTEMBER THROUGH MAY**

Monday - Friday	AM Class Hours	8:45am to 11:45am
Monday - Thursday	PM Class Hours	12:15pm to 3:15pm
Monday - Thursday	Lunch Bunch Hours	11:45am to 12:45pm
	<i>(Lunch Bunch is not a Playschool or PM Class option)</i>	

Please see school calendar for closures, including but not limited to, holidays, parent/teacher conferences, Fall, Winter, and Spring breaks or staff continuing education days.

## **NUMBER AND AGE LEVEL OF CHILDREN ENROLLED IN THE SCHOOL**

We are licensed for up to 340 children. We run four programs - Playschool for 2 year olds, Preschool for 3 year olds, Pre-Kindergarten for 4 year olds and Junior Kindergarten for 5 year olds.

## **MISSION STATEMENT**

Our desire is to help each child realize what a precious creation of God he or she is and to develop an early love of school in a nurturing and caring environment. We will accomplish this through a hands-on learning method where your child will be encouraged to grow emotionally, socially, spiritually, physically, and cognitively. Each child will be presented with fun and developmentally appropriate learning opportunities in the areas of math, art, science, language arts, creative play, and worship.

## **PHILOSOPHY**

Preschool is full of “firsts” for both parents and students - the first day of school, the first teacher and the first time parents entrust their child to someone else for hours each day. At ehills preschool, you will find a safe, nurturing environment, along with Christian teachers who love sharing “firsts” with parents and young children.

We believe that children learn best through play and therefore offer a program designed to meet the needs of the whole child: spiritual, academic, emotional, physical and social. We recognize that children develop and grow at their own pace and in their own way. Teachers treat each child as an individual and developmental differences are celebrated.

We view our program as an extension of home. We do not take the place of home; rather, we involve families in our programs in an effort to provide children with a sense of connectedness between home and school. There are opportunities for parent involvement in the classroom, on field trips, through fundraising or as a volunteer.

We communicate closely with parents through formal and informal conferences throughout the year. \*\*We also promote an “Open Door” policy with teachers and the Director. Parents are always welcome to come and talk with us any time regarding their child, the program, or any questions or concerns they may have. Parents are considered to be an important part of our program.

In order to provide the highest quality of care, our teachers are well trained through past education, experience, and continuing education classes. In addition, each staff member has undergone background investigations, fingerprinting with local authorities, and are trained and certified in CPR and First Aid.

We firmly believe we offer the type of program in which we do what is best for children. We love what we do and feel that an experience in any of our ehills preschool classes will be a very positive one for children and their families.

## **DISCRIMINATION POLICY**

Ehills preschool does not discriminate by race, religion, gender, age, national origin, gender identity, ethnicity, color, political beliefs, marital status, sexual orientation, disability, economic and/or military status in the inclusion of children in our program. We follow all ADA requirements and will make readily available accommodations for all children with disabilities. Individual assessments will be made in order to determine if our program can meet the particular needs of a child without fundamentally changing the program. Each child is assessed on a case-by-case basis.

## **\*\*PARENT VOLUNTEER OPPORTUNITIES**

There are many opportunities to volunteer in our program. This is your school and whether it's in the classroom, on field trips, in planning trips, programs, public relations, activities, field days, recruitment for future students, fundraising and just good old fashioned playing, parents are always welcome.

## **PARENT-TEACHER COMMUNICATION**

- The Parent Portal ([www.parentportal.runsandbox.com](http://www.parentportal.runsandbox.com)) is our primary source of communication. *Please make sure you are signed up and that you are receiving notifications - this is done through settings.* The parent portal is used to communicate between families, teachers and the Director on both an individual and schoolwide basis. Reminders and information such as weather closures, events, tuition, etc. are posted in the portal.
- Download the runsandbox parent app
- Each classroom has a private Facebook group
- Teacher emails and phone numbers
- Daily notes on the clipboard outside of the classroom, “Today we...”
- Monthly classroom newsletter/calendars
- Twice yearly optional parent/teacher conferences and as requested by either parents or teacher \*\*
- Handouts sent home in backpacks
- “Open Door” policy with the Director and your child’s teachers \*\*

## **REPORTING OF CHILD ABUSE**

“Any staff member of ehills preschool who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.”

General Rules for Child Care Facilities, Issued by: Division of Child Care, CDHS, Rule # 7.701.53 B

## **REPORTING ABUSE or NEGLECT/MAKING A COMPLAINT**

This childcare program is licensed by the Colorado Department of Human Services. This license indicates that at the time of inspection, the provider has met standards to operate a licensed Preschool Program. These standards include:

- Written policies and procedures
- Communications, emergency, and security procedures
- Personnel requirements for education, experience, training, and supervision
- Requirements including procedures for admissions: healthcare, personal hygiene, physical care, food and nutrition, discipline, field trips, transportation, and fee policies
- Activities
- Equipment and Materials
- Facility Requirements
- Fire and Other Safety
- Maintaining children’s records
- Administrative reports and records

In addition to all the above standards, all licensed childcare providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care.

You may report any suspected abuse by calling your county department of social services:

**Child Abuse Hotline: 1 (844)264-5437**

If you want to make a complaint or have a concern regarding your childcare provider, call:

**Colorado Division of Child Care: 303-866-5088**

If you want to make a complaint regarding health and sanitation issues call:

Tri-County Health Department – Environmental Health Department

**303-363-3055**

The child care provider's State Child Care License should be posted or available for review at your request. All inspection reports must be posted or available for review upon request.

**\*\*CURRENT CLASSES (subject to change)**

**Playschool (2yrs old by Sept 1<sup>st</sup>)**

8:45am to 11:45am      2 Days      M-W or T-TH

**Preschool (3yrs old by Oct. 1<sup>st</sup>)**

8:45am to 11:45am      3 Days      M-W-F

2 Days      T-TH

12:15pm to 3:15pm      3 Days      T-W-TH

**Pre-Kindergarten (4yrs old and fully potty trained by Oct 1<sup>st</sup>)**

8:45am to 11:45am      4 Days      M-T-W-TH

3 Days      M-W-F

2 Days      T-TH

12:15pm to 3:15pm      3 Days      M-T-W-TH

**Junior Kindergarten (5 yrs old and fully potty trained by Nov. 15<sup>th</sup>)**

8:45am to 11:45am      4 Days      M-T-W-TH

12:15pm to 3:15pm      4 Days      M-T-W-TH

**\*\*Optional Lunch Bunch Hour** - Children bring a nut-free lunch from home and have additional playtime. Lunch Bunch is for morning classes **only** and is **not** an option for Playschool. All students attending Lunch Bunch must be fully potty trained.

11:45am to 12:45pm      4 Days      M – TH

## **LICENSING AND CLASSROOM RATIOS**

Our school is licensed by the State of Colorado Division of Childcare, and the Colorado Department of Human Services. Each classroom, depending on square footage, is licensed for 15 to 20 children.

State licensing regulations for child/teacher ratios are as follows:

2 years to 3 years	1 staff to 7 children
3 years to 4 years	1 staff to 10 children
4 years to 5 years	1 staff to 12 children
5 years and older	1 staff to 15 children

hills preschool ratios are as follows:

2 years to 3 years	1 staff to 5 children
3 years to 4 years	1 staff to 8 children
4 years to 5 years	1 staff to 8 children
5 years and older	2 staff to 15 - 20 children

***As you can see, we have lowered the child/staff ratio.*** We feel this is an important indicator of how much we value your child. We want to provide the best care possible and one way we strive to do that is by having lower ratios.

## **POLICIES**

### **a. Registration**

A non-refundable registration fee per student is payable when you enroll your child each year. This registration fee holds your child's spot in the program and is applied towards curriculum and supplies.

### **b. Tuition**

- Payable by cash, check or credit card\*\*
- **Tuition is due the first Monday/Tuesday of each month.** Nine (9) monthly payments are collected from August through April with no payment in May.
- Late charges of \$10.00 per day begin Thursday at 9:00am of the same week tuition is due.

\*\*Tuition amounts are based on a prorated scale. Therefore, each month the same amount is due regardless of the number of days school is in session. There are no deductions or refunds for announced calendar vacations, snow days or illness. The school depends on each month's tuition to pay its current expenses. We are licensed to handle a certain number of children per day; therefore, we cannot grant the opportunity to make up lost days.

*There is a \$25.00 NSF charge for all returned checks.*

*\*\*admin service fee added*

c. **Withdrawal/Discharging of a child**

Each child is enrolled for the entire school year or the balance of the school year. A thirty (30) day prior notice is required or one month's tuition is payable upon a child's withdrawal from the program. All fees are non-refundable.

In some instances, it may be necessary to discharge a child from the school. This will only occur after a formal meeting with the child's teacher and the Director. Some causes of discharging a child would include, but are not limited to, non-payment of tuition, a child causing physical or emotional trauma to another child(ren) in the program or a child who demonstrates a lack of respect for the teacher or school which causes physical or emotional damage. Discharge of a child, if necessary, can be at any time and/or immediate and is at the discretion of the Director.

d. **Change of Information**

Please update your child's file immediately through the parent portal with a change of home address, email address, contacts or telephone numbers.

e. **\*\*Arrival and Departure**

Please observe and respect our designated times. The teachers need time before and after class time for preparation and clean-up. All morning classes begin promptly at 8:30/45am and 9:00/15am and end at 11:30/45am and 12:00/15am. All afternoon classes begin at 12:30pm and end at 3:30pm.

Your child's teachers will open their classroom doors at these times. If any child is picked up late, a late fee of \$5.00 will be assessed for the first five minutes and \$1.00 per minute thereafter. This applies to all dismissal times.

If you know you are going to be late, please call the school. A staff member will remain at the school until all children have been picked up. If a child has not been picked up by closing time, staff will call the numbers on the emergency card. If staff is unable to contact someone to pick up the child, Human Services will be called. Prior to leaving at closing time, staff will recheck all computer sign-out reports and classrooms to be certain all children have been properly picked up.

f. **\*\*Parking and Entering the Building**

Please park only in DESIGNATED parking spaces in front of the building. *Do not pull up to the curb and exit your vehicle.* This could cause blind spots and danger for other children as well as your own. For their safety, please do not leave children unattended in your vehicle while dropping off your ehills student.

Please enter the building through the front doors. All perimeter and exit doors are locked and cannot be accessed from outside of the building.



g. **\*\*Signing In and Out**

Please sign your child in and out each day on the classroom iPads using a PIN and authorized person's initials. PINs are created by the primary guardian through the parent portal. Notify the teacher and Director in advance if at any time you plan for someone other than the designated person to pick up your child. All persons authorized to pick-up your child must be listed in the child's file under Contacts and they must have an individual PIN and ID. Identification will always be checked and a pass signed by the Director will be provided prior to a child being released. Staff will check the computer sign-in rosters throughout the day to make sure all children are accounted for.

In the event of a lost child, all children will be secured with staff members. All available staff will do an immediate search of the facilities, playground, and surrounding area. If the child is not located, emergency personnel will be called and parents will be notified.

The preschool doors remain locked during the school day with the exception of drop-off and pick-up times. You always have access to your child during the school day but you must check in with the church receptionist and show your ID in order to be let into the preschool when the doors are closed.

h. **\*\*Health and Health Records**

Call the school office at (303)699-1470 ext 141 if your child will be absent for any reason. Per state health requirements, all illnesses are charted so please let us know the reason including symptoms and onset for your child's absence when calling.

- *No child with a temperature, diarrhea, vomiting, or communicable disease may attend or remain at school;*
- *No child who has had a fever, diarrhea or has vomited at least 24 hours previously may attend school; and*
- *Children may not return to school until they are symptom-free for at least **24 hours**.*

**Illness or injury at school** - If your child becomes ill or injured while at school, every effort will be made to contact you by phone; your child will be separated from the other children and kept comfortable until you arrive. Your child must be picked up within 30 minutes of notification.

**Emergency Medical Care** - All parents are required to sign the emergency authorization found on the hills preschool enrollment form which allows the hills preschool staff to take whatever emergency medical measures deemed necessary for the care and protection of our students. Parents will be immediately contacted in the event of a medical emergency.

**Immunizations** - Colorado law requires all students to be vaccinated against certain diseases unless they have a medical or non-medical exemption. ([Colorado Board of Health rule 6 CCR 1009-2](#)). Therefore, a current immunization record and medical report must be on file for all children yearly. Medical reports are valid for one year from the date of the last physical examination.

*For those who choose immunization exemption:* A signed exemption must be on file yearly. To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of school during a disease outbreak. For further details on specific exemption requirements <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>.

**Sunscreen** - Parents are to apply sunscreen to their child prior to arrival at school. In the event it is deemed necessary to reapply at school, teachers will do so only with written parent permission found in the policies and procedures acceptance form.

**i. Medication Policy**

Because we are a part-time preschool, it is preferred that medication be administered at home. However, if we do need to administer medication, the giving or application of prescriptive and/or non-prescriptive medicine shall be done only on written order from a physician. This must be accompanied by a written authorization from the parents found on the Medication Authorization form. Medications must be given to the Director, who will place them in a locked location that is inaccessible to children. *Medications must be in the original container, have a current expiration date and include the child's name on the prescription label.*

Medication administration in compliance with Section 12-38-132, C.R.S., of the Nurse Practice Act.

**j. Diapering/Toileting**

**Diapering** – If your child is not potty trained and requires diapering, all diapering products (ie: diapers, pull-ups, wipes, and diaper creams) need to be provided by the family and kept in a marked bag. Children will be checked hourly and changed as needed. Please notify your child's teacher once they begin to potty train so they may assist in this process. Diapers and extra clothing (including socks) must be provided.

**Toileting** - Each classroom has one toilet and one sink area. Children may use the bathroom at any time and all children will be encouraged to use the bathroom at least once during their day. Staff will encourage independence in the bathroom, but will assist as needed. All children and staff will wash hands after diaper changing or using the bathroom.

**All children enrolled in Pre-Kindergarten and Jr. Kindergarten must be fully potty trained.**

**k. Hand Washing**

Hand washing plays an important role in the fight against germs and illness. The following are times when the children will be asked to wash their hands:

1. When they first enter the classroom
2. Before snack
3. After using the restroom/diaper changing
4. After blowing their noses or coughing into their hands
5. After playing with clay, playdough or foam
6. Before and after using the tactile table
7. After coming in from the playground
8. Before eating lunch

**l. \*\*Calendar and School Closings**

Please refer to the online school calendar for holidays and other school closings - *calendar may be adjusted throughout the year as needed.*

We follow the Cherry Creek School District (CCSD) for weather related closings so in the case of inclement weather, check the parent portal and/or the ehills Facebook page for information. For the safety of our families and staff, our school will be *closed* if the district closes. All morning classes will be cancelled if the district calls for a delayed start - afternoon classes will be held.

**m. Emergencies**

In the event of a weather-related emergency, such as a tornado warning or actual tornado, children will be appropriately cared for at the school. You need not endanger yourself by coming for your child even if dismissal is scheduled during that time. Please wait until you are safe and able to return to the school building.

Fire and tornado drills will be held throughout the year.

The Aurora Police Department will alert us to any specific public safety emergencies such as lockdowns or safe perimeter restrictions in the area. Safety protocols will be followed accordingly and no child(ren) will be released from school during lockdown until we are notified by the police that it has been lifted. Children will remain indoors during safe perimeter restrictions but can be released to an authorized person.

We use the large parking lot in front of the building for emergencies that require us to leave the building. If that is not appropriate due to the emergency or weather, the entire school will be evacuated to Cherokee Trail High School, located directly behind our facility at 25901 E. Arapahoe Road, Aurora, CO 80016. Children will remain with their teachers and be dismissed only to their parent(s).

**n. \*\*Field Trips**

Parent participation will be required for all field trips. Each child will be required to remain with his/her parent at all times.

There may be walking or driving trips. Transportation will be provided by the parents and all children must have car seats or boosters provided by home. If a driver is suspected to have been drinking or otherwise impaired, they will not be able to participate in the event and Human Services may be contacted.

A first aid kit will be taken on every field trip which will contain first aid supplies. A class list noting all students present will accompany the lead teacher. Students arriving at school after their class has left for a field trip will find a note to parents directing them where to join the class. Children may not be left at the school.

- o. **\*\*Nutrition – Daily Snack, Lunch Bunch & Birthday Snacks**  
**\*\*WE ARE AN ALLERGY AWARE BUILDING\*\***  
**NO nuts of any kind are allowed.**  
**(Peanuts, cashews, walnuts, tree nuts, pine nuts, etc.)**

Due to the increasing number of food allergies, parents are to send a labeled, nutritious snack and a plastic reusable water bottle with a top each day for their child only. Snacks and water bottles are to be placed in your child's classroom cubby and water bottle hangers. The snack and water bottle must be labeled with your child's name and the water bottle must be filled with water each day. The water bottles will go home with your child at the end of their day. Please DO NOT send juice, soda, milk or other drinks with your child.

**\*\* *Make sure the Director and your child's teachers are aware of any allergies* \*\***

**\*\*Optional Lunch Bunch Program**

Parents are asked to provide a nutritious sack lunch labeled with their child's name for our optional Lunch Bunch hour. All lunches will be stored on the coat/backpack shelf outside the classroom and will remain there until Lunch Bunch begins. Each child needs to have a cold pack in their lunch box as refrigeration is not available for lunches.

If you choose to use a nut free spread or peanut butter substitute in your child's lunch, please attach a label to the baggie so your child's teacher is aware of the difference. Labels are available on the Lunch Bunch Board in the preschool hallway. All food items need to be eaten cold or at room temperature as microwaving food is not an option. Water is available for the children at all times.

**\*\*Birthday Parties or "Special Days"**

Parents may provide a special birthday snack for each child in the class. ALL special snacks MUST BE NUT-FREE and STORE BOUGHT with the ingredient label still intact. Please also check with your child's teacher for other allergies in the classroom. Make it a very special day by considering helping in the classroom during snack time or for the entire class day. Dress for play and creativity.

If your child's birthday is in the summer, he/she may celebrate their "half-birthday" with the class.

p. **Clothing**

Each child will have an assigned cubby in the classroom and a coat hook outside of the classroom door to hang his/her backpack and coat.

Children should wear PLAY clothes. Children get involved in messy activities at school so an extra set of clothing including socks must be in your child's backpack each day.

Playground-safe shoes - shoes must be worn at all times

Labels on jackets and coats

Clothing your child can zip, button, or snap

Boots and snow clothes for snow play (no snow boots inside, send extra shoes)

With the exception of excessively hot or cold days or in the case of inclement weather or unsafe pollution days, we spend time outside each day. Make sure your child is dressed for the conditions.

\*\*Personal items from home. If your child brings a personal item from home, they will be asked to keep it in their backpack or cubby until dismissed from school. This policy alleviates items being lost or damaged. Please help your child follow this policy.

q. **\*\*Visitors**

All visitors must sign in and receive a sticker identifying them as a visitor. Visitors must be accompanied by a teacher or the Director. Identification will be checked and photo copied.

r. **Discipline**

Preschool is a safe place to make mistakes and to learn from them. Discipline is handled in a very simple, caring manner. Usually all that is needed is “setting the stage” for appropriate behavior by providing a variety of activities and discussions about manners, kindness, and consideration of others. Limits are clear. Should intervention become necessary, redirection or a gentle reminder from the teacher is given. Parents will be informed of any problems that their child is having, and we will work together in finding solutions and resolving them including teachers providing Child Find referrals for further assessment and support when deemed appropriate.

s. **Television/DVD/Videos**

There may be times during the school year when we will watch a DVD/YouTube video related to a unit of study or during a Lunch Bunch session when the playground is not accessible due to weather. Students will have the option of watching the DVD or participating in another offered activity. Staff will be present with the children at all times. The use of passive media such as television, film, DVDs, online videos, audiotapes or CDs is limited to developmentally appropriate programming with a “G” rating.

t. **\*\*Pets**

We may have pets on the premises. Children should wash hands before and after handling or petting animals. Teachers will supervise interactions between children and animals and teach them safe behavior when near animals.

Parents who have children with allergies to furry animals must alert the teacher and Director so steps can be taken to eliminate exposure.

**Public Health Regulations: “No psittacine birds (parakeets, parrots, and other curved beak birds), ferrets, primates, poisonous reptiles, poisonous fish, amphibians, snakes greater than 6 feet in length, aggressive animals and fish, wild caught animals or any other animal which may pose a hazard to the health of the children. Note: Reptiles and amphibians shall be prohibited in classrooms with children under 5 years old. This includes turtles, lizards, etc.”**

u. **Smoking**

ehills preschool is a non-smoking facility. Smoking is prohibited inside the building, around its perimeter and on the playground.

v. **“Smart” devices in the classroom**

Smart devices such as watches, tablets, and phones should be used at home and not in the classrooms.

w. **Social media - picture-taking/name posting**

With signed parental permission, children will be photographed for the purpose of classroom projects, end-of-the-year slideshow, bulletin boards and to be posted on the ehills preschool social media page(s) and in their private Facebook classroom to share the fun we have at school and children’s first and last names will be visibly posted *in their classroom* for the purpose of learning. **No** names, tags or personal information will ever be shared on the internet.