

# **MT. ZION LUTHERAN PRESCHOOL PARENT HANDBOOK**



**Toddler through Pre-Kindergarten**

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**Mt. Zion  
Lutheran  
Preschool  
Mission Statement**

*Growing in Faith through the Gospel*

2/14/2019

*Mt. Zion Lutheran Preschool has been developed to meet the developmental needs of children. Our programs empower children physically, emotionally, mentally, and spiritually, while encouraging children to express themselves through creativity and social interactions. Our goal is to prepare our children for the next phase in their lives through strengthening each child's physical, social, emotional and cognitive skills.*

## **Accidents**

In the event of an accident or incident at school the child is given first aid and comfort. If the accident is minor the parents are informed by a written report filled out by the teacher the day of the accident. The report is signed by the Director, the parent, and the teacher. If the accident is major the parents will be called immediately.

In the event of an emergency: Parents and EMS are notified immediately if the accident is an emergency. An accident report is written in the event of an emergency explaining what happened and it is signed by the director, the parent and the teacher. A report is sent to the department of Social services any time a child is transported to the hospital.

An emergency form is kept on file for each child. The form, completed by the parent, lists doctors or dentists who may be called in the event of a sudden illness or accident when the parent cannot be reached. If the doctor cannot be reached in time, the preschool may call a licensed physician who is available. It is understood that the parent will pay the physician's fee.

## **Admission/Enrollment**

Mt. Zion Lutheran Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to children at the Preschool. We do not discriminate on the basis of race, color, national, ethnic origin or abilities in the administration of our educational policies, scholarships, athletics or other school-administered programs.

The admission policy of Mt. Zion Lutheran Preschool is inclusive and open to all children whose parents show evidence of a genuine, positive interest in Christian education. Parents need not be members of Mt. Zion in order to send their children to the school.

Mt. Zion accepts children beginning at one year (walking independently) through 5 years of age (Pre-kindergarten) .

All children must register for admission each year at the beginning of the preschool calendar year in August. Parents will also be requested to submit attendance plans for the summer.

Those parents of children registering for the first time must complete the application form. A meeting with the director is required to review the policies of the school. After that time it will be determined if the services offered by Mt. Zion will meet the needs of the child and the parent(s). The family will be notified of a child's acceptance or denial of enrollment.

Parents and children must accept and agree to abide by the purpose, goals, philosophy, policies and procedures of Mt. Zion Lutheran Preschool to be accepted for enrollment. All new children will generally be accepted on a probationary basis. Probation ceases automatically after 30 days, unless prior notification of its extension is given to the parent.

***State law requires that a certificate of immunization be provided for the child's records before the first day of attendance. This certificate must be updated and kept current on a yearly basis. Children under the age of 7 years of age must have a complete physical every school year as required by Colorado State Law.***

Please inform the office of any allergies, changes to address, phone, or employment as soon as possible in order to keep records current.

### **Asbestos**

Some areas of the building contain asbestos in the floors and walls. All areas are monitored and maintained by a trained official.

### **Curriculum**

The curriculum of Mt. Zion Lutheran Preschool is presented in the context of a Christian perspective and is supplemented by regular instruction in Biblical teaching. All curriculums are developmentally appropriate. Please see individual teachers for details.

### **Deductions:**

- **If you have more than one child attending Mt. Zion concurrently, you will receive a 20% discount (off the lowest tuition amount) on your monthly childcare for the second, third, fourth child (etc.).**
- **If you are an employee of the University of Colorado, Boulder Community Hospital, there is a discount of 10% on your monthly childcare. Documentation required**
- **If you are an active member of the Military, Fire Department or Police Department there is a 10% discount on your monthly childcare. Documentation required.**
- **Multiple discounts cannot be applied (except in the event of 2 or more children)**
- **Discounts do not apply to Drop-in childcare.**
- **For every family you refer to Mt. Zion, your family will be given a one time credit of \$100 off of your childcare tuition.**
- **Financial aid is available to families who qualify. Application forms are available upon request.**

### **Definitions:**

- **Fees** are yearly expenses.
- **Childcare** is a monthly expense.
- **School year:** Mt. Zion Lutheran Preschool is a year round childcare center. Mt. Zion's "school year" begins annually in August.
- **Toddler:** One (1) year old & walking independently.
- **Preschool:** Two and one half (2 ½) years old to Four (4).
- **Pre-Kindergarten:** Four (4) years old by September 30<sup>th</sup>.

### **Diaper/Toilet Training**

**Diapers** – Diapers will be checked every two hours or as needed. Posted instructions will be followed. Children must be changed before nap time and again after nap time. Children must wash their hands after diaper changing. Notes will be sent home to notify parents when children run low on diapers, pull-ups and wipes.

**Toilet Training** –No child will be made to toilet train before 18 months of age. Parents are to provide pull-ups for children who are in the process of Potty Training. Parents will be responsible to supply several extra changes of clothing during this time. The child should be encouraged to use the bathroom every one to two hours. Children should use the bathroom before and after naptime. Children must wash their hands after using the bathroom.

### **Discipline**

Discipline at Mt. Zion is administered out of love and is designed to teach and guide the child in self-control, patience, Christian concern in dealing with others, and being responsible for

one's own actions. Harsh or physical (corporal) punishment is not allowed or practiced at the center. Children, however, need to be made aware of challenging behavior and be willing to accept responsibility for their actions. Disciplinary actions therefore will be taken to point out to the child that their action was wrong and, if possible, to help rectify the wrong. This is the Law/Gospel approach as presented to us by God's Word. The Law is used to point out our wrong doings and sins, and our need for forgiveness through Jesus Christ. The Gospel then gives us the good news that we are forgiven, we are still loved, and therein is the incentive for acceptable behavior.

Parents who have concerns or questions about the disciplinary action procedure are urged to contact the teacher.

### **Dismissal from School in Severe Weather**

It is the policy of Mt. Zion to dismiss its children whenever the Boulder Valley schools dismiss their students due to severe weather. In the event that the school must be closed during a weather emergency, parents are asked to listen to radio station KOA-850 AM and/or watch channel 9, 7 or 4 for an official announcement of such a closing. *If Boulder Valley schools are announced closed, Mt. Zion will be closed as well. Mt. Zion may also be announced closed independent of the other Lutheran schools or the Boulder Valley schools.*

### **Drop-In Care**

Children enrolled part-time in the Preschool program may take advantage of our Drop-In Care Program, **if** space is available. To request additional time, please speak with your child's teacher **the day before** the event to make sure room is available. If you are delayed or have an emergency, please call. Parents will be billed the hourly drop-in rate of **\$15.00 per hour**, which will initiate at one minute past the hour of your scheduled pickup time.

### **Drop-off/Pick-up Procedures**

Mt. Zion makes use of a security system. All parents will be given two (2) entry cards for entrance to the building. There will be a \$15.00 key card deposit required upon enrollment. This deposit will be fully refunded upon return of the keys when leaving Mt. Zion. If you have lost your card, please inform the front office. Additional cards are \$15.00.

All children must be signed in and out each day. The sign in book is located next to the family mail boxes.

MT. ZION WILL RELEASE A CHILD ONLY TO PERSONS AUTHORIZED BY THE CHILD'S PARENTS ON THE IDENTIFICATION AND EMERGENCY INFORMATION CARD. If you know in advance that someone who is not on the emergency card will be picking up your child, please leave a note with the teacher naming and authorizing this person to pick up your child. In an emergency, the child may be released to an adult for whom the child's parents have given verbal authorization. If the teacher/staff who releases the child does not know the adult,

identification shall be required to assure that the adult is authorized to pick up the child. If the teacher/staff does not have verbal or written authorization the parents must be contacted. If he/she is unable to contact a parent, the child must stay in the center until authorization has been given. Authorized individuals need only sign a child in or out on the appropriate sheet.

## **Emergency Situation Procedures**

### **Fire Drills–**

- Each teacher/staff will become familiar with the location and operation of extinguishers.
- Directions for fire escape routes shall be studied and posted near the door of each room.
  
- When the signal sounds, children and teachers/staff must stop whatever they are doing, and as the teacher leads, leave the room in an orderly fashion.
  
- Roll call shall be taken by the teacher/staff once all have left the building. If a child cannot be accounted for, immediate notification must be given to the Director or Assistant Director.
- At the conclusion of the fire drill, a re-enter signal will be given for teachers/staff to lead their class back inside the building.
- Fire drills will be held at different times of the day in order that children may become familiar with and understand procedures to be followed.

### **Tornado Drill-**

- Teachers/staff will know where their children are to move to in the event of a tornado.
- When the signal sounds, children and teachers/staff must stop whatever they are doing, and as the teacher leads, leave the room in an orderly fashion.
- Roll call shall be taken by the teacher/staff once all have reached their destination. If a child cannot be accounted for, immediate notification must be given to the Director or Assistant Director.
- At the conclusion of the drill, an all clear signal will be given for teachers/staff to return their children to their classrooms.

Tornado drills will be held at different times of the day in order that children may become familiar with and understand procedures to be followed.

### **Building Evacuation-**

- In the event it is necessary to have the building evacuated, the Director will announce to follow the Immediate Evacuation Procedures.
- Teachers will escort their children to the West side of the parking lot.
- Teachers will take emergency notebook when leaving the building.
- Each teacher shall take roll call once all have reached their destination. If a child cannot be accounted for, immediate notification must be given to the Director or Assistant Director. Procedures for calling parents is activated.
- At the conclusion of the drill, an all clear signal will be given for the teachers/staff to return their children to their classrooms.

## **Failure to Pick up your child**

If any child is not picked up by 6:00PM the parents and the director will be called. In the event a parent does not answer the emergency contacts listed will be contacted. In the event no one is able to come, the police will be called, and take custody of the child. The school is required to report to Social services any time the police are called. The Boulder city police number is 303- 441- 3333.

## **Family Mail Boxes**

Each family will be assigned a Family Mail Box, located in the hallway outside of the Director's office. Please check your box on a daily basis. In your box you will find billing statements, forms, notifications and information regarding your child.

## **Field Trips**

Several field trips will be scheduled during the year for Pre-Kindergarten students. We may ask for volunteer drivers for the trips. Drivers must have proof of insurance.

- Children ages one to four and between 20 and 40 pounds must ride in an appropriate rear or forward-facing car seat.
- Colorado law also requires that children who are over age 4 but under age 8 ride in a forward-facing car seat or a booster car seat, unless they are over 4'9" tall or weigh more than 80 lbs.

### **Field Trip Supervision & Emergency procedures:**

- The director will train the staff and parent volunteers before the field trip of the emergency procedures to be followed.
- Emergency contact information is brought on the field trip for all students, staff and volunteers.
- 911 will be called in the event of an accident.
- The director will be called in the event of a vehicle breakdown. The director will provide transportation back to the center for any non-injured children.
- A staff member will go with a child if transported to the hospital.
- If a staff member is incapacitated the parent volunteer knows the emergency procedures and will stay with the children until the Director or the children's parents arrive.
- The Lead staff member coordinates with the onsite incident commander in the event of an accident.

- The director will call parents to inform them of the accident or vehicle breakdown. The director will inform the parents if their child was transported to the hospital and to which hospital their child was taken to. The director will also inform the parents if the child was not injured and was transported back to the school, when directed to by the onsite incident commander.
- The director will fill out a report of the incident or accident and inform the department of Social services if any of the children were transported to the hospital or in the event of an accident and 911 was called. The department of Social services will be phoned the day of the accident and a phone message left in the event of an accident that involved calling 911 or a child transported to the hospital.

### **Financial Aid**

Mt. Zion Lutheran Preschool desires that no parents, due to financial reasons, would be unable to provide a Christian education for their children. For this reason, the church may offer financial aid to qualifying families. Those desiring consideration for financial aid must apply, through the director, to the School Board, as funds are available.

### **Hours of Operation/ Holidays**

Mt. Zion is open from 7:00AM-5:30PM Monday through Friday. We will be closed for the following holidays: New Years Day, Presidents Day, Martin Luther King Jr. Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the week of Christmas Day.

### **Guidance and Instruction**

Mt. Zion will...

**1. Cultivate positive child, staff and family relationships.** Each teacher at Mt. Zion 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.

**2. Create and maintain a socially and emotionally respectful early learning and care environment.** 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.

**3. Implement teaching strategies, supporting positive behavior, prosocial peer interaction, and overall social and emotional competence in young children.** Through training each teacher is able to effectively and positively reinforce children's positive behavior and re-direct 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 be more socially and emotionally aware of the feelings of their peers.

**4. Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.** Mt. Zion teachers believe in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

**5. Access an early childhood mental health consultant or other specialist as needed.** Mt. Zion staff continuously strives to strengthen our relationships with our children and their family. Through our continuous specialized trainings, our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that make a child's needs difficult for staff and parents to adequately address the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

## Illness

Anytime a child becomes ill parents will be notified immediately.

If, in the opinion of the parent, a child is too ill to attend, the child should remain home until he/she is well enough to return without the risk of infecting other students or staff. The preschool office or your child's teacher should be contacted as soon as possible (preferably no later than 8:30am on the day of the illness). When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shingella, Mt. Zion will immediately notify the local health department, all staff members, parents and guardians of children in care. Children's confidentiality will be maintained.

Young children frequently become mildly ill. Infants, toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can expect one to two gastrointestinal infections (vomiting and/or diarrhea) each year. Deciding whether to keep your child at home or when to send a child home from childcare can be difficult. It is important for parents and caregivers to discuss what observations have been made and agree on a plan of action.

Please contact the school when your child is ill and describe the illness. If a specific diagnosis is made, i.e., strep throat, chicken pox, etc., let the school know so other families can be alerted.

Clearly there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from childcare or preschool.

In the event of a child becoming ill while at school, the parents are called. The illness is explained to the parents. The parents are expected to pick up their child.

**Mt. Zion Lutheran Preschool follows the infectious disease recommendations as put forth by The Colorado Department of Public Health & Environment. If you have any questions about when or how long your child should remain at home please refer to the below mentioned chart. Due to the length of the chart of illness, we would request that**

parents refer to the Summary chart (pages 77-81) that can be found on the following web site:

[https://www.colorado.gov/pacific/sites/default/files/DC\\_CD-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf](https://www.colorado.gov/pacific/sites/default/files/DC_CD-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf)

### **Immunizations**

Mt. Zion Preschool requires that your child be immunized in accordance with the Colorado Department of Public Health requirements for childcare. A copy of your immunization records are required upon your first day of preschool.

### **Inclement and excessively hot weather**

We will have outdoor time every day for all ages of children. We will check the weather each time to ensure the safety of the children at all times. We will not have outdoor time during inclement and excessively hot weather. During those days we will have indoor large gross motor activities in the gymnasium.

### **Late Pick-up After 5:30pm**

***Mt. Zion closes at 5:30pm. Please make sure you arrive by 5:15pm and depart prior to 5:30pm. AFTER 5:30pm late fees are: 1-5 minutes \$10; 5-10 minutes \$20; 10-15 minutes \$30; etc.***

If a parent is ***habitually late*** in picking up their child, this will be cause for the child to no longer be able to attend Mt. Zion Preschool.

### **Late Arrival**

If a child arrives late and the child's assigned class has already left for a planned excursion away from the center, the child will be assigned to another class at the center while the child's normally assigned class is away on their field trip.

### **Lock Down Procedures**

#### **LOCK DOWN**

Warning procedures may be issued in the event there is a possibility of a dangerous situation.

- Administration will issue lock-down procedures by announcing "LOCK DOWN" over the intercom.
- Teachers will close their door and make sure it is locked.
- Children will be directed to move away from direct line of classroom windows and door.
- No one will be allowed out of the room.
- The warning will remain in effect until the "ALL CLEAR" announcement is given.

When children are in the **gym**...

- Children and staff are to move to the stage.
- Remain until the “ALL CLEAR” announcement is given.

When children are in the **lunchroom**....

- Move to the PK room until the “ALL CLEAR” announcement is given.

When children are on the **playground** and the Administration informs the teacher...

- Children on the field will be escorted into the toddler room.
- The teacher will close the door.
- Remain until the “ALL CLEAR” announcement is given.

When a child is **out of the room**...

- The child will be escorted to the classroom or a safe location by the administration.
- The teacher will be notified.

Note: Teachers should keep their keys and attendance list with them at all times.

### **Lost child**

In the event a child cannot be accounted for, the following steps will be taken:

1. Search the building checking with all children and adults in the building.
2. Contact the parents/guardians.
3. Call 911.
4. Call the director.
5. Call Police
6. Call Social Services

### **Lunch/Snack Procedures**

Children are to bring their own sack lunches and two snacks. A cooler or cold packs are suggested to keep food cooled. A microwave is available to warm lunch items. If you forget to pack a lunch for your child, one can be provided in an emergency and parents will be billed. If we see that a child’s lunch brought from home does not meet the required nutritional needs, we are required to offer supplemental food in the areas lacking adequate nutrition.

Due to students who have peanut and/or tree nut allergies, **we are asking ALL children NOT to bring food into the classrooms containing peanuts and/or Tree Nuts.**

- Products that have a label that reads “product may contain peanuts or Tree Nuts” are okay.
- For classroom parties or other occasions where food may be brought into the classroom, we encourage parents to bring pre-packaged items that contain

All children are to sit at their assigned tables. They are to remain seated with the exception of getting silverware and napkins as needed.

Teachers must:

- Help the children determine what their snack is if needed. If they do not have a snack they can eat a portion of their lunch.
- Use their best judgment in determining what and how much they can eat.
- Prepare the food and serve it.
- Sit with the children and promote proper table and eating manners.
- Encourage the children to eat for their well being.
- Give a 5 minute warning before the time is over so food may be finished.
- Watch to make sure uneaten food is returned home if possible and no plastic containers thrown away.
- Allow any child wanting to finish their food may stay until finished.

**No child is to be forced to eat anything, in any order, or amount.**

### **Make up days**

Mt Zion Preschool does not offer make up days. There are scheduled closures (i.e. Christmas, Easter, holidays, etc., please refer to calendar) when no childcare will be offered, nor deductions in tuition eligible or makeup days offered. We do not give credit or offer make up days for illness or vacations.

### **Medication**

All medications given to the center to administer to children will need to have annual parental permission and doctor's orders for each medication prescribed. For children under age two years old the orders will need to be renewed according to the AAP well child exam schedule. All medication will be administered by trained and delegated staff and in accordance with the prescribed directions and will be documented in our medication log book. All medication will be stored in areas inaccessible to children at all times. If a medication is expired or is left over, those medications will be given back to the parents, if the parents are not able to be reached, the left over medication will be properly disposed of. Emergency medications will be stored in an area that is easily accessed by staff, but inaccessible to children.

### **Nap Time**

All children staying past lunch must have a rest period with their own mat on which to rest. No child will be forced to sleep. Any child requiring a morning nap will be provided a separate area to rest.

## **Parent/Teacher Communications**

Good communication is vital to a good program. Do not hesitate to speak with your child's teacher regarding any needs or questions.

If our needs have not been dealt with to your satisfaction you may request a consultation with the director and the teacher.

If you are still not satisfied, you may address your needs in writing to the School Board.

## **Parking**

The Preschool entrance is located on the east side of the building on 17<sup>th</sup> Street, between Balsam & Alpine Street through the glass doors. Children are to be picked up and dropped at this entrance. Please park in the east lot, located off 17<sup>th</sup> Street.

## **Personal Belongings**

Each child should come dressed for an active day. Tennis shoes or rubber-soled shoes would be best. (Because of the gravel on the playground, sandals, thongs or jellies are uncomfortable for the children.)

Be sure to send appropriate clothing for your child each day. Time will be spent outdoors each day weather permitting. Please send boots, mittens, hats and snowsuits when there is snow on the ground. Please send sunscreen in the spring and summer, labeled with your child's full name. Aerosol sunscreen is not allowed. Parents need to supply written permission for sunscreen to be applied to a child under the age of four.

Each child should have an extra set of clothing to be left at school. The set should include a shirt, pants/shorts, underwear and socks. Please put the items in a shoebox with your child's name and send it on the first day of attendance. Be sure to replenish the items as they are used.

Children who stay for naptime (after lunch) should bring a crib sheet to cover their mat. They may also bring a blanket, stuffed animal and/or pillow for comfort.

Children should not bring money or coins to the school. The money may be lost and the center staff will not be responsible for lost money the students bring to school. The loose coins are also a choking hazard for the young children at the center.

Children not potty-trained are asked to provide pull-ups/diapers and wipes.

## **Pictures**

Arrangements are made to have individual pictures each Fall and Group pictures in the Spring. Parents have the opportunity to purchase these photos from a variety of packet selections.

## Procedures for Opening and Closing the Building

### Opening:

The staff will check the monitor and sign out sheets to confirm all children have been checked out. All lights should be turned on and the classroom prepared for the arrival of children.

**Closing:** After all children have left the building, a final check on the attendance sheet should be done. **All students leave time should be verified.** Confirm all children were picked up and have left the building. Leave the attendance sheet and pager on the desk in the after school classroom. Make sure all lights are out and classroom doors locked.

In the event a child has not been picked up at the time of the centers closing:

- Call the parent/guardian
- Remain in the building until the parent/guardian arrives
- Contact the director

In the event a child is left at the center:

- If no parent/guardian is accessible contact the director
- Remain in the building until relief arrive

## Registration Fee

A Registration Fee is required upon being admitted to Mt. Zion Preschool. This fee is non-refundable. If the preschool is at capacity, this registration fee can be used to reserve a position that becomes available in the near future. This is the only way to assure a position for future enrollment.

## Report Cards

Children's progress is supplied to parents by means of report cards that are issued **twice a year** for Preschool and PreKindergarten and **Daily** for Toddlers. Parents and/or teachers may request a conference at any time during the year. Through consultations, the parents and the teacher will be able to achieve a greater understanding of the student's strengths and weaknesses as well as how to improve his/her development.

## Special Days

Special classroom festivities will be held for holidays throughout the year. Parent volunteers are welcomed and needed to help plan and supervise these activities.

Birthdays will be recognized and celebrated in the classrooms. If you wish to send treats, please contact your child's teacher ahead of time.

## **Supervision of Children**

An attendance document is used to document drop off and pick up times. The attendance log has the name of the child and the teacher's name responsible for supervision of the child while in care.

The teachers are to do a head count of the children in the class before leaving the classroom and after reaching a destination outside of the classroom. (Lunchroom, gym, or playground) The same procedure is done when leaving the area and upon returning to the classroom.

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 Director or Assistant Director will also make periodic head counts though out the day.

Mt. Zion staff takes seriously the responsibility we have to each child in our care and the supervision of the children in the center is a very high priority.

## **Termination of Child Care**

If for some reason you decide to stop bringing your child to our preschool, we require a **two- week written notice**. Payment is due for the two-week notice period whether or not the child is brought to school. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on our part.

There are also times when a child is not adjusting well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program; however, we will give you a 2 week notice to find alternative care.

Examples of why we would terminate your child's care include (but may not be limited to):

- Failure to complete required forms.
- Failure of parent to pay tuition.
- Habitual lateness in picking up your child.
- Lack of parental cooperation.
- Failure of child to adjust to the center after a reasonable amount of time.
- Our inability to meet the child's needs.

Our staff are well trained and work hard to identifying the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent and begin with a parent teacher conference. To better accommodate your child we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other

children, we may choose to suspend your child for a discussed upon period of time. Once the child returns to our program, if the child is still a danger then we will discuss if we are the best persons to be caring for your child. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

### **Tuition**

Mt Zion depends on tuition being received on time. The tuition payments for the Preschool are due the first day of each month. The first payment may be paid upon enrollment or no later than the first day of school. Payments are **due on the first of each month. A \$25.00 late fee will be assessed for payments received after the 10<sup>th</sup> of the month and a \$30.00 fee will be assessed for any returned checks.** All checks should be made payable to Mt. Zion Lutheran School. Accounts must be kept current.

*If a payment cannot be made due to circumstances that may arise, please contact the school office. If prior arrangements have not been made and payments totaling two months are in arrears, the student will not be allowed to continue attending Mt. Zion. If your payments are not current, we reserve the right to hold school records until payment is made in full.*

### **Vacation or Extended Leave Requests**

Families enrolled at Mt. Zion and not receiving financial aid may request, in advance, two weeks vacation time in a year during which your child's spot will be held without charge (excluding regularly scheduled school breaks). This benefit is offered to families whose children have been enrolled in Mt. Zion for one year.

**As regards our vacation policy: Mt. Zion has instituted our vacation policy as a courtesy to it's' families. Starting with the anniversary of each family's enrollment date, vacation time will be given in no less than one week increments, single days do not apply. (i.e You may apply for two one week vacations or one two week vacation during your year.) One week is defined as one week of your individual family plan, regardless of number of days attended in a week.**

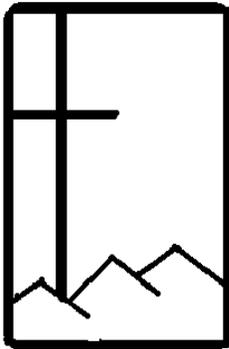
If you will be gone longer than two weeks, please check with the preschool office to arrange any financial arrangements that may be needed to retain your child's enrollment at Mt. Zion. Due to state regulations and staffing requirements we cannot guarantee to hold your place for longer periods of time unless payment is made. If you wish to take the summer off and return in the Fall a deposit will be required to hold your place until you return.

### **Video Viewing**

At Mt. Zion there is no video viewing without written permission from the parents regarding a specific video.

## Visitor Registration

All visitors shall check in at the preschool office. All visitors will be accompanied by staff at all times. If that person is not known to the teacher/staff, he/she must sign in (name, address, reason for visit).



**Mt. Zion Lutheran Church & Preschool**

Dear Parent:

Mt Zion Lutheran Preschool is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. The license is posted on the wall above the parent mailboxes.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Boulder County Department of Social Services is (303) 441-1240. Colorado law requires that childcare providers report all known or suspected of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials and staff. For additional information regarding licensing, or if you have concern about the childcare facility, consult the Colorado Division of Child Care Services, 1575 Sherman St., Denver, CO, 80203 at (303) 866-5958.

Mt. Zion Lutheran Preschool

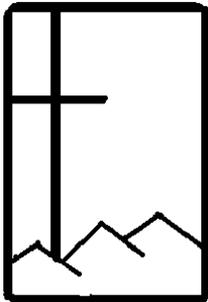
## **Mt. Zion Lutheran Church & Preschool**

Lutheran Church – Missouri Synod

Rev. Allen D. Anderson, Pastor

Cheryl Wu, EC Director

303-443-4151 (church) 1680 Balsam Avenue, Boulder, CO 80304 303-443-8477(preschool)



Dear Parents/Guardians,

The added responsibility of providing medications in childcare centers creates a potential health risk for the child and liability for the caregiver. Ideally parents or guardians should make every attempt to administer medications to their children. We are fully aware that the need many arise where medication will need to be dispensed during the time your child is in our care. We have taken the necessary steps to enable Mt. Zion staff to safely dispense medication.

A form will be included in your registration packet. Please note the form requires both a parent and physician signature. We cannot accept medications without this completed form and the medicine in an original container labeled with the child's name. This includes any over the counter medications.

All medications and forms need to be checked in with the Director.

Thank you for your understanding and compliance.

Mt. Zion Preschool Staff

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