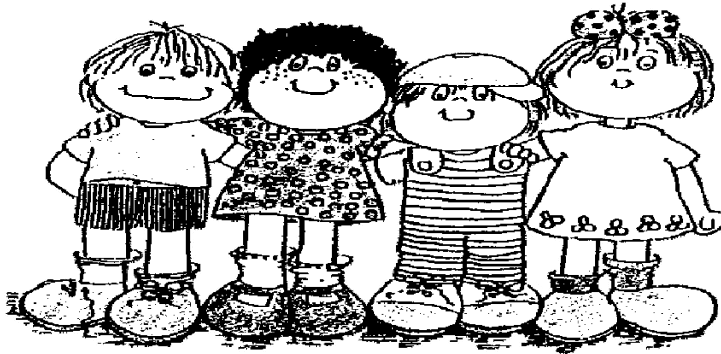


HOLY APOSTLES PRESCHOOL



PARENT HANDBOOK

2011-2012

Preschool Office 591-1566

www.ucspr.org/holyapostles



Holy Apostles Parent Cooperative Preschool Handbook

PURPOSE

Holy Apostles Parent Cooperative Preschool was established in 1976 by Holy Apostles Catholic Church and is a Catholic school in the United Catholic Schools of the Pikes Peak Region within the Diocese of Colorado Springs.

The preschool serves the educational needs of children between the ages of three to six years of age from a wide geographic area within the Diocese. The program is licensed by the Colorado Department of Human Services and approved by the Diocese of Colorado Springs. Additionally, the program is accredited by the National Association for the Education of Young Children (NAEYC) and meets the rigorous national standards set forth for early childhood education programs.

MISSION STATEMENT

We lovingly invite all children in partnership with their parents to our developmental program as we prepare them for the path ahead in a nurturing, safe, Christ-centered environment.

GOVERNANCE

Holy Apostles Preschool is part of the educational mission of the Diocese of Colorado Springs. The Preschool Director is responsible for the administration of the preschool. The director provides leadership in all phases of the educational process.

NON-DISCRIMINATION POLICY

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Superintendent of Total Catholic Education, attest that none of the Catholic schools discriminate on the basis of sex in admission policies, treatment of students or its employment practices.

The Catholic Schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Superintendent of Total Catholic Education, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the schools. The schools do not discriminate on the basis of race, age, disability, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or other school administered programs.

PHILOSOPHY AND GOALS OF THE CO-OP PRESCHOOL

The goals of the Parent Co-op are:

1. to provide quality early childhood education to the young children in our parish community and beyond.
2. to create an atmosphere of a Catholic/ Christian community in which the child learns to love and respect God, himself, his parents, teachers, and friends. Also, the child learns that his love will be returned.
3. to enrich and expand the role of parents as the first and lasting teachers of their children.

EDUCATIONAL PHILOSOPHY

The philosophy of the preschool is based on these important considerations:

1. The program is developmental in nature focusing on the growth of the total child.
2. Each child matures and progresses at a different rate. Therefore, the program will be individualized as much as possible to meet the individual needs of the child.
3. The preschool child spends most of his waking moments involved in play. Therefore, play, an essential aspect of development, is used as a vehicle to teach basic concepts.
4. The young child is energetic, full of life, eager, and enthusiastic. He must be doing, exploring, and discovering the world around him through “hands on” experiences.
5. When a sound program is provided for a child based on his abilities and needs, discipline concerns are minimal and the child learns through positive guidance.

GOALS FOR CHILDREN

Developmentally appropriate goals are established for individual children that focus on skills for:

SOCIAL DEVELOPMENT

TO HAVE A SENSE OF SELF--

- Show ability to adjust to new situations.
- Demonstrate appropriate trust in adults.
- Recognize feelings and manage them appropriately.
- Stand up for self.

TO SHOW RESPONSIBILITY FOR SELF AND OTHERS--

- Demonstrate self-direction and independence.
- Take responsibility for one’s well-being.
- Respect and care for classroom environment and materials.
- Follow classroom routines.
- Follow classroom rules.

TO DEMONSTRATE PROSOCIAL BEHAVIOR--

- Play well with other children.
- Recognize the feelings of others and respond appropriately.
- Share and respect the rights of others.
- Use thinking skills to resolve conflicts.

PHYSICAL DEVELOPMENT

TO INCREASE GROSS MOTOR SKILLS--

- Demonstrate basic locomotor skills (running, jumping, hopping).
- Show balance while moving.
- Climb up and down.
- Pedal and steer a tricycle.
- Demonstrate throwing, kicking, and catching skills.

TO INCREASE FINE MOTOR SKILLS--

- Control small muscles in hands.
- Coordinate eye-hand movement.
- Use tools for writing and drawing.

COGNITIVE DEVELOPMENT

TO LEARN AND PROBLEM SOLVE--

- Observe objects and events with curiosity.
- Approach problems with flexibility.
- Show persistence in approaching tasks.
- Explore cause and effect.
- Apply knowledge or experience to a new context.

TO APPLY LOGICAL THINKING--

- Classify objects.
- Compare and measure.
- Arrange objects in a series.
- Recognize patterns and can repeat them.
- Show awareness of time concepts and sequence.
- Show awareness of position in space.
- Use one-to-one correspondence.
- Use numbers and counting.

TO USE REPRESENTATION AND SYMBOLIC THINKING--

- Take on pretend roles and situations.
- Make believe with objects
- Make and interpret representations.

LANGUAGE DEVELOPMENT

TO DEVELOP LISTENING AND SPEAKING SKILLS--

- Hear and discriminate the sounds of language.
- Express self using words and expanded sentences.
- Understand and follow oral directions.
- Answer questions.
- Ask questions.
- Actively participate in conversations.

TO INCREASE READING AND WRITING SKILLS--

- Enjoy and value reading.
- Demonstrate an understanding of print concepts.
- Demonstrate knowledge of the alphabet.
- Use emerging reading skills to make meaning from print.
- Comprehend and interpret meaning from books and other texts.

Understand the purpose of writing.
Write letters and words.

RELIGIOUS EDUCATION

The same principles that educators have found effective in teaching math, reading readiness, etc., to very young children will be applied in teaching religious education. This will be accomplished by:

1. Creating an atmosphere of a Catholic/ Christian community.
2. Presenting simple and age appropriate stories, prayers and songs.
3. Incorporating age-appropriate Catholic religious objectives into the curriculum.

ADMISSIONS AND OPERATIONS

ADMISSIONS

Holy Apostles Preschool is licensed by the state of Colorado to enroll children from age 3 to 6 years. Children should be toilet-trained before beginning preschool. We value diversity and welcome all children without regard to race, religion, or ethnic group. Enrollment is open to any child, including those with special needs, provided that the preschool can meet the individual needs of those children.

CHILDREN WITH SPECIAL NEEDS

Holy Apostles Preschool is open to any child between the ages of three and six years. Children with special needs are welcome when the preschool can provide reasonable accommodation and when meeting the need does not significantly alter the fundamental nature of the program. If a child comes to Holy Apostles with an IEP (Individualized Education Plan for a disability or special need), that plan will be followed.

Parents of children with special needs are encouraged to discuss those needs with the Director and child's teacher prior to the first day of school. If the administration team feels the preschool cannot meet the special needs of a child, admission is not guaranteed.

REGISTRATION

Registration for the new school year begins in early February. Parents are advised to arrange a visit with the Director and tour the preschool to see if Holy Apostles Preschool meets their individual needs. Currently enrolled preschool families and registered parish members are given priority. Registrations are taken in the order they are received. Once classes are filled, a waiting list is kept, from which later registrations are accepted when an opening occurs.

A non-refundable registration fee and ½ month tuition must be paid at the time of registration. When a child is registered, we assume it is for the entire school year and our budget is so planned. The registration fee and ½ month tuition are non-refundable and non-transferable. Prior to your child being admitted into our program, all enrollment forms provided to you at registration must be complete, including the health and immunization forms required by state law.

TUITION AND FEES

Tuition must be paid by the fifth of each month. A \$5.00 late charge will be added after the 10th.

2 days per week	\$ 155.00 / month
3 days per week	\$ 185.00 / month
4 days per week	\$ 235.00 /month
Registration fee	\$ 95.00 / family

Tuition is paid over nine school months (September – May). Tuition may also be paid in advance or in full. Tuition may be paid by cash or check. Please make checks payable to Holy Apostles Preschool. The parish office is also able to accept credit card payments for tuition during parish office business hours.

Since the tuition is based on a yearly schedule, credit is not given for illnesses or holidays such as Thanksgiving, Christmas, Spring break, and other scheduled days off.

Parents are required to remain current with tuition payments. Tuition that is unpaid for one month gives the preschool the right to dismiss a child from the preschool. Be sure to remain current with payments.

TUITION ASSISTANCE

Holy Apostles Preschool recognizes the need to support families who cannot afford our full tuition program, but wish to support a Catholic education for their child. Tuition assistance is available by applying to Tuition Aid Data Service (TADS). TADS makes an objective confidential determination of each family’s ability to pay tuition. Once a child is registered for the preschool program, a family may apply for assistance by the annual deadline in order to qualify for financial aid. **All paperwork must be submitted to TADS no later than March 31 for the following school year.**

A tuition discount of 10% is given to families with more than one child enrolled in the program at the same time.

SCHOOL HOURS

Two day/ week classes meet on Tuesday and Thursday mornings. Three day/ week classes meet Monday, Wednesday and Friday mornings or Monday, Tuesday and Thursday afternoons. The 5-6 year old class meets four afternoons, Monday through Thursday.

Tuesday-Thursday	9:00-11:30 A.M.
Monday-Wednesday-Friday .	9:00-11:30 A.M.
Monday-Tuesday-Wednesday-Thursday	12:15- 2:45 P.M.

Please be sure that your child does not arrive earlier than five minutes before school begins. This gives the teachers an opportunity to prepare for class before greeting children. Remain in the lobby until the digital clock reads 9:00 in the morning or 12:15 in the afternoon before proceeding down the hall to sign in at your child’s classroom door.

PRESCHOOL ORIENTATION

Children enter Holy Apostles Preschool gradually. Their first contact with the preschool will occur at a fall conference. The registered child will meet one on one with his/her teacher. Parents will set goals for their child at the conference and paperwork will be concluded. The second meeting occurs when the child meets with the entire class and his/her teachers for a shortened class day. After this gradual start, children begin a normal schedule on their third day. This gradual introduction helps reduce any separation anxiety that may be experienced and welcomes all children into the program. An evening parent meeting will also be held before school begins in September to acquaint parents with preschool policies and to meet with teachers to learn about classroom expectations and events.

WITHDRAWAL FROM PRESCHOOL

Each child is enrolled for the entire school year. If it becomes necessary for your child to leave Holy Apostles Preschool, we require two weeks written notice and payment of two weeks tuition. Also, we assume that when you start the year at Holy Apostles Preschool, that you intend to finish the school year. Withdrawing children for the month of May leaves the preschool in considerable financial difficulty since it is almost impossible to enroll a new child for the last month of school.

Refunds will be granted on prepaid tuition should a family need to leave the program as a result of a move from the Pikes Peak region once the school year has begun. This will only be done if the two weeks paid notice has been provided. Refunds will not be granted for the registration fee or tuition paid at the time of registration to guarantee your child's space in the preschool. Prepaid tuition for May is not refundable nor can it be applied toward tuition due for two weeks notice if you withdraw your child during the school year.

The preschool program is designed to develop the child's potential to the fullest. However, there are certain times after a child has enrolled that it becomes apparent that the preschool's philosophies do not match those of the family. In those situations, the preschool reserves the right to disenroll a child.

PRESCHOOL POLICIES & GUIDELINES

DROPPING OFF/ PICKING UP CHILDREN

State law requires that each child must be signed in and out by the parent/ driver each day. Your child's safety is our utmost concern. Parents/ guardians or authorized persons will sign the child in using the form provided by the teacher. The parent or driver's full legible signature (not initials) must appear daily on the forms provided upon arrival and at departure times.

STAFF SUPERVISION OF CHILDREN

Parents and caregivers need to be clearly informed that the preschool will not assume responsibility for children who have not been signed in at the beginning of each day. After a child has been signed in, the preschool and its staff are responsible for the child until they are signed out. It is the preschool's policy that no child may be picked up without staff knowledge and that no child is released to any unauthorized person.

IDENTIFYING CHILDREN THROUGHOUT THE DAY

Children are counted as they arrive in the classroom at the beginning of the day, at transition times, and as they go to/from outside play. At the end of the preschool day, the last staff member in the building checks the entire preschool making sure there are no children present.

An accurate accounting of children is kept during preschool hours. This process is made easiest when parents sign in accurately and notify the school when their child will be out for the day. Teachers will be responsible for keeping an accurate count of the children in their class. They will do this by counting children each time a group travels from one classroom to another or to the outside play area. The Director will survey class "sign in" lists to verify absences. Should a child become lost during the day, the staff has a protocol to follow for locating a lost child.

RELEASE OF CHILDREN

Children will be released only to those persons who are authorized to pick them up. If you must change plans, WRITTEN NOTIFICATION OF THAT CHANGE must accompany your child to school. Proof of identification will be required when an unknown, but authorized individual picks up a child. Children must be signed in and out every school day. State law requires that parents use their full name, not initials, when signing in and out.

If either parent is prohibited from picking up a child, a court order must be on file with the Director.

RELEASE OF CHILDREN ON SPECIAL EVENTS DAYS

There are times when the preschool has special events during preschool hours (i.e. Picnics, Pot Lucks, etc.). Once a child is signed out of the classroom by the parents, the parent assumes responsibility for the child.

LATE ARRIVALS AND DEPARTURES

Children should be picked up promptly at the end of their designated class time. Children worry when parents are late and begin looking for you when other parents arrive to pick up their children. A late charge is assessed for each late pickup (\$5 for the 1st 15 minutes, \$1/minute thereafter). There are times when emergencies do arise. Please call the preschool immediately if you are unable to make the scheduled pick up time. Be aware that we would never leave a child unsupervised in such an instance. When a parent/ driver does not arrive to pick up their child, the child will be taken to the Director's office and stay with the Director until an authorized driver arrives. If the parents cannot be reached, an emergency contact person for the child will be called. Please be sure that emergency numbers are correct and current in your child's file. If we have not received a phone call from you explaining a late pick-up and we are unsuccessful making contact after one hour, your child may be reported to Child Protective Services. Child Protective Services can be reached at 444-5700 or 475-9593.

SCHOOL CLOSURES

In the event that the preschool has to be closed due to weather or other emergency conditions, the preschool will post the delay or closure on the school website. The preschool phone message will also be updated with respect to closures. Parents may call 597-4249, extension 19 for updated messages. The preschool website is www.ucsppr.org/holyapostles. Normally, preschool will not be dismissed early. Parents may come at any time during threatening weather to sign their child out.

If District 11 is closed for a weather related event, Holy Apostles Preschool will also be closed. If

District 11 is on a late start for weather reasons, morning preschool classes will not be held. Afternoon classes will be held unless weather conditions deteriorate and the preschool closes for the entire day. In such a case, the preschool will attempt to call each afternoon family to advise them. The phone message and web site will also be updated. On rare occasions when District 11 is not in session on an inclement weather day and conditions warrant closing the preschool, parents will be notified by phone.

CLASSROOM SUPERVISION

In each classroom there is a qualified teacher and an assistant. Children will never be left unattended while they are at preschool. A qualified staff member will be in charge of children at all times.

DISCIPLINE / GUIDANCE

The word discipline comes from the word disciple, which means "to teach". At Holy Apostles Preschool, teachers will establish a positive Christian approach to discipline that teaches and encourages children to accept responsibility for their behavior.

Staff members do not use any form of punishment or verbal or emotional abuse to control the actions of a child or a group of children. To develop self-discipline, children need to be offered choices and opportunities to make decisions, knowing what the logical consequences will be. Teachers will re-direct children and facilitate their decision making using positive guidance techniques when they are facing difficulties in the classroom. Teacher's expectations match and respect children's developing capabilities.

There may be times when a child will be encouraged to take a short "time away". This is very rare and will only occur if a staff member is close by. Children are under supervision at all times by a preschool staff member.

Parents will be notified if there is a behavioral problem involving their child in the classroom. We encourage parents to talk with their child about classroom behavior and respect for teachers and classmates.

SCHOOL ADJUSTMENT

All children in the preschool are accepted on a trial basis. There are times when a child or parent may not adjust to our program. If there is an adjustment concern, each situation will be individually reviewed before any action is taken. This includes notifying the parents that a problem exists, meeting with the parents to try to resolve the conflict, and giving adequate termination notice should the conflict not be resolved.

The ultimate goal of Holy Apostles Preschool is to prepare children for positive learning experiences. When the behavior of a child is considered "out of bounds" it may be difficult to accomplish this goal. Children's challenging behavior will not be tolerated, especially when that behavior interferes with the welfare or safety of staff members and other children in the classroom. Should a child's behavior be recognized as challenging, the Director, staff, and parents will meet to set up an appropriate behavior plan. If the challenging behavior does not change, continued enrollment in preschool may be denied.

PARENT TEACHER CONFERENCES

Conferences will be held in late August or early September before school begins. The fall conference gives parents the opportunity to meet teachers, set goals for their child, and share specific information about their child. The preschool child is able to meet the teachers at this conference also and explore the classroom to assist with transition to preschool.

Conferences are also scheduled during the year in February to provide developmental information or at any time upon request. At the end of the school year in May, teachers will also provide a final summary of the child's progress. Please feel free to arrange a meeting with your child's teacher whenever you have concerns or questions about your child's progress.

ASSESSMENT

At preschool your child will frequently be observed for growth in all developmental areas (see "Goals for Individual Children" at the beginning of this handbook). The primary purpose for observation and assessment is so that the teacher can plan curriculum appropriate for the children in the class. In addition, teachers will be looking for continuous growth in all areas, as well as growth that may be outside of the norm. The results of assessment will be shared at your child's conferences. At Holy Apostles Preschool, The Creative Curriculum and its Developmental Continuum are used as a basis for observation and assessment. You will receive written reports about your child's growth at least twice a year. Your child's teacher will meet with you and go over observation and assessment results in February so that you have a clear understanding of the results and their purpose. For more information about our chosen assessment tool go to www.TeachingStrategies.com and check out the Developmental Continuum.

Your child's assessment information will be kept confidential and on file throughout the year. Assessment information will only be used for future planning for your child and the entire class. It will not be shared beyond those listed below.

CONFIDENTIALITY

All observation and assessment information, medical documentation, and family data will be held confidential. Your child's teacher, assistant teacher, gym teacher and the Director are the only persons who have access to this information. In addition to these named staff members, the locked office files containing information about each child are accessible to licensing agents, our nurse consultant, health department personnel, and our NAEYC accreditation assessors. The Director and teachers have access to the files for emergencies and to obtain background information about the children in their class as well as their families. The health department, nurse consultant, licensing agents and assessors may view files to ascertain we are meeting health, safety, licensing and accreditation requirements. Families have the right to view their child's file at any time and may add comments on separate memos to that file. Other than updating emergency information, documents in the file may not be altered by parents. Parents with a child with a medical or food allergy may authorize the staff to share this information with other families in their child's class for snack planning purposes.

DRESSING FOR SCHOOL

Please dress your child in comfortable, washable clothes suitable for outdoor play and messy art projects. Clothing that is easy to manage encourages independence and self-help. Coats and jackets should be sent each day starting in the fall and throughout the school year. Hats and mittens should be

sent as the weather becomes cooler. Sturdy, closed-toe shoes are most comfortable for children and most suitable on our pea gravel playground. Boots, Jellies, clogs, and open-toed sandals are not recommended. We will go out daily unless the weather is severe. Please dress your child appropriately.

As children should be toilet trained upon their enrollment in the Preschool, diaper changing is not a part of the program. Staff will consult with parents who have toilet training concerns for their child to ensure the child is capable of handling toileting independently while at school. In the event of a toileting accident while the child is at school, staff will assist the child to change clothes that either the parents have provided or that the school has available. Changing procedures are posted in each bathroom. Please label all items, including your child's jackets and backpacks with their name.

CHILDREN'S PERSONAL BELONGINGS

We request that children do not bring toys or other items from home except on designated "Show and Tell" days. This will help prevent disappointment if items are lost or damaged. The preschool cannot assume responsibility for personal belongings. Each child will be provided with their own cubby to place personal belongings, including back packs, in during their hours at preschool. Be sure that your child's belongings are labeled with their name as many jackets and backpacks look alike.

BIRTHDAYS

Your child's birthday will be a special day at school. You may help in the classroom on that day. The parent helping calendar will be planned to assign you a date close to your child's birthday. You may provide a special snack (see our snack list) to be shared with the other children, keeping in mind good nutritional practices. Cakes, cupcakes, and foods with high sugar content are to be avoided.

If parents ask a teacher to hand out invitations for a birthday party, parents must provide invitations for every child in the class, otherwise, please send birthday invitations in the mail. This will help in preventing hurt feelings.

HOLIDAY PARTIES

We will have at least three holiday events (Halloween, Valentine's Day and Easter). Special favors, place settings, and extra help may be needed on those days. You will be notified of details prior to party days. Your help is always appreciated.

FAMILY PICNICS, POT LUCKS, AND PARTIES

Families will have opportunities to come together through social events during the year. These events will provide opportunities for you to meet and come to know other families better and for you to provide support for each other in your parenting roles.

CLASS LISTS

Parents enjoy getting together with other parents and children and sharing play dates. A class list may be provided for your child's class with names, addresses, phone numbers, and e-mail addresses. If you do not want your child or family to be included on these lists, please notify the preschool office in writing. The class lists are for school communication only. Please do not use the information on the class lists to solicit personal business opportunities.

TELEVISION OR VIDEO VIEWING

It is not part of our routine to use a television or a VCR/DVD. There are times, however, when a particular video may enhance our classroom units. You will be notified in advance if this occurs and asked to sign a form so that your child can participate in a scheduled viewing. Any media for viewing will be previewed for age-appropriate materials.

FIELD TRIPS

Field trips by car are not taken at Holy Apostles Preschool. State regulations governing car seat use have made it difficult for us to assure the safety of every child on a trip away from our facility. Instead, community helpers and creative persons are often invited into the preschool to share their knowledge and talents with the children.

The five-year-old class may periodically take walking field trips away from our facility. First aid supplies, emergency contact information, and a cell phone for communication are always taken. You will be advised if a walking field trip is planned.

Children who arrive late at the Preschool when their class is away from the building on a walking field trip will be supervised by the Director or office staff until the class returns to the Preschool. Parents will sign their child in with the Director or office staff and the Director will note the child was late for a walking field trip.

HEALTH AND SAFETY

PERSONAL EMERGENCIES/ACCIDENTS/ ILLNESS

In the event of illness or injury, every effort will be made to locate the parents/ guardian of the child or those persons designated by the parents as emergency contacts. If we are unable to locate you or one of your emergency contacts, we will seek emergency medical treatment while attempting to contact you. Parents will give permission in writing at the time of registration to call a doctor for medical or surgical care at the parent's expense. You may wish to have us include telephone numbers for places you frequently visit during preschool hours in your child's file. Be sure your contact numbers are current and updated.

For minor injuries and accidents, such as scrapes, small cuts and bumps, your child will be treated by the Director or staff member. A report will be reported to parents or guardians at the end of class time. A minor injury is considered to be one that the trained staff can easily treat with basic first aid skills. Any other injuries will be immediately reported to parents or guardians. Please be sure to update your contact numbers if they change during the school year as well as emergency authorizations and important medical information.

SICK OR ABSENT CHILDREN

It is important for you to notify the school if your child will not be attending preschool because of illness, or for any other reason. Please call the preschool at 591-1566 if your child will be absent. This notification process becomes especially important when your child acquires ANY communicable disease such as strep, chicken pox, or conjunctivitis (pink eye).

The preschool is required to report certain communicable diseases to the county health department immediately. When a child is diagnosed with a communicable disease such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, tuberculosis, giardia, salmonella, or shigella, the preschool must notify the State Department of Public Health, staff members, all parents/ guardians of children at the preschool. Children's confidentiality will be maintained.

Children will have health checks as they enter their rooms each day. If a child is determined to be ill or has a fever, you will be asked to take your child home. We hope that this measure will reduce the number of communicable illnesses your child brings home. Please do not send your child to preschool if he/she is not feeling well. All children must be fever-free without medication for 24 hours before returning to preschool.

A child is considered to be too ill to come to preschool if they have a fever or have had one in the last 24 hours, have significant diarrhea, vomiting, a major cough, nasal discharge that they cannot handle or greenish nasal discharge, a contagious illness such as strep or sore throat or swollen glands, eye infection or conjunctivitis, unexplained rash or skin condition, or a contagious infestation such as lice.

If your child becomes ill during class time with any of the above conditions, he/she will be isolated from the class in the Preschool Director's office. Parents will be contacted immediately to pick up their sick child. A cot is available for your child to rest upon until your arrival and every effort will be made to make him/her as comfortable as possible.

The state of Colorado requires that all children enrolled in a preschool program be seen by a physician upon enrollment. A current Certificate of Immunization is also required. These forms must be in the child's file prior to the first day of school.

MEDICATIONS

Holy Apostles Preschool does not dispense medication at preschool except in extreme emergencies (i.e. inhalers, Epi-pen, etc.). The preschool can only dispense medication with a completed Health Care Plan and Medication Authorization form signed by the parent/ guardian and the child's physician. All medication is dispensed by designated trained staff members only. Parents must complete a Health Care Plan and Medication Authorization for each medication required for their child. Medication must be in the original container and clearly labeled with the child's name, required dosage, and physician's name and number. The procedure for storing and administering children's medicine and delegation of medication administration is in compliance with Section 12-38-132, C.R.S. of the "Nurse Practice Act". Children's medications which have been checked in with the Director with required documentation will be stored in a secured medication cabinet in the Preschool that is inaccessible to children.

A designated staff member, trained in Medication Administration, who dispenses the medication to the child will record the date and time the medication was administered.

If your child needs to be medicated for non-emergency conditions, please do so before or after their preschool day. Do not allow children to carry medications or ointments of any kind in their backpacks.

ENVIRONMENTAL PROTECTION

The Preschool staff does not apply sunscreen because our play yard is in the shade so much of the day. If your child has particularly sensitive skin, you must apply it at home before school each day. On walking field trips and picnic days we strongly encourage every parent to do the same. Sun exposure on those days could be greater. We will let you know ahead of time if we plan to take such trips.

Holy Apostles Preschool staff WILL NOT apply DEET based products unless required to do so by the Health Department. Because of the threat of West Nile virus during the months of September and October, you may wish to apply an insect repellent to your child's skin before preschool. DEET products for children of this age should contain less than 10% DEET.

Children will go outside daily, weather permitting. Be sure your child is appropriately dressed for this inevitability. We do have extra jackets and mittens available, but children generally prefer to wear their own clothing. Our playground is in the shade and can be cool on even the warmest of days.

SNACKS / ALLERGIES

The preschool observes a no-peanut policy because there may be children with potentially life-threatening allergies in your child's classroom. Parents should not bring any peanuts, peanut products, or product from a peanut producing facility. Parents are cautioned to carefully check labels for warnings about peanuts in all commercially prepared foods. Please check with your child's teacher or call the school if you have questions about this policy.

Parents of children with food allergies are asked to provide nutritious snacks for their own child in the event a Co-op provided snack is not suitable. With the increasing number of children experiencing food allergies, it is sometimes difficult for Co-op members to provide a snack that will suit every child's needs. When possible, parents are encouraged to bring snacks on parent helping days that all children in the class can partake of. If your child has a food allergy, please inform the Director and your child's teacher. With parent permission, the teacher will inform all parents in the class.

SNACK SUGGESTIONS FOR PARENTS

Parents provide snacks for the daily program on their parent helping day. Teachers will send home a calendar with the child's snack schedule. Please bring enough napkins and cups for each child (14-15 depending on the class). The State Department of Human Services requires that nutritious snacks be served. The following is intended to help you and your child make wise snack choices.

Limits have been established by the State Health Department and the Department of Human Services for what can be served. Please stay within the following guidelines when selecting a snack. Milk products may be served only if they are transported to school in a cooler with ice packs and are continuously kept cold. This includes milk, cheeses, yogurt, butter, cream or butter-based icings, sour cream, cheese or cream filled pastries, and puddings. Other protein products (meat, fish or eggs) or home canned foods of any type (meat, vegetables or fruit) are not allowed. Also, avoid any snacks containing potatoes, tofu, seed sprouts or pasta. The use of artificial sweeteners in any food product is discouraged. Home cooked/ baked items are not permitted.

Peanuts, peanut products, or foods produced at peanut producing plants are also not permitted for the safety of children with life-threatening allergies. The preschool also does not allow the following items because of allergies and/or choking hazards: nuts of all kinds, hard candies, popcorn, raisins.

Grapes and carrots are permitted if they are cut very small. Be sure to check with your child's teacher for any specific allergies that may be in your child's class.

Snacks and juice provided must be in unopened, factory, or store sealed containers. Snack items do not need to be individually prepackaged for each child. Children are encouraged to share and pass snack items at the table from serving dishes which the school provides. The use of home prepared products is not allowed. The following are recommended as wise food choices.

- Vegetables (please wash and keep cold)--carrot sticks (cut into small pieces), cucumber sticks, green pepper strips, etc.
- Fruits (please wash and keep cold) --apples, bananas, melon wedges, pears, peaches etc. (NO uncut grapes please).
- Nutritious Cookies--oatmeal, pumpkin, and graham crackers.
- Nutritious Breads and Muffins--blueberry, banana, pumpkin, oatmeal, date, etc.
- Whole Grain Crackers--Triscuits, Wheatsworth, Hearty Wheat, etc.
- Individual Prepackaged Products--the following are acceptable if each child is given their own UNOPENED PACKAGE--granola bars, applesauce, Fun Fruits, ice cream cups, etc.
- Store bought snacks are required. Just remember, if they came out of the refrigerator at the store, they need to be kept refrigerated until the children eat them at school. Two final notes: please consider whether a snack is appropriate for the age group (do they have enough teeth, do they have manual dexterity?) and be kind to your child's teacher by considering the "mess factor" involved with the snack you are contributing. Serving containers are available at school to help children learn to share foods at the snack table.

For the children's drink you should provide fruit juice (100% juice--apple, grape, orange, cranberry etc.). Bring an UNOPENED, PROPERLY SEALED bottled juice (preferred) or frozen juice concentrate. Frozen juices should be prepared in the preschool kitchen. Pitchers are available. The use of individual juice containers is discouraged as we encourage children to learn to pour juice from small pitchers which are also provided at school. We suggest offering pitchers of water at snack time to accompany the juice you provide.

Birthdays and parties are always honored days at preschool. On these days special treats may become acceptable but we discourage cupcakes and cakes in favor of more nutritious choices. Check with your child's teacher for alternate possibilities that the children enjoy and make the day special.

EMERGENCY PROCEDURES

The preschool will retain responsibility of all signed-in children on premises until they are released to a parent, caregiver, or other authorized person or until they have been transported to a designated evacuation center, in which case, staff will remain with the children until all have been reunited with their families.

In the event of a severe emergency (fire, facilities failure, etc.) children and staff will be evacuated. A note will be placed on the preschool door and voice mail on the preschool phone line notifying parents of the evacuation. Children will be evacuated to Carver Elementary School in the event of such an emergency. The Director and staff members will have cell phones and contact information available for emergency use.

FIRE DRILLS

Fire drills occur routinely at preschool. Should the alarm sound while you are a Parent Helper, be sure that you are familiar with the preschool's policy:

Children will gather at the entrance door to their room. They will follow the teacher down the hallway to the main entrance of the preschool. From that entrance they will proceed down the sidewalk and across the parking lot to the grassy knoll on the west side of the building. Should the main exit be blocked, other exits must be explored. Try to become more familiar with the building so that you can be comfortable in such a situation.

Each teacher will take a clipboard that contains the day's attendance. This list will be checked against the number of children present once outside the building. Fire drill logs are kept in the preschool office.

The fire alarm is loud. It may frighten some children. Check bathrooms and behind equipment to be sure all children are exiting. Be sure that the classroom door is closed after you leave. On the way down the hall, help keep children calm and in order.

TORNADOES

In the event of a tornado warning, children will sit calmly in the hallway outside their rooms with their teachers until that warning has been lifted.

BLIZZARDS

In Colorado the weather can turn quickly. Should a bad storm approach while preschool is in session, we encourage you to pick up your child early. Children will be dismissed only to those persons authorized on the forms in your child's file. Staff members from the preschool will stay with your child until your arrival.

LOCKDOWNS

A lockdown may occur when an unauthorized person, who is presumed to be dangerous, enters the preschool without permission. Classrooms will go into lockdown until the building is secure and teachers are notified. Lockdown drills are practiced to ensure children's safety should such a measure become necessary.

OTHER EMERGENCIES

We will follow the protocols set up by the Diocese of Colorado Springs which are in the Emergency Response Procedures folders located in every classroom and the preschool office.

SECURITY MEASURES

During preschool hours the outside doors to the west side of the building will remain locked. Access to the building may be made by ringing the door bell or calling the preschool office.

VISITORS: Adult (parent) visitors are welcome at any time in the preschool. All visitors in the preschool area of the church are required to sign in at the preschool office and provide their name, address, and the purpose of the visit. If the visitor is unknown to the preschool staff, they must show at least one piece of identification. All visitors will be accompanied by a staff person during the length of their visit.

Because of space limitations and state licensing requirements, siblings and friends of children enrolled in the program are not allowed to visit. Please do not allow siblings or other children to enter the classrooms at arrival or dismissal time so that teachers can best greet and dismiss the children safely.

CHILD ABUSE

By law, any staff member of the 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 which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the El Paso County Department of Human Services or local law enforcement agency.

If you have reason to suspect that a child is being abused, your concerns should be addressed to:

The El Paso County Department of Human Services
105 N. Spruce St.
Colorado Springs, CO 80905
444-5700

PARENT VOLUNTEERS

PARENT RESPONSIBILITIES

The success of our preschool is built upon the participation of the parents in the classroom and beyond with special events and projects during the school year.

Parents agree to participate in the following ways in the preschool cooperative:

1. Parents assist in the classroom periodically.
2. Parents participate in accomplishing the work needs of the preschool during the school year on a volunteer basis.

A parent helping calendar is given to each family every month. If your sharing day is inconvenient, please make arrangements to change days with another family. If an emergency arises the morning of your sharing day (e.g. sickness), please call another family to substitute for you. You will be asked to make up your work day by substituting for the person who worked for you.

When parents work in the classroom, they are responsible for assisting the teacher with classroom plans, for preparing snack and for light housekeeping after snack time is finished. Each teacher and assistant teacher is responsible for the classroom curriculum, health, safety, and discipline. When issues arise in these areas, please step back and allow each teacher to handle the situation.

GUIDELINES FOR PARENT HELPERS

GENERAL GUIDELINES: The following are some general guides when helping in the classroom:

1. Arrive on time or a few minutes early so that the teacher can explain the plans for that day and what needs to be done.
2. Prepare juice before class begins if a frozen concentrate is brought. If bottled juice is brought, place unopened container in the refrigerator.
3. Encourage individual children to use the bathroom as needed during class time (always leave bathroom doors open and never enter a bathroom with a child). When the whole group uses the bathroom, help each child wash hands properly with soap and water.
4. During interest area activity time, interact with the children. Participate in their play. Help restless or shy children become involved.
5. Encourage children to return toys, puzzles, and games to their proper places before getting another one.
6. Parents are responsible for providing a nutritious snack on the day that they come to help.
 - Wipe the tables before setting up snack. Do not let your child, or any child, help when spraying the bleach solution. Once, the tables are dry, children may help.
 - Place a cup and napkin out for each child in the class. Children will serve their own snack and pour their own juice.
7. After snack, or at the end of the session, vacuum carpet thoroughly, wash tables and straighten up the room.
8. Feel free to ask questions. Ask your child's teacher what you should do to help.

CIRCLE TIME: This is a time during which the children come together as a group. It involves stories, songs, finger plays, circle games, and musical activities. It can be a time for children to express themselves and to exchange ideas with each other.

1. Sit in the circle with the children.
2. Handle individual problems while the teacher handles the group.
3. Not all children will participate in all activities. Encourage them not to disrupt those who are participating.

INTEREST CENTERS: These are vehicles for teaching very young children. Areas are set up around the classroom containing materials and games which the child can explore at his/her own interest and at his/her own level of readiness. These centers include art, blocks, manipulative toys (puzzles, pegboards, etc.), large muscle toys (playground equipment), math, science, books, dramatic play, music, and sensory/water play. The following areas are discussed more fully to expand your understanding of their importance.

ART ACTIVITIES: These activities include projects which foster creativity, individuality and experimentation.

1. Allow each child to do his own art work.
2. Do not be concerned with the end product, it is the process that is important.
3. Avoid comparing children's work or making models for children to copy.

4. Allow the child to decide when his work is complete.
5. Encourage, but do not force, participation.

DRAMATIC PLAY: This includes role playing, the use of puppets, blocks, and creative movement.

1. Listen to conversation and interactions among children.
2. Participate if you feel comfortable.
3. Recognize the importance of acting out roles and real life experiences.

MANIPULATIVE TOYS: These materials develop small muscles, aid in fine motor control and good eye-hand coordination. All of these are essential in preparing a child for reading and writing. Help each child at his level of readiness.

SENSORY/ WATERPLAY: Provides a social experience for children. It accommodates every level of social development: solitary play, parallel play, and cooperative play. It aids eye-hand coordination when a child pours from one container to another and develops concepts of measurement; volume, and quantity and allows a child to experience different sensory materials.

1. Have children pull up sleeves before playing. Put on vinyl smocks to keep clothes dry.
2. Have children wash hands before and after using the water table.

PARENT ADVISORY COMMITTEE

The parent advisory committee is comprised of parents who meet with the Director regularly during the school year to provide insight on school policy and evolving issues in the preschool for school improvement. The committee is not a grievance board and does not have decision-making power. Interested parents should talk with the Director about participating on this important committee.

SPECIAL EVENTS

From time to time volunteers are needed to accomplish work in the preschool. Please consider the gift of your time to serve on these projects, whether it is painting, sewing, cleaning, playground upkeep, or special projects to be done at home. Our mission to provide the best preschool program possible for children is enhanced through your efforts and generous contribution of time.

COMMUNICATIONS

COMMUNICATION STRATEGIES

Open communication is best when working with young children. Our staff is encouraged to share important information with you and feel it is our responsibility to bring any concerns or problems to your attention. Please feel free to discuss your concerns or questions with your child's teacher or the Director, avoiding "chatting" with other parents with concerns. Please address your concerns immediately, as experience has shown that those problems not addressed can become the cause of many misunderstandings. We are available to talk with parents at any time. Please arrange an

appointment with the Director at any time you have issues that need to be resolved.

You will receive information about the activities your child has accomplished at preschool on a daily basis. Check the bulletin board outside your child's class for this information. Teachers will also communicate any important information about your child at the door when you pick up your child. Monthly newsletters will help keep you informed about important dates, activities and items of interest or concern. Be sure to check your child's backpack each day for information from the school. Other school and community information is available on the Parent's Table near the office for you to pick up as you wish.

CHRISTIAN CODE OF COMMUNICATIONS

A Christian Code of Communication is in place at Holy Apostles Preschool. This Code outlines our basic philosophy of talking and working with others. The Code asks that all members of the preschool community agree to the following:

1. I will do my best to contribute to the Christian atmosphere of Holy Apostles Preschool. I will therefore act with due sensitivity, compassion, and understanding of the views of others.
2. If I have an issue with someone, I will first discuss it with the source of that issue.
3. If others come to me about issues, I will direct them to go to the source.
4. I will not assume the motives of others.
5. I will check my perceptions of the matter with the appropriate person.
6. I will communicate with respect, verbally and nonverbally.
7. I will be open to receive correction and criticism as gracefully as possible.
8. I will strive to trust and give others the benefit of the doubt to the best of my ability.

All teachers, parents, and staff members acknowledge they will abide by these principles by signing the Membership Agreement provided in enrollment paperwork stating "Parents agree to comply with the rules and regulations of Holy Apostles Preschool regarding fees, attendance, health, parking, clothing, and other items specified in the Parent's Handbook issued by the Preschool each year."

HOLY APOSTLES PRESCHOOL CALENDAR AND SNOW POLICY

The following is a list of special days for the Co-op Preschool academic year. Please understand that we will adhere to this calendar as much as possible. Snow days will be taken when we feel the weather or driving conditions are too severe to have school. Our policy is to cancel when District 11 cancels. On bad weather days, listen to your T.V. or radio. If District 11 cancels school, you will know that the preschool will be closed also. Should District 11 have a late (delayed) start, morning classes will be canceled for that day.

There are times when District 11 does not cancel, but we feel driving conditions in our area of town are too treacherous for travel. If this is the case, you will be called by your child's teacher and informed of this decision. Weather closures will be posted on our website, www.ucsppr.org/holyapostles and updated on the school phone line at 597-4249, ext. 19.

IMPORTANT DATES TO REMEMBER:

September 1 & 2	Parent/ Teacher Conferences
September 5	Labor Day (No School)
September 6	Parent's Meeting 7:00 P.M. (Childcare Available)
September 6 & 7	Parent/ Teacher Conferences
September 8 & 9	Short Class Days
September 12	Regular School Hours Begin
October 10	Columbus Day (No School)
October 18 & 19	Family Heritage Meal Pot Lucks
October 27 & 31	Halloween Parties
November 21-25	Thanksgiving Vacation (School Closed)
December 19 & 20	Christmas Programs
December 21	Christmas Vacation Begins (School Closed)
January 4	Classes Resume
January 16	Martin Luther King Day (School Closed)
January 23-27	Catholic Schools Week (observed)
January 25	Preschool Open House 6:00-7:30 P.M.
January 27	All Schools Mass (No A.M. School)
January 31-February 3	Parent Teacher Conferences (School Closed)
February 8-13	Preschool Registration Begins
February 13 & 14	Valentines Parties
February 15	Staff Training (No P.M. School)
February 20	President's Day (School Closed)
March 26-30	Spring Vacation (School Closed)
April 6	Good Friday (School Closed)
April 17	Staff In-Service (School Closed)
May 2	May Crowning
May 21	Last Day of School
May 22 & 23	Graduation Programs

SERIOUS COMPLAINTS

If you have serious complaints about the quality of service you receive at Holy Apostles Preschool, your concerns should be addressed to:

The Division of Child Care
Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
1-800-799-5876

CONTACT INFORMATION

Holy Apostles Parent Cooperative Preschool
4925 N. Carefree Circle
Colorado Springs, CO 80917
(719) 591-1566
www.ucsppr.org/holyapostles

Preschool policies and calendars may be amended at any time. Be sure to read your monthly newsletter to be kept up to date.