



Policies and Procedures

Schedule

- Preschool classes are Monday - Thursday from 8:30am – 2:30 pm.
- Classes will follow the Elizabeth School District's traditional calendar; however, classes will start on September 5, 2023.

Tuition

- Tuition is \$575 a month for the 4 day- a- week Preschool Program I offer.
- Tuition is paid monthly for 9 months; no tuition is due during summer break.
- Tuition is a flat monthly rate and is due the first day of each month. Tuition will stay the same for each month throughout the school year regardless of days off for holidays, school breaks, sick days, and any vacation time you may take off for your family trips.
- Please make checks payable to: Stepping Stones Preschool. You may also pay by Zelle or Venmo for your convenience (fees may apply).

Admission & Registration

- An interview and tour of my classroom is required prior to your child being accepted into my classroom.
- The following registration forms and a fee of \$100 is due upon registration to hold your child's place in the program: Application Form. The registration fee will be used towards supplies for the school year and is non-refundable.
- Additional fees for special events or field trips to be determined each school year.
- Prior to starting, the following forms must be submitted: Enrollment Record, Immunization Record, Emergency Medical Authorization & Health Care Information and Plan (when applicable), Media Consent/Release Form, Sunscreen Release Form, and Tuition Agreement.
- Registration for Stepping Stones Preschool opens in January for the following school year. However, children may be enrolled at any time during the school year when there is an opening. Applications for the wait list are accepted throughout the school year in the event that an opening becomes available.

Attendance

- Please contact me by email or phone if your child will be absent or late. The School Phone number is 303-280-3131 or email is steppingstonespreschool.cr@gmail.com
- There is no refund for sick days. If your child is absent due to illness, please give a brief description of the symptoms that he/she is having.
- If your child is going to be out for an extended period of time, please write a letter to Stepping Stones staff indicating the dates and any other information you feel necessary. This will help the staff in classroom preparation.

Age Requirements

- This preschool program is developmentally appropriate for ages 3-5 years old in preparation for kindergarten. Your child must be at least 3 years of age at the time of enrollment, otherwise you may fill out the application to be placed on the wait list.
- Children need to be fully potty trained. No exceptions!

Hours of Operation

- Preschool classes are Monday through Thursday from 8:30 am- 2:30 pm. Please make sure you are on time for drop-off and pick-up to limit the amount of disruptions for students during class. Stepping Stones Preschool follows Elizabeth school district's calendar and will be closed during holidays and fall, winter, spring and summer breaks.

School Closures

- If Elizabeth School District (ESD) schools are closed due to severe weather, then Stepping Stones Preschool will be closed as well. Weather closures will not be refunded. If ESD schools are on a delayed schedule, then morning classes will be delayed also (usually by 1 or 2 hours). Delayed starts will still end at the regular time. Parents will be notified if Stepping Stones is closed via Class Dojo by 7am. For the most up to date school closure or delayed schedule conditions, please visit their website at www.elizabethschooldistrict.org.

Pick Up & Drop Off

- Please pull down to the Classroom drop off area. Please be courteous to other parents as you navigate the long driveway. Our gate will be unlocked 10 minutes before class begins and 10 minutes before it ends. Upon arrival, please sign your child in.
- Written and verbal notice must be given to the teacher if someone other than the parent/guardian or authorized person will be picking up your child. An unauthorized person will not be allowed to leave with the child. If an authorized person who is unknown to the staff attempts to pick up a child, identification will be required. If staff is suspicious of any person picking up a child, or they are clearly under the influence of drugs or alcohol or if any aggression is used, the staff will immediately call the police and the child will not be released to them. The emergency contact will then be notified to pick up the child.
- Stepping Stones Preschool staff cannot legally deny the release of a child to a parent unless we have received a written court order regarding this.
- After class, parents may come in and pick up their children from the classroom, sign them out, and empty their cubbies along with looking at the things we did that day. Doors will be locked during and between classes. To ensure that all children have been picked up, staff will check the classroom and the sign-in/out sheets before leaving.

- If your child has not been picked up within 10 minutes after class and I have not heard from you I will begin calling the contacts on the Emergency Contact form. If no one can be located within 60 minutes I will contact local authorities to pick up the child.

Curriculum

- My belief in teaching is that children learn through play and what interests them the most. I use a Montessori based program to teach as well as incorporate cross curriculum activities in fun thematic units. Each unit will be structured around language, math, science, sensorial elements, arts and crafts, and creative play. We also will work on Life Skills like school skills, family skills, personal skills, health skills, measuring skills, and safety skills.
- Language goals are for students to have vocabulary immersion, letter recognition, sound recognition and listening to stories for comprehension.
- Math goals are for students to recognize numbers, understand one to one ratios, have simple addition skills and to be exposed to concepts of numbers higher than 100.
- Science elements are going to be fun ways to explore magnetism, the human body, animals and weather patterns.
- Sensorial elements are about textures, recognition of shapes, learning colors and visual differences.
- Arts and Crafts will be a way to make concrete the ideas they are learning as well as giving them a chance to be creative through open interpretation as well as guided crafts.
- Creative play is another opportunity to work on social skills, turn taking, and constructive language while having fun with specific themes.
- The National Association for the Education of Young Children recommends a curriculum that is thoughtfully prepared, challenging, engaging, developmentally appropriate, culturally and linguistically responsive, comprehensive and likely to promote positive outcomes for all young children. (NAEYC, 2003)
- Ongoing assessments will monitor individual children's learning and growth throughout each school year and will be communicated to parents through notes home and daily communication through our Class Dojo App. Parents are always encouraged to set up a conference if they would like to review their child's progress.
- My belief is that preschool is much more than just learning letters and numbers. Social skills, self-awareness, independence, self-esteem, respect of others and altruism are all behaviors that will be fostered in class.

Emergencies

- In the event that you are unable to pick up your child on time, I will feed your child a snack and provide them with an activity. Your child may have to come with us to our afternoon/evening events until one of your authorized contacts can pick your child up. In an emergency, verbal permission can be given by the parent for someone else to pick the child up. Photo ID will be required upon pick up to assure the adult is authorized for pick-up.

Substitute

- If there is a family or personal emergency and I am not able to teach class, I will notify you the night before when possible. Four sick days are permitted for the teacher per school year. After those four sick days are used, I will try to reschedule the missed class during the same week or I will cancel class and credit your account \$20 per day missed for the following month. If an emergency happens during

regular class hours, I will have my emergency substitute come in and call all the parents to pick up children.

Daily Required Items

- Please ensure that your child is dressed in clothing that they can put on and take off **by themselves**. This makes it easier for them to be independent when using the bathroom or when getting shoes on. Because of the physical activities your child will participate in on a daily basis, please dress them in clothes that are comfortable and allow movement. Also ensure that they are appropriately dressed for the weather since we will be going outdoors, even in the colder months. While closed shoes are best, sandals with back straps will be allowed in the warmer weather. Feel free to keep a pair of closed shoes and socks in your child's backpack so they can change shoes before outside playtime if needed. Please label all removable clothing.
- Each child needs to bring a back pack to school every day. Please pack an extra change of clothing for your child in a labeled Ziploc bag, including pants, shirt, underwear and socks. These will be stored in their backpacks to have for emergencies. Accidents happen, and sometimes a change of clothes is needed.
- Lunch needs to be brought in daily; the school does provide snacks but it is the parent's responsibility to provide lunch from home. If items require refrigeration, please place an ice pack in your child's lunch. I will be able to microwave items if needed.
- Each child must bring a labeled water bottle (labeled with child's first and last name) to school every day. Please provide a pair of slippers to be kept in the classroom; they will be returned at the end of the school year.
- Please do not allow your child to bring personal items to school except on show and tell day. For show and tell, please label those items and make sure they are small enough to fit in their cubby. Please do not allow your child to bring money to school for any reason.

Transportation

- Stepping Stones Preschool does not provide transportation of any kind. On field trip days to the park or other events, I will notify parents in advance so that they can arrange for their own transportation to the event. There will be a designated meeting spot that will be communicated to parents prior to the event.

Field Trips

- We have the opportunity to do some amazing field trips at the local park and other locations. Prior to planning any field trip, parents will be notified of the opportunity and the scheduled times/days that we will meet for having an event outside our classroom. Parents will also need to pay any fees and sign a permission slip before the scheduled event.
- All field trips will require a parent chaperone. Parents will be responsible for their child during the entire field trip. In most cases, other siblings may also be able to attend.
- Field trips will take the place of school that day. If the field trip is off site, we will be meeting at that location and not the classroom. The student cannot be left at the school as there will be no one there to care for them.
- Please note that while on any field trip, smoking is prohibited by all participants.

Media

- Written permission for your child to participate in any media usage must be signed prior to enrollment. This includes television shows, videos, music, stories on CD, or computer software. All media used will be in correlation with preschool standards and the curriculum theme. It will also be rated "G".
- There will also be a media release form to be signed so that you child can have their pictures taken and posted on our social media site or on our school website.

Snacks and Lunch

- We will have one snack break for each class. Stepping Stones Preschool will provide snack and it will be offered in Montessori fashion. Students are not required to eat snack if they choose not to do so but it will always be offered. Sometimes we will have special snacks that go with the theme that week. Parents will be notified of special parties and a sign-up sheet for each party will be sent out on SignUp Genius. If your child has a food allergy, please provide your own snack labeled with their first and last name on it. Please also bring daily a water bottle labeled with your child's name. Lunch will not be provided by the school but must be brought in from home each day.
- Stepping Stones Preschool requires written information and instruction regarding any food allergies your child might have. If we have a birthday coming up where snacks will be provided, please consider bringing an alternative snack for your child for the special occasion. Also, a list of appropriate snacks for your child would be helpful so that other parents can try to accommodate your child.

Nap Time

- State law requires that students must lay down and rest for 40 minutes each day. At the end of that period, the students may get up and engage in a quiet activity during the napping period if they are unable to fall asleep.
- The school will provide cots and sheets for each student. Parents must provide blankets and a pillow to be kept at school. The school will wash the pillowcases and sheets each week.

Birthdays, Parties and Other Special Events

- We will celebrate birthdays during snack time. Please let me know if you are planning on bringing treats for the class to celebrate and I will notify you of any food allergies. You are welcome to come and celebrate your child's birthday in class.
- Birthday treats and other special occasion treats for the class holiday parties are best when there are enough for each child. Please check with staff to see how many children are in class to be sure there are enough treats to go around.
- We will have a class party for Halloween/Harvest, Thanksgiving, Christmas, Valentine's Day, Easter and the end of the school year. Parties are planned, prepared, and given by the teacher with the help of parent volunteers. A sign up sheet will be available ahead of time.

Show and Tell

- Each week we will have show and tell. Thursday will be show and tell days. Please bring something to share that week that begins with the Letter of the Week. A weekly note will go out on Class Dojo to remind you of the letter we are working on. Please be sure to label your items so that they are returned to the proper children at the end of the class.

Discipline and Guidance

- We really believe in the power of positive reinforcement! Children will be praised and recognized for the good they do for others, themselves, and our classroom. We will always involve the child in the

process of understanding natural consequences and believe in giving children options so that they feel empowered to make choices. Some natural consequences, for example, are cleaning up knocked over blocks, drawing a picture for hurting a friend's feelings and giving it to them, or maybe time spent in the quiet area with some books or puzzles when they feel overwhelmed and need some space. Physical pain to others (hitting, biting, scratching, etc.) will not be tolerated and will result in an immediate call home. We will try to use redirection and conversation to see if we can get to the root of the issue before it escalates. Every day we will go over our Classroom rules and talk about how we are to treat each other to make sure that everyone understands what is expected of them. If there are any concerns that we have they will be communicated to parents and will have them sign an incident report. Depending on the situation, if the issues are not resolved the student may be dismissed from the school.

- Parent/teacher conferences will take place on an as needed basis to discuss any behavioral situations that arise throughout the school year. When a situation occurs that makes a child's needs difficult for staff and parent(s)/guardian(s) to adequately address the concerns, the family will be given information on how to access Early Childhood Mental Health Specialists to help support them.
- Stepping Stones Preschool reserves the right to release your child from the program if their behavior is not acceptable.

Withdrawal and Termination

- If a child is to be withdrawn from Stepping Stones Preschool, written notice to the school is required within 2 weeks of the withdrawal date. No refund of payments will be made. There are also times when a child is not adjusting well to our program. If we feel the care we provide is not a good fit for your child and your family, we may request that you withdraw your child from our program. This request will be made in writing 2 week prior to the child's last day.

Suspension and Expulsion

- We are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that we 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(s)/guardian(s) and begin with a teacher conference. We will try to work with the family to develop a plan of action. During that time, if the child is a danger to himself or others, we may choose to suspend your child for a discussed upon period of time. Once the child returns to the program, and 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 discipline policy for more information about the steps we take 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 our care.

Daily Outside Play

- We will have a time scheduled during each class to play outside, weather permitting. Please dress your child accordingly with the weather. This will be time to just play outside along with learning how to stay active and healthy. Sometimes we will play games outside to give them practice understanding and following rules as well as lots of large motor skills practice. Some days we might even be able to do some of our crafts or other classwork outside.
- In cases of excessively hot or inclement weather, children will not go outside. We will have to play inside instead and will try to make up for it with gross motor activities instead.

Sunscreen

- Because of licensing rules and regulations, you will be required to note the time you applied sunscreen to your child on the sign in sheet. Please apply sunscreen at home to all exposed areas of the skin no more than 30 min before attending school. I will reapply, if needed, with SPF 30 sunscreen that the parent provides; there will be a sunscreen release form that will need to be signed prior to starting the school year. A hat on hot days is also recommended if your child likes wearing those.

Smoking

- There is absolutely no smoking inside, outside, or near our home at any time.

Illness

- If your child is ill, please keep them at home and call to let me know that your child will not be in school that day. If your child becomes sick at school, I will call you immediately and your child will lay down in a designated area away from the other children as they wait to be picked-up. It is helpful to keep sick children away from other kids and the classroom to keep germs from spreading to other families- especially those who have infants at home or are pregnant. Unfortunately, families will not be reimbursed for sick days.
- Students who have a fever of 101+ will be sent home immediately. They must be fever free for 24 hours before they return. If they are vomiting or have diarrhea, parents will be notified immediately, and they must be picked up promptly. They must be symptom free for 24 hours before returning.
- If your child requires medical attention, the parent will be notified immediately. I am trained in CPR, First Aid, Medication Administration and Standard Precautions so I will do my best to assess the situation and provide the kind of care I am qualified for.
- Please see our Covid-19 addendum.

Medication

- Children who begin medication (for an ear infection, for example) must be on their medication for 24 hrs. before returning to school. If your child requires medication while at school, you and your health care provider must complete the required health care authorization forms (Medication Authorization form). These must be completed prior to the child returning to class.
- The medication will need to be given to me directly and must be in its original container with the pharmaceutical label affixed to it. It will be stored away from other children, either in the fridge or in a designated space depending on the requirements specified on the Medication Authorization Form.
- If your child is injured and requires medical attention you will be notified immediately.
- I can administer medication given with a doctor's written and signed consent with directions for time of day, method, and amount of dose. I will dispose of all medication by returning it to families each day after school. I will record the number of doses and amount given to the child; I will also record the date and time that medication was returned to the parents. For controlled substances, I will also record the amount of medication left before it is returned.
- State law prohibits me to administer homeopathic remedies or marijuana based treatments or edibles.

Emergencies

- If there is an emergency the parents will be contacted immediately. In case of tornado, we will take shelter in the basement. We will have two evacuation plans in case of a fire and we will walk in the field away from the house. All evacuation routes and procedures are posted on the wall by children's cubbies.

- Fire drills: we will conduct monthly fire drills so that all staff and children will be familiar with the procedure. The drills will be done after teaching the children the importance of knowing what to do in case of a fire. The children will be taught what to do and then practice exiting the building. Some drills will be preplanned and some will be unannounced. Fire drill records can be reviewed and are on hand.
- Other drills: we will conduct other drills on a quarterly basis. This is to ensure that staff and children will be familiar with the procedure. These include: Tornado, Shelter in Place, and Lockdown.

Accidents

- For minor bumps and scratches, we will treat with them with loving care and a bandaid or ice pack. An accident report will be made and must be signed by the parent upon pick up.
- If an injury occurs and the child is hurt, the parent/guardian will be notified immediately. If a medical emergency occurs, 911 will be called and staff will administer medical attention until the medics arrive. Once medics arrive, they will evaluate whether transportation or more treatment is required.
- All payments and costs for emergency transportation or services are the responsibility of the parents.
- Any serious accident must be reported by Stepping Stones Preschool to the Tri-County Health department and the Division of Child Care, Colorado Department of Human Services.

Special Needs

- We will meet with all families with special needs children to decide together if this is a learning environment for their child. We will accommodate the child's needs to the best of our ability without changing the physical features of Stepping Stones Preschool or our home. We will also administer any medication needed with a doctor's written consent and following all protocol from my Medication Administration procedures.

Child Abuse

- State law requires all Stepping Stones Staff to report any suspected child abuse concerns to the Elbert County Department of Health and Human Services at:

Kiowa-Bennet Rd

Kiowa, CO 80117

Phone: 303.621.3149

And to the Elbert County's Sheriff's Office

Phone: 303.621.2027

If you need to report suspected child abuse, you may call The Child Abuse Hotline at 720.944.3000

Complaint Filing

- If you have a complaint, please put it in writing so that it can be discussed with the director of the school.
- If you feel the issue is very serious you may contact the Colorado Department of Human Services, The Division of Child Care at 303.866.5958 or by writing to them at 1575 Sherman St., Denver, CO 80203.

Rules

- Official Rules regulating Family Child Care Homes can be obtained at The Division of Child care, 1575 Sherman St., Denver, CO 80203 or online at www.cdhs.state.co.us/ChildCare.

Sanitizing

- It is extremely important to keep our classroom and home clean and sanitized! Our classroom will be vacuumed and mopped daily as well as our shelves cleaned weekly. Toys and centers will be cleaned weekly with appropriate methods including a bleach solution to sanitize.
- Hand washing is extremely vital to keep germs at bay. We will be washing hands before and after eating or playing outside. Children will wash their hands right before class starts each day and, of course, after using the restroom. Each child will be provided their own hand towel to use each day and it will hang on a towel hook with their picture posted above it.
- Covid-19 Additional information: we will sanitize toys and surfaces daily; masks are recommended to be worn by children but are not required. All staff are required to wear a mask during school hours. Social distancing protocols will be met to the best of our ability. Kids with fever, coughing, or illness will need to be kept home. Please inform us if you/your child tests positive or has been exposed to anyone who tests positive for covid-19 so that we may report it and take proper measures to ensure the safety of everyone at the school.

Immunizations

- All children must be updated and current with their immunizations and all forms must be completed by your child's primary care doctor before enrollment will be accepted! If you have medical/non-medical vaccination exemptions, the school needs a signed statement explaining which vaccinations have been declined. Children are not allowed to attend preschool without up to date immunizations or a signed medical/non-medical vaccination exemption form.

Pets

- We have 2 cats and a dog living with us who are fully vaccinated with a clean bill of health. The cats may or may not choose to visit us in the classroom. The dog will be in her crate during classroom hours. If you or your child has concerns about the pets, please discuss this with us to see what we can work out to accommodate your child's needs.
- Please refrain from bringing your pets with you to the school grounds. It is very common for children to have fears of other animals. Let's be respectful of everyone!

Website/Social Media/Class Dojo

- Please visit our Class Dojo app often as I will be posting pics and updating things we are doing in class. I will try to take lots of fun pictures each week so that you can get a glimpse into our preschool work. This is also a great way to see what lessons we will be working on that month as well as some fun ideas to try at home. Upcoming events will also be posted there as well.
- Links to Class Dojo will be sent upon registration.
- Be sure to check us out of Facebook and Instagram as well!
- Our website address is: <https://www.steppingstonespreschoolcr.com/> and you can find all of our forms on there as well as our handbook.

Communication

- We will greet all children each morning and ask them to put their items in their cubby before going to wash their hands at the beginning of class. They will have a special cubby just for them and sometimes their artwork to go home or papers for the day will be placed in their cubby. Casual conversation and updates can be made with parents at the beginning and ending of each class.
- We use the Class Dojo App and each parent will be given a login at the beginning of the school year.

- Sign up sheets for special events will be sent via email from SignUp Genius. We will try to give parents at least a week prior to class parties to sign up for snacks.
- While most classroom supplies are provided by Stepping Stones Preschool, occasionally we may ask parents to contribute craft items such as baby food jars, egg cartons, paper towel rolls, etc. Stepping Stones may also periodically have a wish list of items and supplies posted on the social media that you can donate if you so choose.
- Assessments of your child's knowledge will be given at the beginning and end of the school year. If necessary perhaps even an additional one after Christmas break. We will have parent/teacher conferences to discuss goals and milestones made. Sign ups for those will be sent via email through SignUp Genius. At the end of the school year you will receive a progress report for your child.
- Stepping Stones will notify you of any significant changes to services, policies, procedures, fees or staff in writing.
- Privacy is important! All staff and parents who work or volunteer in the classroom will be required to sign a privacy statement. No information related to a child's health, safety and development (including but not limited to special diets, accident reports, specific fears, allergies and medical information) is to be shared. The only time information is to be shared is if/when it is crucial to the safety of the child.



Policies and Procedures Agreement Form

I have read the policies and procedures for Stepping Stones Preschool. I have also read the safety precautions for Covid-19. I agree to abide by them and understand that by not following them my child may be terminated from Stepping Stones Preschool program.

(Name of Parent)

(Signature)

(Date)

(Name of Parent)

(Signature)

(Date)