

# Peetz Little Bulldogs Preschool

## Family Handbook

2023-2024

311 Coleman Avenue

Peetz, CO 80747



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334-

2361

**\*\*\* Enrollment procedures and policy are subject to change due to new Universal Preschool (UPK) guidelines and requirements\*\*\***

**Our Purpose & Philosophy**

Here you will find a learning environment created especially for young children. We have an environment designed to motivate each child as an individual to grow, explore, discover, make decisions, practice social skills, and develop their creativity. Through daily interactions, children will realize their full potential at each stage of development while challenging their bodies and minds to move forward to the next stage.

Our classroom enhances learning through discovery. It is important to us that children learn from hands-on experiences. We provide these experiences through play based experiences and short, age-appropriate direct instruction periods.

Most important to our program are the children and their families. We know families are our biggest asset and act as their child's first and most important teacher. If at any time you have concerns, ideas, or questions, you are encouraged to visit with the preschool staff. Together we can create a safe, nurturing environment where children learn through their experiences. This team approach can make your child's preschool years very positive and enjoyable.

## **Enrollment Process**

Peetz Little Bulldogs accepts children regardless of race, religion, or disability. Children between the ages of 3 (prior to June 1 of the enrolled school year) and 5 are eligible for enrollment. Children that are 2 ½ years old (prior to June 1 of the enrolled school year) will be considered on an individual basis and as space allows. Questions regarding registration can be answered by the center director.

We consider the child and family as a whole when making enrollment decisions. Additionally, we must meet the child-to-staff ratios set by the Colorado Department of Human Services (CDHS) child care center rules and regulations.

### **Strikeout = Not Applicable will be updated to meet UPK requirements.**

~~We begin our enrollment in the Spring prior to the upcoming school year. Returning children will all be placed on the enrollment list unless the child's guardians notify the director of a change. The remaining spots will be filled based on the following: the child's Colorado Preschool Program (CPP) risk factors, the child living within district boundaries, and the number of years a child has until kindergarten.~~

~~Our preschool is involved in the Colorado Preschool Program (CPP), which allows us to provide funding assistance to selected families. Tuition assistance will be given out based on the highest need. This will be determined on a year to year basis. Children are only eligible for this funding for the two years prior to kindergarten entrance.~~

The Peetz Little Bulldogs Preschool also contracts with the Northeast Board of Cooperative Education Services (BOCES) to identify and serve children with disabilities. All services provided will be in accordance with the Americans with Disabilities Act. Children are accepted, regardless of vaccination status. In the event a child is non-immunized or under immunized, a Colorado Department of Public Health and Environment (CDPHE) approved-form must be filled out and signed by the child's parent/guardian and the child's physician.

## **Tuition**

Preschool tuition is \$360.00 a month to attend our full time program (Tuesdays, Wednesdays, Thursdays and Fridays, 8:00 AM until 3:30 PM). ~~Children receiving funding through the Colorado Preschool Program (CPP) will be charged \$180.00 per month, as one CPP slot covers \$180.00.~~ Children enrolled part time will attend either Tuesdays and Thursdays from 8:00 AM to 3:30 PM or Wednesdays and Fridays from 8:00 AM to 3:30 PM. If a child is not picked up by 3:33 PM, there may be an additional charge.

Payment is due on the 5th of every month. Billing is based on the days the preschool is scheduled to be in session, not on the child's attendance. If your bill is not paid by the 5th of the month, you risk losing your spot in the preschool program. Tuition is paid to the school district finance director, located in the school's main office.

## **Arrival & Pickup**

The Peetz Little Bulldogs Preschool is open Tuesday through Friday from 8:00 AM to 3:33 PM. You need to use the main entrance of the school to pick-up and drop-off your student. All adults entering the school must check-in and check-out at the main school office.

Preschool arrival is from 8:00 AM until 8:10 AM. Pick up time is from 3:20 PM to 3:33 PM. If you plan to spend more than 10 to 15 minutes at drop-off or pick-up, please sign in as a visitor on our Visitor's Log located near the child sign-in/sign-out sheet and follow our visitor's policy. If you are signed in to visit the preschool room, you are not to visit or roam other areas of the school. This is for the safety of the entire school.

When your child arrives it is mandatory that an authorized person ages 16 years of age or older signs him/her in. A signature will also be required at the time of departure. **AT NO TIME WILL A CHILD BE RELEASED TO A PERSON NOT AUTHORIZED BY THE GUARDIAN.** Parents/guardians and those adults listed on the pick-up authorization form are allowed to pick

up a child. If there is a custody ruling that is in place and states that one parent is not to pick up a child, we must have a legal copy of that ruling on file.

Any adult picking a child up should be prepared to show a photo ID upon request of any staff member. **Children will not be released to any person under the age of 16.** If an emergency situation comes up, please notify the director immediately to make temporary emergency arrangements.

If your child rides the school bus to school, he/she will be signed in by a staff member. If a child is to ride the bus home at the end of the day, he/she will be signed out by a staff member. If your child normally rides the bus and there is a change of plans, you must contact the director or the child will be put on his/her normal bus. If you have arranged for someone to pick up your child, he/she needs to be picked up at the preschool and signed out by the adult taking the child. Siblings, friends, cousins, etc. that are younger than 16 years of age may not sign a child out. If your child is going to ride the bus, it is your responsibility to make sure the school transportation department has your current contact information.

It is **very important that you pick up your child no later than 3:33 PM**. Preschool staff members need children to leave on time so that their time designated for cleaning, sanitizing, disinfecting, lesson planning, and prepping materials is not infringed upon. If you will be late or there is a conflict, contact us immediately. If your child has not been picked up within the allotted time, an attempt to contact you or your emergency contact person will be made.

Those children that do not get picked up and arrangements have not been made will be considered abandoned and Logan County Social Services may be contacted. This will also be the policy for children who ride the bus and arrive home without an adult present. Preschool staff will always check the sign-out sheet and the preschool premises to ensure that all children have been picked up by an authorized individual. The sign-in/sign-out sheet will then be marked with the time that preschool staff determine that all children have been picked up.

If an unauthorized person attempts to pick your child up, you will be notified immediately. The child will be secured in the room with a staff member until the person leaves. If at any time the situation becomes unsafe, the Logan County Sheriff's Department will be called for assistance.

## **Calendar**

Our program will run on the same basic calendar as the Peetz Plateau Re5 Elementary School. There will be times when adjustments need to be made and when this occurs, you will be given adequate notice. The preschool calendar can be found in the classroom and on the Peetz Little Bulldogs Schoology page.

## **Staff**

Preschool staff consists of qualified, highly -trained, caring individuals who enjoy working with children and are dedicated early childhood professionals. They provide a variety of engaging and developmentally appropriate experiences. All of our teachers and paraprofessionals meet school district and state requirements for working with young children. Staff meet regularly to plan, problem solve and communicate ideas regarding the program. Staff professional development and training are on-going. Confidentiality is practiced and respected.

## **Curriculum and Assessment**

Helping children develop strong social, emotional and academic skills is our goal for all children. Our evidence-based curriculums, Learning without Tears and ZooPhonics both provide stimulating, developmentally appropriate learning experiences across all important areas of learning from social/emotional and math to technology and the arts. The curriculum provides classroom staff with many ideas for individualizing instruction based on the needs of each child. It contains guidance for working with all learners, including advanced learners and children with disabilities.

We also use the Pyramid Model, Zones of Regulation, Conscious Discipline as supplemental programs to help children develop the necessary skills for positive social interactions, conflict resolution, the identification of feelings and the appropriate management of feelings. Teachers use a variety of materials and resources- books, puppets, pictures, videos and role play- to help children develop the necessary skills for positive social interactions, conflict resolution and the identification and appropriate management of feelings.

Teachers monitor and assess each child's development using the Teaching Strategies GOLD Assessment Tool. TSG is a comprehensive tool that covers 34 developmental domains. This system identifies a child's strengths as well as areas for growth where needed. Observation and assessment is an ongoing and daily process and checkpoints are finalized three times a year. Teachers use the information gathered throughout the year to partner with families to develop individualized and developmentally appropriate goals for learning as well as planning for daily activities and learning experiences.

## **Conferences**

Parent-Teacher conferences are held twice a year, once in the fall and again in the spring. This is a time to build home and school relationships, review assessments, talk about your child's strengths and determine goals for the year. Parents are always welcome and encouraged to take part in their child's school experience.

## **Guidance & Discipline**

Our classroom rules are:

**We keep our friends safe . We keep our things safe . We keep ourselves safe.**

These rules help us deal with most concerns that arise during the preschool day. Preschool staff are trained in child development and are required to participate in a minimum of 15 hours of ongoing professional development each year. At minimum three of those hours are mandatory to be in social emotional development. Teachers work with our local early childhood council to receive ongoing coaching and classroom observations to ensure a professional and positive classroom environment. This allows staff to work on personal and professional goals acquiring the skills needed to work in the field of early childhood education. The teachers receive training in a variety of topics related to early childhood . Pyramid Model, Zones of Regulation, Flip It, Conscious Discipline, Love and Logic, and Trauma Informed Care are all tools and methods that teachers have been trained in and are able to implement as needed.

We understand that all children are different and have different abilities, therefore each discipline/ guidance situation is unique and will be treated as such. By being consistent with our rules and providing choices, the need for discipline is reduced. When children choose not to follow our classroom rules, preschool staff will assist the children and remind them it's our job to keep it safe, and it's their job to help keep it safe. The strategies we try to use are:

- Redirection "Maybe we could find something else to pound nails into so we can keep our table safe."
- Direct statements "I am afraid you are not keeping our table safe when you pound the nails into it, I need you to find something else to use!"
- Provide choices "Would you like to pound those nails into this wood or into the tree stump?"
- Natural/Logical consequence "Using the hammer and nails is not going to be a choice if you keep pounding them into our table."

- Problem solving “It looks like you really like pounding the nails, but are not keeping our table safe. Can you think of a safer place to pound the nails?”
- Encourage appropriate behavior “Wow Joey I love how you pounded those nails into that piece of wood!”
- Setting clear limits “When using our nails it is not safe to hammer the furniture, only use the nails with our wood or tree stumps!”
- Removal from the classroom will only be used in situations that are unsafe.

Anytime that a serious problem occurs staff will document the situation and notify the parents/guardians. We keep an ongoing record of behaviors to help determine patterns, and needed interventions, or the need to teach specific skills. If needed, outside resources, such as Centennial Mental Health or Northeast BOCES, can be utilized to develop behavior interventions for an individual child. If you have a concern or questions, we are always willing to visit with you.

## **Suspension & Expulsion**

All efforts will be taken to resolve any issue at hand using the “Guidance and Discipline” classroom policies. Each student’s behavior and situations are unique and the interventions and strategies we may use often vary for each child depending on their level of needs. We do our absolute best to work together with families to create a learning environment in which all students can acquire the social and emotional skills they need to be successful not only in school, but in life.

Individualized social and emotional intervention support for children who need them will be used in the classroom and will be documented and monitored as needed. The length of time needed for an intervention will also vary depending on the behaviors and skills a student needs to learn and work on. The preschool staff will work with the family to help provide appropriate resources, such as a referral to Centennial Mental Health or further evaluation by a Northeast BOCES psychologist.

Behavior that repeatedly threatens the safety of the child, other children, staff, or school property can result in a phone call to parents/ guardians requesting immediate pickup from the program. In severe cases suspension from the preschool program may be necessary until a behavior plan can be determined. The suspension shall not exceed 3 school days unless it is determined that a longer period of suspension is necessary to resolve the safety threat, or the student is recommended for expulsion. In the event that a student is suspended from the program the

parents/guardians, director, and principal will meet before a student's return to discuss transitioning the student back into the program. At this time a discipline plan will be created and signed by parents/guardians and school staff creating a new plan or re-establishing an existing plan, setting goals, and discussing consequences for continued behavior and safety concerns. Each plan will look different according to the students' needs. In extreme situations of habitually disruptive or aggressive behavior (5 times) regarding the safety of all students and staff a child may be expelled from the preschool program, efforts will be made to keep this from being the outcome. This action is rarely needed and will involve the preschool director, school principal, as well as the district superintendent.

## **Health**

The children in our program are very important to us. As each child arrives at school we will be doing a simple daily health inspection. This will help prevent the spread of illness and infection. Children should not be in school if he/she:

- **Has a fever of 100 degrees or higher (without any fever -reducing medicine)**
- **Has had a fever within the last 24 hours**
- **Has been taking an antibiotic for less than 24 hours**
- **Has an unusual discharge from the nose, eyes or ears (colored, shows sign of infection, etc.)**
- **Has a moist hacking cough (before or after medication is given)**
- **Has had diarrhea or vomiting in the last 24 hours**
- **Has an unexplained rash or skin irritation**
- **Has head lice**

If your child has any of these symptoms during his/her time at school, he/she will be isolated from the other children and you will be contacted immediately. If you cannot be reached, we will contact your emergency contact person. At this time you or your contact person will need to make arrangements for your child to be picked up as soon as possible. If your child has a communicable disease or contagious illness (such as strep throat), please notify the director as soon as you have been made aware of the disease or illness. If our school nurse feels it is necessary, families will be notified of the communicable disease or contagious illness in a way that keeps child information confidential. The director will report any communicable disease to the local Health Department as needed.

Upon entering our program all children will be required to have a medical statement of health status and a record of immunizations signed and dated by a physician. You will have 30 days following the first day of attendance to complete the health statement. The health statement must



be signed by the child's physician, must be dated, and must include the date the child's next health examination is required by the health care provider. A current immunization record must be on file before the child can attend preschool. Children who do not have current immunization records on file at the preschool will not be able to attend.

If your child needs medication while at school, please notify the director to make the proper arrangements. All medication must be brought in the original container with the medication label intact. Staff will give children medication according to doctor's orders if the medication is required to be administered during the school day. Written authorization from the child's physician and the child's parent/guardian must be obtained prior to administering medication to a child at school. Medication must be brought in by an adult and given to staff.

**Medication cannot be placed in a backpack.** All medication will be stored in a secure place according to label instructions. Medication must be picked up by an adult.

If your child has special health concerns or needs that require intervention or medication, you need to inform the preschool director. The school will then take the necessary steps to meet your child's needs according to rules and regulations set by the Colorado Department of Human Services.

## **Animals In The School**

Students and parents may not bring animals into the classroom or District premises unless authorized by the director. Please leave your pets at home when you are dropping off or picking up your child.

## **Safety & Inclement Weather**

It is our first responsibility to keep your child safe. Our staff takes every precaution necessary to assure that the program is free from any dangerous hazards. The following procedures are in place to help provide safety in possible emergency situations

- If a child is injured or involved in an accident while in our care, staff will assess the situation and do what they feel is best based on basic first aid training. If staff feel that an injury or accident is severe, you will be contacted as soon as possible. A child's health and safety will always be a priority. Any accident or injury incurred by a child while in the care of preschool staff will be documented on an accident report log and parents will be notified with a copy of the written accident report.

- In the event of inclement weather and school is dismissed early, it will be reported to the local radio stations and the director will attempt to contact at least one parent/guardian by phone. In the case of early dismissal, bus riders will be dropped off at their usual location. All other children will remain with a staff member until pickup arrangements are made.
- In the event of a tornado warning the children will be moved to the bathrooms in the classroom. Children and staff will remain against the interior wall until we receive an all-clear signal.
- In case of a fire or other emergency situation that would require the evacuation of the building, staff and children will evacuate as a group. Staff will do a quick classroom check and will obtain the sign-in/sign-out sheet as well as the emergency bag that contains parent/guardian contact information for each child. Once outside and clear of danger, staff will ensure all students are accounted for. Preschool children will move to the baseball field and wait for the all clear to return to the building. You will be notified if we are not able to return to the building.
- If a child should become lost while in our care, facility grounds will be thoroughly checked immediately. If the child is not found, a staff member will contact the child's guardian, the police department, and school administration. To help prevent this from happening, all outside gates and inside doors are monitored very closely. Staff count children regularly throughout the day to prevent lost children. So that we have a written attendance record each day, be sure to sign your child in and out!
- Our class will routinely participate in emergency drills with the school. We will talk about and practice a variety of situations to help the children become more familiar with our procedures. If you have questions about our procedures or drills, please speak with the director.

## Rest Time

All children that are in preschool for more than 5 hours are required to have a rest time. The preschool will provide each child with a rest cot with a fitted sheet. If you feel your child would like to rest with a blanket, please send a blanket to school. Blankets will be stored at school in your child's cubby. Sheets and blankets are laundered at least once a week by staff. Children will be encouraged to rest quietly on their mat for at least 30 minutes but are not required to sleep. Following the 30 minute rest period, all children who are not asleep will be offered a quiet activity.

## Field Trips

All field trips that require us to leave the school grounds will require a permission slip signed and dated by a child's legal guardian. These slips will be distributed prior to any trip. If you do not return the signed slip, your child will not be permitted to attend the trip. If we are transporting the children by vehicle, a school van or bus will be used. All children must be in a safety belt according to his/her size and the state law (staff will check and follow all current Colorado law). If your child needs a car seat or booster seat, you will be required to provide the school with one or your child will not be allowed to travel with the class. All vehicles transporting children will be supervised by a minimum of 2 adults, will contain a first aid kit, and will meet all safety standards. Adults volunteering to drive must have a valid driver's license and proof of vehicle insurance. If you arrive at the preschool and the class has already left for a field trip, you are welcome to join the class or keep your child out of preschool for the day. At no time should a child be left at the school without adult supervision.

If your child arrives at school and a permission slip has not been signed, your child will be sent to the main school office and you will be contacted to pick your child up.

## **Personal Belongings**

It is recommended that each child bring a backpack or school bag to and from each day. It is important that you check and clean the bag out every day, as there may be important papers inside. This will also help your child share about his/her day at school. Toys, money, books, and other items should be left at home whenever possible.

If your child brings something from home and it gets broken or lost, the school cannot be held responsible. If it is necessary for your child to bring something from home (a blanket, special comfort toy, etc), please label it with his/her name.

## **Dressing for School**

Keep comfort in mind when dressing your child. Simple clothing free of complicated fastenings is best and easiest. Keep in mind that, while in our program, your child will take part in messy activities. Although most of our products are washable, some may not be. It is also important to keep our changing weather in mind when dressing your little one. Provide your child with a coat, jacket, sweater, or sweatshirt each day. We also ask that children not wear shoes with open backs (flip flops, etc.). Tennis shoes, sandals, boots, etc. are fine. If your little one wears snow boots to school, please send a second set to change into for inside time. All children should also have a change of clothes in his/her bag for any unforeseen circumstance that would require a change.

## Outdoor Time

We will attempt to go outside every day. Getting fresh air is a very important part of our day and provides us with many opportunities to further a child's overall development. If weather conditions are unsafe, we will have an alternate choice for gross motor play inside. We ask that you send your child with proper clothing each day to go outside. Kids should come to school every day with a jacket or coat.

## Special Events

We will celebrate special events at different times during the year. It is very important to us that all of our families be a part of our special activities. If you have any concerns or questions about how we celebrate or what we celebrate, we want to know about them. Our program values families and wishes to incorporate each family's culture into our classroom.

## Screen Time

We will not view TV while at preschool. An interactive Smart TV will be used as a way to enhance daily activities and lessons, but use of the TV will be limited.

## Meals & Snack

Preschool students will be provided breakfast, lunch, and an afternoon snack. An afternoon snack will be planned and prepared by staff. If you would like to donate snacks during the school year or bring in a special treat for an occasion, keep in mind that snacks need to meet the healthy guidelines set in place by the USDA. Please ask the director for an approved snack list. **Any food item brought into the school must be pre-packaged, store bought, and unopened.** If you send in snacks, make sure to check with staff so that you can send in the proper amount and are able to plan around any allergies that may be in the class.

Children are served lunch each school day. You can choose to participate in the school hot lunch program or you can send a lunch prepared at home for your child. If you choose to participate in the school lunch program, you can find a lunch menu on the school website. If you have any questions regarding school lunch or the billing process, contact the school office during school hours. If you choose to send a cold/sack lunch to school with your child, we ask that the lunch meet healthy recommendations. We ask that soda/pop and candy bars are not brought in as part of your child's lunch. Also, please consider that we are not going to be able to prepare the child's meal. Lunch that is brought from home should be ready for your child to eat at lunchtime without

preparation. If we feel that the lunch your child brings is not current with the USDA food program requirements, we will offer your child a hot lunch and you will be billed.

If your child has a food allergy, please notify the center director. Staff will provide your child with an alternate choice if he or she is unable to eat a planned meal or snack.

## **Toileting Needs**

We encourage children entering our program to be potty trained but will accept children that are not. If a child is not potty trained, it is the responsibility of the guardians to provide the school with diapers/pull ups, wipes, a change of clothes, zip lock bags to send soiled clothes home and any other needed supplies. All children will be encouraged to use the restroom periodically throughout the day. When necessary, staff will change a child's diaper or soiled clothing. However, children will always be encouraged to change themselves as much as possible.

## **Communication**

Before the school year begins, your family will be offered a home visit from our staff. A home visit is a time for us to get better acquainted with your child. This is a very informal visit and can be helpful with the transition into our class. We will also have a back to school gathering for families.

We encourage daily communication between parents and staff. Our staff will make every effort to greet you at the beginning and end of each day. The preschool classroom will also be sending out a class newsletter once a month. The newsletter is located on Schoology. This will help keep you informed of what is going on in the classroom and of upcoming events. We may also use quick informal notes as needed with pertinent information. Preschool staff welcome any discussions you would like to have regarding the preschool program and care of your child. If needed, we can schedule a specific time to meet and discuss any thoughts or concerns you have.

The preschool classroom will be holding family events during the year. Times and dates will vary based on the time of year and the families we are working with. These events will be planned with the whole family in mind. We strongly encourage you to attend these events. Notice will always be given in advance so that arrangements can be made in regards to your other obligations.

## **Visitors & Volunteers**

We love having visitors in our room and encourage you to visit any time. Prior arrangements are not necessary but are encouraged. Checking in and making sure we don't have a change in schedule or other special guests planned might prevent conflicts. Families, community members, and school staff are welcome to stop by our classroom at any time, but must follow our visitor procedures.

Please keep in mind that our classroom is arranged for children within the ages of 2 ½ and 12 years. *This means that adults visiting our classroom cannot bring a younger sibling or other younger child with them to visit the classroom.* When visiting our program you must check in at the school office. Once in the preschool classroom, each guest must be signed in on our classroom visitor's log. If at any time we feel that a guest is disruptive or creates an unsafe environment, the staff will ask the guest to sign-out on the visitor's log and exit the classroom.

If you would like to volunteer for something special, please call us to make arrangements. As a volunteer, we ask that you have qualifications suitable to the task that you are volunteering for. All volunteers are asked to sign-in and sign-out at the school office before making their way to our classroom.

Once in the room we ask that all volunteers sign-in on our classroom visitor log and sign-out when exiting. Visitors must wear an identification badge at all times. Identification badges can be retrieved in the main school office. A photo ID is required to receive a badge.

Throughout the year we may occasionally have family members, other school staff, community members and volunteers in our classroom. As directed by the Colorado Department of Human Services rules and regulations for child care centers, all guests must be monitored by classroom staff. The safety of our students is of utmost importance in all situations. Log-in records of visitors/volunteers will be kept in the classroom.

## **Reporting Concerns**

At times you may have concerns or disagreements regarding your child's preschool experience, we encourage you to bring them to the attention of the director. Together, we will attempt to come to a solution that works for all involved. It is important to us that you have a voice in our program. It is also important to us that you and your child have a positive experience in our program. We are open to all suggestions and value your input.

## **Reporting Child Abuse**

**Any staff member who has reasonable cause to know or suspect that a child is being abused or neglected is required by law to report it to the Department of Human Services.**

If you believe that any child has been abused or neglected while in our care or you feel that there are safety issues, you can contact the Logan County Sheriff's office at 970-522-2578. For child care complaints or licensing violations please contact the Division of Child Care at (303) 866-5958 or 1-800-799-5876. Address: Colorado Department of Human Services 1575 Sherman St., Denver, CO 80203

## **Withdrawal**

If your child will no longer be attending the Peetz Little Bulldogs preschool program, please contact the director as soon as withdrawal has been decided. If you are paying tuition, you will be billed as if the child is attending until notification is given or until the child has 10 consecutive absences without notice. If this occurs, your child will be taken off our attendance sheet and your child's spot will become available to other families.

Please feel free to contact the preschool director if you have concerns or questions regarding the information you just read.

We must have the following paperwork on file the first day of attendance:

**Current immunization record**  
**Peetz Little Bulldogs Emergency Contact Form, completed and signed**  
**Health Status form, completed and signed**  
**Family Handbook Agreement & Permission form, initialed and signed**  
**Authorization to Consent to Treatment of Unemancipated Minor form, completed and signed**

**Within 30 days we must have the General Health Appraisal form signed by a parent/guardian and a physician .**

**IF THESE IT EM S ARE NOT IN PLACE, YOUR CHILD  
CANNOT STAY IN THE PROGRAM.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1) Mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fax: (833) 256-1665 or (202) 690-7442; 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
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