

Parent Permission Form

Please sign and return this form and keep the attached handbook

Child's Name _____

Parent's/Guardian's Name _____

Parent/Guardian: Please initial the following statements.

_____ I give permission for my child to participate in assessments and screenings completed on children in the preschool program.

_____ I give permission for program staff to share developmental and assessment information about my child with necessary support staff in order to individualize his/her needs, and to transfer this information to their kindergarten.

_____ I give permission for my child to participate in walking field trips within close distance to the school **without** previous notification under the supervision of HEEC staff. Notification & permission slips will be required for trips requiring RE-1 buses.

_____ I give permission for my child to appear in videos, photographs, and other electronic communication used by the district for purposes of providing information about the district and its schools, programs and people. Pictures displayed will depict students in positive settings and situations.

_____ I give permission for my child to appear in videos, photographs, and other electronic communication used by the classroom teacher for purposes of providing communication, assessment documentation, and providing information about classroom happenings. Pictures displayed will depict students in positive settings and situations.

_____ I give permission for the school staff to take whatever steps may be necessary to obtain medical care if warranted. These steps may include, but are not limited to the following:

1. Appropriate first aid will be administered.
2. An injury report will be completed and reported to the parent.

If the injury is serious, the following people will be contacted as soon as possible:

- 911 (if deemed necessary)
- Child's parent or guardian
- Child's physician (as noted on Personal Information Form)
- Emergency number (as noted on Personal Information Form) **ONLY** if parents are unable to be contacted.

3. Expenses incurred during these procedures are the responsibility of the child's parent/guardian.

_____ I give permission for my child's cumulative file including all classroom assessments to be transferred to their kindergarten for the purpose of educational planning.

I have read the family handbook and understand and agree to follow the policies and procedures of the preschool program.

Parent Signature _____ Date _____



RE-1 Valley Preschool Preschool Site Family Handbook

Hagen Early Education Center
301 Main St
Sterling, CO 80751

Caliche Little Buffs Preschool
25324 CR 65
Iloff, CO 80736

OUR MISSION

To partner with families to prepare every child
to be successful in their world.

OUR BELIEFS

The home provides the first and most important lifelong learning
experiences and when a partnership exists between home and school,
learning is increased.

The school provides a safe place where children:

Develop a sense of belonging to a group,
Learn social emotional skills,
Learn to respect the differences in others,
And
Learn academic awareness through
PLAY, EXPLORATION AND DISCOVERY.

RE-1 VALLEY SCHOOL MISSION

Preparing each student today for tomorrow

RE-1 Valley School District prohibits discrimination and harassment of any kind based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, need for special education services, age, genetic information or conditions related to pregnancy or childbirth.

For more information, please visit www.re1valleyschools.org or contact: Brenda Kloberdanz, Assistant Superintendent
RE-1 Valley Schools: 301 Hagen Street, Sterling, CO 80751 ~ (970) 522-0792 ~ kloberdanzb@re1valleyschools.org

Welcome to RE-1 Valley Preschool



Dear Parents,

Welcome to RE-1 Valley where we value each child's individuality and unique approach to learning. At our preschools you will find a world created just for young children. Our Early Childhood programs provide a balanced curriculum for all areas of a child's development: cognitive, physical, language, and social-emotional. Research and teacher experience has led us to develop and implement a program where children learn in active exploration. Our programs are designed to initiate the development of responsible and independent learners who can function successfully and effectively throughout their lives. This can be accomplished through combined efforts of home, school and community. We look forward to working with you as partners in your child's journey of discovery.

ELIGIBILITY & ENROLLMENT

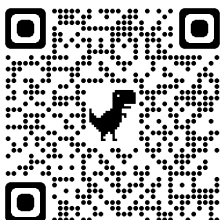
RE-1 Valley Preschools serve children ages 3-5. Children are enrolled under the Colorado Universal Preschool (UPK), Special Education, and tuition. No child shall be excluded or discriminated against based on race, color, religion, disability, or national origin.

After acceptance and placement to our program through Universal Preschool. Families/caregivers will complete the registration process including enrollment paperwork and developmental screenings. The screenings cover vision, hearing, health, motor, language, and cognitive skills.

Colorado Universal Preschool: Eligibility/funding is determined through the UPK application process. This application process is completed online. UPK Colorado ensures that every child in the year before they are eligible for kindergarten is eligible for a minimum of half-day (15 hours) of state-funded, voluntary preschool beginning in the 2023-24 school year. Three-year-olds with qualifying factors are eligible for part-time (10 hours) of preschool programming.

For more information please visit-<https://cdec.colorado.gov/colorado-universal-preschool/family-FAQ>

To apply for funding please scan the QR code below.



Special Education:

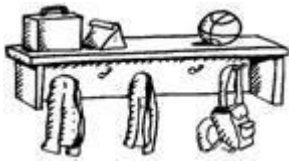
Eligibility is based on a child's having an educational disability which is determined through a comprehensive evaluation of the child. Services to children are based upon their individual needs. This program is available to children on their 3rd birthday.

Tuition:

This program is available to children 3 or 4 on or before July 1st of the current school year. Families pay a monthly fee, the amount is based on placement. A separate payment contract will be completed during the enrollment process. This contract will outline your payment expectations. Failure to comply with the Tuition Contract will result in termination of services. The tuition fee is based on the days that sessions are offered, not attendance. In order to meet our expenditures, we are unable to offer sick or vacation days. Please make payment to RE-1 Valley School District.

Immunization and Health Form:

Before your child may attend you will need to provide a current immunization record, a health form signed by your child's doctor, an emergency form with emergency phone numbers and other required information forms. If a parent or guardian wishes exemption from immunizations please contact our office 970-522-0432. Parents are advised that there may be some children in the center who are non-immunized.



SCHOOL SUPPLIES

*FULL SIZED BACKPACK

*CHANGE of CLOTHES Top, Bottom, Socks, and Underwear marked with child's name to be used following messy play activities or toileting needs (Your child's teacher will contact you if replacements are needed.)

*MAKE SURE THE FOLLOWING PAPERWORK IS TO THE OFFICE PRIOR TO OR ON THE FIRST DAY OF PRESCHOOL



- ✓ **HEALTH RECORD** signed by your child's physician
- ✓ Preschool Student **ENROLLMENT FORMS**
- ✓ Signed **PERMISSION FORM** on the first page of the Family Handbook
- ✓ **FAMILY/PROGRAM AGREEMENT**
- ✓ **COPY of BIRTH CERTIFICATE** Office will make copies at your request
- ✓ **COPY of IMMUNIZATION RECORD** Office will make copies at your request
- ✓ **LOTION & SUNSCREEN PERMISSION**

PERSONAL BELONGINGS

Children have a personal cubby located inside the classroom door where building messages and newsletters will be placed. It is very important that you check and clean it out daily.



Children only need a standard size backpack each day that allows for papers and special projects to travel home. Remember to clean out your child's backpack on a daily basis for his/her work and important messages. Please help your child recall the day's happenings and to talk about them with interest. Toys, snacks, chapstick, hand sanitizer, coins and other items should be kept at home.

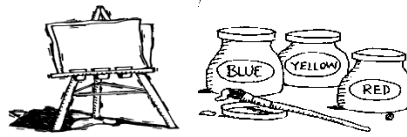
WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing that is free from complicated fastenings. Consider art and other messy activities and provide washable clothing. Remember the changing weather and provide sweaters and jackets even on sunny days. Keep in mind that we will play outdoors even on winter days and provide coats, mittens, boots and head coverings. You must provide an extra set of clothes to be kept in your child's personal cubby. Please label all personal clothing clearly. Please apply sunscreen daily even when the weather is cold.

ARRIVAL AND PICK-UP

Hagen Early Education is in session Tuesday-Friday, your drop off and pick up time will depend on classroom placement in our program. You will receive specific times from your classroom teacher. You must always enter and exit through the preschool main entrance. Parents will sign their children in and out in the classroom. Children should arrive and be picked up promptly, please see our tardy and late pick up policy. All children must be signed out by an authorized person with I.D. and on the child's pick up list.

No child will be released from the school to a person not authorized by a parent. We must have a written authorization. Verbal authorization will be accepted only in emergencies, provided the written information is then updated. ID will be necessary in these cases. If an unauthorized person attempts to pick up a child, the parent will be notified immediately. Police authority will be called in if this cannot be rectified.



CLASSROOM ENVIRONMENT

We believe that social interaction and learning best takes place in a safe environment that includes making choices and negotiating social situations. We are committed to providing a balance between free choice play and teacher lead activities. A variety of activities are available every day including art materials, painting, play dough, puzzles and games, blocks and reading & writing opportunities. The curriculum builds an educational foundation and is based on routines of playing, exploring materials, making friends and understanding one's place in a community of children, teachers and parents.

The teachers in the classroom are responsible for ensuring that the school complies with state licensing regulations, as well as the Colorado Department of Education guidelines for quality Early Childhood Environments. The teachers are responsible for keeping children safe, for setting the tone of a cooperative, respectful and peaceful classroom and for making sure it is well equipped and interesting. It is also the teacher's responsibility to set and carry out age-appropriate goals, to set goals for individual children, to keep track of progress and to have a two-way communication with parents about their child on a daily basis. The teachers will schedule a home visit at the start of the school year to get to know your child and your family and to determine individual educational goals for your child. We will offer two additional conferences a year with each family.

CURRICULUM

Curriculum themes may be based on seasonal changes, interests of the children and their families and areas that may warrant exploration based on the content of the children's play. Using Teaching Strategies Creative Curriculum, Handwriting Without Tears, Zoo-Phonics, the district's framework standards and the Colorado Preschool Standards, teachers provide experiences and materials that help children develop the broad language and logical abilities that are the foundation for later academic learning. These experiences are provided in a respectful environment where adults and children share in planning meaningful activities in a setting enriched with language, literacy and number awareness. Each child has the opportunity to achieve to the best of their ability. Our overall goal is to help your child gain the skills that they will need to be successful in all aspects of life. We stress language, social skills, motor skills and concept development. Technology will be integrated into the day and will enhance other classroom learning.

RE-1 VALLEY PRESCHOOL'S EDUCATIONAL APPROACH

ACTIVE LEARNING - Children are involved in direct, hands-on experiences with people, objects, ideas and events. A child's play is a key part of the learning experience. We believe in and follow Developmentally Appropriate Practice. DAP means teaching young children in ways that:

- Meet children where they are, as individuals and as a group.
- Support each child in attaining challenging and achievable goals that contribute to his/her ongoing development and learning.

With adult support, language and pre-academic skills are gained during meaningful play activity. While teachers share control and initiative with children, they are guided by developmental indicators that all children need to have as part of their intellectual, physical, social, and emotional development.

ADULT-CHILD INTERACTION - Adults observe and interact with children to discover how each child thinks and reasons. Adults interact with children in ways that empower them to take control of their learning.

LEARNING ENVIRONMENT - Classroom furniture and equipment are arranged in clearly defined interest areas that enable children to find, use, and return the materials they need in order to explore, invent, and learn about their world.

DAILY ROUTINE - Each day follows a similar schedule of events, providing consistency for both children and adults. A daily plan-do-recall routine gives children the opportunity to pursue their own interests, make plans, follow through on them, and reflect on their experiences with peers and adults.

OUTDOOR LEARNING

We believe fresh air, sunshine and exercise are vital to your child's development. Therefore, we will enjoy time outdoors every day, weather permitting. Each day the temperatures will be assessed and the outdoor time may be shortened. In extreme heat we may seek time in a shady spot. On days that require limiting outdoor activity, children will participate in a minimum of 30 minutes of active play in the building gymnasium. We will follow the Child Care Weather Watch Guid. During this outdoor classroom time, child to staff ratios will be followed. Remember: Cold illnesses are passed from germs in close environments, not from the cold air.

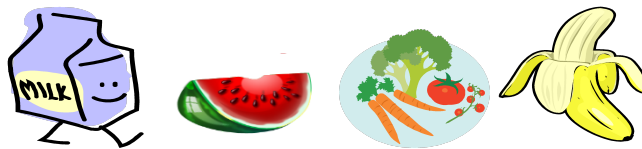


ASSESSMENT - All children will participate in developmental screenings prior to preschool enrollment to determine a child's learning needs and possible eligibility for preschool funding and educational services. At times, prior screening is not possible and may take place during attendance. Screening results will be shared among district staff to aide in planning for your child's educational needs. When a screen indicates a need for further assessment, district personnel will contact the family to seek approval for further assessment.

Using a Colorado mandated preschool assessment, the Teaching Strategies GOLD, ongoing daily assessment will take place while adults observe children, noting educational progress, interests,

experiences and behaviors. Using these observations and the GOLD system, a child's learning progress will be monitored. Observations will be submitted by classroom staff to the GOLD website where the educational development of each child may be followed. This website helps teaching staff to plan for individual needs and is available to the Colorado Department of Education as preschool funding decisions are made, and can also provide a record of children's educational advancement for families.

For more information regarding the Teaching Strategies Creative Curriculum and the GOLD assessment, visit www.creativecurriculum.com. Implementing the Teaching Strategies Creative Curriculum, program staff will refer to the school district's and the state's standards to plan activities that will help your child develop a foundation for later academic learning.



SNACKS AND LUNCH

The preschool follows the Child and Adult Food Care Program (CACFP) in compliance with CACFP, healthy, nutritious snacks and lunch are served each day. Each snack is planned so that making healthy eating choices is modeled for children, nutritional guidelines are met and food allergies and medical needs are taken into consideration. Health guidelines recommend that the center provide foods in the school setting that are prepackaged individual portions or taken from factory sealed packages. Families are asked to not bring snack items to the center as some children are on very strict diet restrictions. A child's food allergies must be reported to staff and the school nurse, and be documented by a physician prior to the child's attendance.

SPECIAL OCCASIONS

We respect the dignity of each family and their culture.



COMMUNICATION AND GUARDIAN INVOLVEMENT

To ease the transition from home to preschool, families/guardians will be invited to an open house to meet in their child's classroom with the classroom staff prior to the first day of school. Your child's teacher will contact you after you return your completed enrollment packet. Children entering the program following the first day of school will be contacted to set up a time to visit with the classroom teachers when convenient. Guardians are welcome and encouraged to help in the classroom during special occasions with approval of the classroom teacher and Director. All visitors/volunteers in our center are required to comply with our Raptor safety standard.

Daily communication with your child's teacher is a wonderful way of providing continuity between home and school. Each child will have one classroom teacher who is the main contact for your child. Your child's daily small group interaction provides this teacher the opportunity to maintain a close, caring relationship with your child and family as well as to monitor your child's individual needs. ClassDojo will be made available to facilitate communication. The Family Agreement requires two mandatory conferences to be held throughout the school year. These will be scheduled in the fall and

the spring, and will include information concerning the GOLD observational assessment, language development, social skills, math and literacy awareness, behavior and any needs or concerns. These may be in person or via Google Meets/Zoom.

When you have questions or information you feel would enhance our program or your child's experience, please let a staff member know you would like a few minutes of their time or utilize ClassDojo to communicate with your child's teacher. If we cannot meet with you at the moment, we will schedule an appointment.

There are generally many additional ways that guardians can be involved that include, but are not limited to: classroom parent assistants, field trips, literacy activities, parent information meetings, open house, library assistants etc.

GUIDANCE AND NATURAL CONSEQUENCES

Each child is an individual with differing abilities and needs resulting in each situation being unique. Children's ability to control their feelings and actions develop with age and experience. By allowing children choices within their day, they can have some control over their actions and the need for intervention is reduced. When children are not able to make good decisions, we have adults available to assist them. We support them as they gain the ability to internalize self-control and develop the ability to make good choices. Prosocial behaviors such as sharing, problem solving and turn-taking are all directly taught and practiced in classrooms. We recognize that all behavior is serving a function or need. If a child is not getting a need met then sometimes he/she tries to get that need met by displaying challenging behaviors. Our staff work with all children in a variety of age appropriate ways and with different intervention levels to teach the children more appropriate ways to get their needs met.

Some of the interventions used are:

- **Redirection** - Let's go find something to do while you are waiting for your turn on the swing.
- **Direct Statements** – Blocks are for building, not hitting people.
- **Providing Choices** – Would you like to help clean up the blocks or the puzzles?
- **Natural/Logical Consequences** – Hands do get cold when you choose not to wear gloves.
- **Requests** – Please get a towel and clean up the table.
- **Problem solving** – Let's see, we only have one red car and both of you want to use it. What do you think we can do to solve this problem?
- **Encouraging Appropriate Behavior** – When everyone helps, it doesn't take long to clean up the room.
- **Setting Limits** – It is not okay to throw sand. Sand stays in the sandbox.
- **Thinking Time/Removal** – Let's take a break. I can tell you need to relax.

The staff does not allow children to hurt themselves or others, use unacceptable language or misuse materials. If a problem occurs, the teacher will explain to the child why the behavior is not acceptable. If the child does not respond, he or she may be required to leave an activity for a short time with adult support and supervision.

Parents will be informed of any serious problems or situations but every attempt will be made to resolve problems within the classroom environment. The staff will work with you to develop guidance strategies that can be used at home and school. If a child's behavior continues and is an

obstacles to the child's own development and/or interferes with the learning and development of other children, the classroom teacher may contact the ECE Director, Social Worker or School Psychologist for consultation and assistance.

Interventions are never associated with food or toilet training. Children are never spanked, threatened, shaken, subjected to abusive language or humiliated. Observance of the Conduct and Discipline Code by all participants in the program (staff, parents, and volunteers) is required. All employees are required to follow Board Education Policy JICDA. The Board of Education policy can be found at www.re1valleyschools.org, under the Board of Education tab. If needed, outside resources will be utilized to develop behavior plans for individual students. Please let the staff know if you have any questions or concerns.

ATTENDANCE

Children are asked to attend regularly. Occasionally, illness or a need to be out of town prevents a child from attending and is understandable. Please keep children home when they have a fever equal to or greater than 100°F or exhibit symptoms of illness. Children who attend regularly do have an advantage of feeling part of the group and do make greater educational gains. If a child is absent you must call the preschool to inform them of your child's need to be gone. If no one is available to take your call, please leave a message on our answering machine. Our answering machine is on 24 hours a day for your convenience. **A child who is absent for four consecutive days without notification can be asked to give up their space to another child on the waiting list.** Families receiving funding, who are consistently late, will be reminded of the need for a child to be present for all parts of the preschool day. If routine tardiness continues you may be asked to give your child's funding to another child. The funding is limited and priority will be given to families who are willing to ensure that their child is able to take part in the entire preschool session.

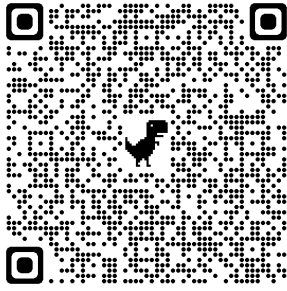
END OF THE DAY CLOSING PROCEDURES

At the end of the morning and afternoon sessions, preschool teachers will use the sign-in sheet to monitor each child that has departed according to the information listed on the child enrollment sheets. If a teacher checking the sign out sheet discovers a child has not been signed out and is not present in the immediate environment, that teacher will alert all building staff. Teachers will then check all areas of the center, looking in all closets, hallways or other small spaces a child could hide. If the child is not found, the director will notify parents and the police department.

CHILDREN NOT PICKED UP AND ABANDONED CHILDREN

Parents who consistently neglect to pick up a child on time will be asked to withdraw their child from the program. The mid-day break is very short and the budget does not allow for teachers to be paid for their time after preschool sessions are over. Due to commitments after work hours, if a child remains after the session ends, the child will be transferred to the school office or the family waiting area to wait for an authorized adult to arrive. If children are consistently picked up late, a fee may be assessed. When an unexpected emergency arises, please call the school office immediately.

If the office has not been notified of a delay, children that are not picked up within 30 minutes of the session closing or that arrive at home on the bus and no one is there, will be considered abandoned, and the Logan County Social Services Department will be contacted. Please let us know if there are special circumstances. Thank you for your cooperation.



PRESCHOOL CALENDAR

The preschool calendar does share many of the same scheduled closing days as the RE-1 Valley School District Calendar. The state attendance requirements are somewhat different for preschools and you will notice that the preschool calendar may have a later start date. Preschool will end earlier than other grades to allow for yearly routines that are necessary to meet state licensing guidelines. Family conference dates and staff training dates may also vary due to Early Educator training needs and licensing requirements. A yearly calendar will be provided to each family prior to the start of school. A daily schedule will be available two weeks into the school year. We design our daily routine based on the needs of the children in each session. You will receive a copy from your child's teacher as well as it being posted on the classroom wall and on Class DoJo.



YOUR CHILD'S HEALTH

Your child's health is a matter of importance to us all. As each child arrives, a daily health inspection, temperature check, and hand washing upon entering will protect each child against the spread of communicable illnesses.

NOTIFY THE SCHOOL AND KEEP YOUR CHILD HOME IF HE/SHE:

- Has a fever of 100 degrees or more
- Has been taking an antibiotic for less than 24 hours
- Has a discharge from the nose, eyes or ears
- Has a moist, hacking cough
- Has had a fever, diarrhea or vomiting in the previous 24-hour period
- Has an unexplained rash



Children will be going outside every day. Please send your child in appropriate clothing (hats, gloves, mittens, and boots) for the weather. A child who is too ill to go outside is too ill to attend school. We request that you keep your child at home until they are able to resume regular activity. We do not have sufficient staff to supervise children staying inside.

If your child develops symptoms of illness during the day or is injured, he or she will be immediately isolated from other children and you will be contacted and asked to come pick up your child. When you cannot be contacted, and emergency transportation to a medical facility is necessary, an ambulance will be called. Please keep your phone number current in the building office.

In case of injury or serious illness, we will make an immediate attempt to contact a parent as well as the school district nurse if needed. If we can't reach you or your authorized emergency contact, we will call the school nurse, your child's physician or emergency personnel. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers and other pertinent information. Accident reports are completed and sent home when a child is injured, but not seriously enough to warrant immediate parent contact.

Please be sure to notify the school if your child has a communicable disease.



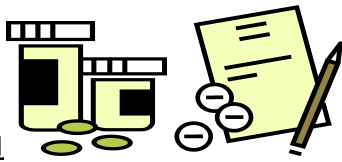
Hand washing is our number one line of defense against the spread of communicable disease. We will be teaching good hand-washing habits and hope you will reinforce them at home. We will be asking your child to wash his/her hands as he enters the room each day, before snack, before and after group play in shared areas such as the water and sand table, after blowing a nose, and of course after toileting. Frequent washing can lead to dry hands. We will have lotion available to help keep your child's hands hydrated if needed. Information about this lotion and your release for us to apply this lotion will be in your registration packet.

An annual medical statement of health status and record of immunizations are required to be signed and dated by a physician or an approved health professional prior to school attendance.



It is a state requirement that all children have sunscreen applied prior to outdoor time. We will have sunscreen available in our lobby and encourage parents/guardians to apply it to their child upon arrival. When signing your child in, you will need to initial that you applied sunscreen or it will be applied by your child's teacher. Shade is available when the day is unusually warm and outside time may be shortened if needed.

Children are able to attend preschool prior to being independent at toileting. Children will be taken to the restroom and encouraged to use the facilities. We will change children as needed using sanitary procedures. Families need to provide all diapering supplies. We will work with parents to move each child towards independence. We do request that you provide your child with a change of clothes (labeled with name) to be kept in your child's personal preschool cubby.



MEDICATION

At the time of enrollment, you will be asked to complete a current health information form for your child. If you, your doctor, or the school nurse determines that an Individual Health Care Plan is required, you will meet with the nurse to formulate this plan. Arrangements to formulate this plan may take time, so you are asked to notify the building of your needs as soon as possible.

All prescription and non-prescription medications given in a child care facility require a written authorization and an Individual Health Care Plan. This includes rescue inhalers and EpiPens. In most cases, due to the short length of our day, it is best to administer medication at home before or after school attendance.

YOUR CHILD'S SAFETY

Our first responsibility is to the well-being of your child. Every precaution is taken to assure that our school is free of hazards. The following policies have been developed to provide safety in possible emergency situations.

In the event of inclement weather you will be notified notified through our automated school calling system. The school district reports to the local radio stations and KOA out of Denver. If school is dismissed early it is broadcast over these local radio stations:

KSTC 1230 AM

KNNG 104.7 F

KPMX 105.7

It is important that you keep your phone numbers updated with the school office.

In the case of early dismissal, if transportation is part of your child's Individual Education Plan the bus will transport and deliver your child to the address where they usually go after their school day.



Emergency Drills

As part of the Emergency Response Plan, RE-1 Valley Schools has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff, and first responders when describing actions to be taken in the event of an emergency. Emergency drills that require students and staff to hold, secure, lockdown, evacuate, or shelter in place will be held monthly. All students and faculty will be advised on proper Standard Response Protocol procedures.

If a child becomes lost while at preschool we will check the facility and grounds. If the child is not found immediately, the director will notify parents and the police department. Teachers make frequent head counts and are always alert to movement in the classroom or on the playground. We also stress the importance of contact with your child's teachers at arrival and departure times.

PARENTS AND VISITORS

For your child's safety, all parents and guests who visit the building will follow our Raptor Safety Standard and will show their raptor identification card when entering the building. It is required that anyone visiting the center at times other than pick up and drop off sign in at the office before going to the preschool area.

All visitors and volunteers are asked to not use their cell phones while in the building. Also remember that no outside food or beverages are allowed.



FIELD TRIP POLICY

In the event we are able to go on field trips later in the year, the following guidelines will be used.

Field trips off campus, requiring bus transportation, will require a signed field trip form. These will be made available by the parent sign in sheet. If your child uses bus transportation, a form will be sent home in his/her backpack. Only children with signed permission will be allowed to go on the field trip. Parents will be notified of departure and arrival time. Transportation to and from field trips will be by school bus. All safety laws are strictly adhered to.

If you arrive late to school and the class is on a field trip, be sure to go to the office and ask for the location so that you can transport your child if you would like. There will be no supervision at school. If you take your child to the field trip location, be sure and make personal contact with a staff member before you leave.

Parents are welcome to travel on field trips with the class if bus space allows or you may provide your own transportation. Parents will be expected to become part of the teaching team during the field trip and to assist where needed. Your classroom teachers will give direction to you as to how you may help. Additional adults always help to create a safe learning experience.

REPORTING CONCERNS

At times, parents may have concerns or disagreements with components of their child's education and care. When shared with the staff, together we can develop solutions. We want to provide the best possible experience for your child. Please let us know immediately how we can better meet your child's needs. Parents are encouraged to discuss any concerns they have about their child's program with a staff member. Short informal discussions are possible at drop-off and pick-up. If you feel a more in depth discussion is warranted, please schedule a time with the staff. Please contact the director of the preschool if you are not satisfied after visiting with staff. We value parent feedback as it provides us the information we need to better assist in children's growth and development.

REPORTING CHILD ABUSE/LICENSING CONCERNS

Families having any reasonable cause to know or suspect that a child has been abused or if aware of potential safety issues at the school, should immediately notify the director. They can also contact the Logan County Department of Social Services at 522-2194 for abuse issues and/or the Colorado Office of Child Care Services (Colorado Department of Human Services, 1575 Sherman Street, 1st Floor, Denver, Colorado 80303-1714) at 1-844-264-5437 or 303-866-5958 for licensing concerns.

WITHDRAWAL

If a child will no longer be attending preschool, parents need to notify the preschool office to complete a withdrawal form. A forwarding address is helpful to the school district. The preschool will continue to bill families paying tuition as if the child is attending, until notification of withdrawal is completed. After four consecutive absences without notification, children using school district funding can be removed from the class roster to allow a child on the waiting list to enroll. Attempts to contact families will be made after two consecutive absences with no notification.

OUR JOB AS EARLY CHILDHOOD EDUCATORS IS TO CREATE AN ENVIRONMENT THAT IS STIMULATING, CHALLENGING, PLEASANT AND SECURE: AN ENVIRONMENT THAT ENABLES CHILDREN TO EXPLORE AND PRACTICE CONFIDENTLY AND SUCCESSFULLY.

**WE ARE LOOKING FORWARD TO WORKING WITH
YOU AND YOUR CHILD**



Check out our website

<https://www.re1valleyschools.org/o/hagen-early-education-center>

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