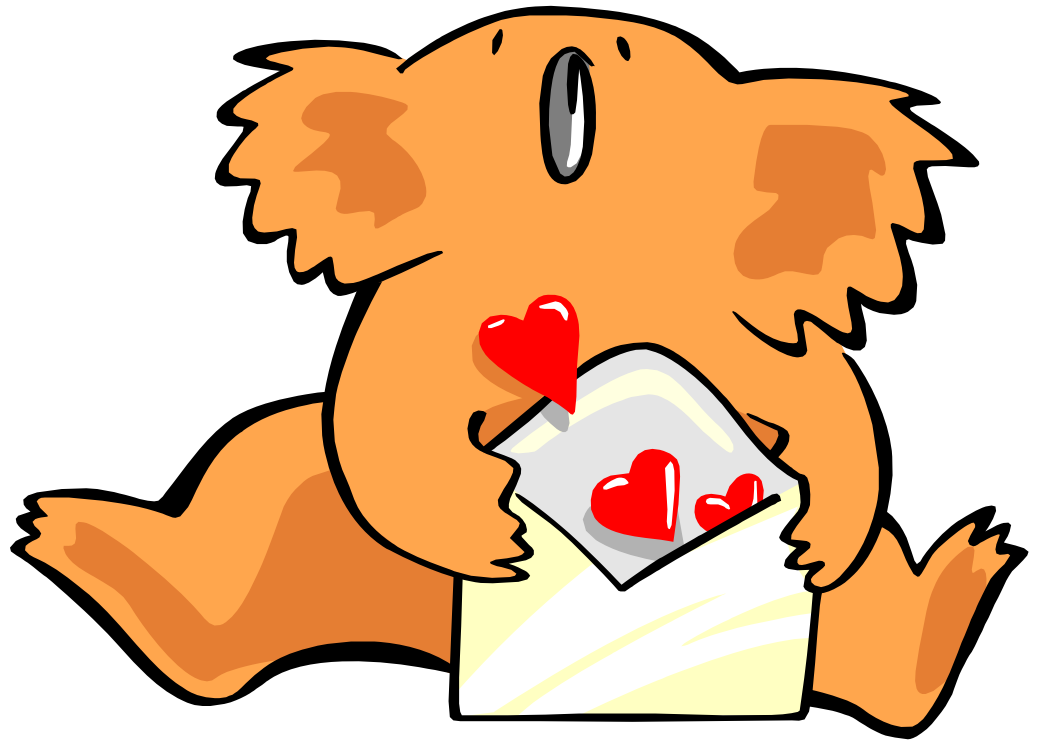


**Thompson School District
Integrated Early Childhood
Program**



**Parent Handbook
2011-2012**

Hugs Says:



We Keep Ourselves Safe.
We Keep Each Other Safe.
We Keep Our Things Safe.

Early Childhood Administrative Contact Information:

NAME	TITLE	EMAIL ADDRESSES	PHONE NUMBER
Theresa Clements	Early Childhood Program Administrator	teresa.clements@thompsonschoools.org	613-5031
Mary Bowman	Behavior Specialist	mary.bowman@thompsonschoools.org	613-6179
Amy Molina	Mental Health Worker	amy.molina@thompsonschoools.org	613-5763
Trish Hoffman	Child Find Coordinator	trish.hoffman@thompsonschoools.org	613-5762
Jane Everett	Family/Community Coordinator	jane.everett@thompsonschoools.org	613-5053
Christiana Shorten	Health and Nutrition Coordinator	Christiana. shorten@thompsonschoools.org	613-5063
Sharon Johnson	Colorado Preschool Program	sharon.johnson@thompsonschoools.org	613-5761
Diana Klundt	Head Start Secretary	diana.klundt@thompsonschoools.org	613-5052
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Marge Ramirez Habla Español	Health Aide	marge.ramirez@thompsonschoools.org	613-5064
Laura Alvarez	Spanish Interpreter	laura.alvarez@thompsonschoools.org	613-6167

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[Mission and Vision of the Thompson School District](#)

Vision

Empower to learn ,Challenge to achieve ,Inspire to excel

Mission

The Thompson School District will be a school district that empowers, challenges and inspires students, faculty, staff, parents, school leaders and community members to learn, achieve and excel.

[Early Childhood Mission Statement](#)

The mission of the Integrated Early Childhood Preschool is to provide high quality, developmentally appropriate education, and family centered services that value and respect the diversity of individual children and families. Through collaboration with community and educational resources, we will strive to identify and alleviate barriers that interfere with the ability of families and children to reach their full potential.

[Early Childhood Vision](#)

Children Growing, Families Empowered, Diversity Embraced

[Program Goals for 2009-2012](#)

- *Increase families' confidence and ability to positively impact the education and social/emotional development of their children*
- *Promote school readiness for children*
- *Promote the importance of and provide resources and supports to strengthen healthy choices and lifestyles for families*

From the Early Childhood Administrator

Dear Early Childhood Parent,

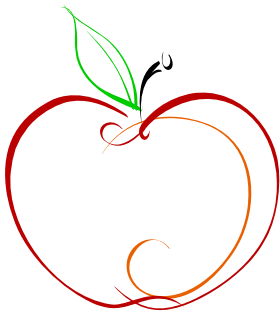
We are delighted to have your child in our Early Childhood Education Program. We look forward to getting to know your child, you, and other family members. We want these first years of school to lay a positive foundation for years to come. We believe all children can succeed. We will work with you and your child to identify their strengths so we can use their individual strengths to create an environment where each child experiences success.

In our program we believe parents are their child's first and most important teacher. We want to work in partnership with you as your child learns new things throughout their preschool years. In order to have the highest quality program, we need your participation in the program. There are many ways for you to be a part of our school community – we hope you will visit often and get involved in some way. You will also have opportunities for home visits, center committee family activities, and adult classes. Please let us know if there are specific classes, services, support systems, or other programs that would be helpful to you. We can help you find resources to assist you and your family on the road to success – just let us know.

We are looking forward to a great year for all the children and families in our program. You are so fortunate to have the highest quality of staff to work with you and your child. We have a dedicated, caring staff who is ready and willing to help all of the children and families grow and learn. Together we can make a difference in the lives of our children! I look forward to meeting you and your child this year. Let's have a great year!

Sincerely,

Theresa Clements
Early Childhood Administrator



Thompson Integrated Early Childhood Program

Standards of Conduct

All staff, consultants, and volunteers in Thompson Integrated Early Childhood Programs will abide by the program's standards of conduct. These standards are:

- They will respect and promote the unique identity of each child. They will meet the needs of each child and family. They will refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
- They will maintain confidentiality concerning information about children, families, volunteers, and staff members.
- No child will be left alone or unsupervised while under their care.
- They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Approved by Policy Council 5/2/05

ENROLLMENT INFORMATION

Eligibility, Admission and Registration

Thompson School District Integrated Early Childhood Program offers early childhood education for children ages 2 1/2 to 5 and their families. Children are enrolled under Head Start, Colorado Preschool Program, Special Education or tuition at some pilot sites. No child shall be excluded or discriminated against based on race, color, religion, disability or national origin.

After a parent completes an initial application, children are scheduled for a developmental screening. This screening covers vision, hearing, health, motor, language and cognitive skills. At this time we gather the information required to determine eligibility.

Eligibility is based on the following criteria:

Head Start: Eligibility is determined by federal financial guidelines. Admission is determined by prioritization of risk factors and financial eligibility. This program is available to children ages 3 or 4 on or before October 1 of the current school year.

Colorado Preschool Program: Eligibility is based on medical history, family background and general concerns about development. This program is available to children age 3 & 4 on or before October 1 of the current school year.

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

Tuition: This program is available to children ages 3 or 4 on or before October 1st of the current school year. Families will pay a monthly fee. This option is available at only certain pilot sites, so slots are limited at this time.

Admission to the Head Start, Colorado Preschool Program and tuition, will be limited to the number of children allowable under each program and to the number of children allowed under licensing regulations.

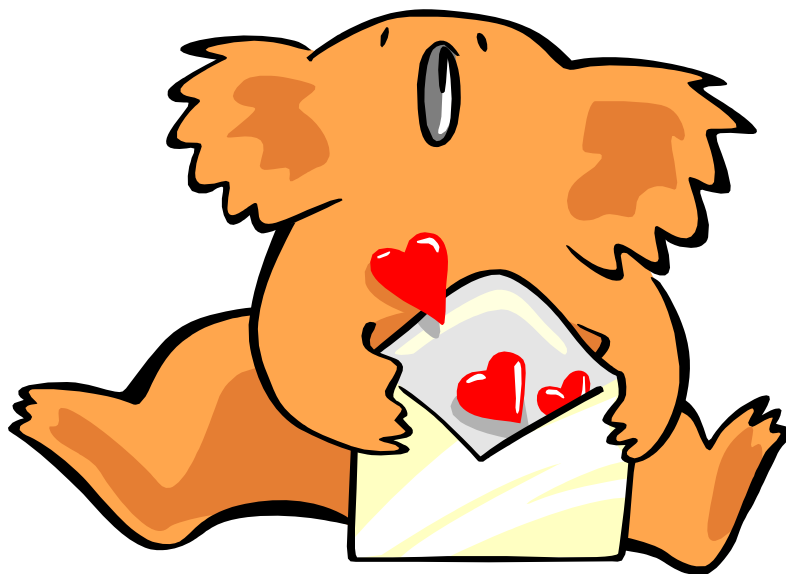
All programs require updated immunizations and a physical exam for admission.

Children are accepted who meet the criteria for eligibility guidelines through federal, state, district, and/ or Department of Education. Registration will be held in early August as designated or throughout the year dependent on program availability.

The information that you provide us about your child's health and development and other family information is kept confidential. This information is only used by staff as needed to identify any needs of your child, and to determine eligibility for one of our programs. General statistical information and achievement data is provided to the school district, the Colorado Department of Education, and to Head Start or the Early Childhood Program as a whole.

Boundaries for Attendance Area: Boundaries for Early Childhood do not necessarily match with school district boundaries. Every effort is made to have students attend the school that is closest to their home, however that may not be possible in all cases. Due to federal and state guidelines, children living in the same neighborhood may be enrolled in different Early Childhood centers.

Initial placement: Children are placed in classrooms based on attendance area, space available, and in an effort to create balanced classrooms. Within the first two weeks of school, in order to balance classes, the principal may move a child to a new class. Parents will be informed of the move and both classroom teams will work together to transition the child into the new class.



ABOUT THE PROGRAM

Hours of Operation

Refer to the Family Calendar for days that classes are in session
Holidays run concurrent with the Thompson R-2J School District whenever possible

Intensive Learning Center Class:	3 hour sessions, 4 days per week (M, T,W,Th)
3 Year Old Home Visit/ Combination Class:	8:30-12:00 2 days per week (M/W or T/Th) + 2 home visits a month required for families enrolled under Head Start Program
Integrated Classes:	3 or 3 ½ hour sessions (M,T,W,Th) Check with your child's school for exact times.

[A Variety of Classrooms](#)

We offer a variety of models of classroom structure in order to meet the needs of children and families.

An **Integrated Class** simply means that children from any of the funding sources; Head Start, Special Education, Colorado Preschool or tuition may be enrolled in these classes. In all of our classrooms children identified with disabilities receive services in compliance with the Individuals with Disabilities Education Act. Again, in order to meet the needs of children and families, there are several types of Integrated Classes. Some of the typical classes are listed below. Classrooms may change based on funding and/or identified needs

- **Two Day/Home Visit Combination Integrated Classes** meet for three and a half hours per day, two days a week. These classes are designed for children who are three years of age.. A certified Early Childhood Teacher instructs the class and is assisted by a classroom paraprofessional. In addition, a Speech Therapist and Occupational Therapist work in the classrooms on a weekly basis. An important part of this classroom is the home visit component. The teacher and classroom paraprofessional will schedule a one and a half hour home visit twice a month with each **Head Start** family. During home visits, teachers and parents together plan fun and educational activities that parents can do with their children at home. Home visits are an excellent way for teachers and families to share information about children and to work together to make the child's school experience be the very best.
- **Integrated Classes** meet for three or three and a half hours a day, four days a week (Monday through Thursday). Children who are three or four years old by attend these classes. A certified Early Childhood Teacher instructs the class and is assisted by a classroom paraprofessional. In addition, A Speech Therapist and Occupational Therapist work in the classrooms on a weekly basis.

- **Intensive Learning Center classes (ILC)** are designed for children with identified special needs. Only children that have completed the assessment process and have an Individual Education Plan are eligible to enroll in Intensive Learning Center class. Classes meet four times per week for three hours each session. The classes are limited to 10 children. Children ages 3 through five years old may attend Intensive Learning Center class. An Early Childhood Special Education teacher teaches the class each day with support from a paraprofessional. A Speech Language Specialist and Occupational Therapist provide support in the classroom one time per week in order to meet the identified needs of the children. Families and staff together decide if their child would most benefit from attending a Intensive Learning Center Class.

[Our Staff](#)

Each of our integrated classrooms is staffed by an Early Childhood Teacher and a classroom paraprofessional. A Speech and Language Therapist and an Occupational Therapist may also serve children with special needs in the classroom. The special services staff works together with the teacher and paraprofessional as a classroom team. Even though your child may not have any special needs she/he may be involved in group activities with one of the specialists. Itinerant services are provided by Early Childhood Special Education Teachers, Speech/Language Specialist, and/or Occupational Therapists based on the needs of the child.

Intensive Learning Center classes are staffed by an Early Childhood Special Education Teacher, Speech/Language Therapist and an Occupational Therapist.

Each center has a Family Service Provider as a part of our Early Childhood Team. This person will keep families informed of program events and community resources. They will encourage family participation, support learning at home, and assist families in reaching their goals.

Our program has a nurse on staff. The nurse follows your child's health needs, offers families information about health and nutrition, and assists families with finding ways to meet medical needs of students. The nurse is also assisted by a health aide.

A behavior coach is available to assist classroom staff with any behavioral concerns. The coach may be available to work with families on a limited basis. In addition to the Behavior Coach we also have a mental health worker on staff who is able to visit with classroom staff and families. The mental health worker can discuss concerns or answer questions families may have about parenting, family relationships, community resources, and/or any other mental health needs families may have.

[About Our Classrooms](#)

Two of the most important things that preschool teaches young children are how to get along with other children and that learning is fun and exciting.

We know that young children learn best by doing. Children explore the world by using all of their senses (touching, seeing, smelling, tasting, and hearing). Our classrooms are busy places where children have lots of opportunities to experiment and try out their ideas in a safe environment. We are teaching children how to learn. We are building self-confidence, good habits and positive attitudes about school.

One of the first things you might notice about our classrooms is the many interest areas or centers. Each of our classrooms have areas in the classroom that are created for a very specific reason. Your child's teacher carefully plans activities and materials that are in each of these areas. In each classroom you will see:

- Block Area

- Art Area
- Dramatic Play Area
- Table Toys
- Literacy

Several other centers such as science, sensory, music, and large motor are also included in classrooms either on a daily basis or as teachers introduce new materials. Children are free to explore the activities and materials in each of these areas at specific times throughout the day. Materials are placed on low shelves that are labeled in print and picture to help children independently choose and put away the toys.

Another important part of the classroom is the daily schedule. Every classroom has a daily schedule posted in print and pictures so that children can "read" the day's activities. Teachers quickly establish a routine for each classroom so that children can become comfortable and secure in knowing what is going to happen next. During the day children will have time when they may choose their own activities and work alone or with a group of children. At other times the teacher will direct children's activities. There will be opportunities for children to work in large and small groups as well as independently. Daily schedules include:

- Circle Time
- Meal or Snack Time
- Learning Center Time
- Small Group Time
- Outside Time

Typically, teachers plan a theme based on a story, nursery rhyme, seasonal or community events. Parents are invited to be part of our planning teams. Lesson plans are always available to parents and posted in the classroom.

Learning to Get Along With Other Children

One of the major goals for all preschool children is learning how to get along with other children. For many children, preschool is their first time away from family and home. Some children may not have had the experience of working, playing and spending time with other children. We recognize that children need to learn a variety of skills to be successful in their relationships with other children. We have a school-wide positive behavior instructional support (PBiS) system that is in place in all of our classrooms. PBS guides our program to directly teach children the expected behaviors and give positive reinforcement to all children. We use the Pyramid to directly teach pro-social behaviors such as sharing, problem solving, and turn taking. PBiS and CARES/ Pyramid is the basis for our guidance policies. We recognize that all behavior is serving a function or need. If a child is not getting a need met then sometimes they try to get that need met by displaying some challenging behaviors. Our staff works with all children in a variety of ways and with different intervention levels to teach the children replacement behaviors to get their needs met in safe and appropriate ways. Three school-wide rules are directly taught and positively reinforced in our program. The rules are posted in each classroom in print and pictures. Teachers and children use the rules when discussing individual and group behaviors. Our mascot, "HUGS", helps to give positive reinforcement for following the Safety Rules. The 3 Safety Rules are:

- We keep ourselves safe.
- We keep each other safe.
- We keep our things safe.

Discipline is never associated with food or toilet training. Children are never spanked, threatened, shaken, subjected to abusive language or humiliated. Observance of the

Child Guidance Policy by all participants in the program (staff, parents, and volunteers) is required. The CARES curriculum is used throughout the program. We adhere to the Thompson School District's Discipline Code and Early Childhood Standards of Conduct.

We Eat Together at School

Children enrolled in a 3 ½ hour class are served snack and lunch. Children enrolled in a 3 hour class are served a snack. The meals are prepared by the Thompson School District Nutritional Services and tend to follow the same menu as elementary schools. A menu is posted in each classroom and is also sent home each month. Parents are always welcome to join us for lunch or snack time. If you plan to join us for lunch, please call your child's center by 9:00 am to be included in the class meal count. We ask all families to complete a food form at registration. Please speak to your child's teacher or the nurse if your child has a food allergy or dietary restriction. Please provide a doctor's statement if your child cannot have certain foods for health reasons.

What to Bring to School

Clothing: It is very likely that your child will be doing lots of activities that are messy. We want your child to enjoy all the activities at school without worrying about ruining clothing. We do provide paint smocks, but even with smocks there are still spills, drips and accidents. So please dress your child in clothes that you wouldn't mind if a paint or mud stain ended up on it. We do go outside every day unless it is below 20 °or too windy or raining. Please help your child keep track of his belongings by putting his or her name on coats, hats and boots.

Toys: We ask that your child not bring toys to school unless approved by a teacher for special activities. Toys are easily broken or lost and sharing can be difficult. Sometimes during active play at school, small toys are put in pockets and then forgotten. If you find one of our toys at your home, just please send it back. We would appreciate its return.

Other items: Children are not allowed to bring food, money or medicine (including things like cough drops, vitamins or aspirin) from home. Any toys that promote violence (toy guns, knives, or violent action figures) are never allowed in school and will be taken from children. Parents will be called and asked to come and get them.

Backpack: Children should bring a backpack to school each day. All classroom or program news/information will be sent home in backpacks. Please check your child's backpack for important information. Parents may also send notes back to school for the staff in their child's backpack. Backpacks will be checked daily by the classroom or family service provider staff.

Toilet Training

Many of the children enrolled in our classrooms are very independent in their bathroom needs. Children are encouraged to use the bathrooms throughout the day as needed. Teachers monitor healthy bathroom habits such as flushing and hand washing. Many other children are in various stages of toilet training including diaper use. Diaper changing takes place in a manner that meets health and safety guidelines. When toilet accidents that require a change of clothing happen, children are assisted to change into

dry clothing. Soiled clothing is placed in a plastic bag to take home. If your child comes home in borrowed clothing we ask that you wash and return the clothes as soon as possible. Families are asked to supply diapers and wipes (diapers may be provided by the program for children enrolled in Head Start if needed). Please discuss a system for supplying a change of clothing, diapers and wipes with your child's teacher.

HEALTH SERVICES

Health Records for Enrollment

Children enrolled in the Early Childhood program are required to provide:

- Up-to-date immunization records before starting school.
- A copy of a physical completed within the last 12 months must be submitted before starting school.

If your child has not had a physical or you are unable to provide a copy, arrangements must be made with the health office to access that information. If arrangements are made and approved by the nurse, a 30 day grace period will be given to submit the required medical paper work.

Children enrolled under Head Start funding will also be required to provide the following information before starting school:

- A copy of a recent dental exam
- A hematocrit (finger prick for iron level)
- Proof of a lead screening done on or after age one.

If these tests have not been done, arrangements must be made with the health office. A 30 day grace period may be given to access these records, if approved by the nurse. If you have any questions about obtaining these records, please contact the health office at 613 5063 or 613 5064.

Student health information will be kept confidential and in a locked file. Only that information necessary to provide appropriate health and educational services will be shared with specific staff. This information is not accessible to the public for public knowledge. Student health information will be released upon written consent of the parent or legal guardian.

Medications at School

Children required to take medications while at school **must have written authorization from parents and a physician. A permission form can be received from your child's center. Please do not send any medications to school in your child's backpack.** For safety reasons medications must be brought in by an adult. Only the amount of medication required to be taken at school for the duration of the illness should be kept at school. Medications must be in proper containers with the doctor's/pharmacy label stating the dosage, time of day and name of the physician and the child's name. The school cannot accept medications which do not meet these criteria. Parents are encouraged to give medications at home whenever possible, they rarely need to be given to preschoolers during the brief period of time that they are in the classroom.

When Your Child is Ill

We ask that all parents follow the "Golden Health Rule". Place yourself in the role of other parents...Would you want your child exposed? We encourage you to use your own judgment in sending your child to school.

For your protection and the protection of schoolmates, the following findings are some of the health conditions for which a child will not be permitted in school:

- **Fever:** A fever of 100.4 degrees Fahrenheit, along with changes in behavior or the child looks and acts sick.
- **Diarrhea:** When the stool can't be contained in a diaper or controlled by the child.
- **Signs of possible severe illness:** (for example persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy)
- **Rash:** When there is rash with a fever or behavior change.
- **Infectious conjunctivitis:** (pink eye) with discharge, until 24 hours after treatment is started.
- **Impetigo:** until 24 hours after treatment is started.
- **Strep throat:** scarlet fever, or other strep infection-until 24 hours after treatment started and the child no longer has a fever.
- **Chicken pox:** Until all sores have crusted over.
- **Oral herpes:** (if the child is drooling or the lesions cannot be covered) until lesions heal.
- **Bleeding:** that continues or cannot easily be contained.
- **Hepatitis:** a written statement from a physician which indicates the child may return to school.
- **Meningitis:** a written statement from a physician which indicates the child may return to school.
- **Scabies:** a written statement from the physician which indicates the child may return to school.
- **Head lice:** Early Childhood health office upholds a 'no nit' policy. A child must provide proof of treatment. The child will be evaluated to confirm 'no nits' are present.

If you have questions or concerns please contact the Health Coordinator at 613-5063

Please call your child's center if your child will not be attending school. Please notify the school if your child is exposed to or contracts a contagious disease.

FAMILY INVOLVEMENT

We believe that parents are the most important adults in a child's life. We know that the more involved a family is in their child's education, the better the child will do in school.

Visiting Classrooms

All visitors are required to sign in and out when visiting any of our classrooms. Parents are always welcome in classrooms. We encourage families to visit the classrooms at any time. If there is a specific activity you would like to help with, please call ahead of time to arrange this. It is very difficult for teachers to speak with parents during class time. Please save your conversation for a time when the teacher can give you her attention.

Home Visits and Conferences

Close and continual communication between home and school is an important part of our program so we offer home visits, phone contacts, newsletters, and conferences. **Families of Head Start funded children enrolled in the Combination Home Visit Classes are required to complete education home visits, 1 1/2 hours in length every other week.**

Head Start funded children enrolled in the **four days a week program** will be visited twice per year by classroom staff. In addition, two parent teacher conferences will be scheduled. If you have any questions regarding the home visit schedule please contact your child's teacher.

Head Start parents will participate in home visits with Family Service Providers to fulfill the Family Partnership aspect of the program.

All children will have two parent-teacher conferences scheduled.

Parent Organizations

The Center Committee, or "Parent Gathering", occurs at least 4 times a year. These events are planned by the parents and staff in the program. They are both educational and fun. Parent leaders are elected and sometimes committees are formed to work on special projects. Parent representatives to Policy Council are voted in to keep parent ideas, activities and questions flowing between the centers and Policy Council.

Policy Council is a requirement of our Head Start grant and is made up of Head Start parent and community representatives who are voted in by parents in the program. These members work closely with the Early Childhood Principal learning a great deal about the program and contributing to program planning and budget decisions.

Family Events and Parent Classes

Early Childhood parents and staff plan three major family events during the school year. These are opportunities for the whole family to have fun together and meet other families. The Early Childhood program will let you know about classes and workshops on parenting, grandparenting, nutrition, stress management and much more. You will receive information about all the program events, classes and community events from your center.

Everyone Volunteers

Parent Involvement is critical to your child's success in school and is expected in the Early Childhood Program. We need parents working with teachers and children in the classrooms. We also need parents making materials for teachers and being involved in classroom and program activities.

A Family Service Provider will be contacting you to find a way you can help your center that works for you. Please plan time for supporting your child during his or her preschool experience.

POLICIES

Licensing Statement

The preschool centers are licensed by The Division of Child Care with the Colorado Department of Human Services. All of our centers comply with applicable licensing regulations and standards. These standards relate to facility, staff, health and safety procedures, nutrition, teacher/child ratios and record keeping. Our centers are subject to inspection by state and city health, fire and licensing officials. If you have concerns regarding a violation of a licensing regulation please contact any Early Childhood staff member, or the Department of Human Services:

Colorado Department of Human Services
1575 Sherman St. 1st Floor
Denver, CO 80203-1714
(303) 866-5958

Arrival and Departure

Children who ride our bus to and from school are signed in and out of centers by classroom staff. Families and care providers transporting children are required to walk children into the classroom before school and meet children in classrooms after school. Please do not leave children in a classroom until a staff member greets your child and takes responsibility for him/her. Licensing requires an adult sign children in and out of

school each day. Teachers and Family Service Providers will help you locate the book or clipboard used for signing children in and out.

Families must notify the center when an emergency prevents them from picking a child up on time. In the case of an emergency, families are asked to make arrangements for someone else to pick up the child at school. For your child's protection, your child will only be released to those who are listed on the child's emergency card. Teachers will ask the adult for identification prior to releasing the child. Emergency cards must be updated in person. We cannot make changes over the phone or through notes.

In custody cases involving restraining orders, a copy of the restraining order must be provided to the school and will be kept on file at the child's center.

Attendance Policy

The Thompson Integrated Early Childhood Program believes in the benefits of regular attendance. Children do best in school when they are in school each and every day. Children are at their best when following a routine and know what to expect. Relationships with teachers and other children are quicker to form and easier to maintain when children attend every class session.

In addition to benefiting the children there are other reasons why we require children attend on a regular basis. Funding for our preschool program is dependent upon the attendance of the children enrolled in the program. Also, because we have limited space for children in our classrooms, we maintain a waiting list throughout the year. There are many families who would like to have their children in our program and it is not fair to those families to allow a child who is not attending on a regular basis to use a classroom slot.

We understand that children do get sick. (Guidelines for when to keep ill children at home are in this Parent Handbook beginning on Page 10.) The following attendance policies are required in order for your child to be enrolled in the Thompson Early Childhood Program.

1. All children are expected to attend on a regular basis.
2. All families are asked to notify the school by 8:30 am each morning of a child's absence.
3. Any family whose child's attendance falls below 85% will receive notification from the Principal regarding absences. For children enrolled under Head Start funding in a Two Day per week Combination Classroom/Home Visit Program option, Home Visits are included as attendance.
Families in the Head Start program whose child's attendance falls below 85% may also meet with a staff member to determine the reasons for the absences and problem-solve together ways to increase attendance.
4. Families failing to respond to the notification may receive a second notice that their child will be dropped from the program.

Special Events and Media Viewing

Celebrations of special events in the community, families and children's lives are also an important part of building a classroom community. Parents are encouraged

to share cultural and family events with classroom staff. Together special celebrations for events may be planned within classrooms. Holidays, family events such as a birth of a new baby, a new family pet or losing a tooth are all important and relevant celebrations worth sharing with classroom friends. Unfortunately, health rules and regulations do not allow home made foods to be brought into the classrooms. Please discuss other options for food with center staff. Please do not bring balloons to the preschool. Deflated balloons present a choking hazard to preschool children and are not allowed in any classroom.

Occasionally video or television viewing may be planned as part of a unit of study. All videos or television programs will be previewed by the classroom staff. Only materials that are age appropriate and non-violent will be shown. Children are always offered an option of other activities during viewing time.

It is the responsibility of staff to ensure the supervision of all children.

Weather Conditions/ Cancellations/Outdoor Play

Outdoor play is an important part of our daily schedule. Children who are well enough to attend school are considered well enough to participate in outdoor activities. We try to go outside every day all year long unless the temperature falls below 20°, it is raining, lightening is present or high winds exist. In hot weather children are permitted to play outdoors, but teachers monitor children's activity levels and are especially aware of the need to provide water, rest and/or a cooling off activity.

In case of severe weather, school may be closed. The Early Childhood Program is a Thompson School District program and follows the district closure policies. Closing is announced before the start of a school day (snow or other emergency). Announcements will be made on KHPN (1570 AM), (1410 AM), KPAW (107.9 FM) KTRR TRI (102.5FM) or KOA (85 AM).

The superintendent may announce a late start schedule for opening school if weather or other emergency conditions are severe, but not serious enough to close schools. If a decision to start schools late is made it will be announced no later than 5:30 AM. Announcements will be made on the radio stations listed above. In Thompson School District a late start means that all bus routes and school starting times will be delayed by 90 minutes. When the district is on a late start schedule all schools will be dismissed at normal times and all after school bus routes will be run in the normal order and at the normal times.

School Closure Line: 613-6788

Emergency Procedures

Our licensing regulations require us to include policies for handling emergencies. These include a Lost Child Policy. In the event this happens the staff will immediately notify the Principal. The parents will be notified and appropriate law enforcement will be called. Staff are trained to be aware of children at all times.

During transition times (moving between buildings, playground, bus) staff will count the children and will count the children before they leave and after they arrive at the new location checking attendance sheets as necessary.

Each center practices safety drills on a routine schedule. Tornado and fire drills are planned and practiced with children. Each classroom has an evacuation plan posted in the classroom.

In the event that a child becomes ill or is injured at school or while being transported to or from school, families will be immediately notified. In the event that parents cannot be contacted, the individual listed on the emergency number will be contacted.

If a minor accident or injury occurs staff will treat and comfort the child. All staff members are trained in Universal Precautions. At least one classroom staff member is also certified in First Aide and CPR. In the event of a more serious accident or injury 911 will be called.

If a child is not picked up after class every effort will be made to contact the parent and other approved adults. If no one can be reached staff members will contact Social Services or the police for assistance.

Reporting of Child Abuse

It is state law in Colorado and a policy of the Thompson School District to comply with the Child Protection Act. Any school employee who has reasonable cause to know or suspect that a child has been neglected or abused is mandated by law to make a report to Larimer County Department of Human Services. The phone number is (970) 498-6990. School officials are not allowed, by school district policy to contact the child's family or other persons to determine the cause of the suspected abuse or neglect. Once a report has been made to the Larimer County Department of Human Services, the responsibility for investigation and follow-up lies with that agency.



Parent Communication

When your child starts in the program you will receive:

- This Parent Handbook. The policies, rules, schedules, etc for the program are included.
- Family Calendar- school schedule
- Policy Council Information- the parent group that helps govern our program.

Every month you will receive:

- Classroom News- classroom events, themes and learning topics for that month, holiday events, family events, etc.
- Menus for meals and snacks
- Newsletters
- Committee minutes- these are notes from the parent group meeting for your center. Policy council news is often included. Minutes for Policy Council are posted each month at your center.

Each fall and spring you will receive:

- Parent-teacher conference notification. Parents and teachers will talk about how your child is doing and plan for the future.

Every week you will receive:

- Your child will be bringing home papers, information on classes for families, newsletters, or other updates in a "Thursday Folder"

NON-DISCRIMINATION STATEMENT FOR THE THOMPSON SCHOOL DISTRICT

Thompson School District is an equal opportunity educational institution and will not discriminate on the basis of religion, veteran status, marital status, race, color, national origin, gender, sex, sexual orientation, age, or disability in its activities, programs or employment practices. The prohibition against sexual harassment includes a prohibition against harassment based on religion, race, color, natural origin, age, sex, disability, sexual orientation, veteran status or marital status. For information regarding civil rights or grievance procedures, contact the Executive Director of Human Resources, 800 S. Taft, Loveland, CO 80537 (physical address) or 2890 N. Monroe, Loveland, CO 80538 (mailing address), (970) 613-5000 or the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-5695.