

MISSION STATEMENT

Our Father Children's Learning Center fosters relationships with Christ and others and instills a joy for learning in preschool children from Our Father Lutheran Church and the surrounding community. Dedicated teachers nurture the whole child to grow spiritually, cognitively, socially, physically, emotionally, and creatively through developmentally age appropriate curriculum in a safe and loving environment.

ELIGIBILITY

The program is available for children 2½ to 5 years of age. Children must be 2½ years old by September 30th of the year of enrollment. A child is not eligible when attending kindergarten.

In compliance with the Americans with Disabilities Act, the Learning Center will strive to accommodate children with disabilities as long as the existing staff and facilities can meet the specific needs of the child. It is understood that the Learning Center staff are not trained in the care of special needs children. The parents are encouraged to continue outside support.

The Learning Center does not discriminate on the basis of race, creed, religion or color.

LOCATION

Our Father Children's Learning Center is held in the lower level of Our Father Lutheran Church, 6335 South Holly Street, Centennial, CO 80121. The director is Alison Cejka and the phone number is 303-779-4910. Please leave a message on the voice mail if the director is not available. In case of extreme emergency, please call the church office at 303-779-1332.

DAYS AND HOURS OF OPERATION

The Learning Center meets Monday through Friday from 9:30 a.m. – 1:30 p.m. for all ages. There is no early drop off and we do not offer extended care after 1:30.

ENROLLMENT

Although enrollment is open to all children, limited space and staff requires program size restriction. Application for enrollment will be prioritized and considered according to the following order of categories:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Members of OFLC
4. Alumni
5. Others in the Community

Families will be given a tour, informed about the curriculum, daily schedule, programs available for their child, and the policies and procedures of the Learning Center. This will help to determine if the Learning Center will be a program that will meet the needs of their family.

When a space is available for your child, you will be contacted and asked to complete a registration form and pay the \$50 registration fee. At this time you will be given the packet of

forms to complete for the school year. Until your child is enrolled, he or she may be placed on a waiting list.

Registration for the next school year begins in January.

PARENT CONSENT FORMS

At the time of registration, the parent will be required to complete the following forms:

- *Child Profile Form - a copy is given to the teachers to help them know about your child in order to meet his/her individual needs
- *Enrollment Form - this form will have emergency numbers and people authorized to pick up your child from school
- *Medical Emergency Form – this form contains all your doctor, dentist, insurance information, and authorization for emergency medical care
- *Hospital Choice Form
- *Permission Form
- *Health Care Form – this **MUST BE SIGNED BY A HEALTH CARE PROFESSIONAL BY THE FIRST DAY OF SCHOOL**. The Learning Center can refuse to admit a child if we do not have this form on file.
- *Immunizations – an immunization form must be provided by the first day of school (a Print out from the online immunization system is acceptable). See more about immunizations under the heading Immunizations.
- *A Health Care Plan for a child with identified health or developmental condition is required by the Learning Center.**

If your information changes during the school year, please be sure to give the director written notification of the change.

FEES

A non-refundable registration fee of \$50 per family will be collected when a space has become available for your child. Tuition is \$165/month for two days a week, \$230/month for three days a week, and \$305/month for JrK(a four/day/week program). Tuition is due the first week of the month for the entire month. Full monthly fees are due regardless of absences and/or snow days. Checks should be made payable to “Our Father Children’s Learning Center” or OFCLC. If tuition is continuously past due, a late fee of \$20/month may be added. If parents are carpooling, please be sure to have each child’s tuition.

There will be a \$20 activity fee/child each fall.

By May 4, 2018 payment is due for September 2018 and May 2019. **This payment is non-refundable.** In case of withdrawal from the program, 30-day written notice to the director is required. The tuition for May will then be used for that month’s tuition. No credits will be given after January 1, 2018 unless extenuating circumstances exist. This will be at the Board’s discretion. All outstanding fees must be paid by April 15, 2018 or registration for the following school year will be cancelled.

If a tuition check is returned due to insufficient funds, a \$20 fee will be collected.

The hours of the Learning Center are 9:30 a.m. - 1:30 p.m. Please do not leave children earlier than 9:25 a.m. Pick-up time is 1:30 p.m. If parents are habitually late, a fee of \$1/minute/child will be collected at the time of the late pick-up. Please remember that our teachers have families to care for and responsibilities at the close of the day!

Scholarship applications are available from the Director. Scholarships will be approved by the Preschool Board based on individual need and availability of funds.

CHILD SUPERVISION

Children attending the Learning Center are supervised by an adult at all times. Teachers will use the sign-in/sign-out sheets to keep attendance and note which children are absent. A name-to-face count will be done frequently during the class time, especially when exiting and entering the classroom, before and after outdoor play, and during special programs. Children will be escorted to and from the bathroom by a staff member. The teacher will be informed when the child returns to the classroom. The director and assistant director will make periodic counts throughout the day to ensure all the children are in the proper place. Should we not be able to locate a child, the director and the other available adults will begin an immediate search and the parents/guardians will be notified immediately. If the child is not located after a thorough search, the police will be notified.

PREPARING YOUR CHILD

You are an important part of a positive school experience for your child! Please make sure your child gets enough sleep on school nights and serve him/her a nourishing breakfast to provide energy for the busy day. Talk with your child about what to expect at school and try to arrive on time. When you drop off your child with an attitude of acceptance, enthusiasm, and encouragement, your child will develop self-confidence, a positive attitude, and a love of learning.

Please check your child's backpack every day for papers, artwork, and notes.

UPSET CHILDREN

The Learning Center's staff strive to provide a secure, loving environment for the children. In the event a child is crying or upset continually for over one hour, the teacher and the director will decide whether to contact a parent to discuss the situation. Age and separation anxiety will be taken into consideration, as well as the comfort level of the child. If the child continues to be upset for a long period of time each day they attend, a conference will be set up with parents to discuss how to meet the needs of the child.

SOCIAL AND EMOTIONAL DEVELOPMENT

The Learning Center will strive to create and maintain a socially and emotionally respectful environment. This will be strengthened by positive communication and interactions between staff members, other adults, parents/guardians, and children. Each teacher will continuously demonstrate positive interactions with each child. This will help children learn how to treat

others in a positive way and will allow them to be more socially and emotionally aware of the feelings of their peers. Children will be encouraged to form positive, loving attachments with the teachers. The teachers are predictable, calm, and sensitive to the needs of the children. Children will be allowed to learn at their own pace, based on their individual temperaments, development, and family culture. The staff will use teaching strategies supporting positive behavior and social skills throughout the day. Children will be taught about their own emotions and the feelings of others. We will encourage children to communicate their needs, wants, and feelings in positive ways.

RELATIONSHIPS

We strive to build positive relationships between the staff and children, helping children feel safe and loved! The teachers create warm and nurturing classrooms in which children grow and learn. By displaying healthy relationships among themselves and with families, the staff of the Learning Center create a sense of community.

COMMUNICATION

We encourage open communication at all times. The Learning Center will communicate with parents using telephone calls, e-mails, newsletters, and written notes placed in their child's cubby. We encourage parents to visit with staff members if any concerns arise.

CONFERENCES

Parent-Teacher conferences will be held in early January for kindergarten age children and in the spring for younger children. Please bring questions, comments, and concerns to the conference. The staff is always open to schedule a conference about your child anytime during the school year. A record of all conferences will be kept in the office in your child's file.

OUR CURRICULUM

Our curriculum embraces the concept that each child is special and has unique needs. Children learn at their own rate of development through discovery and exploration in a safe, secure environment. Children learn by doing, which means emphasizing the process, rather than the product. Through direct play, children experience social awareness, language development, intellectual curiosity, creativity, emotional development and physical growth. The activities are designed to enhance a child's self confidence, develop critical thinking and problem solving skills, and foster a lifelong love of learning.

Our daily activities include: table activities, free choice play, centers of discovery and exploration (books, blocks, math manipulatives, science, art/writing, sensory tables, and home living), outside play or active inside times, circle times, music, art time, Christian learning, and snack and lunch. A Chapel time in the sanctuary will be held every week for the children. Families are invited to attend.

GUIDANCE POLICY

The Learning Center staff will make every attempt to guide children in a Christian manner with love and dignity. Each teacher has been trained in positive teaching practices. The staff will implement teaching strategies that support positive behavior, pro-social peer interaction, and

overall social and emotional competence in our young students. Activities will be completed to promote positive behavior and social skills throughout the day, teaching children to interact and get along with others. We will provide ample opportunities for children to learn about the emotions and feelings of others. Children will be encouraged to communicate their needs, wants, and feelings and express themselves in positive ways.

We will use positive redirection when a child is involved in negative behavior. If a child continues to need direction, a teacher may use a “thinking time” within the classroom, for no longer than 5 minutes, to allow the child to consider alternative behavior.

The Learning Center staff will provide individual support for children to ensure that each child has the opportunity to be understood and responded to in an effective manner. We will work together with parents/guardians, teachers, and the director when persistent challenging behaviors occur. We will continuously communicate with families and encourage family involvement to ensure that the child is being guided in a positive way building social and emotional competence. If needed, the director and teacher will give the parents the opportunity to consult specialists (psychologists, social workers, counselors, and physicians).

SUSPENSION AND EXPULSION

Our goal is to prevent suspension or expulsion from the Learning Center by accommodating the differing needs of the children. The staff is well trained and works hard to identify social, emotional, and developmental needs of each child. However, there are times when children may need additional care that the teacher is not able to provide. If we feel that a child’s behavior endangers the safety of the other children, we will notify the parents/guardians and have a conference. A team-based positive behavior support plan for the challenging behavior will be developed with parent participation. We will provide written documentation of the steps taken to understand and respond to the challenging behavior. During this time, if the child is a danger to themselves or other children, we may choose to suspend the child for a discussed period of time. Once a child returns to the program, if he/she is still a danger, then we will discuss with the parents/guardians if the Learning Center is the best place to care for the child. It is only as a very last resort that we would ask a parent/guardian to remove their child from our care. At this time, we will identify and plan a transition to enroll the child in a more suitable setting.

PHOTOGRAPHS

The teachers will take pictures of the children participating in activities throughout the year. These pictures will be used in projects, hung in displays in the hallways, and used for an end-of-year book for each child. No photographs of the children will be posted on our website or social media without written parental consent.

COMPUTER AND TABLET TIME

The Learning Center does not have computers or tablets in any of the classrooms. We encourage children to interact with their peers during school hours. Children are not allowed to bring computers or tablets to the Learning Center.

VIDEO POLICY

State Law requires that we inform the parents when a video is to be shown during preschool hours. We only show a short video (less than 30 minutes) on pajama day at Christmas time. The teacher will inform the parents in advance of the title of the video and when it will be shown.

SECURITY

The upstairs church doors will be locked from 9:30am-1:30pm every day when the preschool is in session. Visitors to the church will be required to ring the bell to gain entry. The preschool doors will be locked around 9:45am after most families have arrived. During the day, visitors will be required to ring the bell to gain access to the preschool. The doors will be unlocked for parents around 1:25pm. The director and/or the assistant director will monitor all adults entering the building during the drop off time and pick up time.

EMERGENCY PROCEDURES

Facility Evacuation: The facility will be evacuated in the case of a fire, waterpipe breaking, electrical problem, or any other situation where the children and staff would be safer outside the building. Evacuation drills will be held monthly to ensure the children understand the procedure and are more comfortable in case of an emergency. The building has an alarm system that is connected to an alarm company. If the alarm is sounded, the alarm company immediately contacts the first responders. Two exit routes are available for each classroom. The classes will exit to the far south fence. The teachers will conduct a name to face attendance check to ensure all children have evacuated. The director and assistant director will check all the classrooms, bathrooms, hallways, and office to make sure all the children and staff have exited to safety.

Shelter-In-Place: Any situation where the children and staff will be safer to remain in the building, and the facility will be secured for an immediate threat or emergency. Examples of Shelter-In-Place situations are tornados, severe weather, power outage, or fires in the area. Teachers will be alerted of an emergency using the walkie talkies, cell phones, and word of mouth. Children will be brought to the “Big Room”, which is an inner room on the lower level. There are no exterior doors or windows. Children will not be allowed out of the building during an emergency until an “all clear” has been given by the director. We will practice shelter-in-place drills at least four times throughout the school year.

Power Outage: If a power outage occurs, the power company will be contacted and the estimated time of the outage will be determined. If the power company estimates a long period of time before it can restore the power, the director will determine if the children can safely remain at the preschool or if parents should be contacted. Some deciding factors will include the temperature outside (will it become too cold in the building), is there enough light to safely supervise the children (a bright sunny day will light all the rooms with windows), and will the water remain warm enough to meet the requirements for hand washing etc. If the director determines it is not safe for the children to stay at the preschool, the teachers will begin to contact the parents through group text messages or phone calls. If the director determines it is safe to remain at the preschool, children will be moved to rooms with natural light, allowed to play and eat outdoors (if it is warm enough), and activities will continue in as normal way as possible.

Lock Down and Hide: Any situation where there is a dangerous external threat and the children and staff need to be protected inside the facility. Examples of lock down and hide scenarios would be an active shooter in the area, a disgruntled parent, employee, or intruder entering the building, a threatening wild animal is loose outside the building, or hostage situation. In the event of an area lock down at the public schools or other threat in the area, a reverse 911 call will be received. If a lock down is necessary, the director or a teacher will press the panic button. The director will communicate using the walkie talkies, cell phones, and word of mouth to notify all adults of a “lock down and hide” situation. All children and staff will leave the playgrounds, bathrooms, and hallways immediately. The church office will be notified.

If it is unsafe to leave the classrooms, the teachers will gather the children in a corner of the room, on an interior wall, away from windows and the door, and place furniture in front of the children. She will lock the doors and windows, cover the door window with the cover on the door, shut off the lights, and put down the blinds. No doors will be unlocked or children released from classrooms until an “all clear” signal is given by the director.

If it is safe to move the children to rooms 113 and 114, teachers will exit their rooms quickly and quietly and bring children to the west side of the room. Furniture will be moved in front of the children, the lights will be turned off, door windows covered, blinds lowered, and the doors and windows will be locked. No one will be allowed to leave the room until the emergency responders communicate with the director that it is safe to leave.

Quiet activities such as looking at books or coloring can keep children calm and engaged during an emergency.

If an intruder or disgruntled parent or employee enters the building and the director feels it may be a threat to the children and staff, a “lock down and hide” notification will be given. The panic button will be activated. The intruder will be asked to leave. If a hostage situation arises, the preschool will “lock down and hide”. The director (or other staff member) will notify 911 that there is a hostage situation.

If the event is in the building and it is not safe to enter the building from the playground, children that are outside will be moved quickly to the far south end of the church property behind the trees. Teachers will complete the procedure to check for missing children and notify the director of their location.

Off-Site Evacuation: Any situation where it is safer to move the children and staff to an off-site shelter. Examples of off-site evacuation situations would be a gas leak, possibility of exposure to hazardous materials, bomb threat, and persistent intruder. If the church building is damaged and it is unsafe to remain, children will be evacuated to another site. If a life threatening situation exists, and it is safer to evacuate the preschool building, the children and staff will exit the building through the north side exit quietly and immediately. The church office and first responders will be notified about the evacuation. If possible and safe (not when exiting to escape an intruder), the director will place a sign on the preschool entrance to inform parents of the

off-site shelter location. The church office will be notified where the preschool children are going. The preschool staff will begin to walk the children to (maps are on the clip boards):

Koebel Library
5955 S. Holly St.
Centennial, CO 80121
303-542-7279

or

Lenski Elementary School
6350 S. Fairfax Way
Centennial, CO 80121
303-347-4575

If there is a bomb threat or a suspicious item is discovered, the preschool will evacuate immediately. Police and the fire department will be notified. Children will remain at least 1000 feet from the building. If an all clear signal cannot be given to the preschool staff after 30 minutes, the children will be taken to one of the off-site shelters and the above procedures will be followed.

A more complete description of the emergency procedures can be found in The Emergency Preparedness Document found in the office. You are welcome to borrow it and read it anytime.

REUNIFICATION WITH FAMILIES FOLLOWING AN EMERGENCY

When all the children are safely gathered in an off-site holding area and a name to face attendance is taken at the off-site shelter, parents/guardians will be notified to come and pick up their children. All children will be signed out by an authorized adult. If a parent/guardian cannot be reached, teachers will call the emergency pick-up adult. State photo identifications will be compared with the parents' authorized person list if staff members do not recognize the adult. Two staff members will remain with children until they are picked up by an authorized adult. If the child is not picked up after an hour of searching for an authorized adult, Social Services and the police will be notified and the child will be turned over to their care.

CHILDREN WITH SPECIAL NEEDS DURING AN EMERGENCY

At the beginning of the school year, children with special needs will have one staff member assigned to assist him/her during an emergency.

EMERGENCY NUMBERS

Emergency numbers are on the walls in each classroom beside the doors. Teachers also have the emergency numbers on their clip boards which travel with the class when they go to music and the playground.

PARKING LOT AND PLAYGROUND SAFETY

Please drive **slowly** in the parking lot – there are lots of little ones! Please park in marked parking places only and be very cautious when backing up. We recommend that children are walked to and from the preschool building along the edges of the parking lot to eliminate walking behind cars.

We love having families stay and play on the playground after school. Please note the guidelines posted in the classroom windows. Parents must supervise their children at all times and have them follow these guidelines.

INCLEMENT AND EXCESSIVELY HOT OR COLD WEATHER

We will have daily outdoor play times for children of all ages, however we ensure the safety of the children at all times. We will not play outside during inclement and excessively hot or cold weather. We will have gross motor play in the Big Room and gymnasium if unable to play outside.

WEATHER CANCELLATION

The Learning Center follows the weather cancellations for the Cherry Creek Schools and/or Littleton Public Schools. If either of these schools are cancelled, we will cancel. If either are on the late start schedule for weather reasons, we will start at 10:00a.m. instead of 9:30 a.m. and dismiss at 1:30 p.m., our regular time. We recommend listening to local radio or television stations for cancellation information. If schools close during the day because of inclement weather, the Learning Center will close immediately. Please pick up your children promptly. All children will be cared for until they are picked up from the Learning Center.

ARTICLES NEEDED BY THE CHILDREN

1. A non-perishable lunch with a drink (non-sugary) and small ice pack. (Each item needs to be marked clearly with the child's name.) PLEASE CUT UP ANY FOOD THAT MAY CAUSE CHOKING! Please include healthy vegetables, fruits, proteins, and grains. Notify the teacher of any allergy that your child might have. If the lunch brought from home does not meet the required nutritional needs of the child, we will offer supplemental food in the areas lacking adequate nutrition.
2. A small healthy morning snack. Please avoid sugary items! A good guideline is to have two food groups in each snack. For example, fruit and crackers or vegetables and cheese. If a child would like to share a birthday snack, please make arrangements with the teacher.
3. A water bottle.
4. Dress comfortably for fun! Tennis shoes are safer on the playground. Please avoid sandals and flip flops.
5. On wintry days, please include heavy jackets, hats, snow pants, boots and mittens. WE WILL TRY TO GO OUTSIDE IF POSSIBLE!
6. A complete change of clothes. Please LABEL everything.

7. Enough disposable diapers for the day. If your child is toilet training, please notify the teacher and inform her about the procedures you are following at home.

8. Sunscreen for your child (please see the sunscreen policy)

9. Please leave all personal toys and money at home. Our classrooms are equipped with a variety of toys for each child to play with individually or with friends. The staff cannot be responsible for lost or broken items.

MEDICATION POLICY

Children, who are on a doctor's prescribed medication, should remain home for 24 hours after beginning the antibiotic or until they are well enough to come back to school. No medications, except emergency medications, will be administered at the Learning Center.

EMERGENCY MEDICATIONS

Should a medication for asthma or severe allergic reactions be necessary, it will be stored in the classroom of the child and labeled with the child's name, expiration date, type of medication, and a doctor's care plan. All medication must be in its original container and marked with the child's name. All medication will be administered by trained and delegated staff. The staff member will follow the prescribed directions and will document the administration of the medication in the medication log book, which is located in the office. All medication will be stored in an area that is easily accessed by the staff, but inaccessible to children. All emergency medications will "travel" with the child when they leave the classroom.

SICK CHILD POLICY

Please keep sick children home so other children and teachers can remain healthy! If your child has **any** of the following symptoms, we ask them not to attend the Learning Center:

- Unidentified skin rash or sores
- Inflamed eyes
- Coughing
- Just began taking an antibiotic for a contagious illness within the last 24 hours
- A temperature over 100.5 within the last 24 hours
- More than one episode of vomiting within the last 24 hours
- A runny nose with cloudy mucus
- Diarrhea within the last 24 hours

If a child becomes ill during the school day, we will notify the parents/guardians to pick up the child immediately.

Please notify the school immediately if your child contracts a communicable disease. A notice of exposure will be sent to other parents.

SUNSCREEN

Parents must apply sunscreen to their children before the school day begins. The sunscreen must last at least 2 hours and be applied throughout the entire school year. Parents must initial the sign-in/sign-out sheet each morning to acknowledge that sunscreen has been applied to their

child. Parents may bring sunscreen from home in its original container with the child's name written on it. The staff will apply sunscreen after 2 hours, 30 minutes before children return to the playground. Parents may sign a Sunscreen Waiver.

VOLUNTEER POLICY

Volunteers are always welcome at the Learning Center. Participation in a volunteer orientation program is required to ensure that the volunteer understands and will follow the policies and procedures of the Learning Center. Confidentiality must be strictly adhered to at all times. Volunteers must sign in and out on the Visitors' Log located in the director's office. Each volunteer will be under the direct supervision of a staff member.

VISITORS AND OBSERVERS

Visitors are always welcome at the Learning Center, but they must sign in at the director's office and record the room or area they will be visiting. Proper identification will be required to allow a visitor into the Learning Center. Visitors will be accompanied by a staff member at all times while in the Learning Center. If a visitor moves to a new location, they must report to the director. The director will be aware of the location of all visitors.

Parents are welcome to visit the Learning Center at any time, but we encourage parents to wait one month, allowing children to acclimate to the school environment.

Observers from organizations including, but not limited to, Social Services, Child Find, and private professionals are required to adhere to the above visitors' policy. In addition, a statement of purpose of the visit must be recorded in the office. Credentials must be presented.

POTTY TRAINING

The Learning Center encourages potty training and will do its best to help all children continue to do so at school. Please keep in mind that accidents do happen. Always send children in easy to manage clothes. Teachers will not be assisting children with bathroom wiping. Parents should teach this independent skill at home. The Learning Center recommends that children be potty trained by age three. Parents are encouraged to communicate their method of potty training to the teachers so the staff may be consistently supportive. To participate in the three-year-old classrooms, children must be completely potty-trained and independent in the bathroom. We do offer younger classrooms for unpotty-trained children.

PEANUT/TREE NUT FREE ROOMS

Some children have peanut/tree nut allergies that are life threatening. When a severe allergy exists, we will provide a peanut/tree nut free room. If your child is assigned a peanut/tree nut free room, he/she will not be able to bring any products containing peanuts or tree nuts. We recognize that this is an inconvenience; however, all the children's safety is our primary concern. We ask that all children wash their hands before playing in the classrooms to ensure there will be no peanut or tree nut residue on items.

CHILD ABUSE

The state of Colorado requires staff to report any suspected abuse or neglect of a child to the county Child Protective Services Department or local law enforcement agencies. Questions or concerns with regard to suspected abuse should be brought to the immediate attention of the director. Parents can report suspected child abuse to the statewide child abuse reporting line 1-844 CO 4 KIDS or 1-844-204-5437.

FIELD TRIP POLICY

The children attending the Learning Center will not participate in any field trips or leave the premises at any time during the school day. The children will not be transported in any vehicle during the hours of operation. No staff member will transport children.

SIGN IN/SIGN OUT SHEETS

Sign in/out sheets are in each classroom. Please be sure to sign the child in and out with a legal signature. If your signature is not legible, please print your name also. Parents will complete a list of persons authorized to pick up their child(ren). This will be kept in the office. Parents will record the person coming to pick up the child on the sign-in/sign-out sheet each morning. If the authorized person is unfamiliar to the teacher, they will need to show a legal form of identification which corresponds to the parental written permission. To pick up a child, the person must be 18 years of age. If needed, a parent may call and give verbal authorization for a different person to pick up the child. An ID will be checked. Please try to arrive when class begins and be prompt in picking up. In case of late pickup, a staff person will call:

- 1) One or both parent(s) at the home, cell phone, and work numbers.
- 2) The emergency number provided for an authorized person, other than the parent(s).
- 3) The child will be taken to the office and remain with the director and assistant director until an authorized adult arrives to sign the child out.
- 4) If a parent is habitually late a fee will be charged (see the fee schedule under FEES).

If a child is not picked up by 2:30 p.m. and an attempt to locate all persons on the emergency card has failed, the director will notify the Department of Human Services or the police and the child will be turned over to their care.

CHILDREN WILL NOT BE ALLOWED TO LEAVE THE CLASSROOM WITH AN UNAUTHORIZED ADULT.

If a child arrives after 9:30am and his/her class is out of the room, the parent must escort the child to join the class and sign in the child with the teacher.

CLOSING TIME BUILDING CHECK

Every classroom will be checked at the end of the day to ensure that all children have been picked up and have left the building with their parents, guardians, or pick up person. The sign-in/sign-out sheets will be turned into the director and kept as a record of authorized pick up adults and times of pick up for each child.

ACCIDENTS AND INJURY

Injuries and accidents will be reported to the director and an injury/accident form will be completed. Minor injuries will be treated with first aid and TLC by a trained staff member. Parents will be notified at the end of the day about any minor injury or accident (i.e. scrapes, scratches) that may have occurred. Proper medical treatment for severe injuries will be immediately sought and paramedics will be called for assistance. Children will only be transported to a health care facility by parents, emergency contact persons, or paramedics. A staff person who is current in First Aid, Standard Precaution and Child CPR Training is available at all times.

Please notify the director if the child was taken to the doctor or dentist following an accident at the Learning Center.

IMMUNIZATIONS

The Learning Center will follow the immunization policies of the local school districts. Parents must have immunizations updated before the child may attend the preschool. Please check the immunization forms and your doctor's recommendations. Parents who have religious or personal objections to immunizations or students who have medical reasons for exemption, may sign an exemption from immunization form. Students who have exemptions will be excluded from school if an outbreak of a specified common disease occurs. Immunizations are available at your physician's office or Tri-County Health (303-451-0123).

TEACHER QUALIFICATIONS

All of our teachers are Lead Qualified. This includes degrees in Education, classes in Early Childhood Education, hours of experience, or a combination of these. All teachers are trained in CPR and First Aid every other year. The staff is trained in Standard Precautions every year. Teachers attend 15 hours of continuing education each school year, which will include three hours of social and emotional development training. The staff has also completed safety and hazard training and emergency preparedness training.

CONCERNS

We are here to meet the needs of each individual child. Please bring any concerns, comments, or suggestions to the director. Parents may also address concerns to the Director of Christian Education for Our Father Church. If you need to file a report concerning the licensing of this facility, you may do so to: The Office of Early Childhood, Division of Early Care and Learning Licensing, 1575 Sherman Street, First Floor, Denver, CO 80203, 303-866-5958.

Parents are asked to follow all guidelines presented in this handbook. If a parent questions any preschool policy, the parent is encouraged to appropriately discuss this concern with the director.

FINAL NOTE

Our Father Children's Learning Center is excited to serve you and provide your child with a wonderful preschool experience. We will work with you in whatever way we can to make this possible!

Our Father Lutheran Church also provides many resources, services, and opportunities for you! Please ask for additional information any time.

All parents will be asked to sign a form stating you have read, understand, and agree to the policies and procedures of the Learning Center.

SCHEDULE 2017-2018

First Day of Classes	Tues., Sept. 5 or Wed. Sept. 6
In-service Day - No classes	Friday, Oct. 6
Fall Break	Oct. 23 - 27
Thanksgiving Break	November 22-24 (Wed.-Fri.)
Christmas Break	Dec. 25 - Jan. 5
Classes Resume	Jan. 8
Martin Luther King Day -No classes	Jan. 15
In-service Day - No Classes	Thurs., Feb. 1
President's Day - No Classes	February 19
Preschool Sunday	February 25 at 10:45
Spring Break	March 26 - 30
Last Days of Classes	May 16 & 17 (Wed. & Thurs.)