

# Marsh School Preschool Parent Handbook 2020-2021

“The Sunshine School...”



Artwork by Margaret Garcia, Class of 2013



## **Members of our PreSchool Family**

Scott Wiedeman -Superintendent

Stacey Plane - Principal/Director

Secretary - Cindy Golden

Preschool Team: Lori Christensen, Kelly Avila, Kim Maestas, Terri Barbosa

Counselor - Peggy Haslar

Nurse PK - 12 - Briana Villagomez

Custodian - Greg Castro

**Monte Vista School  
District**

**OUR VISION IS TO ACHIEVE EDUCATIONAL EXCELLENCE BY PREPARING  
STUDENTS, PARENTS, STAFF AND COMMUNITY MEMBERS FOR THE  
FUTURE**

**Our mission is to inspire the pursuit of excellence, one student at a time.**

**At our school we say -  
Marsh School... .. where purposeful play propels  
our bright futures -**

**-and**

**Our mission is to provide children a “just right” place filled with purposeful play -**

**A place to grow in the knowledge that each is loved and can love others,**

**A place to be innocent among trustworthy adults and caring  
friends,**

**A place where the spark of creativity is fueled by good food and activity indoors  
and out,**

**A place where it’s safe to make mistakes while learning to focus and have  
self-control,**

**A place to ponder good questions and share  
ideas,**

**A place to embrace challenges and choose to learn...  
...a place we all want to be!**

## Statement of Policies and Procedures

**DUE TO COVID 19 Please refer to the Monte Vista School District website for all updated information.**

### **A. Marsh Preschool's Purpose and Philosophy**

Otherwise known as the Sunshine School, Marsh Preschool believes that “purposeful play propels our bright future.”

#### **Our Learning Approach**

We celebrate the fact that all learners are different! Whether we are adults or children we learn in different ways and at different rates. Some children who come to our school are just beginning to be interested in writing their names or saying the alphabet and a few enter our doors reading. Without exception, we seek to ensure that each of them make one or more than one year's growth in the developmental areas of social/emotional, physical, language and cognition and the learning areas of literacy and math. All the staff members at our school support children's learning and development in a variety of ways. We continue to increase our ability to diagnose the differences in children's approaches to learning and then meet their specific needs. Children's learning growth is carefully monitored, recorded and shared with family members throughout the school year.

### **B. The ages of children accepted**

**Marsh Preschool serves children 3 through 5 years of age. Children must be three or four years of age by September 1<sup>st</sup> to enroll in the Marsh Preschool Program.**

Children are served in mixed age classrooms. Children who turn 3 by September 1<sup>st</sup> are eligible to attend for two consecutive years. Children who turn 4 by September 1<sup>st</sup> will attend one year and then be eligible to attend Marsh Kindergarten.

In Compliance with the Americans with Disabilities Act children who are on an IEP (Individual Education Plan) will be placed upon receipt of their IEP when they turn 3 years old, or within several weeks prior to their 3<sup>rd</sup> birthday, as deemed appropriate by the IEP Team.

### **C. Hours of Operation**

Marsh Preschool hosts 2 half-day sessions  
Monday - Thursday. Morning Session 7:45  
- 11:00 Afternoon Session 12:00 - 3:00 Our  
office is open from 7:15 – 4:15

We follow the Monte Vista School District calendar, which can be found on the district website: [www.monte.k12.co.us](http://www.monte.k12.co.us).

### **D. Procedure regarding - Inclement and Excessively Hot Weather/Electrical Storms**

**Marsh Preschool will ensure children's health and safety with regard to extreme weather conditions. The Monte Vista School District will determine and post weather related late starts, early releases and closures.**

#### **PROCEDURE FOR COLD:**

1. Children will remain indoors if the temperature or wind chill factor is below 15 degrees Fahrenheit.
2. Staff will watch for symptoms of hypothermia and/or frostbite.
  - A. Symptoms of hypothermia: amnesia or sluggishness, cardiac arrhythmia, loss of muscle coordination, unconsciousness, cardiac arrest.
  - B. Symptoms of frostbite: numbness, severe pain, swelling, and blistering (once in a warm environment).

#### **PROCEDURE FOR HEAT:**

1. Staff will carefully monitor outdoor time when it is extremely warm. Staff will ensure that there is adequate shade and water available.

2. Marsh Preschool staff will watch for symptoms of heat exhaustion and heat stroke.

A. Symptoms of heat exhaustion: headache, dizziness, faintness, loss of appetite and nausea. Skin may be cool and clammy. B. Symptoms of heat stroke: extremely elevated temperature, warm, dry skin, depressed level of consciousness, possible coma, low blood pressure or shock.

#### **PROCEDURE FOR STORMS:**

Staff will be alert to changing weather conditions while outside. If there is thunder or lightning, staff will immediately direct the children and families to the safety of the classroom or other shelter.

#### **E. The procedure concerning admission and registration of children**

1. Registration and enrollment shall be granted without discrimination in regard to sex, race, color, religion, or political belief.

All children enrolling in our preschool are given a CPP application, ASQ-3 and ASQ-SE in the spring and during the summer as potential students come into inquire about the program. The first week of August the enrollment team meets to review the applications and score developmental screenings. The Director and classroom teacher score all developmental screenings as they are returned. If the screening results show areas for concerns they are referred to Child Find for a formal evaluation. The enrollment team consists of the Director, preschool teacher, counselor and secretary. A pre-enrollment interview is conducted by the director two weeks before school starts to talk to the parents and to review their child's screening tool results and application. At this time the parents are

informed of their child's CPP status and/or tuition options. The children with the highest need are given CPP slots. If a child is enrolled after the CPP slots have been allocated and qualify for CPP they are offered a tuition slot with the understanding they are on the waiting list for a CPP slot and if a child leaves the program they will be given the CPP slot.

Recruitment activities are ongoing throughout the summer and children may be enrolled at any time provided there is an opening. Children are placed on a wait list if there are no openings. A copy of your child's up to date immunization record, a copy of his or her birth certificate and a completed Statement of Health Status filled out by your child's doctor are required for participation at Marsh Preschool. These requirements are based on state regulations. A copy of the physical exam helps assure that school personnel understand your child's health care needs and is required by state law within 30 days of the first day of school.

#### **F. Fee Schedule**

Tuition is based on a monthly schedule for three hours a day, four days a week and spans nine months during August to May. The tuition is based on a sliding scale and is determined using the same scale as our free and reduced lunch. 100% = \$110.00 per month; 75% = \$82.50 per month; 50% = \$55.00 per month; 25% = \$27.50 per month.

A late fee of \$25.00 will be charged for any monthly payment that is more than 14 days past due. Monthly payments more than 30 days past due may result in your child being dropped from the enrollment, so that children on the waiting list may attend.

#### **G. Procedure for Identifying where Children are at all Times**

**Marsh Preschool Teachers will post a daily schedule and make every attempt to ensure that two staff members are present with the children at all times. The Preschool staff will be aware of the location of children at all times.**

**1. Schedule** The Preschool teachers will post a daily schedule so that parents, caregivers and other staff members know where they are at all times.



**2. Supervision a.** Every attempt will be made to have two staff members supervising the children at all times.

**b.** Teaching staff will be aware of the location of the children at all times through attentive observation: 1. When moving from classroom to bathrooms 2. Before and after outside 3. Periodically throughout the day 4. Before, during and after field trips

## **H. Student Discipline**

**It is the philosophy of Marsh Preschool that we will not suspend or expel any preschool student.**

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board, in accordance with **applicable** law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. **The code shall be enforced uniformly, fairly and consistently for all students.**

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

**The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the conduct and discipline code.**

### **Immunity for enforcement of discipline code**

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

**Remedial discipline plans** The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student’s disruptive behavior and educational needs while keeping the child in school.

### **Discipline of habitually disruptive students**

Students who have a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district’s schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student’s suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

## **Distribution of conduct and discipline code**

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

Adopted: 09/26/91 Revised: 08/12/93, 07/18/96, 09/11/97, 07/30/98, 08/10/00, 06/19/03, 10/11/07, 10/06/09, 11/5/12, 08/08/13 LEGAL REFS.: C.R.S. 18-6-401 (1) (definition of child abuse) C.R.S. 22-11-302 (1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code) C.R.S. 22-32-109.1 (2)(a) (adoption and enforcement of conduct and discipline code) C.R.S. 22-32-109.1 (2)(a)(I) (school district shall take reasonable measures to familiarize students with the conduct and discipline code) C.R.S. 22-32-109.1 (2)(a)(I)(C) (discipline of habitually disruptive students is required part of conduct and discipline code)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 22-33-106 (1) (grounds for suspension, expulsion and denial of admission) C.R.S. 22-33-106 (1)(c.5) (definition of a habitually disruptive student) CROSS REFS.: GBG, Liability of School Personnel/Staff Protection JIC, Student Conduct, and subcodes JK subcodes, (all relate to student discipline) Monte Vista School District No. C-8, Monte Vista, Colorado Discipline of habitually disruptive students

### **I. Children's Illness**

Child Development Services staff is trained annually in CPR/First Aid and in ways to decrease the spread of illness in preschool settings, including hand washing, cleaning and disinfecting, and recognizing the signs of illness in children. Staff works every day to assure a safe environment for children.

It is the policy of Child Development Services that children are best served at home with a responsible person to care for them when they are sick. Young children do frequently become mildly ill. Deciding when you keep your child at home can be difficult. It is sometimes difficult for staff to know when to send your child home from school. We believe it is important for Marsh staff and parents to talk about their observations about children's health.

Please contact Marsh School when your child is ill and describe the illness. If a specific diagnosis is made, such as strep throat, pink eye, chicken pox, scabies, or lice, staff may let other parents know so they can more closely observe their own children. Individual children's names are never shared in these situations.

Any person injured and/or is experiencing a medical or dental emergency situation, will receive immediate first aid administered by a qualified person(s) who has completed American Red Cross First Aid training. An accident/incident report will be completed as well as any other required documentation for proper reporting and filing procedures in connection with the accident/injury.

1. Preschool staff members are required to follow district accident reporting procedures as outlined in the Monte Vista School Board Policy EBBB.

2. Individuals currently certified in American Red Cross/First Aid but never surpassing current level of training would administer immediate first aid. Response to medical and dental health injuries, including the use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for First Aid, poison control, 911).

- A. A list for local emergency centers, including poison control number, will be made available by Health Component to each program center for posting beside telephones.

- B. First Aid kits or Emergency Bag will be available at all times.
3. Staff will have complete emergency information available on children at all times, including parent/guardian consent for emergency care.
4. If an injury occurs, the staff member must assess the nature and severity of the injury. The procedures for the following types of injuries are outlined below.

A. Minor Injury 1. Minor injuries may include, but are not limited to, scraped knees and elbows, paper cuts, small bruises, lightly bumped heads (that don't result in bruising, loss of blood or change in consciousness level), etc. 2. If in doubt regarding the seriousness of accident/injury, the school nurse should be consulted. 3. Parents will be notified of minor injuries. B. More Serious Injury 1. More serious injuries may include head injuries, injuries that result in the child fainting or complaining of nausea and vomiting, large cuts that result in loss of a measurable amount of blood, eye injuries, minor burns, and choking. 2. More serious injuries need to be reported to the school nurse. a. Notify the school nurse and the parent. The school nurse may come to observe the child whose injuries may need to be treated medically. If it is not feasible for the school nurse to arrive in a timely manner, 911 may need to be called. Administer first aid immediately and have another staff member call 911. b. Parents must be notified of this injury and the accident/incident report must be completed and sent to the school nurse by the end of the day. C. Life Threatening Accidents.

Life threatening accidents are injuries that require immediate medical attention of a physician and/or hospital staff. These injuries may include those that cause profuse bleeding, loss of consciousness for more than a couple of seconds, send the child into shock, block the child's breathing passages, etc. (A major burn would also be considered life threatening.)

1. The first priority is immediate medical attention, and to provide a safe environment for treatment. 2. The second priority is notification. a. A staff member will notify the school nurse and administration or designee as soon as possible. b. Family notification can be done by anyone delegated by the school nurse or administration. c. Administration will be notified as soon as possible. 3. The third priority is communication and documentation. a. All involved staff members will report back to the school nurse and administration or

designee as required with updated information. b. The school nurse or administration will call a meeting of staff as soon as practical, for

discussion of areas of concern, if appropriate, and to follow up information shared. c. Complete written documentation of the incident will be forwarded to the school nurse

and administration by the end of the working day. D. Poisonings If any child, while at Marsh Preschool, ingests any harmful substance, poison control will be notified immediately. The Poison Control number is 1-800-222-1222.

1. It will be the responsibility of the teacher (or other staff if the teacher is absent) to gather the bottle/container from which the child has ingested the substance as well as a sample of any vomit the child may have regurgitated. Both of these items will be sent to the hospital with the child.
2. Contact the school nurse or administration.
3. Contact family.

### **Accident/Incident Reporting for Children, Families and Staff Policy and Procedure**

Any person injured and/or is experiencing a medical or dental emergency situation, will receive immediate first aid administered by a qualified person(s) who has completed American Red Cross First Aid training. An accident/incident report will be completed as well as any other required documentation for proper reporting and filing procedures in connection with the accident/injury.

1. Preschool staff members are required to follow district accident reporting procedures as outlined in the Monte Vista School Board Policy EBBB. 2. Individuals currently certified in American Red Cross/First Aid but never surpassing current level of training would administer immediate first aid. Response to medical and dental health injuries, including the use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for First Aid, poison control, 911).

A. A list for local emergency centers, including poison control number, will be made available by Health Component to each program center for posting beside telephones.

B. First Aid kits or Emergency Bag will be available at all times. 3. Staff will have complete emergency information available on children at all times, including parent/guardian consent for emergency care. 4. If an injury occurs, the staff member must assess the nature and severity of the injury. The procedures for the following types of injuries are outlined below.

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the child may have regurgitated. Both of these items will be sent to the hospital with the child. 2. Contact the school nurse or administration. 3. Contact family.

## **ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE**

**13123 E. 16<sup>th</sup> Avenue B 215, Aurora, Colorado 80045 • 303-281-2790** The School Health Program of Children's Hospital Colorado provides school and child care health consultation and services in a variety of settings in Colorado. This document has been reviewed and approved by designated staff of Children's Colorado. It is intended to supplement, not replace, medical information provided by the healthcare provider, March 2014 <sup>1</sup>

**There are three main reasons to keep sick children at home:** 1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying). 2. The child needs more care than teachers and staff can give, and still care for the other children. 3. The illness is on this list and staying home is recommended.

**And remember, the best way to prevent the spread of infection is through good hand washing.**

**Children with the following symptoms or illness should be kept home (excluded) from school: SYMPTOMS**

**Child Must Be at Home?**

**DIARRHEA** frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine

**Yes** - if a child looks or acts sick; if a child has diarrhea with fever and isn't acting normally; if a child has diarrhea with vomiting; if a child has diarrhea that overflows the diaper or the toilet

**FEVER** with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.

**Yes, when** the child also has a rash, sore

throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.

**"FLU-LIKE" SYMPTOMS** Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea

**Yes** - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever

**COUGHING** Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment

**Yes** - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary



**RASH WITH FEVER** Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor

**es** – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated

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**Mild RESPIRATORY OR COLD SYMPTOMS**

stuffy nose with clear drainage, sneezing, mild cough

**No** - may attend if able to take part in school activities *Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.*

**VOMITING** Throwing up two or more times in the past 24 hrs

**es** - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration

**ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT**

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**ILLNESS Child Must Be at Home?**

**CHICKEN POX** **Yes** - until blisters have dried and crusted

(usually 6 days)  
diagnosis and possible treatment.

**CONJUNCTIVITIS (PINK EYE)** pink color of eye and thick yellow/green discharge

**No (bacterial or viral)** – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for

**CROUP (SEE COUGHING)** Note: May not need to stay home unless child is not well enough to take part in usual activities

seek medical advice

**FIFTH'S DISEASE No - child is no longer contagious once  
rash appears**

**No HAND FOOT AND MOUTH DISEASE**

- unless the child has mouth sores, is (Coxsackie virus)  
drooling and isn't able to take part in usual activities

**HEAD LICE OR SCABIES Yes** - from the end of the school day until after first  
treatment.

**HEPATITIS A Yes** - until 1 week after the start of the illness  
and when able to take part in usual activities

**HERPES No, unless** - the child has open sores that  
cannot be covered or is drooling uncontrollably

**IMPETIGO Yes** - for 24 hours after starting antibiotics

**RINGWORM Yes** - from end of school until after starting treatment Keep area covered for the first 2 days

**ROSEOLA Yes** – if the child has a fever and rash, call the  
doctor

**RSV (Respiratory Syncytial Virus)** Staying home isn't necessary, but is  
recommended when a child is not well enough to take part in usual activities and/or is experiencing acute  
respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms

**STREP THROAT Yes** - for 24 hours after starting antibiotics and  
the child is able to take part in usual activities

**VACCINE PREVENTABLE DISEASES** Measles, Mumps, Rubella (German Measles), Pertussis  
(Whooping Cough)

**Yes** – the doctor says the child is no longer contagious

**YEAST INFECTIONS** including thrush or Candida diaper rash

**No** - follow good hand washing and hygiene practices

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## **J. Response to Emergencies Policy**

### **Marsh Preschool Emergency Plan**

The Marsh Preschool staff understand it is our responsibility to protect children in our care and take steps to plan and prepare for emergencies or disasters. Our preschool

follows the approved written emergency preparedness plans in “I Love You Guys” training. These plans include procedures for evacuation, sheltering in place, lockout/secure perimeter plan, in case of fire, blizzard, power failure, bomb threat, active shooter or other disasters that could create structural damages to the facility or pose health and safety hazards to the children and staff. The plans include off site evacuation locations, realistic transportation options and appropriate emergency supplies that will be needed.

Special attention will be placed on any ES child, as their assigned paraprofessional will work closely with classroom teacher to make sure that their needs will be met.

### **In the event of:**

An active shooter, our Marsh School Building will immediately go into Lock Down Status. We practice this drill along with Lock Out as per protocol in our Monte Vista School District “Standard Response Protocol Method from the “I Love You Guys Foundation”.

### **Lost Child Policy and Procedure**

**Specific procedures will be followed in the event that a child enrolled in any Marsh Preschool program becomes separated from the classroom group.**

1. Staff members are to remain calm. 2. Designate a staff member to search the area and/or the bus in which the child was last seen. 3. Notify
  - A. Marsh School principal
  - B. School office personnel
  - C. Responsible personnel at the field trip site, if applicable
  
4. If child has not been located within 10 minutes of first being reported missing, contact authorities (police or sheriff's department).
  
5. Follow instructions of authorities and school personnel regarding notification of the

parents. 6. Report to DHS within 48 hours.

## **Fire, Tornado and Safety Drills in Classrooms Policy and Procedure**

**Fire, Tornado and Safety drills are required to be conducted at regular intervals, following the district's scheduled safety drills.**

1. The fire, tornado and safety drill procedure will be posted in each classroom.
2. The evacuation plan will be posted in each area.
3. Evacuation (fire), Shelter (tornado), and Lockout/Lockdown (safety) drills will be scheduled at various times by administration.
4. When a fire alarm sounds, an evacuation will begin. One adult will lead the group of children out of the classroom to the designated areas while the other adult/s gather the remaining children and follow them out the door. Do not wait until all the children are "lined up". When the last adult is outside, the Teacher or Teacher Assistant will ensure that all children are present and accounted for. The teacher or teachers helper will then hold/display cards to indicate level of concern: **Red Card** for help needed now or **Green Card** for all students and staff are safe and accounted for.
5. When a Shelter Notification is given, all children and staff members will move to the district's designated area; or will sit quietly and cover head and neck with arms and hands. If a Shelter Notification is issued while children and staff members are outside, not close to existing structures, all children and staff members shall move to the lowest ground depression in close proximity, lie quietly with head and neck covered. When safety is no longer a concern and class is back in session, the teacher will ensure that all children are present and accounted for. The teacher or teachers helper will then hold/display cards to indicate level of concern: **Red Card** for help needed now or **Green Card** for all students and staff are safe and accounted for.
6. When an Evacuation Notification is given, the teacher or teacher assistant will carry

the Emergency Phone Number list, sign in/out sheets and emergency bag throughout the evacuation and to the designated location.

7. Children and staff will remain outside the building or in the designated area until the fire department, emergency personnel, or school officials confirm that all danger has passed.

8. Maintain a minimum of noise; reassure the children; and remain calm.

### **K. Transportation of Children During Field Trips**

Monte Vista School District may provide transportation to and from field trips for Preschool students as needed. Children will be transported via the HeadStart Busses and all state transportation and safety guidelines will be strictly adhered to. Preschool staff members will not transport children in their personal vehicles. Parents must sign a permission slip prior to transportation.

### **L. Procedure for Governing Field Trips, Television and Video Viewing, and Special Activities**

Prior to any field trip, video viewing, or special activity, parents will be notified of upcoming activity. Parents must sign a permission slip prior to their child attending.

### **M. Children's Safety Procedure for Riding in a Vehicle, Seating, Supervision and Emergency Procedures on the Road**

The only time a child will be transported by the school is during pre-approved field trips. Permission slips must be signed by parents prior to travel. All students will be buckled in a 5 point harness seat belt system.

## **N. Releasing Children from Marsh Preschool Policy**

**Children will only be released to adults that are authorized by the parent/guardian.**

1. The center must release the child only to the adult(s) for whom **written authorization** has been given on an Emergency Contact form or by a confirmed parent/guardian contact. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization to the office or classroom staff. The parent/guardian's identity shall be verified by teaching staff. If the staff member who releases the child does not know the adult, photo identification is required.
2. The parent, guardian or foster parent of the child will be contacted and informed of any situation in which an unauthorized person tries to pick up a child.
3. When possible, an unauthorized person will be prevented from seeing the child. Should they see one another, necessary precautions will be taken to prevent the child and unauthorized person from coming in close physical contact (i.e. person taking child by the hand or lifting and holding the child). As a precaution, the child can be taken by teaching staff to the school office. A staff person will remain with the child.

4. Staff will inform the unauthorized person that they are to leave the premises immediately. If applicable authorities (police or sheriff's department) will be called.

5. If necessary, 911 will be called.

#### **O. Late Pick Up or No Pick Up Policy**

If a parent has not picked up the child at the scheduled time, the School Secretary, Principal/Director and or Teachers will attempt to reach the parent by contacting all persons listed on the emergency contact form. Every attempt will be made to contact all persons listed on the emergency contact form but in the event that no contact is made and the child is not picked up within one hour of pick up time, the Department of Social Services or the local Police Department will be contacted.

#### **P. Caring for Children Who Arrive Late and Their Class is Away Policy**

If a child arrives late to school and the class has already left the premises on a field trip or excursion, the child will leave with the parent/caregiver to return home or meet the class at the field trip site, if feasible.

#### **Q. Immunizations and Storing and Administering Medication/Delegation of Medication Administration Policies**

##### **Immunization**

**s**

State statute requires that all students present up to date immunization records in order to enroll in preschool and public school programs. Comprehensive information about these requirements is included in our Spring registration packets and Fall enrollment forms. If up to date records have not been submitted to the school office by the end of the first full week of school in September, then children will be unable to attend until one of the following has occurred:

- The child has received the immunizations and the updated records are submitted

to the office, or

- An immunization appointment has been made with the child's provider, and family members have communicated the date to the school office. Updated records are then submitted immediately to the school office following the appointment date.

### **Storing and Administering Child's Medication**

Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions.

If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer medication in compliance with the following regulations.

1. Written orders (the required form is available in all school offices) from the student's physician must be on file in the school stating:
  - a. Student's name
  - b. Name of medication
  - c. Dosage
  - d. Purpose of medication
  - e. Time of day medication is to be given
  - f. Anticipated number of days it needs to be given at school
  - g. Possible side effects
2. The medication must be brought to school by a parent in a container appropriately labeled by the physician or pharmacy.
3. An individual record will be kept of such prescription medications administered by school personnel.
4. Medication will be stored in a clean, locked cabinet or container. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.

Unless these requirements can be met, medication cannot be administered at school.

### **R. Children's Personal Belongings and Money Procedure**



**Marsh Preschool teachers encourage parents to leave toys, money, etc. at home. We may designate days for “show and tell.” Marsh Preschool cannot assume responsibility for lost or damaged personal possessions. We understand that there may be a need for a child to take a special object to school and provisions may be made on an individual basis.**

1. Each child will be provided with a cubby and hooks to store personal belongings.
2. Personal belongings will be placed in the child’s cubby or backpack for safekeeping until the end of the school session.
3. If a child brings money or electronic devices to school, the teacher will secure them in a locked cabinet and notify family members.

## **S. Meals and Snacks**

### **Breakfast After the Bell**

A nutritious breakfast will be available to all children free of charge as they enter their classroom at 8:00am. While it is offered to all children, it is an individual choice and children are not required to take a breakfast. Breakfast After the Bell is considered a beneficial practice.

- Students are more likely to consume a nutritionally substantive breakfast.
- Providing breakfast for all students has shown greater improvements in math scores, attendance and punctuality... and a reduction in anxiety and hyperactivity.

### **Snacks**

Snacks will be provided to each child by their families/parents.

**T. Diapering and Toilet Training** When a child is ready for toilet training, parents will begin this training at home. We will encourage and support this process at school, with the child being potty trained before enrolling. If the child is on an IEP and not potty trained, we will follow the guidelines listed in the IEP. The following are some basic guidelines we will follow for our 3-5 year preschool children.

1. Children will be taken to the bathrooms three times during their stay and upon request.
2. Preschool staff will encourage the child to use the restroom during bathroom times.
3. When toileting accidents occur, preschool staff will follow changing procedures (see below).
4. If a child needs to be changed an adult will accompany them to a restroom with a changing table where all necessary supplies are accessible (i.e. gloves, disinfectant wipes and solution, clean garments, etc.)
5. Staff members will thoroughly wash hands before returning to the classroom.

#### **U. Visitors to Marsh Preschool**

Marsh School may receive adult visitors throughout the day. To ensure the safety and well-being of all children at our school, all volunteers, community representatives, local agency staff members, and parents are required to sign at the main office upon arrival. Sign out is also required upon departure.

#### **V. Parent/Teacher Conferences**

Marsh Preschool teachers will host two formal parent/teacher conferences per year to inform family members of their child's growth in development and learning areas. They will also provide families with a written report (The Family Feedback Form) three times a year; one at each conference and one at the end of the year. In addition, a parent or a teacher may request to have additional conferences at any time throughout the year, as desired.

#### **W. Procedure for filing a complaint about child**

## **care**

The following information is given to every parent on the first day of school:

TO REPORT A LICENSING COMPLAINT, CONTACT:

The Colorado Department of Human  
Services

Division of Child-Care Licensing  
1575 Sherman St. Denver, CO  
80803 303-866-5958 or  
1-800-799-5876

TO REPORT CHILD ABUSE CONTACT: Rio  
Grande County Department of Social Services  
1015 6th Street P.O Box 40 Del Norte, Co 81132  
Phone: 719-657-3381 Fax: 719-657-4013

## **X. Reporting of Child Abuse and Neglect**

**Recognition and response to suspected and/or actual child abuse/neglect serves to protect the child or children, provide rehabilitative services, initiate prompt investigations, keep the family intact and prevent further possible abuse or neglect. Marsh School employees are mandatory reporters and therefore required by Colorado state law to report suspected and/or actual cases of child abuse or neglect. The law provides for immunity from civil and criminal liability for good faith reporting. Current Colorado Children's Code shall govern activities related to abuse or neglect including current definitions of abuse or neglect.**

1. The school district will annually update Marsh Preschool staff on current Colorado

Children's Code regulations, reporting requirements, and definitions of abuse/neglect.

2. Parent/guardians are to be notified upon child entering the program of the policy and procedure for child abuse/neglect reporting.

3. When a staff member has reasonable cause to suspect a child has been subjected to abuse/neglect or conditions that might result in abuse/neglect, that person shall immediately consult with the school counselor, nurse or principal, while maintaining the child's strict confidentiality.

a. Consulting with a counselor, principal or nurse shall not absolve the staff member from mandatory reporting requirements. b. If upon consultation with a counselor, principal or nurse, it is decided that a report from mandatory reporting requirements is not needed, and the staff member continues to have concerns, the staff member shall follow the same procedure indicated below to contact the appropriate community agency and Marsh School personnel.

4. The person who was first made aware of an incident of child abuse or neglect is mandated by the child abuse reporting laws to submit a reporting form to the Rio Grande County Department of Social Services.

5. The completed, dated and signed report form is retained in a locked file in the counselor's office.

6. It is the duty of the person identifying the concern, the child's teacher (if different from the reporter), the counselor and principal who are involved with the particular

family to discuss how the team should proceed in the care of this family. This also ensures the safety of the other team members if safety is a concern due to the circumstances of the report.

7. Each employee is instructed in the Monte Vista School District policy and procedure for handling child abuse issues. Staff should not interview or examine the child; this is the role of the DSS caseworker. Unskilled workers questioning the child could affect investigations.

8. If DSS personnel come to the classroom to interview a child, safeguards will be taken by the classroom staff to ensure the privacy of the child. DSS identification must be presented to the staff member/s. Personal family information can only be given to a person holding a valid DSS employee identification badge. If there are any questions about the person's identity, call the principal or counselor for assistance.

### **Y. Withdrawal and Transfer**

Parents will go to the school and formally withdraw their student(s) if they will no longer be attending Marsh Preschool. Parents will be asked to provide a forwarding address and the name and address of the new school of attendance. All fees and bills owed by the student must be paid before the withdrawal is official. The Principal/Director will make an exit phone call to the child's parents to follow up with them after the withdrawal.

When the teacher is notified by a parent/guardian of an upcoming move, the teacher will refer the parent to the school office and vice versa.

**Z. Steps that would be taken prior to a suspension, expulsion, or request to parents or guardians to withdraw a child from care due to concerns on behavior issues.**

**It is the philosophy of Marsh Preschool that we will not suspend or expel any preschool student.**

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student

must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board, in accordance with **applicable** law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. **The code shall be enforced uniformly, fairly and consistently for all students.**

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

**The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the conduct and discipline code.**

### **Immunity For Enforcement of Discipline Code**

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

**Remedial Discipline Plans** The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student’s disruptive behavior and educational needs while keeping the child in school.

## **Discipline of Habitually Disruptive Students**

Students who have a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

## **Distribution of Conduct and Discipline Code**

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

Adopted: 09/26/91 Revised: 08/12/93, 07/18/96, 09/11/97, 07/30/98, 08/10/00, 06/19/03, 10/11/07, 10/06/09, 11/5/12, 08/08/13 LEGAL REFS.: C.R.S. 18-6-401 (1) (definition of child abuse) C.R.S. 22-11-302 (1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code) C.R.S. 22-32-109.1 (2)(a) (adoption and enforcement of conduct and discipline code) C.R.S. 22-32-109.1 (2)(a)(I) (school district shall take reasonable measures to familiarize students with the conduct and discipline code) C.R.S. 22-32-109.1 (2)(a)(I)(C) (discipline of habitually disruptive students is required part of conduct and discipline code)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 22-33-106 (1) (grounds for suspension, expulsion and denial of admission) C.R.S. 22-33-106 (1)(c.5) (definition of a habitually disruptive student) CROSS REFS.: GBG, Liability of School Personnel/Staff Protection JIC, Student Conduct, and subcodes JK subcodes, (all relate to student discipline) Monte Vista School District No. C-8, Monte Vista, Colorado Discipline of habitually disruptive

students