



# The Children's Center Preschool

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Broomfield, CO 80023  
(303) 438-9788  
[mckaychildcenter@gmail.com](mailto:mckaychildcenter@gmail.com)

Director-Lisa Heilman

## **Our Philosophy 7.702.31 A.B**

**Welcome to The Children's Center Preschool at McKay Landing! We are a private, non-profit preschool that provides quality, developmentally appropriate half-day sessions for children ages 3 through 5.**

**We believe that all children should have the opportunity to grow and learn to their fullest potential. We recognize each child as a unique individual with patterns of growth affecting their development.**

Our *goals* at The Children's Center are:

**For the Child** – To provide a chance for children to work cooperatively in an enriched, flexible environment so that they may grow socially, emotionally, intellectually, and physically

**For the Family** – To provide a supportive role and assist parents/guardians in developing new concepts and skills in working and playing with their children

**For the Community** – To provide a quality program that the community supports and considers a service and resource, and a program which in turn is able to foster relationships between families, students and staff

Please read through this booklet and become familiar with our policies. If you have any questions, contact the Director at [mckaychildcenter@gmail.com](mailto:mckaychildcenter@gmail.com)

**After you have finished reading this handbook, parents/guardians must sign and date the "Parent/Guardian/Center Agreement" form located on the last page of this document and return it before the Open House. There is a drop off box next to the front doors.**

## **Admission Policy 7.702.31E**

Families who are interested in The Children's Center may visit the web-site at [mckaychildcenter.com](http://mckaychildcenter.com) for information regarding programs and calendar.

- ◆ After reviewing the information, the parents/guardians may contact the Director to discuss the Center in more detail and tour the facility during scheduled tour times.
- ◆ The parents/guardians may then complete an application form and return it to the Center, along with a \$35.00 non-refundable processing fee. At this time the child's name will be placed on a wait list. Applicants are considered in order of original date of application. Priority is given to siblings of current/past students.

- ◆ Registration begins in January for the following school year and families are contacted based on the date on their application for placement.
- ◆ When a child is offered placement in the Center, the parents/guardians will need to sign a contract and return it with the enrollment fee to secure a spot. The contract offers a variety of payment options from which the parents/guardians may choose.

It is the policy of The Children's Center to provide education to all children without regard to race, color, religion, sex, national origin, creed, disability or any other characteristic protected by State or local law. All decisions regarding acceptance are made on an individual basis and at the discretion of the Center Director.

### **Guidance, Positive Instruction 7.702.31H**

***The Children's Center's procedures on guidance, positive instruction, supporting positive behavior, discipline and consequences are as follows:***

1. Our staff has been trained in teaching practices that ensure that children's behavior is guided in a positive manner. We continuously incorporate our families through communication regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction. We model behaviors and language that are beneficial and respectful towards our families, staff and students. Our task is to provide a safe and loving environment in which children are able to explore freely a variety of materials that foster learning and creativity, while receiving support from their teachers.
2. We strive to create and maintain a socially and emotionally respectful early learning environment. Our teachers encourage positive interactions with each child through demonstration and instruction that allow children to learn and be capable of respecting others. Social readiness skills are vital for all children. Our goal is to send them to kindergarten with the ability to function within a cooperative learning environment, where they are able to respect others and follow instruction. We work on developing these skills by practicing how to share and take turns and by working in small and large groups, and recognizing the feelings of ourselves and others.
3. We implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Through training, each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful. By anticipation, redirection and communication, our teachers are able to minimize conflict, and model proper problem solving techniques that children will be able to take with them into kindergarten to help them interact socially.
4. We are able to provide individualized social and emotional intervention supports for children who need them. We will contact families and have a meeting to discuss the individual needs of the child, and will then develop a plan which will include strategies, methods and a plan in which we are able to assist the child meet the individual goals set forth in the plan.
5. Should a child need additional supports and interventions, staff members will call a meeting with the family and recommend referrals to the many different agencies in the area that are able to provide services to young children and their families. If a family member has concerns about their child, they may at any time call a meeting with staff members to discuss their concerns.

**Absences.** If a student will be absent, parents should call the morning of the absence. We need to know if the absence is due to illness so we can track contagious diseases.

If the student becomes ill for an extended period of time, a doctor's explanation should be provided to the Center so that the teachers may plan for the extended absence.

## **Attendance.**

Parents/Guardians will sign their children in at the beginning of each session. The Director or Substitute Director will verify attendance at 8:45 and 12:30. At dismissal the teachers will be responsible for checking out the children. Attendance verification is made at each transition point and various times throughout the day by staff members by using the name to face method.

**Attire.** Please provide clothing that is washable, sturdy and allows for freedom of movement. Even though paint smocks are used for messy activities, clothing may become stained and dirty during the session.

Sneakers are safe for all types of play. Cowboy boots, sandals, fancy dress shoes and “Croc” style shoes are not appropriate for the safety of your child and others. Children wearing them will be limited in their play outside. Children need shoes that they can put on by themselves. In case of an accident, the center will provide clothing which will need to be laundered and returned. All removable clothing should be clearly marked with the child’s name.

We do not play in the snow! We will leave that joyful experience for you to share with your child. Therefore, snow clothes and boots are not necessary. Our walkways are always clear so regular school shoes will be fine. We go outside each day unless there is something falling from the sky or the weather is below 32 degrees. Sometimes it is only for a short walk in the courtyard area if our playground is frozen so children always need to have a coat and mittens if they don’t have pockets in their coats.

**Birthdays.** Parents may provide a treat to be shared with the class in recognition of a child’s birthday and should plan to join in the celebration at snack time. Please confer with the classroom teacher to set the time and date.

Due to State Health Regulations, **all classroom treats need to be “store bought” or prepared in a licensed kitchen. They must also have an ingredient list on the package. No cupcakes please.**

**No peanuts or products containing nuts in any classes.** Look for the warning on the label that the food may have been prepared in a facility that also process peanuts. (This warning is even on sugar cookies so be careful).

If there is a child in the class with **special diet issues** (not allergies), the parents will provide a special snack for that child to be kept at school for birthdays.

**Private party invitations** should not be passed out at school unless the entire class is invited.

**Communication.** Communication between home and preschool is essential to providing a healthy environment for children. A preschool newsletter is sent to your e-mail address monthly. Be sure that communications from The Children’s Center do not go to your SPAM box. Please send an email to the school to explain any unusual happenings at home (death, divorce, medication child took before school, new pet, etc.). Remember that we lots of little ears listening so please discuss your child with your teacher at a private time either via a phone call, an email or conference. Also, at drop off time, the teacher is very busy getting the children engaged so if you have information that you need to share about your child, please drop off a note, or call or email the center before or after school.

## **Conferences 7.701.32 V**

You will receive an phone call conference in October from your child’s teacher about how your child is adjusting to the classroom. Formal Parent/Teacher conferences will be held with the homeroom teacher in February.

During the **February Conferences** we will provide an evaluation of your child informing you of their progress in school, and information regarding their social/emotional development. You may contact the teacher at any time to discuss any concerns regarding your child.

If the Teacher or Director has a concern at any other time, they will be in contact with you. At the discretion of the teacher, the Director may attend any requested conference with parents.

### **Discipline Policy 7.701.32 Z**

The Children's Center does not tolerate or permit the use of any abusive disciplinary methods by the staff such as, but not limited to, hitting, spanking, slapping, grabbing, shaking, yelling, withholding food, ridicule, embarrassment or humiliation of the child.

Disruptive or inappropriate behavior at The Children's Center or elsewhere on the grounds may be dealt with in the following ways:

Techniques for discipline are re-direction, anticipation of problems and assisting children in expressing their feelings. Children sometimes need time away from the group when they are unable to behave appropriately. When control is regained and the child is aware of why they were removed, they may rejoin the group after appropriate apologies are made.

The Center Director has the right to remove any child from the program if behaviors are distracting, disturbing or destructive to the classroom.

The following will be unacceptable and may warrant immediate referral to the Center Director, suspension and/or expulsion with no refund of tuition:

**Weapons.** Weapons of any kind, including play toys, will not be permitted on Center grounds. Students are not to keep any guns, knives or other types of weapons in backpacks, or other storage areas.

**Controlled substances.** Drugs, alcohol, or tobacco will *not* be permitted on Center grounds at any time.

**Harassment.** If any teacher, administrator or Center employee is the target of excessive harassment, insults or any type of degrading treatment from a parent of a student, the student may face expulsion due to the parent's behavior with no tuition refund.

**Stealing.** Students found with stolen materials or money will be referred to the Director immediately.

**Violence.** Students inflicting any form of violence, including threats of violence on fellow students or teachers, will be referred to the Director and may face expulsion without a tuition refund. Written or spoken fantasies of violence will not be taken lightly and will be treated as a threat.

**Field Trips 7.702.31L/M** Due to the needs and interest of the community we serve, Field Trips are not a part of our program and we do not transport children unless it is an emergency evacuation situation.

**Health Policies and Procedures 7.702.31E/I** Immunizations and a physical examination are required by the State of Colorado prior to the first day of school. Physical Examinations are valid for one year from the date of the exam. Immunizations are a part of the examination, not in lieu of an examination and they must be printed on the form provided by the Colorado Department of Public Health and Environment. This form has been provided to you in the "Back to School" email. It is also available here:

<https://drive.google.com/file/d/0B1APzFY8UYR6N0lyX19iVTVmdTg/view>

If your child has not been immunized for *medical reasons*, your physician must sign a Medical Exemption Form. If your child has not been immunized for *personal reasons*, you must sign a Personal Exemption Form. It is available at the following website:

<https://www.ephrequest.dphe.state.co.us/FORMS/Forms/Index/NonMedicalExemptionForm>

If there is an outbreak of the disease for which your child is not immunized, they will need to stay home for the duration of the outbreak.

A child who is ill upon arrival at school, or who becomes ill while at school, shall not be allowed to remain with the other students. Parents will be notified and asked to pick up a sick child. Children who are too sick to go outside for recess need to be kept at home. If your child is not attending school due to illness please email the center stating their symptoms and/or their diagnosis.

When children have been exposed to a communicable disease, all classroom parents will be notified by the school. Children should be kept at home as long as they are contagious, as determined by the family physician.

***Procedure for storing and administering medicines 7.702.31Q*** If a child needs medication (prescription or over-the-counter) during the day, parents and a physician must complete and sign a Medication Administration form and provide the medicine in the original container to the office. Under Colorado State law and the Nurse Practice Act:

Prescription medications *cannot* be given unless the container clearly shows the name of the child, the name of the prescribing doctor, the date, the time the medication is to be given and the dosage to be given.

Over-the-counter medications (Tylenol, Advil, Benadryl, cough drops, etc.) *cannot* be given unless accompanied by a doctor's written note prescribing the type of medication to be given, the time the medication is to be given and the dosage to be given.

Please do *not* put any type of medication in backpacks or children's pockets including Chap Stick or cough drops. Designated staff members will be responsible for administering the correct dosage and documenting the time the medication is given according to the Center's Medication Administration Policy. All medication must be given to the Director. Emergency medications are stored above copy machine in office.

If a child requires specialized health procedures, i.e., Epi-pen, nebulizer, diabetes testing, the Center nurse consultant will work with the staff and family to develop a health plan and train the appropriate Center personnel before the student receives the medication or treatment and before the child attends school.

If a child has received a nebulizer treatment before school please notify the teacher.

The Center makes every effort to safeguard each child's health and safety. Minor accidents will be treated with ice, soap, water and band-aids when necessary. If the injury is serious, we will call the emergency number for the parents and proceed to the nearest emergency room. If needed, an ambulance will be called to transport the injured child. Injuries and treatments of any type will be reported to the parents through an accident report. Expenses incurred will be the responsibility of the parent.

To make sure we can reach you in an emergency situation, *it is important to keep emergency telephone numbers and email addresses current*. If you have a cell phone, the Center should also have that number for emergencies. If there is a change in any telephone number or email, please call the office so we may update your file.

**Hours of Operation 7.701.31C** Our school is in session 8:30-11:15 for morning sessions and 12:15-3:00 for afternoon sessions from September – May. Our calendar can be found on our website at [www.mckaychildcenter.com](http://www.mckaychildcenter.com)

**Arrival/Dismissal 7.702.31N/O**

You will need to sign your child in upon arrival. A staff member will make attendance verification periodically throughout the day and will sign your child out upon departure. If a child becomes separated from the group, the staff will begin the search while the teacher in charge notifies the authorities, if necessary.

We bring the children to your vehicle for dismissal. You will receive a special secure card/number to place on your dashboard to help us with this process. You will need to call the preschool or let the teacher know if someone other than yourself will pick up your child, and identification will need to be presented to verify their identity. Children will not be released to unauthorized persons. Please be respectful of dismissal times. Teachers use this time to eat lunch and prepare for the next group.

After 11:25 a.m. or 3:10 p.m. there will be a **\$1.00 per minute** charge. At 11:30 and 3:15 p.m. we will begin calling emergency numbers and if we are unsuccessful, authorities will be notified. All children will be signed out when they are dismissed, before the staff leaves the facility.

**Inclement Weather 7.701.31D.** Our building is air-conditioned and the playground always has shaded areas. The Center staff will determine where and when outdoor play is unsafe. We do not go outside when the temperature is below 32 degrees or above 95 degrees or if something is falling from the sky!

**Licensing 7.701.32W.** Our preschool program is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have concerns about our childcare facility, please consult:

Colorado Division of Child Care  
1575 Sherman Street, First Floor  
Denver, CO 80203  
303-866-5958

Colorado requires that childcare providers report all known or suspected cases of child abuse or neglect. If you believe your child has been abused, you should seek immediate assistance from the Broomfield County Department of Human Services at 720-887-2200.

**Parent Involvement/Visitors 7.702.31 U** Parents/guardians are always welcome to “stay and play” or come 20 minutes before pick-up to read the book at closing circle. If you would like to volunteer, please tell your child’s teacher. Some other ways to volunteer include: making a craft with the children, playing an instrument, talking about your profession, coming in to play a turn-taking game. We welcome volunteers after the first month of school.

Visitors to the facility will need to sign in at the front desk. Classroom observations and visits must be arranged through the Center Director.

**Personal Items 7.701.32R.** Children should not bring any toys or personal items to the Center. If a child brings a toy to the Center, it will be returned to the parent immediately. Exceptions are books or an item relating to a topic being studied in the classroom. Due to time constraints and the safe-keeping of special items, the Center does not have daily “Show and Tell”. Children have many opportunities to speak to their class during free choice play and circle time.

Children need to bring a backpack or tote bag, a water bottle, and a snack to school each day (see “Snack” section below). Please help us make sure backpacks are empty upon arrival. Due to allergic reactions, we can no longer allow pets to come to school for any reason. We will have a stuffed animal Pet Show and Tell in the spring.

If a child needs to bring money to the Center (i.e., in excess of \$1.00), it should be given to the teacher to hold. The Center cannot be responsible for lost money or articles.

All personal belongings, including removable clothing and backpacks, should be clearly marked with the child’s name. If an item is lost, check the Lost and Found box by the front door. Unclaimed items will be donated to charity periodically.

**Photographs.** Class photographs and Individual photographs are taken during the school year by a professional photographer. We also take pictures for certain art projects that go home. You will need to provide a written statement if you do not want your child’s photograph taken at school.

**Reporting of Child Abuse 7.701.32 X** Staff members are required by law to report to authorities any suspected situations which might involve abuse or neglect of a minor.

**School Closure Announcements** When Adams 12 schools are closed due to inclement weather or dangerous road conditions, the Center will also be closed. If the Adams 12 public schools are closed due to their own technical difficulties (e.g., power outage), then the Center will remain open. If the situation is unclear, an email will be sent and or a telephone tree will be started. School closings for inclement weather are broadcast starting after 6:00 am or go to [www.adams12.org](http://www.adams12.org) on the major television and radio stations. The Center will not call you and we ask that you do not call the Center. If Adams 12 is on a “delayed start” schedule, the morning session will begin at 9:30 am instead of 8:30 am. The afternoon sessions will not be affected by a delayed start.

**Snack 7.702.31S** Snacks are to be provided by parents for each session your child attends. We do have many children with life threatening allergies so **no nut products** of any kind will be allowed in the center. We have provided a list of acceptable snacks that meet the USDA requirements for healthy snacks. In an effort to be more environmentally friendly, please send snacks in a reusable container or snack bag. Please notify the office if your child has an allergy or intolerance to any food. Please also send a reusable water bottle every day with fresh water only, no juice. **NO SCREW TOP BOTTLES PLEASE. Both snack and water must be labeled with your child’s name. Please remember this is a snack, not a meal. Please send one container of snack and one water bottle only per child.**

Apple slices	Veggie Straws	whole grain crackers
Sliced fruit	Apple Sauce Pouches	whole grain pretzels
Freeze dried fruit	cheese sticks	hummus with veggies
Raisins	sliced veggies	whole grain cereals (Cheerios-NO HONEY NUT)
Pirates booty	Goldfish crackers	Rice or Corn Chex
Baked tortilla chips	baked potato chips	

### **Special Events**

#### **Halloween Parade:**

Children come to school at their regular school time and we have a regular day with the exception of the parade at the beginning. Children should come in costumes and we will have a parade (hopefully outside) - a great photo opportunity for grandparents, friends, etc. Please no weapons! After the parade, parents will help their children change into their regular school clothes and take their costumes home so they will not get soiled. Children that attend on more than one day will parade both days. No child will be allowed to stay in costume for the day!

**Fall Gathering:** - at 10:45 and 2:30 at the McKay Landing Clubhouse next to the Preschool on the days your child attends school. The children will share some songs they have learned in their classroom.

**Valentine's:** Your child should bring valentines for their homeroom only. **IMPORTANT! PLEASE DO NOT PUT THE OTHER CHILDREN'S NAMES ON THE ENVELOPE OR VALENTINES!** This will help simplify the process for both teachers and students. Just have your child put their name on the valentine inside. No candy attached please. Multiple day children will need Valentine's for both classes.

**Bikes/Wheels Parade & Last Days of School.**

Children come to school at their regular time and leave at their regular time. Please have your child decorate their bike/scooter/big wheels for the parade at the beginning of the session and plan to stay for 15 minutes then take your child's "wheels" home. No motorized vehicles please! Children that attend both days will parade both days. This is a fun parade for friends/family to attend and a great photo opportunity.

**Special Needs.** The Children's Center will make every effort to accommodate children with special needs and to provide an environment in which all children are able to participate in the same activities. Modifications made be made based on the individual child's needs. In certain cases, an aide for the child will be employed by the parents if the qualifications of the staff are not adequate to care for their needs. Upon enrollment of a child with special needs, the center must obtain from the parent/guardian a copy of an existing individualized education plan.

**Sunscreen.** You will need to apply sunscreen daily to your child each day prior to school. You will need to initial the sign in sheet each day stating that you did apply sunscreen. Sunscreen is in the office if you need to use it before you leave your child at the school. Children will play outside and it is your responsibility to make sure they are safe in the sun.

**Supervision of Children 7.702.31.G** Staff are always with the children. Staff members keep a class list with them at all times and count children using the "face to name" method throughout the day and during each transition.

**Toilet Training 7.702.31T.** All children will need to be toilet trained for group situations and able to take care of their personal needs before entering preschool. Pull-up diapers are not allowed. We have replacement clothing on hand if an accident occurs. Please wash the replacement clothing and return to school. Also, help your child be successful by wearing clothes that they can handle by themselves. Example: no belts, buttons, tights or suspenders. Our staff is trained to help with this stage of development.

**Videotapes, DVD's and Computers** are not a part of the Center curriculum. Our focus remains on children communicating with each other and learning group social interaction skills.

**Transportation 7.701.32K** The children WILL NOT be transported from the school unless an emergency evacuation is necessary. If this is necessary we will follow the guidelines as stated in the emergency transportation plan.

**Tuition 7.701.32F and Payments.** Tuition payments are paid via the invoice that will be emailed to you every month. We accept credit cards, Apple Pay and free bank transfers from your checking account. **Your invoice will reflect the TOTAL AMOUNT FOR THE SCHOOL YEAR.** To make a payment click "Review and Pay" on the invoice to pay the monthly amount, or the full tuition balance for the year. If you choose to pay the monthly amount using your credit card, **MAKE SURE YOU CHANGE THE AMOUNT** or your card will be charged the full tuition balance for the school year. If you make a mistake on your invoice, you will be responsible for any credit card fees incurred. We are a non-profit organization, so the best payment option for us is the free bank transfer option, also set up via the invoice.

Rates are:

\$220 per month -2 days per week (\$1980 per school year)

\$300 per month- 3 days per week (\$2700 per school year)

\$400 per month- 4 days per week (\$3690 per school year)

\$475 per month- 5 days per week (\$4275 per school year)

**Weather Emergencies.** In the event of severe weather during class time, parents will be asked to pick up their children early before the street conditions become hazardous.

**The procedures for responding to emergencies such as lost children, tornadoes, and fires 7.702.31J.**

To ensure the safety of the children within our program we respond to all emergency situations, to include, but not limited to: lost children, tornados and fires. If your child becomes lost while in our care we will alert the proper authorities, as well as all staff within our building, and we will immediately call the parent or legal guardian. On a monthly basis, we conduct fire drills and several times a year, we conduct tornado drills and lockdown drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency. In the event of a fire we will evacuate the building and all classes should meet on the basketball court located to the NE of the building. If this is an unsafe meeting site all classes should meet at the south end of the block. The Director or substitute Director will be in charge. If they are unable to the full time Pre-K teacher will take over. Each teacher will have their daily attendance sheets and take attendance for their class. The Director will take attendance for the school at the meeting spot. In the event of an emergency situation parents will be notified by email if available. We will then utilize emergency contact lists and make phone calls. If these systems are not in place a sign may be posted on the center doors. If a longer term or farther distance evacuation is necessary, we will be evacuated to the following evacuation sites:

Nearest Evacuation site: #1 Residence of Preschool CFO Marilyn Jones in McKay Landing  
14000 Winding River CT. Unit U1  
Broomfield, CO 80023

Evacuation site: #2 Walmart  
200 W. 136<sup>th</sup> Ave  
Westminster, CO 80234

**Website.** Our website is [www.mckaychildcenter.com](http://www.mckaychildcenter.com)

**Withdrawal of Student 7.702.31 Y** Written notification must be made by parents to withdraw their child from the Center. Parents are liable for payment of the annual amount of tuition and enrollment fees as set forth in the contract. No reduction or refund of the tuition will be allowed for absence, withdrawal or dismissal until that child's place is filled with a new student. Before the center will ask a child to leave a school due to behavior issues, the staff will make every attempt to resolve the matter in a positive manner so that the student can remain enrolled in school. The staff will develop a behavior modification plan with the family such as a social story board and meet with the child and parents discussing goals and positive outcomes.

**PLEASE PRINT THE FOLLOWING PAGE, SIGN AND DATE, AND  
RETURN TO THE OFFICE.**

I have read the Student/Parent Handbook thoroughly. We understand and agree to adhere to the general rules and discipline policy as presented in this handbook.

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*Parent/Guardian Signature*

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*Date*

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*Parent/Guardian PRINTED Name*

***(Please print this page only, sign, date and return to your teacher)***