



Apple Tree Christian  
Preschool & Kindergarten

at

Broomfield United Methodist Church

## Parent Handbook 2020/2021

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# Table of Contents

Program Overview.....	5
Introduction.....	5
Core Purpose.....	5
Core Values .....	5
Philosophy .....	5
Educational Programs .....	5
Primary Caregiver Policy (QRIS 4.4) .....	5
Teachers.....	6
Transitions Policy (QRIS 2.4, 2.5).....	6
Developmental Screenings (QRIS 2.11, 5.3) .....	7
Referral Policy (QRIS 2.11) .....	7
Family Resources (QRIS 2.2, 2.11, 2.12).....	7
Translators (QRIS 2.1).....	8
Class Sessions.....	8
Class Descriptions .....	8
Curriculum (QRIS 4.1a, 4.1b) .....	9
Parent-Teacher Conferences (QRIS 4.10b).....	9
Family Partnerships .....	9
Visitors .....	11
Registration and Enrollment .....	11
Eligibility.....	11
Registration Procedure .....	11
Enrollment Requirements.....	12
Tuition, Fees, and Payment .....	12
Registration Fees.....	12
Tuition.....	13
Tuition Discounts.....	13
Program Fees .....	13
Late Fees .....	14
Late Pick Up Fees.....	14
Enrichment Fees.....	14
Extended Absences.....	15
Payment Information.....	15
Insufficient Funds .....	15

Withdrawal..... 15

School Operation ..... 15

School Hours ..... 15

Closing Time ..... 15

Holidays and Closures..... 16

School Security..... 16

Arrival/Dismissal of Children..... 16

Classroom Policies ..... 17

Clothing ..... 17

Snack/Lunch ..... 17

Hygiene and Toileting..... 18

Show and Tell..... 18

Personal Property ..... 18

Birthdays..... 18

Media Presentations..... 19

Constructive Behavior Support..... 19

Appropriate Methods of Discipline ..... 19

Prohibited Methods of Discipline ..... 19

Communication with Parents ..... 19

Chronically Disruptive Behavior..... 20

Disciplinary Procedures for Chronically Disruptive Behavior..... 20

Termination of Services..... 20

Health Policies..... 20

Physicals and Immunizations..... 20

Hearing, Vision and Dental Screenings and Resources (QRIS 5.1a, 5.1b)..... 21

Medical Insurance and Medical Home (QRIS 5.2a, 5.2b)..... 22

Handwashing ..... 24

Sunscreen ..... 24

Illness ..... 24

There are three reasons to keep (exclude) sick children out of childcare or school:..... 24

Medication..... 26

Accidents and Injury..... 27

Infectious Disease ..... 27

Absence ..... 27

Safety ..... 28

Supervision/Whereabouts of Children..... 28

Missing Child Procedure ..... 28

Excessively Hot or Cold Weather Policy..... 28

Disaster Plan..... 28

General Emergency..... 29

Specific Disaster Procedures..... 30

Lock down procedure: ..... 30

Lockout procedure/shelter in place:..... 30

Fire:..... 30

Evacuation to another site: ..... 30

Severe weather:..... 31

Snow: ..... 31

Tornado: ..... 31

Release of Children Due to Emergency and Notification ..... 31

Help Line ..... 31

Filing a Complaint..... 31

Reporting Child Abuse or Neglect ..... 32

Facility Licenses and Inspections..... 32

Appendix A: COVID-19 Policies and Procedures..... 32

Parent Handbook Acknowledgement..... 36

# Program Overview

## Introduction

Apple Tree Christian Preschool & Kindergarten is an outreach ministry of Broomfield United Methodist Church, a 501 c (3) non-profit, tax-exempt organization. The school provides an early childhood program for ages 2 years and 6 months through Kindergarten. Apple Tree is a Colorado Shines Level 5 rated program, the highest rating for childcare programs. As a Level 5 rated school, Apple Tree demonstrates commitment to supporting children's health and safety, ensuring our staff are well-trained and effective, providing a supportive learning environment, and helping families be active in their children's learning.

## Core Purpose

The core purpose of Apple Tree is to prepare God's children for their lifelong journey of learning by instilling Christian values, developing positive social skills, and encouraging academic success.

## Core Values

The following Core Values form the framework that guides Apple Tree's services

Children will be introduced to age appropriate teachings of the Bible, stressing that God loves them, God made them, and that Jesus wants to be their friend forever

Daily lessons are provided in a caring and supportive learning environment that sets the foundation for future learning experiences

Parents and families are partners in helping their children have a successful and positive school year

## Philosophy

We are process oriented in our teaching

We believe that children learn by doing and being active participants in the classroom

Everyone – parents, families, teachers' children, church members, community members – are an integral part of building a strong, caring, and stimulating community

Children receive instruction that is academically and developmentally appropriate for their age

The most important tools a child can master in early childhood are: socialization, language acquisition, communication of feelings and needs, and the beginnings of autonomy

## Educational Programs

### Primary Caregiver Policy (QRIS 4.4)

The Lead teacher in your child's class serves as your child's primary caregiver. The primary caregiver works with other program staff to ensure a positive childcare experience for children and their parents. The primary caregiver system ensures that every child has a special person, and that each parent has a primary contact.

The responsibilities of primary caregivers include:

- *To Communicate.* A primary caregiver is the essential link in the communication chain between parents and program, and children and program. Primary caregivers ensure that every day, each child's experience is communicated to parents—not just what the teacher personally witnessed but what others observed or enacted. Also, a primary caregiver relays parents' concerns and suggestions to other staff.
- *To Advocate.* A primary caregiver empowers parents and children by translating their individual concerns and needs into action through the efforts of all program staff.
- *To Nurture.* A teacher who is the primary caregiver tunes in to each child and develops a special bond while ensuring all needs are met and all caring times are carried out in ways that empower the child and establish a sense of security and basic trust.
- *To Teach.* A primary caregiver is a teacher who cares for children in ways that maximize language experiences and learning potential in all interactions, and who ensures that the learning environment works for all children.
- *To Observe, Monitor, and Evaluate.* A primary caregiver makes sure children's experiences in the program are positive and that parents' concerns are addressed by continually assessing each child's and parent's experience. Observation, discussions with other staff and parents, and analysis of the actual experience of the child and family are regularly made and noted. The primary caregiver will be the teacher who leads your child's parent conferences and documents your child's progress throughout the year.

## Teachers

The directors, teachers and support staff of Apple Tree are all warm, nurturing, highly committed and trained to provide high quality, developmentally appropriate programs for the families and children. Staff work together to offer a well-planned social and educational program to benefit all children. All the teachers and assistant teachers are qualified by the state of Colorado to teach Early Childhood and continue to acquire new skills and knowledge through yearly workshops and in-services. All staff undergo a rigorous application and interview process, reference checks, and a Colorado Bureau of Investigation Criminal Record check.

## Transitions Policy (QRIS 2.4, 2.5)

Transitions are supported at Apple Tree in several different ways. All parents are invited to attend a "Parent Orientation Evening" each year, prior to school beginning. The purpose of this evening is to allow families to meet in a group setting with the director of the school. This is an informational gathering that allows families to hear about new developments within the school, get informational packets about school expectations, and ask questions. Each family can also meet in small groups with their individual teacher to learn about classroom expectations, policies and to meet each other. If parents have additional concerns regarding their child's adjustment to school, they may request an individual conference. Children will stay in their assigned classroom for the entire school year.

Each child is invited to a scheduled playdate prior to the first day of school. The purpose of this playdate is to allow each child to meet with his/her new classmates, explore their classroom in an informal setting, and to meet their teacher. Children will have the opportunity to play in various centers and have a large group experience with their teacher. Parents stay with child during this hour-long exploration within the classroom. Children who may enroll in the middle of the school year will be offered the opportunity to have a play date prior to their first day.

Every January, all current families and the community are invited to an Open House and could request individual conferences regarding transitions. The purpose of this evening is to give families the opportunity to gather information and meet the teachers that their child will have the following year. All teachers, directors and support staff are available this evening to answer questions.

The Pre-K teachers will conference with families in the spring to discuss each child's readiness level and the family's options for Kindergarten.

### Developmental Screenings (QRIS 2.11, 5.3)

At the beginning of each school year, parents are asked to fill out the age specific "Overall" section of Ages and Stages Questionnaire (Brookes Publishing Co). This questionnaire is used to assist the teacher in seeing each child through the parent's eyes. Teachers assess each child using the age specific Ages and Stages assessment at the beginning and end of the year. During fall conferences, each family partners with teachers to create an individualized learning plan to set goals for the year. These goals will be based on information gathered from the parent questionnaire, teacher observation, and baseline data (if available) from the child's spring assessments from the previous year. Based on the data gathered from the age specific "Ages and Stages" Questionnaire, each teacher can decide whether a child is falling into normal developmental ranges. All families will be notified as to their child's strengths and needs. Children who score at the cut-off will be placed on a monitoring list. This list will be kept by the teacher and assistant teacher so that they can continue to monitor the child's progress. Children who score below the cut-off score will be referred to the appropriate agency for further evaluation. Families of children who need to be referred for further evaluation in language, motor, social or cognitive domains will be given the Child Find number for their school district.

Contact the Child Find office through your local school district for more information:

Adams 12 School District Child Find: 720-972-6145

Boulder Valley School District Child Find: 720-561-5078

Jefferson County School District Child Find: 303-982-7247

For children ages 0-3, families in Broomfield and Boulder Counties can contact:

*Imagine!* 1400 Dixon Ave. Lafayette, CO 80026

Phone: 303-926-6487

Fax: 303-665-2648

### Referral Policy (QRIS 2.11)

If a family would like information about referring their child to a specialist, including physical health, mental health and educational supports, Apple Tree has a variety of resources that families can be referred to.

### Family Resources (QRIS 2.2, 2.11, 2.12)

A variety of community resources are found in the Director's office. We offer information from a multitude of services, Broomfield and Adams 12 community resources, information about child developmental and learning, resources for special needs, food banks, child nutrition, health, mental health, family services, child care, respite care, expectant parents, day programs, home health care, medical, dental, hearing vision, skills training, financial, legal guardianship, low income housing, recreational, vocational and transportation services are all included in this resource.

Our program will participate and collaborate in community service that aid in meeting the outcome or goals of Individualized Family Service Plan (IFSP) or Individual Education Programs (IEP) School Readiness Plans, Individual Learning Plan, or other individual plans if the need arises. We would be happy to provide the appropriate activities to support the goals your child is working on if we are included in the therapy goals.

## Translators (QRIS 2.1)

Our program will strive to provide appropriate communication with all families. If the need should arise for the use of an interpreter, one will be provided through One World Translation & Associates Inc. to ensure quality care to all families.

## Class Sessions

There is one preschool session per day: 8:30 AM-11:30 AM. Parent's Day out is on Tuesday, Thursday, and Friday from 9:00 AM – 1:00 PM. Enrollment in specific classes is based on child's age as of September 30<sup>th</sup>, except for toddlers whose enrollment age is based on their age as of September 1st.

## Class Descriptions

**Toddlers**-The Toddler class is a first preschool experience for children 2 ½ to 3 years of age. A child must be 2 ½ by September 1<sup>st</sup> to register for this class. It meets twice per week on Tuesday and Thursday mornings. There will be 6 children per class. The focus is on socialization and development of autonomy. Children will be introduced to teacher directed activities. The emphasis is on learning through play.

**Threes**-Three-year olds may attend a beginning preschool class which meets twice per week on Tuesday and Thursdays in the morning, with 8 children per class, or a class that meets 3 times per week on Monday, Wednesday, and Friday in the morning, with 8 children per class. The class focus is on socialization, fostering independence and development of autonomy. Children will be introduced to preschool curriculum through simple learning centers and some teacher directed activities.

**Pre-K**-Four-year olds may attend the Pre-Kindergarten class which meets 3 times per week on Monday, Wednesday in the morning, or 4 times per week, Monday through Thursday in the morning, or 5 times per week, Monday through Friday in the morning. There will be 12 children per class. There is a higher academic emphasis and a focus on preparation for Kindergarten. Pre-reading skills, sound-letter associations, and small muscle activities will prepare children to read and write. There will be more opportunities for self-directed learning and extended dramatic play.

**Jr. Kindergarten**- Jr. Kindergarten is for those children who are 5 years old prior to September 30. While these children are old enough to begin Kindergarten, this program was designed for children who need one more year to develop socially, emotionally, and academically before going into a public Kindergarten. This class will put a higher emphasis on academics through targeted activities in pre-reading, sound-letter associations, fine motor activities, and math while still offering opportunities for free play in a preschool classroom.

**Parent's Day Out** – This program is for children aged 2.5 – 5 years of age. This program is offered on Tuesdays, Thursdays, and Fridays. Children who attend this program may attend 1, 2, or 3 days/week. Registration for this program is offered monthly. Curriculum for this program will focus on the Christian Curriculum offered through the preschool and offers an opportunity for children to be exposed to a preschool environment and social/emotional play opportunities. Children aged 3-5 may attend all 3 days, children aged 2 ½ may attend on Fridays. Registration for this program is offered on first come, first served basis.



## Curriculum (QRIS 4.1a, 4.1b)

Apple Tree serves approximately 88 children from 2 ½ - 6 years old. We currently use Second Step and Sanford Harmony curriculum to address the social and emotional needs of our students. Both curriculum programs use age-appropriate lessons and activities for their intended grade level and align with the learning domains of Colorado's Early Learning and Developmental Guidelines. The integrated assessment and curriculum approach of these two programs support teachers in designing experiences to promote children's skill development in learning domains and content areas. Learning domains include social, language, motor, and cognitive. The content areas include literacy, math, arts, social studies, science and technology. Assessment results are used to individualize curriculum and lesson planning and are shared with families during our fall and spring conferences. Teachers use the "K-W-L", (what children Know, Want to learn, and have Learned) approach and their own studies to intentionally plan for individual children's goals, interests, and specific needs and are reflected in their lesson plans.

## Parent-Teacher Conferences (QRIS 4.10b)

(Twice a year in fall and spring or as requested) enable parents and teachers to exchange information about children's progress at home and at school, and to discuss children's future needs/educational plans. At the beginning of each school year, parents are asked to fill out the age specific "Overall" section of Ages and Stages Questionnaire (Brookes Publishing Co). This questionnaire is used to assist the teacher in seeing each child through the parent's eyes. Teachers assess each child using the age specific Ages and Stages assessment at the beginning and end of the year. During fall conferences, each family partners with teachers to create an individualized learning plan to set goals for the year. These goals will be based on information gathered from the parent questionnaire, teacher observation, and baseline data (if available) from the child's spring assessments from the previous year. Throughout the year, individual progress toward identified goals is tracked by the child's primary caregiver through observations and samples of the child's work. The progress of each child is shared with the families throughout the year and specifically at spring conferences.

## Family Partnerships

Apple Tree Christian Preschool & Kindergarten encourages active involvement of parents. The cooperation that exists between parents and staff is necessary for a successful program. Many opportunities for parent education and participation are provided throughout the year.

**Before school Play Dates (QRIS 2.4)** – (Prior to the first day of school), this is an opportunity to ease children's transition into preschool, to familiarize children and parents with classroom and teacher and to give staff insight into children's needs.

**Parent Orientation (QRIS 2.5)** – (one evening meeting prior to the first day of school), this will familiarize parents with school program, policies, facility, and staff. It also gives staff insight into parents' needs and interests, gives parents an opportunity to network and lends emotional support to parents.

**School Newsletters** – (Monthly) are opportunities to share curriculum (new songs/finger plays, healthy recipes, etc.), to communicate with parents about up-coming events, to provide resource information to parents about health, education, safety and other family issues and to share input from parents. Each parent receives a newsletter from the Director to inform them of school wide activities and a newsletter from the teacher, to let them know about activities happening within their specific classroom.

**Parent participation in the Classroom** – allows parents to observe and work with their child in an early childhood setting, to observe the child/teacher relationship and to realize the importance of what is being learned. Parents will have the opportunity to share their talents and special interests and enable them to talk knowledgeably with their child about his/her school experiences and friends. These visits also help give your

child a sense of worth as the parent conveys the message, "What you're doing is important to me". Each teacher invites parents to participate in the classroom through monthly sign-up sheets.

**Field Trips** – Most field trips are "Meet Us There" style, where a parent/guardian drives their child to the designated location and meets the class. (Teacher/staff are not able to transport children.) For these field trips, parents assume responsibility for their child both to and from the field trip location as well as the time spent at the location. If a student has routine or emergency medical needs that need to be addressed while on the field trip, it will be the parent's responsibility to provide this care. For example, parents are responsible for bringing epi pens, inhalers, or other medications that their child might need. IF the parent is unable to accompany their child on a field trip, they may designate another adult (e.g. family member or friend) to assume the responsibility for their child during the field trip. On field trips, teachers carry a first aid kit, cellphone, and a list of emergency contact numbers. On field trip days, there are no other activities or classes provided for the child to join if the family chooses not to attend the field trip. Refunds will not be given for missed field trips.

**Family/Staff Gatherings (QRIS 2.3)** – enable us to enjoy each other in Christian fellowship, to network with other parents of young children and to observe children and their friends in an informal setting. Some of these school wide events include: Parent Orientation Night, our annual Christmas Program, which includes a time to gather in fellowship and refreshment after the play, the annual End of Year Family Picnic where the children can bounce on a bouncy slide, have popcorn and cotton candy and eat lunch in the park, Mothers' Day Tea, which is an opportunity for our mothers to engage in fellowship and spend time with the children, and the annual Back Yard Bash, a fun BBQ style event hosted by Broomfield United Methodist Church each summer that includes games, refreshment, music and opportunities for fellowship . Each year in October, Broomfield UMC also hosts an annual Trick or Trunk that enables Apple Tree families to come together with church families for games, refreshments, contests, and trick or treating.

**Daily Contacts** – (1-3 minutes at the beginning or at the end of school) enable parents and staff to exchange information to better understand child's experiences and needs and to relay special information about the day (i.e., need to pick-up child early or child going home with a friend). If more contact and communication is warranted, this may occur through scheduled meetings, phone calls or emails.

**Parent Bulletin Board and Classroom Signs** – (In the Preschool wing hallway, and outside classrooms daily) are where staff will remind parents about up-coming events; communicate with parents about classroom curriculum focus for the month and needs for upcoming projects, parents to sign-up for field trips and parent conferences and to notify parents of any communicable diseases at the school.

**Parent Club (QRIS 2.3, 2.9)** - Every parent or guardian at ATCPK is a member of the Parent's Club and can act in a leadership role. The purpose of the Club is to provide social support, volunteer opportunities and organized fundraising efforts for each family throughout their time in the school. Many events hosted by the Parent's Club will serve all three purposes at once. As the school is a non-profit organization, fundraising money is used for special projects, classroom equipment, curriculum enhancements, specials (music, science, and art), playground equipment and scholarships for families in need. All parents are invited and encouraged to join these fundraising committees to meet other parents and to work together for the benefit of the children in the program. For more information about the Parent's Club, please contact [atcpk@broomfieldumc.org](mailto:atcpk@broomfieldumc.org)

**Parent Educational Information Sessions (QRIS 2.8b)** – Apple Tree's administration, along with the Parent Club, will work to provide our families with informational seminars that pertain to various issues that may be of interest. Several of these seminars may be available as a partnership with Broomfield United Methodist Church. Other sessions may be offered through the local library or the Broomfield Early Childhood Council.

Examples of seminars offered include, “Confident Parent Speaker Series” and “Safe and Secure Children and Parents: Setting and Managing Boundaries”.

**Parent Feedback, Concerns, and Complaints (QRIS 2.6b, 3.1a, 3.1b)** – In March/April of each year, the families will receive the annual family survey. The survey will ask several questions, “What did we do well?”, “What needs improvement?”, and “What suggestions do you have to increase our quality of care for your child and your family?” The surveys are carefully reviewed by the administration. Families and staff receive feedback on the results of the survey through the school newsletter in May. One or more suggestions will be used to inform our schools Quality Improvement Plan. The Quality Improvement plan, or QIP, is created and improvements are communicated to staff and families at the beginning of the next school year. The QIP is filed in the Director’s office and a family may ask the director to access the QIP.

We welcome feedback at all times of the year regarding specific concerns and suggestions for improving our program throughout the year. Should a concern arise, parents are asked to communicate first with the staff member with whom they have a concern. If the concern is not satisfactorily addressed, they are asked to talk with the Director of Education. If that does not resolve the issue, please contact Thomas Cross, the Associate Pastor of Broomfield UMC at [Thomas.cross@broomfieldumc.org](mailto:Thomas.cross@broomfieldumc.org) 303.466.1719. We want to know!

## Visitors

All parents and guardians are welcome to visit the school at any time.

Parents who wish to stay an entire session must arrange this with their child’s teacher in advance. Please do not bring siblings.

All visitors must follow all security procedures.

For tours of the facility, please make an appointment with the director. (please note, this policy is subject to change to accommodate COVID-19 Health Department regulations).

## Registration and Enrollment

### Eligibility

The school does not discriminate based on race, color, religion, national origin, or disability. All children must be no younger than 2years 6months of age by Sept. 1st.

All children must be toilet-trained before they attend. We do not have diaper-changing facilities and are not licensed to change diapers. Parents will be called to come and change a child who has an accident.

Special needs children are accepted if the staff is qualified in caring for their individual needs. The school will provide the best care possible for any special needs children who attend. If the special needs child requires a full-time attendant or nurse, accommodations can be made. Each situation will be evaluated on a case-by-case basis to ensure the best possible outcome for the child and the class.

### Registration Procedure

Registration for each school year is accomplished in rounds of lotteries. Registration materials may be picked up after Christmas break. Specific dates and deadlines will be posted at the time.

1<sup>st</sup> Round – Currently Enrolled Families

2<sup>nd</sup> Round – Alumni Families

3<sup>rd</sup> Round – Church Members

4<sup>th</sup> Round – Community and Open Enrollment

Children will be placed in an available class as soon as possible after the registration has been received. Openings are determined based on the number of children permitted by the program's license.

Registered children who cannot be immediately enrolled will be placed on a waiting list. When an opening occurs, parents of children on our waiting list will be contacted first.

Registration for Parent's Day Out is offered monthly and is on a first come, first served basis. Fees are charged at a daily rate and must be paid at the time of registration. A child may not be registered for a day less than 48 hours in advance without first speaking with Apple Tree to ensure there is proper staffing. Apple Tree reserves the right to cancel (with full refund) any date that does not meet the minimum enrollment needs.

## Enrollment Requirements

Prior to a child's attendance, the following forms must be completed:

- Registration Form
- Child Developmental History Form
- Emergency Authorization/Release of Child to Others Card
- Health Screening Questionnaire
- Physical Examination Form
- Medical Administration Form (if necessary, for dispensing medication)
- Tuition Agreement
- Automated Emergency Notification System Form
- Copy of Birth Certificate
- Epi-Pen Care Plan (if necessary, for administration of Epi-Pen)
- Asthma Care Plan (if necessary, for administration of inhaler)
- Department of Health Immunization Form
- Forms for Video/Photography, Field Trips, School Directory and Sunscreen application

Forms must be kept current. Parents must provide new information to the school regarding changes in information such as: emergency contact persons, allergies, address, and phone numbers. All registration information and health information are kept in a locked file cabinet. Only those teachers/staff members who have direct contact with a child have access to that child's information

## Tuition, Fees, and Payment

### Registration Fees

A non-refundable registration fee of \$60 per child is due with the completed registration forms. A maximum of \$80 will be charged for registration of 2 or more children in the same family. Registration fees are non-refundable once the child is placed in a class.

All classes' registration will also include one month's tuition to reserve the child's spot. The tuition deposit is non-refundable once the child is placed in a class.

Placement in any class is not made until registration forms and fees are received by the school. No reservations are accepted.

There are no registration fees for Parents Day Out.

## Tuition

Preschool tuition is based on an annual fee divided into nine equal payments. All fees are based on your child's participation in the program over the entire year. Payment is due on the 1<sup>st</sup> of each month, October 1<sup>st</sup> through May 1<sup>st</sup>. September's tuition is due by the end of the first week of school. Parents Day Out tuition is payable each month at the time of registration and is based on the number of days in a month that a student attends. Tuition for classes is as follows:

Class	Days/Week	Yearly Tuition	Monthly Installment
Toddlers	2	\$2205.00	\$245.00
Toddlers/Threes	2	\$2205.00	\$245.00
Threes	3	\$2808.00	\$312.00
Pre-K	3	\$2907.00	\$323.00
Pre-K	4	\$3195.00	\$355.00
Pre-K	5	\$3483.00	\$387.00
Jr. Kindergarten	5	\$3483.00	\$387.00
Parents Day Out	3	N/A	\$29/day

## Tuition Discounts

Tuition discounts are offered as follows:

- Families with multiple children enrolled during the same academic year will pay full tuition for the most expensive class and receive a 10% discount for each additional tuition of an equal or lesser amount.
- Broomfield United Methodist Church Staff members will receive a 10% discount on all tuition.
- ATCPK Staff Members will receive a 20% discount on all tuition.
- Registration fees are waived for all BUMC and ATCPK staff members.
- Tuition discounts cannot be combined. If a family is eligible for more than one discount, they must choose which discount they plan to take.
- There are no discounts for Parent's Day Out participants.

## Program Fees

The following are one-time fees for student participation in special programs. These fees are required to be paid for the child to participate in the program. Alternate arrangements will be made for your student during these activities if fees are unpaid.

**Field Trip Fees** – These fees are collected to offset the cost of field trips for the students. These fees are not included in the tuition due to the incremental amount as well as the variation between age and class appropriateness. There are no field trips for Parents Day Out participants.

Class	Field Trip Fee
Toddlers	None
Threes	None
Pre-K	\$10.00
Kindergarten	\$20.00

### Late Fees

Prompt payment helps ensure we will be able to continue to provide a quality school experience for your child. A late fee of \$10.00 is assessed beginning on the 6<sup>th</sup> of the month.

Late payment is determined based on the date the payment is received by the school. The tuition box is checked a minimum of two times per day and always immediately prior to assessing late fees. If your payment is not in this box at this time, you will be charged the late fee.

If your tuition remains unpaid, your child will be un-enrolled on the 11<sup>th</sup> of the month. If you have extenuating circumstances, please contact the school to discuss a proactive approach to resolving financial issues. We are willing to work with you if you work with us.

Parents Day Out programs are payable via credit card at the time of registration. Children cannot attend a Parents Day Out program without payment.

### Late Pick Up Fees

A fee of \$1.00 per minute after the first 10 minutes will be charged for all late pick up of students. The adult picking up the child will complete and sign a late pick up acknowledgement form. These fees are due at the time of pick up. If you are unable to pay at time of pick up, they will be added to your account and will be subject to late fees.

### Enrichment Fees

Two enrichment programs are offered to extend your child's day at Apple Tree. Enrichment is available for children 3 years and older. Enrichment activities may include art and cooking projects, science experiments, music & drama activities, and games. The children will also have recess time on the playground or in the gymnasium.

For children who attend morning classes, enrichment will be offered from 11:30 a.m. to 2:00 p.m. and the cost is \$17.00. Children will bring their own lunch. **No food containing any peanut product or derivative is allowed, including peanut butter sandwiches.** **See registration sheet for the cost of the early morning drop off (7:30 - 8:30 am), and after enrichment (11:30 - 3:30 pm.) programs**

Please note, enrichment programs may not run when Health Department/COVID-19 rules prohibit such a program.

## Extended Absences

In the case of extended absences from school (one month or longer), the parent may have the option of paying the regular tuition to keep the student's space in the class or may withdraw with the understanding that re-entry will be on a space available basis.

## Payment Information

Payment can be made by check, cash, credit card (Visa, MC, Discover) or money order payable to Broomfield United Methodist Church. Please mail or hand-deliver your payment to the Church office or the Preschool tuition Box: 545 West 10<sup>th</sup> Ave. Broomfield, CO 80020.

The school does accept bank-initiated Bill Pay checks; please put your child's name in the Account Number field or the Memo field, whichever applies to your specific bank's Bill Pay system.

Electronic Funds Transfer is available to all monthly installment families. A form is required to enroll in this payment method. 10 days' notice is required to dis-enroll.

Parents Day Out payments must be made with a valid credit card at the time of registration.

## Insufficient Funds

If a tuition check is returned due to insufficient funds, the church will attempt to redeposit the check one additional time. Payments returned by the bank are charged a service fee of \$25.00 per instance. Parents will be notified immediately that the tuition and the service fee are due at once. Unpaid tuition, fees and charges that remain unpaid for over 30 days will be turned over to a collection agency.

## Withdrawal

Withdrawal from the program requires thirty days written notice. Classes are planned based on the attendance of your student; therefore, tuition for the 30-day notice will be collected at the time of notice. School records will be withheld until all outstanding fees and tuition are received. Parents must give a minimum of 30 days written notice to the school indicating their intent and reason for withdrawal. Parents are required to pay tuition during this 30-day period.

## School Operation

### School Hours

- Regular school hours are from 8:00am - 4:00pm, Monday through Friday.
- Early drop off begins at 7:30am and ends at 8:30am
- AM Preschool Session – Class Starts at 8:30am and ends at 11:30am
- Parents Day Out Session – Class starts at 9:00am and ends at 1:00pm
- Enrichment – Class starts at 11:30am, class ends at 2:00pm
- After Enrichment begins at 2:00pm and ends at 3:30pm
- School office hours are 8:00am – 4:00pm Monday through Friday.

### Closing Time

- Morning preschool classes end at 11:30am, enrichment ends at 2:00pm. Children must be picked up promptly after their classes.
- Overtime fees will be assessed for children not picked up within ten minutes of pick up time. These fees are due at time of pickup. See *Late Pick Up Fees* section for more information.

- Parents, guardians and/or emergency contacts will be called 15 minutes after class has ended.
- If a child has not been picked up 60 minutes after class ends, and parents, guardians or emergency contacts cannot be located, Broomfield County Child Protective Services will be notified.
- To ensure all children have been picked up, the Director always checks all classrooms and bathrooms and checks the sign out sheets at the end of each class session.

## Holidays and Closures

- The preschool will always be closed for the following holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- A yearly calendar is included in the Orientation Folder indicating holidays and other school closings.
- Occasionally, bad weather forces us to cancel school for the day because of unsafe road conditions caused by snow, ice, or other weather-related problems. We follow Boulder Valley School District closings and the announcement to cancel school will be made on local radio and television stations, our website, our Facebook page and through an email. We will not make up these days unless they become excessive.
- The preschool will be closed if the facility itself is considered unsafe for children due to events such as water main breaks, heating failure, electrical problems, or dangerous construction. In the event of a school closure, an email will be sent with the pertinent information.

## School Security

Direct entry to the school can be made through the Apple Tree entrance 15 minutes prior to and 15 minutes after the scheduled start or end of a class. Entry and exit for all classes will be made through these doors only. If you need to enter the school earlier or later than the defined times, you must enter through the Apple Tree entrance, utilizing a unique numeric code that each family will be issued at the beginning of the school year. All families entering the building to pick up students from the enrichment or Kindergarten programs will use their code to enter the school through the Apple Tree entrance.

## Arrival/Dismissal of Children

- All students must be accompanied by an adult to and from the classrooms. Students should not arrive more than 5 minutes before school starts as teachers are busy with preparations before each session. Parents MUST be prompt in bringing and picking up their children.
- All parents and persons who transport your children to and from school must sign into the building upon arrival. Persons must sign in each time they enter the building. Badges are available as a "Speed Pass" option to bypass signing into the building. Your badge must be shown to school personnel and the photo verified. If you forget your badge, you must sign in. Badges can be obtained during parent orientation night or during pick up and drop off times during the first week of school. After that, arrangements can be made with prior notice to the school. Badges ONLY gain you access to the building; additional identification verification may be required in order to gain access to your student.
- Persons who transport your children to and from school must sign your child in at the sign-in station at the door to the classroom upon arrival every day and departure every day. This is a requirement by the Colorado Department of Human Services Childcare Division.
- It is necessary that we have a form on file that specifies who may and may not pick up your child. We will not release a child to anyone other than a parent or guardian without a written statement signed by the parent. Staff cannot release a child to someone who is not on this list. Please provide special



custody information to the Director if there is a parent that does not have rights of physical custody of the child.

- Notify your child's teacher if there is a permanent or temporary change in transportation arrangements.
- We will request photo identification from persons on your list.
- If the release of a child is requested by an unauthorized person, the school is required to contact the parent or guardian first. If no one can be contacted the child will not be released to that person's custody.
- If an unauthorized person appears to be threatening to the staff and/or students, the staff will take the child (ren) to the church office. Staff will call the Broomfield Police for emergency assistance and have the unauthorized person(s) escorted from school premises.
- Staff members are to make every effort to keep a child from getting into a car with a parent or guardian, or carpool, where the driver appears to be under the influence of drugs and/or alcohol. These efforts include but are not limited to notifying local police.

## Classroom Policies

### Clothing

- Children should have proper clothing for both inside and outdoor play. Provide simple clothing that is free of complicated fastenings, is washable, sturdy, and allows for freedom of movement. Tennis shoes are the most appropriate shoe for both classroom and playground.
- Please dress your child for the changeable weather conditions. During cold weather, bring coats, hats, mittens, and boots. When warm boots are worn, please bring shoes to change into for gym play, etc.
- All removable clothing must be plainly marked with child's name.
- Parents should provide an extra set of clothing in case of accidents. Please send it in the child's backpack labeled with the child's name.

### Snack/Lunch

- The parent must provide a healthy snack which includes 2 food groups daily for their child. The child's snack cannot be stored in any plastic bag larger than a sandwich size baggie or glass container. Any child attending enrichment or all-day who eats lunch at school must include 4 food groups in their lunch. This applies to all classes.
- Water bottles are required for each child to bring water.
- Water bottles and snack will be provided by the parents and carried back and forth to school each day.
- We emphasize the importance of nutritious foods. Children learn healthy habits through eating and cooking nutritious snacks. Colorado Department of Human Services Childcare Division require snacks to have 2 food groups represented and lunches to have 4 food groups represented.
- **No snacks containing any peanut product or derivative are allowed at our school including peanut butter sandwiches for Enrichment classes.**
- On some occasions, the children participate in cooking projects during class. The teacher will notify the parents before these cooking projects.
- Please update the food allergy list if you discover new allergies!

## Hygiene and Toileting

- We realize children vary greatly in their toileting habits and we will work with children on their individual needs.
- We strongly encourage parents to help children to become independent in their toileting skills (including removal of clothing, flushing the toilet, and washing hands.)
- Children are encouraged to use the bathrooms as often as necessary while at school.
- Frequent bathroom visits are a part of our preschool program.
- Teachers will stress good bathroom hygiene and hand-washing techniques.
- ATCPK is not equipped to change soiled pants. If your child has an accident at school, you will be called to come and change your child.

## Show and Tell

- Show and Tell is an opportunity for the children to develop self-confidence and interpersonal communication skills.
- Show and Tell items need to relate to the themes/concepts the children are learning.
- Suggestions for Show and Tell will be sent home in newsletters and or/posted on classroom information boards.
- Individual class schedules for Show and Tell will be set up by your student's teacher.

## Personal Property

- Students should refrain from bringing toys and other items to the school unless they are for Show and tell.
- Children will be assigned cubbies to keep their artwork and belongings and hooks to hang their coats and hats.
- Apple Tree Christian Preschool & Kindergarten cannot assume responsibility for loss or damage to belongings brought from home.
- All valuables should be left at home. Students should not bring:
- Money, electronics, or personal toys to school.
- Any personal property left unclaimed for an extended period will be placed in the Lost and found box located in the cabinet outside the Director's office.
- Periodically the Lost and Found will be donated to a local charity.

## Birthdays

- We would like to celebrate each child's birthday at school on or close to their birthdays.
- Those children with birthdays in summer months can celebrate their "half-birthdays" if parents wish.
- Parents may request a date to celebrate the "half-birthday" with their child's teacher. Example: A child with an August 10th birthday would celebrate their half-birthday around February 10th.
- Parents may bring in treats for birthday celebrations but must first arrange in advance with the child's teacher. All birthday treats MUST be packaged with the ingredients clearly visible on the packaging. No homemade snacks will be served to students. No birthday snacks containing any peanut products or derivative are allowed at our school.
- Parents are welcome to come celebrate their child's birthday at school.

## Media Presentations

- Apple Tree believes that media time should be very limited for children. This is also supported by the American Academy of Pediatrics. We believe that it is better for children to be engaged in play activities rather than watching TV, DVD's or playing computer games. Consequently, TV/DVD viewing occurs only on rare occasions when a media program is shown to enhance the educational curriculum.
- All videos shown will be G-rated.
- Parents will be informed of video to be viewed by a sign posted outside the classroom the day before viewing is to take place.
- If you do not wish for your child to view the video, please inform the teacher and she will make other arrangements for your student.

## Constructive Behavior Support

Children at Apple Tree are treated with respect and caring. Apple Tree's discipline policy is that children will not be subjected to physical or emotional harm or humiliations. Children are taught daily routines, expectations and social skills, including conflict resolution and empathy learning, from the beginning of the year, utilizing Second Step and Sanford Harmony social and emotional skills curriculum. Teachers structure intentional opportunities for children to practice these skills with support. Child will learn to consider and respect others and their environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will gently learn what appropriate behavior is. Children are encouraged to solve as many of their own problems as possible under the guidance of a staff member.

## Appropriate Methods of Discipline

- Techniques for discipline are anticipating problems, re-directing to an appropriate activity, and assisting children in expressing their feelings.
- Positive statements of expected behavior
- Removal from an activity may be necessary in some cases. Children sometimes need time away from the group when they are unable to self-regulate.
- Students are made aware of why they need to be removed and after a brief time away, they may rejoin the group.

## Prohibited Methods of Discipline

Apple Tree Christian Preschool & Kindergarten does not permit the use of any abusive disciplinary methods by our staff such as hitting, spanking, yelling, shaking, withholding food or toilet use, embarrassment, or humiliation of any child.

## Communication with Parents

Children will be provided with positive models of acceptable behavior that are tailored to the developmental level of the child. Parents will be informed by the staff about any concerns regarding their child and will lovingly consult with parents to create a positive plan to address/correct the behavior. If behavior becomes disruptive or harmful to other children, the staff of Apple Tree will work with the family to find a solution that helps the child succeed.

## Chronically Disruptive Behavior

Chronically disruptive behavior is defined as a verbal or physical activity which may include, but is not limited to, any behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses staff, or ignores or disobeys the rules which guide behavior at school.

## Disciplinary Procedures for Chronically Disruptive Behavior

- A first incident will be reported to parent and documented
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action
- A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem. Referral for outside advice will be suggested. Apple Tree reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel that any of the following conditions exists:
  1. The school cannot meet the child's needs
  2. The parents are not able to work with the school to find an acceptable solution
  3. The continuing behavior endangers the well-being of other children, and/or the child engaging in the behavior

## Termination of Services

Other reasons which may result in the termination of a specific care arrangement include:

- Non-payment for preschool services and/or lack of adherence to our tuition payment policies
- Lack of cooperation by the parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences
- Abusive behavior and/or verbal threats by parents toward program staff will not be tolerated. This will result in immediate termination

## Health Policies

### Physicals and Immunizations

Colorado Department of Human Services Childcare Division regulations require that all children attending the center must submit a completed Physical Exam Form (exam must have been done in the last 12 months) and a current immunization record (or exemption). The immunization record must be recorded on the Colorado Department of Public Health and Environment certificate of immunization. A copy of this official form can be obtained on the school's website [www.appletreebroomfield.org](http://www.appletreebroomfield.org) or by visiting [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com). This form must be completed by a physician's office. If an exemption to any immunization is desired, you must visit <https://www.eptrequest.dphe.state.co.us/FORMS/Forms/Index/NonMedicalExemptionForm> and fill out all required information. You will then need to choose the "submit and print" option for this form and give a copy of the printed version to the school for your child's record. The physical exam form must be signed by both the parent AND the child's health care provider. These items must be in place BEFORE the child starts attending any of the school's programs. In addition to submitting the forms at the child's initial entrance to the Center, each child must have an annual updated physical exam, and the new Physical Exam Form must be completed and submitted to the office. In addition, if a child receives additional immunizations, an updated immunization form must be submitted to the office. Please keep us informed if anything changes during the

year regarding your child's health status. See the school's website for copies of the Physical Exam and Immunization Forms. Children will not be allowed to attend class if these forms are not in the student's file.

## Hearing, Vision and Dental Screenings and Resources (QRIS 5.1a, 5.1b)

Apple Tree recommends that all children receive vision and hearing screening every year. Early detection and treatment of vision and hearing problems, even mild problems, can make a difference in a child's health, speech, learning, and socialization. Most medical care providers will provide a hearing and vision screening as part of a child's annual well child check. You can ask for this service if it is not offered to you.

If you have a concern about your child's hearing or vision, you should not wait until our child's next well child check for a screening/evaluation. You can express your concern to your child's primary care provider. If they are unable to adequately screen/assess your child, they may refer you to a vision or hearing specialist.

You can also seek hearing/vision screening services directly from other providers. Below is a list of providers near Apple Tree who provide vision and hearing services, including screening. This list is not intended to be comprehensive and serves only as a resource. Apple Tree does not recommend or endorse any provider. You should call for information and determine which provider will best meet the needs of your child.

### Vision/Eye Specialists

3D Vision Eye Center \*

Broomfield 303-404-3937

Colorado Eye Center

Broomfield 303-951-1941

Front Range Eye Associates

Broomfield 303-951-1820

\*These providers accept Medicaid and CHP+

### Audiologists (Hearing Specialists)

*The Children's Hospital\**

Broomfield North Campus

720-777-6801

### Dental

*Dental Aid*

Provides low-cost dental care for low-income residents of all ages in Boulder County and the City of Broomfield.

Boulder 303-499-7010

Longmont 303-682-2619

Lafayette 303-499-7072

Broomfield 303-499-7072

*KIND – Kids in Need of Dentistry* 303-733-3670

Dental services for low-income children up to 18 years of age

*Children’s Hospital Dentistry* 303-861-6788

*Colorado Department of Public Health*

and Environment, Oral Health Section 303-692-2360

In addition to the above providers, Child Find provides hearing, vision, and developmental screening for children. Contact the Child Find office through your local school district for more information:

Adams 12 School District Child Find: 720-972-6145

Boulder Valley School District Child Find: 720-561-5078

Jefferson County School District Child Find: 303-982-7247

### Medical Insurance and Medical Home (QRIS 5.2a, 5.2b)

Parents are asked to indicate their child’s medical and dental provider on the Emergency Card and Release Form. Administration reviews this indicated information and alerts the director if a provider is not a primary care medical provider. In turn, the director can contact the family to offer resources for medical homes.

Information is provided to families on where to obtain information for applying for Medicaid and CHP+ programs if needed. Parents are informed that they can ask for assistance in finding a medical home if needed. Brochures on Medicaid/CHP+} are also available to the families.

For a medical home, these facilities are in the Broomfield area:

*Broomfield Family Practice*

1420 W. Midway Blvd. Broomfield, CO 80020

303-466-1866

Broomfieldfp.com

*Cornerstone Pediatrics*

90 Health Park Dr. St. 160 Louisville, CO 80027

303-673-9030

*Sage Family Medicine (accepts Medicaid)*

413 Summit Blvd. Broomfield, CO 80021

303-464-7243

Medical Insurance:

Kaiser Permanente

KP.org

800-570-5218

Health First Colorado

[www.healthfirstcolorado.com](http://www.healthfirstcolorado.com)

(CHP+) Child Health Plan

303-751-9021

[www.colorado.gov/pacific/hepf/child-health-plan-plus](http://www.colorado.gov/pacific/hepf/child-health-plan-plus)

In addition to medical homes and insurance information, the following are available for early intervention and mental health needs:

*Early Intervention Colorado*

[www.coloradoofficeearlychildhoodforce.com](http://www.coloradoofficeearlychildhoodforce.com)

In Broomfield and Boulder County

*Imagine!*

1400 Dixon Ave. Lafayette, CO 80026

303-926-6487

*Broomfield Public Health and Human Services*

100 Spader Way Broomfield, CO 80020

720-887-2200

*Mental Health Partners*

799 US Hwy 287 Ste F Broomfield, CO 80020

303-443-8500

## Handwashing

Handwashing is an important method of preventing the spread of disease. All children must wash their hands upon entering their classroom, before and after snack, when coming in from outdoor activities, and after using the restroom. We use foaming soap and cannot be antibacterial. Teaching the proper handwashing technique is an important part of the classroom curriculum. In addition, parents will be given a handout regarding the center's handwashing technique and will be asked to practice it at home with their child.

## Sunscreen

Because all children spend time outside each day (weather permitting), we want to protect children from too much sun exposure to avoid the risk of sunburn and skin cancer later in life. Colorado Department of Human Services Childcare Division asks for the cooperation of parents in applying sunscreen. The sunscreen used at Apple Tree is Rocky Mountain Sunscreen SPF 50 Broad Spectrum. If you want more information regarding this sunscreen, please see the company's website at [www.rmsunscreen.com](http://www.rmsunscreen.com)

*For children in half day classes:* Teachers and staff will NOT be applying sunscreen. We ask that parents apply sunscreen to their child BEFORE dropping them off at class.

*For children staying longer than 4 hours:* We ask that parents apply sunscreen to their child BEFORE dropping them off for class. Teachers will NOT apply sunscreen to the children in the morning. Teachers will reapply sunscreen to exposed skin before taking them outside in the afternoon. Consent for application of sunscreen is given by the parent at the time "Permission Forms" are signed. If staff apply sunscreen, it can only be applied to healthy skin.

## Illness

Young children frequently become mildly ill. Infants, toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can develop one to two gastrointestinal infections (vomiting and/or diarrhea) each year.

Deciding when children can go to childcare or school can be difficult. Parents and caregivers should discuss the child's symptoms and decide what to do.

Parents should contact the childcare program or school when their child is sick and describe the symptoms. If a specific diagnosis, (such as strep throat or "pink eye") is made by a doctor (health care provider), let program staff know so other families can be alerted.

Sometimes it is necessary for a child to remain at home.

## There are three reasons to keep (exclude) sick children out of childcare or school:

- The child is not able to participate in usual activities. Child may be very tired, irritable or cry a lot.
- The child needs more individual care than program staff can provide.
- The illness or symptoms are on the exclusion list.

Look at the symptoms and/or illness list below to help you determine if you should keep your child at home.



ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (Usually 6 days). If blisters occur after vaccination, refer to Colorado Health Department guidelines
<b>CONJUNCTIVITIS (pink eye)</b> (pink color of eye and thick yellow/green discharge)	<b>Yes</b> - until 24 hours after treatment (if indicated) If your health provider decides not to treat your child, a note is needed authorizing return to group care
<b>COUGHING</b> (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)	<b>Yes</b> - medical attention is necessary. <b>Note:</b> Children with asthma may be cared for with a written health care plan and authorization for medication/treatment
<b>COXSACKIE VIRUS</b> (Hand, foot and mouth disease)	<b>No</b> - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
<b>CROUP</b> (see COUGHING)	Seek medical advice <b>Note:</b> May not need to be excluded unless child is not well enough to participate in usual activities
<b>DIARRHEA</b> (frequent, loose, or watery stools compared to child's normal pattern; not caused by diet or medication)	<b>Yes</b> – if child looks or acts ill; diarrhea with fever and behavior change; diarrhea with vomiting; diarrhea that is not contained in the toilet, (infants/children in diapers should be excluded)
<b>EARACHE</b>	<b>No</b> – unless unable to participate in usual activities or fever with behavior changes (see FEVER)
<b>FEVER with behavior changes or illness</b> (an elevation of body temperature above normal) <b>Note:</b> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention	<b>Yes</b> - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc. <b>Note:</b> Fever alone is not a reason to exclude from care
<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash illness appears
<b>HEPATITIS A</b>	<b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities
<b>HERPES</b>	<b>No</b> – unless child has mouth sores and blisters and does not have control of drooling
<b>IMPETIGO</b>	<b>Yes</b> – until 24 hours after treatment starts
<b>BODY RASH with fever</b>	<b>Yes</b> - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated <b>Note:</b> Body rash without fever or behavior changes usually does not require exclusion from the program; seek medical advice
<b>HEADLICE OR SCABIES</b>	May return after treatment starts

<b>RESPIRATORY OR COLD SYMPTOMS</b> (stuffy nose with clear drainage, sneezing, mild cough)	<b>No</b> – may attend if able to participate in usual activities
<b>RINGWORM</b>	May return after treatment starts Keep area covered for the first 48 hrs of treatment
<b>ROSEOLA</b>	<b>No</b> – unless child cannot participate in usual activities and has fever with behavior changes.
<b>RSV</b> (Respiratory Syncytial Virus)	Seek medical advice. Once a child has been infected, spread is rapid.
<b>STREP THROAT</b>	<b>Yes</b> - until 24 hours after treatment and the child is able to participate in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough).	<b>Yes</b> – until judged not infectious by the health care provider
<b>VOMITING</b> (2 or more episodes of vomiting in the past 24 hrs;	<b>Yes</b> – until vomiting resolves or a health care provider approves return to program.
<b>YEAST INFECTIONS</b> (thrush or candida diaper rash)	<b>No</b> - Follow good hand washing and hygiene practices

Handout developed by The Children's Hospital School Health Program, Denver, CO (303)-281-2790, 1995, revised 1999, 2001, 2003, 2005

#### References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, *Caring for Our Children: National Health and Safety Performance Standards*, Second Edition, Elk Grove Village, IL 2002
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, Elk Grove Village, IL 2005
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Child Care Providers*, Denver, CO., December 2002
- Kendrick AS, Kaufman R., Messenger KP, Eds. *Healthy Young Children: A Manual for Programs*. Washington, D.C. NAEYC

## Medication

No medications (either prescription or over the counter) can be administered to a child at the center without a signed medication consent form. This form must be signed both by the child's parent and the child's health care provider. A copy of the Medication Consent Form is included on the school's website. If your child needs medications kept at school for a potential emergency situation (e.g. severe allergy, asthma, seizure, or diabetes), all the forms must be signed and reviewed by the school nurse BEFORE your child starts attending the center. Medications are stored, administered, and delegated for administration in compliance with the Colorado Nurse Practice Act. Apple Tree does not employ a full-time medical provider on site. A part time nurse is available to consult with parents as needed. Children with special health care needs will have a health care plan developed in conjunction with the school nurse and the parents. Contact the school nurse for further information.

To assure that medications are given safely and appropriately, we believe that medications are best administered by a child's parent. Therefore, we prefer that medications not be sent to school. If your child needs a medication, please ask your child's health care provider if the medication can be prescribed at times when you can give it at home. (Many medications can be prescribed to be given twice a day instead of three or four times a day.)

However, we recognize that there are some situations when medications may need to be given at school. For example, some children with severe allergies or asthma may need to keep medications at school in case of a severe allergic reaction or an asthma attack.

If your child needs any medication at school (prescription or over the counter), please contact the school director. The following will be required:

A Medication Administration Consent Form (available in the office and on the school website) must be completed and signed by the parent and the child's health care provider.

For prescription medication, the medication must be in the original pharmacy labeled container with the child's name, medication name, time medication is to be given, dosage, date medicine is to be stopped, and licensed health care provider's name. Pharmacy name and phone number must also be included on the label.

For over the counter medications, the medicine must be packaged in the original container. The container must be labeled with the child's name. The dosage must be identical to that which is indicated by the health care provider on the medication administration consent form.

If the medication is a liquid, please provide a medication spoon available from the pharmacy.

The Colorado Department of Human Services Childcare Division requires that these items be in place before we can accept the medication at school and before we can administer any medication to your child. If your child needs to have medication kept at school for a potential emergency situation (e.g. severe allergic reaction, asthma, seizures, diabetes), your child will not be able to begin attending the school until all items are in place. We want to make sure that school staff have been trained to appropriately give the medication. Please do not send any medication to school in your child's backpack; please hand deliver the medication to school staff.

Please note the expiration dates of medications sent to school so you can replace them before they expire.

If you have any questions, please ask in the office or ask to speak to the school nurse.

## Accidents and Injury

- In the case of minor injuries handled by the school staff, an injury report with a description of the incident will be created, signed by the witnessing staff member and parent, and sent home with the parent or guardian. A copy of the report will be kept in the school files.
- In case of a serious injury or emergency, the parents or emergency contact person will be notified immediately. The Emergency Permission form gives permission for the school to obtain medical care and/or transportation to the hospital if warranted.

## Infectious Disease

- Any child, parent, or staff member who has an infectious disease is protected under the Right to Privacy Act. Any disclosure of a person's condition is permitted only by written consent by a parent/legal guardian or by the person themselves.
- All staff members at the Apple Tree Christian Preschool & Kindergarten are trained in Universal Precautions and are always required to use them
- It is illegal to refuse care or employment to anyone who discloses that they have HIV. This is covered under the Americans with Disabilities Act.

## Absence

- We expect students to attend regularly and to be on time.
- Attendance habits that are established during the first school experiences tend to follow the child throughout his/her schooling. Allowing a child to stay home for minor reasons will reduce the importance of attending school.

- If the child will be absent, please notify the school office at (303)466-8365.

## Safety

### Supervision/Whereabouts of Children

While attending Apple Tree, children are **always** supervised by a staff member. Children also must be watched every time they leave the room to retrieve something from their cubbies or put something away. Children can **never** be left unsupervised.

Name to face counts are completed by the teachers regularly in the classroom and during transitions to activities outside the classroom i.e. playground, gym.

### Missing Child Procedure

- Teachers are responsible for knowing how many children are in attendance each day and to count heads on a regular basis throughout the day.
- If a child is missing from the classroom, the procedure is the following:
  - a) Alert Director and call all available staff and volunteers to assist in search.
  - b) Check inside the building, including bathrooms and common areas.
  - c) Check outside the building and the playground.
  - d) Check the area surrounding the facility.
  - e) Contact the police and parents/guardians, if necessary.

### Excessively Hot or Cold Weather Policy

If the outside temperature exceeds 90 degrees or is below 20 degrees with a factored wind chill, children will have their recess time in the gymnasium at the church. Each day The Weather Channel will be consulted to determine the latest temperatures and wind chill factors for our area. The teachers will closely observe the children during the outside period. If the children complain about the cold or heat and become too uncomfortable to be outdoors, the group will be removed indoors to complete their recess time. If it is actively raining or snowing at the time of recess, children will have their recess time in the gymnasium. If snow and/or ice on the ground is too deep to allow children safe access to the equipment, they will have recess time in the gymnasium.

### Disaster Plan

- The Director shall be responsible for:
  - Safety of children and staff.
  - Decision on appropriate action to be taken.
  - Delegation of responsibilities to staff based on action to be taken.
  - Supplies.
  - Transportation, if applicable.
  - Notification of parents.
  - Notification of proper authorities (fire, police, etc.).
  - Emergency release forms and attendance records to account for the children at the time of an evacuation.
- The following guidelines will be followed in regard to natural disasters and other emergencies.
- Signals and/or commands shall be practiced with the children.
- "Evacuate!" means to leave the building.

- “Drop!” means to take protective position as follows: drop to knees, clasp both hands behind neck, close eyes, and protect face with arms.
- Evacuation routes will be practiced with the children and staff.
- Procedures for taking shelter in the event of a tornado will be practiced with the children and staff.
- Parents shall be aware of the disaster plan.
- Parents shall be given information regarding the disaster plan at the Parent Orientation and during the first week of school.
- Parents shall be notified of changes made in the plan.
- Parents will be notified of students’ condition and whereabouts as soon as possible.
- Available supplies
- Flashlights
- Battery operated radio
- First Aid kit
- Blankets
- Information to be taken by the director and used to account for the children at the time of the evacuation:
- Emergency release forms
- Attendance records

## General Emergency

- Director to decide on appropriate action: Leave building or stay inside.
- Emergency plans in the event of fire, tornado or evacuation to be posted, clearly marked in all rooms.
- Exits and routes to emergency sites to be clearly marked on map of school facility.
- Plans to be drilled once every 3 months.
- All directions on plans to be clearly, simply stated and:
- Distributed to licensing authorities
- Distributed to parents
- Practiced by staff
- Practiced by students
- Staff to be knowledgeable of Emergency Procedures and should be able to state procedure in own words.
- Shall be able to perform action quickly and calmly.
- Shall be able to carry out assigned responsibilities with primary concern for the safety of the students.
- Shall be trained in Emergency First Aid and CPR.
- First Aid to be given, as necessary. Emergency medical attention to be sought if necessary (911).
- Attendance shall be taken when leaving the building or classroom and again when evacuation destination is reached.
- Parents to be notified as soon as possible.

## Specific Disaster Procedures

### Lock down procedure:

If Apple Tree is notified by local law enforcement that a school lockdown is needed, all doors will be checked to ensure they are locked. Teachers will be expected to lock themselves and their students in their individual classrooms. Teachers will instruct the students to remain as quiet as possible in an area of the room with the least visibility of the students from any windows. Teachers and students may not leave the classroom for any reason. Teachers and students will remain in lockdown until the all clear is given by the director or emergency personnel.

### Lockout procedure/shelter in place:

If Apple Tree is notified by local law enforcement that a school lockout is needed, all teachers and students will return to or remain in their classrooms. The director will ensure that all doors are locked. Teachers and students will continue as normal with classroom activities. Limited travel between classrooms for emergencies will be allowed. Teachers and students will remain in a lockout situation until the all clear is given by the director or emergency personnel.

### Fire:

- Location of fire extinguishers and fire escape routes to be noted on map of school and posted in each classroom.
- When the fire alarm is sounded, all children and staff are to leave the building.
- Children calmly line up and teacher takes a head count.
- Teachers take first aid kits, emergency cards, attendance, and flashlight.
- Teachers lead children out through designated fire exit.
- Teachers take head count when at designated stop point.
- Director takes all children's Emergency Cards and first aid kit.
- Fire Department is automatically notified upon activation of alarm.
- If necessary, First Aid is administered, or emergency medical care called for and the Fire Department is notified (911).
- Staff and children re-enter building only when appropriate signal given from the Director or Fire Marshall.

### Evacuation to another site:

- When evacuation signal is given, all children and staff must move to a designated safer facility.
- Evacuation site will be a safe distance from preschool facility
- Two evacuation sites must be designated: one within walking distance and one 3-5 miles away
- Calvary Chapel, located at 1200 Miramonte Blvd, is the designated walking distance evacuation site
- Cross of Christ Lutheran Church, located at 12099 Lowell Blvd, is designated as the 3-5-mile evacuation site
- Church staff have been assigned to assist with any special-needs children and/or assist teachers and students in an evacuation

## Severe weather:

Apple Tree is alerted via text messages and email from the National Weather Service in regard to severe weather watches and warnings. Should severe weather develop after the children are already at school, the director will make the decision whether to close the school for the rest of the day. Parents would be notified to come to the school to pick up their children.

## Snow:

Apple Tree follows the severe weather closing decisions made by Boulder Valley School District (BVSD). If BVSD schools are closed because of severe weather, Apple Tree will be closed as well. Announcements for school closures are usually made by 6:30 am. Parents can obtain information on BVSD school closures from the BVSD website at [www.bvsd.org](http://www.bvsd.org). Announcements will also be made on Apple Tree's website, Facebook page, Channel 9 News, and through an email to the families.

## Tornado:

- During a tornado alert, the children and staff are to take appropriate shelter in the building.
- Children calmly line up and teacher takes a head count.
- Teacher leads children to designated area of shelter.
- Teacher instructs children to take protective positions.
- If necessary, any First Aid is administered, or emergency medical assistance is called (911).
- Staff and children return to classrooms or leave buildings only when all clear signals have been given by the Director.
- Tornado shelter sites to be noted on map of school and posted in every classroom.

## Release of Children Due to Emergency and Notification

Every effort will be made to contact parents/guardians or emergency persons to report your student's condition and whereabouts in the event of an emergency. Apple Tree has instituted an automated emergency notification system. Parents will be notified of an incident via a text message blast. To be included in this text blast, a signed form indicating the phone numbers to be used must be on file with the director.

Parents will be notified via this text message blast the details of the emergency and action to be taken. The Staff will only release children to persons listed as authorized adults in the student's file.

## Help Line

### Filing a Complaint

Our school is licensed under the authority of the Colorado Department of Human Services. Our school makes every effort to provide a safe environment for your child. If you have a complaint, please inform the teacher. If you feel that the issue was not resolved after working with your teacher, please speak with the director. If that does not resolve the issue, please contact Thomas Cross, the Associate Pastor of Broomfield UMC at [thomas.cross@broomfieldumc.org](mailto:thomas.cross@broomfieldumc.org) 303-466-1719. We want to know!

Complaints may also be directed to Colorado Department of Human Services, 1575 Sherman St., Denver, CO. 80020-1714, 303-866-5958.

## Reporting Child Abuse or Neglect

Colorado law states, "Any person . . . who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency". BUMC will abide by Colorado law in the event abuse or neglect is suspected. The employee is responsible to file the report and advise the HR Office of this action. Reports should be made to the local agency at the time of the suspicion. Local contact numbers are as follows:

In Emergency	911
Family and Children Services Abuse and Neglect Hotline.	844-CO-4-KIDS
Broomfield County (After Hours Hotline)	720-887-2271
Broomfield Police Department	303-438-6400
Non-emergency outside Broomfield County and unsure who to call:	
Division of Child Welfare (CO)	303-866-5932

\*Those who report suspected abuse and neglect of children remain anonymous and are immune from any civil or criminal liability if the report is made in good faith. Colorado revised statute 19-3-307, requires the identity of the reporter to be protected.

\**Colorado Department of Public Health and Environment*

## Facility Licenses and Inspections

If a parent would like to review any licenses or inspections held by Apple Tree, all documents are kept in the director's office and can be reviewed upon request. These documents include, but are not limited to, state licensing, health department, fire department, and radon testing.

*Revised July 21, 2020 – ATCPK*

## Appendix A: COVID-19 Policies and Procedures

Our policies and procedures reflect guidelines and recommendations by the [CDC](#), the [CDPHE](#), the [OEC](#), and [Broomfield Public Health](#). As information regarding COVID-19 is continually being updated to reflect a better new knowledge, we will also make every effort to update our information here; but cannot guarantee it.

### Drop Off:

- Entrance will be at the Sanctuary doors by the circle drive (off of Emerald St) of the church building.
- Students are to be walked into the building by ONE parent or guardian only. Anyone that enters the building is required to have their temperature taken. **Parents/guardians or caregivers, students, and staff must wear a cloth or medical face covering during drop-off.**



- Siblings are asked not to accompany caregivers or guardians into the building. **Please leave them home when possible.**
- **Checking in your child will be online.** You may go to the school website to access a link with your smart phone or a check in specific QR code will be provided linking to the online check in. You must fill out the required fields. Students will not be allowed into the building without being checked in. Parents/guardians or caregivers will also be asked to confirm at drop-off the student has NO illness symptoms (including no fever, cough, or shortness of breath) or have had recent contact in the past 14 days with a person who is ill or has had illness symptoms through our online check in procedure.
- Students' temperatures will be taken upon arrival. Anyone exceeding 100.4 degrees will be asked to leave and return only after 24 hours of fever free and/or symptom free. If a parent's temperature is 100.4 or above, the student, even if fever free, will not be permitted to attend school.
- All persons (staff, students, and service personnel) who will be entering the building are required to check their temperature prior to entering the building. **Persons who have a fever of 100.4 or above, have illness symptoms, or have had recent contact with an ill person will not be admitted into the building.**
- Exiting the building will be through the Apple Tree doors located next to the gymnasium/Family Life Center. This will drop you off into the same parking lot that you had parked in.
- **Any parent arriving after 8:40 must use their code and enter through the Apple Tree doors. The director will perform the temperature check and then walk the student to their designated classroom.**

### Pick Up:

- Pick up will be in two parking lots. The 200 wing will be dismissed in the south end of the east parking lot (located on Daphne St and 10<sup>th</sup> Ave; across from Broomfield High School). Rooms 305 and 306 will be dismissed in the north end of the east parking lot (located on Daphne St and 10<sup>th</sup> Ave; across from the Broomfield High School). Rooms 301 and 303 will be dismissed in the circle drive by the Sanctuary doors (off of Emerald St). Parents Day Out will also be dismissed in the circle drive by the Sanctuary doors (off of Emerald St).
- Younger siblings will be picked up with the older child. If a child in room 301 or 303 has an older sibling, they will be dismissed in the East parking lot (located on Daphne St and 10<sup>th</sup> Ave; across from Broomfield High School) with their sibling.
- Parents will drive up to their designated parking lot curb to pick up their child. Teachers will be checking parent, guardian, or caregiver's ID/Apple Tree issued badge before allowing the child into the car. To expedite the process, please have your ID/badge available to show the teacher.
- All cars will exit onto Daphne St across from Broomfield High School.
- Checking out your student will be online. A link will be on the website to check your child out or you may use a check out specific QR code to check your child out. Please fill out the required fields. Checking out is required as per the state of Colorado Office of Early Childhood.

### Face Coverings

We are increasingly understanding the importance of face coverings (masks) in the prevention of the spread of COVID-19. We ask that:

- Adults who enter the building (staff and service personnel) are required to wear a face covering throughout the time they are in the building.
- Students ages 3 years and older are required to wear a face mask in common areas of the building. These include but are not limited to hallways, common bathrooms, narthex, gymnasium, chapel and sanctuary. Students are not required to wear their face mask in the classroom but are strongly encouraged to when possible.
- We will not be providing face coverings for staff or students but will have some available when needed.
- Students are required to have a face mask and to bring one additional face mask to keep with their extra set of clothing.
- All masks should be labeled with your child's name.
- All students shall bring a labeled sandwich-sized baggie, so students may place soiled masks into it.

### General Classroom Information:

We have been very intentional on how we shift our classroom spaces to further keep everyone safe and healthy.

- Classroom spaces have changed to accommodate both physical distancing and health guidelines.
- Classroom spaces will be picked based on community need, ages grouping, etc.
- Daily routines have been altered, and classroom furniture has been rearranged to adhere to suggested physical distancing guidelines.

### Physical/Social Distancing

- One of the consistent ways people are trying to stay healthy is to increase the space between them and another person. The CDC recommends 6ft or more as a way to physically or socially distance yourself from another person. In the classroom this looks like:
  - No more than 2 students at any table at one time.
  - The use of items such as hula hoops and pool noodles to help students define what is enough space between them and another student.
  - Reimagined group times such as having multiple small group times, group time outside (weather permitting), etc.

### General Cleaning & Disinfecting

Apple Tree is cleaned and disinfected by Broomfield UMC's Facilities team daily. We will continue to use disinfectants on the approved [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-Co V-2, the Cause of COVID-19](#) list. Apple Tree will utilize "Nu-Foamicide: cleaner, disinfectant, detergent, food contact sanitizer, virucide for restaurant, bar and institutional kitchen use" to disinfect the surfaces. It meets the OSHA Bloodborne Pathogen Standard, according to the bottle.

We have intensified our cleaning and disinfection efforts by doing the following:

- High touch surfaces such as door handles, light switches, etc. are being disinfected frequently throughout the day.
- Teachers and support staff are following a daily and weekly disinfection schedule.
- Classrooms are being cleaned and frequently touched surfaces and items such as toys and games will be disinfected daily.
- The amount of items available in the classroom has been reduced to only those items that can be easily disinfected. We have removed mainly fabric items such as stuffed animals, pillows, fabric furniture, dress-up clothes, etc.

## Hand Washing

- Apple Tree follows the CDC's recommendations regarding hand hygiene. Students and staff are doing the following:
  - Washing hands upon entering the building.
  - Washing hands between transitions such as going outside.
  - Washing hands before and after meals.
  - Washing hands before and after using sensory items such as playdough.

## Hand Sanitizer

- The CDC recommends the use of hand sanitizer when hand washing is not immediately available. Proper hand washing is still the first line of defense for limiting the spread of illness.
- Each student and staff member are required to use hand sanitizer at drop-off before entering the building. This helps make sure any germs from home are not brought into the building.
- Hand sanitizer will be used when outside or at the park when hand washing is not available. Hands are being washed when returning to the building.
- We are only using hand sanitizer that is 60-95% alcohol and not on the FDA's list of Hand Sanitizers with Methanol.

## Snack Policy

- As always, our school is a peanut and nut free environment (see the general snack policy on page 17).
- Since students need to physically distance themselves during snack time, each classroom has "Mark-Its" (Velcro colored dots) that will be placed on the floor around the classroom. They are spaced 6 feet or more apart so the students can sit on them while enjoying their snack. They will be given a paper plate and napkin to enjoy their snack upon.
- Hand washing will occur before snack time and after to reduce the transfer of germs.

## Playground

Gross motor activity is so important for growing bodies and healthy physical development. To continue to support this development in our students while also maintaining healthy distance from one another, we are doing the following:

- Allowing one class to be on the playground at a time
- The sandbox will be closed
- All surfaces will be sanitized with a bleach water solution after each classroom's use



Apple Tree Christian  
Preschool & Kindergarten

## Parent Handbook Acknowledgement

I hereby acknowledge that I have received the Apple Tree Christian Preschool & Kindergarten Parent Handbook.

This handbook describes the written policies and procedures of Apple Tree Christian Preschool & Kindergarten and the Parents Day Out Programs.

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signature

date

printed name