



# THOMPSON INTEGRATED EARLY CHILDHOOD

## POLICIES AND PROCEDURES

2020-2021





## **Mission and Vision of the Thompson School District**

### ***Vision***

Empower to learn, Challenge to achieve, Inspire to excel

### ***Mission***

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

### **Early Childhood Vision**

Children and Families Empowered for a Lifetime of Learning

### **Early Childhood Mission Statement**

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

## **Table of Contents**

Ages of children served, attendance policy.....	1
Fee schedule for Tuition Paying Students.....	2
Withdrawal of Students. Inclement weather, hours of operation.....	3
Student Code of Conduct.....	4
Guidance Policy, Suspension, expulsion.....	5
Notification of parents regarding children’s illness, accident, injuries ....	7
Short Term Exclusion due to Illness.....	8
Emergency Procedures, transporting children.....	10
Field Trips, Use of television, computers, tablet devices.....	11
Arrival and departure.....	12
Storing and Administering children’s medicines.....	13
Sun Safe Policy (sunscreen protection).....	14
What to Bring to School.....	15
We Eat Together at School .....	16
Toilet Training .....	16
Visitors, Parent/Teacher Conferences .....	17
Filing complaints about Child Care or Reporting Child Abuse.....	17

# **POLICIES AND PROCEDURES**

## **Ages of Children Accepted**

We offer a variety of classroom structures in order to meet the needs of children and families. Our program accepts children who are 3 or 4 years old as of October 1<sup>st</sup> of the current school year.

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

Our goal is to meet each child where they are and our teaching staff are highly skilled in creating a school experience that is both developmentally and individually appropriate. It is important to note that sometimes after starting the school year, it becomes apparent that a few children have difficulty benefiting from a full day setting. For example, even after children are given ample time to learn and adjust to a full day schedule, some cannot rest with other children present or can no longer enjoy and participate in educational activities because of dysregulation that builds over the course of the day. These children may need a shorter day in order to have a positive and successful educational experience. Teaching teams will determine if a half day program is a more appropriate placement and changes may be made to best meet the needs of each child.

## **Attendance Policy**

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

In addition to benefiting the children there are other reasons why we require children attend on a regular basis. Funding for our preschool program is dependent upon the attendance of the children enrolled in the program. Also, because we have limited space for children in our classrooms, we maintain a waiting list throughout the year. If a student does not meet the

minimum attendance requirements the slot will be given to a student on the waitlist.

We understand that children do get sick. (Guidelines for when to keep ill children at home are in the Parent Handbook). The following attendance policies must be followed in order for your child to participate in the Thompson Early Childhood Program:

1. All children are expected to attend on a regular basis.
2. All families are asked to notify the school by 8:00 am each morning of a child's absence.
3. If we do not hear from you, a staff member will contact you for any unreported absences. Our Head Start and Colorado Preschool Program requires an **85%** or better attendance to be in compliance with requirements for funding.
4. When a child has missed three consecutive days and if reasons are not illness or a normal excused absence, a personal contact will be made by district staff. If there are any resources you need we are available to assist you with referrals to community agencies.
5. The next step we must take, if attendance does not improve, is to look at dis-enrolling your child from our program. Our first hope is that together we can change the situation, however if attendance does not improve, we are required by our funding sources to take this next step.
6. Due to Colorado Department of Human Services Child Care Licensing Regulations, all students are required to have annual health information in our files. This includes a physical that has been completed in the past 12 months and your child's immunization record. For children enrolled in our Head Start program, an annual dental exam and hematocrit are also required. You will be notified 30 days prior to expiration of health information in our files. If current health information is not in your child's file, they may be excluded from attending class until their health information is updated.

**Services are only available as long as the family resides in the Thompson School District boundary areas.**

### **Fee Schedule for Tuition Paying Students**

Preschool tuition for the 4 day/week program is \$2700.00/year for the three-hour program and \$2900.00/year for the 3.5-hour program. We divide this into 10 payments. The first payment is due at the time of acceptance into the program. The additional monthly payments are due on the first of the month beginning September 1st through May 1st. If payment is delinquent for two or more consecutive months, your child will be dropped from the program for the remainder of the year.

### **Withdrawal of Children from our Services**

If for any reason you need to withdraw your child from our services please let us know as soon as possible so that we may work with another family to enroll their child.

### **Procedure regarding inclement and excessively hot weather**

Outdoor play is an important part of our daily schedule. Children who are well enough to attend school are considered well enough to participate in outdoor activities. We will go outside everyday all year long unless the temperature falls above or below safe levels as determined by our Child Care Weather Watch Chart. Conditions that would keep us from playing outside would include temperature falling below 20 degrees, rain, lightning is present and/or high winds exist. At times where we do not have outdoor play due to inclement and excessively hot/cold weather, we will instead have indoor large gross motor activities. In hot weather, children are permitted to play outdoors, but teachers monitor children's activity levels and are especially aware of the need to provide water, rest and/or a cooling off activity.

**School Closure Line: 970-613-6788**

### **Hours of Operation**

Classroom sessions run for either 3 or 3 ½ hours Monday, Tuesday, Thursday and Friday and are aligned with the school district calendar. All early childhood classroom morning sessions start at 7:50 and end at either 10:50 or 11:25 a.m. Afternoon sessions begin at 11:25 and end at 3:00 p.m. Please contact your child's school for exact start and end times or call the Early Childhood Program Secretary at 970-613-5052.

### **Early Childhood Philosophy on Positive Behavior Development**

One of the major goals for all preschool children is learning how to get along with other children. For many children, preschool is their first time away from family and home. Some children may not have had the experience of working, playing and spending time with other children. We recognize that children need to learn a variety of skills to be successful in their relationships with other children. We have a school-wide Positive Behavior Interventions and Supports (PBIS) system that is in place in all of our classrooms. PBIS guides our program to directly teach children the expected behaviors and give positive reinforcement to all children. We use The Teaching Pyramid Model to directly teach prosocial behaviors such as sharing, problem solving, and turn taking. PBIS and the Pyramid Model are the basis for our guidance policies.

Three school-wide rules are directly taught and positively reinforced in our program. The rules are posted in each classroom in print and pictures. Teachers and children use the rules when discussing individual and group behaviors. Our mascot, "HUGS" (the koala), helps to give positive reinforcement for following the Safety Rules. The 3 Safety Rules are:

*We keep ourselves safe  
We keep each other safe  
We keep our things safe*

Our classroom expectations promote an environment that is respectful as we practice our rules and routines. Our PBIS system helps us to implement teaching strategies that support positive behavior, pro-social peer

interactions and overall social and emotional competence in our young students.

### **Access to EC Mental Health Consultant and Behavioral Health Specialists**

We have a Mental Health Consultant and two Behavioral Health Specialists on staff to assist both teachers and parents with training and support for behavioral challenges. Parents will be informed if the Mental Health Consultant is requested to observe their child in the classroom due to behavior concerns. The Mental Health Consultant is also available to assist and support families with parenting questions, behavioral interventions and questions about managing mental health issues from depression to ADHD of either the child or the parent. She is also happy to help families access community resources such as housing, private mental health therapy, parenting classes, etc.

### **When Challenging Behaviors Present Safety Issues in the Classroom**

When challenging behavior occurs, we have personnel that are trained in assisting teaching staff to implement positive strategies that help decrease the behavior and increase positive replacement skills.

The Early Childhood Staff understand that all behaviors, positive and negative, are a form of communication for a child. It is important to our teaching staff that we determine the reason for a child's behavior so that we can teach an appropriate replacement skill to help the child get his/her desired result. All children need to learn prosocial skills and problem solving. This is a major focus in early childhood. Discipline is never associated with food or toilet training. Children are never spanked, threatened, shaken, subjected to abusive language or humiliated.

We adhere to the Thompson School District's Discipline Code which states:

*It is the intention of the Board of Education that district schools help students achieve maximum development of individual knowledge, skills and competence and that students become responsible, contributing members of society. Every student in a public school in this district has the right to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption.*

*In accordance with state law, the Board has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior,*

*especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. At each site, the code shall be enforced uniformly, fairly and consistently for all students. (Behavior Code of Conduct/Board of Education Policies JIC)*

Preschool teaching staff strive to maintain consistent and open communication with families regarding the progress of their students. You may be notified of minor behavioral incidents in the following ways: email, telephone, written communication or in person. A report will be required for more serious incidents in which the behavior of the student seriously impacts the safety of other students or staff or his/her own safety or if an injury occurs. In this case, you may be asked to come in and discuss the incident with your child's teacher and the Administrator of Early Childhood prior to the child returning into the classroom. The connection between home and school is very important, and children must understand that we are all communicating and working together.

Should a child's behavior become a consistent problem, the parents/guardians will be contacted to schedule a conference and the team will develop a Positive Behavior Support Intervention Plan. Interventions may include taking a child out of the classroom for breaks with 1:1 support, shortening the child's day, moving a child to another class and/or parents being required to pick up the child if behaviors are unsafe.

Extreme unsafe behavioral situations that continue despite all efforts, will be referred to the Administrator of Early Childhood and be handled on a case by case basis.

### **Procedure for Identifying where Children are at all times**

All classroom staff are expected to know how many students are present at any time. Staff will ensure that each child is signed in upon arrival and signed out as children leave each day. Children will be counted throughout the day and the number will be posted in the classroom and changed if a student arrives or leaves.

### **The procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries**

We immediately notify parents or legal guardians when their child becomes ill, is involved in an accident or is injured and requires emergency medical care while at school. All non-emergency or minor accidents and injuries will be treated with First Aid by a trained staff member. The accident or injury is documented and parents are notified. Please call your school if your child is too sick to attend prior to the start of class. For the safety of our children, Thompson Integrated Early Childhood reserves the right to determine if your child is too sick to attend school. If a child becomes ill at school parents will be called and must pick up their child within one hour. Please note and adhere to our School District and Colorado Department of Public Health and Environment's (CDPHE) **How Sick is Too Sick Policy** as determined by Colorado Department of Public Health and Environment [ILLNESS POLICY - HOW SICK IS TOO SICK](#).

### **Short Term Exclusion Due to Illness**

(Reference: Colorado Department of Public Health and Environment, Infectious Disease in Child Care and School Settings)

In situations in which a child does not have a diagnosed disease/condition, but has signs or symptoms indicative of a potentially infectious disease, exclusion may be warranted. Generally, if any of the following conditions apply, exclusion from child care or school should be considered:

#### **How Sick is Too Sick?**

When Children and Staff Should Stay Home from School or Child Care

There are three main reasons to keep sick children and adults at home:

1. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is through good hand washing and staying home when sick.

## Symptoms

### **Child must stay home?**

**Diarrhea**- Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.

Yes - if there are other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in the toilet, there is blood or mucous in the stool, the child is in diapers or the staff member handles food or bottles. Children and staff may return 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer.

### **Fever**

Fever with behavior change or other illness. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.

A child should not be excluded if they have a fever with no other symptoms unless they are 4 months old or younger.

Yes - if there is also a rash, sore throat, throwing up, diarrhea, behavior changes, stiff neck, or difficulty breathing.

### **"Flu-Like" Symptoms**

Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up, and diarrhea.

Yes - for at least 24 hours after the fever is gone.

The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).

### **Coughing**

Yes - if the coughing is severe, uncontrolled, or the child has wheezing, rapid or trouble breathing. Medical attention is needed for wheezing, rapid or trouble breathing.

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

**Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, and mild cough.**

No – children and staff may go to school if they are able to take part in usual activities. Children and staff should stay home if the symptoms are severe. This includes fever and if a child is not acting normally and/or has trouble breathing.

**Vomiting/Throwing Up**

Throwing up two or more times in the past 24 hours, there are other symptoms in addition to the vomiting (such as fever, diarrhea, etc.).

Yes – until 24 hours after throwing up stops or a doctor says it is not contagious. If a child has a recent head injury, watch for other signs of illness and for dehydration. Adults who handle food and bottles must be excluded.

See second page of “How Sick is Too Sick” for a list of illness that may require children or staff to stay home.

**Procedures for responding to emergencies**

To ensure the safety of the children within our program we respond to all emergency situations, such as tornadoes and fires. If a child is lost, staff will immediately notify the Principal. The parents will be notified and appropriate law enforcement will be called.

Staff are trained to be aware of and count children at all times. During transition times (moving between buildings, playground, bus) staff will maintain the correct ratio and count the children. Staff will count the children before they leave and after they arrive at the new location checking attendance sheets as necessary.

Each Center practices safety/emergency drills on a routine schedule. Lockdown, Lockout (Secure the Perimeter), Shelter in Place, and Evacuation drills are planned and practiced with children. Each classroom has an

evacuation plan posted. Please refer to our District's Standard Response Protocol for more detailed information regarding other emergency situations.

### **Procedure for Transporting Children**

If families do not have private transportation available, Early Childhood staff will work with families to apply for transportation to and from school. The application requires written permission from the parent or legal guardian for transportation services. Emergency contacts and medical information must be completed prior to application being submitted. Transportation will be determined on an individual and space availability basis.

All school district buses transporting approved children to and from Early Childhood centers will have an aide on board to care for the needs of the children and maintain the safest possible environment. Our Transportation Department maintains proper staff/child ratios as required by the State of Colorado Licensing regulations. All children will be restrained in approved child restraint systems while transporting students.

All children will be signed on and off as they board or leave the bus by transportation staff on each trip. Children will only be released to individuals who have been authorized in writing by parent/guardian.

Buses will provide curb-to-curb transportation and it will be the responsibility of parents and staff to bring the children to the bus at the curb.

### **Field Trips**

Any Early Childhood Field Trip will be conducted in accordance with District Board policy and State of Colorado Child Care Licensing Regulations. Throughout the field trip, the staff-child ratios from the State of Colorado Rules Regulation Child Care Centers must be maintained and children will be actively supervised at all times. Staff will carry an attendance list, cell phones, first-aid kits, emergency contact information, medical forms, and medications on all field trips. Any Emergencies will be handled according to TIEC Emergency Procedures. Transportation will be handled in accordance with District Policy and State of Colorado Licensing Regulations. Children will be signed-in and signed-out from Field Trips as they are for daily class. Any student who arrives at school late while the class is away from the facility will be sent home with the Parent, or the Parent may choose to transport the student to the Field Trip destination.

## **Use of Television/Recorded Media/Computer/Tablet Device**

Occasionally video or television viewing may be planned as part of a unit of study. All videos or television programs will be previewed by the classroom staff. Only materials that are age appropriate and non-violent will be shown. Children are always offered an option of other activities during viewing time. Screen time will be limited to no more than 30 minutes per week.

## **Arrival and Departure**

Children who ride our bus to and from school are signed in and out of centers by classroom staff. Families and childcare providers transporting children are required to walk children into the classroom before school and meet children in classrooms after school. Please do not leave children in a classroom until a staff member greets your child and takes responsibility for him/her. Licensing requires that an adult sign a child in and out of school each day and only be released to a person at least 18 years of age.

Families must notify the center when an emergency prevents them from picking a child up on time. In the case of an emergency, families are asked to make arrangements for someone else to pick up the child at school. For your child's protection, your child will only be released to those who are either listed on the child's emergency card and are at least 18 years of age. Teachers will ask the adult for photo identification prior to releasing the child. If the child is not picked up within 15 minutes of the pick-up time, we will first attempt to contact you as well as emergency contacts listed on the emergency card. If a parent cannot be reached within 30 minutes of the pick-up time, appropriate authorities (Loveland Police or Department of Social Services) may be contacted.

For children who ride a district bus to and from school, parents must designate one primary pickup and one primary drop off contact, one alternate drop off contact, and two emergency contacts. These designated contacts will be adhered to and changes must be submitted as a new or modified request. If appropriate supervision is not available with the designated drop off contact, the child will be taken to the child's preschool center and efforts will continue to connect with a designated contact. If the parent or emergency contacts cannot be reached within 30 minutes, appropriate authorities (Loveland Police or Department of Social Services) may be contacted.

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

### Procedure for end of the day closing of Center

Our centers close at 3:00 pm daily and staff will check the classroom attendance log to ensure all children have been picked up for the day. Staff also double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by our closing time, parents will be contacted. If a parent cannot be reached, the emergency contacts listed on the child's enrollment forms will be called. If a child remains in our care for more than 30 minutes past the pick-up time and we have not been able to reach a parent, legal guardian or emergency contact person, the center director will contact local child protective services and/or law enforcement.

### The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act"

Children required to take medications while at school must have annual written authorization from a parent or guardian **and** written health care provider's/doctor's orders for each medication prescribed. All medication will be administered by trained and delegated staff in accordance with the prescribed directions and child's individualized health care plan. Home remedies, including homeopathic medications are **not** allowed to be given at school. Any medication administered will be documented in our classroom medication log book. All medication will be stored in areas inaccessible to children at all times. For safety reasons, all medications must be brought in by an adult. No medications may be sent to school in a child's backpack. Medications brought to school must be kept in the original container labeled with the child's first and last name. If a medication is expired or is left over, notification will be sent and we will attempt to give those medications back to parents or guardians. Medication that is not picked up will be properly disposed of.

### Early Childhood Sun Safe Policy

Our Sun Safe policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by the

harmful UVB and UVA rays of the sun. This policy will be implemented throughout the year in accordance with Colorado Child Care Licensing Regulations. All parents/guardians will be asked annually to provide written authorization and acknowledgement of the need for applying sunscreen, use of another form of parent or guardian approved sun protection to their children's exposed skin prior to outside play, or sign that they opt out. Daily, we ask all parents/guardians who do not opt out to apply the sunscreen to their child's skin within 1 hour of arriving at the Center and/or dress the child in sun protective clothing prior to drop off at school. Children in all-day programming will have sunscreen or other approved sun protection re-applied in accordance with the sunscreen product directions.

### [What to Bring to School](#)

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

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

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

**Backpack:** Children should bring a backpack to school each day with a change of clothes including socks and underwear. All classroom or program news/information will be sent home in backpacks, if not sent electronically. Please check your child's backpack daily for important information. Parents

may also send notes back to school for the staff in their child's backpack. Backpacks will be checked daily by staff.

### **We Eat Together at School**

Children attending a 3-hour class are served breakfast and children in the 3 ½ hour classes are served lunch and breakfast/snack. Students in full day programs will receive breakfast, lunch and snack. The meals are prepared by Thompson School District Nutrition Services. A menu is posted in each classroom, on the district website. Parents are always welcome to join us for lunch or snack time. If you plan to join us for lunch, please call your child's center by 9:00 am to be included in the class meal count. *Currently, due to COVID restrictions, guests and volunteers will not be allowed in classrooms.* **Please speak to your child's teacher or the nurse if your child has a food allergy or dietary restriction.** Please provide a doctor's statement if your child cannot have certain foods for health reasons.

If your child will be celebrating a birthday at school and you would like to send in/bring in a food "treat" for that special occasion, we encourage families to share a *healthy* treat/food snack. Any food brought in must be prepackaged (not homemade) as per our district policy.

### **Toilet Training**

Many of the children enrolled in our classrooms are very independent in their bathroom needs. Children are encouraged to use the bathrooms throughout the day as needed. Teachers monitor healthy bathroom habits such as flushing and hand washing and children are never left unsupervised during toileting. Many other children are in various stages of toilet training including diaper use. Diaper changing takes place in a manner that meets health and safety guidelines. When toilet accidents that require a change of clothing happen, children are assisted to change into dry clothing. Soiled clothing is placed in a plastic bag to take home. If your child comes home in borrowed clothing, we ask that you wash and return the clothes as soon as possible. Families are asked to supply diapers and wipes (occasionally diapers may be provided by the program for children enrolled in Head Start if needed). Please discuss a system for supplying a change of clothing, diapers and wipes with your child's teacher.

### **Visitors to the Center**

Visitors and Volunteers are required to check-in at the Elementary School, except at Berthoud Turner, Lincoln or Monroe EC. Those schools have their own check-in kiosk computer. Anyone visiting our classrooms must sign the Visitor Log Book located in the classroom. Classroom volunteers must register on the Thompson School District website using the online registration process. Volunteers receive an Early Childhood name badge to wear in the classroom and to scan their volunteer hours. Volunteers and teachers partner to find convenient times for the volunteer to be in the classroom.

### **Parent and Teacher Conferences**

Parent Teacher Conferences will be offered two times a year. This is an opportunity for teachers and parents to partner and share information about the child's progress at school and home. Together, parents and teachers create a learning plan and determine goals for the child's preschool education experience.

### **Procedure for filing complaint about Child Care**

Our centers are subject to inspection by state and city health, fire and licensing officials. If you have concerns regarding a violation of a licensing regulation, please contact any Early Childhood member. If you would like to file a complaint, please contact:

Office of Early Childhood, Division of Early Care and Learning Licensing  
1575 Sherman St, Denver, CO 80203  
(303) 866-5948

### **Reporting of Child Abuse**

If child abuse is suspected within our program, please contact our local County Child Protective Services Department:

2555 Midpoint Dr. Suite F, Fort Collins, CO 80525  
Phone number (970) 498-6990 **or**

Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS  
(1-884-264-5437)