

# THE EARLY EXCELLENCE PRESCHOOL PROGRAM



## FAMILY HANDBOOK

### Policy and Procedures Early Excellence Program of Denver

**3580 Franklin Street  
Denver, Colorado 80205  
[www.eepdenver.org](http://www.eepdenver.org)**

**Main: 303-292-0556  
Fax: 303-928-8560**

Updated: 02/2/2017



**Early Excellence Program of Denver**

Main Phone Number: 303-292-0556

Fax: 303 928-8560

[www.eepdenver.org](http://www.eepdenver.org)

Executive Director: 720-435-8783

Family Liaison/ Student Enrollment 720-404-1214

Year-Round Classroom Hours:

ECE Preschool Program Ages 2.5 Yrs-Pre-Kindergarten	8:30am-3:30pm	M-F
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Before School Program	7:30am-8:30am	M-F
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After School Program	3:30-5:30pm	M-F
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## Parent Letter

Dear Parents,

Welcome to the Early Excellence Program of Denver. We want to take a moment to warmly welcome you and your child as we begin our new and exciting journey together that will highly increase and nurture your child's educational growth. Your child will be an active participant in the learning process as our Early Excellence teachers, along with your support, guide your child to achieve academic success.

The Early Excellence Preschool Program places huge value on children exploring our world through literacy and language, math, science, history, music, art, and physical development. We believe children need to have strong self-worth and a positive self-concept. We uphold strong connections to family, community, and the world we live in. Furthermore, we strongly believe that parent and family involvement is a key factor behind every child's future success.

We welcome you at any time, your thoughts, your ideas, your concerns, and of course, your presence in our classroom.

Sincerely,

Jennifer Luke  
Executive Director

### **Early Excellence's Purpose**

The Early Excellence Preschool Program is a non-profit organization that provides high quality education classes for children and their families that live in the Cole Community and surrounding neighborhoods. The purpose of the Early Excellence Preschool Program is to ensure that students 2.5-5 years old are ready for kindergarten.

The ECE Preschool Program located at 3580 Franklin Street

Franklin Street is a licensed facility for 81 children ages 2.5 - 5 years of age. The adult/child ratio is as follows:

Preschool: **State Requires: 1:10**

The Early Excellence Program is a 5 Star Colorado Shines rated program. In addition, Early Excellence is in alignment with National State and District Standards as outlined by the Colorado Department of Education.

### **Philosophy**

We strongly believe that children learn and grow by exploring their world by using their senses. We believe that children need to be cognitively, physically, socially and emotionally stimulated and challenged on a daily basis in order to reach their maximum growth and potential. Early Excellence students are daily immersed in language and literacy across all curriculum studies. Through ongoing assessments and observations, teacher's can masterfully adjust their teaching styles and teaching strategies to meet the individual needs of each student.

### **Ages of Children Accepted**

Children ages 2.5-5 years are accepted at the Early Excellence Preschool Program.

### **Children with Special Needs**

Children with special needs are accepted at the Early Excellence Preschool Program. All pertinent ILP and IFSP accommodations and modifications will be taken to ensure high educational quality for all students with special needs, at all times.

### **Provision for ADA**

Early Excellence at Wyatt makes necessary accommodations and modifications to comply with state regulations as mandated by ADA. Individuals with special needs will be inclusive in educational activities.

**Registration/Schedules**

Registration for the Early Excellence Program is held throughout the program year. However, due to limited space in the Preschool Program (16 students per CPP funding mandate), student enrollment in the preschool classes will be taken on a first come, first serve basis beginning February of that prior school year. Students who were currently enrolled in the Early Excellence Program previous school year, will have first priority into the Preschool classes.

**Tuition Payment Policy**

Please see attachment for School-Tuition Payment Policy.

**Tuition Schedule**

Please see attachment for daily school-tuition rates.

**Children's Personal Belongings**

*COATS AND BACKPACKS*

All children must have their coats and backpacks labeled with their first and last name in permanent marker.

*EXTRA PAIR OF CLOTHING*

Please send your child to school with one pair of clean clothes including: 1 pair of pants, 1 pair of underwear, 1 pair of socks, and 1 clean shirt. Please have all clothing labeled with your child's name on each clothing item. This extra pair of clothing will be stored in your child's school cubby until needed. In the event of need, all soiled/dirty clothing will be placed in a plastic bag and labeled "soiled clothing" and will be sent home to be cleaned and returned to school by the next school day.

*BLANKETS AND PILLOWS FOR NAP-TIME*

Please send your child to school each Monday with a blanket for nap-time. Pillows with pillow cases can also be sent to each Monday, but pillows are optional. All blankets will be returned home each Friday for cleaning and must be brought back to school the following Monday.

**Discipline Policy**

The Early Excellence Preschool Program insures a classroom environment where children feel safe and comfortable. Students and families are taught techniques and strategies to help them peacefully resolve conflicts through the Incredible Years School Positive Discipline Program (A Nationally Validated Program). It is the policy of the preschool to guide children to use positive choices through loving, nurturing and patient teaching strategies and techniques. When intervention

becomes necessary, parents are expected to actively participate in developing and implementing a plan to help guide their child's behavior.

### **Suspension or Expulsion of student from School**

Early Excellence reserves the right to have a student removed temporarily or permanently from the school when the faculty and staff feel a child and/or his/her family members and/or acquaintances are posing a danger to him/herself and/or posing a danger to others.

### **Weapons Brought to School (also including toy weapons)**

Early Excellence does not allow any weapons or pretend toy weapons on the school grounds, including knives, blades, razors, guns, etc (real or pretend) at any time. In the event your child brings a real or pretend weapon to school, it will be immediately confiscated and a meeting will be called with the school administrator and parent/guardians of the child to discuss next steps.

**Withdrawing your Child from School** Upon withdrawing your child from school, we ask that you put your child's reason for withdrawal in written form with an explanation as to why they are withdrawing from the school. There is no specific withdrawal period required if you choose to withdraw your child from the school. A handwritten letter, text message (720.435.8783) , email ([jennifer@eepdenver.org](mailto:jennifer@eepdenver.org)) or typed letter will suffice for withdrawal notice. The front desk can also help with this process if you need support.

### **Drop-Off and Pick-Up**

All children must be brought into the classroom and each adult must sign in their child. If there are any special needs and/or extenuating circumstances regarding your child, please inform the teacher immediately. If you are changing your schedule for the day, please leave a phone number where you can be reached in-case of an emergency written on the sign in/out sheet.

In the event your **child arrives when their assigned classroom is outside or not present**, please check in with the front desk, where we will help you sign your child in to school and help direct you where your child's class is at and their expected return time.

### **Late Pick-up of Child**

If your child is picked-up late, please follow the below procedures:

1. All students must be picked-up at the preschool by an authorized adult over the age of 18 years old only.

2. Please call the Early Excellence Preschool as soon as possible to explain the situation and reason for lateness, with your expected arrival time: 303-292-0556(school) or 720 435-8783 (Director).
3. Please note that there may be an additional late fee of \$30 assessed if your child is not picked-up at the following times that must be "paid-in-full" within 3 business days to Early Excellence:  
  
Child Pick-up times:
  - For children who are enrolled in preschool only; your child must be picked up by 3:30pm.
  - For children who are enrolled in the after-school program; your child must be picked up by 5:30pm.
4. When children are not picked up 1 hour after closing time, the Department of Social Services will be called and the child may be placed in protective custody.

#### **Authorized Persons**

Please be advised that only persons listed on the emergency card will be allowed to take the child away from the center. **All authorized persons must be at least 18 years of age.**

#### **Sunscreen Policy**

EEP does not provide sunscreen for its students for outdoor activities, but it is highly recommended that each child applies sunscreen on a daily basis for outdoor play activities and dresses appropriately for outdoor activities. Each family can provide sunscreen for their child and EEP teachers can apply sunscreen if needed to your child. Please see front desk for sunscreen permission.

#### **Medication Administration and Medication Storage Policy**

According to state law, in order to administer any prescription medication to your child, Early Excellence medication administration certified staff must first have the following procedures in place from you (parent) and the medical practitioner to administer and store all prescription medications:

1. Medication Administration Medical Release Form must be completed by medical practitioner explaining and describing medication, medication administration process, and medical authorization forms and medicines must be updated on an annual basis or as recommended/stated by health practitioner, (see attachment).

2. All medication to be administered must come in the original prescription box/bag/container and be labeled with the child's first and last name printed on the medicine and equipment.
3. Parents and teachers must sign-in and sign-out the hours of administration of medication and keep a written log of date and time of medicine dosage and a written log of receipt of medication.
4. Parents and teachers must sign-in/sign-out and keep a written log of pill count and medicine amounts received and used per/day.
5. All Epinephrine (EpiPen) and Asthma inhalers will be stored at room temperature, will be kept on teacher's person (teacher's classroom backpack), when going to another place outside of the classroom area (playground, other classroom in building, etc), and EEP will make sure to keep medications and accurate measuring devices stored together in a locked and safe area in the classroom area, at all times).

As per State Guidelines, medication is administered by childcare staff who have completed required Medication Administration. The school nurse at Early Excellence and Wyatt Academy periodically monitors the competency of all staff administering medications.

### **Medical Statements**

Each student's medical statements must be updated each year and will be kept in their confidential student record file. Medical statements must state that the child is in healthy and good conditions to attend school.

### **Vaccination/Immunization Records**

Each student's immunization must be updated each year as prescribed by their medical practitioner. A copy of the student's annually updated vaccination record will need to be kept in their confidential student record. Immunization records must list the immunizations administered to the student. In the event that a parent/guardian opts to not have their child fully immunized as prescribed by their physician, a medical letter explaining the declining of immunization from the health care practitioner with the parent/guardians signature will need to be provided to Early Excellence.

### **Emergency Medical Treatment Authorization Form**

Parent/Guardian Emergency Medical Treatment Authorization Form will need to be received for each student. This form will be kept in the confidential student's records and must be updated each year.



**Names, Addresses, Relation, and Phone Numbers of People who Can Assume Responsibility In case of an Emergency**

Parent/Guardian authorization of People Who Can Assume Responsibility In-Case of an Emergency including their name, address, relation, and phone number. People Who Can Assume Responsibility In-Case of an Emergency Form will need to be received for each student. This form will be kept in the confidential student's records and must be updated each year.

**Illnesses, Accidents, and Injuries**

**ILLNESSES**

If your child becomes ill at school, you will be notified immediately. If he/she exhibits the following symptoms, he/she must be picked up within one hour:

- Fever over 100 degrees
- Suspicious rash
- Pink eye
- Cough/Cold
- Strep throat
- Two incidents of diarrhea or vomiting
- Head lice
- Measles, mumps, rubella, chicken pox, or head/foot/mouth disease.
- Generally not feeling well, and is not able to participate in regular activities, and is requiring more attention than usual.

If your child is sent home: THEY MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. A doctor's "Okay to Return to School Notice," may be required for student to return to school, if requested by the preschool. Please contact school administration if you have immediate questions: 720-435-8783.

If your child is sick with the above illnesses: THEY MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

**INJURY/ACCIDENT**

In the event that your child is injured or involved in an accident at school, the teachers will first apply first aid immediately, and depending on the severity of the accident or injuries, the following procedures will be followed:

Minor Injury:

**Injury Report**

In the unfortunate event that a child gets hurt at school, all incidents need to be immediately taken action (helping and supporting the child), document the incident

on an Accident Report Form (get administration signature), inform the parent about the accident that same day, written (mandatory) and verbally (if immediate emergency).

- 1). Parents will be notified
- 2). Medical personnel will be notified including ambulance, Public Safety, Fire Department, Police, Etc.
- 3). The child's physician and/or dentist may also be notified

If the injury is minor, teachers will fill out an Accident/Illness/Injury report form and notify the parent at the end of the school day. Parents are immediately notified of all head injuries regardless of severity.

### **Emergency Responses**

Monthly emergency drills are held for fire and tornadoes. Wyatt Academy, Tramway Non-Profit Center Building Officials, Denver Police and/or Denver Fire Department may assist us in the management of these drills. In the event of an actual emergency, children will be evacuated from the building (in the case of a fire). Sign In/Out sheets are taken out by the teacher and teacher assistant to ensure all students are accounted for. If possible, children will either re-enter the building or be taken to the main Wyatt-Edison Building until parents can be reached.

### **Emergency School Closures**

In the event an emergency school closure is needed, due to severe/inclement weather, building issues, and/or environmental/community issues/hazards, where it is deemed "not safe for children to attend the preschool," EEP will notify you by text, in writing and/or by phone, as soon as possible to make sure families are aware of the emergency school closure.

### **Lost Child Policy**

In the event a child becomes lost while attending the school, Public Safety will be called immediately. While awaiting the arrival of Public Safety, the Director of Early Excellence and staff will search the outdoor area while Master Teachers search the indoor area. Public Safety will then take over the search by advising The Early Excellence Program personnel as well as the Police Department. The parent of the missing child will be immediately called and informed about the situation.

### **Insuring Where Children Are At All Times**

State law requires that all parents/persons sign-out and sign-in their child each day to/from school. As children arrive for school, each parent/guardian will sign-in

their child before school begins on the student sign-in sheet. All teachers and staff will follow school policy to ensure the safety of children at all times.

### **Inclement and Excessively Hot Weather**

In the event of inclement and excessively hot weather, in order to protect our students from dangerous weather conditions, Early Excellence will not engage in outside activities. However, large-motor skills will still be held in the indoor-playground on a daily basis to encourage and support physical development when outside conditions are unfavorable.

### **Walk About Outdoor Nature Walks/Field Trips/Transportation:**

Early Excellence does not actively participate in field trip and excursions during regular preschool hours, but instead selects to participate in the 5 By 5 Project that allows for family field trips outside of school hours that link closely with classroom curriculum and classrooms events. Please see administration for details on the 5 By 5 Project. On a daily basis, weather permitting, EEP does have students participate in a supervised outdoor walk-about to and from EEP to the outdoor playground and to Wyatt Academy.

### **Staff Procedures**

Staff members periodically check the sign in/out sheet to insure the whereabouts of children at all times. At the end of the day, teachers must completely check the classroom, bathrooms, and outside areas to insure that all children are all picked up.

### **Visitor Policy**

All visitors to the Early Excellence preschool must be admitted into the facility by a Early Excellence faculty or staff member, reason for the visit must be stated, a photo identification must be provided to the Early Excellence staff member with the individual's first and last name written on the identification card, visitor must sign-in by writing their first and last name, date, time-in and time-out, write the reason for visit in the visitor sign-in book, and wear a visitor tag for their duration of the visit.

### **Volunteer Policy (Function, Orientation, Supervision)**

Volunteers are highly welcomed at Early Excellence. The following guidelines must be complied in order for volunteers to participate at Early Excellence on an ongoing, regular basis outside of regular parent classroom visits:

1. Background check must be completed and passed for all volunteers who are working at the center with children.
2. Function of the volunteer must be clearly stated so that all individuals working with the volunteer know the purpose of the volunteer.

3. Orientation of where and how the volunteer will be working at the Early Excellence preschool (what classroom, where they will be placed, for how long, with what children and teachers, etc).
4. Who will be the supervising Early Excellence staff members who will be overseeing and supporting the volunteer's time spent at the preschool.

#### **Food and Allergy Policy**

A small snack and drink will be provided to each child once in the morning and once in the afternoon. Please complete a Food/Allergy form if your child has food/material allergies. Please note that **EEP is a nut and seafood FREE** school due to children that may have severe reactions to nuts and seafood.

#### **Toilet Training Policy**

It is our hope that all students will be potty trained when they enter Preschool. When a child is not toilet trained, the parent and teacher will devise a plan for assisting the child. All diapers, diaper wipes must be supplied by the parents. All diapers and wipes must be placed in a bag and labeled with your child's name on the outside of the bag. Each child has their own individual cubby where their diapers and wipes will be stored.

#### **Photography, Television and Video Policy**

Please see attached disclosure form.

#### **Parent Meetings and Parent Conferences:**

See attached schedule for upcoming Parent Meetings and Parent Conference dates.

#### **Reporting and Investigating of Child Abuse**

We require that all staff members be aware of the laws defining child abuse and neglect. All staff members have a legal responsibility to report all incidents of child abuse and neglect and suspicion of child abuse/neglect according to state law.

#### **Notification of Child Withdrawn from the Preschool**

In the event your child is withdrawn from Early Excellence, it is recommended that a written letter is given two weeks in advance in order to notify EE teachers, faculty and any funding sources of disruption of child-care services (CCCAP, DPP, etc).

#### **Reporting of Licensing Complaints:**

If you suspect that the Early Excellence Program is in violation of Licensing Regulations, please inform the Early Excellence Director immediately: 720-435-

8783. If the violation has not been corrected, you may file a complaint with The Office of Child Care Services at 303-866-5958.

### **Reasons for Dismissal**

It is the goal to work with the Early Excellence families to maintain enrollment. However, there are times when it becomes necessary to un-enroll children from our program when:

- Child poses a threat to the health/safety of themselves and/or others.
- Failure to update records, especially health records.
- Continual late pick-up
- Excessive unexcused absence from the Preschool Program
- Other reasons deemed necessary by the Program Director

### **Closing**

The faculty and staff at Early Excellence want to commend you for taking an active part in your child's academic growth. We are looking forward to all the new experiences and educational opportunities awaiting this new school year.

If there is anything that the Early Excellence staff can do to help you or your child with his/her educational journey, please do not hesitate to contact us!

Please remember that Early Excellence is here to serve both you and your child as you grow together!