

THE EARLY EXCELLENCE PRESCHOOL PROGRAM

FAMILY HANDBOOK
Policy and Procedures



3580 N. Franklin Street
Denver, Colorado 80205

www.eepdenver.org

Main: 303-292-0556

Fax: 303-928-8560



CONTACT INFORMATION

Early Excellence Program of Denver

Location: 3580 N. Franklin Street
Denver, Colorado 80205

Fax: 303 928-8560

Main Phone Number: 303-292-0556

Website: www.eepdenver.org

Hours of Operation: Monday – Friday 7:30 am – 5:30 pm

Please see the Early Excellence's
Annual School Calendar for current annual school planning dates

Serving children ages: 2.5 yrs. old through Pre-Kindergarten

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,

Early Excellence Director

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 is a licensed facility for 81 children ages 2.5 – 5 years of age.

The adult/child ratio is as follows:

Preschool: 1:8 (student/teacher ratio)

The Early Excellence Program is a Level 5 Colorado Shines Quality Rated program. In addition, Early Excellence is in alignment with National State, Colorado Shines State Standards, 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 makes necessary accommodations and modifications to comply with state regulations as mandated by ADA. Individuals with special needs will be inclusive in educational activities.

Student Home Language and Second Language Policy AND Use of Language Translations:

At the Early Excellence Program of Denver, we are dedicated to providing our families with high quality education and care. On occasion, communication creates a barrier between family and our staff which can impact the quality of services we provide for our children and families. In order to help alleviate this challenge, we will utilize a translator

from Language Line Solutions to help alleviate and mediate our language barriers. We will utilize Language Line Solution's contracted services to schedule an over-the-phone or zoom meeting appointment to assist and relieve communication issues with our families at no charge to your family. In addition, EEP will ensure that all written forms of communication are translated either through our professional language translation service or by using Google translation services. In the event there is a predominant language being used in the classroom, along with English, EEP will make sure to hire a teacher who is fluent in the second language to English to help alleviate the language issues in the classroom. EEP will also ensure that there are multiple materials in the classroom that represent the multi languages represented in our classrooms. For example, EEP will make sure that the multi-language classroom has all classroom materials, including classroom cubbies, classroom Interest Area material labels, Classroom Interest Area titles, classroom literacy books and classroom whole group signage/posters are all labeled in the represented languages in each classroom. Lastly, the EEP Family Resource Center will also include multi-language resources and information in all represented languages at our school for your personal use, at no charge.

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 state 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 previous school year, will have priority into the Preschool classes.

Enrollment Records

Each fall, Early Excellence Program of Denver completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including Proof of Address, Emergency Contact information and Parent/Guardian Registration Form Signature. In addition, any time a family's information changes such as address, place of employment or health provider, registration forms must be updated.

Registration Checklist (Needed Before Care Begins)

- Early Excellence Program of Denver Registration Forms signed by Parent/Guardian
- Child's Birth Certificate
- Proof of Address
- General Health Appraisal
- Immunization Record

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

Tuition

Tuition is paid using the Brightwheel app. Please contact the Student Records & Family Support Supervisor to set up payments online via Brightwheel. Tuition is due on the 1st of each month. There is a \$15.00 late fee per day for payments not initiated on the 1st of each month.

An invoice will be sent via Brightwheel 15 days before tuition is due. If you do not receive an invoice, please contact the Student Records & Family Support Supervisor to set one up.

Children's Personal Belongings

Please make sure to label each item with your child's first and last name. If you do not write your child's name on their personal belongings, you hereby give the Early Excellence Program of Denver staff permission to do so on your behalf.

COATS

Coats are strongly encouraged all year, in the event the weather changes unexpectedly.

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 with a **toddler size** blanket and sheet for nap-time. Please no crib/basinet size sheets. Small pillows with pillow-cases can also be bought in, but pillows are optional. All blankets will be washed once a week by EEP staff using scent free and fragrance free laundry detergent.

ITEMS FROM HOME

Early Excellence allows one stuffed animal or comfort item to be brought to school for nap/rest time. We ask that all items brought to Early Excellence from home be placed in your child's cubby shortly after arrival by parent. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. Early Excellence Program of Denver is not responsible for lost, stolen, or damaged items.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent for an extended period of time (more than **3 consecutive days**), please notify the Student Records & Family Support Supervisor of date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of **2 weeks**, and no notice has been received or contact made by the family.

Discipline Policy

The Early Excellence Preschool Program ensures 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 Conscious 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.

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 direct you where your child's class is at and their expected return time.

Late Pick-up of Child

Early Excellence Program of Denver closes at 5:30pm. If your child is picked-up late, please follow the below procedures:

1. 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 (Executive Director).

2. Please be advised that only persons listed on the Emergency Approved Pickup list will be allowed to take the child away from the center. All authorized persons must be at least 18 years of age.
3. Please note that a late pickup fee of \$30.00 will be 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. This fee will pay for the teachers’ time when they must stay past their scheduled-out time:

Child Pick-up Times:

- For children who are enrolled in Full Day Preschool only; your child must be picked up by 3:30pm.
 - For children who are enrolled in the Extended Day 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.

After 5 late pickups, your child will be unenrolled from the After-School Program. Additionally, your pickup time will be changed to 3:30pm.

Authorized Persons

If someone we are not familiar with is to pick up your child, it is essential that you inform the Executive Director or the Student Records & Family Support Supervisor in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact form. Remind the authorized person that they may be asked for identification such as a driver’s license to ensure your child’s safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Please be advised that only persons listed on the emergency pickup list 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 provides *Kids by babyganics SPF 50 mineral sunscreen (dermatologist tested)* for students whose parents circled “Yes” on the Sunscreen Permission, on the Registration forms. Each family can provide sunscreen for their child and EEP teachers can apply sunscreen if needed to your child. Please see the front desk for sunscreen permission. **Sunscreen will be applied to your child on a daily basis.**

Medication Administration and Medication Storage Policy

According to Colorado state law, in order to administer any 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 authorization (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 the teacher's person (teacher's classroom backpack) when going to another place outside of the classroom area (playground, other classroom in the 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, First-Aid, Universal Precautions, and CPR Trainings and Certification. The school nurse at Early Excellence randomly monitors the competency of all staff administering medications.

Medical Statements

Each student's medical statements must be updated each year as prescribed by their medical practitioner 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.

Failing to update medical statements, may result in student enrollment withdrawal.

Vaccination/Immunization Records

Each student's immunization record 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/guardian's 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

ILLNESS

Our first priority at the Early Excellence Program of Denver is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the administration team); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom.

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
- Ear pain
- Pink eye
- Cough/Cold
- Excessive running nose
- Severe drowsiness that does not allow your child to participate in classroom activities
- Strep throat
- Diarrhea
- 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.** Early Excellence Program of Denver reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Parents will be notified by telephone and Brightwheel. Please contact the Early Excellence Program of Denver via phone or Brightwheel by 9:00am whenever your child is ill.

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 & Major Injury Report

In the unfortunate event that a child gets hurt at school, Teachers and Staff will immediately take action (helping and supporting the child), document the incident on an Incident Report Form (get administration signature), inform the parent about the accident that same day via phone call and Brightwheel, written (mandatory) and verbally (if immediate emergency).

- 1). Parents will be notified for both minor and major injuries
- 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-Edison 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 Academy 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, by phone, and/or Brightwheel 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/individuals sign-in and sign-out 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 tablet. 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.

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 Program 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 Program.

Staff Procedures

Staff members periodically check the sign in/out tablet 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 ensure 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. Early Excellence staff members will be overseeing and supporting the volunteer's time spent at the preschool.

Food and Allergy Policy

Early Excellence Program of Denver children are provided a nutritious small snack once in the morning, once in the afternoon and once after naptime. All student meals are catered through Denver Public Schools. Please complete a Food/Allergy form if your child has food/material allergies. Menus will be posted in the Family Resource Center at the Front Desk. You may request a copy to take home if you would like. Children will be encouraged to sample all foods that are offered, but will never be forced to eat. Please note that **EEP is a nut and seafood FREE** school due to children that may have severe reactions to nuts and seafood. Please inform the Student Records & Family Support Supervisor if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

Food From Home

Children are welcome to bring in treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks.

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

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia.

Home and School Partnership

Brightwheel

Brightwheel is an app to help parents stay connected with their child and teacher during school hours. This is where you can communicate directly with your child's teachers throughout the day. It can also be used to pay your bill with Early Excellence Program of Denver.

Talk to the Student Records & Family Support Supervisor to get set up.

Daily Communication

Early Excellence Program of Denver uses the Brightwheel app to communicate, share photos, notes and incidents.

Newsletters

A classroom newsletter will be sent home monthly. If you sign up for Brightwheel a copy will be sent to you. This newsletter provides you with general information and announcements about the center and the detailed weekly themes and announcements.

Parent Meetings and Parent-Teacher Conferences:

Early Excellence will have three Parent-Teacher conferences per year in the fall, winter and spring. Please see annual School Calendar for schedule of upcoming parent meeting dates and times. Times may vary due to extenuating circumstances.

Healthy Transitions to New Places:

1. ***Kindergarten Transition:*** Another area that EEP can help support your child and you through a healthy transition, is our Kindergarten Transition opportunity. In the spring of each school year, Early Excellence will be conducting two kindergarten tours to Wyatt Academy in May and you are more than welcome to attend one or both of our kindergarten transition, the Annual Kindergarten Round-up Welcome events. This special opportunity will provide an opportunity for your family to meet the kindergarten teachers at Wyatt Academy, learn more about the kindergarten programs offered, ask any questions you may have about the kindergarten transition opportunity, and help introduce your child and family to the new concept of kindergarten, If you are unable to attend the two kindergarten transition round-up events, we can also set up a separate time to that meets your schedule to do a personalized meet and greet at Wyatt Academy kindergarten.
2. ***Other Healthy Transition Opportunities at EEP:*** For any classroom transition that may occur due to a change of a regular classroom assignment, special event that may be occurring during the day, and/or the transition from preschool to kindergarten or other school. We will aid in this transition by communicating this to your family and your child in advance, in written and verbal form so that we all can help communicate this change to your child and all help provide your child with the important transition supports they may need. In addition, your child will be provided with one teacher from his/her own regular/assigned classroom that will be with your child during before school and after school activities to help provide your child with a familiar face and person to connect with during their transition from Before School/After School Programming.

Confirmation of Health Insurance and Medical Home:

All Early Excellence families must provide written confirmation that their child does/does not have medical insurance and a medical home. Please see school enrollment packet for pertinent documentation and Early Excellence Family Liaison for further medical insurance information and resources. All completed forms must be submitted back to school upon completion of enrollment process. If your child does not have a

medical home and/or medical insurance, please see our front desk, Family Liaison, who can help give your family medical insurance and medical home valuable resources and enrollment information.

Child Hearing, Vision, and Dental Screenings: All Early Excellence students who enroll in our preschool need to receive a hearing, vision, and dental screening within two months of enrolling in Early Excellence. All new enrolled students must complete their hearing, vision and dental screening by November 1st of the new school year or two months after the first date of attendance in the preschool and submit the completed form back to EEP preschool. Please see school enrollment packet for pertinent documentation.

Child Assessment and Referral Policy:

Upon entering the Early Excellence Program, and along with parental consent, all students will receive an assessment (My Teaching Strategies Assessment) that will help determine your child's academic, social, emotional, and physical development skills. Throughout the school year, your child will continue to be assessed to ensure proper growth and development is taking place in all areas. Classroom assessments will help teachers determine the appropriate curriculum and levels of support needed to help your child achieve school success. During these ongoing assessments, any input and information you can provide to the classroom teacher about your child will be welcomed and helpful to ensure the classroom teacher has ample information about your child. In the event any concerns are determined during classroom assessments, the classroom teachers will notify you immediately and share with you all the information that is gained. If needed, with your approval and collaboration, Early Excellence may collaborate with your child's medical doctor, Denver Public Schools, Child Find and/or Solace (through a referral process), to help support any additional speech, physical, and/or social/emotional development support needed for your child. EEP employs a full-time Special Education teacher who has over 30 years of experience in this field and can be of assistance and support for you and your family to answer your questions and/or concerns about your child's social/emotional, physical, and cognitive development. Please feel free to connect with your child's teacher and/or the school Director if you would like to schedule a time to meet discuss any issues or concerns you may have and if you would like to set-up a consultation with our school Special Education teacher.

Partnering with Families of Children with Special Needs and Ensuring their

Inclusion in the Classroom: Early Excellence strives to ensure that all children are included in all school activities, including students with special needs, to the best of their capacity and are embraced and nurtured by all staff and fellow students, by ensuring the classroom curriculum, the classroom teachers, school faculty and staff are all following best-practices with inclusion for all students at all times. EEP teachers and staff will work hard to consult, collaborate and comply with your family, special education professionals, ILP, IEP, IFSP's, or 504's plans and/or your health professional's goals for your child to ensure he/she/they are receiving the highest level of education and care possible, at all times. Classroom planning, preparation and implementation will account for all children's special and individual needs and ensure that every child is represented in classroom interest areas, classroom literacy books, classroom discussions, classroom

lesson planning, classroom posters and signs, school-wide activities, etc., so that every child feels valued and represented in their classroom and all school functions.

Support for Children/Families who are Experiencing/Experienced

Trauma/Adversity: While childhood trauma and/or adversity is common in today's whimsical life, such as abuse or neglect, death of a loved one, or community violence, or other stressful family experience, it is understood that young children (birth to age five), in particular, are disproportionately exposed to traumatic events and circumstances.

Many children return to normal functioning after a traumatic event, however some children suffer from Post-Traumatic Stress symptoms. These children are more likely to suffer negative long-term symptoms/effects, including serious impairments in mental and physical health, when not met with understanding and trauma-appropriate responses from adults.

If you and/or your child are experiencing or have experienced a trauma and/or adversity and would like to seek support for this experience, we are available to help you. Please contact our Early Excellence Family Liaison who has ample connections, supports and assistance that can and will help you and your family through this troubling time.

Community Resources and Connectedness:

Early Excellence provides resources and referral support as needed for all EEP families in the following areas: health, child development, financial/banking guidance, job preparation and readiness, nutrition, housing, adult educational resources, mental screenings, childcare assistance, and much more! If you need support with any of these mentioned or additional areas, please feel free to connect with our EEP Family Liaison and/or School Director who are very informative and can help, support and guide you to locate and secure the assistance you are needing. EEP works closely with the Mile High United Way 211 Resource and referral partnership program that can also help align you with the support you are seeking. www.unitedwaydenver.org/2-1-1 or call them directly at phone number: 2-1-1. In addition, EEP offers a wide variety of self-serve style, family resources located in our school's front lobby located in the Family Resource Center. Please let us know what you are looking for and we are more than ready to help provide you with the information and resources you are seeking.

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.

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 teachers, faculty and any funding sources of disruption of child-care services (CCCAP, DPP, etc).

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 our child from our program when:

- Children pose a threat to themselves or the safety of others
- Failure to update student records, especially health records
- Continual late pick-up by parent/family/guardian
- Excessive unexcused absence from the Preschool Program
- Failure to pay tuition/parent fees/late pickup fees
- Other reasons deemed necessary by the Program Director

Steps that will be Followed Prior to Dismissal of your Child from Early Excellence:

Step 1. Prior to your child's dismissal at Early Excellence, Early Excellence will provide your family with a remedial plan to help and support your child and/or parent to remediate/correct/support the issues that are causing concern at the school and/or in the classroom, via a written and verbal remedial plan. This remedial plan, created by the Early Excellence administration, teachers, parents, child's family members, school nurse, and/or mental health consultant, will be implemented and activated with the goals established and a written timeline outlined where corrective measures can hopefully be achieved, prior to your child's dismissal.

Step 2. In the event that the remedial plan goals are not achieved by the written timeline established by the school and parents/guardians, school nurse, and/or health consultant, a plan for dismissal for your child, will then be activated.

Step 3. Please know that Early Excellence cannot provide the Special Services for children who require more in-depth and specialized, social-emotional, cognitive and/or physical services such as Autism, Sensory Disorders, social/emotional/physical disorders where smaller student classroom size ratios with higher teacher ratios are required and/or teachers specializing in special education certifications are required.

Step 4. Upon the dismissal of your child from Early Excellence, Early Excellence will make an effort to provide resources, guidance and support to help you seek other early education school or programs that have special education staffing and trained staff that can help support your child through their special needs.

Step 5. All school records can be transferred to the new school of your choice, upon parent/guardian written request, in the event of school dismissal from Early Excellence, within 5-7 business days.

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!