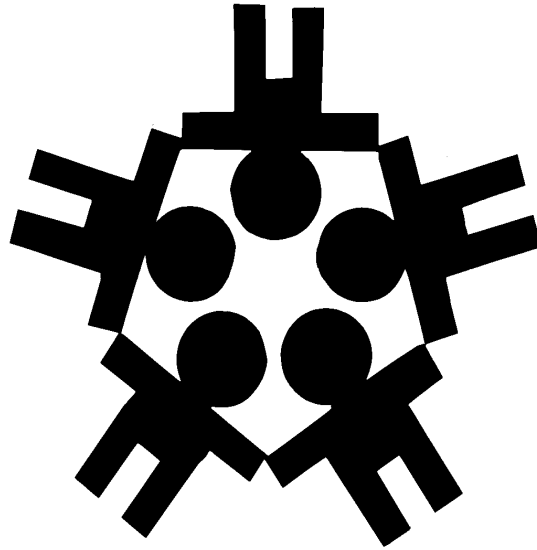


# Montview Community Preschool and Kindergarten



## Parent Handbook 2010-2011

This handbook, published by Montview Community Preschool and Kindergarten, informs parents of our daily procedures, our philosophy of education, our history, and our commitment to the families and the children we serve.

**Montview Community Preschool and Kindergarten**  
1980 Dahlia Street  
Denver, CO 80220-1239  
(303) 322-7296  
[www.montviewpreschool.org](http://www.montviewpreschool.org)

# **MISSION STATEMENT**

**Montview Community Preschool and Kindergarten is a parent cooperative that honors childhood by supporting diverse families, and by educating children in a play-based environment, emphasizing the joy of discovery, creativity, wonder, and empowerment.**

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# DIRECTOR'S LETTER

May 2010

Dear Montview Families,

Welcome to the 2010 - 2011 school year! Like many of you, this will be my first year at Montview. I am delighted to be stepping into the role as Director of Montview Community Preschool and Kindergarten. I chose Montview for many of the same reasons you did - play-based learning, parent involvement, and an exceptional teaching staff.

I realize you had many choices among preschools and kindergartens. I believe you have chosen well. Within the Denver early childhood community, Montview teachers are exceptional. Parent involvement in a child's education is a strong indicator of school success. And children who engage in age appropriate play within a rich, early learning environment gain intrinsic dispositions towards learning that will last a lifetime. My expectation is that you and your child will treasure your Montview experiences.

As a parent cooperative, Montview is dependent upon your involvement and commitment to fundraising, parent committee work, cleanup, and helping days in the classroom. Your efforts determine the success of our school. Within this Handbook you will find important information regarding your parent responsibilities as well as our programs, our philosophy, our policies and procedures. Please take time to carefully review this information. Parent participation in the educational process means a greater investment on your part - and a greater return for all.

For 46 years Montview has been considered a premier early childhood program in the Denver area. Our school is accredited through the National Association for the Education of Young Children -- a voluntary accreditation system that sets professional standards for early childhood education. Our staff is committed to best practices and to excellence in early education.

I look forward to the school year and to serving as your Director. I invite you to introduce yourself and to contact me with any questions, concerns, or ideas. Together, we will build strong home-to-school connections that provide the *best* learning environment for young children.

Welcome to the Montview community!

Linda Marrs, Director

# PRESIDENT OF PARENT COMMITTEE LETTER

Dear Montview Parents,

Welcome to the 2010-11 school year at Montview Community Preschool and Kindergarten. Montview is a truly magical and inspiring place we share with our children.

This year marks an important milestone in Montview's history. As we say goodbye to Abby Humphrey, who so ably led Montview for the past 15 years, and welcome our new director, Linda Marrs, to the Montview community, we look forward to an exciting new chapter in Montview's evolution.

Despite the change at the director level, the heart and soul of Montview remain. We are fortunate to have a committed administrative staff (of two) who keep the school running smoothly and highly talented and dedicated teachers who foster a love of learning, creativity and social skills in our children. They help to create a warm and loving environment where our children are inspired to explore, grow and express themselves. Equally important, Montview would not be the school it is without all of the parents who give their time and talent both in the classroom and through various committees.

Personally, we could not have asked for a more rewarding preschool experience for our older son. At the end of each day, he would share a creative art project, a new song, or a story about the latest dramatic play unit in his classroom (whether it was space exploration, sea creatures or knights and castles). We look forward to sharing those same experiences with our younger son this fall. We have seen how the play-based philosophy at Montview engenders an excitement for learning that stays with our children long after their preschool or kindergarten years.

Montview is governed by a Governing Commission that oversees the operation of the school. Parents are represented on the Governing Commission through the Parent Committee. I encourage each of you to get involved on the Parent Committee or to share your thoughts or concerns with me or any member of the Parent Committee. Each of you is an important and respected member of the Montview community, and we value your input.

I look forward to meeting you this year and sharing this special experience with you and your children.

Sincerely,

Kim Montgomery  
President, Parent Committee

# HOW TO CONTACT US

SCHOOL PHONE NUMBER : 303-322-7296  
FAX: 303-333-1276  
SCHOOL EMAIL: info@montviewpreschool.org

To reach members of the staff, *Governing Commission*, and *Parent Committee*, please use the main school phone number or the school email.

Parents will be receiving a letter from their teacher in mid-summer and class lists at the beginning of the year. A school-wide paper *Parent Directory* will be published in October and distributed to all families.

# SCHOOL CALENDAR 2010-2011

August 24 - or - August 25	5 pm - 8 pm  10 am - 1 pm	Classroom Setup  Classroom Setup
August 30 - or - August 31 - or - September 1 - or - September 2	7 pm  7 pm  7 pm  7 pm	Parent Orientation  Parent Orientation  Parent Orientation  Parent Orientation
September 6		No classes - Labor Day
September 7 - 10		First week of classes
September 17		First day of Funky Friday
September 20		First week of Lunch Bunch
October 8		No classes - Teacher In-service Day
November 11	Thursday	No classes - Veteran's Day
November 13	9 am - 12:00 pm	Clean up Day
November 15 - 16		No classes - Parent/Teacher Conferences
November 24 - 26		No classes - Thanksgiving Break
November 29		Classes Resume
December 10		Kindergarten Application Deadline for the 2011-2012 school year.
December 20 - December 31		No classes - Winter Break
January 3		Classes resume
January 17		No classes - Martin Luther King Jr Day
January 26	11:30 - 3:15 pm	Teacher In-Service. School closes at 11:30. No afternoon classes. No Lunch Bunch.
January 29	9 am - 12:00 noon	Clean Up Day

February 4		Preschool Application Deadline for the 2011-2012 school year.
February 21		No classes - Presidents' Day
February 26	6pm	Auction
March 3		No classes - Teacher-In-Service
March 4		Contracts and Advance Tuition due for 2011-2012 <b>Preschool</b> .
March 18		Contracts and Advance Tuition Fees due for 2011-2012 <b>Kindergarten</b> .
March 19	9 am - noon	Clean-Up Day
March 28 - April 1		No classes - Spring Break
April 4		Classes Resume
April 20 - 22		No classes - Parent/Teacher Conferences
May 7	11 am	Carnival
May 27		Last day of Lunch Bunch and Funky Friday
May 30		No classes - Memorial Day
June 2		Last Day of School
June 2	4 pm - 8 pm	Classroom Take-down
June 13 - June 30		Summer Camp - Session 1
July 5 - July 21		Summer Camp - Session 2

# **INTRODUCTION TO MONTVIEW**

## **OUR PHILOSOPHY OF LEARNING**

At Montview Community Preschool and Kindergarten, we believe in the uniqueness of each child. Each child develops at an individual pace and in unique directions. We strive for a diverse population and respect each child's potential to grow according to his or her individual needs. The noted German educator, Frederic Froebel, likened education to a garden where children can grow rather than be molded. To encourage such growth, teachers need to be thoroughly aware of the developmental stage of each individual child and provide a developmentally appropriate learning environment.

We are committed to the development of a child's self esteem through child-directed, cooperative play. We believe that play is a child's work and that all learning is experiential. Children learn by doing. Montview provides a warm, loving, creative, and stimulating environment in which children can interact with materials and with each other. We want children to make their own choices of activities and to focus on process rather than product (e.g. the act of painting rather than the finished picture). Children at Montview are free to wonder, explore, create, make mistakes, question, and repeat experiences from which they can make their own conclusions. The lessons learned become the child's own.

## **ACCREDITATION**

Montview is proud to be one of a small number of schools accredited by The National Association for the Education of Young Children (NAEYC). In 2007, we completed the new, more challenging re-accreditation process. The entire staff worked very hard to achieve the goal of meeting the standards of the national professional organization. Parents at our school can be assured that we deliver the highest quality early childhood education for their child. For more information, please visit the NAEYC website, [www.naeyc.org](http://www.naeyc.org).

## **MONTVIEW BOULEVARD PRESBYTERIAN CHURCH**

In 1964, Montview Boulevard Presbyterian Church offered to sponsor a preschool and kindergarten within the church. The school was conceived as a parent participation school open to families of all races, religious faiths, and economic backgrounds.

## **STAFF STATEMENT OF PURPOSES AND GOALS**

Each child's own uniqueness must be appreciated and given nurture. We cannot say who a child will be. We must allow each child the freedom to come into his/her own being by exploring, manipulating, discovering, and relating to the world as he/she finds it.

It is our affirmation that the school at Montview Boulevard Presbyterian Church is a community whose doors are open to families of all races, religious faiths and economic background. Children are accepted as they are and are not asked to change because we have a predetermined goal or characteristic that must be achieved before or during membership in our school. Our goal is to enrich

the life of the child in such a way that he/she may reach his/her own unique optimum growth and development.

**What kinds of freedom do we allow in the school?** We allow the child freedom to use the materials in his/her own way without definition of use on our part. However, the child is not free to hurt himself/herself, other children, or property. He/she shall have freedom within set limits that are in keeping with his/her individual needs and the needs of the group as a whole.

**How do we teach a child in our school?** We teach by providing a safe climate, emotionally and physically, so that he/she may taste, smell, touch, feel and see the world first hand. The young child learns best in these perceptive ways. Later, we may verbally define and elaborate upon those experiences. Three- and four-year-olds have little real grasp of abstract language, so they do not learn verbally as well as they learn by perceiving the world and acting within it.

Teachers offer challenges for creative and intellectual achievement through art, materials, blocks, social relationships with peers, books, music, dramatic play, and involvement in many activities. Teachers allow physical activity in response to the changing needs of each child's body.

**What is the relationship of the teacher and child?** The teacher provides warmth, affection, love and limits for each child because the teacher believes each child is unique and special. The child plays a part in the group as a person of value and worth, just as the child is, not because we hope to make something different of him or her. In this way, children are taught self-respect, respect for others, and respect for the authority of the teacher.

Teachers allow and provide for honest expressions of each child's feelings of joy, anger, sadness, and affection. The feelings of children should not be allowed to infringe upon the rights and freedoms of other children and may need constructive liberation by teacher-directed activity. Feelings should be expressed, not repressed.

### **The Role of the Teacher**

- ◆ To respect and accept each child as an individual, and to strive for the best possible understanding of each child's unique needs.
- ◆ To plan a program geared to the interests, abilities, and needs of their students, and to carry it out so that the intellectual, social, emotional and physical needs of the children are best met.
- ◆ To ensure that the school is properly equipped with play equipment and art materials attractively arranged so as to invite use.
- ◆ To give children the opportunity to use the materials available according to their individual interests, abilities, and levels of maturity.
- ◆ To include firsthand experiences as possible, including bringing animals to school, growing plants, taking field trips, etc. Field trips are placed into the curriculum when they meet the group's needs. Teachers plan trips according to their particular group's makeup and requirements.
- ◆ To keep parents informed as to what is going on in the school life of their children.
- ◆ To use the talents, abilities, and special interests of parents and community members to enrich the school program.
- ◆ To guide and supervise helping parents, and to help them to further their own knowledge of the school child.
- ◆ To work cooperatively with parents, helping them to better understand the school's philosophy without adjusting the school's philosophy to match any conflicting beliefs of parents.

## Teachers' Accountability to Parents

- ◆ Teachers will share with parents songs, projects, and stories done in class by sending home notes and copies of instructional materials.
- ◆ Teachers will meet and define goals for the year for the children in their classes. Their goals will be shared with the parents at orientation.
- ◆ Teachers meet with parents at two scheduled conferences, one in November, and one in April.

Problems observed by the teacher will be shared with the parents of the child. The director will be included in such a discussion if necessary.

## CONFIDENTIALITY

Montview is a community where the parents, children, and staff work closely together. It is imperative that we respect each other's privacy in matters of a personal nature. Montview teacher Janell Niemann-Ross wrote the following piece in 1994 which reflects the philosophy of all of the Montview staff.

*Our school's strength lies in our parents' involvement. We wouldn't be the school we are if it weren't for your commitment and the hours you give. But therein lies a potential problem -- confidentiality. Assisting in the classroom, you take on the role of a professional teacher in which confidentiality is of utmost importance. As a classroom teacher/parent, you see and interact with the children at a much deeper level. It's easy to start to assess children and to focus on their more pronounced characteristics. And you'll see we have children who are extra quiet, some who are extra boisterous, some who never leave the art table, some who never come to the art table, some who never talk and some who never stop talking. The problem here (characterizing children) is that you fail to see the whole child and to realize that children are experimenting with all sorts of roles for themselves.*

*I know it's hard to go back to the role of parent and leave the "teacher information" about children out of your casual conversations. But it's imperative that you do so. If you have concerns or comments about what you experienced as the helping parent, please talk to me, either after class or call me at home. I'm happy to help you make sense out of sometimes bewildering situations. And I'm always willing to share my perspective on classroom management and develop a specific plan for your child if they are experiencing any difficulties.*

*Thank you for your sensitivity and professionalism in regards to this matter of confidentiality.*

**A Note from the Director:** Please do not ask a staff member questions of a personal nature about other children, families or staff. We are unable to respond to such questions without violating confidentiality.

## RELIGION IN THE CLASSROOM

We strive to provide a richly diverse population in our school. We have great respect for the uniqueness of each child and celebrate the varied and diverse cultural and religious backgrounds of our children.

We recognize the parents' responsibility for making religious choices for their children. We do not include any religious instruction or doctrine in our curriculum planning. Holidays that coincide with religious events are not directly taught in our classrooms.

We encourage children to share aspects of themselves and their culture. Children who spontaneously share something of their religious and cultural backgrounds receive open and enthusiastic responses from the teachers. Teachers may include materials or share items of a cultural and/or religious nature with the class as a way of recognizing the individuality of a child. Sharing customs and practices teaches children about the diversity of the world.

If a teacher decides to take class time to respond to a child's desire to share his or her background, the teacher need not feel obligated to present (teach) another corresponding or opposing view unless prompted by another child. Sharing of this nature is based on the needs and make-up of the classroom.

## **WEAPON-FREE SCHOOL**

At Montview we embrace a philosophy of peaceful and cooperative living. The use of or play with weapons has no place in our classrooms. No weapons are allowed, including guns, lasers, swords, and knives. It is not our purpose to tell parents how to handle this issue at home. However, at school we feel it is our role to emphasize the value of a peaceful and safe community.

# **GOVERNING STRUCTURES**

## **GOVERNING COMMISSION**

The Governing Commission of Montview Community Preschool and Kindergarten comprises representatives of all groups or parties interested in the school. It is an autonomous body, which sets policy, develops long-range goals, and charges the Director with the daily management and supervision of the school. The composition of the committee allows decisions to be made from a broad base of community experience and interests. The Commission reports its actions annually to the Session of Montview Boulevard Presbyterian Church. The Commission is described further in the school's bylaws.

The Governing Commission consists of 14 members: 4 members of the Montview church (one of whom serves as chairperson), 4 members of Parent Committee (including the Treasurer of Finance), 2 faculty members, 2 professional advisors, the school director, and the church pastor or pastor's designee.

**The following procedure must be adhered to in bringing concerns to the attention of the Governing Commission on any of the above topics:**

The concern, in writing, will be presented to the Director of the school. The concern will come to the Governing Commission at the next meeting.

The Director of the school, the President of the Parent Committee, and the Representative to the Governing Commission will jointly decide whether the concern needs to be presented to the Parent Committee for their information and/or feedback. The individual(s) submitting the concern has the option to attend the Parent Committee meeting, if he or she chooses.

The Governing Commission meets the 4<sup>th</sup> Monday of every month in the Green Room of the Montview Boulevard Presbyterian Church. Commission members will be listed in the School Directory distributed in the fall. If you wish to contact a Governing Commission member, please call the school's main number.

## **PARENT COMMITTEE**

The Parent Committee is a decision-making body and a forum for parent concerns. The areas of responsibility of Parent Committee include admissions policies and procedures, fund raising, financial aid procedures, health policies, tuition recommendations, and parent participation requirements. The Parent Committee consists of the chairpersons for the parent job committees (see **Parent Jobs**) as well as a President, Secretary, Treasurer of Finance, Admissions chairperson, Financial Aid chairperson, Health chairperson, Parent Participation Chairpersons, Child Care Coordinator, and Governing Commission Representative. Most Parent Committee jobs are filled at the end of the previous school year. Some of the jobs run on a staggered basis, and are filled in January of the school year.

### **PARENT COMMITTEE MEETING SCHEDULE**

Parent Committee meets at 7 p.m. the 2nd Tuesday of every month in the Study Group Room of Montview Boulevard Presbyterian Church. If you would like to contact a member of the Parent Committee, please call or email the school office.

## **PARENT COOPERATIVE DUTIES**

Montview is a jointly owned enterprise; the parents, teachers, director, and staff share the responsibilities and the rewards of operating a cooperative school. Parents become advocates for their children and enrich the school community with their many ideas, interests, talents, and resources. Parents play essential roles in or out of the classrooms. Parents who fail to carry out their cooperative duties (clean-up, fundraising and parent jobs) will be barred from future enrollment.

Parent participation is **required** in the following areas:

- Orientation
- Classroom set-up and/or take-down
- Helping days in the classroom
- Classroom clean-up days
- Fund raising (auction and carnival)
- Parent Job

**Orientation.** A parent must attend an orientation at the beginning of the school year to learn the day-to-day procedures of the classroom. This is a very important meeting. If an emergency prevents attendance, parents are responsible for acquiring the information from the teacher and the parent participation coordinator.

**Classroom set-up / take down.** **Preschool** parents are expected to set-up the classroom in August **or** take down the classroom at the end of the school year. **Kindergarten** parents are expected to set-up **and** take down the classroom.

**Helping days in the classroom.** Every family will provide an adult to work in the classroom for several helping days, which occur approximately every 5-7 weeks. The number of helping days each family must work is determined by the parent participation coordinator of each class based upon the total number of school days and the class size.

We prefer that a parent do the helping days, but in special circumstances an extended family member may substitute. Please let your child's teacher know **in advance** if someone other than a parent will be the helping adult. Nannies **CANNOT** be the helping adult. Siblings may not come to class on helping days.

The helping parent must arrive **30 minutes** before class so that the teacher can share plans and ideas for the day. Preschool helpers provide a healthy snack and juice for the entire class on these days. Kindergarten helpers do not need to bring a snack as each kindergartner brings his or her own.

See, also, the section concerning **confidentiality** and the role of helping parent.

**Classroom cleanup.** It is the parents' and staff's responsibility to clean up the classrooms. **Preschool** parents are expected to cleanup once in November, January, or March. **Kindergarten** parents are expected to participate in two of three cleanups scheduled in November, January, or March.

**Fund raising.** When accepting enrollment in Montview, parents agree to participate in all fund raising efforts of the school. **Participation in the Carnival and the Auction is mandatory.** For the Carnival, each class has a job during the Carnival day and each family is required to donate six cupcakes. For the Auction, each family is required to provide four donations for the silent auction; on the day of the auction, each class is responsible for a part of the event (set up, take down, bartending, registration, etc.) Participation in the grocery certificate program is optional.

**Parent job.** Each family fulfills a parent job, either individually or as part of a committee. Descriptions of parent jobs are below. Parents fill out the Parent Job Assignment form found on our website. On it, parents will be able to identify their strengths and needs, as well as their parent job preferences. The form will be turned in to the school by July 31st. Families will be notified at the Class Lemonades in late August of the parent job for which they will be responsible throughout the school year.

**Families with more than one child at Montview.** Following is a description of the Parent Cooperative duties for families with more than one child at Montview:

1 Child in Preschool	All Helping Days 1 Clean up Either set up or take down
1 Child in Preschool and 1 in Kindergarten	All Helping Days in Both Classrooms 2 Clean ups in Kindergarten Set Up and Take Down in Kindergarten
2 Children in Preschool in the same class	1 $\frac{1}{2}$ times regular Helping Days 1 Clean up Either Set Up or Take Down

2 Children in Preschool in different classes	All Helping Days in Both Classes 1 Clean up - in the larger room Set up in one room <b>and</b> Take Down in the other room
1 or 2 Children in Kindergarten	All Helping Days 2 Clean ups Set up <b>and</b> Take Down
Parent Job	Sign up for only 1 parent job, regardless of number of children.
Auction Item Donations	4 donations, regardless of number of children.
Carnival job	Responsible for 1 carnival job in the youngest child's class. Also, donate 12 cupcakes.
Auction job	Responsible for 1 auction job in the oldest child's class.

## PARENT JOB DESCRIPTIONS

The following parent job descriptions should be read **carefully**, so that each family can select the job which best utilizes their skills and is most compatible to their lifestyle.

### **Fund Raising Jobs:**

**Auction Committee:** Organizes the school auction held in February. Responsibilities include sitting on and actively participating in one of the following subcommittees: planning and organizing the party (Party Planning), managing the database, filing of donations, and post-auction reconciliation (Operations), securing donations, sponsorships, and advertising outside of family donations (Acquisitions), designing and coordinating public relationships/marketing (PR), registering bidders and following up with donors (Guest Relations), or resolving any post-auction reconciliation problems (Post-Auction). Requires heavy time commitment of a few months, which varies by subcommittee between October and February. Approximately 40 positions available including subcommittee chairs.

**Auction Class Liaisons:** Provides all correspondence between parents/teacher and auction committee. Coordinates the design of the class basket/project and oversees all class donations. Requires heavy time commitment from mid-November thru February. 16 positions available including one subcommittee chair.

**Carnival Committee:** Organizes the school carnival held in May. Responsibilities include communicating to parents their duties for the carnival, planning and organizing vender run and parent run booths, operation and take-down. Requires heavy time commitment from February to May but planning meetings may begin in January. Approximately 30 positions available including subcommittee chairs.

Grocery Certificates Committee: Assists in the sale of grocery certificates. Responsibilities include preparing and distributing standing orders at the beginning of every month, sending email reminders to those with standing orders, promoting and advertising the benefits of using gift cards. 3 positions available.

Special Events Co-Chairs: Organizes various fundraising events throughout the school year, including Montview logo items. May assist with special projects such as mailings and special giving campaigns as well. 2 positions.

## **Maintenance Jobs:**

Indoor Maintenance Committee: Maintains order in storage rooms and teachers' lounge. Organizes and facilitates the four school-wide clean-up days as well as set-up and take-down for each school year. Attends to miscellaneous jobs including general repairs, carpentry, and sewing. Requires 2 hours per month time commitment. 5 positions available.

Playground Committee: Maintains, repairs, and cleans the playground. Committee members will be assigned two weeks of playground duty in which they will clean up in the fenced in area around the playground at least three times a week. This includes but is not limited to sweeping, trash pick up, picking up rocks and pulling weeds. On snow days committee members clear play structures and shovel snow. Participation is required in either a fall or spring morning clean up. In addition, members are required to complete a one-time repair job. This committee is primarily made from morning class families. Approximately 20 positions available.

Office Aides: Requires a 2 1/2 hour shift every month (i.e., during child classes). Tasks may include copying, shoe-bagging flyers, errands, answering the phone, etc. This job is best for those who do not have childcare commitments during time spent in the office. 5 positions available.

## **Communications Jobs:**

Newsletter: Produces and distributes the school newsletter approximately 4 times a year. Responsibilities include: researching/interviewing people, developing story ideas, writing articles, taking photos, editing/proofreading, graphic design, copying, and distributing. Time commitment is approximately 3 hours per issue except for graphic design position. 9 positions available.

Participation Parent: Works closely with the classroom teacher. Organizes parent participation in the classroom. Responsibilities include hosting class lemonades, preparing class phone tree, preparing sign-up sheets for helping days, set-up/take down days, and clean up days. Organizes end of the year picnic and teacher gifts. 16 positions available.

Public Relations/Outreach Chairperson: Responsibilities include public relations, research and development of new services, recruitment of culturally diverse populations, publicity of events, development and coordination of outreach activities. 1 position.

Library Committee: Works to maintain and improve the school library. Committee members process, mend, organize and shelve books. Requires time commitment of approximately 2-3 hours per month, with some extra time for special projects. Additional time may be necessary to organize/clean the library after the school year ends. Tasks are completed independently and can sometimes be taken home. 7 positions available.

Governing Commission Representative: Is a member on the Parent Committee and the Governing Commission and is expected to attend both meetings regularly. Represents the parents and Parent Committee at the Governing Commission and is responsible for reporting information from the Governing Commission back to the Parent Committee. 1 position.

## **Other Parent Jobs:**

Parent Committee President: Presides over the Parent Committee. Works closely with the Director to achieve the Parent Committee's goals. Prepares the agenda for the monthly meeting. Helps fill chairperson positions. The president is automatically a member of the Governing Commission and is expected to attend all Governing Commission meetings. 1 position.

Parent Committee Secretary: Attends the monthly Parent Committee meeting, takes the minutes of each meeting, and distributes the minutes to all committee members. 1 position.

Admissions Chairperson: Works with the Director to implement the admissions policies. Heavy time commitment in early February during the preschool lottery. 1 position.

Childcare Committee: Provides on-site childcare for parent functions at Montview such as parent orientation, set-up/take-down, clean up days, etc. Committee members will be asked to provide a total of between 10 and 12 hours of childcare, primarily on weeknights and Saturdays. A lot of child care is needed in the first weeks of the school year so **every member will need to be available between August 24<sup>th</sup> - September 2<sup>nd</sup>** and each family should be prepared to provide childcare during those weeks. 18 positions available.

### Childcare Network:

Helps coordinate parents that are interested in working together to help find childcare for younger siblings during a parent's helping day. Coordinator responsibilities will include the marketing of the committee and compiling & distributing contact information of those wishing to participate. Coordinator will also manage any concerns of the participants and/or teachers related to the committee and its function. 1 position.

Circle of Friends: Creates ways to show appreciation for our hard-working staff. Committee members are creative and organized individuals who try to make teachers and parents happy to be at Montview. 2 positions available.

Denver Preschool Program Coordinator: Works with the director to recruit families, distribute paperwork and coordinate enrollment. Needs to be available during the day. 1 position.

Financial Aid Chairperson: Works with the Administrative Assistant and Director to implement the school's policies for providing financial aid awards to families. Answers prospective aid recipients' questions, provides forms and assistance for financial aid families. Note: this position starts in January and is a 1  $\frac{1}{2}$  year commitment. First 6 months you are observing the process. 1 position.

Health Co-Chairs: Reviews all the health records and immunization cards for all students. Follows up on missing forms. summarizes the immunizations (and immunization exemptions) for the State of Colorado Department of Health and Safety. Inspects the school First Aid Box and individual

classroom First Aid packs monthly and inserts any missing supplies at that time. Requires heavy time commitment in August and September. 3 positions.

Treasurer of Finance: Works with the Director and the Governing Commission to ensure the proper financial management of the school. Heads up the Finance Subcommittee of the Governing Commission. Attends the Parent Committee meetings and the Governing Commission meetings. Reviews the monthly financial statements. 1 position.

Curriculum Parents Works with the teacher to help prepare for special art projects, curriculum enhancements (special materials, visitors, or care for classroom pets) and helps attain classroom materials like wood scraps, large boxes, play dough, etc. Job may vary depending on the needs of the teacher. Job may begin in August. One or two position(s) per class.

**Note:** All committee jobs require attending some meetings of the committee. Lack of attendance at these meetings is extremely detrimental to the operation of these committees. Parents should attend committee meetings unless an emergency prevents them from doing so. Committee chairs should do their best to pick meeting dates compatible with members' schedules.

## CLASS DESCRIPTIONS

### CLASS SCHEDULES

Montview has the following classes for the school year 2010-2011:

2-day classes:	Tuesday & Thursday mornings Tuesday & Thursday afternoons (2 classes) Wednesday & Friday mornings (2 classes) Wednesday & Friday afternoons (2 classes)
3-day classes:	Monday, Wednesday, & Friday mornings Monday, Wednesday, & Friday afternoons (2 classes) Monday, Tuesday, & Thursday mornings (2 classes) Monday, Tuesday, & Thursday afternoons (2 classes)
4-day classes:	Monday through Thursday mornings
Kindergarten	Monday - Thursday (full day ) and Friday (half day)

### CLASS COMPOSITION

**Age.** Children must be 3 years old on or before October 1st to be eligible for preschool. Children applying for kindergarten must be 5 years old on or before October 1st. All preschool classes are mixed ages.

**Gender.** Montview strives for a reasonable boy/girl ratio in each class.

**Size.** The goals for class sizes are:

- 2-day, mixed-age preschool class = 15 children per class
- 3-day, mixed-age preschool class = 15 children per class
- 4-day, mixed-age preschool class = 20 children per class
- Kindergarten = 24 children

**Exception:** One extra child may be added to each class at any time at the discretion of the director and the teacher involved.

## ADMISSIONS AND ENROLLMENT

### **DESCRIPTION OF APPLICATION PROCESS**

All students, new and returning, must fill out an application and submit it, with an application fee, by the deadlines listed below. Although returning students are guaranteed a spot for the following year, they must turn in an application and fee. On the first business day after the deadline, the Director and Admissions Chair conduct the lottery for class placements.

**Application for Preschool:** The **deadline** for application to the preschool is **February 4, 2011**, for the 2011-2012 school year. Applications received after February 4 will lose any preferential placement as described below. A **\$40.00 application fee** must accompany each application each year (for currently enrolled students as well as prospective students).

**Application for Kindergarten:** The **deadline** for application to kindergarten is **December 10, 2010**, for the 2011-2012 school year. Any applications received after December 10 will not be included in the initial lottery and will lose any preferential placement as described below. A **\$60.00 application fee** must accompany the kindergarten application (for currently enrolled students as well as prospective students).

**Applications Received After the Deadlines:** Applications received after the deadlines will not go through the Lottery System (see below). Late applicants may still receive class placement and be placed on waiting lists for class placement if there is room in any classes after the applicants that applied before the deadlines have received their places.

### **CLASS PLACEMENT PROCEDURES**

#### **Diversity**

Montview is committed to a racially diverse school population, which reflects our community. We wish to bring together children from varying racial backgrounds. We strive for a high enrollment of children of color. For purposes of admission policies, "children of color" are children who would be recognized as children of color in the eyes of 3-to-5-year-old children. We are also committed to serving the needs of differently-abled children at Montview. We will work with parents to find the best place for their child.

## **Lottery System**

A mixed lottery-sorting system is used to determine initial acceptance into the school and class placement into the preschool as well as any subsequent acceptance to the school for all applications received by the enrollment deadlines. The presorting of the applications permits Montview to give preference to groups as described below.

Each applying child will be placed into one of three lottery groups. The three groups, in the order of preference given in acceptance and in class placement, consist of the following:

- |          |   |
|----------|---|
| Group 1: | All returning students and children of staff members  |
| Group 2: | Siblings of currently enrolled students, siblings and children of alumni, children of church staff members. |
| Group 3: | New students  |

If the parent requests it, siblings can be lotteried together; a new child can be given the same lottery number as his or her *returning* preschool sibling.

## **Notification of Class Placement**

Letters notifying families of class placement and contracts will be mailed in mid-February. The contract must be signed and returned to Montview, along with the Advance Tuition and the School Activity Fee, in order to hold the child's spot in the class.

## **Wait Listing for Class Placement**

If there are more applicants than spaces available in the school, un-placed applicants will be placed on the waiting list. Those accepted into the preschool who do not receive their first choice for class placement may have their names placed on a waiting list for the desired class. If an opening occurs in a class prior to August 15, the family that is first on the waiting list will be notified and may move their child into the desired class.

After school begins, the director and the child's current teacher - as well as the teacher in the desired class - will decide whether to move the child based upon the best interests of the child.

## **Enrollment Probationary Period**

There will be a one-month trial adjustment period for each child before she/he is considered permanently enrolled in a specific class or in the school. Whenever the relationship between the school and the family is not mutually satisfactory, the family, teacher, and/or director will meet and discuss the situation. If a satisfactory solution is not found, the director will refer the case to the Governing Commission.

# TUITION AND FEES

## Rates and General Procedures 2010-2011

### Monthly Tuition

<u>Class</u>	<u>Monthly</u>	<u>Yearly Tuition, Including Advanced Tuition</u>
2-day	\$155.00	\$ 1395.00
3-day	\$233.00	\$ 2097.00
4-day	\$307.00	\$ 2763.00
Kindergarten	\$636.00	\$ 5724.00

### Payment Schedule

Tuition payments are due on the 15<sup>th</sup> of the month to pay for the following month, starting August 15<sup>th</sup> through March 15<sup>th</sup>. Families who are late starting school in September must still pay September tuition on time in order to hold their place in the class. Families who are admitted to the school after the first of a month will have their tuition for that month prorated.

Following is a chart showing when tuition payments are due :

<u>Payment for :</u>	<u>Due on :</u>
September	August 16
October	September 15
November	October 15
December	November 15
January	December 15
February	January 18
March	February 15
April	March 15
May	paid as Advance Tuition with Contract, usually the previous spring

### Late Fees

A late fee of **\$5.00** will be charged for payment tendered after the 15<sup>th</sup> of each month. If the tuition becomes two weeks late the late fee increases to **\$15.00**. A **\$10.00** charge will be charged for each check returned for **insufficient funds** in addition to the school late fee.

### Monthly Billing

You will receive a monthly statement listing any applicable charges. The statements will be placed in your parent shoebag, or emailed to you, during the first week of each month.

### Preferred Method of Payment:

Please use checks or money orders. **We do not accept credit cards.** DO NOT SEND CASH. Please make checks payable to *Montview Community Preschool*. Mail payments or drop into the PRESCHOOL OFFICE DROP BOX outside the School Office.

### **Advance Tuition Payments**

An advance tuition payment of one full month is required to reserve a child's place for Preschool and Kindergarten. This advanced tuition payment is considered the tuition for the month of May. A School Activity Fee (see below) must be paid with the advance tuition payment. Families applying for financial aid who are unable to pay the full advance tuition amount can call the financial aid chairperson or the director to make other arrangements.

*Families who withdraw during the school year may not apply their advance tuition towards the tuition due for their last month of school.*

### **School Activity Fee**

The School Activity Fee is assessed to all families at Montview at the time contracts and advanced tuition payments are due. The School Activity Fee schedule is as follows:

- \$40 for families with one child enrolled
- \$50 for families with two children enrolled
- \$60 for families with three children enrolled

### **Sibling Tuition Reductions**

A 5% reduction in tuition will be given for the second child or more children of those families with more than one child. The reduction will be applied to the lesser tuition amount(s).

### **Withdrawal from School**

Families who leave during the school year must submit written notice to the director thirty days prior to the child's last day. Families who leave the school after the 15th of the month forfeit tuition for the following month. Families who leave the school before the 15th of the month forfeit only that month's tuition.

### **Delinquent Accounts**

Any parent unable to make timely payment should contact the Director before the due date to arrange an alternate payment schedule.

Any family that fails to make appropriate payment on two regular or specially arranged payments, without the consent of the director, will be referred to the Governing Commission for possible suspension or expulsion. Suspension shall last until all obligations to the school have been paid. Legal action may be considered.

*Any time payments are \$25.00 or more in arrears constitutes a delinquent payment, unless prior arrangements have been made with the director.*

If debts are outstanding, any payments received will be applied to the earliest debt outstanding, including the financial aid fee, tuition, late fees, or any other debts.

All tuition and fees for the current school year must be paid in full by April 15th. Families with delinquent accounts after that date will be referred to the Governing Commission. The commission may choose to suspend or expel the child and may take legal action if appropriate. Suspension shall last until all obligations to the school have been paid.

Advance tuition for an upcoming school year will not be accepted until all tuition and debts for the current school year have been paid.

## **Denver Preschool Program Tuition Credits**

All children, who reside in the city of Denver and who are four years old by October 1, 2010, are eligible to participate in the Denver Preschool Program (DPP), regardless of family income. DPP provides tuition credits for families, funds for school equipment, and funds for staff training and education.

In order to receive this benefit, parents of eligible children must enroll in the DPP program. DPP Applications are available online at [www.denverpreschoolprogram.org](http://www.denverpreschoolprogram.org) or in the preschool office. For the 2010-2011 school year, we hope to have 100% of our eligible families enroll.

# **FINANCIAL AID**

## **Background**

The financial aid program was developed in 1966 to extend the church's philosophy of a community school:

- ◆ To help fulfill the goal of having children from diverse backgrounds in the school, based on a belief in the value of the diverse experiences children can bring to each other.
- ◆ To provide a community service by making a good preschool experience available to children in the Denver area who could benefit from the program, but whose families could not afford the full tuition.

## **Application for Financial Aid**

Initial financial aid request forms are available in the preschool office. Families desiring financial aid shall complete the financial aid application form and shall send that form on to the School and Student Services. A family currently enrolled is expected to have met all of the current school year's participation and financial requirements in order to qualify for financial aid for the upcoming school year.

Families of children who are eligible for the Denver Preschool Program (DPP) tuition credits **must** apply for DPP **before** applying for Montview Financial Aid. Montview will award Financial Aid based on the child's tuition, after DPP credits have been approved. See the section on the Denver Preschool Program Tuition Credits above for more information.

## **Financial Aid Award Process**

The process of reviewing financial aid applications and determining aid is entirely confidential. Financial aid awards are based on the amount that School and Student Services (SSS) calculates that the family can contribute to that student's education. When there are unusual tax filing situations, we will look at all possible scenarios for aid and use the best scenario for the family while maintaining equity with other families who are receiving financial aid.

Families who are awarded financial aid shall be notified by letter and are expected to pay the remaining amount of tuition owed by the designated deadline.

# **POLICIES AND PROCEDURES**

## **DAY-TO-DAY INFORMATION ABOUT MONTVIEW**

### **School Hours**

Preschool morning classes are 9:00 a.m. to 11:30 a.m. Preschool afternoon classes are 12:45 p.m. to 3:15 p.m. Kindergarten hours are Monday through Thursday, 9:00 a.m. to 2:30 p.m. and Fridays 9:00 a.m. to 12:00 p.m.

### **Parking**

Parents can park on Montview Boulevard, Eudora Street, and on Dahlia Street. Please observe all street signs; tickets are issued regularly for illegally parked cars. From April through November, street sweeping schedules affect Eudora Street and Dahlia Street. Please observe the street signs on these days; illegally parked cars will be ticketed.

There is a newly-constructed parking lot directly south of the building off of Eudora Street with 10 parking spots; parents can park there and use the Eudora door into the building. Also, be aware that Montview Boulevard Presbyterian Church may have functions on some school days making parking difficult. Please have patience on these occasions and respect the church attendees; they may be there for a funeral service.

### **Attendance**

If your child will not be attending class, please call the office to let the teacher know, preferably by class time. Children DO notice when a classmate is missing and will feel reassured if the teacher can knowledgably explain his/her absence.

### **Updating Family Information**

Please inform the school office and the teacher if you have changes to your phone number, address, email address, or emergency information.

### **Communication**

Communication between the school and parents is a priority at Montview. Each family has a 'shoebag' in the vicinity of the child's classroom. The shoebag is where teachers will put class letters and children's art projects, committee people will drop off information about upcoming events, and the school newsletter, "Montviews" will be distributed. It is important to check your shoebag every day. **PLEASE DO NOT USE THE SHOEBAGS FOR ANY NON-SCHOOL MATERIALS, INCLUDING PARTY INVITATIONS.**

Our primary method of communication is via email. Please make sure your child's teacher and the office have your most current email address. If you prefer communication by paper, please let the office and your teacher know. While the use of email has helped us to reduce paper usage and to speed communication to families, please use it wisely. The nature of our small community is such that rumors, ill feelings, and concerns are magnified considerably when discussed among parents.

A school directory will be distributed to each family in October. Respecting the privacy of all families and staff members, please limit the use of the information and addresses from the school directory (including emails) to school purposes.

Concerns in the classroom should be discussed with the teacher directly. Please see the Confidentiality section. Concerns about school policies should be discussed with the Director of the school. Also refer to the section on Governing Structures for information on how to communicate with the Governing Commission and Parent Committee.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are held once in the Fall and once in the Spring to discuss your child's progress, development, and socialization

### **School Evaluations**

Parents will fill out a School Evaluation form at least once a year. These forms will be shared with the teachers, the director, the Parent Committee, and the Governing Commission. A summary of the evaluations will be shared with parents. The information gathered from the evaluations will be used to improve the program's offerings.

**TV and Video Watching** Children do not watch TV or view videos at Montview.

### **Snow Days**

The decision to close the school due to bad weather is made by the director. Please listen to the radio and TV stations that announce school closings - Montview follows the Denver Public School closures. The phone trees for each classroom will also be activated. We expect each family to make its own decision for safe travel. In the event a storm occurs while children are in school, the announcement of an early school closing will be made on the radio and TV and the phone trees will be activated. Staff will remain with children until all are picked up.

### **Background Checks**

As required by Colorado licensing, Montview insists on criminal background checks for all employees. The employee submits information and finger prints for scrutiny. This is done when an employee first begins work with the program. We do not do require the criminal background checks on any parent who works lunch bunch or as an occasional substitute. Any non-parent hired to work lunch bunch would be required to have a criminal background check

**Visitors** All visitors must come to the Preschool Office and sign in.

### **Snacks and Lunches**

Preschool children receive a snack each day in their class, provided by the Helping Parent. Please follow your teacher's suggestions for appropriate snacks; also read the paragraphs below about allergies. Accreditation and state licensing requires that all food that comes from home for sharing among the children must be either whole fruits or commercially pre-packaged foods in factory-sealed containers.

Kindergarten students bring their own snacks and lunches; a refrigerator is located in the Kindergarten room for the students' lunches and snacks. Neither snack nor lunch should require heating up.

Students who attend the optional Lunch Bunch program should bring a lunch that does not require refrigeration or heating up. While in class, the Lunch Bunch child's lunch will be stored in her/his cubby.

### **Nut Allergies and Nut Free Premises**

Due to the severity of children's allergies to nuts, the school has a "No Nut" policy. Nuts, especially peanuts, and nut products (for example, peanut butter), are not allowed in the building at all. This applies to helping day snacks, special events, Kindergartener lunches, Lunch Bunch, and Funky Friday. Parents will be given a list of appropriate nut-free snacks for their helping days.

### **Other Food Allergies**

In response to children with other food allergies such as dairy or eggs, we have been asked to eliminate those foods from snack lists as well. Parents argue that if we are willing to accommodate children with nut allergies, we certainly should accommodate other food allergies.

There are two major differences between nut allergies and other food allergies. First, while nut allergies can be potentially fatal to a child, other allergies rarely are. Second, unlike other foods, nut residues can be airborne and thereby contaminate the very air breathed by a child with severe allergies. Because of these differences, we will continue to ban nuts, but will expect parents who have children with other allergies to provide their own snacks. Teachers will happily provide storage for appropriate snacks for allergic kids.

It is just too difficult to eliminate all foods kids are allergic to - the snack list would consist of water and not much more! We beg your cooperation on this matter.

### **Toilet Training**

Montview requires all children, except those with an identified disability, to be toilet trained and able to manage the necessary self-help skills in the bathroom. Teachers will offer coaching and support in managing wet clothing and will support children in changing their clothes. If a child has an accident involving feces, the school will make every attempt to reach a parent or caregiver and ask them to come and change the child.

### **Smoke-Free Premises**

Montview is a smoke-free campus. Smoking is not permitted in the building or on the playground.

### **Cell Phones**

Please do not use your cell phone when participating in your child's class as a helping parent. The teacher - and your child - expects you to be actively engaged with the class the entire time you are the helping parent.

### **Children's Possessions**

Children keep their coats, mittens, etc, in their cubbies. Parents are asked not to send personal items or money with their child unless the item is for "Show and Tell". Lovies can be brought upon approval of the teacher.

## Teacher Letters of Recommendation

Montview teachers are frequently asked to write letters of recommendation for children who wish to enroll in advance kindergarten or in private schools. In order for teachers to be perfectly candid with their words, these letters will not be shared with parents. Parents are asked to be considerate of a teacher's time and allow at least **two weeks** for the teacher to complete the recommendation letter. Parents are also asked to provide a stamped, addressed envelope for the return of the letter. Again, please be respectful of your teacher's time; Montview does not pay teachers for the time they spend writing letters of recommendation.

## THE START OF THE SCHOOL YEAR

Orientation meetings for parents are planned before the first week of school to introduce parents to the classroom and parent responsibilities (check the calendar in the front of the handbook). The child's teacher will make a home visit before school begins (the teacher will call to schedule the visit). A child can adjust best in school if he/she knows who the teacher will be and meets him/her in the security of the home.

Routines for the first days of school are designed to help children begin their new experience comfortably. Admissions are staggered so that only a few children come to school at a time. Parents may remain with their children during the first day or days. Some children may wish to leave earlier than the group if they are not ready for a full session of school. They may work up to a longer stay as the teacher suggests.

During these early days behavior in school may differ in many ways from home behavior. A child may linger by parent or teacher or remain by himself/herself watching without actively participating. Many children are especially clingy or fussy on the parent's helping day. A child's choice of toys, playmates, manners, etc., may differ from those at home. We feel that a child should not be pressured into activity in school until he/she feels comfortable and ready for it. For some children watching may be participating.

A few articles from home help a child settle in at school. Individual teachers have different policies in regard to possessions brought from home. However, any toys, records, books, or other possessions brought from home should be labeled. Irreplaceable treasures do not belong in the school and **no weapons** please. A change of clothing in a labeled bag should be on hand. Please label all outdoor clothing, especially boots, mittens, and hats. Our playground is on the north side, with poor drainage, so boots are needed much more often than at home.

## ARRIVING AND LEAVING

**General Procedures.** Each day of class an **adult must accompany** each child to and from the classroom. Parents/caregivers must sign the children in their care **IN** and **OUT** at the beginning and end of each day. **NO CHILD WILL BE RELEASED TO ANYONE UNDER THE AGE OF SIXTEEN.**

Children should not arrive for class before 9 a.m. (morning preschool classes and kindergarten) or 12:45 p.m. (afternoon classes), unless they are with the helping parent. (Helping parents must be on-site early and, therefore, usually must bring their children early.)

Children should be picked up promptly at 11:30 a.m. (morning preschool classes), at 3:15 p.m. (afternoon classes), or at 2:30 p.m. (kindergarten). The half-hour before and after class is the teacher's time for preparation and clean up.

At the end of each class session, teachers make sure each child has been signed out and picked up. If a child is not picked up, every effort will be made to reach the names of the people on the child's emergency card. If no one can be reached, the director will call Social Services.

*Children will be released ONLY to a parent or to an adult listed on the child's Emergency Card. A written request, signed by a parent, and delivered to the child's teacher at the BEGINNING of class is required to release a child to any other adult. If the adult is not known to the teacher, the teacher will request identification before releasing the child to the adult's care. Also see Pick-up by Unauthorized Person below.*

**Late Pick-up.** Parents need to arrive at school on time for child pick-up. Children are distressed when parents are late, and, teachers are prevented from proceeding with clean up. To underscore the importance of timely pick-up, Montview will assess a late pick-up fee.

**Late Pick-up Fee:** Parents who arrive **10 minutes** after the end of class will be charged a **\$10.00** fee, plus **\$1.00/per minute** until the parent arrives. The fee will be waived when a genuine emergency has made the parent late.

*After a child has been signed out by the parent or caregiver, the child should remain under close supervision by that adult until they have left the premises.*

### **Pick-up by Unauthorized Person**

If an unauthorized person attempts to pick-up a child, the child will not be released until the parent has been contacted and has given his or her approval. If we are unable to contact the parent, the child will not be released to the individual. Staff members who encounter an individual who exhibits hostile behavior in response to this policy will call the police immediately.

## **FIELD TRIP POLICIES**

Occasionally, a class may have a field trip to a developmentally-appropriate location, such as the aquarium, the Botanical Gardens, City Park, a fire station, a bakery, etc.

**Field Trip Transportation** Children must ride in a car seat in the back seat of the car transporting them on a field trip. Each driver is to supply the Preschool Office with a copy of their valid driver's license and proof of automobile insurance.

**Parents Accompanying Children on Field Trip** Parents are always welcome to come on field trips with their child. If you believe your child will have a difficult time on a field trip, please plan to drive and be with your child.

**Arriving Late for a Field Trip** If a child arrives late for a field trip, the parent will be asked to meet the teacher and other children at the field trip location. If that is not possible, the parent will be asked to take the child home.

**Emergencies on a Field Trip** When driving on a field trip, each driver will have a cellphone. In case of emergency, the driver will call 911. If no emergency help is needed but a child is ill or there has been an accident, for example, please call the director at Montview at 303-322-7296.

## **ASSESSMENT OF CHILD PROGRESS**

Montview uses different assessment strategies as an integral part of our program. We use the assessments to support children's learning by planning program improvements and adapting teaching practices in order to meet individual needs of children. We use a variety of methods such as observations, checklists, rating scales, and individually administered screening tools which are standardized and approved by NAEYC (National Association for the Education of Young Children). Our assessment plan includes the following:

### **Developmental Screening**

All children receive a developmental screening within the first three months of program entry, identifying children's abilities and using results in establishing eligibility for special services. Referrals are made when needed.

### **Parent/Teacher Conferences**

Twice a year, in November and April, Montview schedules parent/teacher conferences.

### **Confidentiality**

Individual child records, screening, and assessment results remain confidential. Individuals who have access to student files include Montview staff, our sub-contracted registered nurse consultant, Colorado Department of Human Services officials, and NAEYC program assessors. Their access is regulated and necessary to complete regulatory reports.

## **CHILD HEALTH AND SAFETY POLICIES**

Montview's license to operate depends upon the scrupulous fulfillment of certain health requirements. Each child's health records are reviewed by the Health Chairperson.

All medical forms required for school admission must be completed and returned to the health chairperson by **July 31st** in order to reserve a child's place in class, unless special arrangements have been made with the health chairperson. Children admitted after the beginning of the school year have one month from the date of acceptance in which to return the forms.

Every child is required to have an annual statement of health - the **Student Health Form and a Certificate of Immunization**, documenting proper immunizations and booster shots. The Certificate of Immunization may be a computerized report from the pediatrician's office. Both of these forms must be signed by a physician. (Parents who are physicians or nurses may **not** sign the report).

The Student Health form and the Certificate of Immunization are considered confidential documents. The only people to see them are the Health Chairperson and our visiting nurse consultant. They will review them to determine if all immunizations and doctor visits are current and to identify children with special medical circumstances. In addition, a Colorado Department of Health and Safety licensing agent will review a small percentage of the forms each year to ensure Montview is compliant with state licensing laws.

Annual physical examinations are required for the *teaching staff*.

## **Contagious Diseases Policy**

Montview recommends the following procedures in handling children with contagious diseases. Of course your doctor's instructions will prevail in these matters, as long as the well being of other children is respected.

**Significant fever** - If a child has a significant fever (101 degrees Fahrenheit, 38 degrees Celsius), vomiting, diarrhea, untreated contagious and communicable illness, such as conjunctivitis, lice scabies, croup, etc., *the child must not come to school.*

**Strep throat and Scarlet Fever** -- Children must not come to school for at least 24 hours after the antibiotic therapy has been started.

**Chickenpox** - All children should have received a Chickenpox vaccination before entering school.

**Measles and Rubella** -- All children should have received a measles, mumps, and rubella (MMR) immunization.

**Hepatitis B** - The Hepatitis B immunization is required prior to entering school.

If **any** family member is currently being tested for pertussis (whooping cough) or bacterial meningitis, the child may not come to school until cleared by the State health department.

Please notify the school if your child develops any of the following infectious diseases:

Chicken Pox, Conjunctivitis (Pink Eye), Fifth's Disease, Hand Foot and Mouth, Head Lice or Scabies, Hepatitis A, Measles, Pertussis (Whooping Cough), Rash, Shingles, Skin infections (Impetigo), or Strep Throat, Bacterial Meningitis.

Montview reserves the right to ask for the temporary removal from school of any child whose physical and/or mental health it is felt represent a problem for the child, other children, or the school.

Montview reserves the right to remove permanently from the school any child whose behavior, in the professional judgment of the director and the teacher, consistently creates a risk for other children.

## **Administration of Medication Policy**

Legislation requires that strict and specific documentation and practices must be in place before Montview staff can administer any medication to any child, for BOTH prescribed and over-the-counter medications. Parents are **strongly** encouraged to administer medications themselves before or after class time. Recognizing that some children may require medications during class times, however, Montview staff can administer medications under the following conditions :

- ◆ A '**Health Care Plan**' form must be completed and signed by both the parent and the physician for children who have severe allergies. It is used for both over-the-counter medications and prescription medications.

- ◆ A 'Nebulizer Treatment/Other Inhaled Medications Treatment Form' must be completed and signed by both the parent and the physician for children who may require their use.
- ◆ The medication must be in the original containers, with prescription labels and the child's name. Over-the-counter medications should contain the child's name, directions for safe use and expiration date. The information on the labels must be consistent with the instructions on the Health Care Plan Form, for both prescribed and over-the-counter medications. Medications must be replaced before the expiration date. A dosing tool (for example, the dosage cup on top of a Benadryl bottle) must accompany the medication; it must have the appropriate dosage marked on it.

All forms are available in the school office and on our website.

### **Sunscreen Policy**

Montview staff are not licensed to apply sunscreen to any child. Please apply sunscreen to your child before sending her/him to school.

### **ILLNESS OR INJURY AT SCHOOL**

If a child receives a minor injury (like a scrape) at school, the Staff will administer first aid. For more serious accidents, the teacher in charge will fill out an accident report. One copy of the report will be given to the parents and one copy to the director for the child's file. The teacher and/or the director will decide whether the parents should be called or if the written notice will suffice. In the case of severe injury or illness, 911 will be called and the parents will be notified.

### **Exposure Control Plan for Potentially Infectious Materials**

Federal regulation by the Occupational Safety & Health Administration has mandated that caregivers have a written Exposure Control Plan for exposure to blood and other potentially infectious materials.

**Parent helpers** in the classroom need to be aware of the following recommendations:

Wear latex gloves (disposable) for first aid and for cleaning up if hand contact with blood or potentially infectious materials, including vomit, is possible.

Wash hands immediately after removing latex gloves. Use an antibacterial soap and water for at least 10 seconds.

Use double plastic bags to hold bandages, tissues, and laundry soiled with blood. Once bandages and/or tissues are in the bag, they should be thrown away in the dumpster outside. Soiled laundry should be double-bagged, labeled "bio-hazard", and placed in a secure place to be sent home with the family to be laundered.

Use a disinfectant consisting of one part bleach to ten parts water. This is one of the best broad-spectrum disinfectants available.

### **EMERGENCIES**

**General Safety Guidelines** Close supervision and frequent "head counts" will be performed in all situations. The doors on the hallway are closed during class times; an adult always accompanies a child if she/he must go into the hallway for any reason. On field trips, extra assistance from parents is

always needed. Children are kept in small groups and wear "name" tags that state the school name and phone number.

*Parents can GREATLY enhance the safety of their children by closely supervising them BEFORE and AFTER class, and by using the required car seats and seat belts during field trips.*

**Lost Child** If a child is lost, the teacher has the class list to refer to in determining who is missing. The authorities at the site will be notified and enlisted to help find the child. Parents will be notified. Cards with emergency numbers are always taken on field trips.

**Fire Prevention and Safety**. Each classroom has a posted evacuation plan; both primary and secondary routes are noted. For drills or real fire, teachers will lead their group of children to the designated evacuation location until an all clear is announced. The teachers will take the sign-in sheet, close the door, and will check that all children are in the evacuation area. If a child is missing, the teacher will stay with her group and notify the director of the missing child. The director is then responsible for alerting the firefighters and following through with efforts to find the child. The office person is responsible for calling 911 and carrying the emergency cards to the evacuation site. The director is responsible for making sure each group evacuates the building and checking the rooms. Individual classrooms will practice drills regularly.

**Tornado**. In the case of a tornado warning, each class will proceed to the basement (in the area directly below the classrooms). The children will be instructed to sit in the corridor against an interior wall. The teachers will make sure that all children are in an area without windows or glass. The office staff will be responsible for monitoring the weather; notifying the teachers of watches and warnings, and letting staff know when the warning has expired. As in the case of fire, sign-in sheets and emergency information cards will be carried to the evacuation site.

## **STATE POLICIES FOR CHILD CARE CENTERS**

### **Services for special needs children in compliance with the American Disabilities**

**Act**. Montview Preschool and Kindergarten has a handicap lift for wheelchairs or for any individual who is unable to climb stairs. Every effort is made to incorporate special needs children into all Montview programs.

**Inclement and excessively hot weather**. During very cold weather (below 15 degrees) or very hot weather (above 95 degrees) children will remain inside.

**Discipline policy**. In the richness of the Montview environment behavior problems are usually kept to a minimum. Should any difficulties arise, the teacher will visit quietly with the child and redirect the child's attention to another activity.

**Transportation safety**. All children, traveling in a staff or parent vehicle, must be secured in an approved child safety seat.

# OPTIONAL PROGRAMS :

## LUNCH BUNCH & FUNKY FRIDAY

### LUNCH BUNCH PROGRAM

Lunch Bunch is a lunch program supervised by Montview parents from **11:30 a.m. to 1:00 p.m.** Children bring their own sack lunch. Children in morning classes are escorted to the Lunch Bunch area by a Lunch Bunch Supervisor after their class ends at 11:30 am ; then a parent picks the child up by 1:00 pm. Children attending afternoon classes can be signed into the Lunch Bunch area at 11:30 am by their parents; at 12:45pm, a Lunch Bunch Supervisor takes them to their class and signs them in.

Lunch Bunch is available Monday through Friday. A child can attend any number of days.

The maximum number of children in Lunch Bunch on any one day is 20. The child/adult ratio is 8 to 1.

Lunch Bunch is a supervised play time. Supervisors keep the children safe, help them with their lunches, and oversee their play. It is not structured. On any day, there can be up to 20 children from ages 3-5, from any of that day's classes. Please consider your child's personality and ability to adjust to a different environment before signing up for this program.

**Note:** Lunch Bunch will **not** meet on holidays, no-class days, or any school day when afternoon classes have been canceled. Refer to the calendar in the front of the handbook.

**Late pick-up fee.** A Late Pick Up fee of **\$10.00** will be charged for pick up after 1:00 pm. After 1:10 pm, the fee will be increased by **\$1.00 per minute** until the parent arrives.

### FUNKY FRIDAY PROGRAM

Funky Friday is an art curriculum. Children explore art, science, creative drama, storytelling and music. Some projects will be ongoing and cooperative in nature and will deepen your child's interests. Other projects will be promoting individual self-expression.

Funky Friday meets on Friday mornings from 9:00 am to noon. Parent participation is not required. The class adult-to-child ratio is one to ten or less. Drop off and pick up policies are the same as for the regular preschool classes (see Policies and Procedures).

**Note:** Funky Friday will **not** meet on holidays, no-class days, or any school day when classes have been canceled. Refer to the calendar in the front of the handbook.

# REPORTING ABUSE OR NEGLECT/ MAKING A COMPLAINT

This is a child care program that is licensed by the Colorado Department of Human Services and by the Department of Excises and Licenses. These licenses indicate that at the time of inspection, the provider has met standards to operate a licensed Family Child Care Home, Child Care Center, or School-Age Child Care program. These standards include :

- Written policies and procedures
- Communications, emergency, and security procedures
- Personnel requirements for education, experience, training, and supervision
- Requirements including procedures for admissions; health care; personal hygiene; physical care; food and nutrition; discipline; overnight care; field trips and transportation; and fee policies.
- Activities
- Equipment and materials
- Facility requirements
- Fire and other safety requirements
- Maintaining children's records
- Administrative reports and records

In addition to all of the above standards, all licensed child care providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care.

You may report any suspected abuse by calling :

**Child Abuse Hotline at 720-944-3000**

If you wish to make a complaint or have a concern regarding your child care provider you may call:

**Colorado Division of Child Care : 303-866-5958**

If you want to make a complaint regarding health and sanitation issues, call :

**Denver Department of Environmental Health  
Child Care/Health Facilities Inspections: 720-865-5394**

Your Child Care provider's State Child Care License and Denver Department of Excise and Licenses should be posted and available for review at your request. All inspection reports must be posted or be available for review upon request.