



POUDRE SCHOOL DISTRICT
Early Childhood
EDUCATION PROGRAM

2022-2023 Early Childhood Education Parent Handbook



Dear Families,

Thank you for the privilege of working alongside you, and welcome to the 2022-23 school year.

This handbook contains lots of useful information, so please use it often. When you want to know more about your family's opportunities and responsibilities in Early Childhood, look within these pages.

You are your child's first, most important and most lasting educator.

We encourage you to actively advocate for what is best for your child and family. We encourage all parents to attend monthly Early Childhood Your Voice governance meetings at Fullana Learning Center to ensure that the Early Childhood program makes decisions that reflect your lived experience. You are already a voting member. Plan to be part of your school/center by participating in Parent Teacher Organizations (PTO) and School Accountability Committees (SAC), as well as at social and learning events.

The first day of Early Childhood is August 22, 2022 with center visits the week before as a staggered start. Your teacher will have more information about the schedule as it gets closer to the beginning of the school year. If you have a Family Mentor, visits will begin in late July (Early Head Start) or late August (Head Start).

Count on Us. We are partners, as are all the staff members at each school or center your child attends. As your family and child change, please let us know about your needs. We provide parent education, guidance, and referrals to support you, and we do it best when we do it together.

We look forward to collaborating with you for the best outcomes for your family in the 2022-2023 year ahead,

Becca Benedict
Director

Preschool Attendance Reporting Line:

970-490-3336

Program office:

Fullana Learning Center
220 North Grant Ave.
Fort Collins, CO 80521

Program information:

Email: psdece@psdschools.org Phone: 970-490-3204

The Purpose and Philosophy of Poudre School District Early Childhood Education

PSD MISSION STATEMENT: Educate Every Child, Every day.

EARLY CHILDHOOD EDUCATION MISSION STATEMENT: We exist for our community's most vulnerable families. We ensure that all our enrolled children are ready for and will be successful in Kindergarten.

EARLY CHILDHOOD EDUCATION VISION STATEMENT: We empower our community's eligible children and families to build a foundation for learning as measured by their readiness for kindergarten and beyond.



Early Childhood Contact Information

Becca Benedict

Director of Early Childhood Education – 970-490-3254

Teresa Ashton

Assistant Director of Early Learning – 970-490-3082

Sharon Weaver

ERSEA Coordinator (Enrollment, Recruitment, Selection, Eligibility and Attendance)– 970-490-3036

Nikki Arensmeier

Family and Community Engagement Coordinator – 970-490-3188

Stephanie Hahn

Disabilities Coordinator – 970-490-3102

Jack Robertson

Finance and Human Resources Technician – 970-490-3360

Kimberly Granger

PSD Health Coordinator – 970-490-3388

Important Information

Early Childhood Attendance Reporting Line: **970-490-3336**

Bus Transportation: **970-490-3232**

School or Center: _____

School or Center Phone Number: _____

Teacher’s Name: _____

Teacher’s phone: _____

Teacher’s email: _____

Head Start or Early Head Start Family Mentor’s Name:

Phone Number: _____

School or home visit start time: _____

Principal Name: _____

Assistant Principal Name: _____

Other important School Information for Quick Reference:

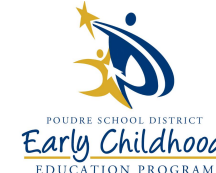
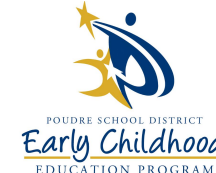


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Poudre School District- Early Childhood
2022-23 Student Calendar

2022

AUGUST

S	M	T	W	TH	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23*	24*
	25*	26	27	28	29	30
	31					

* 1st week will be a staggered start

SEPTEMBER

S	M	T	W	TH	F	S
				1	2	3
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30			

OCTOBER

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2023

NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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JUNE

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JULY

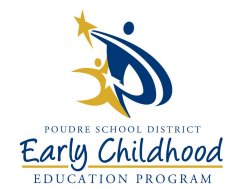
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Calendar Legend

★	Pre-K Start and End Days
■	School Days
□	Non-School Days
■	Admin Offices Closed
○	Policy Council/Your Voice
■	Summer Session

A downloadable copy of this calendar can be found at pdschools.org/programs-services/early-childhood-education under ECE Resources.



Program Descriptions

Application, Eligibility, and Enrollment

Families interested in the program must first submit a program application with supporting documents to the Enrollment team. Families must also complete our screening survey, the ASQ – 3 and the ASQ – SE and return them during the application process. An Enrollment specialist will contact the family by email, postal mail, or phone for follow-up and/or application status.

Poudre School District (PSD) Early Childhood Education has the following funding options for prenatal through 5-year-old program enrollment *no-cost* to families: Early Head Start (prenatal through 3 years), Head Start, Colorado Preschool Program, Grant funding, and Early Childhood Special Education. There are also a limited number of tuition-based slots. Each funding source has its own criteria for eligibility. Once eligibility is determined, every child is placed on our waitlist.

Screenings are required for vision and hearing and occur in the classroom after your child is enrolled. Children may be enrolled with immunizations that are up-to-date or exempt due to the family’s religious and personal beliefs. In the event of an outbreak of disease against which immunization is required, non-vaccinated students may be excluded from school.

Placements from the waitlist are determined based on the *family need*, and are *not on a first-come, first-served basis*. When a placement becomes available for a waitlisted child, the family will be offered the spot and the child will be enrolled. Classroom placements offered to your family may be in a PSD elementary school or with one of our center-based partners.

Staff and families are notified by email when a student is enrolled or withdraws from the program. If a student is dropped (not because

of a parent request) parents will be informed in person and/or in writing.

School Age Enrollment

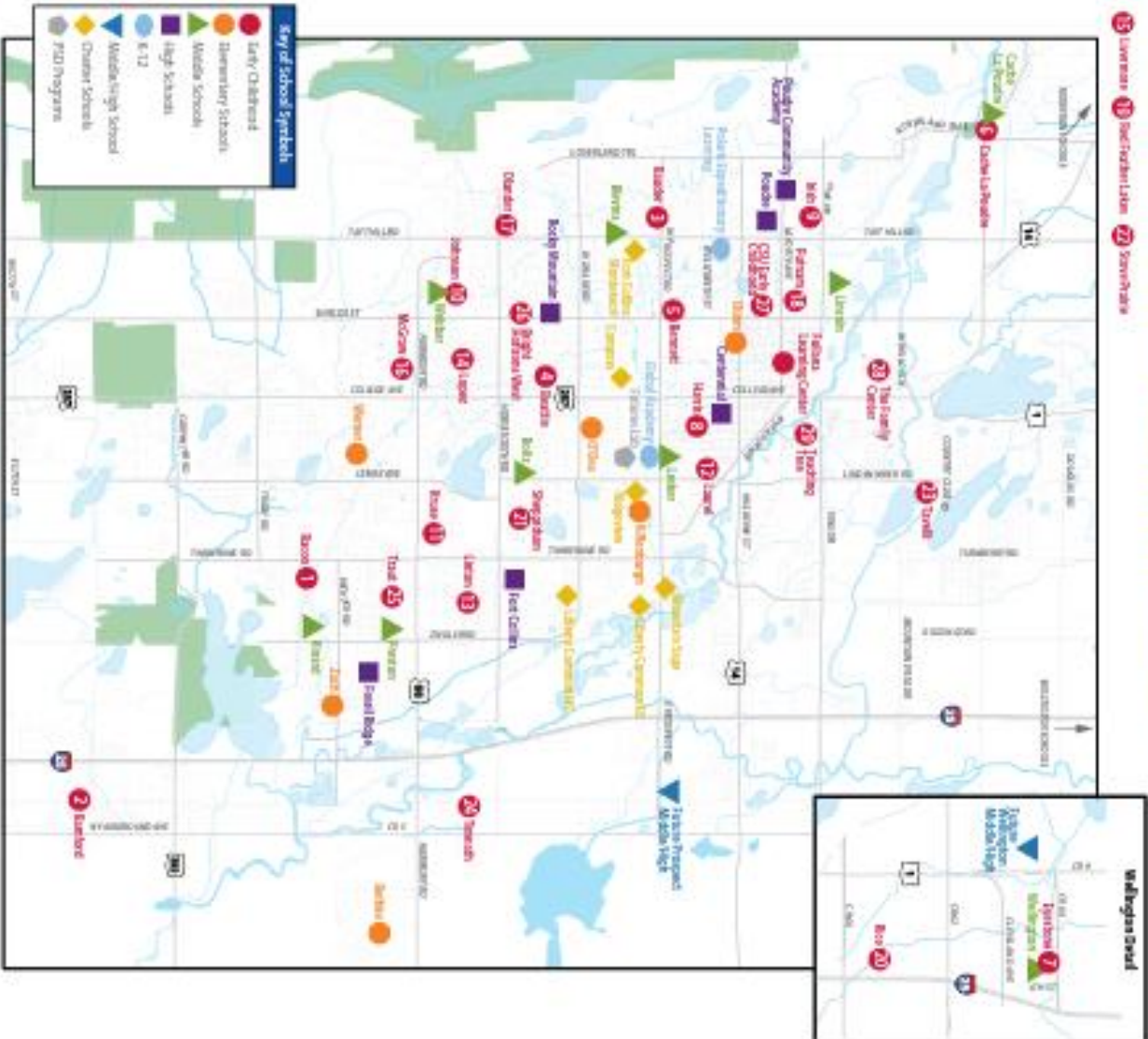
Children applying for PSD Early Childhood Education preschool must be age three or four on or before October 1 for Colorado Preschool Program and Tuition Based funding. Children ages birth to three years old may be enrolled through Early Head Start with actual age enrollment. EHS students may transition to PreK Head start at actual age 3. Children ages three through five years old may be enrolled if they qualify for Integrated Services (Special Education) with actual age 3 enrollment.

Attendance Area

Families interested in preschool enrollment with PSD Early Childhood preschool must live within the PSD attendance area. No exceptions will be made. If a child moves out of the district attendance area before classes begin for the year, the child will be disenrolled and the family will be referred to the programs within their new attendance area. If a family enrolled in preschool moves out of district during the school year, the child may continue to attend until the end of the current school year. However, any district transportation will be cancelled, and the parent will be expected to provide transportation. Preschool home visiting will be provided within the PSD attendance area. Children living out of district will not be eligible for re-enrollment.

Families who are enrolled in Early Head Start (prenatal through 3-year-old) must live within Larimer County. Families who move outside the county will be disenrolled from the program. Please see the map on the following page.

Poudre School District Map of Schools Early Childhood Education Sites



- Elementary Schools with Early Childhood Sites** * Full-day option available at these sites:
- 1 Bacon
 - 2 Banford
 - 3 Baudeur
 - 4 Beatrice*
 - 5 Bennett*
 - 6 Cache La Poudre*
 - 7 Eysestone*
 - 8 Harris*
 - 9 Irish*
 - 10 Johnson*
 - 11 Knuse
 - 12 Laurel
 - 13 Linton*
 - 14 Loper*
 - 15 Livermore (AlphabetST)
 - 16 McGraw
 - 17 Clander
 - 18 Putnam*
 - 19 Red Feather Lakes (AlphabetST)
 - 20 Sheppardson
 - 21 Stove Prairie (AlphabetST)
 - 22 Tarell
 - 23 Tinnah
 - 24 Truist
- Community Sites**
- 25 Bright Horizons West*
 - 26 CSU Early Childhood*
 - 27 The Family Center*
 - 28 Teaching Tree*

Poudre School District and Early Childhood Communication with Parents

Our website is: bit.ly/PSDpreschool

On our website you will find Early Childhood information, links to program forms and applications, information about our parent-governed program, our grant information, and many other family resources.

You can also “like” us on Facebook or Instagram at ***Poudre School District Early Childhood***.

Other District Communications

PSD uses the SchoolMessenger and ChildPlus automated phone system to call parents at schools with emergency information or important upcoming events and opportunities. Contact Fullana at (970) 490-3204 to update your phone number.

As a registered/cleared volunteer, you will receive email messages from SchoolMessenger telling you about upcoming volunteer opportunities.

Early Childhood Communications

The Early Childhood program may contact you via emails, text messages or postal mail. Please make sure your current email and phone numbers are listed and update them as needed. Please

check your email SPAM folders in case news is filtered out of your inbox. Please add us to your SafeSender list or address book. Please check these often, as some of the emails are time sensitive with a due date.

If your child attends preschool in one of our community partner center sites, each site may have a different plan for communication. Please check with your child’s teacher and/or site director regarding expectations for communication.

Highlight: Early Head Start

Poudre School District Early Childhood Education has Early Head Start (EHS) services for expecting mothers and families and children birth to three years of age. The EHS program offers prenatal and parent education support during and after birth and for the all-important first three years of your child’s life. The EHS options are home-based and center-based and both options include home visits with your assigned family mentor. For the majority of enrolled prenatal woman and children up to age three, home visiting occurs once each week. Your family mentor will discuss your schedule for home visits with you. Our limited spaces in the center-based option consists of daily care in the licensed infant/toddler center and monthly home visits.



During home visits, families and family mentors work together as a team on each child’s development, family development, program involvement, goal setting, child and family health, plus much more. In the Early Head Start program, each child will receive developmental, hearing, and vision screenings as well as on-going developmental assessments. We can assist families with referrals when your child’s development is of concern and we have

partnerships with service providers for children with Individual Family Service Plans.

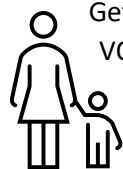
Families and children may also participate in monthly socialization opportunities called PACT (Parent and Child Together) events. These include:

- Opportunities for parents to participate in activities that support their parenting skills development or family partnership goals.
- Opportunities to interact with other parents and caregivers.
- Opportunities to observe and actively participate in activities.

Parent Opportunities

We encourage our families to be involved, become advocates, and volunteer. Please consider the opportunities and talk to your mentor, teacher, principal, or director about those that may interest you.

Your Voice: Families and Community Together



Get involved in your child's education by joining YOUR VOICE: Families and Communities Together. This group is directly responsible for oversight and governance of the Early Childhood Program. Once enrolled you are already a voting member. When you attend one of

the monthly meetings, you will review and approve policies, budgets, grant information, program calendars, and much more!

Meetings are the third Thursday from September through May at Fullana Learning Center, 220 N Grant Ave. Child care and dinner are provided at 5:30, and the meeting begins at 5:45. Please make

plans to attend this important meeting and get involved in your child's education today. Your input and suggestions are important and help make our program great. Questions? Please call Fullana Learning Center at 970-490-3204 for more information.

You can also participate in Your Voice by serving in one of the Your Voice Leadership roles such as Chair, Co-Chair, Secretary, and Classroom representative. Elections for these positions occur in October.

The dates for Your Voice are on the program calendar and set for the remainder of the year so you can plan to be there. 😊

Special Events

Be a part of a team that helps plan and organize special events within the program. Meets as needed for planning special events in the program or in the classroom.

Outreach and Recruitment

Help us reach out to families and children who may be interested in the program. Word of mouth and sharing your experiences in the program is often our best recruitment tool. Share your experiences and invite other families to apply.

EC Program Committees

Committees provide parents the opportunity to participate in focused work throughout the year as they form.

Parent Governance

Act as a representative for your class, school, center, or Family Mentor! Attend your school's monthly meetings regarding important decision making. Check with your school for dates of

Parent Teacher Organization (PTO) or School Accountability Committees (SAC) meetings. At school meetings, report back to classroom teachers and families on Your Voice discussions and decisions.



Classroom Volunteers

Help your child's classroom in a variety of ways: reading aloud, preparing materials, attending field trips, or helping with a small group of children.

You will need to follow PSD's Volunteer registration process to be cleared to volunteer regularly in the classroom or school.

You can register as a volunteer whenever you would like! You can find the form at

<https://www.psdschools.org/community/volunteers>.

Health and Safety for Volunteers

All volunteers should be healthy and free of illness when working in the classroom or going on field trips. Illness includes but is not limited to cold, sore throat, cough, or any stomach illness. When volunteering in the classroom, take some time to familiarize yourself with the classroom and/or school safety rules. Certain materials should be monitored closely. These items include scissors, sand, glass items, pointed objects, and cooking utensils. Never allow a child to use a paper cutter, adult scissors, or handle hot dishes.

In times of pandemic, the Early Childhood program will follow all current safety regulations for childcare from the Colorado Department of Public Health and Environment and the Colorado

Department of Human Services. Your child's teacher or school/center administrator will let you know what these guidelines are. Such requirements could include (but are not limited to): temperature check, daily health screening, mask requirements, or other safety precautions such as proof of vaccination.

Parenting Classes

Our program offers a parent education classes that focus on helping you and your child develop strong social emotional bonds and skills. The classes are offered in Spanish and English and provide strategies for addressing challenging behaviors, because all children have challenging behavior some of the time.

Parent Engagement Opportunities

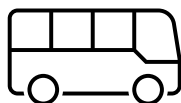
PSD Early Childhood Education provides family engagement opportunities at schools as well as in the community. You may take advantage of your school's/center's literacy nights or other family events as well. PSD Early Childhood Education has partnered with the Fort Collins Museum of Discovery (FCMOD) to provide free membership to FCMOD so you can enjoy visits to the museum year-round. We have also partnered with The Gardens on Spring Creek to offer a yearly membership for your family as well. Ask your teacher or mentor about the City of Fort Collins Parks and Recreation discount so you can enjoy swimming at the city's pools among many other activities and classes. At the end of the school year, we provide a calendar of free/low costs events for the summer to keep your family involved in the community and continue fueling your child's learning.



IMPORTANT PROGRAM INFORMATION

PSD Bus Transportation

ECE students enrolled in no-cost funding are eligible to apply. Families must be attending their neighborhood school AND live more than one mile from that school to be eligible to apply for busing. All bus students must register prior to July 15, 2022 to be eligible to receive a bus by the beginning of school. Transportation is awarded on a space-available basis and is not guaranteed. Families may apply for busing at any time to be awarded on a space-available basis after the school year deadline has passed.



Not all Early Childhood students qualify for transportation. Families attending in their neighborhood school or have an Individual Transportation Plan (ITP) included with their special education Individualized Education Plan are eligible to apply for transportation.

We encourage families who need transportation to apply as early as possible.

In times of pandemic or health crisis, it is possible that the district will be required to limit transportation further to comply with public health regulations. Current information regarding busing and public

health requirements will be updated on the district's transportation web page. <https://www.psdschools.org/programs-services/transportation>

To apply for transportation, you will need to work with the ECE department. You can fill out the application at https://www.psdschools.org/sites/default/files/PSD/early_childhood/Applications/Form%20J%20request%20for%20transportation_FIL_L.pdf and email it to psdece@psdschools.org or come into the office at 220 North Grant Ave.

To apply for a bus, check on a transportation application, or with general questions, please call 970-490-3204

To report that your child will not be riding the bus or check on a late bus: 970-490-3232

Transportation Expectations and Contract

Parents and Guardians of children who applied for transportation services must complete a transportation contract. This contract is included in your transportation request application and is initialed and signed by families who are applying for transportation.



PSD ECE Transportation Agreements

For Special Education Students transportation is provided in the Least Restrictive Environment whenever possible; however, the bussing route may determine where the preschool student will attend to receive their services.

Students within the 1-mile radius are within the walk area and will be scheduled to walk to school.

It will take at least 10 days for qualifying families to receive transportation. It may be longer in high application volume times or pandemic. Transportation is awarded on a space-available basis.

PSD busses are not able to pull down into cul-de-sacs or some narrow/dead end roads to pick up students; furthermore, if your student lives in the regular bussing area he/she will be assigned at the regular bus stop.

If your student requires transportation in a wheelchair or other mobility device, it will need to be approved by transportation for safety.

If a family is in the process of moving or changing where a child is picked up and dropped off, school placement /transportation may change.

To participate in transportation which may be provided, families are responsible for getting their preschooler to the assigned pick up location and for meeting the bus at the assigned drop off location. Preschoolers must be attended by a responsible and assigned adult.

To participate in transportation which may be provided, families are responsible for getting their preschooler to the assigned pick up location and for meeting the bus at the assigned drop off location. Preschoolers must be attended by a responsible and assigned adult with identification.

If no authorized individual is present at bus stop and child is returned to school on three occasions, bus privileges will be canceled.

Authorized individuals with identification will be required to sign for the student each day that the child rides the bus. These individuals must be identified and in the Child Plus information system.

The addition of other authorized individuals must be completed in writing and will take at least 5 days for the individual to be added to the authorized pickup list.

Busing Complaints

Parents who have complaints regarding your child's bus must first please speak with the bus driver to problem-solve. If speaking with the driver does not solve your program, please speak to the Enrollment team at 970-490-3204.

Bus Drivers

Bus drivers are trained in emergency procedures and teach those procedures to the children. In the case of emergency, the driver and other PSD staff will stay with the children until the parents or emergency contact is notified.

Bus Stop

The child and adult must be within view at the bus stop for the bus to stop for pickup. Otherwise, it will continue along the route without stopping. The bus will not wait, honk its horn, or call to let you know it is outside waiting. It is important to NEVER leave a preschool child unattended at the bus stop. An adult or sibling at least the age of 16 years old must always be with the child. The district offers an app called "Here Comes the Bus" that you can download to track the bus in live time. You can find the app at <https://www.psdschools.org/programs-services/transportation/live-bus-updates>. Follow the steps to create your account to get more information about this app.

Cancellation of Transportation Services

Students who are not met at the bus stop three times during the school year will have bus services cancelled by the Transportation Department. (See Release Authorization for more information). Bus service will also be cancelled if a family member is verbally or

physically threatening to the driver, a child, or other families on the bus or at the bus stop. If a family is repeatedly not utilizing the services, your stop/route may be cancelled. Please communicate at 970-490-3232 if your child will not be riding the bus for illness or other reasons. To have cancelled transportation services resumed, the family must first meet with the Program leadership and Transportation Department staff to discuss a Transportation Plan.

Bus Pick Up

An adult at least 16 years of age with identification must be waiting with the student at least 5 minutes before the scheduled bus pick up time. If the adult and child are not within view of the driver at the bus stop, the bus will not make the stop and will continue along the bus route without the student.

Bus Return

An adult at least 16 years of age must be waiting for the student at least 15 minutes before the scheduled return time. This is in case of last-minute changes in the bus schedule, bus route and/or bus driver. The bus driver is responsible for verifying **the photo identification of the authorized adult** who takes the child from the bus. The driver will not allow the child off the bus with an unauthorized adult, an adult without an ID, or if no adult is present.

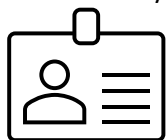
If no adult is present, the child will not be allowed to get off the bus. The bus will continue along the route and return the child to their child's school. It is the responsibility of the parent/guardian to meet the bus back at school and sign their child out. If the parent is not at the school, the school will attempt to contact the parent/guardian and emergency contacts. If they are unable to reach any emergency contacts within 30 minutes of the return to the school, they will call

law enforcement and the Department of Health and Human services, Child Protection to work with them to ensure your child is returned safely to you.

Release Authorization

Children will ONLY be released to adults at least 16 years of age and listed on your child's Emergency & Release To list. Call the Enrollment team at 970-490-3204 to update your Emergency and Release To list. To add someone new to the list, you will be asked to fill out a data change form with the new information, and your signature. Please plan ahead as last-minute changes to Emergency and Release To lists are difficult to communicate to EC departments, transportation, and driver without notice. Same day communications will not be accommodated.

The Fullana Staff must have a copy of any applicable restraining orders on file to enforce them.



Authorized adults must provide a photo ID. The staff and bus driver are required to verify the photo ID of the authorized adult. If the authorized adult is not at the bus stop, or does not provide the picture ID, the bus driver will not release the child and will continue on the route and return the child to the school at the end of the route. Please call PSD TRANSPORTATION DISPATCH at 970-490-3232 to get more details about where and when your child will be returned. If we are unable to reach emergency contacts within 30 minutes of the bus return, we will call law enforcement and the Department of Health and Human services, Child Protection and work with them to ensure that your child is safely returned to you.

Request for Parents Riding PSD Buses

Parents who are interested in riding the bus with their child must complete a Request for Parent Transportation form and return it to the Enrollment Team. This will be allowed only if space is available. Allow for 14 days for requests to be processed.

All parents are welcome to ride bus if they are approved as a chaperone/volunteer on field trips.

All requests must be approved by the Early Childhood Director and the Director of Transportation.

Seatbelts/Safety Vests

All preschool students who ride a Poudre School District bus to and from school will be buckled into a safety vest during their trip.

Siblings Riding PSD Buses

Children who are not enrolled in Poudre School District are not allowed to ride a Poudre School District Bus.

Transportation Changes

All busing changes require 7 to 14 days to be processed. Call the Enrollment team 970-490-3204 for any busing changes or cancellations. You will be asked to fill out a data change form. While we try to accommodate busing requests, requesting a change does not mean your students will be automatically reassigned. Bus placements are made on a space-available basis and will be made only for children who are eligible for EC transportation.

When your Family Does not Need Transportation for the Day

IF your child does not need to ride the bus to school for the day, you must inform PSD Dispatch at 970-490-3232 as early as 6:00 a.m. but no later than one hour before your child is scheduled for pick up to cancel the route for the day. It is important also important to call the Early Childhood Attendance Reporting Line at 970-490-3336 to report the absence.

Attendance

Why is it so important to attend preschool every day?

Learning is a progressive activity. Each day's lesson builds on lessons from previous days and regular student participation in learning plays a significant role in your child's success at school. Many of our funding sources require 85% attendance or better.

How many days absent are too many?

Children who miss more than 2 days per month are considered chronically absent. Children with chronic absenteeism are more likely to have lower test scores in 3rd grade and less likely to graduate high school. To avoid chronic absenteeism, make sure you have a backup plan to get your child to school.

Tips for getting to school each day, on time:

- Set a bedtime routine to allow enough rest for your child.



- Lay out your child's clothes the night before.
- Pack your child's backpack the night before.
- Set your morning routine to allow enough time for your child to get ready and eat a healthy breakfast.
- Make getting ready and going to school fun by singing songs, making up stories, and getting excited about school.

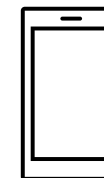
Preschool is the best time to build a habit of good attendance.

Preschool Attendance

Daily attendance is taken in your child's classroom and late arrivals and early pick-ups are recorded as well. Please call the attendance line as soon as you know your child will be absent and before your session begins. **The**

attendance message line is 970-490-3336.

Childcare licensing requires us to track illness symptoms. When you call the attendance line, you will be asked to provide the following information:



- Child's first and last name (spell the child's last name)
- Student's date of birth
- School name
- Teacher name
- Reason for absence. (Briefly let us know the reason your child is absent)
- If your child is sick, please leave a description of their symptoms (abdominal cramps, chills, diarrhea, fever, headache, muscle aches, rash, vomiting/throwing up or other)

In times of a pandemic or health crisis, you may be asked to provide further information. Health precautions that may be in place include

daily symptom screening, temperature check, or verification from a doctor that your child is well enough to return to class. *Notifying the classroom does not excuse an absence, please make sure you are calling the attendance line.*

No Call, No Shows

Any absence that is not called in to the attendance line 490-3336 is considered a no-call, no show. *(Please note: calling the teacher does not mean you have called in the absence to the attendance line.)*

Please call the attendance line and let us know the reason for your absence so that we know your child is not lost or in an unsafe situation. You will be asked to share your child's symptoms and may be contacted for follow-up. This is a licensing requirement for the program. When we do not receive a call from you about your child's absence, we will contact you to follow up, usually by text message within hours to monitor the child's safety. Any no call, no show will be recorded as an unexcused absence. Repeated no-call, no shows will lead to support from the Early Childhood staff and administrators and could include an attendance plan or disenrollment from the program.

Attendance Follow-Up and Attendance Plans

Our attendance goal is to have 95% or better attendance, and we often see much higher numbers than that goal!

PSD ECE monitors and report attendance monthly to our funders. Monthly, if your child's absence rate falls below 90%, an ECE staff member will conduct an attendance review. After the review, you may have conversations with your child's teacher or family mentor so that they can offer support with problem solving and check in again about your child's attendance. If the attendance check reveals

low attendance more than two months in a row, your child's teacher or mentor will refer your family to the Attendance Impact Team. We will work with you and your family to help you find ways to eliminate barriers related to accessing school. Follow-ups will be assigned and monitored to support your family.

If your child's attendance rate has fallen below 60%, it is time for the attendance team, including your family and program administration, to consider if your child is benefiting from preschool education. Frequent, chronic absences (unexcused or excused) lead to disruption in student routines and schedule. We will review your attendance follow up and ask to meet with you to form an attendance plan. Most of our families who start on an attendance plan are back on track within a couple of months. However, if you are unable to meet the goals of your attendance plan, your child may lose their no-cost slot for preschool and it will be given to another child on our waitlist.

Please note that vacations that occur outside of days off scheduled on the calendar are considered unexcused absences. Any extended absence must be approved by program leadership (not child's teacher) to avoid losing your slot. Please call us at 970-490-3036 to inquire about vacations and extended absences.

In the event of a health crisis or pandemic, attendance policies will be revised to support healthy decisions and best practices to keep your child safe and healthy.

Weather-Related Information and Attendance



PSD uses many methods to communicate with parents in emergencies, such as school closure due to weather. Information is shared on the PSD website, social media, School Messenger phone messages, parent email, staff mail, and social and traditional media outlets. Sign up to receive PSD and school emails by clicking on the Email alert sign up link on the Parents link at the top of the PSD website. For the latest and most accurate information about PSD weather related closures or delays, visit the PSD website, www.psdschools.org.

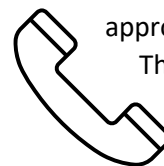
Please keep your email and phone information up to date. If you have changes to your information, please submit a data change form to Fullana Learning Center or psdece@psdschools.org.

Other Attendance Information

Absences are marked excused or unexcused. Excused absences include illness, medical appointments, family crisis, or other reasons pending approval of the ECE administrators. Unexcused absences include travel while school is in session, transportation issues, or taking a day off.

Ten or more days of unexcused absences in a row without prior approval will cause disenrollment from the program. If a family wishes to disenroll, they are asked to call, notify in person, or send a letter to the Enrollment Department or their child's teacher with their intent to disenroll their child.

Extended absences including vacations (absences of more than 5 consecutive days) must be reported in advance and approved by the Enrollment Coordinator 970-490-3036.



This will help you avoid disenrollment. Approval decisions are made by considering many factors including but not limited to: previous attendance, number of students on waitlist, tardy/early pick up percentages, funding source rules, and reason for absence. Extended absences without prior approval may mean your child is disenrolled, and we fill the slot with a child from the waitlist. If you decide a trip is necessary, we can also unenroll your child and keep your family on the waiting list for when you return. We cannot guarantee we will hold your same teacher or classrooms, but we would love to have you back when you are able.

Be sure to contact the Transportation Department at 970-490-3232 if your child will not be riding the bus due to extended absence.

Confidentiality

All child and family records are kept confidential. Release of information is only given with authorized consent and with the approval of the family.

Health Services



Well-Child Exams and Immunization Regulations

In the Early Childhood programs, there are health care and dental care requirements that parents must complete for your child's participation in the classroom. These requirements are different depending on the funding source your

child qualifies for. Please be responsive to requests for annual physical health exams, lead blood testing (Head Start and Early Head Start students), annual dental exams, and current immunization records. These are also required for your child's health file by Colorado Department of Public Health and Environment and Human Services for our licensed daycare classrooms to remain open.

All children in Early Head Start must maintain a current immunization record with physical exams (well-child checks) at 2, 4, 6, 9, 12, 24, 30, and 36 months. Children are required to have a lead blood test at one to two years of age performed at their medical home clinic. WIC does not provide lead testing. Children must also have an annual dental exam starting at one year of age.

If you need help finding a provider, applying for medical and dental insurance, accessing lead testing or physical exams, please call us. We can refer you to providers who can help. 970-490-3204.

Family Mental Health Support

The Early Childhood Mental Health Specialist is available to assist families in the area of mental health. Services include:

- Support for families with behavior and/or mental health concerns about their children or family members.
- Referrals to school psychologists as well as to outside agencies for continued, on-going support.
- Observation, coaching, and/or recommendations on next steps and ideas for support.

Referrals can be made to ECE Mental Health Specialists by contacting your child's teacher or family mentor. If you would like to make a confidential referral, please go to:

<https://www.psdschools.org/programs-services/early-childhood-education>

Vision and Hearing Screening

Vision and hearing are completed annually while your child is enrolled in the PSD Early Childhood Program. If there are concerns with either vision or hearing, parents will be notified, and a plan will be made for re-screening or a referral if needed.



Dental Health Services Overview

The Poudre School District ECE program has dental staff that coordinate dental services for children within the program. Services offered include:

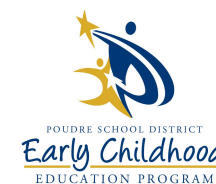
- Assistance with follow up and treatment with local dental practices.
- Dental Education and teeth brushing in the preschool classroom when allowable.
- Support to find a dental home for regular treatment and care.



Health and dental records may be given to your family mentor, teacher, dropped off or faxed to the Fullana Learning Center at 970-490-3134. For EC health related questions, please call us at 970-490-3101.

Licensing Requirements and Follow-Up

Your child will attend class in a licensed preschool classroom. Licensing requires certain medical and dental requirements. If your records become expired, you will be asked to follow-up to maintain a student file that meets licensing requirements. If you receive a call



from an ERSEA tech, Health or Dental Tech, please respond to those requests as soon as possible. We may communicate with you by phone, text or email. Please check these often.

Is Your Child Too Sick to Attend Preschool?

Please use the Children’s Hospital of Colorado’s *How Sick is Too Sick? Illness Policy for Parents* as your guide as to when you should keep your child at home because of illness. This helps us meet child care licensing guidelines. We maintain the same standard for staff as for students.

When to keep your Child at home from School or Childcare

There are **four main reasons** to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.

Children with these symptoms or illnesses should be kept at home and excluded from school:

In times of pandemic or health crisis, Poudre School district will follow all public health guidelines to ensure the safety and well-being of students and staff. An additional health screening or a health questionnaire may be required. Remember the best way to stop the spread of infection is through good hand washing.

Poudre School District has up-to-date guidance for returning to the classroom after an illness, particularly if it is a COVID related symptom. At times, if there is an exposure in the classroom, the classroom may be shifted to remote instruction until it is safe for the students to return.

The most current and up to date version of How Sick is too Sick? Is located: <https://cdphe.colorado.gov/child-care-health-regulations> or it is copied on the next pages of our handbook.



Guidance for COVID-19 Symptoms	Child or staff member must stay home?
<p>COVID-19 symptoms which must be fully resolved before a child or staff member returns to school</p> <ul style="list-style-type: none"> Feeling Feverish, having chills or Fever (Temperature of 100.4° F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100° F or higher) Shortness of breath or difficulty breathing Nausea, Vomiting/Throwing Up Diarrhea (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine) Cough* 	<p>Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19.</p> <p>When to seek emergency medical attention</p> <ul style="list-style-type: none"> Trouble breathing Persistent pain or pressure in the chest New confusion Inability to wake or stay awake Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone <p>These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance for the school or child care can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance.</p> <p>If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.</p> <p>*Students and staff may return if the cough is not fully resolved following discussion with a care provider.</p>
<p>COVID-19 symptoms which must be improving before a child or staff member returns to school or child care</p>	<p>Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and</p>



<ul style="list-style-type: none"> Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue New Loss of Taste or Smell** 	<p>the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance.</p> <p>If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the COVID test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.</p> <p>**Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.</p>
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Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test	Child or staff must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline. The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Fever Fever is a temperature of 100.4° F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100° F or higher.	Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Flu-like Symptoms Fever Sore throat Runny nose or congestion	Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness. In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.
Vomiting/Throwing Up	Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness. If a child with a recent head injury vomits, seek medical attention.



Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	Yes - children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's isolation guidance . Guidance for schools and child care settings can be found here: https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools .
Fifth's Disease (parvovirus)	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, has uncontrollable drooling or is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	Yes - children and staff may return to school or child care when cleared by the health department.
Herpes	No - unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - children and adults need to stay home until 24 hours after antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
Influenza	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Croup, RSV (Respiratory)	No - It is recommended that children and staff remain out of school or





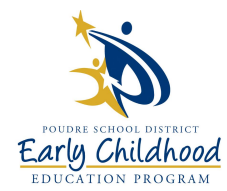
Syncytial Virus)	child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References
 American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SA, Slope TR, eds. 5th ed. Itaska, IL: American Academy of Pediatrics; 2010.
 Colorado Department of Public Health and Environment. *Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
 Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

Updated March 2022





Programs, Policies, and Procedures

Accidents, Illness, and Injuries

If a child becomes ill while at school, the parents (or emergency contact if the parents are not available) will be notified and asked to pick up the child. We must be able to reach you in case of emergency so please make sure we have your most current phone, and you pick it up when we call. Please add important phone numbers such as the classroom/school to your contacts so our calls don't appear as SPAM. If a family cannot be reached within a half hour, the Department of Health and Human Services (Child Protection) will be contacted.

Children need to be kept at home if they are too ill to participate in social activities, have an oral temperature of 100 degrees or more, or if they have a contagious illness, acute cold or flu, or chickenpox. If a child has been exposed to a communicable illness outside of school, the family must notify the school of the exposure. This is the reason why we ask that you report symptoms on the attendance line.

If a child is injured at school, the parent will be notified, and the appropriate accident report form will be filled out.

If there is a medical emergency, we will call 911 and immediately inform the family. You will be asked to fill out your permission/authorization for medical care each year at the beginning of the school year.

Diapering and Toilet Training



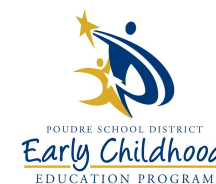
Children will be diapered and toilet trained in compliance with Health Department guidelines and individual student needs. It is the parent's responsibility to provide diapers and wipes if they are needed for their child.

Identifying Where Children Are At All Times

Teachers will take attendance in class daily. Children will be counted as well as accounted for in a face/name system at times such as transitions (lunch, bathroom breaks, recess, arrival, dismissal). Staff will always monitor the whereabouts for each child.

In Case of Emergency

In the event of a fire, blizzard, tornado, injury, early dismissal, or any other emergency, every attempt will be made to contact the parent or emergency contact listed in our records. **Please make sure to let office staff know when any of the contact information changes by calling 970-490-3204.** If the parent or emergency contact cannot be reached, your child will stay with a staff member until someone is reached. If a family cannot be reached within a half hour, the Department of Health and Human Services (Child Protection) will be contacted. In the event of a lost child, a call to 911 will be made and the child's parents will be informed immediately.



Emergency and Disaster Preparedness

Staff will guide children in care through emergency evacuation, lockdown, shelter in place, and severe weather drills. The Poudre School District Crisis Response manual used at all schools is our written plan that details procedures such as reunification with your child or caring for children with identified/special health needs in the event of an emergency. Early Childhood Education staff members at each school are trained in the use of the procedures that follow the district plan and are tailored for each facility.

To learn more about the Emergency and Disaster Preparedness procedures at your school, please ask your teacher, the principal at your school or director at your center. You can also call Fullana Learning Center at 490-3204. You can access Poudre School District's "In Case of Emergency" for more information at https://www.psdschools.org/sites/default/files/PSD/school_safety_security/emergency_response/In_Case_of_Emergency_Crisis_Brochure.pdf

Crisis response & management in PSD

- Mitigation & Prevention
- Preparedness
- Response
- Recovery

Mitigation & Prevention, Preparedness, Response, and Recovery are the four main components of the Poudre School District *Crisis Management Plan* which aligns with national standards.

In addition to the district plan, each school has its own plan that revolves around these four components. Every year, these crisis response plans are reviewed and updated as necessary.



Poudre School District
Emergency Contact Number:
970-490-3333

This *In case of an emergency* brochure gives parents an overview of crisis response systems currently in place. Each school also has specific procedures in place that are designed for that site.

If you have questions, please contact your school, or call the PSD Security Department at 970-490-3523.



Security Department
Poudre School District
2407 LaPorte Avenue
Fort Collins, CO 80521
970-490-3523
www.psdschools.org

The contents of this *In Case of Emergency* brochure were developed under an Emergency Response and Crisis Management grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education and you should not assume endorsement by the Federal Government.

Design & Layout by Graphic Services 9/10/10

For parents and students in
Poudre School District

In case of an emergency...



What to expect in the event
of a school emergency
or crisis situation



Educate...
Every Child, Every Day



Stay or Go?

Poudre School District, along with local police, fire and emergency medical agencies, has developed a series of plans to use in emergencies and crisis situations. The plan and type of emergency or situation determine whether students and/or staff members remain inside a building (stay) or are evacuated from the building (go).

Stay

When it is not safe to leave the building, “stay” is the instruction or command given to the school site. There are three stay commands: “shelter-in-place,” “lockout” and “lockdown.”

Shelter-in-place – Students and staff stay in a safe area. Used during severe weather.

Lockout – Normal activities take place inside the school. Exterior doors are locked. Used when there is an incident outside the school, such as police activity nearby.

Lockdown – Students and staff are directed to a safe location inside the building. Exterior and

interior doors, windows, and access points are closed and locked. Used when a potential threat has been identified and containment may be necessary.

Go

“Go” is the command given for evacuating the area.

A District-wide Crisis Response Team (DCRT) works with the school's own CRT to help in emergency situations.

There are many situations where a school may be evacuated. In the event students and staff cannot re-enter the building in a short time, all school sites have procedures in place to evacuate to nearby facilities if necessary.

What to expect after a crisis occurs

The “Reunification Process” is a systematic approach to bring parents and students back together in the event of an emergency.

Once it is safe to reunite parents with students, parents and students go through the check-out process at a designated location.

Connecting parents with their children is a high priority and will be done as soon as it is safe.

Parents are notified of the designated location through one of the PSD communication sources.

Each school maintains a list of people authorized to pick up and transport your student. Whether you are a parent, guardian, or other “authorized person,” you must have proper identification in order to pick up your student(s).



Communicate

Parents have several ways to access information from Poudre School District in emergency situations:

- Access the PSD website www.psdschools.org
- Call PSD's Customer Support Center at 970-490-3333
- Receive a call or voice mail from the school's auto-dial message system
- Listen to local radio and TV stations
- Check your e-mail
- Watch PSD Channel 10 (Cable TV)

Many of these communication sources rely on accurate parent contact information. Please be sure your school has information that is up to date.

Know the plan

As with any good strategy, it is most effective when everyone knows the plan.

Schools practice a variety of “stay or go” drills throughout the year so that students and staff members will know how to respond in the event of a real emergency.

As a parent, you can learn more about the plan by checking with your school about their specific procedures, crisis response plans, and reunification process.



Depending on the emergency, students may or may not be allowed to use cell phones during a crisis situation.

Field Trips

Permission for field trips will be obtained from parents in advance. Staff will supervise all children during excursions, ensuring that children are safe and accounted for. Parents are invited to join the class for field trips. If a child arrives late and the class has gone on a field trip, the teacher will leave instructions with the school site to provide the child with their daily instruction.



Remember, before going on a field trip to fill out the Volunteer agreement form. You can find the form at <https://www.psdschools.org/community/volunteers>.

Many Ways to Learn

During times of pandemic or other crisis, it may be essential for buildings to close. COVID 19 challenged school districts across America to think about service delivery for students in new and different ways, and we learned that in-person learning is not always possible. PSD Early Childhood is prepared to respond to a variety of scenarios for learning that will provide continued access to educational opportunities, whether in person, or remote.



PSD ECE will align as closely as possible to the school district for phases of instruction. We will also comply with state and local Public Health and Environment regulations for student and staff safety. The school district will have up-to-date information about closures or modifications to schedules, transportation and more at www.psdschools.org

It is an expectation from our funders that students continue to have access to services and education, even during public health crisis. You can expect to hear from your child’s teacher, your family

mentor or other EC personnel if in-person learning is shifting. PSD Early Childhood no longer offers a remote-only virtual experience. We make every effort possible to remain in-person, but there are times when the classroom may be shifted to remote instruction.

Possible Phases of Instruction for the school year:

Phase One: Remote only	All students in all PSD classrooms access instruction remotely only. By contacting their child’s teacher, families without a device or access to the internet will receive program support to learn remotely.
Phase Two: Mostly Remote In person for select groups	Most students will learn remotely, with select in-person small groups attending some days and learning remotely on the other days of the week.
Phase Three: Hybrid Remote and in person combination for all children	All students will access learning part in person, and part remotely. 50 % of class will attend half of each week. Students will be grouped in Group A or Group B. Group A will attend Monday and Wednesday, and Group B will attend Tuesday and Thursday. Other days of the week will be remote instruction.
Phases Four: In Person Instruction	All students attend 100% of the time in person.

Parent and Staff Conferences

Parent and staff conferences happen throughout the year to discuss child’s progress in both academics and social/behavior

development. Several of our funders require at least two family conferences per year to maintain strong partnerships for your child's instruction!

Parents and staff may request a conference at any time.

Guidance and Discipline

PSD Early Childhood Education uses guidance to help children replace undesired behaviors with desirable behaviors. The staff does not allow children to hurt themselves or others, use unacceptable language, or misuse materials. Staff members will not speak or act in any way that could degrade, shame or hurt a child. If a problem occurs, the teacher will help the child understand why the behavior is not working and teach strategies that work. If a child's behavior continues and is an obstacle to the child's development and/or interferes with learning and development of other children, the classroom teacher may contact the school psychologist for consultation and assistance or begin the District Multi-Tiered System of Support (MTSS) problem-solving process. MTSS explicitly involves parents at every step so that school observations and insight into the child's life at home are blended. MTSS problem-solving includes social, academic, and behavioral interventions that promote the child's success. Except for cases where the ongoing safety of the child and/or others is at risk, children will not be expelled, suspended, or excluded from the program.

Positive Behavior Support

Positive behavior techniques used by staff and parents increase the pro-social skills associated with successful academic performance and reduce challenging behaviors. To support positive behavior, talk

to your teacher or mentor who can provide information on effective techniques and parenting classes to support your family.

Help your children remember these three simple program-wide rules:

1. We keep ourselves safe.
2. We keep each other safe.
3. We keep our things safe.

Special Education (Integrated Services)

Special education services are available for children with special needs in Early Childhood Education. Please contact the Child Find Specialist at 970-490-3040 for additional information on special education programs. In addition, if your child is entering our program and has an IEP, you can contact our Disabilities Specialist at shahn@psdschools.org

Notice of Non-Discrimination

PSD ECE does not unlawfully discriminate based on race, color, national origin, sex, sexual orientation, age, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to the Office of Civil Rights, US Department of Education, 1244 N Speer Blvd, Suite 310, Denver, CO, 80204, 303-844-5695. Additionally, PSD is ready to assist you if you are concerned you or your child have been discriminated against.

For Student Discrimination: Contact your school's principal. If you feel it was your school's principal who discriminated against a

student, contact Liz Davis, Director of Student Services, at 970-490-3033.

For Staff Discrimination: Contact PSD Human Resources, Executive Director of Human Resources at 970-490-3620.

Problem-Solving

PSD ECE is committed to working with you as a team. Parents are the child's first and most enduring educator. We understand that conflict may occur and you may need support with problem solving. Communication is key!

The program always recommends speaking directly with the person first, then to a supervisor if you need more support. For example, if the problem occurs in the classroom, you will want to speak with the teaching team first, and then to the principal if your concerns are not resolved. If you have concerns and need further assistance, please contact the Director or Assistant Director at 970-490-3204.

Procedures for Filing a Complaint

Student safety is a priority for us. Please let us know if you worried about something that happened at school. You can contact your child's principal or the director of Early Childhood (970-490-3254).

If there is a complaint regarding the PSD Early Childhood Education Program, all attempts will be made to reconcile the situation with the persons involved. If the complaint is not reconciled at the time, the Director and Policy Council will act as a grievance committee to reconcile the complaint.

Suspension and Expulsion

Except for cases where the ongoing safety of the child and/or others is at risk, children will not be expelled, suspended, or excluded from Early Childhood Education. Prior to reaching a decision to separate a child from the program temporarily or for the remainder of the school year, staff will use a variety of resources and techniques, including positive adult and child interactions, parent conferences, consultation with mental health specialist, support from a building based student success team (MTSS) and consultation with Early Learning Support Coordinator and/or Program director. All the steps in the process will be documented with parent involvement throughout.

Retention or Delaying Entry to Kindergarten

Early Childhood is made up of several funding sources. The majority of our funded sources do not allow a student who is age-eligible for Kindergarten to remain in Early Childhood for an additional year. Approval for receiving funding for an additional year in pre-K is extremely rare and many factors are considered.

If you are considering delaying entry to Kindergarten, please speak with your child's teacher EARLY and OFTEN. You will need to request in writing to be considered for retention prior to February 1, for a delay for the following year. Your child's teacher can help you through the request process.

Reporting Child Abuse

The law requires that every Early Childhood Education staff member reports any suspected condition of student neglect or abuse to the Department of Health and Human Services. Anyone who suspects

child abuse should call Larimer County Department of Health and Human Services at 970-498-6990.

Reporting Preschool Licensing Violations

If licensing violations are suspected, complaints should be made to: Colorado Department of Human Services Offices of Early Childhood, 1575 Sherman Street, Denver, CO, 80202

Fees

PSD ECE does not charge fees for Early Head Start, Head Start, Colorado Preschool program or Integrated Services (Special



Education) funded programs. At times, parents may have the option to provide money for special programs such as field trips; but at no time will this be required for a child to participate in regular classroom activities.

PSD ECE does charge for tuition-based preschool. Annual fees are: \$3663 or 407/month for 2:45 minute session or \$3969 dollars per year or \$441/month for the 3.5 hour session. There is a one-time non-refundable enrollment fee that is due within 10 days of placement slot offering. In the event of pandemic or health crisis, and the program needs to shift from in-person to remote learning, you will still be able to access school via remote means and your tuition agreement will not change. Payment for tuition is made through School pay, either in a one-time lump sum, or monthly automated payments. Failure to pay tuition fees could result in offering your tuition slot to someone on the waitlist and a drop from the program.

We encourage you to apply for Free/reduced lunch if your family qualifies. PSD Early Childhood Education ordinarily charges for meals if your family does not qualify for free or reduced meals.

PSD's Child Nutrition program will mail each family a flyer describing how to apply for Free/Reduced meals in late July or early August, which is when the portal opens for the upcoming school year. For cost or more information, you can visit their website at <https://www.psdschools.org/programs-services/school-meals/free-and-reduced-meals>.

The program encourages parents to eat lunch with their children; however, there is a parent (adult rate) lunch fee.

The application process will ensure that if you are eligible for free or reduced lunch, you may qualify for other district services and community discounts. Additionally, families who qualify for Free and Reduced Meal benefits, are eligible for school fee/charge waivers. See the PSD student fees and charges web page for instructions on how to complete the Permission to Share Information for Fee/Charge Waivers form for Fee/Charge waivers form.

School Meals and Snacks



The PSD Child Nutrition department ensures that our children have healthy meals to help them learn. Half day sessions will be provided with a nutritious breakfast or lunch. Children in our all-day classrooms receive breakfast and lunch. Your child's classroom will send home monthly food menus.

The price of breakfast and lunch will be determined based on free and reduced lunch status. If a family does not qualify for free lunch, there will be a daily charge for food. You can securely pay for meals using "School Pay" on the child nutrition website after the program grant is over.

Please check the PSD Child Nutrition website for menus and pricing.

<https://www.psdschools.org/programs-services/school-meals/>

Need help paying for breakfast, lunch, and snack? Visit www.psdschools.org/programs-services/school-meals/free-and-reduced-meals and apply for Free & Reduced meal benefits. Even if you applied in previous years, your family must apply each year before September 30 to be eligible for assistance in the coming school year.

No family will be required to purchase school meals. Families also have the option to bring food from home. However, parents will need to provide healthy meals and snacks, as meals are a daily part of the early childhood learning environment.

At no time will a child be forced to eat. Children will be encouraged to taste food and determine if they like the food. Food is never used as a reward or punishment. You must mark your child or families food allergies, sensitivities and special diets on both the PSD Early Childhood application and the Health conditions form when registering for the program.

The school nurse for your child's classroom will contact you regarding your child's special dietary needs so that a plan can be made to keep him/her safe in school. Please keep in close contact with your child's teacher regarding any special dietary needs letting them know if there are concerns about what is being served at school or if changes have occurred in your child's diets.

Medication

In accordance with 12-38-132 C.R.S of the Nurse Practice Act, PSD Early Childhood Education staff is delegated by a registered nurse and properly trained to administer medication. Medication must be in the original container and have its original label. Written permission from a doctor to administer the medication is required as well as written permission from the parent/guardian. Parents must carry the medication to the classroom. Medication cannot be sent in the child's backpack. A PSD medication authorization form MUST be completed before any medication can be administered to your child during school. All medication is always securely stored and inaccessible to children.



Pick Up Policy

Any person picking up your child must be authorized to pick up. To add or change anyone on the authorized list, please fill out a data change form (https://www.psdschools.org/sites/default/files/PSD/early_childhood/Applications/Form%20H%20Data%20Change%20Form_FILLABLE-1.pdf) and return to Fullana or psdece@psdschools.org. Anyone picking up a child will be required to show a photo identification and staff members will check the authorized persons list before releasing the child.

Pick up and drop off routines may be adjusted slightly to meet public health regulations during times of pandemic/public health emergency.

If a person dropping off or picking up a child is suspected of being incapacitated in any way to care for the child, including being under the influence of drugs or alcohol, the staff member will:

- Inform school administration and ask for their support.
- Determine if the person picking up is authorized. If not a parent, staff will call to inform the parent and to request they or another authorized person come immediately to pick up the child.
- If it is a parent, staff will inform them that they must contact a relative or a friend to accompany them.
- If the incapacitated adult leaves with the child, staff will inform the person that they will make a suspected impaired driver call to 911 as well as call DHS.

Release Authorization

Children must be dropped off and picked up by an adult 16 years old or older to be properly signed in and out per licensing regulations. Children will ONLY be released to authorized adults at least 16 years of age listed on the Emergency & Release to list. Authorized adults must provide a photo ID of the authorized adult. Staff are required to verify photo ID.

Please call the enrollment or front office teams to update Emergency and Release To lists at 970-490-3204 or email psdece@psdschools.org.

The office staff must have a copy of applicable restraining orders on file in order to enforce them.

If an authorized adult does not arrive to pick up the child or does not provide a photo ID, a staff member will stay with the child until an authorized adult, with ID arrives. If we are unable to reach any emergency contacts to come pick up the child within 30 minutes of dismissal, we will call law enforcement and the Department of Health and Human services, Child Protection.

Same day changes to your emergency list are not accommodated. Various departments need the communication and we must have a copy in writing. Please inform well ahead of time for changes. Plan to have multiple people on your list so that in case of emergency, your family has many pick up options.

School Cancellation Policy

Sometimes school is cancelled or delayed due to adverse weather conditions. If school is cancelled or delayed, you will get a phone or email messages from the District letting you know of the closure or delay. You can also check the school website for more information at www.psdschools.org. If schools are delayed by 2 hours, called a late start, morning preschool classes are cancelled but afternoon classes will meet as usual, at the normal time. If schools are cancelled for the day, there will not be preschool classes. If you have a meeting scheduled with your family mentor, and school is cancelled, your meeting with your mentor will be cancelled as well. If you have a morning meeting with your Mentor and school is under a delayed start, your morning meeting will be cancelled. If you have an afternoon meeting your mentor, and schools are operating under a delayed start, your afternoon meeting will happen as scheduled.

It is very important that you keep your family information current including email and phone numbers so that the district can update you with information. If your information changes, please let the program know as soon as possible at 970-490-3204 or psdece@psdschools.org

Personal Belongings

Item brought from home, including money, toys, and food may cause problems on the bus and in the classroom. Children should only bring items from home that teachers request be brought.

Visitors

Visitors are required to sign in and state the purpose of their visit at the time of arrival at the school. All school visitors are required to wear a badge while in the school. Visitors are welcome and must avoid disrupting the program. If any visitor becomes disruptive for the students and/or the staff, the visitor will be asked to leave. All visitors will be required to show identification at the school office when checking in.

In times of health crisis, the district may limit the visitors allowed in a school or classroom. Please contact your child's teachers to learn about current health restrictions that may be in place.

Volunteering

Ask your child's teacher or family mentor how you can become involved by volunteering. Some of the things they may need help with include preparing supplies for projects, attending a field trip as a chaperone, reading to small groups of children, or creating a classroom bulletin board. Any help you can give is always appreciated. Volunteers must register and pass background screening through the Poudre School District to work with children. Go to <https://www.psdschools.org/community/volunteers> to register as a PSD parent or community volunteer. All volunteers will be required to present identification when they check in at the school office.

Smoking Policy

To promote the general health, welfare, and wellbeing of students and staff, smoking, chewing, or any other use of tobacco products by staff, volunteers, and members of the public is banned from school property. Anyone in violation of this policy will be asked by school staff members to leave school property.

School Hours

Center hours vary by school location. Please contact your child's teacher or Fullana at 970-490-3204.

Holidays and school out days are listed in the calendar included in this handbook.

TV And Videos

TV and video are not routinely watched in the classroom. Specific television shows and videos may be shown on rare occasions in the classroom, as part of the weekly planned activities. Parents will be notified in advance in the classroom newsletters or by email. Parents are responsible to choose and limit the TV their child watches at home. The American Academy of Pediatrics recommends no TV at all for children under the age of two.

TV / Media Opt-Out

Occasionally, we will take photos of classroom activities to share on our website, in promotional materials, and on our social media. Families authorize us to use these photos on an enrollment permissions form. If you do not wish your child to be photographed, please fill out the media opt-out form included in your child's enrollment packets. You may also request this form by emailing psdece@psdschools.org or calling 970-490-3204.

Weather Conditions

Children in PSD Early Childhood Education Program will go outside as part of the daily curriculum for gross motor development. Please dress accordingly for the weather and practice zipping coats, putting on boots and wearing gloves. The principal and/or teachers at each school will determine if children need to be inside because of extreme weather conditions, including but not limited to high or low temperatures, wind chill, moisture, and wind. It is Early Childhood Education's policy that children may not play outside if the temperature is 30 degrees or lower.