



## **Parent Handbook Policies and Procedures Windsor Vineyard Preschool 2021-2022**

Welcome, we are so excited and honored to have your child part of Windsor Vineyard Preschool!

The staff of WINDSOR VINEYARD PRESCHOOL is committed to serving families and seeing children succeed in their early childhood experience. The goal of our preschool is to nourish each child's physical, emotional, and social development by encouraging them to explore and grow their talents. At Windsor Vineyard Church we come alongside you and your child to build their relationship with Christ.

Children will have opportunities for development through small and large motor skills, preparation for school, themed music, crafts, art, prayer, Bible stories, and chapel time. A balance of academic learning and learning through play will provide an opportunity for children to grow under the guidance of loving, Christian teachers.

To maintain the high quality in our WINDSOR VINEYARD PRESCHOOL, we have developed the policies and procedures covered in this handbook. We hope that it is helpful to you. Take the time to read through it and to talk with your child about the things that you feel he or she needs to know.

### **If you have any questions or comments, please contact us!**

Wendy English, Director/Teacher 970-219-9454 [wendy@windsorvineyard.church](mailto:wendy@windsorvineyard.church)

Rolando Rendon, Teacher's Aide 817-247-3434 [rolando@windsorvineyard.church](mailto:rolando@windsorvineyard.church)

Ruth Brunner, Volunteer Assistant 970-686-7093

### **WINDSOR VINEYARD PRESCHOOL Mission:**

Build character, school readiness, and learn of God's love for them in a nurturing Christian classroom.

Goals WINDSOR VINEYARD PRESCHOOL exists to provide:

- A preschool where children can learn and develop in a loving, caring Christian setting.
- A positive first school and first-teacher experience.
- A structured balance of active, quiet, individual and group activities.
- An educational program to help prepare each child for school through development of basic academic skills.
- Opportunities for enhancement of creativity through music and visual arts.

- An environment designed to establish and/or sustain each child in a relationship with Jesus Christ, which provides a basis for the development of healthy self-esteem.

**Philosophy:** We believe that all children are given special, unique talents and gifts from God. When they are instructed in an experiential, loving and nurturing classroom and home environment, we believe they develop:

- A place where faith and learning grow together.
- A place of love, respect, and empathy for others.
- A place of confidence, responsibility, and readiness for school.

At WINDSOR VINEYARD PRESCHOOL, we provide a loving and respectful environment in which faith and learning grow. By playing and learning together, children build skills that set them up for success.

**Statement of Belief:** WINDSOR VINEYARD PRESCHOOL is part of the Windsor Vineyard Church with a mission of "Leading people into a growing relationship with Jesus Christ." The Constitution and bylaws of Windsor Vineyard Church govern our decision-making and policies.

**Staff:**

**Wendy English,** Director, has a bachelor's degree in Early Childhood Education and has taught preschool, Kindergarten and 1<sup>st</sup> grade in public and private schools, participated with her four children in parent cooperative preschools. As Pastor of Children's Ministry, she loves to sing and play the guitar. Wendy sees each day as a gift and each child as His treasure from above.

**Rolando Rendon,** Teacher Aide, is a champion for children and helps coordinate and serve in our Kid's Ministry at Windsor Vineyard Church. He has been teaching children to grow their faith in Jesus and God's love for over 20 years. He and his wife Tina have a daughter, Raquel and they love to play board games and travel.

**Ruth Brunner,** Volunteer Assistant, serves in the capacity of advisor. Ms. Brunner loves the curiosity of children and watching them grow in the love of Jesus and God's creation. After teaching in Windsor Schools for 35 years, she has volunteered to nurture our preschool program.

**License Under the State of Colorado Social Services:** WINDSOR VINEYARD PRESCHOOL is licensed for up to twenty 3-7-year-old but will open with one Pre-K 4-5 year-old class of 14 students or less. This Tax-Exempt Organization Christian Preschool is a ministry of Windsor Vineyard Church, a 501(c)(3) federal income tax-exempt organization. Windsor Vineyard Church employer identification Federal ID number 82-414-441.

**Parent Grievances:** WINDSOR VINEYARD PRESCHOOL is licensed with the Division of Child Care, Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203. Grievances you do not feel comfortable discussing with staff should be directed to the Department of Human Services at (303) 866-5958.

**Registration:** A registration form (available from the preschool or online) must be completed and returned to the preschool. A \$50 per family registration fee will be due with the registration form to reserve a child's place in the class or on the waiting list. Physical limitation needs are to be identified in writing on the registration forms provided. Registration fees will be returned to

families whose children we were not able to place in a class. All students must apply each year by submitting a completed and signed registration form and registration fee. Current families and Windsor Vineyard Church member families may register for the next school year when the spring semester begins. All students are eligible to apply for admission to WINDSOR VINEYARD PRESCHOOL.

In addition to the registration form and fee above, per state regulations parents must submit the following for each child. The proper forms will be provided upon registration. Per licensing rules and regulations, all forms must be completed and submitted before beginning preschool.

- Child Health Record (requires Doctor signature).
- Release Form.
- Immunization Forms (requires Doctor signature). Must be on provided form.
- Any additional Special Health Forms regarding allergies or medications, if applicable.
- Exemption Forms regarding immunizations, if applicable.

#### **Tuition and Fees for Pre-K classes:**

- Three Days, three hours \$260 per month

Tuition is due on first of the month. The September and May tuition will be due on or prior to the first day of school. As these will be three-week months the cost will be \$195 for each month.

**Optional After-Care:** Monthly you may request our lunch-bunch after-care from 11:30am-12:30pm, children will bring their own lunch. The cost is \$12 per day and must be paid in advance monthly with the tuition fee.

#### **Credit for Absence Due to Illness Based on the following:**

- First week: no credit
- Second consecutive week: 40% of monthly tuition
- Third consecutive week: 60% of monthly tuition
- Fourth consecutive week or more: full credit

A doctor's release is required to obtain a credit for absences. No credit is given for school holidays and vacation periods.

**Withdrawal Policy:** WINDSOR VINEYARD PRESCHOOL requires two-week written notice of any intent to remove a child from the school. Tuition and fees must be paid for the two-week period. Refunds of unused tuition and fees shall be given for any notifications received before May 1.

No credit will be given for days the school is officially closed (holidays, inclement weather) A five-day grace period will be allowed for payments, following which the account will be considered delinquent and assessed a \$25 late fee.

Financial Aid Available as a licensed provider in the Colorado Child Care Assistance Program (CCAP). Families who qualify receive financial aid from the state to offset WINDSOR VINEYARD PRESCHOOL tuition in whole or in part. The program is administered through Weld County human

services assistance/CCAP for details. Need-based funding for financial aid via Windsor Vineyard Church can be applied for after families have applied to CCAP first. Contact Director for information.

### **Arrival and Dismissal Information Class Times:**

Tuesday/Wednesday/Thursday morning class times are 8:30-11:30am.

**School Calendar:** A calendar for the school year will be placed on website and provided at the parent orientation meeting on September 8<sup>th</sup>.

**Arrival Time:** Children cannot be brought into classrooms before school begins, as teachers are setting up for the day. There are benches outside the classroom for parents and children to wait before signing in at 8:30am.

**Dismissal Time:** It is important to your child's safety that you arrive to pick your child up on time. Small children need this security. If you know that you are going to be detained, please notify the school immediately so that we can reassure your child. If you pick up your child late without having made prior arrangements, you will be charged for After-Care.

A staff member will remain on the premises if any child has not been picked up. If a child remains after school session ends without any notification from parents, we will contact the parents, then emergency contact persons and others as needed.

**Responsibility for Children:** All children must be signed in and out by a parent/guardian or person designated on the personal information form provided to the preschool.

Unless your child's teacher is specifically notified with a written and signed note, a child will not be allowed to leave with anyone not specified on his/her personal information form. Children wishing to visit another student's home after school hours must have a note granting permission from a parent. Such arrangements must be made prior to the start of the school day, as phone calls home are allowed only in the case of special need.

Staff members are not allowed to drive children to or from school except in emergency situations. WINDSOR VINEYARD PRESCHOOL shall assume responsibility for the child after the child has been signed in by the parent/guardian or designated representative and retains responsibility until signed out by the parent/guardian or designated representative.

**Attendance:** Regular attendance is essential to satisfactory completion of our program. Every child is expected, except in case of illness or other urgent reasons, to start school on the opening day and remain in regular attendance until the closing day. Parents or guardians shall notify the school when a child is absent.

**School Closures:** WINDSOR VINEYARD PRESCHOOL will close school due to inclement weather when Weld Re-4 School District is closed or announces a late start. Look on the Weld Re-4 website or listen to local radio for school closure information.

### **Guidance Policy**

#### **Our Commitment**

WINDSOR VINEYARD PRESCHOOL is committed to helping each student begin to reach his/her potential as a whole person. Part of our staff's responsibility is to guide students toward becoming

mature, competent, self-directed citizens. While pursuing this goal we must remember that we are dealing with developing personalities. Our teachers will emphasize positive guidance measures which encourage healthy learning, promote responsibility, and self-control.

**The following guidelines are used for attaining this goal:**

1. The entire staff is responsible for supervising behavior.
2. A feeling of mutual respect should develop between the teacher and the student. We create this relationship by providing consistent care. Since our staff is small, the same teachers work your child each day they are in preschool.
3. Control of classroom behavior is the teacher's responsibility and, when possible, should be handled by the teacher alone. However, when a problem of a serious nature arises, a parent conference may be a part of the solution. In certain special situations, staff may provide recommendations to an early childhood consultant or other specialist.
4. Students should be held responsible for the consequences of their actions and the consequences should relate to the offences. The staff focuses on positive instruction and the recognition of good behavior. WINDSOR VINEYARD PRESCHOOL does not allow physical punishment or subjecting students to ridicule, sarcasm or other forms of verbal abuse.

Students learn by how a school is operated and knowing what is expected of them. For this reason, firm guidelines are provided that encourage and monitor students in their respectful treatment of one another, their teachers, and their school.

**Character development:** We're excited about growing caring children, knowing God's love for them, their parents, and their school.

**Individualized Learning:** Our program will provide referral information to the family as appropriate for any child for whom a developmental concern has been identified.

**Parent/Teacher Conferences:** We encourage open communication with parents to cultivate healthy relationships that help the growing child. Conferences are held two times per year. Additional conferences may be scheduled if parents or teachers feel it is necessary.

**Non-acceptable Behaviors:** The following are a list of non-acceptable behaviors of children and/or parents at WINDSOR VINEYARD PRESCHOOL, and will be handled on an individual basis, depending on frequency and severity:

- Rudeness/disrespect for authority.
- Offensive language.
- Harassment of other children.
- Intentional physical harm or injury to another child or teacher.
- Intentional damage to school property or property of others.
- Persistent interference with the ability of classmates to learn and play.

**Disciplinary Policy:** Positive guidance strategies will be used. If extreme behavior continues after initial steps have been taken, the child will be asked to leave for the remainder of the day.

He or she may return the next day. If any of the above behaviors repeatedly occur, the Director will work closely with parents to establish a behavior plan tailored for the individual child.

An early childhood professional consultant may be contacted at the Director or parent's request, depending on the behaviors presented. Expenses, if any, of such consultation will be the responsibility of the parent(s). We will strive to work with families to address behavior issues before such action occurs.

**Student Dismissal:** A student may be dismissed for failure of the parent to be in accordance with school policy and/or pay tuition.

**Positive Transitions:** Starting and ending preschool are big events for children. These transitions can be difficult, and each child handles them differently. We want to help and support each child to ensure these are positive experiences.

**Transitioning into Preschool:** Parents are encouraged to visit the classroom with their child prior to enrollment. This gives the parent a chance to see what a typical preschool day looks like and the child an opportunity to play and interact with preschool children.

We hold events before the school year begins to allow the children to transition into their preschool environment: Our spring Open House is held at enrollment time a few weeks before the first day of school. At these events, the children can openly explore the classroom, get to know future classmates, and meet their teachers, all while parents are nearby. These events give our teachers an opportunity to meet your child.

**Meet and Greet:** On the first day of school, we host a "Meet and Greet" event for preschool parents/guardians in the church. This allows for easier transitions for children—and for parents!

**Orientation:** This required event is for parents/guardians to complete the forms needed to start school, meet the team, and answer questions.

**Transitioning Out of Pre-Kindergarten:** The school year ends with classroom program/picnic for the children and their families. This helps to facilitate closure for the year, as students anticipate the excitement of their next phase of learning. Every child goes home with a packet of resources for continued learning, fun summer activities, local school information for kindergarten readiness. We want to make the next phase of learning as smooth as possible for each child.

**Engagement with Community:** Enrichment is a key component of our program. Community experts will be brought into the classroom to demonstrate skills, crafts, and careers of interest to children and our units of study. These enrichments will be held in place of field trips. Parents will be notified and asked to sign a permission form if walking/nature trips are planned.

**Classroom Volunteering:** Children feel joy in seeing their parents/grandparents sharing in their school experience. Please complete a volunteer form and list your special interests and talents.

**Communication:** We welcome and encourage open communication between parents and staff at WINDSOR VINEYARD PRESCHOOL. Parents are encouraged to express concerns, ask questions, or simply discuss their child's experience at school. Arrival and drop-off time are often busy and are therefore not ideal for such conversations. However, phone calls and post-school conferences are welcome and may be scheduled at your convenience with the director.

Our program will make every effort to find and utilize interpreters when necessary.

**Family Survey:** WINDSOR VINEYARD PRESCHOOL will conduct an annual survey to ask for suggestions on how to improve our preschool program and to best support our families.

**Health and Safety:** Your child's health is a matter of major importance to all of us which is why upon enrollment, you must file with WINDSOR VINEYARD PRESCHOOL, a health form and an immunization or immunization exemption form signed by a physician. Discuss any health issues, whether chronic or temporary, with the teacher. Whenever you observe a cold or other illness developing, please keep your child at home until you are sure the child is no longer contagious.

The standard rule is to keep your child home until the time she/he has been free of fever or vomiting for 24 hours. In the event your child contracts a contagious disease let us know at once. A physician's statement may be required in some cases before the child will be readmitted to class. You will be contacted if any symptoms of illness appear during the day, your child will be kept in a separate quiet area until you can pick them up. Also, you will be contacted if your child is suspected to have been exposed to a communicable disease or illness while at school.

**Medications:** If medication is to be administered at school, all following conditions must be met:

- A signed request from a licensed prescriber specifying the condition for which the medication is to be given, the name, dosage, route, side effects and specific instructions for emergency treatment must be submitted to the Director for filing while the child is a student of WINDSOR VINEYARD PRESCHOOL.
- Medication must be presented to the Director in its original, labeled pharmacy container or over the counter packaging.
- All liquid medication must be accompanied by an appropriate measuring device.

All medications will be stored per manufacturer's instructions in a locked space that is inaccessible to children. A written record will be kept of all medication, including over-the-counter medication given to children. This record will include the name of the child, the name of the medication, the date and time the medication was administered, the amount of medication given, and the signature or initials of the person administering the medication.

The state requires us to employ a licensed, registered childcare nurse to ensure that the school is up to date on medication administration, health care, hygiene, disease prevention, equipment safety, nutrition, and immunizations. Parents must fill out all pertinent paperwork with a Physician signature and instructions before medication will be administered.












WINDSOR VINEYARD PRESCHOOL shall give appropriate first aid to an injured child. A parent or guardian shall be contacted if it is the judgment of the WINDSOR VINEYARD PRESCHOOL staff that immediate medical attention is necessary. If it is the further judgment of the WINDSOR VINEYARD PRESCHOOL staff that the injury is of an emergency nature, paramedics shall be called to the WINDSOR VINEYARD PRESCHOOL and a parent or guardian will be contacted.

To insure your child's protection from the sun, apply sunscreen before arrival and send a small roll-on sunscreen stick with your child for reapplication as needed. Label sunscreen with child's name and keep in their backpack.

**Illnesses:** To stop the spread of infection with good hand washing and staying home when sick.

## Guidelines for Keeping Sick Children Home from School

### Please keep me home if . . .

I have a fever.	I am vomiting.	I have diarrhea.	I have a rash.	I have head lice / nits.	I have an eye infection.	I am congested and / or have thick, constant runny nose	I have a sore throat	I have been diagnosed with strep throat or scarlet fever.	I have been in the hospital.	I'm just not feeling very good.
										
Temperature of 100°F and sore throat, rash, vomiting, diarrhea, earache, or not feeling well.	Two or more times in 24 hours.	Three or more watery stools in 24 hours.	Body rash with itching or fever.	Itchy scalp.	White part of eye is pink and / or pus is draining from the eye.	Uncomfortable stuffed up feeling and / or runny nose.	Sore throat with fever or swollen glands.	Red, sore throat with patches on tonsils, swollen glands, fever and / or rash.	Hospital stay and / or emergency room visit.	Unusually tired and / or pale, lack of appetite, confused and / or cranky.

### To return to school I need . . .

To be fever free without the assistance of medication for 24 hours. (i.e. Tylenol, Motrin, Advil)	To be free from vomiting for 24 hours.	To be free from diarrhea for 24 hours.		To be brought to the school nurse by my parent / guardian prior to returning to class.	To have clear eyes that are not draining. To have completed 48 hours of treatment.	To be fever free without the assistance of medication for 24 hours. (i.e. Tylenol, Motrin, Advil)	To be fever free without the assistance of medication for 24 hours. (i.e. Tylenol, Motrin, Advil)	To be fever free without the assistance of medication for 24 hours. To have completed 48 hours of treatment	A copy of the discharge instructions and / or doctor's note permitting me to return to class that includes any special instructions (i.e. modifications to daily program and for what period of time.	To be feeling better and acting like I normally do.
A note from my parent / guardian	A note from my parent / guardian	A note from my parent / guardian	A doctor's note permitting me to return to school		A doctor's note permitting me to return to school	A note from my parent / guardian	A note from my parent / guardian	A doctor's note permitting me to return to school		A note from my parent / guardian

**If I show any of the above signs of illness at school, it will be necessary to pick me up from school.**

**Please keep ALL emergency contact information up to date.**

**If I should become ill or injured at school, the school needs to be able to contact you.**

**Major Accidents:** If a child is injured, the Director will assess the situation and decide whether the child needs to go to the hospital by ambulance or whether the child can wait for a parent to come. If the child needs to go straight to hospital, the Director or designated staff member will:

- Call 911 immediately.
- Administer first aid and/or CPR as appropriate.
- Call the parents/emergency contacts.
- Stay with the child to monitor them and make sure they are comfortable.

In case of illness or accident it is necessary for us to know where you may be always reached. Parents must keep a current list of emergency contact information on record. It is the parent's responsibility to submit, in writing any changed information to WINDSOR VINEYARD PRESCHOOL.

**Preparedness for Emergencies:** WINDSOR VINEYARD PRESCHOOL will follow emergency protocol, holding monthly fire, tornado, and lockdown drills. A name face recognition log is taken hourly and after each transition to ensure safety.

In case of fire, children will be evacuated to the west grass area or parking lot, whichever the Director deems safest. Parents will be contacted as soon as possible.



In case of a tornado, the children will be taken to our nursery room, once the "all clear" has sounded, the children will be returned to the classroom.

In case of an active shooter (which we will refer to as 'a Bear Drill'), all doors to the classroom will be locked and all windows will be closed and covered. The doors will not be opened until an all clear has been given.

Parents will be contacted as soon as possible after an emergency. Children with special needs will have an individual plan in place for safe and proper care.

In the event we need to leave the property, our emergency reunification location with families will be NE side of Safeway OR a safe location designated by the Red Cross. WINDSOR VINEYARD PRESCHOOL will provide transportation only in the case of an urgent emergency.

**Privacy and Confidentiality:** In compliance with Colorado state and federal laws, student and teacher records are confidential. Files can be released only to authorized persons. Children's names, photos, and any other information about them shall not be posted on social media sites without a parent's written permission.

**Reporting Suspicions of Child Abuse:** The Director of WINDSOR VINEYARD PRESCHOOL or any other staff members shall report to Children's Protective Services or the Police Department, as required by the state Penal Code, any suspicion of child abuse, sexual or otherwise, neglect or endangerment of which they may become aware. If you ever feel that your child has been abused in any way, whether it is at this facility or somewhere else, please report it to the Weld County Department of Human Services at 970-352-1551.

**General Information:** WINDSOR VINEYARD PRESCHOOL admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, scholarship programs and other school-administered programs.

**Ages:** Children attending WINDSOR VINEYARD PRESCHOOL must be four years of age by October 1 and need to be toilet trained.

**Visitor Policy:** Visitors are welcome. We ask that each visitor sign in, take a visitor name tag and report directly to the staff.

**Personal Belongings:** Upon arrival at WINDSOR VINEYARD PRESCHOOL, children are to hang coats and backpacks on the hooks in the hallway. When it is necessary to change from boots to shoes, this is to be done before entering the classroom. Each child is asked to bring a small pack to school each day with a water bottle, small sunscreen, and zip lock bag with a change of clothes. All belongings are to be brought back home each day.

WINDSOR VINEYARD PRESCHOOL will make every effort to safeguard personal belongings brought by the child but is not to be held responsible for lost or broken items. For this reason, we ask that children not bring toys or money to school, unless the toy is for show-and-tell day.

**What to Wear:** We ask that clothing be weather-appropriate, comfortable, and simple. We understand that children enjoy independence, so ask that clothing be something that the child can unfasten and fasten for toileting. There is always a possibility that clothing might be soiled

when playing outside or during art time. Therefore, parents are asked to send children to school in clothes that are washable and safe for active. Tennis shoes or closed toed shoes, **NO flip flops!**

Finally, please put your child's name on all clothing worn to school that might be taken off and on as we play outside. In Colorado's ever-changing weather, warm clothing layers are needed as we will be going outside daily.

**Winter clothing should include:**

- Hat ● Mittens or gloves ● Warm jacket ● Snow boots

Accidents happen and we want your child to be as comfortable as possible if this occurs. Each child is required to keep in their backpack a zip-lock bag with:

- Pants/shorts ● T-shirt ● Underwear ● Socks

If an accident does occur, the child's soiled clothes will be sent home in the plastic bag. Please be check backpack for soiled clothes and add fresh clothes with your child to school the next day.

**Snacks:** Your child will need to bring a healthy, personal snack each day along with a water bottle. Please note that Colorado Preschool Code prohibits us from serving sugar-sweetened beverages and foods.

**Show-and-Tell:** Designated Show-and-Tell days are when children may bring in a toy or stuffy from home. Please send the item in a bag or backpack so that we may work on problem solving skills by trying to guess the item. No guns, war toys, or other such toys are allowed in our school.

**Videos:** We will be showing worship/song/educational clips as part of our curriculum. A note will be posted for parents with the title and theme if full length videos will be shown for special occasions.

**Birthdays:** Birthdays are celebrated during the mid-day snack period. If you bring treats, please bring cookies, donut holes, or other easily handled treats, *not cupcakes with frosting*. (All foods must be store-bought as the Weld County Health Department will not allow any homemade goods to be served.) Your child's teacher will add a crown and song to make this a special time. Parents are welcome to attend our celebration.

Please do not send birthday party invitations to school with your child unless you plan to invite the entire class. Feelings can be hurt when someone is left out.

*In closing, we look forward to the school year ahead as we grow in faith and learning. We are so glad you choose WINDSOR VINEYARD PRESCHOOL, where each day is a gift from God and each child is His treasure.*