Parent Handbook Policies & Procedures
Windsor Vineyard Preschool
2022-2023

Welcome, we are so excited and honored to have your child part of Windsor Vineyard Preschool where we will offer a Pre-kindergarten class for those attending kindergarten next year, along with a preschool class for the younger children.

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 through biblical values and stories.

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

To be able 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 the handbook and to talk with your preschooler about the procedures and helpful policies she or he needs to know.

If you have any questions or comments, please feel free to contact us!

Wendy English Director/Teacher 970-219-9454 wendy@windsorvineyard.church
Ruth Brunner- Director/Teacher assistant for Preschool Classes and Lunch Bunch 970-686-7093
MaryAnn Johnson- Teacher Aide
Paige Kelly - Teacher Aide

<u>WINDSOR VINEYARD PRESCHOOL Mission</u>:

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 that will 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 & 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 Christian Preschool is part of the Vineyard Church with the 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 -1st 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.

Ruth Brunner- is Preschool director qualified, holds a degree in Human Development, Elementary Education, and certified Gifted Education Prek-12. She serves in the capacity of teacher and advisor. Ms. Brunner loves the curiosity of children and watching them grow in the love of Jesus and God's creation.

Paige Kelly- Paige is currently getting her Early Childhood teaching degree at AIMS/ UNC. She has a sweet heart and loves to teach and see children grow.

MaryAnn Johnson- worked as the administrative assistant to the Director of Special Education and as a school secretary and health room assistant. She has assisted children with tutoring and supervision at the elementary level as needed. She loves to interact with young children and is excited to be part of the preschool team.

Debbie Wichman-A visiting enrichment teacher to share her love of science, literature, and exploration of God's world and Word.

Class information:

Class will meet Tuesday, Wednesday, Thursday 8:30-11:30. We will offer a preschool clusters based on age and learning needs.

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.

In addition to the registration form and fee, state regulations require parents to submit the following information 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. All students are eligible to apply for admission to Windsor Vineyard Preschool.

● Child Health Record (requires Doctor signature).

● Release Form.

● Immunization Forms (requires Doctor signature). Must be on the provided form.

● Any additional Special Health Forms regarding allergies or medications, if applicable.

● Exemption Forms regarding immunizations, if applicable.

Tuition is $260 per month:

● *First and last month Tuition due at registration*

(Tuition is due 1st week of the month, a $20 late fee will be charged after 2nd week)

NO Supply Fee, we will post a list of supplies parents may donate.

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.

Optional Lunch Bunch: You may request a spot in our lunch-bunch after-care from 11:30-12:30, children will bring their own lunch. The cost is $12 per care day and paid in advance.

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)

License Under the State of Colorado Social Services: Windsor Vineyard Preschool is a Tax-Exempt Organization Christian Preschool ministry of Windsor Vineyard Church, which is a 501(c)(3) ID number 82-414-441 federal tax-exempt organization.

Parent Grievances: Windsor Vineyard Preschool is a licensed preschool with the Division of Child Care, Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203 Concerns you do not feel comfortable discussing with staff may be directed to the Department of Human Services at (303) 866-5958.

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 tuition in whole or in part. The program is administered through Weld County human services assistance/CCAP for details.

Arrival and Dismissal Information Class Times:

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

School Calendar: Preschool start date will be September 6, 2022. *Plan to attend our 6:30 pm parent orientation Wednesday August 31. Your completed forms need to be turned in at that time, along with first and last month tuition.* Our final date will be May 18th.

Arrival Time is 8:30: ***Parents, sign in your child and please assist with handwashing in the hallway bathrooms.***

Dismissal Time is 11:30: It is important to your child's safety that you arrive to pick him/her 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 the $12 Lunch Bunch fee. 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/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. Such arrangements must be made prior to the start of the school day, as telephone 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 via phone call or text message to staff, with reason for absence.

Disciplinary 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.

3. When a problem of a serious nature arises, a refocus form will be sent home with the child for the parent to sign and return. In situations of safety concerns, parents will be called to pick up the child.

4.. The staff focuses on positive instruction and the recognition of good behavior. Windsor Vineyard Preschool does not use physical punishment. Group rules are provided that encourage 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 will be scheduled in fall/spring.

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. Parents will be notified if frequency and severity interfere with the learning and safety of others.

- Rudeness/disrespect for authority.
- Biting or hitting others.
- Disrespect for school property.
- Interfering with the learning and safety of others.

Student Dismissal: A student may be dismissed for failure to be in accordance with school policies and/or pay tuition.

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 school begins to allow the children to transition into their preschool environment: Open House tours are held at enrollment time where children can openly explore the classroom. **Parent Orientation** is August 31 @6:30 and required for parents/guardians to review the handbook, return the forms needed to start school, meet the staff, and answer questions. Please let us know if you need childcare for this event.

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. If walking/nature trips are planned, parents will be notified through email and calendar. Parents are welcome to join us on our end of year picnic at Covenant Park.

Classroom Volunteering: Children feel pride in seeing their parents/grandparents sharing in their school experience. Please complete the volunteer form and tell us of your special interests and talents.

Birthday Celebrations: Will be your child's special day to bring in Show & Tell *No toy guns, please!*. Let us know if you wish to bring in a store bought treat on your child's birthday (or half-birthday if in the summer). *NO frosted cupcakes, try to keep it a simple finger food.* 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.

Communication: We welcome and encourage open communication between parents and staff at Windsor Vineyard. Arrival and drop-off time are often remarkably busy and are therefore not ideal, 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 if there is a situation where assistance in communication is needed.

Health and Safety: Your child's health is a matter of major importance to all of us. The state requires health and an immunization form signed by your physician before entering school. Report any health problems, whether chronic or temporary, with the teacher. Please be sure to keep your child at home when you observe a cold or other illness. See chart on when the child is no longer contagious.

Medications: If medication is to be administered at school, 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 an enclosed 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 Physician signature and instructions before medication will be administered.

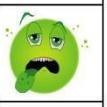
The Preschool shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if it is the judgment of the Preschool staff that immediate medical attention is necessary. If it is the further judgment of the Preschool staff that the injury is of an emergency nature, paramedics shall be called to the 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: The best ways to stop the spread of infection are 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 or substitute will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for a parent to come. If the child needs to go straight to hospital, the Head Teacher 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 changes to this contact information to the preschool.

Preparedness for Emergencies: Windsor Vineyard Preschool will follow emergency protocol, holding required fire, tornado, and lockdown drills. A name face recognition log is taken after each transition to ensure safety.

In case of fire, children will be evacuated to the grass area south of the parking lot. Parents will be contacted as soon as possible. In case of a tornado, the children will be taken to an inside room until the "all clear" has sounded. We will practice these drills along with an active shooter (which we will refer to as 'a Bear Drill.' 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 will never be posted on social media sites. Photos will only be posted with a parent's written permission.

Reporting Suspicions of Child Abuse: The Director of the 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 the Preschool must be four years of age by November 15th, need to be toilet trained and able to leave pacifiers and softies at home. The PreK class is for those attending kindergarten the following year.

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 the preschool, children are to hang coats and bags for belongings on the hooks. When it is necessary to change from boots to shoes, this is to be done before entering the classroom. All belongings are to be brought home each day. Bring a labeled zip lock bag for a change of clothes to orientation. If an accident does occur, the child's soiled clothes will be sent home in the plastic bag. **Please send a fresh bag of clothes before the next school 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 b-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. 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

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.

Programs, Info, Dates to Note: Students and families are encouraged to attend Windsor Vineyard fun family nights and holiday events. A Preschool Christmas Program will be held December 15 at 6:30. The End of Year Program/Celebration will be held May 11th at 6:30. *See our Windsor Vineyard Facebook page for school year and summer activities.* Our Windsor Vineyard Preschool also has a private Facebook group page in which we post pictures, see link in newsletter that Wendy emails bi-monthly.

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.