



## **Parent Handbook Policies & Procedures Windsor Vineyard Preschool 2023-2024**

Updated January 24, 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](mailto:wendy@windsorvineyard.church)

Ruth Brunner- Director Assistant/Teacher 970-686-7093

MaryAnn Johnson- Teacher Aide 970-420-2355

Paige Kelly – Preschool Teacher

### **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 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 -1<sup>st</sup> in public and private schools, participated with her four children in parent cooperative preschools. As Pastor of Children’s Ministry, she loves to sing with children 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. She loves to interact with young children and is excited to be part of the preschool team.

### **Class information:**

Class will meet Tuesday, Wednesday, Thursday 8:30-11:30. After sign in and opening activities, we break into small groups 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. All students are eligible to apply for admission to Windsor Vineyard Preschool. 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, to use child's photos on webpage, no names listed.
- Immunization Forms (requires Doctor signature). Must be on the provided form.
- Additional Special Health Forms regarding allergies or medications, if applicable.
- Exemption Forms regarding immunizations, if applicable.

**Tuition is \$275 per month:**

- *First and last month Tuition due at registration*

*(Tuition is due 1<sup>st</sup> week of the month, a \$20 late fee will be charged after 2<sup>nd</sup> 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 that is labeled with their name. 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: start date will be September 5, 2023.** Plan to attend our 6:30 pm Parent Orientation, Wednesday August 30<sup>th</sup>. Your completed forms need to be turned in at that time, along with first and last month tuition. Our final date will be May 22th.

**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.

**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. (Refer to additional information at end of handbook)

**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 a weeknight before school starts 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.

**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.

**Medications:** Over the counter medications of any kind (Tylenol, Motrin, cough syrup, etc.) will not be administered to the children by the preschool staff. Bug spray and sunscreen must be applied before school by parents. Medications for life threatening allergies (bees, peanuts, or other as per doctor notification) will be administered only after all appropriate paperwork is filled out and signed by the child's physician and parent/guardian. Medication must be provided in the original container with the appropriate measuring tool. The medication and paperwork must be left with the Director. Prescribed medication for asthma/allergies will be administered only after the appropriate documentation is completed and signed by your child's physician. (Albuterol, EpiPen, etc.) The medication must be in the original container with the prescription label. Medications will be stored out of the reach of children but accessible to staff who have been trained in the administration and documentation of the medication.

**Health and Safety:** Your child's health is a matter of major importance to all of us. The state requires health and an immunization or exception form signed by your physician before entering school. Report any health problems, whether chronic or temporary, with the teacher. 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.

**Sunscreen:** To ensure your child's protection from the sun, parents apply sunscreen before arrival. State regulations require sunscreen be applied to each child before they go outside.

**Illnesses:** The best ways to stop the spread of infection are good hand washing and staying home when sick. Please be sure to keep your child at home when you observe a cold or other illness. If your child is too ill to play outside, please do not send him/her

to preschool. Windsor Vineyard Preschool reserves the right to determine if your child is too sick to attend school. If a child becomes ill at school, parents will be called and must pick up their child within one hour. We immediately notify parents or legal guardians when their child becomes ill, is involved in an accident, or is injured and requires emergency medical care while at school. All non-emergency or minor accidents and injuries will be treated with first aid and TLC by a trained staff member, then the accident or injury is documented, and parents are notified upon picking up their child at the end of the day. In order to maintain the good health of our children and staff within our school, we will not accept children if:

- They have not been on an antibiotic for at least 24 hours for a contagious illness.
- They have had an elevated temperature over 100 within the last 24 hours. The child should not return to school until they have been fever free, without fever reducing medicine for 24 hours.
- They have had vomiting, more than 1 episode, within the last 24 hours. The child may return to school 24 hours after vomiting stops or a doctor says they are not contagious.
- They have Acute Diarrhea. The child may return to school 24 hours after diarrhea has resolved.
- They have Flu-like Symptoms, Fever over 100 with a cough or sore throat, tiredness, body aches, vomiting and/or diarrhea. Child may return to school 24 hours after symptoms are gone without using medicine that reduces symptoms.
- They have a Rash with a Fever. Child may return to school 24 hours after they are symptom free.
- They have Chicken Pox. Child may return to school once blisters have dried and crusted. Usually 6 days.
- They have Conjunctivitis. Child may return to school when cleared by their health care provider.
- Croup. Child may return to school as directed by their health care provider.
- They have Head Lice or Scabies. Child may return to school after first treatment.
- They have Hepatitis A. Child may return to school 1 week after the start of the illness and when they are able to take part in usual activities.
- They have Impetigo. They may return to school 24 hours after starting antibiotics.
- They have Ringworm. Child may return to school after starting treatment. Area should be covered for the first 2 days.
- They have Roseola. Child may return to school after rash and fever is gone.
- They have RSV. Child may attend school if they are able to take part in usual activities and are no longer experiencing acute respiratory symptoms.

- They have Strep Throat. Child may return to school 24 hours after starting antibiotics.
- They have any Vaccine preventable diseases. Child may return to school when cleared by their health care provider.

\*\* Additional information is available at CDPHE. Please call school if your child is too sick to attend for that day. We must be notified of the nature of your child's illness as we are required to notify the Health Department of some contagious illnesses. These policies are aimed at reducing the introduction and spread of infectious disease. If we see that a child is ill upon arrival, we will request that he/she be taken home for the health of everyone involved. It is our goal to keep the children safe and healthy. Everyone shares in the responsibility to consistently follow health policies.

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

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. 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.

## **EMERGENCIES**

The Staff is trained in CPR, first aid, and are familiar with common childhood illnesses. In the event that parents or their designated substitutes cannot be reached in an emergency, staff members will take appropriate action to secure medical treatment for a child - first by contacting the child's physician and if they are not available, by contacting a physician selected by Windsor Vineyard Preschool. Parents will be responsible for medical expenses incurred in the treatment of their child. In the event of a natural disaster, including, but not limited to, floods, tornadoes, and severe weather, a lost or missing child, injuries, and illness, the staff has been trained to follow these procedures:

1. Prompt notification of parents
2. Notification of proper local authorities
3. Emergency transportation when necessary
4. Safety procedures for handling various emergencies.

## **ACCIDENT AND INJURY POLICY**



The safety of your child is our primary concern. You can expect that every precaution will be taken to provide a safe environment. Should an accident occur, the child will be examined carefully to determine the extent of the injury and the appropriate First Aid measures. A teacher will inform the parent of the situation upon the picking up of the child. However, should the injury prove serious, an ambulance will be called and you and/or your emergency contacts will be contacted immediately. The parents will accept all financial responsibility should this be necessary. No child will be released to a person or persons not authorized by a parent to pick up that child. Staff members are not allowed to transport children to or from school except in emergency situations.

\*\*Please notify the staff if you will be out of town or cannot be reached at your normal contact numbers. Leave the new number and location where you may be reached and the name and contact numbers of the person who has permission to act on your behalf should this become necessary.

## **FIRE DRILLS AND TORNADO DRILLS**

To ensure the safety of the children within our program, we respond to all emergency situations, to include, but not limited to lost children, tornadoes and fires. If your child becomes lost while in our care we will alert the proper authorities, as well as all staff within the building, and we will immediately call the parent or legal guardian. On a monthly basis, we conduct practice fire drills and March through October we also conduct monthly tornado drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency.

## **EVACUATION**

In the event that it is necessary to evacuate the building children will be taken to a designated safe location. Parents will be contacted by email, phone or local news media as to the location and procedure for reunification with their child. The school maintains records for persons allowed to pick up children. Children will only be released to a person on the parent approved pick up list. Any person unknown to the preschool staff, coming to pick up a child must have a valid picture ID to show to staff for the child to be released.

## **ACTIVE SHOOTER** We refer to as a Bear Drill

In the event of an active shooter in the area students will be taken to an interior room with no windows and locking doors, or we will evacuate to a safe location if that action is deemed necessary. In all emergency situations the following procedures will be followed: 1. Notification of proper local authorities as necessary. 2. Prompt notification of parents. 3. Emergency transportation when necessary. 4. Safety procedures for handling various emergencies.

## **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.

**BEHAVIOR MANAGEMENT**

We believe children learn best through personal experiences. We also believe that adults must lovingly guide and redirect children to help them learn to cooperate with their peers. It is our role as teachers and parents to model positive relationships with others. It is our responsibility to provide positive educational experiences designed to encourage and enhance their growth and development. We encourage positive social behavior by using techniques such as redirection and positive reinforcement. In redirecting a child, the terms of “good choice” or “bad choice” are used along with the expected or desirable action. Non-violent conflict resolution is modeled and practiced with the children. Feelings of anger, hurt, and frustration, etc. are honored while appropriate, non-violent responses to handling such feelings are provided.

Time-out/refocus is used when a child has demonstrated that they are out of control. It is not a punishment but is a safe place for the child to be until they can communicate with calmness and a non-aggressive body. We have learned through experience that children benefit greatly from consistent classroom rules. This makes it easy for them to know what is expected of them. Please be advised that under the law any form of hitting, corporal punishment, abusive language, ridicule, or harsh treatment is illegal and is strongly against our policy. If a child is having consistent difficulties adjusting to their classroom, the director will arrange a conference with both the teacher and parents.

During the meeting, a behavior plan will be designed. This will be implemented immediately. If the behavior problems continue to disrupt the class or are a health or safety issue to fellow classmates or the teacher, the child could be dismissed from our program. Our staff is well trained and works hard to identify the social, emotional, and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. If we feel that your child’s behavior endangers the safety of the other children, we will notify the parent. To better

accommodate your child, we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed period of time. Once the child returns to our program, if the child is still a danger, then we will discuss if we are the best persons to be caring for your child. It is only as a very last resort that we would ask you to remove your child from school.

**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 form provided at registration.

**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 toilet trained and able to leave pacifiers and softies at home. The PreK class is for those attending kindergarten the following year. The Preschool class is for 3.5 year olds-4.5. Children must be 4 by Dec. 1<sup>st</sup>.

**Visitor Policy:** Parents and other adults are welcome and encouraged to participate at any time. All visitors must sign their name, address, and purpose of the visit at the entryway on the Parent's Board. Identification may be required. We ask that you refrain from visiting with the teachers during school hours. Any of the teachers will be happy to arrange a conference with you either before or after class. No siblings, please.

**Volunteers:** You may volunteer in the classroom or help with teacher duties and preparation. Classroom volunteers must be fingerprinted if they work 14 days or more in a calendar year. Volunteers are not allowed to be left alone with a child.

**Birthday Celebrations:** 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 bring healthy finger foods, no peanut products.* Children may also bring a special Show and Tell that day. 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.

**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 their show-and-tell birthday. Pets may be brought to school only with teacher permission, due to possible allergies of children in the class. Please refrain from bringing pets onto the premises unless it is a special, prearranged occasion. We cannot be responsible for the actions of animals.

**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

**Video Clips:** 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/Information 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 14th at 6:30. The End of Year Program/Celebration will be held May 16th 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.

**RELEASE OF CHILDREN** The school will release a child only to the adult or guardian for whom written authorization has been given and is maintained in the child's record. If a person who is not authorized attempts to take a child, we will not release the child until the parent or guardian has been notified and has given verbal authorization. No child will be released to a person or persons not authorized by a parent to pick up that child. Our policy is to not release children to adults that we believe could present a danger to the child as a result of intoxication. We reserve the right to request identification from anyone bringing or picking up a child to and from our premises.

**INCLEMENT WEATHER** We will have daily outdoor play time for our children of all

ages. We ensure the safety of the children at all times. We will not have outdoor playtime during inclement and excessively cold or hot weather; indoor large gross motor activities will be used. Please be sure your child has clothes appropriate for the weather conditions each day.

**SNOW DAYS:** Our preschool will close, due to inclement weather, whenever the Windsor RE-4 Schools close, or upon the Director's discretion. Check K99 FM, the Weld RE-4 website on snowy days. A notification email will be sent to families as well.

**HAND SANITIZER:** Hand sanitizer has been approved for use, when soap and water are not readily available. Hand sanitizer must be given to the child by a staff member and the child will be supervised while it is used.

**CHANGES IN HOME SITUATION:** Please let us know if there are changes in your family situation which may affect your child's behavior at school (i.e. divorce, separation, new sibling, move, death, etc.). Knowing this may help us to be more understanding and supportive of both you and your child. Whatever you tell us will be held in the strictest confidence.

**PARENT BULLETIN BOARD:** Monthly calendar and bulletin board is located by the entrance with licensing information, etc. Please check for important events.

**CONFERENCES** If you have concerns, please contact the Director to schedule a conference about your child's progress. We are available for conferences during the entire school year. We believe that conferences are valuable times for parents and teachers to discuss, in more depth, your child's progress and development. Pre-K and 5+ conferences will be held in the Fall and Spring. Beginner 3's conferences will be held in the Winter.

**CHILD ABUSE** State law requires a report be made to the Department of Social Services or the local enforcement agency if any child is suspected of being subjected to circumstances or conditions which result in abuse or neglect. The telephone number to report child abuse is 352-1551 at the Weld County Department of Social Services. WVPreschool staff are mandated reporters. Complaints Against the Preschool Any serious complaints that parents wish to register relating to WV Preschool's status as a licensed preschool should be filed with the Department of Social Services after the Director has been notified. A written letter with a detailed description of the complaint will be needed in order for an investigation to be activated. The letter should be addressed to: The Division of Child Care, Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203-1714. The Department's phone number is (303) 866-5958 or 1-800-799-5876.

***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.***

