

Denver Public Schools

**Pascual LeDoux
Academy**



1055 S. Hazel Court

Denver, CO 80219

2019-2020 Parent Handbook

Our Rules, Policies and Procedures

School Main: 720-423-9240

Attendance Line: 720-423-9250

Parent Handbook

Our Rules, Policies and Procedures

Programming:

A.M. Half Day ECE Program Hours:

Monday through Friday - 8:30 a.m. to 11:10 a.m.

P.M. Half Day ECE Program Hours:

Monday through Friday - 12:30 p.m. to 3:10 p.m.

Full Day ECE Program Hours:

Monday through Friday - 8:30 a.m. to 3:10 p.m.

Breakfast and Lunch are available, afternoon snacks will be provided

Early Learning Center Program:

Monday through Friday - 8:30 a.m-11:10 (3 & 4 year olds) 12:30-3:10 p.m. (3 & 4 year olds)

Denver Public Schools
Pascual LeDoux Academy

This handbook is furnished annually to families enrolled at Pascual LeDoux Academy. It has been written to provide an additional parent education resource and as a supplement to the Denver Public Schools Department of Early Education “A – Z” Policies and Procedures. Pascual LeDoux Academy follows all DPS Board Policy and the Early Education Policies and procedures for every student enrolled at this site. Please retain this handbook for the entire year and refer to it often.

Sara Snyder-Poole
Principal
Pascual LeDoux Academy
1055 S. Hazel Court
Denver, CO 80219
(720) 423-9240

TABLE OF CONTENTS

Program Descriptions.....5

Pascual LeDoux Academy Policies and Procedures Daily Operations.....6

Medical Policy.....6

Arrival and Departure.....8

Enrollment.....11

Pascual LeDoux Academy Home/School Connection.....12

Nutrition.....13

Safety.....14

Field Trips.....17

Appendix.....18

DPS Early Education (EE) Licensing Policies & Procedures A-Z

Reporting Abuse/Making a Compliant Letter to Parents

DPS Early Education Parent Permission Form

PROGRAM DESCRIPTION

Mission

Pascual LeDoux Academy is a unique center for Early Education, specifically for 3-and 4 year old children. We provide a foundation for success that will close the opportunity gap and ensure that every child is ready for kindergarten and beyond. In partnership with families and community, we provide a safe and nurturing environment where all children continue their journey for success in life.

Vision:

At Pascual LeDoux all students are motivated, curious and joyful life-long learners. They inspire our hope for the future of every child succeeding and being prepared for kindergarten and beyond.

Pascual LeDoux Academy POLICIES AND PROCEDURES

Daily Operations

ATTENDANCE: *see Appendix, DPS EE Licensing Policies and Procedures A-Z.*

It is our goal that students attend school 95% of the year. We will be in touch with parents throughout the year to talk about how to improve attendance if it becomes an issue.

CLASS ASSIGNMENTS:

The professional judgment of our staff, balanced class size, the specific needs of children, and input from the parents are primary considerations. Parents will be notified if a change is being considered, and a conference will be held. Children will have the opportunity to visit other classrooms during the year to meet peers and teachers.

DRESS CODE

At Pascual LeDoux Academy students will be required to wear a uniform shirt to school every day. These are available for purchase in the front office.

It is expected that students be in dress code at all times. Shoes should be suitable for active outdoor play, no open toes or sandals to school. Please send your child with shoes that can be easily removed and put on. The playground surface material gets inside shoes and they need to be cleaned out. Heelies are not allowed or will need to have the wheels removed. Flip-flops and dress shoes are discouraged. The teachers will keep you informed of any special apparel needs. Removable clothing such as sweaters, coats and boots should be labeled with your child's name.

Smocks are provided for messy activities; however, accidents can happen. Our paints are washable. Usually prompt attention with cold water and face soap takes care of any soiling.

Please send your child to school with a change of clothes appropriate for the weather. This should remain accessible EVERY day and all items should be labeled with your child's name.

Medical Policy

ACCIDENT OR ILLNESS: *See district registration packet – page 4 and Appendix, DPS EE Policies and Procedures A-Z, Item “J”*

ILLNESS:

We ask that all our parents follow the “GOLDEN HEALTH RULE”. Place yourself in the role of other parents - - would you want your child exposed? Please do not send your child to school if they are ill. Remember that the experience at school will not be as valuable for your child if he

or she is not feeling well. If your child is sent to school ill, we will call to have a parent pick him/her up. ***For your child's protection and to protect their schoolmates,***

KEEP YOUR CHILDREN AT HOME IF THE FOLLOWING SYMPTOMS ARE PRESENT:

1. Skin rash or sores
2. Stomach ache or nausea
3. Vomiting
4. Flushed face
5. Inflamed eyes
6. Sore throat
7. Diarrhea
8. Chills
9. Earache
10. Coughing or has a cold
11. HAS HAD A FEVER DURING THE PREVIOUS 24 HOURS
12. Has been taking an antibiotic for less than 24 hours
13. HEAVY YELLOW OR GREEN NASAL DISCHARGE
14. Fussy, cranky, are generally signs that they are not feeling like themselves

It is important for your child to come to school well rested. REMEMBER, rest may prevent the development of serious illness. Symptoms of a possible communicable disease are: sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.

If your child becomes ill at school, we will notify you. **It is very important that you keep your emergency numbers CURRENT!** If your child is sick and will not be attending school, please call the attendance line at 720-423-9250.

MEDICATION AT SCHOOL

See Appendix, DPS EE Policies and Procedures A-Z, Item "R"

Policy on Diapering and Toilet Training:

All children are accepted into the program regardless of toileting concerns. The staff at Pascual LeDoux Academy will work with you and your child towards their toileting goals and ensure the safety of your child while they attend our school.

If your child is wearing diapers or pull-ups we ask that you supply diapers or pull-ups as well as baby wipes when your child attends. In addition, please send an extra pair of clothes in case of an accident at school.

Please refer to Appendix, DPS EE Policies and Procedures A-Z, Item “U”

If you have questions or concerns regarding this process with your child, please contact your child’s teacher at (720) 423-9240.

Arrival and Departure

DOOR USE/LOCKED BUILDING:

The main door is accessible for arrival and pick-up. Access to the building during the day will be through the main-entrance. The front doors will remain closed in the morning from 8:20-8:35 and in the afternoon from 3:00-3:20. If you need to speak to the main office please do so outside of these times.

Anyone arriving to the building after 8:40 a.m. MUST sign in at the front office.

All mid-day drop-off and pick-up takes place through the main entrance.

ECE ARRIVAL AND PICK-UP:

You are required to sign your child in and out upon leaving on a daily basis. Please remain with your child outside of the classroom doors outside until the doors open, or until you have had the opportunity to sign-in or sign-out your child with the classroom teacher and/or paraprofessional.

Please observe class hours. Teachers need time to prepare their classrooms for the day and are not available to supervise children until class begins. Please do not bring your child late on a regular basis. A child may feel uncomfortable about arriving after everyone has become involved in class activities.

You must pick up your child on time. If you know you are going to be late, please notify the school office immediately so that we can reassure your child.

If a child is absent and it is unexcused the secretary will contact the parent and/or emergency number to determine if the child is excused for the day.

See Appendix, DPS EE Policies and Procedures A – Z, Item “P”

UNAUTHORIZED PICK-UP:

See Appendix, DPS EE Parent Permission Form and DPS EE Policies and Procedures A-Z, Item “O”

Please see the following policy for late pick up:

See Appendix, DPS EE Policies and Procedures A-Z, Item “P”

DISMISSING STUDENTS:

At the end of each session the teacher/para will complete a hand-to-hand drop-off and delivery to parents/ guardians. The parent/guardian will sign-out their child each day.

At the end of each day the teacher/para will check the sign-in and sign-out log to determine if all children are accounted for.

The teacher will only release students to an adult over the age of 18 that has been indicated on the Parent Permission Form.

Enrollment

ENROLLMENT POLICY:

Please be aware that preschool/kindergarten education is not mandated in the State of Colorado, with the exception of children with disabilities.

1. Children must meet age requirements of being 3, 4 or 5 on or before October 1st of the year of enrollment.
2. Residents in Denver Public Schools boundaries will receive priority for enrollment.

FORMS: Required paperwork and forms for registration

1. Pupil Registration Form
2. Department of Health Certification of Immunization (which is required by the day of entrance into school)
3. Emergency Card
4. Physical Examination Documentation:

“Child’s Statement of Health Status for Enrollment” (ECE students only)-
REQUIRED BEFORE CHILD CAN ENTER SCHOOL ON THE FIRST DAY.

Current Physical Exam updated when children turn 5

5. Birth Certificate
6. Parent Permission Form
7. Family Medical History Form
8. Proof of Residency

If there is any change in the information during the year, please notify the office IMMEDIATELY!

Pascual LeDoux Academy Information

Home /School Connection

Parent Conferences:

Parent-teacher conferences will be scheduled with each family in October. Conferences will be held in March only as needed to discuss student performance. A personal or telephone appointment will be arranged by your child’s teacher. If you have a special concern, please contact your classroom teacher.

Classroom Visitation:

Parents and adult relatives (with parent/guardian permission) that are listed on the emergency card are welcome to visit our classrooms. Please contact the teacher to arrange a time to visit. All visitors must sign-in at the front office and in the ECE classroom. If you would like to volunteer in your child’s class on a regular basis please come to the front office to fill out a volunteer application form.

(See Appendix, DPS EE Policies and Procedures A-Z, Item “V”.)

Home Visits:

Pascual LeDoux Academy Staff believe in building a positive connection with parents. Staff members will schedule a time to come out and visit with your family, if you so choose. This informal visit will be to get to know your child and build a positive relationship with the parents. Our hope will be that all families will be open to a visit.

Home/School Communications:

Pascual LeDoux Academy will communicate important announcements, primarily by sending them home with your child, email or by phone. A school-wide newsletter will come to families each Thursday in a “Thursday Folder”. Please make sure to return these folders to school on Friday after removing the weekly notices. Classroom communication will be sent home in your child’s backpack. It is your responsibility to check your child’s backpack daily.

If you cannot be reached electronically and need paper copies of Pascual LeDoux Academy communications, please contact the office.

Parties:

In keeping with school district policies, parties for special events will be planned. Birthday parties may be held if prior arrangements are made with the classroom teacher. We encourage parents to join us for their child’s birthday during the last 20 minutes of the day, to celebrate their child with their teacher and friends. Please know that we try to promote a healthy environment here at school. This means that if you want to bring a treat for your child’s class we ask that it is **not food**. Your child’s teacher can give you ideas of what this might look like or things that other parents have done in the past.

Toys or books from Home:

Except for toys that are needed in the very opening days of school to help ease your child’s transition from home to school, we ask that you leave your child’s toys at home or in your car. If an item is brought to school, we cannot be responsible for this item.

Children who are enrolled in full-day preschool may bring a soft item with them for nap (blanket or stuffed animal). The item will remain in the child’s backpack or cubby during the day and be returned after nap. All items must be labeled with your child’s name.

If you have a book that may be of interest to all the children, we would appreciate this being shared with the class, but we may ask that it is left for several days to accommodate a time-frame in which it can be shared.

Nutrition

Nutritious Lunch:

- ❖ Pascual LeDoux Academy will provide milk, a universal free breakfast, and will have a daily hot lunch offering. If your child does not eat meat or pork products, accommodations can be made with advanced notice. **Please refer to the separate handout for detailed information about our food service programs.**
- ❖ Parents will have the option to provide a “brought” lunch for their child who attends full-day preschool. **Please refrain from bringing items that may need to be heated, cooked or micro-waved during the lunch period.** Pre-warmed or needing to stay cooled food items can be sent with your child’s lunch-box thermos.
- ❖ We also respectfully request that no unhealthy foods be packed in lunches. This includes candy and soda. No fast food may be brought in for lunch.

Please send your child’s “brought” lunch in a lunchbox with their name written on it and with any necessary utensils for their lunch. Healthy lunch item suggestions:

Graham crackers (with no sugar on top)
Meat sandwiches or peanut butter and jelly sandwiches
Fruit snacks (no sugar added)
Cereal (no sugar)
Fresh vegetables and dip
Crackers and cheese
Trail mix (no M&M’s or chocolate chips)
Fresh Fruit
Small burritos
Yogurt
Granola
Hard boiled or deviled eggs
Pretzels
Raisins

Snack

For all full-day ECE students, an afternoon snack and milk will be provided.

Hydration

Children are allowed to bring labeled personal water bottles with them for hydration during the school day. Please ask your child’s teacher about the best place to leave the water bottle during the school day.

SAFETY

Storm Emergency Procedures

We follow the school district policy on school closures. The closings are announced on local radio, local news programs and on the district web-site at www.dpsk12.org. Closings for the district are announced as “Denver Public Schools.” Please use good judgment when deciding whether or not to drive your child to school. This year there will be only 3 options for weather. Either we will be open, delayed by two hours to 10:30 or closed completely. All schools in the district will follow this same procedure.

Parking Lot Safety

The following instructions are for the safety of our children. Please follow these instructions at all times.

Parking lots are a source of danger to young children. We strongly suggest that you:

1. Enter and leave the parking lots with extreme caution. Be on the lookout for wandering children.
2. Please adhere to the “NO PARKING” signs on the front of the building.
3. Observe the bus drop-off lanes and do not use when busses are present. At mid-day there are no busses and the lanes may be used for our half-day pick-up and drop-off.
4. Be aware that when the bus displays its stop sign, you are required by law to STOP! Bus drivers will record the license plate number of people not adhering to school bus stop signs. Traffic tickets will be issued and fines imposed.
5. Always hold your child’s hand when going to and coming from an automobile. Do not let the child run ahead of you. Children can inadvertently run behind a car that is backing out.
6. Please do not stand in the parking lot conversing with other adults unless your child is seated safely in the car with the doors closed.
7. Never leave children unattended in the car while you are taking or picking up your enrolled child.
8. Staff will take walks to the parking lot with the children and discuss safety precautions with them.
9. Do not speed through the parking lot or cul-de-sac.

Street Safety

On our walks about the school neighborhood, we conduct an ongoing program of education for street safety. Children are taught:

1. To look both ways and make sure that no cars are coming before crossing a street.

(STOP, LOOK & LISTEN)

2. To stand on the curb, where it is easier to be seen by someone in a car, until it is safe to cross.
3. To obey traffic signals.

When we take the children on walks, we have very strict rules: The children must always wait for the teacher to tell them that it is safe to cross a street. When the group is near a busy intersection, no child is allowed to walk in front of the teacher, and there will be one or more of the adults at the rear of the group where they can see everyone at all times.

Inclement Weather Days

See Appendix, DPS EE Policies and Procedures A-Z, Item “E”

Cold Weather:

Children will go out to recess if the temperature is 32 degrees or higher. If it is raining or snowing, students will not go outside to recess and will engage in indoor play.

See Appendix, DPS EE Parent Permission Form for details regarding sunscreen.

The Safety Rule

We teach the following safety rules at school to (1) remind children how to interact appropriately with others; (2) to help children feel safe in their classrooms.

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

Through many discussions, the teacher and the children discuss what “we keep ourselves safe” means in terms of concrete behaviors surrounding playground play, going on field trips, using the bathroom, etc.

“We keep each other safe” is clearly defined – no actions against someone which could hurt their bodies (hitting, kicking, pushing, etc.) or their feelings (name calling, teasing, hurtful words, etc.)

“We keep our things safe” includes all classroom materials, products children make, and anything which is brought from home.

Discipline

What this means:

While at school, in the classroom or on the playground, your child is expected to follow our school rules. Acceptable behavior is encouraged by giving positive verbal rewards. Asking a child to stop and think about his/her behavior enables the child to work at self-control. When a child does not cooperate, appropriate strategies will be used to manage behavior. Corporal punishment is NOT an acceptable method of dealing with children’s behavior. Children will not be hit, slapped or spanked in any manner while attending Pascual LeDoux Academy.

If the rule is broken:

Unless it is a very serious problem, your child’s teacher and an appropriate staff member will talk with your child and will also talk with the child’s parents. If behavior problems persist, a conference will be scheduled with the parent to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior plan, with the parent being involved in the process as well.

If the rule continues to be broken:

According to state law, if a student is habitually disruptive or disobedient, the procedure in the District Behavior Standards and Conduct Discipline Code booklet should be followed. For more information about the procedure, please contact –Sara Snyder-Poole, Principal.

Reporting Child Abuse:

The Colorado Children’s Code requires that all staff employed by public schools report incidents or information of “suspected” abuse and/or neglect. Any follow-up regarding these reports is the responsibility of the Denver County Department of Social Services.

Please see Appendix, DPS EE Policies and Procedures A-Z, Item “Y” as well as Reporting Abuse/Making a Complaint Parent Letter. There are also signs posted in every classroom regarding reporting child abuse.

Field Trips:

Parents are notified about field trips through the weekly newsletter, monthly calendar, reminder notes and in other classroom/school communications. One main permission slip will be filled out at the beginning of the school year. Additional field trip specific permissions will come home prior to each event. Transportation will be provided for our planned field trips in the 2019-2020 school year. Classrooms may also conduct individual field trips in which transportation options may vary. Procedures and information will be available for parents who would like to volunteer on the field trips. Due to limited space on the bus we will ask all parents to be prepared to drive or carpool and meet us at the field trip location. No younger siblings are allowed to ride on the bus. This includes babies or siblings that are in a 3-year-old class. If a child comes late to school and misses going on a field trip, the child should return home with his/her parent/guardian. Because most of our field trips will be center-wide, please disregard *Appendix, DPS EE Policies and Procedures A-Z, Item “Q”*.

Fees for Field Trips:

Each student is required to pay, at the time of the field trip, a non-refundable fee for each field trip.

Appendix, DPS EE Policies and Procedures A-Z, Item “H”

Appendix

**DENVER PUBLIC SCHOOLS
EARLY EDUCATION DEPARTMENT**

LICENSING POLICIES & PROCEDURES

A written statement of the center's policies and procedures must be made available to parents and guardians and to staff and must include the following:

A. The center's purpose and its philosophy on child care. Denver Public Schools Early Education Department Mission Statement: To create an integrated and comprehensive system of diverse, high quality early childhood education and care services that enhances the development of young children so they are "ready to succeed" when they enter school; to support families in their role as nurturers and first teachers; and to meet the needs and financial abilities of Denver's working parents.

B. The ages of children accepted. 2 years, 10 months-6 years. Children must be three (3) or four (4) years of age on or before October 1 of the year of enrollment and, for Head Start classrooms, meet the income qualification guidelines.

C. Services for special needs children in compliance with the Americans with Disabilities Act. Children who qualify for ECE are served by the school staff at their location. Preschool children who do not qualify for ECE or whose needs cannot be met in a regular ECE classroom may be served by the district's Early Learning Center (ELC) programs. All programs are in compliance with the Americans with Disabilities Act.

D. The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed. Half-day Early Childhood Education (ECE) classes are 2 hours/40 minutes per day and full-day ECE classes are 6 hours/30 minutes per day Monday through Friday except for predetermined days for Parent Meetings and Professional Development. Specific hours of operation are determined by the individual school (**see attached**). Holidays and District Planning Days are determined by the district calendar. Head Start classes meet 5 days a week for a minimum of 6 hours/30 minutes per day. Early Reading First (ERF) classes meet for a minimum of 6 hours/30 minutes per day, Monday through Friday with a mix of 3 and 4 year olds except for predetermined days for Parent Meetings and Professional Development.

E. The policy regarding inclement or excessively hot weather. If the school administrator determines the outdoor weather to be too extreme, either due to heat, cold or other conditions, for children to participate in outdoor activities, ECE children will not go outside.

F. Procedure concerning admission and registration of children. Children must be three (3) or four (4) years old on or before October 1 of the year of enrollment. A legal birth certificate or other acceptable records shall be required for enrollment age verification. Payment of tuition at various levels or tuition-free status is based on family income provided at the time of application. ERF classrooms do not have an income requirement. Residents of the city and county of Denver will have priority in filling available classroom slots. Non-Denver residents may be accepted at full tuition if space is available. Additional income requirements must be met in Head Start classrooms. ECE children register according to DPS registration and Colorado state child care licensing requirements.

G. Itemized fee schedule. ECE student tuition is determined by a sliding fee scale based on family size and income. Each applicant is given a copy of the fee scale at the time of application.

H. Procedure for identifying where children are at all times. Children are signed in and out at the start and end of each class. Teachers do regular roll-calls and head counts at daily transition times, such as returning from the playground, lining up for a trip to the library, etc. Children are not allowed to leave the classroom or group unaccompanied at any time. Teachers are expected to use reasonable accountability procedures at all times.

I. The policy on discipline. Each school's discipline policy is in effect in the ECE classrooms (**see attached**) and is in compliance with the Colorado Department of Human Services Rules Regulating Child Care Centers (a copy is available for review upon request). A copy is signed by each parent/guardian and kept on file in the classroom.

J. The procedure, including notification of parents and guardians, for handling children's illnesses, accidents and injuries. Parents are informed in writing of all illness, accidents and injuries on the day of occurrence unless the incident warrants immediate attention in which case appropriate procedures are initiated and the parents are contacted. ECE classrooms follow *Denver Public Schools Policy JLCE* regarding First Aid and Emergency Medical Care.

K. The procedures for handling lost children and other emergencies at all times, including during field trips. Staff attempts to locate the child informing appropriate authorities, including police, sheriff, etc., based on location from which child is missing. After 15 minutes, emergency procedures, as defined in H, J, and any other related procedures, apply.

L. The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities. Parent permission for excursions is signed upon enrollment. Parents are notified prior to all field trips requiring transportation of children. District transportation procedures (see *Denver Public Schools Policy JICC-R*) are used for field trips and in cases of scheduled transportation of children to and from school in compliance with Colorado Department of Transportation regulations.

M. The written policy and procedure governing field trips, television and video viewing and special activities, including the staff's responsibility for the supervision of children. Parent permission for excursions, media and internet use is required annually in Denver Public Schools and is furnished at registration. TV and/or video use is NOT encouraged in Early Childhood Education classrooms. If such use is believed to be relevant by an ECE teacher, school policies, as determined by the principal and Collaborative School Committee, will apply (**see attached**). Computer use in the ECE classroom is designed to support and enhance children's skills in alignment with curriculum goals.

N. The policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road. Public school transportation guidelines in compliance with Colorado Department of Transportation regulations are followed. No enrolled preschool child in Denver Public Schools may ride a district bus to and from school on a daily basis unless their parent/guardian applies for and is granted an exception by the DPS Department of Transportation.

O. The procedure for releasing children from the center only to persons for whom the center has written authorization. Parents are required to complete a Parent Permission Form when enrolling their ECE child that lists only those persons to whom their child may be released. Children may be released to other people with written parental approval. At least one piece of identification must be inspected (and a copy kept in the child's file) for individuals who are strangers to ECE staff. Per state

licensing requirements, parents, guardians or others authorized in writing by parent or guardian are required to sign children in and out of the classroom daily.

P. The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day. Parents are expected to advise the school in advance if they know they are going to be late so that arrangements can be made and explanations given to the child. Children not picked up after class is over will be left with the school office staff and emergency numbers called. If a designated adult cannot be located, the school will follow district guidelines and contact the Department of Human Services.

Q. The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion. All children will be taken care of upon arrival by school personnel. A plan is in place at each school that meets the needs of their community **(see attached)**.

R. The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act." No medications are stored or distributed by classroom staff. Per *Denver Public School Policy JLCD*, each school's procedure for storage and administration of medication as designated by the "Nurse Practice Act" is applicable to the Early Childhood classrooms **(see attached)**. School staff trained and designated to administer medications to ECE students will be specified in school nurse's planning book.

S. The procedure concerning children's personal belongings and money. A limited space is provided for each child's personal belongings. Parents are advised that children do not bring money or valuables to school. Should a child bring money or valuables or when special event purchases occur, classroom staff collects the money or valuables at the beginning of the session for safekeeping. Valuable items and cash for non-specific uses are returned at the end of the day.

T. The policy concerning meals and snacks. Meals and snacks are nutritious and either determined by program requirements, or can be site-based choices. **(See attached policy.)**

U. The policy on diapering and toilet training. Children enrolling in Denver Public Schools ECE will be supported in becoming independent in their toileting routine. In case an accident occurs, the staff will treat the child with care and respect. Parents will be notified.

V. The policy regarding visitors to the center. Per *Denver Public Schools Policy KI*, visitors must report to the school office when entering, receiving authorization before visiting elsewhere in the building. In the ECE classroom, visitors will sign in with name, date, address, phone number and purpose of their visit. At least one piece of identification must be inspected for individuals who are strangers to ECE staff.

W. The policy on parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs. Conferences are held twice a year or as needed.

X. The procedure for filing a complaint about childcare (see 7.701.5, General Rules for Child Care Facilities). Posted in each classroom:

To file a complaint about this state licensed program, contact:
The Colorado Dept. of Human Services Division of Child Care
1575 Sherman St.
Denver, Colorado 80203-1714
303-866-5958

OR by dialing 311, Denver City Information system.

Y. The policy regarding the reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities). Posted in each classroom:

To report suspicion of abuse or neglect, contact:
The Colorado Dept. of Human Services – Abuse Hotline
1200 Federal
Denver, Colorado 80204
720-944-3000

Z. The policy regarding notification when childcare service is withdrawn and when parents or guardians withdraw their children from the center. In order to withdraw a child from an ECE classroom, parents are required to inform the teacher and school office staff. Individual school procedures for withdrawal are implemented (**see attached**). In extreme cases, withdrawal of childcare services may occur after parents have been informed of steps necessary to maintain services and compliance has not been achieved within specified time period.

If a child is absent 3 consecutive days.....teacher calls the home
5 consecutive days.....refer to social worker
10 consecutive days..... the child may need to be dropped from the program and replaced with a child on the waiting list (based on Principal/CSC policy).

