



NOTRE DAME PARISH SCHOOL EARLY LEARNING CENTER (ELC)

(License # 46302)

2141 S. Zenobia St. Denver, CO 80219

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FAX: 303.937.4868

WEB SITE: www.notredamedenver.org



WELCOME

Dear Family,

We are honored that you have chosen to be a part of Notre Dame Early Learning Center. We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to impact our students' lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career. We look forward to working with you to help each child reach goals that are set for them throughout their time at Notre Dame Early Learning Center. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual child. We hope that we can exceed all our families' expectations and want to take this time to personally welcome your family to Notre Dame Early Learning Center.

MISSION STATEMENT

Academic Excellence

Formation in Virtue

Service to Those in Need

Faithfully rooted in the wisdom and teachings of the Roman Catholic Church and open to all, Notre Dame Parish School touches hearts and teaches minds of students in all facets of their discipleship of Jesus Christ.

PHILOSOPHY and GOALS

The philosophy and program goals of Notre Dame Early Learning Center will meet the unique needs of all children by providing:

- A Catholic Christian environment, that accepts children for who they are, acknowledges and values the diversity that each child brings to the Early Learning Center
- Small and large group activities that give the children the opportunity to expand new ways of thinking, decision making, and problem solving and creating a desire to learn
- Developmentally appropriate and traditional activities that foster intellectual, language, physical, creative, and social/emotional development



COLORADO
Office of Early Childhood
Department of Human Services

The following are the basic goals for the children who are in our care

Emotional:

- to become independent and learn to be in control of their emotions
- to be able to express and deal with the emotions they have
- to learn how others, express and deal with emotions
- to develop empathy with others

Social

- to be able to interact effectively with others, regardless of perceived differences
- to be able to respect others and the property of others
- to be able to function well in a group setting
- to be able to understand why they should cooperate with others
- to be able to develop meaningful friendships

Physical:

- to develop large and small motor skills
- to learn the importance of good nutrition and good hygiene
- to develop lifelong, healthy habits

Intellectual:

- to develop a lifetime love of learning
- to learn observation and discussion skills
- to build a love for reading
- to build upon natural curiosity
- to develop the foundation needed to advance in the primary grades

ADMINISTRATIVE STAFF

Monsignor Edward Buelt, Pastor

Gregory Caudle, Principal

Joan Martinez, Early Learning Center, Director

COLORADO DEPARTMENT OF HUMAN SERVICES

In addition to being part of the Notre Dame School, the ELC is licensed by the State of Colorado Department of Human Services. The ELC must comply with regulations relating to adult/child ratios, health and safety practices, staff requirements and qualifications and record keeping.

NON-DISCRIMINATION POLICY

In providing services to children and their families and the Notre Dame ELC does not discriminate based on race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

STAFF QUALIFICATIONS

The staff at the Notre Dame ELC consists of a Director, Teachers, Staff Assistants, and Group Leaders. All staff meets, and in most cases, exceed, the Colorado Licensing requirements for formal education for their respective positions, have had experience working with young children and their families, and approved certification in First Aid and CPR and Safe Environment training through the Archdiocese of Denver. The staff enjoys and understands how young children learn and grow. They respond with sensitivity to each child's individual needs, desires, and interests.

HOURS AND DAYS OF OPERATION

The Center is open Monday through Friday, 7:00am to 6:00pm.

We operate on a School year basis. We are closed for Christmas break, Easter/Spring break and for the summer months. Capacity: The Center may enroll up to a maximum of 106 children per day.

DENVER PRESCHOOL PROGRAM AND COLORADO SHINES



Notre Dame ELC participates in the Denver Preschool Program and Colorado Shines. The DPP program assists families of 4-year-olds who reside in the Denver area with tuition. Visit their website: www.dpp.org or call them at 303.595.4377.

MULTICULTURALISM

Multiculturalism is vital for all children because it sets social goals and provides respect for all people and the environment we inhabit. We utilize books, music, games and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Vietnamese and Spanish Interpreters are provided to our families who need this support. We use our Notre Dame families for this service. Please call the school if you need assistance.

PRESCHOOL & PRE-KINDERGARTEN

Learning experiences for young children makes a significant difference in their success in school. The preschool and prekindergarten programs at Notre Dame are an integral part of the entire curriculum. They form the first level of the Archdiocese of Denver's curriculum and the basis for future learning.

Preschool provides the transition from home to the school. Our preschool program includes introduction to the basic elements of religious education, language development, personal-social development, cultural awareness, art and music experiences, motor skill development,

and math/science readiness as children learn through play. A minimum of two half or full day non-sequential classes per week are required. Preschool children visit the Big School for music classes.

Prekindergarten provides further development of the elements to which children have been introduced in preschool. Four and five-day options are available. If you reside in the City and County of Denver you may be eligible for tuition credit. Go to: www.dpp.org and visit the Denver Preschool Program. Prekindergarten children go to the Big School for: Music, Computer, Physical Education, World Language and Library time. They also spend time with their fifth-grade buddy. The Curriculum is available in the school office.

BEFORE/AFTER CARE

The children of working parents will experience fun, safe, stimulating, and age appropriate activities. Program activities include: crafts, games, homework assistance, outdoor activities, and nutritious snacks. We are open on most school holidays if numbers warrant being open. Students are escorted to the ELC after the school dismissal time by ELC staff members. There are many athletic events and extracurricular activities sponsored by our School. Parents should inform the ELC in writing if their child will participate in school sponsored extra-curricular activities during the After-School Care program.

CHILDREN WITH SPECIAL NEEDS

Acceptance to Notre Dame will be based on an individual basis; the administration of the School will determine if the child can be safely and adequately cared for.

GENERAL DAILY PROGRAM

Balancing activities and events through the day is the key to a successful program. Early childhood education often shows learning looking more like play. What may look like “Play” is a child’s “Work.” This “work” provides an opportunity for a child to recreate experiences that help children to understand the world around them. When you look at our classrooms and observe children building with blocks, dressing up, painting, playing in sand or water and doing many other activities, you will see that learning is in progress. We are laying the beginning foundations for math, science, reading skills, and learning how to think instead of what to think. This approach is developmentally appropriate for young children.

TRANSITIONS

Your child’s transition in to a school setting should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. We encourage parents to visit the Center often with their child before starting school.

TRANSITION FROM HOME TO CENTER: Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. Now, please share the best communication methods that the teacher may use to reach you.

TRANSITION BETWEEN LEARNING PROGRAMS: Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program. We are a school year based program.

TRANSITION TO OUR ELEMENTARY SCHOOL: Transition activities include: music, physical education, computer, and world language classes weekly to the BIG school. The pre-kindergarten children have 5th Grade Buddies that they meet with on a regular basis and attend Mass together. Parents are invited to Open Houses and school events and are encouraged to bring their children.

TRANSITION FOR BEFORE/AFTER SCHOOL CARE: Children who attend School may continue at our center. The center will provide staff to ensure that your child arrive at school in a timely manner and is escorted back to the center at the end of the school day.

PRIMARY CARE

The Lead teacher in your child's class serves as your child's primary teacher/caregiver. She will ensure a positive experience for children and their parents. This will ensure that every child has a special person, and that each parent has a primary contact.

ASSESSMENT OF CHILD PROGRESS

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children's actual performance. Our center uses variety of methods such as observations, checklists, rating scales, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used. Our formal assessments are done three times a year, (October, January and in the Spring). All our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical, social and emotional areas of development that are consistent with our program curriculum and philosophy. Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the teacher will schedule a parent conference.

DEVELOPMENTAL SCREENING

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observation with parents/guardians, and provide resources information as needed for further screenings, evaluations, and early intervention and treatment.

DAILY ATTENDANCE

Daily attendance is taken in the office, as well as in the classroom when the children arrive. As children leave, they are checked-off this list. Special instructions will be listed by the child's name. This includes:

- Participation in after school activities
- Being picked up by someone other than a parent and/or guardian
- Notes on the child's day and behavior
- Medication or other matter to be sent home
- Other pertinent information

REGISTRATION INFORMATION

Notre Dame ELC accepts children from the ages of 3 years by October 1st and able to use the restroom independently, through the age of 14 or completion of 8th grade. School conducts the registration process. Children must have the following documents on file: Birth Certificate, Baptismal Certificate, Church Affiliation form, who are current immunization record and a current health statement. Enrollment forms, registration fee and tuition rates can be found on our website at: www.notredamedenver.org

SCHOOL TUITION PAYMENTS

ALL School families must use FACTS Tuition Management. Payments are automatically withdrawn from either a checking or savings account. Credit card payments are acceptable with an additional 2.85% service fee. Please contact the school for information.

BEFORE/AFTER SCHOOL CARE PAYMENTS

Before/After Care payments must be paid in full by the first of each month. Payments may be brought or mailed to the ELC office. There will be a 5% late fee assessed for childcare fees not paid on time (8th of each month). There is a \$20.00 charge for returned checks. Any future payments must be made in cash or by money order if a check is returned.

- If Before/After Care payments fall two months in arrears, your child will not be allowed to return until payments are current.
- Before/After Care payments must be made separate from tuition payments
- Before/After Care Rates are subject to change.

- Children who are signed up in advance to attend on non-school days and who do not attend with a call-in advance will be charged the full daily rate.

LATE PICK UP FEES

A late charge of \$1.00 per minute will be added for every minute a parent arrives after closing time to pick up their child. Payment is due when you pick up your child. Abuse of the late fee, may result in the child being expelled. When a child is not picked up by 7:00 p.m., local authorities will be notified after calls to parents/guardians have failed.

CLOSING PROCEDURES AT THE END OF THE DAY

Children picked up late will be in the reception/office area of the ELC. Once the last child has left, the building is checked thoroughly for children, left belongings, and it is then locked and secured.

ARRIVAL & DISMISSAL

An adult must accompany all children to and from the Center and sign the child in. The same applies when picking up children. They must be signed out by their parent or legal guardian. No one under the age of 18 can sign a child out. Children by law cannot sign themselves in or out. Older siblings must also be 18 to sign the child out.

Emergency/Authorization sheets, which give permission for someone other than a parent/guardian to pick up their child, are available at the ELC office. These forms must be completed and kept on file at the ELC. If possible, please use only those people you have listed on this form. Please send us a note or call if other arrangements have been made. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar's office. The School will not be held responsible for failing to honor arrangements that have not been made known. We cannot refuse a parent the right to take their child from the School/ELC without a signed and dated Court Order. Photo identification will be required to pick up the child. Your emergency contacts listed on your emergency form **will** be contacted if you are unable to be reached.

When the grade school is dismissed, ELC staff members will meet the school-aged children at the school and escort them to the ELC. It is the parent's responsibility to inform the ELC of any changes in a child's schedule or if child is absent. When children are involved in after school activities and sports, a written note from parent/guardian should be on file with us listing dates, times etc. that children will be away from the Center, as well as a statement of who will be escorting child to and from the events.

SUPERVISION OF CHILDREN

Children enrolled in any ELC program are under the direct supervision of staff always. When parents arrive and leave the Center, make sure that you close the door and gate behind you.

Parents are responsible for supervising their children in the ELC and on the playground after they have signed the child out and after the child has been dismissed from class. It is extremely important that parents are careful about accompanying their children out of the Center and into their car. Children are welcome to play on the playground equipment at the ELC under their parents' supervision. The playground will be closed during dismissal times. The children are well versed in the rules and safety guideline. If a parent is in doubt, ask a staff member. Throughout the year, the children will take, well-supervised walks around the school, church, and the Ministry Center. The walks are short and well suited to the child's age and abilities and are supervised by staff members.

Parents must sign their child in and make sure that the teacher has greeted the child and is aware of his or her arrival into the classroom. When parents arrive to pick up their child, they must sign the child out and be sure the teacher is aware that the child and parent are leaving for the day.

NEWS LETTER & POLICY CHANGES

The ELC sends out newsletters regularly. The school office publishes a weekly update through Fast Direct. The newsletter contains dates, events, and special days that will occur during the month. Please take time to read the newsletter for upcoming events and to see what your child's teacher has planned for the month. The weekly updates from the school office contain information about what is happening in the school community during the next week. Parents will be contacted at the beginning of the year with information as to how to get activated on Fast Direct. We ask that parents take note of early dismissal days and the need to sign up if child is to stay for care.

Parents will be notified in writing of any changes in services, procedures, or policies at the ELC/School so that they may decide whether they continue to meet the needs of their children.

SECURITY AND SAFE ENVIRONMENT

Education and development are important, but we know that nothing matters more than the safety, security and health of your child. That's why protection and preparedness are critical considerations in everything we do at Notre Dame. From first aid training for emergency situations to sanitation and ensuring a clean and healthy environment for children, we have years of experience ensuring that every child is happy and healthy. Although scraped knees are a part of growing up, you can have confidence that your child is cared for in a secure, nurturing environment every day.

PLAYGROUNDS

- Our high-quality playground equipment is safe, sturdy and in good working order.
- We have safe fall zones with soft landing areas if your child takes a tumble.
- All outside play areas are wrapped in secure fencing.

SANITATION

- We clean our center each day with safe, non-toxic cleaning products.
- Cleaning supplies are locked safely out of reach of children.
- We encourage children to wash their hands throughout the day by singing songs and teaching lessons about health and hygiene

SECURITY

- ELC and School have security doors that remain locked during the day.
- Security Cameras on the main floor exits.
- Safe, secure perimeters ensure that children can enjoy outdoor play safely.
- We use cap electrical outlets at the ELC and keep cleaning materials locked and out of reach of children.
- Our school and ELC includes smoke detectors and fire extinguishers.

EMERGENCIES

- We are serious about training for fires, tornado warnings, and lockdown situations.
- We have an emergency evacuation plan at the school and ELC.
- We don't just have a plan, we regularly test and train so our staff are ready.

EMERGENCY CONTACT INFORMATION

Parents/Guardians are to provide the ELC/School with the required emergency contact forms. It is imperative that we are notified immediately if there are changes to this information.

Parents are encouraged to bring to our attention any suggestions or concerns they may have regarding the safety of our children.

OFF-SITE EVACUATION AND RELOCATION SITE

Evacuation and relocation sites for School and ELC are:

- Children's Haven Child Care Center at: 2600 S. Sheridan Blvd. 303.980.6620
- Notre Dame Parish Ministry Center at 5100 W. Evans 303.935.3900
(on parish grounds) will house the preschool and prekindergarten children.

After all children and staff have been relocated to the evacuation site, are safe and have had all needs taken care of, a designated staff will contact parents and notify them of the situation.

Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be

allowed to do so after showing photo ID.) We practice our evacuation drill to the various sites during the school year.

THE ELC CLOSURE DATES

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Spring Break
- Memorial Day
- Archdiocesan In-service days
- Labor Day
- Thanksgiving and the following Friday
- Christmas Break
- Summer

INCLEMENT WEATHER/SCHOOL CLOSURE

If the School and ELC close due to inclement weather and/or other emergencies, information will be broadcasted over the following Radio/TV stations:

KOA Radio-AM 850
KCNC TV-CHANNEL 4
FOX - CHANNEL 31

KUSA TV-CHANNEL 9
KMGH TV-CHANNEL 7

A message will also be posted through Fast Direct and appear on the Notre Dame School website at www.notredamedenver.org.

At times, the weather will be such that the administration will decide to hold school, while weather in other parts of Metro Denver will be such that it would be imprudent for parents to drive or send children to school. Parents should make their decision based on what is most prudent for them and their children. Preschool, prekindergarten and kindergarten classes will follow the school schedule, and will not meet if school is closed. When the weather becomes excessively hot, the children are outside no longer than 45 minutes. There is frequent cooling down periods and liquid refreshments provided to them. Sunscreen will be applied provided there is a signed permission slip on file along with the sunscreen.

PERSONAL ITEMS

Bringing a stuffed animal, doll or blanket at the beginning of the school year while child is adjusting to the newness of the Center and naptime is okay. Please do not send toys. Exception: Show and Tell days. Children are taught to respect other's property, although this does not assure that items will not be missing. Please do not send valuables. We cannot be responsible if toys are lost or broken. Please label all items sent in with your child's name. This includes: coats, mittens, boots, Toys blankets, and lunch boxes. Money must be left in the office in an envelope with the child's name on it. If problems arise, your child may be asked not to bring toys in the future. No toys resembling a weapon will be allowed.

REST TIME

All children enrolled at the ELC during the early afternoon hours will have a nap or rest period. The length of the rest time will depend on age and the needs of your child and Colorado Department of Human Services regulations. The Center will provide the children with an individual resting mat. Parents are asked to provide a sheet and blanket for their child. The child may bring a small stuffed toy to snuggle with during the rest time.

LOST & FOUND

There will be a box with Lost and Found items in the ELC office. Please check this on a regular basis for missing items. All articles not claimed are given to charity.

BIRTHDAYS & HOLIDAYS

You are welcome to send in cupcakes, cookies, or a special treat to share with your child's classmates on birthdays and holidays. Please let your child's teacher know in advance that you will be bringing a treat and check to see if there are food allergies in the class.

TELEVISION & VIDEO VIEWING & INTERNET USAGE

Our program does not include regular television and video viewing. Occasionally, children may have the option of watching a program or video specifically designed for the interest and benefit of children. Only "G" movies are shown. Internet use is part of our curriculum and is used only under supervision.

Parents/Guardians should inform us if they wish their child to not partake in these activities.

LUNCH & SNACK

All children bring their lunch and one snack each day. As we are unable to refrigerate food, please send snacks and lunches in an insulated lunch box/bag with ice packs. As we are unable to heat food, an unbreakable thermos is recommended for hot/warm foods and liquids. Please do not send food or drinks in glass containers. As we wish to encourage sound nutrition, we ask that parents send lunches and snacks that are well balanced. This includes grains/breads, protein and/or dairy, and fruits and/or vegetables. Some popular and nutritious ideas for lunches include:

Sandwiches such as peanut butter and jelly, cream cheese and jelly, tuna, egg salad, and chicken salad, made with a variety of breads such as loaf bread, bagels, tortilla wraps, pita, etc.

Some popular and nutritious ideas for snacks include crackers and cut up fruit, fruit cups, cheese, hummus, yogurt, raisins, or applesauce. Fruits, vegetables and other Ideas: Bananas, carrot or celery sticks, par boiled vegetables, peaches or pears with cottage cheese, yogurt.

Yogurt can leave one hungry with no carbohydrates; therefore, please include something like a bread, pasta or hardboiled egg with yogurt.

To promote healthy eating habits, teachers encourage children to eat what has been sent for their snacks and lunch; we ask that parents send a variety of healthy options as described above. Per Early Education and Care best practice, staff will allow children to eat the foods in the order they choose; we cannot withhold food.

Please send foods that you wish your child to eat and staff will encourage the enjoyment of all foods they have been provided for snacks and lunch. Children's interest in and enthusiasm for food is quite like that of adults; when food is prepared and presented to highlight a variety of colors and textures, it's often that much more appealing to eat and enjoy. Please feel free to ask us for ideas and suggestions and your fellow families may have some fun ideas for variety, too. **No soda or high sugar drinks and please keep candy to a bare minimum.**

The Center provides both a healthy morning and afternoon snack for the children in preschool. Parents with children in the pre-kindergarten program will be asked to provide a snack for their child's morning snack.

Due to allergies to peanuts, the Center does not serve peanut butter snacks. Please inform us of any food allergies that your child has. If child fails to bring a healthy lunch, one will be provided at the parent's expense. **Milk is provided by the Center, at no additional cost, and is available for both snacks and lunch.**

Water bottle may be sent in daily for the child. Be sure and label with child's name

CLOTHING & OUTDOOR PLAY

The preschool, prekindergarten children are not required to wear uniforms, however, we do require them to dress appropriately in comfortable and durable clothing that is washable. Any given day at the ELC includes outdoor time and messy art activities. The following are some guidelines when dressing your children for school:

- **Clothing:** Students should be dressed in washable, comfortable, modest, and weather appropriate attire. Clothing should cover shoulders and midribs. Students should be able to manage their clothing independently. Shorts are permitted for both girls and boys. When wearing dresses, girls should wear a pair of shorts or leggings under their dresses.
- **Hairstyles:** Fad hairstyles and unnatural hair coloring are not being permitted.
- **Inclement Weather Clothing:** Please send your child with a coat, boots, mittens, etc. as needed for inclement weather, (Pre-K students and kindergarten walk to the main school building every day).
- **Shoes:** Closed toed shoes are required. Sandals and clogs are NOT to be worn. We highly recommended tennis/athletic shoes. Socks need to be worn with all shoes. Students **MUST** wear athletic shoes for physical education class.

- **Jewelry:** Simple jewelry, though permitted by school policy, needs to be avoided for young children. Necklaces easily catch on climbing equipment.
- **Change of Clothing:** A change of clothing needs to be kept in child's cubby or backpack in case of soiling accidents which include: painting, toileting accidents, etc. The Center will allow children to change themselves or parents will be notified to come and change the child. The Center has a limited amount of clothing on hand.
- **After School Care:** Children (Grade School) may bring a change of clothes to change into. This will prolong the life of the uniform due to messy activities and outdoor play. Please send a jacket everyday as we go outdoors when possible.

PARKING

Vehicles entering the Center parking area will enter through the north driveway. Please exercise good judgment when in our parking lot. A parent/guardian, who leaves an unrestrained, unattended child in an automobile with the car engine running or not, is placing that child and others in harm's way. Such an act is criminally negligent. **NO** child should be left unsupervised.

It is imperative that all drivers follow these rules:

- Never leave the car running, even if simply dropping in to leave or pick up a child.
- Never leave unattended children in the car.
- Never leave your car unlocked with valuables inside.
- Drive with extreme care in the parking lot always.
- Observe the posted **STOP** signs.
- Park appropriately.
- Be patient.

FIELD TRIPS

Field trips are carefully planned for the education and enjoyment of the children. A field trip fee is collected for each trip, which includes the cost of transportation. Children are expected to follow bus safety rules. Each child's emergency forms will be taken on the trip.

Permission slips are sent home for each trip, in accordance with Archdiocesan Policy. No child may participate in the field trip without the official signed permission form on file. No verbal permission can be given. All students are required to ride to and from the field trip in school sponsored transportation. Parents, who volunteer as chaperones, should not bring siblings on the field trip since their function is supervision of the students on the trip. If non-chaperone parents take part in the field trip, siblings are to ride with parents in their own transportation.

Parents are responsible for providing the Center with a car seat for children 4 years and younger and less than 40 pounds. All other children will be required to wear seatbelts while being transported. If you arrive late, after your child's class has left the Center for a field trip, your child will join another class until his or her group returns.

PHYSICAL & IMMUNIZATION STATEMENTS

All children attending the ELC are required by Colorado State Law to have up-to-date immunization records and health statements on file at the Center at all times. The health statement should include any health conditions, allergies, medications taken, and dietary limitations. This statement will need to be updated yearly. It is the parent's responsibility to keep the ELC informed of any changes to the child's health. The health statement is due every year until the completion of first grade or age seven (7). A statement is then necessary every three (3) years. If the administration has reason to suspect that a child participating in the program may have a condition potentially hazardous to others, or finds the child's general condition indicates the need for such examination a statement may be requested. The immunization record and health statement are two separate forms and both must be on record and current.

Children, **who do not** comply with this law, will not be permitted to attend until information is current.

ALLERGY PREVENTION

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

SUNSCREEN

Parents are responsible for applying sunscreen to their child prior to arriving at the Center. Parents may provide sunscreen for their child's use while at the Center for staff to reapply later in the day. Please sign our sunscreen permission form or send one of your own.

PARENT COMMITTEES

We welcome input and ideas from parents.

The Notre Dame Parent and Teacher Organization (P.A.T.) welcomes all parents to join in monthly meetings and other activities that will be announced throughout the school year. The purpose of the P.A.T. is as follows:

- To provide an informational conduit from school to parents
 - To support the spiritual, educational, and developmental programs or services
 - To provide supplemental financial assistance to the school
- Governance: the PAT Executive Board governs the Parent and Teachers Organization, with input from various committee chairs. The final authority in all matters is the pastor of the parish. Meetings: The Executive Board and Committee Chairs meet monthly prior to the open meeting of the Parent and Teachers Organization. All parents and faculty are welcome to attend the Open Meetings. A schedule of meeting times and dates will be published in the calendar.

DEVELOPMENT COMMITTEE: This committee is to cultivate relationships with the community for building the spiritual and financial foundation of the school. It runs the Annual Fund Campaign, a fundraiser, and hosts Spring Fest. All proceeds for Spring Fest go directly to the school budget to reduce the subsidy the parish gives to the school. It reaches out to the alumni of the school by publishing the Alumni Newsletter

MARKETING COMMITTEE: A committee that organizes Notre Dame's marketing efforts.

TECHNOLOGY COMMITTEE: They review the technological needs of the school and makes recommendations on how to purchase equipment. There is a 3-Year Technology Plan which supports 21st Century learning.

SCHOOL ADVISORY COUNCIL Comprised of parents who advise the pastor and principal in developing, promoting, and evaluating programs and policies for School. They are appointed by the principal upon approval by the pastor.

HEALTH

Please do not send sick children to school. However, if in the opinion of the teaching staff or administration, your child is sick, we will call you to come and pick up your child. Your child will be isolated from the other children until you arrive. The following criteria will be considered when determining if your child must go home:

- Fever of 100 degrees or more
- Inflammation of the eyes (excessive redness, glassy or discharge)
- Vomiting
- More than one incident of diarrhea or loose stool which is not contained within clothing (communicable disease as defined by the Department of Health Services Center for Disease Control)
- Unknown rash
- Excessive nasal discharge, especially if yellow or greenish, since this indicates infection
- Pain OR Is tired

If your child is sent home due to illness, he/she cannot return to school and child care until he/she has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether your child is ready to return:

- Mood, appetite, behavior and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep)

- Vomiting, diarrhea cleared for 24 hours
- Frequent coughing, excessive nasal discharges resolved
- Pain (earache, cramps, headache, etc.) resolved

It is your responsibility to notify the school if your child has a communicable disease, such as measles, mumps, chicken pox, head lice, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted for parents when there has been exposure to a communicable illness.

MEDICATION

A consulting licensed registered nurse is on staff.

Medications of all kinds, both prescription and non-prescription, can be administered by the child care staff only when they include the written order by a physician. This includes Tylenol, decongestants, cough drops, sunscreen, etc. Parents may administer medication to their child at the ELC office.

If your physician prescribes an over-the-counter medication, please ask him/her to write the prescription on a prescription form or to call the pharmacy. A regular prescription label placed on the medication at the pharmacy. You may also ask the doctor to fax the information to the school office (303.937.4868) so it can be attached to your child's medication. All medications brought to the Center must be in an appropriately labeled container.

Written instructions for medication need to include:

- Child's name
- Name of Drug
- Dosage
- Purpose of medication
- Time and days medications is to be given
- Anticipated number of days it must be given
- Possible side effects
- Storage instructions

All medication needs to be at the ELC office for proper storage. No child may keep medication on their person or in their cubby, lunch box, etc. ELC personnel must administer medication. Any medication found on a child will be taken to the ELC office and the parents will be notified.

Children who have chronic problems, i.e., recurring headaches, should have a prescription labeled medication on hand at the ELC office to be used as the need arises.

If a child has a condition that might require medication on an emergency basis, (e.g., allergic reaction to food and insect bites/stings; asthma attack, etc.), the child's family shall provide all necessary information and training or instruction to the ELC personnel who might be responsible for administering such medication or carrying out such medical procedures.

Parents who serve as volunteers or chaperones must have attended a SAFE ENVIRONMENT training class sponsored by the Archdiocese of Denver and completed a background check before they will be permitted to chaperone or volunteer.

PARENT INVOLVEMENT & VISITORS

Parents are invited to attend the school's Parent and Teacher meetings and take part in school activities. Families are expected to volunteer 20 hours per year to the school. Please submit your hours either electronically or hardcopy the school office.

You are welcome to visit your child's classroom. This also allows you the opportunity to observe your child's social/emotional and educational growth. These visits are special for both parent and child. You will be well rewarded when your child sees the value you place on his/her education. Parents may visit the ELC, either by appointment or on a drop-in basis, by first checking in at the office. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then parent(s) will not be permitted in the classroom.

Visitors will be asked to sign in and will be escorted through the building. If need be, 911 will be called and visitor and unauthorized person(s) will be asked to leave.

DONATIONS & FUND RAISER

We welcome donations of almost any kind! Things that you throw away can often be used for all sorts of activities. Your child's teacher can provide you with suggestions of needed materials.

The ELC participates in the Parent and Teacher Association's annual fundraisers. The Parent and Teacher Committee (P.A.T.) is a group composed of volunteer parents whose objective is to promote and enhance community awareness of the Center. Meetings are on a regular monthly basis and are published in the school calendar and on the web site.

EXPECTATIONS OF CHILDREN

Our expectations are based on those of School.

Children are expected to treat all persons with consideration and respect. They also have the right to expect to be treated with the same consideration and respect.

Parents are responsible for the conduct and behavior of their children and the consequences of misconduct or misbehavior. If a child causes damage to the Center's property, the parents will be required to pay the cost of the damage.

- Good manners are expected in speech and action.
- Be respectful of each other and all adults in the Center and School
- Respect the property of others
- Speak quietly in the building
- Do not leave the Center premises during the day without permission
- Refrain from chewing gum
- Refrain from running in the Center
- Take responsibility for your own actions

The following behaviors may result in suspension and/or expulsion:

- Fighting or hurting others
- Refusal to obey a staff member
- Stealing and lying
- Destruction of school or personal property
- Disrespect
- Threatening an adult or fellow student
- Profane, obscene, or suggestive language or gestures
- Possession of a weapon
- Behavior that jeopardizes the health, safety, learning, or welfare of others
- Biting

The principal makes decisions regarding suspension or expulsion.

DISCIPLINARY ACTIONS

At any time when there is group involvement during play, the need for problem solving will present itself. It is our belief that positive guidance will help children to behave responsibly through the following ways:

- Redirection
- Advanced planning to prevent problems
- Positive encouragement and reinforcement
- Rules that are understandable and consistent
- Natural consequences that are fair and logical
- Behavior modeling that is appropriate

When consequences are required, they are given as reminders in a simple and quick manner. Time-outs are necessary at times, and they will be apart from the group for an age-appropriate time. Children will be respected and treated with concern. They will be asked to recount what has happened and all parties will have their chance to explain. At times, the

child may need to be removed from the situation, to the office, for their time out. The child will then be returned to try again. We will always try to recognize positive behavior, while ignoring the negative, when safety concerns are not an issue. If safety concerns become an issue and behaviors do not improve, we will require a conference with the parent on an individual basis to determine the next step. At no time, do we use corporal punishment.

CHILD ABUSE & NEGLECT

It is required by law, that all incidents of suspected child abuse and/or neglect of a child be reported to the Colorado Department of Human Services for investigation (Denver: 303-727-3000). It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred in such a case. As a parent of a child in licensed childcare, you may report any suspected child abuse by calling the Child Abuse Hotline at 720-944-3000.

If you wish to make a complaint or have a concern regarding your provider, you may call the Public Health Inspection Division at: 303-285-4075, or Colorado Department of Human Services at: 303-866-5958.

Examples of situations that are reported by School and the ELC staff, include, but are not limited to the following:

- Marks or bruises on a child that are unexplained or seem unlikely to have occurred because of the explanation given
- Marks or bruises on a child caused by disciplining a child
- Reports by the child of abusive neglectful treatment or observations by staff members of harsh, abusive or neglectful treatment of a child
- Failure by the parent to obtain appropriate medical care for a child
- Observations by staff members of inappropriate sexual behavior of a child
- Observation by staff members of possible neglect of appropriate hygiene and/or provision of appropriate clothing, food, and shelter for the child

FAMILY ACTIVITIES

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate.

Open House Back to School Night Leprechaun Stampede Field Day
Taste of Notre Dame Christmas Program Family Teacher Conference
Classroom Helper Come have lunch with your child Spring Fest Book Fair
Coffee and Bagels with the Principal & Director Sharing Your Talents Sharing Your
Culture Sharing Talent of a Job Participating in Class Activities
AND MUCH MORE!

I LOVE MY SCHOOL



Encourage your children to have a positive attitude toward school with these suggestions:

Let them hear you say good things about their teacher and their school. *Example:* “Mrs. Jackson always has such fun projects and activities for your class to do.” “I like that your school has fun activities for us to take part in.”

Volunteer when you can. You might want to help with the book fair, fundraisers or in their classroom. If your schedule is tight, look for quick ways to show support like saving magazines for class projects or sending in fruit for snack. Take the time during drop-off and pick up time to visit their classroom so your child can show you what they are doing.



<https://www.colorado.gov/pacific/hcpf/child-health-plan-plus>

CHILD HEALTH PLAN PLUS (CHP) is public low-cost health insurance for certain children and pregnant women. It is for people who earn too much to qualify for Health First Colorado (Colorado Medicaid Program) < but not enough to pay for private health insurance.

Who Qualifies?

- Children age 18 and under and pregnant women age 19 and over.
- Applicants with household income under 260% of the Federal Poverty Level (FPL). See the CHP+ Income Chart for details.
- Colorado Residents
- Lawfully residing children and pregnant women with no five-year waiting period
- Applicants not eligible for Health First Colorado
- Applicants who do not have other health insurance
- See Do You Qualify For Child Health Plan Plus? for more details.

BENEFITS AND SERVICES

- Primary Care
- Emergency Care and Urgent Care
- Hospital Services
- Dental Care (for children only)
- Prescriptions
- Immunizations
- Maternity Care
- Mental/Behavioral Health Care

DENTAL INSURANCE

Delta Dental of Colorado provides dental benefits to all eligible and enrolled CHP+ child members. These benefits include preventive and diagnostic services, restorative services, endodontic, periodontics, prosthodontic, oral surgery, and limited orthodontic services. There will be a maximum allowable of \$1000.00 per child per calendar year (January 1 - December 31). As with all CHP+ benefits, higher income families may be required to pay a small fee when they receive services. If you have any questions about CHP+ dental benefits call Delta Dental at 1-800-610-0201.

www.ucdenver.edu

THE LIONS CLUB OF COLORADO will visit the center in the fall of each year to do a vision screen on the children enrolled in preschool through kindergarten at no charge.

www.denverlions.kidsight.org



CHILD REFERRAL

If a family would like information about referring their child to a specialist, please discuss this with the classroom teacher and the principal.

RESOURCES

Child and Adult Care Food Program	303.692.2330
Connect for Health Colorado	855.752.6749
Healthy Child Care Colorado	303.339.6800
PEAK: Medical, Food and Cash Assistance Program	303.866.3122
WOMEN, Infants and Children (WIC) Program	303.692.2400

www.healthychildren.org

CHILD FIND

Child Find is part of Colorado's system for identifying children suspected of having a delay in development. If a young child is not meeting typical developmental milestones, or someone is concerned about the child's growth or learning, child find teams will evaluate how the child plays, learns, speaks, behaves and moves. The purpose of the evaluation is to determine if there is a significant delay or if there is a need for early intervention or special education services. Evaluations conducted by Child Find teams are at no cost to parents.

LICENSE INFORMATION

We are licensed by the State of Colorado #46032

Informative Links: [Colorado Office of Early Childhood](#) [Colorado Shines](#)

Watching Your Child Grow & Learn

www.cde.state.co.us/early/childfind

The contents of this portion of the PARENT/STUDENT HANDBOOK are applicable particularly to the students in the Early Learning Center, whether in preschool, prekindergarten, kindergarten, or any child care program. Please see the School Parent and Student Handbook

Please Read and Sign

I have read the School Parent/Student Handbook and agree to be governed by the policies and procedures contained herein. The specific Archdiocesan policies identified in this handbook are summaries only. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation and elimination at any time by the school at its sole discretion, without notice. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

Child: _____

Please Print

Check if you give approval for the following:

_____ My child may view television program or videos in accordance with the student handbook.

_____ My child may use the Internet according to the norms in our school handbook. (The student will access the Internet and network services at the direction of the teacher and for educational purposes only.)

_____ My child's name may be used in media and social media publications directly relating to School and ELC; including Facebook.

_____ My child's picture may be used in media and social media publications directly relating to School and ELC; including Facebook.

_____ I understand medication and sunscreen procedures.

Parent/Guardian Signature

Date

THE CODE OF ETHICAL CONDUCT AND STATEMENT OF COMMITMENT

Our standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education.

We have made a commitment to:

- ❖ Appreciate childhood as a unique and valuable stage of the human life cycle.
- ❖ Base our work on knowledge of how children develop and learn
- ❖ Appreciate and support the bond between the child and family
- ❖ Recognize that children are best understood and supported in the context of family, culture, community, and society
- ❖ Respect the dignity, worth, and uniqueness of everyone (child, family member, and colleague)
- ❖ Respect diversity in children, families, and colleagues
- ❖ Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect
- ❖ Respect the critical role of a knowledgeable, competent. And diverse early childhood care and education workforce in supporting the development and learning of young children
- ❖ Base practice on current and accurate knowledge of the fields of early childhood education, child development, adult development and learning, as well as other relevant disciplines.
- ❖ Recognize that we have may responsibilities to children, families, personnel, regulatory agencies, the community, and the profession and that the well-being of the children in our care is our primary responsibility, above our obligation to other constituencies.
- ❖ Recognize the importance of and maintain a humane and fulfilling work environment for personnel and volunteers.
- ❖ Be committed to the professional development of staff.

Reference

NAEYC-National Association of the Education of Young Children
Code of Ethical Conduct and statement of Commitment

