



ABIDING HOPE

PRESCHOOL & KINDERGARTEN



ABIDING HOPE
PRESCHOOL AND
KINDERGARTEN
PARENT HANDBOOK

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Welcome to Abiding Hope Preschool and Kindergarten; a ministry of Abiding Hope Church.

Our ministry is fully licensed by the Colorado Department of Human Services (CDHS)

for children ages 1 through 12 years.

Mission

Equip all to be the heart, hands, and feet of Jesus in the world!

We welcome and celebrate all children regardless of race, creed, ethnicity, or ability.

Philosophy

All children are gifts from God and through guidance, love, socialization, and education each child can freely share their talents with others and the rest of the world. Our school offers a safe, inclusive, and welcoming environment that fosters creativity and endless opportunities for self-discovery. Children are given a multi-sensory approach to learning, which allows for discovery, imagination, and development along with the strengthening of their gifts and talents within a Christian setting. This instills in children respect, the love of God, and a love for one another.

Lesson plans and room design utilize Howard Gardner's Theory of Multiple Intelligence. This theory fosters the idea that everyone learns in a different way and multiple stimuli should be offered in the environment to strengthen, develop, and further all learning types. The intelligences include: Linguistics, Mathematical Logical/Spatial, Naturalistic, Musical, Kinesthetic, Intrapersonal, Interpersonal, and Existential. Our school utilizes Zoo-phonics Curriculum along with supplemental materials such as Handwriting Without Tears, No More Letter of the Week, and Everyday Math.

Examples of Multiple Intelligences:

- ◆ Linguistic Intelligence: Reading and Writing and good with stories and vocabulary
- ◆ Logical-Mathematical Intelligence: Numbers, counting, comparison
- ◆ Spatial Intelligence: Art, Design, and Construction
- ◆ Naturalistic Intelligence: Science and Classification
- ◆ Kinesthetic Intelligence: Using the whole body to perform an action and displays great control in their actions
- ◆ Musical Intelligence: Learns well through hearing and shows strengths with rhythm, pitch, and tones
- ◆ Intrapersonal Intelligence: How I feel about myself/introspective
- ◆ Interpersonal Intelligence: Interactions and sensitivity to others needs
- ◆ Existential Intelligence: Philosophical and asks questions about their surroundings and existence

As part of your child's week they will have P.E., Chapel, Creative Arts and Sciences, and Music to support the Multiple Intelligence Theory and enrich your child's learning experience.

All staff members are qualified to teach young children based on the guidelines set by Colorado Rules Regulating Child Care Centers (Section 7.707.52 & 7.707.54).

Ages of Children Accepted at our School

Abiding Hope Preschool and Kindergarten is licensed and accepts children ages 1.5 years to 6 years of age for the preschool and kindergarten program. We are also licensed and accept children ages 1.5 years to the age of 13 years for our extended care in the afternoons 3:00 to 6:00 p.m. and for our summer program that is available June through select weeks in August.

Assessments and Conferences

You will be able to follow your child's progress throughout the school year by scheduling a Parent/Teacher conference, in the fall and again in the spring. Each child will be assessed individually for growth and developmental milestones. You are welcome to schedule additional conferences with your child's teacher if you have questions or concerns.

Educational Statistics for Staff:

72% Bachelor's Degree or Higher

22% ECE Group Leader Qualified

To ensure the safety and well-being of all the children, all staff members are certified in CPR, First Aid, Universal Precautions; select staff are certified in Medication Administration.

Staff Development and Training

To further develop the educational backgrounds of staff, all staff members participate in continuing education and workshops during the school year, August-May. These trainings enhance their existing knowledge of ECE and help them gain new ideas and tools to use in the classroom. Staff members are required by the school and the Rules and Regulations for licensing to attain a set number of hours per school year (See Colorado Rules Regulating Child Care Centers, Section 7.702.43E). The center must have a staff development plan that includes a minimum of fifteen (15) clock hours of training each year for all staff. The training must relate to one or more of the following areas-child growth and development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. (Rules Regulating Child Care Centers, 2012, p. 4)

Hours of Operation

Abiding Hope Preschool and Kindergarten is open Monday thru Friday, 7:00 a.m. to 6:00 p.m. We follow the JeffCo School Calendar closely and are closed for all holidays observed, including Federal Holidays. In the event we are closed during the school year for Parent/Teacher Conferences and JeffCo Schools are not closed, we will offer extended care from 7 AM – 6 PM. The rate for care is as follows:

Daily rate 9AM-1PM - Littles \$40.00 / Tweens \$34.00 / Threes, Pre-K, Kindergarten \$30.00

Daily rate 9AM-3PM - Littles \$50.00 / Tweens \$44.00 / Threes, Pre-K, Kindergarten \$40.00

Before or After School Care – Littles - \$9.00 an hour with a minimum of an hour charge

Before or After School Care -- Tweens/Threes/Pre-K, Kindy - \$8.00 an hour with a minimum of an hour charge.

*After 1st hour customers will be billed by the ½ hour (7:00-9:00 AM or 3:00-6:00 PM)

Please see school calendar on our website for a detailed listing of closures

Entering and Exiting Preschool

The doors to the preschool are locked during the hours of:

7:00 a.m. to 8:30 a.m. (Please ring doorbell on outside of the door)

9:30 a.m. to 12:45 p.m. (Enter and Exit through church office)

1:15 p.m. to 2:45 p.m. (Enter and Exit through church office)

3:30 to 6:00 p.m. (Please ring doorbell on outside of the door)

All remaining doors of the building are locked, please do not enter or exit through these doors.

Class Schedules/Arrival and Pick-up Times

Little's Class	9AM-1PM and 3 PM
Tweens Class	9AM-1PM and 3 PM
Threes Class	9AM-1PM and 3 PM
Pre-Kindergarten Classes	9AM-1PM and 3 PM
Jr Kindergarten & Kindergarten Class	9AM-3PM (Full Day Only)

Admission and Registration

Registration for children ages 1.5 to 6 years of age begins in December for families currently enrolled in the center and opens to the public in January. Registration during this time is for the upcoming school year August thru May. Registrations will be accepted until all spots have been filled, at this time children will be placed on a waiting list for openings. A registration fee and enrollment form is required at the time of registration; this fee secures the child's spot and is non-refundable.

School Closure due to Weather

If Jefferson County closes all school's due to inclement weather, Abiding Hope Preschool will also be closed. Local radio and television stations will announce closures. If there are limited school closures in the County, we will notify 9 News. There will also be a message indicating school closure left on the preschool line 303.932.9160 as soon as the information becomes available. In the event of an emergency that would require the school to close during school hours, parents would be notified and staff would remain with children until a parent or authorized contact person can pick up the child.

Inclement Weather and Outdoor Play

Weather permitting; children will be given the opportunity to be outside on a daily basis. In the event of inclement weather the decision to go outside will be determined by the weather and by the temperature guideline created by Child Care Weather Watch developed by the Iowa State Health Department, Healthy Child Care Iowa.

In the event we are unable to go outside, i.e. wet and excessively cold or hot weather days, the children will be taken to the gym for recreational activities and exercise. Please send your child with weather appropriate clothing including coat, jacket, sweater, gloves, and boots. Also, apply sunscreen when appropriate. We encourage parents to dress all children in practical clothing that allows freedom of movement, easy buttoning and fastening, and is easily washed. Appropriate footwear is important for the playground and P.E., please avoid “open backed” shoes and flip-flops for these activities, as they can present a hazard for children wearing them.

Sexual Harassment Conduct Code

Colorado State Law indicates that any acts constituting sexual harassment by one child to another must be regarded seriously. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct communicating a sexual nature.

Sexual harassment may include, but is not limited to, inappropriate patting or pinching, or any sexually motivated unwelcome touching. Abiding Hope Preschool will follow the discipline code with regards to sexual harassment (see Discipline Code section). The department of Human Services requires this information be given to all parents of children attending Abiding Hope Preschool.

Policy on Guidance, Behavior and Discipline

General Procedure

Abiding Hope Preschool and Kindergarten is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior.

Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Abiding Hope Preschool and Kindergarten has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
-

Policy on Exclusionary Discipline (7.702.31 H1-5/Z)

As an early childhood program, we try to cultivate positive child, staff and family relationships. We try to create and maintain a socially and emotionally respectful early learning and care environment. We will implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. We try strongly to establish policies that eliminate, or severely limit, occurrences of expulsion, suspension, or other exclusionary discipline. We believe these exclusionary measures should be used only as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications. We will provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.

Should a situation arise where there is documented evidence that all possible interventions and supports recommended by a qualified professional (such as an early childhood mental health consultant or other specialist as needed) have been exhausted, it may be determined that another setting is more appropriate for the well-being of the child in question. In such extraordinary cases, our program will try to assist the family and child in accessing services and an alternative placement. We will make a valiant effort to communicate with the new receiving program and work together to develop a transition plan that will be as seamless as possible.

Policy & Procedure – Referral to Outside Resources

General Policy

When a program staff member determines a family is in need of outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the staff member will assist the family by following the procedure below. This policy applies to all staff and is strictly enforced by the director. Staff will be trained in this policy during orientation and the policy will be reviewed with staff annually.

Procedure

1. The staff member will communicate the need, in confidence, to the director or administrator.
2. The director or administrator will maintain a list of approved organizations and resources for outside services. If no resources are on the list for the particular need, the director or administrator will make inquiries to find the appropriate resources.
3. The staff member and director or administrator will confer on the subject and determine if the circumstance indicates need for a third party professional. If a professional is required, the director or administrator will contact the professional and assume responsibility for the referral.
4. If no third party professional is required, the director or administrator and staff member will confer and agree who will communicate the referral to the family.
5. After a reasonable amount of time, the person who communicated the outside resource will check back with the family to make sure the referral was helpful. If it was not, additional resources will be sought.

Community Collaboration

Abiding Hope Preschool and Kindergarten coordinates and/or collaborates with community service providers, families, school district personnel, etc...as needed in order to design learning activities that aid in meeting outcomes/goals of Individualized Family Service Plans (IFSP), Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans, and/or other individual plans.

These partnerships are intended to:

- Assist in building early childhood systems
- Provide access to comprehensive services and support for all low-income children
- Encourage widespread collaboration between AHP and other appropriate programs, services, and initiatives
- Augment AHP's capacity to be a partner in state initiatives on behalf of children and their families
- Facilitate the involvement of AHP in state policies, plans, processes, and decisions affecting target populations and other low-income families

Preparing Colorado’s Children with School Readiness

CDE and School Readiness promote a start early approach to school. With a strong, early start Colorado children will be more likely to continually succeed in school. School Readiness supports teachers’ ability to create responsive learning environments that ensure academic and developmental growth for students. This includes promoting awareness of developmentally appropriate practices (DAP) that supports hands-on learning experiences and challenges students’ thinking. To do this, school readiness assessments are used on an ongoing basis to measure children’s growth. Information collected through the assessments provides teachers with targeted instruction opportunities for individual students and small groups of students, thereby strengthening the learning environment for students.

Statement of Racial Non-Discriminatory Policy

Abiding Hope Preschool believes that all children are part of God’s family! Our doors are open to all children that God sends our way, regardless of race, color, religious, national or ethnic origin. All children in our program are entitled to experience every activity we offer. Administration and educational policies are designed for all children and do not discriminate on the basis of race, color or ethnic origin.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes 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. This program utilizes interpreters, or other resources for help with varying languages of enrolled families.

Services for Children with Special Needs

Abiding Hope Preschool and Kindergarten “...welcomes all children, regardless of their physical, emotional, or developmental abilities.” We follow and comply with the Americans with Disabilities Act (see below) and we will offer reasonable accommodations for all children within the ADA guidelines. We are “...equipped with a ramp entrance and an elevator for any child who cannot use stairs.”



THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 (ADA) is a law that was enacted by the U.S. Congress in 1990. It was signed into law on July 26, 1990 and later amended with changes effective January 1, 2009. On September 25, 2008, the ADA Amendments Act of 2008 (ADAAA) was signed into law. This was intended to give broader protections for disabled workers and "turn back the clock" on court rulings which Congress deemed too restrictive.

The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964 which made discrimination based on race, religion, gender, national origin, and other characteristics illegal. Disability is defined by the ADA as "a physical or mental impairment that substantially limits a major life activity." The determination of whether any particular condition is considered a disability is made on a case by case basis. Certain specific conditions are excluded as disabilities, such as visual impairment which is correctable by prescription lenses. The "original intent" of the law was to create civil rights law protections for people with disabilities that would be permanent, would not be able to be reversed or weakened, and would prohibit all discrimination. It was also intended so that Americans with disabilities would be kept in the mainstream in certain terms of society. It was intended to be a flexible set of laws that could only be strengthened, not weakened, by future case law.

The ADA mandates that equal access be given to all children with disabilities in child care programs and that children with disabilities be fully integrated into the regular activities. The law not only covers the facility where child care is offered, but also features, which are needed to access the facility such as sidewalks, doors and bathrooms. However, child care providers are not expected to do the impossible.

Child care programs are required to make "readily achievable accommodations" for all children with disabilities. "Readily achievable" is defined as being "able to accomplish easily and without much difficulty or expense." Programs are not required to make changes that would create an undue burden, which is most simply defined as creating significantly difficult or expense, or increasing safety or crime considerations."

For the purposes of the ADA, a disability is a "physical or mental impairment that substantially limits one or more major life activities." Short term or temporary illnesses or conditions do not qualify.

Child care programs are required to make an individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. The ADA generally does not require centers to hire additional staff or provide constant one-to-one supervision of a particular child with a disability.

A few examples of situations where accommodations can be made in a child care program

Child older than 4 years of age who wears diapers; Child that requires daily medication at lunchtime; Child that requires blood glucose testing during the day by child care personnel; Child that has a life-threatening allergy and requires an EpiPen in case of severe allergic reaction; Child that wears leg braces that needs assistance in taking off and then putting them on; A 3-year-old child with Down's syndrome, with moderate developmental delays, attending a private preschool program.

Resources

Department of Justice Information Line 1-800-514-030 / Americans with Disabilities Act – www.usdoj.gov/crt/ada
All Kids Count: Child care and the ADA/Rocky Mountain 1-800-949-4232 — www.adainformation.org/ChildCare

Fee Schedule

REGISTRATION CHILD (ANNUAL FEE)	\$80.00
REGISTRATION FAMILY (ANNUAL FEE)	\$105.00

TUITION FEES (MONTHLY FEE)	1 DAY PER WEEK	2 DAYS PER WEEK	3 DAYS PER WEEK	4 DAYS PER WEEK	5 DAYS PER WEEK
LITTLES 9-1	\$145	\$285	\$365	\$435	\$495
LITTLES 9-3	\$165	\$320	\$400	\$490	\$555
TWEENS 9-1	N/A	\$230	\$310	\$375	\$435
TWEENS 9-3	N/A	\$265	\$345	\$430	\$500
THREES / PRE-K 9-1	N/A	\$225	\$305	\$370	\$430
THREES / PRE-K / JR.K / KINDY 9-3	N/A	\$260	\$340	\$425	\$495

EXTENDED CARE HOURLY FEE LITTLES (OUTSIDE TUITION HOURS AS NEEDED)	\$9.00
EXTENDED CARE HOURLY FEE TWEENS/THREES/PRE-K/JR. K/KINDY (OUTSIDE TUITION HOURS AS NEEDED)	\$8.00
BREAKFAST FEE AS REQUESTED BY PARENT	\$1.50

SNACK FEE (ANNUAL FEE)	1 DAY PER WEEK	2 DAYS PER WEEK	3 DAYS PER WEEK	4 DAYS PER WEEK	5 DAYS PER WEEK
	\$50	\$80	\$110	\$135	\$165

SUPPLY FEE (ANNUAL FEE)	1 DAY PER WEEK	2 DAYS PER WEEK	3 DAYS PER WEEK	4 DAYS PER WEEK	5 DAYS PER WEEK
	\$45	\$75	\$105	\$130	\$160

Payment Policy

School tuition is due by the 5th of each month, a late fee, of \$35, will be assessed after the 15th of the month. Full payment on the invoice is to be received by the end of the month, or services will be suspended until payment is received and the account is brought to a zero balance. At the end of the school year, in May, all charges on the account are to be paid by the 15th or services will be suspended. Families utilizing Extended Care will be given a final invoice on the last day of school which is to be paid by May 31st. We accept cash, checks, and online payments (www.abidinghopepreschool.org) with a credit card. In the event of a returned check for insufficient funds, a fee of \$35 will be charged and only cash or credit card payments will be accepted thereafter on that account. Thank you in advance for your understanding and cooperation.

Attendance

Absence

If your child is going to be absent or arrive after 9 AM, please call us at 303-932-9160. We will be concerned about your child if we do not hear from you.

Vacation

If your child is going to be on vacation please call us at 303-932-9160 to let us know the dates. We will be concerned about your child if we do not hear from you. While we recognize the value of family vacations, the center does not provide credit for vacation days and the regular tuition amount will be due by the scheduled due date.

Withdrawal

A written notice, one month in advance, is required by the center when a child is being withdrawn. Registration, tuition, and fees are non-refundable. All accounts must be paid in full at time of departure. In the event Abiding Hope is no longer able to meet the needs of a child or services must end due to but not limited to delinquent payments, continual late pick up, and/or failure to follow school policies, the parent or guardian will receive a written notice that services will no longer be offered. Written notice will include date of when services are no longer available and are considered on a case by case basis. If services are ended due to lack of payment all accounts must be paid in full and failure to pay in full will result in further collections and/or collection agency.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Student Check-in and Out

All students must be signed in and out by an adult. No child should be signed in, or left in a classroom, until the teacher is present and acknowledges your arrival. It is the policy of the school that all children be escorted, and supervised by an adult staff member during all hours of operation. Each teacher will keep a roster and maintain a count throughout the day of the students present and in their care. At the end of the day all rosters will be verified and checked by the classroom teacher (s), the teacher will circulate their classroom, halls, and bathrooms to verify that all children are accounted for and/or in their age appropriate classroom. Before closing for the day, the final staff member (s) will verify that all children have been accounted for and signed out by a parent or guardian. The staff member(s) will also walk through each classroom to verify that all persons have left the building.

If you are carpooling, please make sure that the driver signs in and out all children in the carpool. Unknown persons picking up your child will be required to show identification, which needs to coincide with the parental permission given to the director. If an unknown, unauthorized person attempts to pick up your child you will be notified immediately, and if necessary the sheriff will be called.

Before and Afternoon Extended Day School Procedures

We must have written authorization for any changes in who is to pick up your child; or if there is a last minute change in who will be picking up we request a phone call from you. We will not release children to anyone not known by preschool staff without authorization from parents or guardians and an identification card. If you get delayed or are going to be late picking up your child, please let us know as soon as possible. It is school policy that ten minutes after school ends, any child remaining will be signed into extended care and a minimum fee of \$8.00 or \$9.00 will be charged depending on the child's age. If you are going to arrive late to school or need to pick up your child early from school please enter through the church's main office.

Church Office 303-972-1283 (8:00 AM – 5:00 PM); Preschool Office 303-932-9160

Extended Day at Abiding Hope

Abiding Hope Preschool offers extended hours. Extended care is a flexible program designed for parents who need additional care on a regular or drop in basis. Extended care fees are separate from monthly tuition costs and are billed monthly running one week in arrears.

No reservation is needed, however, if your child will be staying after and it is outside of the regular routine please let the teacher know. If it is a last minute need please call the preschool office and we will alert your child you are running late. Hours for extended care will be as follows unless otherwise stated:

Before School: 7:00 – 9:00 AM; Please note: children who arrive before 8:50 AM and are signed into extended care will be charged a minimum of \$8.00 or \$9.00 depending on their age.

Breakfast: Offered each day on an as needed basis and as requested by a parent for \$1.50.

After school: 1:00 pm or 3:00 pm – 6:00 pm at a charge of \$8.00 or \$9.00 per hour depending on the child's age.

Please note: when the child is picked up the charge will be rounded to the nearest half hour after the hour minimum is met. Parents can utilize extended care every day, regardless of regular preschool schedules. Afternoon care is also open to school age siblings up to 12 years old. After school snacks are provided between 3:30 and 3:45 PM with another light snack being offered at 5:30

Late Pick Up Policy

If you get delayed or are going to be late picking up your child, please let us know as soon as possible.

In the case a child is unintentionally left behind or forgotten within normal business hours the procedure is:

Ten minutes after school ends, each child remaining will automatically be signed into extended care at a charge of \$8.00 or \$9.00 per hour depending on the child's age.

Extended care ends promptly at 6:00 PM. If a child is left after 6:00 PM, AHP will:

- 1) Call parent numbers listed; home, work, cell phone.
- 2) Call emergency numbers listed for an authorized person to come and pick-up your child.
- 3) After 60 minutes, if we are unable to contact the parents or other authorized person to pick-up the child, we will contact the proper authorities.

***It is vital that one of the parties listed above is available at all times. Please make sure that AHP has current student contact information throughout the year. Immediately notify the preschool, in writing, with any changes made to the emergency cards.**

****Parents will be allowed no more than two unscheduled late (after 6:00 PM) pick-ups (traffic, car problems, etc.). After two times parents will be charged \$10.00 for the first ten minutes and \$10.00 per minute thereafter until the child is picked up.**

THIS FEE IS TO BE PAID DIRECTLY TO THE STAFF MEMBER PRESENT AT THE TIME OF PICK UP.

Visitors to the School

For security purposes, a sign-in/sign-out sheet or other mechanism for parents and guardians is maintained daily by Abiding Hope Preschool and Kindergarten; we keep a record of all visitors to our school. Visitors, including parent helpers, need to sign in the visitor log as you enter through the main office. Identification will be requested from anyone who is not known to the preschool staff.

Policy for Transitioning Children within Our Program Setting

We want every child to feel welcomed in their classroom. Each child is unique and will respond to change and new experiences in his/her own way. Some children are more resilient and open to change. Some children feel comfortable in a new setting right away and others may take significant time – even weeks! - to adjust to a new classroom, routines, schedule and teachers.

Teachers must take their cues from each child and respond to interests and needs. Parents should be welcomed and encouraged to assist their child in this transition. The family may have had other changes that have precipitated the placement of the child into our program such as: relocation, new job, medical issues, new baby, etc. When children are moving from one classroom to another, they are leaving the comfort of secure attachments to the current teachers and must form relationships with the new teachers. This takes time and patience; nurturing adults and predictable routines will help the children with transition.

Parents and other adult family members are encouraged to spend time in the classroom especially at arrival and departure times sharing activities that the child enjoys such as: reading a book together, doing a puzzle, playing in an area of the room, or just watching the other children for a few minutes in a calm manner. We encourage families to bring family photos that can be posted in the room or in the child's cubby. We also encourage each child to have one comfort object from home such as a blanket or small stuffed animal. This comfort object will be offered to the child if he or she becomes distressed.

Specifics of the transition process will vary as needed from child to child but generally we follow the procedures below.

For Children New to Our Program

- Once a child is enrolled in the program and the application and enrollment process is complete, we schedule a series of visitation days. This may vary based on how a child is adjusting but we encourage the following schedule:
 - o A morning visit with parent/caregiver ending with sharing lunch with child at the program. Some children may need to repeat this experience; the teacher and family member will decide if another morning visit is needed. We recommend that morning visits happen for a full week for infants and toddlers but recognize that this may not always be possible for each family.
 - o A morning visit with parent/caregiver ending with assisting the child to nap. Parent/caregiver will meet with teacher during nap and discuss progress. Child goes home after nap.
 - o Full day experience with parent/caregiver arriving early to assist child in adjustment and returning early enough to visit in the classroom with the child at the end of the day. This routine may be needed for several days.
 - o Finally, full day experience with minimal supports in place.

For Children Transitioning to a New Classroom within our program

Transitioning children from one classroom to another is as critical a time as when a child first enrolls in our program.

There is a partnership needed between the child's family, the sending teachers, and the receiving teachers that must be in place to afford an effective transition. We follow the procedures below.

- A group meeting for parents/families is offered 1 month prior to the expected transition date. We discuss program goals for the next age group, what a typical day may include, things the children will need from home, introductions of new teachers, and other topics unique to the age group such as potty training for toddlers. Articles and resources are shared with families.
- An individual meeting with each family and the "sending" and "receiving" teachers will be scheduled 3 weeks prior to transitioning. Individual goals for the child, special needs, family concerns are addressed at this time. If parents are not able to attend this meeting, written information regarding the child's transition will be sent home and a telephone call will be made by the receiving teacher to the family.
- Children will begin to visit the receiving classroom. Often a visitation schedule to the new room begins after the family meetings and looks like this:
 - o Week 1: 1 or 2 days of 1 hour of play time and snack
 - o Week 2: 2 days of 2 or more hours of play time and lunch. Guardian joins them for lunch.

- o Week 3: 2 full morning of play time with outdoor play and lunch. Guardian joins them for lunch; include siblings if possible.
- o Week 4: 3 full mornings of play time with outdoor play, lunch, nap begin in new classroom fulltime

(Note: this schedule may change for children who attend part time or who have special needs.)

This type of schedule allows that some children remain in their current classroom while classmates visit the new room. It gives us a mix of current and new children in the classroom during visits. The current children are able to help new children see how materials are used and routines are followed. Teachers are able to support the visitors through frequent interactions and observe how they are adjusting to the new setting. Whenever possible, we schedule additional staff in the classrooms to lower the staff/child ratio. These staff members assist with care giving tasks, setting up activities, and monitoring outdoor play.

During visitation month, families are updated at least weekly on the child’s progress. For any child who is experiencing difficulty, daily reports are given.

Policy & Procedure – Teacher Change/Transition

Policy

The program seeks to minimize changes of teachers and caregivers during the school year so that children and families can enjoy the comfort and security of a familiar face and consistent learning environment. If a change in staff is necessary, the program will prepare children and families and ease the transition by following the procedure below. The transition process is a team effort which involves everyone at the center, regardless of organizational position.

Responsibility & Accountability

The Director is responsible for enforcing the policy by ensuring that staff understand the policy and follow the procedure. The Departing Staff Member, Replacement Staff Member, and staff assigned to fill positions temporarily are accountable for executing the policy and procedure.

Procedure

1. A letter will be sent home to the affected children’s families to inform them of the upcoming change in staff.
2. The new teacher will arrange to meet the children and families and promote familiarity and recognition.
3. The new teacher will visit the classroom to observe the daily routine and interactions between the teacher and children.
4. Three to four days prior to the departure the new teacher will come into the classroom to co-teach lessons, interact with the children, and learn more about each individual child through reviewing any documentation or assessments. The new teacher will be given a clear overview of each child’s development and progress.
5. The departing staff member will talk with the children about his/her departure. There will be a “goodbye activity” (such as a special snack) and the children will have the opportunity to make cards, pictures, etc.
6. If possible, the departing teacher will periodically visit his/her first classroom during the first two weeks following his/her departure.
7. If there are two teachers in the room and one teacher leaves the program, the second teacher will help the children cope with the change.

8. When possible, job openings will be filled from qualified substitutes and part-time personnel who are already familiar with the children.
9. When a teacher leaves abruptly and there is no opportunity to plan for the change, the following procedure will be followed:
 - a. A letter will be sent home to notify the children's families immediately.
 - b. The director or an experienced teacher from another classroom will function as temporary teacher until a replacement teacher arrives.
 - c. The center will make every effort to have staff recognized by the children, such as part time teachers, student teachers and specialists, spend extra time with the children during the transition.
 - d. Parents will be invited to spend time in the classroom.
 - e. The new teacher will carefully review assessments, IEPs and INFPs of children in the classroom, and get to know the individual needs of the children ASAP.
 - f. The new teacher will review past Getting to Know You Surveys from families, and meet with families individually to establish new relationships.

Primary Caregiving Practices

Abiding Hope Preschool and Kindergarten uses a "Primary Caregiving System". This means we allocate one or two teachers to each child and these teachers take personal responsibility for the child's overall well-being within the group. This helps the child form a secure attachment with their primary caregiver(s) and reduces stress for the child while they are in the care of adults other than their parents.

Illness, Sickness, and Injury Policy

In the event your child becomes ill at school, we will provide a supervised, safe place for your child to rest until the first available emergency contact person is reached and arrives to pick up your child. If a child becomes distraught it is the expectation of the school that the child's parent or emergency contact person pick up the child ASAP.

If you are contacted because your child needs your care, we ask that you arrive within 30 minutes of being notified.

Please contact the school if your child will not be attending class due to illness. If your child sees a physician and a specific diagnosis is made (e.g. strep throat, croup, conjunctivitis, chicken pox, etc.) please notify the school so other families can be alerted. Neither your child's name nor the families name will be disclosed to other families.

Please keep your child home if the following occurs:

Stomachache/Vomiting/Diarrhea

If your child has a stomachache which lasts longer than 4 hours or is severe enough to limit activity he/she should stay home.

Your child needs to stay at home for 24 hours and it is recommended by the Colorado Department of health that your child stay home for 48 hours, after vomiting, diarrhea, fever (if present), and until your child can keep food down.

Fever

Fever alone does not exclude children from preschool activities; however, fever with other symptoms such as vomiting, lethargy or diarrhea is reason to remain home for the day. A fever is a temperature over 100.4 degrees F. Most fevers are part of a viral infection. The body helps to fight the infection by raising the bodies' temperature. How sick your child looks and acts is often a more telling sign than the level of the fever.

Rash

A rash may be the first sign of one of childhood's many illnesses, such as chicken pox. Please do not bring a child with a rash to class until your doctor has said that it is safe to do so. The school requires a note from the doctor confirming rash diagnosis. According to training in universal precautions, all rashes, even if the if they are not contagious, must be completely covered and inaccessible to children if they contain or are seeping fluid.

Common Cold

A cold is an infection of the upper respiratory passages (nose, throat, sinuses, Eustachian tubes, trachea, and larynx). Young children average 8 colds per year.

You will benefit both the community and your child if you can keep him/her home for the first few days of the cold, as this is the contagious phase. If your child has dark yellow or green mucus running from the nose, please keep them at home and seek medical advice.

Pink Eye

If your child's eye looks red or irritated, please consult a physician before coming to preschool. Pink eye is very contagious and we want to ensure the safety and health of all of our children. If your health provider decides not to treat your child, a note from the provider is needed.

Sore Throat

Please keep your child at home if the back of the throat looks red and/or is white spots are present; if child has swollen glands; if fever is present. Your child may return 24 hours after treatment, and has been fever free for 24 hours.

The Flu and the Center for Disease Control (CDC)

Recommendations:

1) Can my child go to school, day care or camp if he or she or she is sick?

“No. Your child should stay home to rest and to avoid giving the flu to other children.”

2) When can my child go back to school after having the flu?

“Keep your child home from school, day care or camp for at least 24 hours after their fever is gone.

(Their fever should be gone without them having taken a fever-reducing medicine.) A fever is defined as 101 degrees F or 38.3 degrees C.”

For more information call **1-800-CDC-INFO** or go on line to **WWW.CDC.GOV** OR **WWW.FLU.GOV**

Medication Policy

Medication may be given only after completing the Instruction and Permission to medicate form. These must be complete with physician and parent signatures. All medications given (prescription or over-the-counter) must be in the original container, marked with the child's name, doctor, and dated. These medications will be kept in a secure location. Medication can only be given with a prescription from the child's physician, and will be administered by a staff member who is trained in medical administration and delegated by the nurse consultant according to Section 12-38-132, C.R.S., of the "Nurse Practice Act".

** AHP contracts with a nurse consultant who reviews medical needs monthly, provides training, and advises staff.

Emergency Cards, Immunization Cards and Health Form

Each child is required to have a current immunization record, as well as a current health statement on file. These must be signed by your child's physician's office and are due within 30 days of school starting. We must have current emergency contact information by the first day of school.

There May Be Under-Immunized Children at AHP

Abiding Hope does enroll children whose parents choose to exempt them, or delay them, from immunizations due to medical, religious or personal reasons. In the event of an outbreak, exempted persons will be subject to exclusion from school and quarantined.

Accident and Injury

Parents will be notified of all accidents and injuries occurring at school. A minor or serious injury or accident will be documented according to Colorado State Rules and Regulations. Notification of the parent will take place as soon as possible after the accident/injury. Depending on the nature of the accident/injury, notification of all other agencies will take place in accordance with state guidelines.

In the case of an emergency illness or accident/injury (ex.: serious allergic reaction, unexplained seizure, or traumatic injury), 911 will be contacted immediately.

Parents or guardians are required to sign and permit the school to seek medical or surgical care should an emergency arise and the Parent, Guardian, or Emergency Contact cannot be reached. It is understood by the parent and school that a conscientious effort will be made to contact the parent(s)/guardian before any action is taken.

Medical Insurance and Hospital Preferences must be kept on file and all information must be updated annually or as information changes.

EMERGENCIES

Lost Child

It is the top priority of Abiding Hope Preschool & Kindergarten and its staff that all children are safe and accounted for at all times. In the unlikely event a child goes missing, staff will immediately notify the director and support staff will be

contacted to circulate and search premises. In the event the child is not immediately located, a lead staff member will alert the 911 Emergency System and ask for assistance in locating the child. The assisting staff members will simultaneously contact the parents or emergency contact person by telephone. The school will submit a written report to Department of Human Services regarding any child who has been lost from the school and for whom the local authorities were contacted.

The same procedures will be followed if a child is missing on a fieldtrip.

Fire

Children will practice periodic fire drills. Children will exit out the nearest door on the East side of our building and escorted to the end of the parking lot. Once outside the teacher will check attendance to verify that all children have been evacuated. Please refer to the Emergency Disaster Preparedness Manual on our website.

Tornado

All staff and children will seek shelter in the closest interior room or hallway, void of windows. Each classroom has an assigned location indicated on the emergency exit plan and will house all children until the “all clear” has been given. Please refer to the Emergency Disaster Preparedness Manual on our website.

Security Lockdown or Lockout

If an emergency arises in the area that jeopardizes the safety and well-being of our children, AHP will initiate a lock down or lockout procedure. Children will remain in secured classrooms; exits will be locked and proper verification will be required of all persons entering the facility. Please refer to the Emergency Disaster Preparedness Manual on our website.

Parent Involvement

Abiding Hope Preschool & Kindergarten always invites and welcomes parents and family members to help with events throughout the school year. The opportunities during the school year include but are not limited to the following: Halloween Parties, Scholastic Book Fairs, Thanksgiving Feasts, Happy Birthday Jesus Parties, Empty Bowl Luncheons, Valentine Parties, Parent Class Readers, etc...If you would like to help please contact your child's teacher.

Parent Helpers

We encourage every parent to observe and assist in the classroom when possible, however we do not schedule any parent helpers for the first 6 weeks of school, to allow children to acclimate to their new class.

Preschool Parent Support Team (PPST)

Abiding Hope Preschool & Kindergarten seeks parents and/family members of AHP students to join the Preschool Parent Support Team to support the endeavors and ministry of the preschool. An orientation meeting will take place with the addition and/or transition of new members to the team. This meeting will provide information and education about the roles and responsibilities of the members on this team. These candidates will be passionately supportive of a ministry that believes in the importance of Early Childhood Education. Also the candidates will;

- Recognize that education serves the child as a whole; spiritually, physically, emotionally, socially, and academically.
- Accept all children as gifts from God and have the desire to invest in children. They will build a relationship of trust, and serve as a mentor to the child so they may explore their gifts and talents; in which they will feel fully vested to share those gifts with their peers and adults.
- Understand the importance of investing in other passionate adults and the preschool ministry who are advocates for their children.
- Understand the importance of community and school events, which support and celebrates the whole child.

If the above mirrors your feelings about education and you have the time to devote at least two years, Please contact the preschool office at 303.932.9160 to get involved!

Field Trips and Transportation

- Abiding Hope requires the assistance of parents in order to take field trips.
- Self-contained establishments are used to minimize uncontrolled variables.
- If attending, parents are responsible for their child during the trip.
- Select Abiding Hope Staff members will be present at the field trip at all times for the overall supervision of field trip, students, additional attendees, and will be the main contact when off site.
- Off-site field trips for Jr. Kindergarten/Kindergarten students require participation by one parent for every three students.
- Written permission slips are required by all students in order to participate in the field trip, which must be completed and signed by a parent or guardian.

Abiding Hope does not own a school van or bus; all field trips are taken in a teacher or parent's personal vehicle. Drivers are required to have a valid driver's license and current auto insurance. Copies of these items will be left with the preschool office prior to field trip. All children must be properly buckled up, per Colorado Seat Belt and Booster Seat Law.

**The exception to this is during our summer camp, during the summer Abiding Hope Preschool rents a Jefferson County School Bus to transport on all field trips.

All staff carry a cell phone on field trips; in the event of an emergency proper authorities will be notified. In addition to cell phones, a roster of children attending, emergency contact information, medical/emergency information on each student, and student medication if needed and appropriate paperwork for the administration of prescribed medication.

If a child arrives late and their class is on a field trip the parent will need to transport the child to the location of his/her class or they will be placed in a Pre-K classroom until their class returns. If all Pre-K classes are at full capacity then the child will remain with the director until their class returns from the field trip. Please note: a child not participating in the field trip by choice will also be placed in another class for the day as long as there is availability; if no availability the child will be placed with the director if the parent chooses to leave the child at school.

****Children enrolled in the Littles through the Threes Class do NOT participate in off-site field trips during the school year.***

In the event of an emergency and immediate transportation is needed. Staff vehicles will be available for transport and are fully licensed and insured following state guidelines.

Television, Website, and Video Policies

State Law requires we inform parents that AHP may occasionally use age appropriate programming with the use of television and/or videos. Please be aware that these programs may occasionally be used as a recreational tool during special events, parties, etc., as well as an educational resource. There will be times during the year when we may be videotaping and/or photographing our classrooms and students. These will be used for staff training, media publications, memory books/videos, and to inform parents about our program. Names of children or families will never be used in these publications and/or trainings.

All families must fill out and return the combined Permission to Watch Educational/Recreational Television/Video Programs and Permission to Video and Photograph form provided.

Special Activities

To enrich the learning experience for the students, on occasion a special presentations may be brought to the school. In the event of a special activity, parents and guardians will be notified of the date, time, and name of presenter. Teaching staff will be present for entire activity and responsible for the supervision and safety of the students.

Personal Belongings, Money, and Cubbies

Each child is assigned a cubby where he/she can store smaller belongings. Important projects, newsletters and notes will be placed in the cubbies. Please check your child's cubby daily. If you are picking up other child/children in a car pool, please check their cubbies and take contents with you so all parents will receive school information on a timely basis. Please do not send personal treasures or items of value with your child to school. Money for parties and special activities is to be given directly to the classroom teacher. Tuition and money for special orders should be placed in the locked wooden box outside the *Preschool Director's Office*.

Cell Phone Policy

Abiding Hope Preschool is a cell phone free zone. We ask that you please finish your calls before you enter the building. This is so your child has a warm welcome when they see you and so their teacher can share any information they may have about your child's day.

Meals and Snacks

Please provide lunch for your child each day he/she attends school. Abiding Hope Preschool and Kindergarten provides a healthy morning snack and afternoon snack for children staying later than 3:00 PM and a light snack will be offered to children who are here after 5:30 PM.

Food Allergies

We are an allergy aware school. Due to severe food allergies, each staff member makes a concentrated effort to make sure lunches and snacks are **nut free**. This means peanuts, almonds, cashews, walnuts, etc... Children who bring products containing nuts, or that are processed in a facility with nuts, will have to leave the product unopened and take it home. If necessary, an alternate lunch will be provided.

**Read labels and watch for “traces of peanuts/tree nuts” or
“processed/manufactured in a facility that also processes peanuts.”**

Birthday Treats

Please let your child’s teacher know if you would like to bring a special **non-edible** treat for your child’s birthday. You can schedule a child’s “un-birthday” with your child’s teacher, if your child’s birthday is in the summer.

If your child is having a party outside of school, we request that you mail your invitations, so that children that have not been invited do not feel left out.

Please note: Due to allergy and health concerns, AHP and K does not allow parents to bring edible treats to class. Please do not bring birthday cupcakes, candy or other birthday snacks. Teachers have been asked not to allow edible treats and we do not want your child to be disappointed if they are not allowed to share the treat they have brought. Your child’s teacher will celebrate your child’s birthday in other ways and you are invited to bring Non-Edible Treats.

***The only exceptions to this are class parties or school celebrations where parents are available and can monitor the needs of their child. Thank you in advance for respecting this rule.**



Diapering and Toilet Training



Children in the toddler class and the young three year old classroom are not expected to be potty trained at the time of enrollment. It is the goal of the staff that when the young child displays signs of being ready to be potty trained that the parent and teacher will work as a team to help the child achieve this milestone.

Abiding Hope Preschool and Kindergarten requires children entering the older 3 year old room, Pre-kindergarten, Jr. Kindergarten, and Kindergarten classes to have potty training mastered. Accommodations will be made in these classrooms if a child has a medical diagnosis that prevents this skill from being mastered and can reasonably be accommodated according to ADA Guidelines (See Page 6).

Children who are not potty trained must bring diapers, and a change of clothes. All items must be labeled with your child's name and supplies will be kept in the child's bag or cubby. Children will be changed or taken to the potty on a regular basis throughout the day. Children in the toddler's and young three's classes will have a log kept every day for the times when child was changed and/or taken potty. The log will be kept in the classroom bathroom and a copy of log will be sent home every day.

The assigned staff members will stay with the child/children in the bathroom or directly adjacent to the restroom to assist the child if needed with toileting, changing, and with the correct washing of hands. All children ages three and up are encouraged to be able to manage toileting skills independently with little or no assistance.

Children who are potty trained should have a change of clothes in their backpack or cubby for unexpected accidents or illness. All items must be labeled.

Signs Your Child is Ready to Start Potty Training

According to WebMD (2013),

Your child must be both physically and emotionally ready for toilet training. Most children are ready when they are between 22 and 30 months of age, although every child is different. Toilet training usually becomes a long and frustrating process if you try to start it before your child is ready.

Before children can use the toilet, they must be able to control their bowel and bladder muscles. Some signs of this control are having bowel movements around the same time each day, not having bowel movements at night, and having a dry diaper after a nap or for at least 2 hours at a time. Children must also be able to climb, talk, remove clothing, and have mastered other basic motor skills before they can use the toilet by themselves.

Most children are physically ready to toilet train before they are emotionally ready. Your child must want to use the toilet and be willing to cooperate with you. He or she may even talk about being a "big boy" or "big girl" and wearing underpants rather than diapers. Training generally does not go well if your child is in the stage where "no" is his or her automatic response to every request. ("When Should I Start Toilet Training my Child")

Child Abuse Reporting

We are required by Colorado licensing and law to report any reasonable suspicions or known child abuse, which includes physical abuse, sexual abuse, neglect, and verbal or emotional abuse. Reports will be made to Jefferson County Social Services, local law enforcement, or the county in which the child resides.

Dear Parents:

The Colorado Department of Human Services (CDHS) licenses Abiding Hope Preschool and Kindergarten. The license indicates that this facility meets the required standards for operation of a childcare center. Abiding Hope's license hangs outside the director's office. Current inspections reports are located in the preschool office and are available for review. Abiding Hope Preschool and Kindergarten is committed to providing a safe and healthy environment for children. Unfortunately on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused in any way, you should seek immediate assistance from:

Arapahoe County Department of Social Services: 303.636.1750

Adams County Department of Social Services: 303.421.8121

Douglas County Department of Social Services: 303.688.4825

Jefferson County Department of Social Services: 303.271.4357

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Child care services plays an important role in supporting families and strong families are the basis of a thriving community.

Your child's education, physical, emotional and social development will be nurtured in a well-planned and run center. Remember to observe the children's health and safety, equipment, play materials and staff. For additional information regarding licensing, if you would like to review a licensed facilities file, or if you would like to file a complaint about a facility please contact: The Division of Child Care – 303.866.5948

Division of Child Care

1575 Sherman Street – First Floor

Denver, Co. 80203-5958

Thank you -- Red Rocks Community College

Contractor for the Licensing Program, effective July 1, 2008

Confidentiality Statement

All staff and student records are confidential and secured in the preschool office. Parents have access to their child's file only.

Staff members have access to student files including emergency information, health and immunization, screenings and assessments, and these items may only be used to meet the needs of the child academically, socially, and emotionally, etc. Personal files never leave the preschool office.

A request for personal information on other students or staff is strictly prohibited. Public access to personal information such as names, addresses, emails, and phone numbers is located in the preschool directory and only printed with the permission of the parent or guardian. **No personal information about another child or staff member verbally or in writing will be shared with other parents, family members, guardians, or other staff members without written permission from the involved parties.**

In the event personal files or information are revealed by a staff member, a meeting will be held immediately with the parties involved. Immediate termination or probation are the consequences in the breach of confidentiality.

Your Rights What is available to you the parent- You have the right to view the most recent inspections kept on file at the school, you have the right to contact the CDHS to receive public information about our center, which includes licensing and its agencies, you have the right to CDHS contact information, and how to make a report. This information is posted by our license in the main hallway.

The following information is NOT available for public use or knowledge to be shared by the preschool or CDHS

- Names of families or children
- Records including academic, health, and social or psychological reports
- Personal references requested by the department
- Reports and records received from other agencies including the police department and child protection agencies

**Abiding Hope Preschool
and Kindergarten**

6337 S. Robb Way Littleton, CO 80127

Preschool Office: 303.932.9160

Church Office: 303.972.1283

Fax: 303.972.0424

Website: www.abidinghopeschool.org