



# Preschool Family Handbook 2017- 2018

## High Point Academy

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<i>Position</i>	<i>Staff Member</i>	<i>Email</i>
Preschool Director	Ms. Debbie Miller	<a href="mailto:dmiller@highpointacademy.net">dmiller@highpointacademy.net</a>
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### **Purpose and Philosophy**

The purpose of High Point Academy’s (HPA) preschool program is to provide young children with a high-quality preschool education. Students will develop the ability to: appreciate diversity, interact appropriately with others (including classmates and teachers), and become leaders. They also will develop specific skills necessary to be successful academically.

We believe in meeting the needs of all children in a respectful and positive way. Families are included in all aspects of the program and curriculum and learning activities are developmentally appropriate. We provide a balance of child-directed and teacher-directed learning activities.

### **Ages of Children**

HPA’s preschool accepts children beginning at age three years old until they enter Kindergarten. Students must be potty-trained before enrolling at HPA.

### **Special Needs**

We work with each family to provide a program that is in the best interests of all children, regardless of any disability or special need.



## **Hours of Operation**

### *Full Day Program Hours:*

8:00am – 3:30pm

Early Release Wednesday at 2:00pm

### *Half Day Program:*

#### *AM Session*

8:00am – 11:30am

Early Release Wednesday at 10:00am

#### *PM Session*

12:00pm – 3:30pm

Early Release Wednesday at 2:00pm

We open our doors at 7:45am for students to come in and enjoy a free breakfast.

HPA's preschool is closed during school holidays and occasional professional development days, according to the preschool calendar.

## **Inclement Weather**

We have plans in place in the case of weather-related emergencies. If there is dangerous weather at time of pick-up, we may keep children inside until it is safe to release them. Children enjoy outdoor activities every day unless the temperature, including wind chill, is less than 32 degrees, above 100 degrees, or it is raining or snowing. If there is a need to close school because of weather, we will notify parents via the school's marquee, website and voice messages as well as Channel 9 News and KOA radio 850. HPA's website is [www.highpointacademy.net](http://www.highpointacademy.net).

## **Registration and Admission**

Parents wishing to enroll their children in HPA's preschool must complete the required admission papers. These forms include a statement that must be signed by a physician and a copy of your child's immunization records. These forms must be updated annually. Students who do not have the required paperwork will be disenrolled from the program.



## Fees

Please see our [current fee schedule](#) for our rates.

Our half-day programs are either mornings or afternoons. Our three-day-a-week program is offered on Mondays, Wednesdays and Fridays and our two-day-a-week program is offered on Tuesdays and Thursdays.

Payment is due by the 5th of every month. If you provided an e-mail address at the time of registration, you will automatically receive an invoice via e-mail. HPA provides paper invoices by request only. Payments can be accepted in the form of cash, check or credit/debit card. We can also set up an automatic withdraw so your payment is made automatically every month with your debit/credit card.

**Tuition Assistance:** HPA participates in the Colorado Preschool Program and the Denver Preschool Program, which offer tuition assistance for families that qualify. If you are interested in either of these programs, please let us know immediately. Keep in mind that we have limited funds available for these programs, so tuition assistance is not guaranteed, even if you qualify. We also have financial arrangements with Arapahoe, Denver and Adams Counties if you live in one of these counties and qualify for the Colorado Child Care Assistance Program.

**Returned Checks:** If a check is returned, a \$20 fee will be assessed. If there are two returned checks, checks will no longer be accepted and the only acceptable payment forms will be cash, credit card, or money order.

In the case of student illness or family vacations, fees remain the same. Payment is still due for days the school is closed for staff professional development or parent- teacher conferences, as we still have to pay our staff for these days and we want them to be well- prepared to teach your students.

## Monitoring of Students

It is required that authorized persons sign children in and out each day. Children are not allowed to walk by themselves into the preschool rooms. Older siblings are not considered authorized persons. All authorized persons are required to be at least 18 years old.

Your child will only be released to the individuals that you designated on his/her enrollment papers. If you need to have someone else pick up your child or need to make changes to your authorized pick-up list, please do so in writing. Verbal authorizations cannot be accepted.

Anyone picking up children from preschool should be prepared to show picture identification. A child will not be released to an unknown person without identification.



HPA will not release students to any authorized person who appears to be under the influence of alcohol or drugs. Staff will ask that the person make alternate arrangements for the student to be picked up and the police may be called.

We account for our preschool students throughout the school day. They are counted as they leave the classroom for outside activities and again as they return to class. They are also counted periodically throughout the day.

Teachers check attendance forms and inspect the classrooms each day after all children have left to ensure that all children have been accounted for.

If there is a biological parent who is not allowed via court order to pick up his/her child, please provide the necessary court papers so that the school may enforce the court order.

### **Discipline Procedures**

One of the most important lessons for any student to learn is how to respect authority, respect the rights of others, and take care of his own and other's property. Additionally, students will not be allowed to disrupt the education of other students. We have set discipline standards that are enforced fairly and consistently (recognizing age, experience, and other factors that not all students are the same and need individualized attention). Since the classroom teacher is the one who works closest with the children, he or she carries the majority of the discipline responsibility. It is important that the teacher work closely with the parents in all areas of behavior and discipline and that communications are open and honest.

### **Suspension and Expulsion**

Please recognize that an out-of-school suspension is not often an imposed consequence. It is more beneficial to impose consequences which relate to the offense or to have parental assistance in class as an in-school suspension. Please note that the factors included in making this decision include, but are not limited to: student age, family situation, infraction, and state laws. Records concerning suspensions will remain cumulative.

### **Illnesses, Accidents, and Injuries**

For the well-being of all of our students, we do not accept children who come to school ill. The following symptoms serve as a guide to determine if a student is too ill to attend school.

- Elevated temperature (above 100 degrees)
- Diarrhea or vomiting
- Undiagnosed rash
- Discharging eyes, ears or profuse nasal discharge
- Diagnosed contagious illness (strep throat, chicken pox, etc.)

Sick children are taken to the nurse's office to rest until an authorized person can come for them. Children must be symptom-free for 24 hours before they can return to school.

Please notify the school if your child is diagnosed with a contagious illness. We have a policy to inform all of our families whenever a contagious illness has been diagnosed. Please note that we will maintain confidentiality for our students; however, there are some illnesses that are required to be reported to the state.



If your child has an accident or injury while at school, we will contact you. If the accident or injury is minor, the preschool staff will take care of the injury with first aid such as washing a cut and applying a band aid or ice pack. If the injury requires more than minor first aid, a staff member will contact you or your emergency contact.

In the case of a severe injury, High Point staff will call 911.

**It is vital that you keep our staff updated with correct phone numbers and emergency contact information.**

### **Responding to Emergencies**

We make every effort to keep our students safe. In the unlikely event that a child goes missing, a complete search of the school and surrounding area will be completed. If the child is not found, the child's parents and the authorities will be called to assist in the search.

In case of fire, teachers and students will evacuate their classrooms using the first or secondary emergency-exit routes as indicated on their floor-plan map. Children will be taken to a prearranged safe location outside of the building. Please refer to the building floor plan for escape routes. All fire escape routes are posted at all exit doors. We hold fire drills monthly to ensure that our students and staff are aware of the appropriate procedures.

In case of a tornado warning, staff and children will seek shelter in the hallways sitting down in a straight line up against the walls. They will be as far away from the end-glass doors as is physically possible. They will wait there until they receive an all-clear signal. Students will not be released to go home until it is safe to do so.

There are working telephones in all preschool classrooms available to staff at all times.

Preschool students practice emergency drills on a monthly basis.

### **Transportation**

High Point Academy Preschool does not transport students.

### **Field Trips**

Due to the many safety requirements necessary to transport young children, High Point Academy does not take field trips.

### **Television/Video Viewing**

On special occasions, preschoolers at HPA may watch a video related to what they are learning in class. All videos are rated G or are a component of our educational curriculum. Students will not watch television while at school.

### **Late Pick-Up**

If students are not picked up by 3:45 p.m., they will be taken to the office. Office staff will begin calling parents and then the listed emergency contacts. In the event that no one can be reached one hour after the preschool session has ended, Social Services will be contacted.



The preschool staff will ensure that all students are picked up by checking the sign in/out sheet and then making a complete check of the preschool facility to ensure that all students have been picked up.

### **Late Arrival**

Please notify the school if you will be arriving late. Remember, even if you are running late, all students must be signed in by an authorized person. It is our expectation that students arrive on time and leave at the end of the day to avoid any interruption of classroom instruction.

### **Medication**

We must have a signed note from a person with prescriptive authority for **any medication** (both prescription and non-prescription). Medications must be in their original containers with directions for administration. Parents must complete a medication authorization form listing how much and when the medicine is to be given. This form must be signed by a doctor. The information on the form must match what is written on the container. Please take all medication to the office and do not send medication in your child's backpack. If these steps are not followed, we cannot administer medication to students.

All medication will be stored out of the reach of students and only staff members trained in medication administration will give medication to students. This is in compliance with the delegator clause of the Nurse Practice Act.

### **Personal Belongings and Money**

Please do not allow students to bring money and other personal belongings, such as toys or other valuables, as we will not be held responsible for losses. Please label your child's belongings, especially coats, lunch bags, water bottles, and backpacks.

### **Meals and Snacks**

High Point Academy does not provide meals in our preschool program. However, you may purchase a breakfast and/or lunch for your student through our vendor, Revolution Foods, which provides healthy breakfasts and lunches. Please refer to the [Breakfast and Lunch](#) section of our website for more information. We also participate in the Federal Free and Reduced Lunch Program, so please contact the office to find out if you qualify for this program.

We ask that each student bring two snacks, lunch (if a full-day student), and a water bottle to school every day. Please make sure your child's snack adheres to our [Preschool Wellness Policy](#) and be sure to view our list of [acceptable and unacceptable snack items](#).

Please make sure our preschool staff is aware of any allergies that your student may have. There may be occasional times when students eat a special snack that enhances the preschool curriculum.

We want snack to be a pleasant experience for all students. No child will be forced to eat and denial of food will never be used to discipline students.



### **Diapering and Toilet Training**

The High Point Academy preschool program is not equipped to change diapers or pull-ups, unless necessary due to medical or handicapping conditions.

For the occasional accident, please keep at least one extra set of clothes in your child's backpack.

### **Visitors**

Parents or guardians are always welcome to visit. However, the visitor must be listed as an authorized person on the child's paperwork.

Any visitor entering High Point Academy preschool must sign in on the Visitor Log with their name, address and purpose of the visit. All visitors are required to show identification. Visitors must also wear a visitor's badge. You may be asked to sign in at the main school office and again in the preschool classroom.

### **Transitions**

During registration each family will sign up for a meet and greet with your child's preschool teacher. This meeting place in the home or at school. Back to School night allows families the opportunity to explore the classroom and meet new classmates. To ease the anxiety of starting a new school, parents are invited to eat breakfast with their child the first week of school.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held three times a year in order to discuss a child's development and academic growth. The goal of conferences is to provide feedback for both parents and staff on how to best meet the needs of the child.

### **Changes in Enrollment**

Changes in enrollment will happen only on the first of the month, unless the change does not involve a change in tuition. For example, if a student moves from 3-day-a-week morning preschool to 3-day-a-week afternoon preschool, the change can happen immediately. However, if the change involves a change in tuition, the student may only move on the first of the month for billing reasons.

### **Withdrawal**

If you must withdraw your child from our preschool for any reason, we ask for a two-week written notice. Please give your notice to the office and not to preschool staff. Failure to give a two-week notice will require the payment of two weeks tuition. This gives the preschool staff time to complete any necessary assessments and also gives us the opportunity to fill the preschool slot.



### **Birthdays**

We welcome the celebration of birthdays! Please contact the preschool staff prior to the celebration to discuss the details. Please do not bring birthday presents or other party “goodies.” All birthday snacks must meet the requirements as set forth by our wellness policy. We celebrate birthdays through activities and crafts; therefore, please discuss your child’s school birthday celebration with your child’s teacher prior to the important day.

### **Parking**

Preschool families should park in the parking lot on the west side on the school. Parents, please remember to walk your child to his/her classroom and sign him/her in/out daily.

### **Filing a Complaint**

High Point Academy Preschool is a licensed program. If you, as a parent or guardian, suspect child abuse at our preschool or have other licensing complaints, please seek assistance by calling Social Services at (303) 271-4357. The address of our state licensing agency is:

Colorado Department of Social Services  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958

### **Reporting of Child Abuse**

We are required to report any suspicion of child abuse to Social Services.