



Preschool Family Handbook
2018-19 High Point Academy
 6750 N. Dunkirk St. Aurora, CO 80019
 Office: 303-217-5152 Fax: 303-217-5153

<i>Position</i>	<i>Staff Member</i>	<i>Email</i>
Preschool Director	Mrs. Tammi Mobley	tmobley@highpointacademy.net
Teacher	Mrs. Tabitha Cardin	tcardin@highpointacademy.net
Teacher	Mrs. Brittany Reyes	breyes@highpointacademy.net
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Teacher Assistant	Ms. Ruby Zubia	rzubia@highpointacademy.net
Teacher	Mrs. Shaleena Miller	smiller@highpointacademy.net
Teacher Assistant	Mrs. Amber Kohlhoff	akohlhoff@highpointacademy.net

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.

Our core values are keenly focused on:

- **Nurturing the love of learning** through opportunities to engage in spontaneous, meaningful activities that are focused on best practice and developmentally engaging curriculum that prepares students through developing a love of learning through play.
- An **enriching environment** where classrooms are well organized by curriculum area and meticulously maintained. The teacher monitors the child's progress through observation and extensive record-keeping.
- **Self-discipline develops** when learning is an exciting process of discovery, supporting concentration and intrinsic motivation.
- **Holistic education** that focuses on a child’s academics, creativity, physical and social growth.

Our Goals for every child

- To develop a positive attitude toward self, other and the environment.
- To develop a high sense of self-esteem
- To develop a habit of concentration for lifelong study skills -To develop and foster curiosity
- To acquire the basic skills necessary for a lifetime of learning.
- To foster inner discipline and sense of order
- To develop habits of initiative and persistence
- To develop socially acceptable behavior
- To develop the child's innate, ultimate potential through high self-expectations.



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School Administration and Leadership

Governing Board

Board of Directors board@highpointacademy.net

- Plan, develop and establish policies for the school
- School's financial health
- Evaluation of Executive Administrative Team

Executive Director

Keri Melmed – 303.217.5152 kmelmed@highpointacademy.net

- Implementation of Mission and Vision
- Executive Administrative Team Management
- Oversight of operations

Preschool Director

Tammi Mobley- 303.217.5152 ext. 111 tmobley@highpointacademy.net

- Oversight of student academics (curriculum and classroom management)
- Management and development of teachers, subs and staff
- Family, Student and Teacher support
- Parent concerns
- CDHS compliance
- Colorado shines compliance
- Health department compliance

Ages of Children

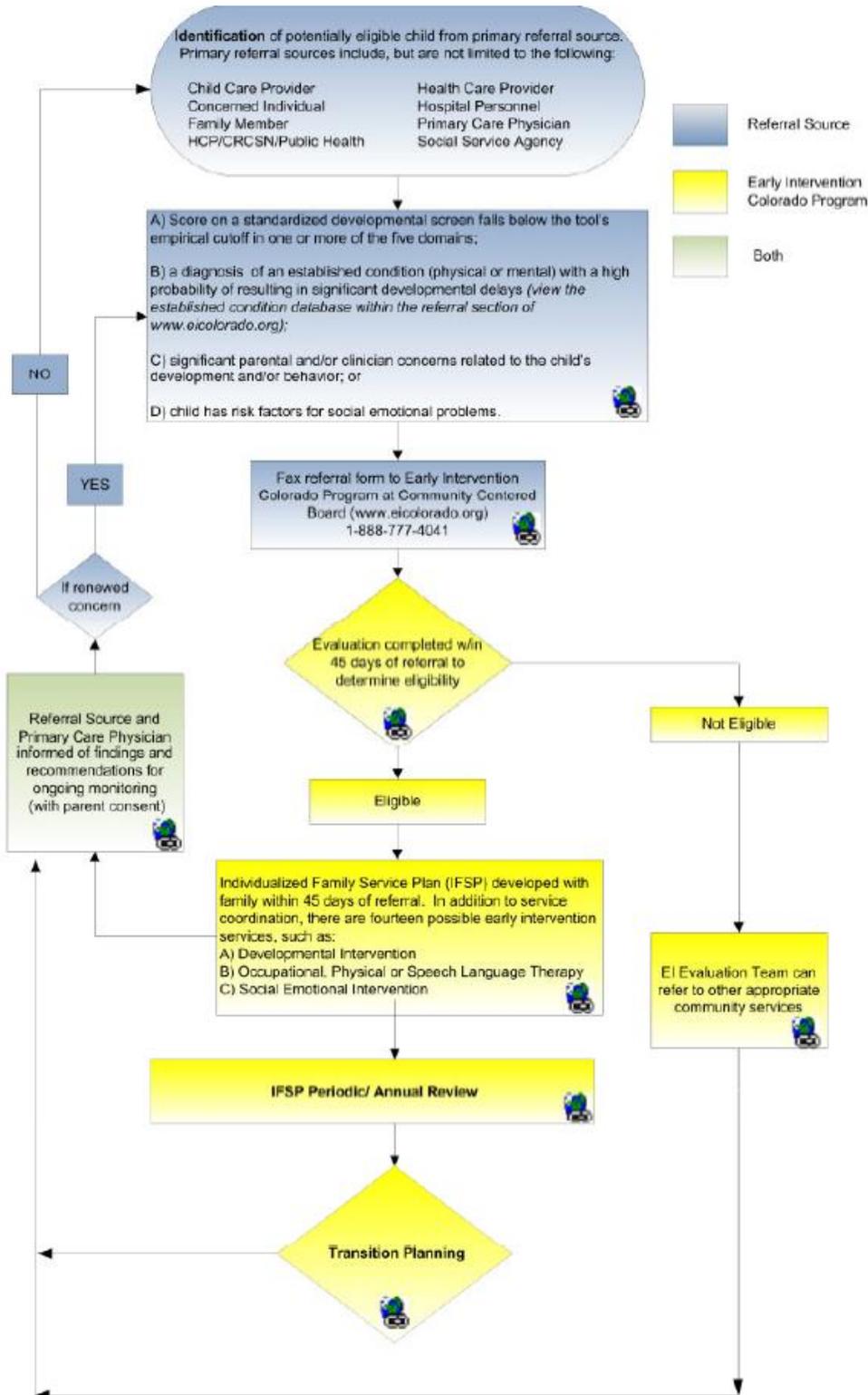
HPA's preschool accepts children beginning at four years old by Oct. 1st until they enter Kindergarten. Students must be potty-trained before enrolling at HPA.

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. HPA coordinates and/or collaborates with community service providers listed on the last pages of this handbook as well as families, school district personnel, agencies, private practitioners, doctors and community leaders etc. 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. HPA supports and assists with the obtainment and implementation of IFSP, IEP and 504's. See our referral process:



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Curriculum

Highpoint Academy is a play based Early Childhood Learning Program that offers students many diverse activities that prepare them to be successful in school and their lives. Our goal is to develop a love of learning in our youngest students. We do that by offering the following;

Sensory experience – Children’s first learning is through the 5 senses, HPA uses a range of well thought out exercises to help children sort, match, and compare objects by shape, size, touch, taste and sound. These early sensorial impressions boost children’s thoughtfulness of observation and discrimination, broaden their vocabulary and contribute to their later understanding of formal educational concepts. As well as developing a love of learning in the child.

Language and Literacy –Language is the biggest academic area for pre-k students at HPA. Language is used to help children understand the world around them and develop self-esteem, boost a love of learning and provide a way to express themselves to the rest of the world. Language materials are based on a phonetic approach to writing and reading. Sensory learning in language begins by tracing the student’s names. Learning letters and sounds through various academic activities. Soon they are writing simple words, matching words with objects and reading their first stories in phonic readers.

Mathematics- Essentially, mathematics is about understanding relationships in the environment and being able to express them in mathematical terms. Understanding the world through providing step-by-step learning activities that encourage cooperative play, problem solving and in real world situations is how we develop a love of learning math in students. By connecting learning to the real world such as counting our school family of friends in the room offers math in the real world.

Cultural - In the classroom children use dress up activities, puzzle maps, and cultural items to underpin activities which build their understanding of other countries, cultures, and people. Children are also taught to match, classify, and name the elements and species of the natural world using picture and name cards. Classroom plant growing and caring for pets help to form a bridge between the child's knowledge of the immediate environment and the wider world.

Preschool Daily Schedule

	*varies depending on classroom recess times
7:45am-8:00am:	Drop-off and Breakfast
8:00am-8:15am:	Welcome and Morning meeting (gross motor activities)
8:15am-11:30am:	Learning Activities
11:30am- 12:30pm:	Lunch and recess
1:00pm–2:30pm:	Rest and/or afternoon activities
2:30pm-3:00pm:	Snack
3:20pm-3:30pm:	Dismissal with Group Gross Motor/Outdoor Recess/Fine Motor Activities
1:50pm-2:00pm (Wed. Only):	Dismissal with Group Gross Motor/Outdoor Recess/Fine Motor Activities



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Hours of Operation

8:00am – 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.

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, and must be provided annually. *Students who do not have the required paperwork will be disenrolled from the program.*

Supplies

- Please label all of your child’s belongings with first and last name
- Do not bring your child pull-ups or diapers, unless a doctor’s note has been provided to the school and the family has worked with Administration to put an accommodation in place
- A sheet and blanket for the child’s nap/rest mat, standard crib size and taken home once a week to be washed.
- At least two extra sets of clothing
- Shoes must always be worn inside and outside while at school (even during nap)
- Family photo
- Hat and/or sunglasses for sun protection
- Water bottle labeled with your child’s name

Fees

Payment is due by the 5th of every month, if payment is not received you will be charged a late fee of \$25.00 on the 6th day of the 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.



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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. There are forms that need to be completed and documentation that needs to be submitted. Keep in mind that we have limited funds available for these programs, so tuition assistance is not guaranteed, even if you qualify. Some tuition assistance is on a first come, first serve basis with the standard of the timestamp of documentation received. 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



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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. A significant portion of the HPA curricula involves the development of personal responsibility for actions and a respect for others as members of a common and shared environment. As children develop behaviors are displayed and it is the role of the adult to respectfully mold appropriate actions. HPA Preschool has three rules. The following ground rules positively remind children how their behavior should look and why:

- **Respect yourself (keep yourself safe)**
- **Respect others (keep others safe)**
- **Respect the environment (keep the environment safe)**

Our policy is to help children to arrive at inner discipline through concentrated work, engaging activities and personal responsibility. Discipline is based on a positive attitude towards children and to this end, the staff models courtesy, respect and problem-solving skills. Redirection, natural and/or logical consequences are used as a means of helping the child to develop inner limits and problem solving skills.

- If a child is disruptive or endangers others, teachers immediately intervene, in as positive a manner as possible.
- If a child has trouble settling into the class on any day, the child is redirected to an activity by the teacher.
- If the child is still unable to settle down, the teacher will intervene and may have the child remain in close proximity until the child is able to calm down.
- When an incident occurs, the teacher or staff person involved will submit a summary of the incident on an *Incident Report* form.
- If behavior becomes extreme, the teacher will schedule a meeting with the parents and, depending on the circumstances, with an administrator. Teachers, parents, and child will work together to modify behavior via a behavior modification plan.
- If a pattern of disruptive behavior develops a behavior modification plan will be put in place the plan has the following aspects:
 - Teachers will record behavioral observations and visually observe the child until the behavior changes.
 - The teacher will inform the student's parents of progress and attainment of goals.
 - Appropriate staff will be notified.
 - The student, teacher, parents, and administrator will work together to modify behavior and when appropriate additional professional help will be required, this is often in the form of a behavior plan.

Behavior modification plan

We ask for parents to work cooperatively and closely with the teachers and administrators so that peaceful behavior becomes an expectation both at home and at school. If an ongoing behavior problem occurs, such as hitting, kicking, or biting, parents will be notified, and we will work within reasonable limits to resolve the problem. Parents, teachers and administration will meet to discuss how to help the child be more successful at changing behavior. Behavior modification plans include observation, documentation



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of at least 2-4 weeks, frequent communication home with parents, goal oriented focus with results that can be measured. Behavior modification tools are sometimes used such as sticker charts and daily email reports of behavior.

If substantial behavior plan attempts have been made and the child is not responding to behavior modification plans and additional supports and accommodations within reasonable limits and mental health and/or other community resources have been exhausted. While it is typically only in extreme cases in which school leaders, teachers, and community partners are unable to help the child modify behavior to participate in daily academic activities- HPA reserves the right to un-enroll a child due to the safety of their classmates or staff in the building.

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

HPA has an illness policy and procedure in place for preschoolers. For illness, we follow the Department of Public Health and Environments guidelines for infectious disease in child care settings you can find those guidelines by going to the Department of Public Health and Environment Childcare Guidelines: [DPHE Illness Guidelines](#). If your student is sent home for illness, there will be an illness report given to you with the date that your student may return to school as well as if there will be a doctor's note required for their entrance back into school and the student must be symptom free for 24 hours.

Illness

Enrolling your child at HPA School means you are entering them into a group learning environment. Illness, no matter the steps we take, will occur. All HPA parents are encouraged to secure alternative child care options for when unexpected illnesses arise. We have set in place strict policies on when a child must be excluded from a group learning environment and when a child can return to the classroom. According to state licensing requirements and for the protection of all children, HPA cannot accept children with any of the following symptoms:

- Elevated temperature (fever of 100 degrees or higher)
- Two or more vomiting episodes within 24 hours
- Two or more episodes of diarrhea within 24 hours or diarrhea that cannot be contained within garments
- Undiagnosed rash
- Discharging from eyes
- Diagnosis of a contagious disease, the child must be on medication for 24 hours, or home until illness has cleared with verification of a doctor's note



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- In addition, HPA staff may ask for a doctor's examination of any symptom mentioned or not mentioned above.
- If a child is too ill to participate in daily activities and require 1 on 1 attention, a parent may be asked to pick them up.

Please see the state of Colorado infectious disease in early childhood settings link for illness guidelines that we strictly follow [Colorado ECE Infectious Disease Control](#). Please notify the teachers when your child is ill so that we can watch for a trend among other students or staff. It is required that we post communicable diseases on the parent board. The HPA nurse or administration will notify the health department and/or state of Colorado Department of Human services in the case of communicable diseases outbreak. Watch your child for signs of illness and **DO NOT** send him/her to school if he/she appears to be sick. It is not fair to the other children or the teachers to be needlessly exposed to coughs, runny noses or other symptoms, and will probably result in a call shortly after you drop them off, to pick them up.

When to Keep Your Child At Home

There are three main reasons to keep sick children at home:

- The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).
- The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.
- The illness is on the list of symptoms or illness for which exclusion is recommended.

And remember, the best way to prevent the spread of infection is by practicing good hand washing.

Children with the following symptoms or illness should be excluded from school:

DIARRHEA

frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication

Yes - if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet, within a 24 hour period

FEVER with behavior changes or illness

Note: An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention.

Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.



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“FLU-LIKE” SYMPTOMS

Fever over 100°F with a cough or sore throat.

Other flu symptoms can include fatigue, body aches, vomiting and diarrhea

Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine

COUGHING

Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment

Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary

Mild RESPIRATORY OR COLD SYMPTOMS

stuffy nose with clear drainage, sneezing, mild cough

No - may attend if able to participate in school activities

EXCLUDE if symptoms are severe. This includes fever accompanied by behavior changes and/or difficulty breathing.

RASH WITH FEVER

Note: Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice

Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated

Family Handbook

Revised: 10/31/2016

Policy Council Approval: 11/3/2016

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SYMPTOMS Must My Child be Kept at Home?

VOMITING

two or more episodes of vomiting in the past 24 hrs

Yes - until vomiting resolves or a health care provider decides it is not contagious. If the child has a recent head injury observe for other signs of illness and for dehydration

CHICKEN POX

Yes - until blisters have dried and crusted (usually 6 days)

If blister occurs after vaccination, refer to Health Dept Guidelines

CONJUNCTIVITIS (PINK EYE) OR



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pink color of eye and thick yellow/green discharge

No (bacterial or viral) – children do not need to be excluded unless the child meets other exclusion criteria, such as fever or behavioral change. Consult a health professional for diagnosis and possible treatment.

CROUP (SEE COUGHING)

Note: May not need to be excluded unless child is not well enough to participate in usual activities

Seek medical advice

FIFTH'S DISEASE No - child is no longer contagious once rash appears

HAND FOOT AND MOUTH DISEASE

(Coxsackie virus)

No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling

HEAD LICE OR SCABIES Yes - from end of the school day until after first treatment.

HEPATITIS A Yes - until 1 week after onset of illness or jaundice and when able to participate in usual activities

HERPES

Not necessary unless the student has open sores and is drooling uncontrollably. Yes - if area is oozing and cannot be covered, such as mouth sores

IMPETIGO Yes - for 24 hours after antibiotic treatment starts

RINGWORM Yes - from end of school until after first treatment starts.

Keep area covered for the first 48 hrs of treatment

ROSEOLA Yes - seek medical advice

Exclusion not necessary unless the child has a fever along with the rash

RSV (Respiratory Syncytial Virus)

Exclusion is not necessary, but is recommended when a child is not well enough to participate in usual activities and/or is experiencing acute respiratory symptoms stay home. Seek medical advice. Once a child in the group has been infected, spread of illness is rapid.

STREP THROAT Yes - for 24 hours after antibiotic treatment and the child is able to participate in usual activities

VACCINE PREVENTABLE DISEASES

Measles, Mumps, Rubella (German Measles),

Pertussis (Whooping Cough)

Yes - until determined not contagious by health care provider



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YEAST INFECTIONS

including thrush or Candida diaper rash

No - may attend if able to participate in school activities

Follow good hand washing and hygiene practices

References • American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL. • American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools, Elk Grove Village, IL 2009. • Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers, Denver, CO., November 2012.

Fever reduction

If a child becomes sick during the day. Parents will be notified to come and pick up their child within the hour. Taking a Tylenol and returning the next day after a high fever is not acceptable, they must remain home until symptoms have cleared for 24 hours. Children cannot return to school on fever reducing medication.

Parent cooperation and staff adhering to the illness policy is paramount to reducing the spread of illness. Sanitation and hand washing guidelines are carefully followed by staff to reduce germs. The HPA nurse closely monitors medications, illnesses and procedures within the school. Please help yourself to hand sanitizer, located throughout the building, to limit introducing additional germs.

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 or illness, 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



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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 away from windows in a safe area of the building. 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.

Emergency Medications

Per licensing rules and regs. Pre-k EMERGENCY medications must be with the child. Additionally, unless persons are specifically qualified to be alone with ECE children we (pre-k teachers or Director) cannot leave them alone in the office including with a nurse. If a child were to need to go to the hospital, only the Director or an ECE qualified teacher can and must ride with the child to the hospital. The Director or Teacher must stay with the child until emergency contact listed in school files arrives; the Director or Teacher may only leave the child in the custody of persons listed as parents or emergency contacts with HPA.

Emergency medications for pre-k students will be stored in the classroom with a specific procedure;

1. Emergency medications will be stored out of reach of children but NOT locked
2. Emergency medications will be stored in red first aid bag at all times. Each classroom will have their own bag. The bags will look exactly the same so that they can be recognized quickly and easily. The bags will be stored near the exterior door of the classroom in each room.
3. Teachers will carry their bags with emergency medications to the playground, teachers will wear the backpacks at all times while out of the classroom (which includes emergencies and emergency drills).
4. All pre-k teachers need to be medication trained and delegated.
5. The nurse will still manage and supervise medications if any new medication arrives the nurse consultant, Director and teacher will check it in to be sure we have all we need with a second pair of eyes to ensure we have everything and then once everything we need is in place it is given to the teacher to put in the bag.

Medical and Dental Provider Information

HPA documents that each child has medical insurance and a medical home in our enrollment packet and process of new student orientation. If medical and dental coverage is needed we offer referrals to community resources, such as Denver Health. **(Please see Community Resources Section.)**

Hearing, Vision and Dental Screening

HPA documents that each child has received a hearing, vision and dental screening through the enrollment and new student orientation process, if they have not we recommend community resources in



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getting those completed. Additionally, we offer a once a year free screening for all HPA students including pre-k.

Continuity of Care

HPA at HPA has primary care providers that are consistent and committed to their classrooms. Each classroom has a Lead teacher and a teacher's assistant. Both work together to provide the best possible care to their students. When appropriate we implement primary care giving for students enrolled in our program.

Safety

Your child's health and safety are the primary concern of all High Point Academy staff. The following are procedures for ensuring and protecting the health and safety of your child in the schools throughout the course of the day:

- The main entrance is locked and you must key in your personal code on the security pad to enter the school. To ensure security of the building, please do not give out your code to your child or others not authorized for pick-up. Parents or other individuals picking up a child that require assistance entering the building will be escorted to their destination by program staff.
- Staff greet you at arrival and/or departure, and parents, family members over the age of 18, or guardians sign children in or out on the designated form in the classroom.
- If there is reasonable suspicion that the adult designated to pick up your child is impaired by drug, marijuana or alcohol use, your child will not be released into their care. The next prioritized person on your emergency contact list will be notified to pick up your child.
- Parents are responsible for supervising children at all times while the children are not in the care of High Point Academy staff.
- Children are not to have access to technology without supervision from staff or families. All technologies are subject to filtering and monitoring procedures. Procedure for Identifying Where Children are at all Times Attendance is monitored throughout the day including when children are in the classroom, when they exit the classroom and the school, and when they are outside of the classroom. Teachers keep attendance records with them at all times. The schools have fenced outdoor play environments and children can be seen at all times. Building Security and Visitors to the School The school is a secure facility and maintains a record of all visitors that includes the date, the visitor's name and address, and the purpose of the visit. All visitors must enter the building by ringing the doorbell at the main door. Once enrolled, you will receive a unique four-digit access code to enter the building. For security purposes, this code is not to be shared with others and will be changed from time to time. Each family should use their own code to enter the building. Parents or other individuals picking up a child that require assistance entering the building will be escorted to their destination by program staff. Parking Lot Safety The safety of our children, families, faculty and community members is of utmost importance. Children are everywhere and even with reminding; children can quickly dart out in front of cars. Please keep your children close to you at all times and do not let them run in between parked cars. Be on alert for children coming from any direction.

Incident and Accident Reports



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All High Point Academy employees are responsible for prevention, non-medical first aid, documentation, and notification of any incident, accident and/or injury involving any child under their supervision. School staff is responsible for learning and enforcing safety procedures. If Family Handbook Revised: 10/31/2016 Policy Council Approval: 11/3/2016 42 an incident, accident, or injury occurs, school staff determine the status of the child and give care according to emergency and/or first aid procedures. This includes calling 911, if needed. The child's parents/guardians are notified of all incidents and called immediately if medical attention is needed. Emergency cards are updated quarterly. Referral for further nonemergency medical care should be made if needed. If the nurse determines a referral for medical care is indicated, the nurse makes the referral. Parents/guardians receive a copy of the Incident/Accident Report Form.

Staff-Child Ratios

There are three classrooms in Pre-k with a Max group size of 16 and a ratio of 1:8 or 2:16.

All classrooms feature low child to staff ratios with high quality learning environments to help your child develop his/her skills to reach individualized lesson plan goals.

Volunteers

Volunteers High Point Academy highly values the participation of parents and community members. Importantly, the use of volunteers also assists High Point Academy in meeting its 25% required match for federal funding through the monetary value of volunteer time, donations, and gifts. Volunteers in the classroom must be at least 18 years of age (12 years of age and older if accompanied by an adult volunteer) and:

- Parents are encouraged to observe their child's classroom and should contact their teacher or Child Family Educator to schedule a visit.
- Individuals who volunteer must complete a Volunteer Interest Assessment and submit it to their Child Family Educator. The Child Family Educator will work with a Family Engagement Liaison for review and to schedule a time to meet regarding assignment and orientation. For both community members and regular classroom volunteers, a background check
- All volunteers will receive a Volunteer Handbook and an orientation (including a review of High Point Academy confidentiality, discipline, and child abuse guidelines) before their service begins.
- Volunteers must be supervised and have clearly established duties.
- Volunteers cannot be used to fulfill the required staff-child ratio.
- Where High Point Academy collaborates with a community agency such as the Denver Public Library or Volunteers of America to place volunteers, that agency's screening process is sufficient to meet program requirements. "Regular" is defined in this section by:
 - Any volunteer who participates for 6 hours+ a week on an ongoing basis
 - Any volunteer who participates for 2+ hours a day consistently
 - Any volunteer who is completing mandated volunteer hours for coursework that exceeds 6+ hours.



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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 off sight.

Late Pick-Up

If students are not picked up by 3:45 p.m., Director and/or Teachers 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 and/or Police 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 Pick-up Fees

Pickups after:

3:45pm Monday

3:45pm Tuesday

2:15pm Wednesday

3:45pm Thursday

3:45pm Friday

will result in a late fee assessed to the family account no later than 5 business days after the late pick up. Late fees are assessed in 15 minute increments, at a rate of \$20 per increment per child starting at the listed times above. All efforts will be made to contact the parent and/or responsible persons listed on the EMERGENCY contacts in powerschool and/or procare. *If the child has not been picked up 60 minutes past the above times, the Police and/or the Family Crisis Center will be called to pick up the child.*

CDHS rules and regs. state that students must be with an ECE qualified staff member at all times, Pre-K students must be released to someone 18 years or older, Pre-K cannot bring Pre-K students up to the front office, nurses office or lobby to wait for parents, at any time. Pre-K qualified team members will be approved paid time for staying with the late student in one of the Pre-K classrooms, which may result in overtime for the team member.

Late Arrival

Please notify the school if you will be arriving late. Remember, even if you are running



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late, all students must be signed in at the front desk to obtain a tardy slip, parents must then walk their student to the classroom and sign them in. 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 (i.e.; your child's regular physician) for **any medication** (both prescription and non-prescription). Medications must be in their original containers with directions for administration. A medication authorization form listing how much and when the medicine is to be given must be provided along with the medication or medication cannot be given. The information on the form must match what is written on the container. Please take all medication to the Preschool Director 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 with first and last name, especially coats, lunch bags, water bottles, and backpacks.

Screen time and Media Use

There are no limits for children using personal adaptive devices in accordance with IFSP or IEP. Media screen usage for children less than two (2) years of age is not utilized. Children two (2) years of age and older may have non-consecutive fifteen (15) minutes increments of screen time not to exceed thirty (30) minutes per day or (60) minutes per week. There is one exception to this for special occasion which may not exceed the (60) minutes per week rule, students must have written permission slip signed to participate in such special occasions. No television, recorded media, computer, tablets, and media devices should not be used during snack or meal times for any reason. Children are not exposed to media with explicit language or topics, children shall watch G and PG (with parent permission). All students will use a classroom log to log minutes for tracking daily and weekly minutes of all screen time including any all classroom videos shown. Each classroom is responsible for ensuring screen time log is current with all minutes for each student.

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 and parent permission will be obtained for videos longer than 30 minutes.



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Meals and Snacks

High Point Academy does provide free breakfast meals daily in our preschool program. Parents must provide their student with a protein, fruit/vegetable for a morning snack and an afternoon snack. Students may opt to bring their lunch from home that includes at least one- protein, fruit, and vegetable or students may opt to buy lunch from the school through the DPS school lunch program. HPA participates in the Federal Free and Reduced Lunch Program, so please contact the office for questions. It is parent's responsibility to fill out the application and receive the letter via email from DPS, HPA does not manage the FRL program.

We ask that each student bring two snacks (one on Wednesday), lunch with a protein (or buy lunch), 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.

Custody Orders

Teachers are instructed not to intervene with child custody situations or legal proceedings, please contact an administrator to help you with these requests. *HPA must have a court order to enforce any parenting time disputes. A parent can only be removed from picking up a child with a custody order.* In regards to child custody, separation or divorce, HPA will allow both parents' pick-up rights, tuition responsibility, access to student records and parent-teacher conferences unless court orders, on file at HPA, specify otherwise. The not authorized to pick-up section of the enrollment form will be honored against other persons requesting to pick-up your child, so long as HPA has a copy of the court order.

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



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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.

Adjustment to School

Each child adjusts to their new routine in a different way. A child entering preschool for the first time is similar to an adult starting a new job. It is a time of anticipation, fear of the unknown, new beginnings, changes in sleep patterns, mild fatigue, and mostly positive stress. The experience can be somewhat overwhelming. Normally, children are comfortable with the environment in approximately thirty days of consistent attendance to school.



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You may see some of the following changes in your child, but should subside within 30 days of regular attendance:

1. Sleeping difficulties such as changes in nap schedules, wakefulness or very deep sleep, occasionally nightmares. Sometimes this may cause or increase bed wetting.
2. Irritability due to mild fatigue.
3. Acting out other children's behaviors (not always positive ones)
4. Testing and redefining limits. Your children will begin to feel more autonomous and more grown-up which will cause them to want more responsibility and control over their choices.

Suggestions to ease the adjustment:

1. Talk with your child prior to getting to school, about what their day will be like.
2. Match your home schedule to the school schedule prior to the start date and maintain this on weekends.
3. Schedule an orientation to meet the child's teacher and see the environment. The more at ease you are the less tense the child tends to be, they respond to your emotions.
4. Maintain a consistent routine for drop-off and pick-up, especially the first few weeks of school.
5. Ensure your child has plenty of rest prior to having school in the morning.
6. Sharing pictures of the environment at HPA (classroom, teachers, playground etc.) and discussing them with your child at home is always helpful in subduing nervousness.

Translation

HPA offers translation services in house as well as offers community resources for translation. If translation is needed, we can sometimes translate however, we offer families these two handouts upon arrival at the school. We offer translations for school events, parent/teacher conferences, administration communication, teacher communication, and many other things. Please see Director for help accessing these resources.

1. [Translation Resources](#)
2. [The Translation and Interpretation Center Flyer](#)

Information Distribution

The cubbies, student mailboxes, emails, bulletin boards, newsletters, texting and TSG comprise our information delivery system. Each child has an assigned cubby where clothes, blankets and items may be stored. Classrooms use a Folder for transportation of paperwork, or mailbox or cubby in which you may find creations your artist made in class for the fridge, in addition to notes from the teacher or administrator. Please check your child's cubby and mailbox frequently. Emails are a favorite form of information distribution for our school, please read the newsletters carefully and update us when your email changes. If this is not the best way to communicate with you, please let us know so we can arrange an alternative method.



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Filing a Complaint

High Point Academy Preschool is a licensed program. If you, as a parent or guardian, suspect child abuses 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

All staff at High Point Academy are mandated reporters and are required by law to report any incident of suspected child abuse or neglect to the Department of Human Services. The High Point Academy philosophy is to act in the best interest of the child, to be as supportive and as non-threatening as possible to the family, and to maintain the child and family in the program. Parents are responsible for reporting any inappropriate staff behaviors or actions toward children. Suspected child abuse or neglect by a parent, guardian, staff, or other persons may be made to: Denver Department of Human Services 1200 Federal Blvd. Denver, CO 80204 Child Abuse Hotline: 720-944-3000(Denver) Child Abuse Hotline: 844-CO-4KIDS (Statewide) Main Number: 720-944-3666

Confidentiality of Student Records

HPA stresses the importance of protecting the rights and privacy of children, their families and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our school. This practice is in accord with one of the primary ethical principles of professional behavior in early childhood setting. Legal parents and guardians have the right to view any and all records, files and data directly related to their children. Parents/guardians who desire to review these records are requested to contact an administrator to schedule an appointment.

Resolving Parent Conflicts

When parents have concerns, they are expected to speak directly with the teacher most directly involved with the concern. Constructive feedback is welcomed and teachers will make an effort to address the concern in a manner that works for both the parent and the school. The school expects that its staff will handle concerns and comments with professionalism. It is also requested that complaints will not be vented to office staff, other parents, or anyone else not directly involved with the matter. If you are not satisfied with the resolution after meeting with the teacher, or would like a second opinion, please contact the Preschool Director. Should the Preschool Director not be able to resolve the issue please contact the Executive Director should the Executive Director not be able to resolve the issue please contact the governing board.

Parents' Rights and Responsibilities



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As a High Point Academy parent, you have the right to:

- Have your culture, beliefs, concerns, and values welcomed, appreciated, respected, and reflected in your child's program.
- Receive information about all aspects of the program communicated to you in a language you can understand.
- Visit or observe your child in the school environment.
- Ask questions of and give feedback to staff members.
- Confidentiality in matters involving the welfare of every child and family in accordance with program policies and the law.

As a High Point Academy parent, you have the responsibility to:

- Understand this handbook and adhere to its guidelines and procedures.
- Ensure the program has current emergency contact information and that your emergency card is up to date (e.g., current phone numbers of your home, work, and cell phones). You should notify your Child Family Educator immediately of any change in this information.
- Keep your child's immunization and well child exam records current. Disclose essential information about the care of your child with staff.
- Respect, approach, and talk with staff as professionals who work with you to provide a quality early childhood education program.
- Respect the diversity, culture, and language of all children, families and staff in HPA community.
- Raise issues promptly and directly, seeking mutually agreeable solutions that honor the needs of the organization and your family.
- Participate in goal setting as well as parent-staff conferences, parent meetings, home visits, and other activities as necessary to individualize a curriculum plan for your child.
- Ensure your child maintains 85% attendance.
- Keep your child safe and in your direct supervision while he or she is in your care at school, especially during drop-off and pick-up. Close proximity ensures for your child's safety and builds school readiness skills as they learn to stay close to their caregiver.

Rest or Quiet Time

High Point Academy provides a quiet rest or naptime for full day children during the day. Each classroom's daily schedule is posted on the parent/family bulletin board. Each child has his or her own crib, mat, futon, or cot. Many children will fall asleep during this time. Teaching teams encourage resting using calming and quieting techniques (e.g., soft music, dimming lights, and back rubs). Each child has his or her own special routine for relaxing. A labeled favorite blanket or toy sent from home may help children (older than one year) to rest and relax. Written parent/guardian permission must be given for any child under two years of age to rest on a mat or futon. Infants sleep according to their own schedule to promote self-regulation.



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COMMUNITY RESOURCES

HPA coordinates and/or collaborates with families and the following community resources/agencies to help with the needs of the families and students that we serve. Community resources are discussed in the new student and transition meetings with families.

Child and Adult Care Food Program

303-692-2330

<https://www.colorado.gov/pacific/cdphe/cacfp>

Colorado's Healthier Meals Initiatives <https://www.colorado.gov/pacific/cdphe/colorados-healthier-meals-initiative>

Connect for Health Colorado 855-752-6749

<http://connectforhealthco.com/>

Cooperative Extension

<http://www.ext.colostate.edu/cedirectory/countylist.cfm>

Health Departments

303-692-2000

<https://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency>

Healthy Child Care Colorado 303-339-6800

<http://www.qualistar.org/healthy-child-care-colorado.html>

Infant SEE Program

888-396-3937

<http://infantsee.org/>

Integrated Nutrition Education Program <https://www.cowpcolorado.com/>

Medical Home

<http://coloradomedicalhome.org/>

PEAK: Medical, Food and Cash Assistance Programs

303-866-3122

<http://coloradopeak.force.com/?fs=y&lang=en>

Playground Safety

1-800-554-PLAY

<http://www.playgroundsafety.org/>

SNAP: Food & Nutrition Assistance

303-866-3122



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<http://www.colorado.gov/cs/Satellite/CDHS-SelfSuff/CBON/1251580884676>

Women, Infants and Children (WIC) Program

303-692-2400 <https://www.colorado.gov/pacific/cdphe/wic-contacts>

Denver 311- Connecting Citizens with Services Denver 311 is a link for non-emergency services and communications between citizens and the City and County of Denver. We strive to accomplish this goal in a personal, timely, efficient, accurate and measurable manner.

Denver Human Services - Can provide assistance to parents for food, housing, clothing and childcare (CCAP and DPP). The dedicated staff at Denver Human Services (DHS) are here to listen and advise, helping people apply for public assistance programs. We can provide information about food assistance and financial assistance, as well as help for veterans and those who need long term care. DHS provides a range of other services, including help with transitional housing, medical assistance, and heating costs. For more information, please call **DHS Customer Service** at 720-944-3666.

Denver Preschool Program - The Denver Preschool Program's tuition credits help Denver families pay for high quality preschool for their 4-year-olds. The amount of support a family receives depends on family size and income, the quality of the preschool chosen, and the child's level of attendance. Denver Preschool Program tuition credits are available for ALL Denver families - regardless of income - with a child in their last year of preschool before kindergarten. Link to apply: http://www.dpp.org/_docs/DPP-2014-020-Aapplication-English.pdf

Child Abuse Hotline - Statewide: 1-844-CO-4-Kids (264-5437) or in Denver: 720-944-3000

Family Crisis Center - The Family Crisis Center provides a range of services and settings that offer hope and opportunity for children and their families who are experiencing severe familial issues, including neglect, abuse and separation.

Residential Care for Boys & Girls at the Family Crisis Center:

Our residential programs serve boys and girls from ages 12 through 17 by providing:

- Temporary shelter while children/youth are awaiting a more permanent placement setting
- Residential treatment services for youth who have a psychiatric diagnosis
- General and Special Education programming through an onsite school that is highly individualized and technologically supported
- Therapeutic services (case management; referral; community integration; crisis intervention; family, group and individual counseling; substance abuse and psychiatric services)
- Recreational programming (art therapy, physical fitness, team-building, outdoor excursions and cultural activities)

We use a “systems” approach which emphasizes working with the child’s family and environment. In order to ensure continuity of care, therapy services that begin with us can be continued as the child transitions home or to the next placement. Several hundred children are placed at the Family Crisis Center every year.



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Food Assistance- Most low income households can get help paying for food and DHS will help you apply for these benefits. Find out if you are eligible by going to the “Can I Get Food Assistance” page of the Colorado state web site. Applying for Food Assistance: Step 1: Get an application, *Online:* Click here to apply through PEAK. *In-person:* You can come to any of our offices, Monday - Friday, 8:00a.m. - 4:30p.m., and pick up an application:

- Castro Building, 1200 Federal Blvd, Denver, CO 80204
- East Office, 3815 Steele St., Denver, CO 80205
- Montebello Satellite Office, 4685 Peoria St., Denver, CO 80239

Mail or Fax: We can send an application to you by mail or fax – please call us at 720-944-3666 to have one sent to you.

FOOD BANKS:

House Beside the Road Food Bank & Resource Center

3420 Franklin St. Denver - CO, 80205. Main phone - (303) 293-8995

Surplus government commodities may be offered. Other food assistance in Colorado includes The Emergency Food Assistance Program (TEFAP), summer meals, snacks for students and more.

Denver Urban Ministries (DenUM)

Address - 1717 E Colfax Ave. Denver, Colorado, 80218. Phone number - (303) 355-4896

Food is distributed, and get help in applying for various social service programs. Social workers can help clients apply for financial aid, or benefits such as Supplemental Nutrition Assistance Program or WIC. There are also meals on wheels for seniors in Denver, snacks for children, and more.

Bienvenidos Food Bank

Location - 2224 W 32nd Ave, Denver, CO, 80211 Dial - (303) 433-6328

His Love Fellowship

910 Kalamath St. Denver, Colorado, 80204

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. Contact Information: Adams County School District 50 Child Find Coordinator: Dennis Mulcare (3-5) (720) 542-4520 dmulcare@adams50.org Laura Welp (0-3) (720) 542-4522 lwelp@adam50.org Fax: (303) 487-2859/ (303) 487-2859 / (303) 657-3846 Adams 50: 8030 Irving St., Westminster CO 80031 Special Education Director: Dr. Steven Sandoval (303) 657-3861 Superintendent: Pamela Swanson Cities: Arvada, Denver, Westminster, Federal Heights



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Medical, Dental and Vision Insurance- 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 Medicaid, but not enough to pay for private health insurance. In October 2015 there were 47,027 Coloradans enrolled in Child Health Plan Plus (CHP+).

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)
- Colorado Residents
- Permanent legal residents who have had an Alien Registration number for at least 5 years, a refugee or asylum
- Applicants not eligible for Medicaid
- Applicants who do not have other health insurance

CHP+ covers:

- Primary Care
- Emergency Care and Urgent Care
- Hospital Services
- Dental Care (for children only)
- Prescriptions
- Immunizations
- Maternity Care (prenatal, delivery and postpartum care)
- Mental/Behavioral Health Care
- How can I apply?
- Apply online at Colorado.gov/PEAK or ConnectForHealthCO.com
- Apply in person
- Apply by phone at 1-800-221-3943 / State Relay: 711
- Apply by mail

Medical Attention- Children's Hospital Colorado on Anschutz Medical Campus provides comprehensive medical care for kids from birth through adolescence. In addition to being the only pediatric Level 1 trauma center in the region, we treat virtually all conditions, minor and serious, that affect children. Learn more about the broad range of conditions we treat. Our physicians are experts in treating kids and understanding their special needs. They understand that a child's illness or injury, no matter how big or small, affects the entire family. Our doctors are pediatric specialists in a wide range of fields from pediatric emergency care to primary care. We also provide hospital services, with doctors solely dedicated to caring for kids during their hospital stay and maintaining communication with your primary care physician. Our world-class facility is located near the intersection of I-225 and East Colfax Avenue in Aurora, minutes from downtown Denver. You can learn more about our campus with our virtual tour.

Dental Attention- Green Valley Kids is a pediatric dentistry practice that makes going to the dentist fun and easy for kids. As a dedicated pediatric specialist, Dr. Chris is able to provide expert care while using



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his down-to-earth personality and sense of humor to help kids relax. Schedule an Appointment:
303.371.4485

Clothing- Denver clothing closets. The entire Denver Colorado metro area is supported by a number of non-profit clothing closets, charities, and organizations that can provide basic needs to the low income. The items distributed will vary greatly, and can include clothes for babies and pregnant moms, household goods, hygiene items, affordable furniture, and Christmas assistance.

While most of the agencies will try to provide the items for free, some centers may resort to selling gently used goods at a low cost. People of all ages and genders can receive help and applicants come from all nearby counties, including Jefferson, Adams and many others. They will also try to provide clothing for activities that can lead to self-sufficiency. So this means people who are going on an interview or starting a new job can get professional work attire. Children and students can get free school supplies, winter coats and uniforms. A number of other assistance programs are offered in Denver as well. Birthline, Inc. of Colorado. Address - 2346 Gilpin St. Denver, CO 80205. Call - (303) 832-2858.

Clients and families with a referral can receive children, baby, and maternity clothing. Social service agencies can provide those referrals. Free or low cost clothing, outfits, shoes, and more is available for children up to the age of 14. Diapers, formula, and other items may be provided to newborns as well. Clothes To Kids of Denver, Inc. 2890 S Colorado Blvd, Unit 15-P, Denver, Colorado 80222. Main number is (720) 379-4630.

The program they run is known as Clothe a Child and Change a Life. This is offered year round and will help parents shop for gently used goods. Denver Rescue Mission, Main address - 1130 Park Ave West, Denver, Colorado 80205, (303) 294-0157. A second location is at 3501 E 46th Ave, Denver, CO, 80217-18. Telephone number is (303) 297-1815.

Limited amounts of clothing and hygiene items are provided to men, women, and children in need. Gently used clothing can be received once every two weeks. The non-profit serves the entire region, including Douglas and Jefferson.

Government utility bill assistance

The ***Low Income Home Energy Assistance Program (LIHEAP) Block Grant*** is funded by the Federal Department of Health and Human Services (DHHS) and provides two basic types of services. Eligible low-income persons, via local governmental and nonprofit organizations, can receive financial assistance to offset the costs of heating and/or cooling dwellings and/or have their dwellings weatherized to make them more energy efficient. Information on LIHEAP by state.

Applications for the program are usually processed by community action agencies. These non-profits also have information on many other resources that may be able to help with paying utility bills. Find how to get help with heating bills from assistance programs offered by your local utility companies, charities and local government. Or read more on LIHEAP.

LIHEAP crisis programs can be an option for low income families that are faced with an emergency such as a disconnection or that are very low on heating oil or fuel. Grants and financial assistance can be paid out directly to your energy company for your unpaid bill. The funds can be expedited to households that are faced with a shut off of their electric or utility service. Learn more.



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The ***Weatherization Assistance Program*** will provide free energy conservation and weatherization services to those in need to help improve the energy efficiency of homes. Some services included are weather-stripping, wall and attic insulation, minor home repairs, and furnace tune ups. There may be other related energy saving measures that will help people lower their electric bills and save money. More on weatherization assistance.

The ***Home Energy Assistance Program (HEAP)*** will provide financial help to eligible households who need assistance paying bills. Applications are available for senior citizens and the disabled before others, and they receive priority to any funds. The resources provided will offset the costs of paying for the heating and/or cooling bills of dwellings.

Regulations on Heating and Utility Disconnections - Most states have laws that regulate when a utility company can disconnect a customer's service. Typically, they state that companies can't disconnect your power during the cold winter or hot summer months. Families with children often have additional laws protecting them, as well as if the customer has a medical need. Learn more on utility.

Telephone and Internet - Low income families can receive discounts on their monthly phone bills from Lifeline, free cellular phones, or even savings on their high speed cable Internet connection. Some of these services are combined with other electric bill programs as well, such as LIHEAP, so a customer will automatically be eligible for them. Click here telephone and internet programs.

State Assistance Programs- Many states offer additional assistance programs, in addition to LHEAP, that can help you and your family with paying utility or heating bills. There may also be programs that will help you save energy by reducing your electric bills through energy saving methods, such as the installation of new appliances, free insulation, etc. More.

Heating Repair Replacement Program (HARRP) - This is another federal government funded program that is usually offered by your local community action agency. It may be called slightly different names in each state, but it works the same in most parts of the country. It is often used in conjunction with the Weatherization program. It can provide for the repair or replacement of heating units, appliances, furnaces, and other home upgrades. Read more.

Heating bill programs

Free and Discounted Home Heating Oil. The Citizens Energy Oil Heat Program has delivered millions of gallons of discounted and free home heating oil to elderly households and those lower income households that are struggling. There is support for those living in poverty or impacted by an emergency, such as a job loss. More.

Another option is to use a **home heating oil buying network**. Companies that offer this service are in effect acting as a wholesale heating fuel oil buying club that provide individuals with lower priced heating oil. Read more.

Winter Protection Programs and Plans are seasonal resources that are generally offered during the colder winter months. Some states require that utility and natural gas companies offer these plans to all customers. Households that are facing a disconnection of their utilities or heating service, but that have a senior member, young child, or someone that is sick or disabled, may be protected from a shut off of their account as long as they enter into some sort of payment program. More winter protection plans.

Financial resources and weatherization services offered by utility companies



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Utility Company Assistance Programs. Most utility companies and energy providers located around the nation provide their customers with a large number of financial assistance programs. The resources range from cash grants to credits on an account for any bills in arrears and weatherization options. Get more information on energy assistance.

Energy Assistance Programs - In addition to LIHEAP, there are numerous energy assistance programs at the local, state, and federal level. Programs are even offered by utility companies themselves. Continue.
Assistance with water bills - American Water operates subsidiaries across the country. They offer their customers two different programs that can help them with paying their water bills. They include the H2O - Help to Others and the Low-Income Payment plan. Learn more on the options that you have. They also provide free audits that can reduce your usage.

Non-profit organizations that provide help

Community Action Agencies - Almost 1,500 counties across the country have local, non-profit organizations known as Community Action Agencies. These organizations often administer as well as accept applications for various energy assistance programs, including LIHEAP. The agencies can also refer you to additional resources in your local area. Read more on how to get utility bill assistance from community action agencies

Dollar Energy Fund - Several states, including WV, TN, PA, OH, MD, and VA participate in this program. It has been in existence for almost 30 years, and hundreds of thousands of people have received grants for paying their utility and heating bills. Read more.

Free Legal Assistance- Most states have non-profit law firms that can advise low to moderate income individuals, the elderly, and disabled on their legal rights when it comes to utility service disconnections. There is priority given to people with a medical condition or that are elderly. Lawyers can provide free legal advice and will do what they can to help the individual keep their power on. Read.

Operation Roundup - An assistance program offered by many utility companies. They will provide cash grants to help pay utility, heating, and other bills. For example, you can even get help with rent, medical expenses, or food aid. More.

Salvation Family Emergency Services - Low families in a crisis can always turn to The Salvation Army for financial help or referrals. The Salvation Army Family Emergency Services addresses basic human need by providing a "safety net" for those who need help paying bills and have nowhere else to turn to. They will provide clothing, food, utility bill assistance and also counseling.

Case workers at the Family Emergency Services help prevent homelessness through crisis intervention. Since having your power shut off is one form of homelessness, the agency may be able to help with this. Contact your local Chapter for more information. Find a listing of Salvation Army, Community Action Agencies and other non-profits in your area. [Click here.](#)

The National Fuel Funds Network - This is a nationwide, non-profit organization that is comprised of hundreds of community action agencies, utility companies, fuel banks, and other agencies. They are involved in raising money for charitable causes, advocating on behalf of the poor, and offering other help and guidance. All funds raised go towards helping families pay their electric and heating bills or paying for conservation measures. Read National Fuel Funds Network energy bill programs.



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IMPORTANT RESOURCES THROUGH THE STATE OF COLORADO SUPPORTING EARLY CHILDHOOD CARE & EDUCATION

Colorado State Sponsored Sites

- Bright by Three (formerly Bright Beginnings) general resource and infant support/toddler education. www.brightbythree.org
- Colorado Department of Education-Common core, alternative teacher education. www.cde.state.co.us
- Colorado Early Learning and Development Guidelines- www.cde.state.co.us/early/eldgs
- Colorado Shines- main clearing house for ECE information. www.coloradoshines.com
- Early Childhood Colorado <http://www.earlychildhoodcolorado.org/>
- PDIS, Professional Development Info System <https://www.cde.state.co.us/early/pdis>
- QRIS, Quality Rating Information System <http://www.coloradoofficeofearlychildhood.com/#!/colorado-shines-qrisc125n>
- Qualistar (resource and referral, staff training, and general support. <http://www.qualistar.org>
- Strategic Investment Partners | Mile High United Way

Other HPA Resources

- Colorado HPA Association-general advocacy and support www.coloradoHPAassociation.org
 - HPA Guide for use with the Infant /Toddler Environmental Rating Scale. <http://www.coloradoHPAassociation.org/wp-content/uploads/2015/04/ITERS-R-Final.pdf/>
- **Metro Migrant Education Program**-Migrant students are children from birth through age 21, of parents or guardians who have moved across state or school district lines, anytime during the past three years to seek or with the intent to obtain temporary or seasonal employment in agriculture, fishing, or related industries. Children can qualify even if their parents did not find the job they were looking for or if they have changed job since.