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Teacher	Mrs. Amber Kohlhoff	<a href="mailto:akohlhoff@highpointacademy.net">akohlhoff@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.

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, others 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.

## **School Administration and Leadership**

Governing Board

Board of Directors

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

Executive Director

Meredith Stolte – 303.217.5152 [mstolte@highpointacademy.net](mailto:mstolte@highpointacademy.net)

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

Preschool Director

Christina Hank - 303.217.5152 [chank@highpointacademy.net](mailto:chank@highpointacademy.net)

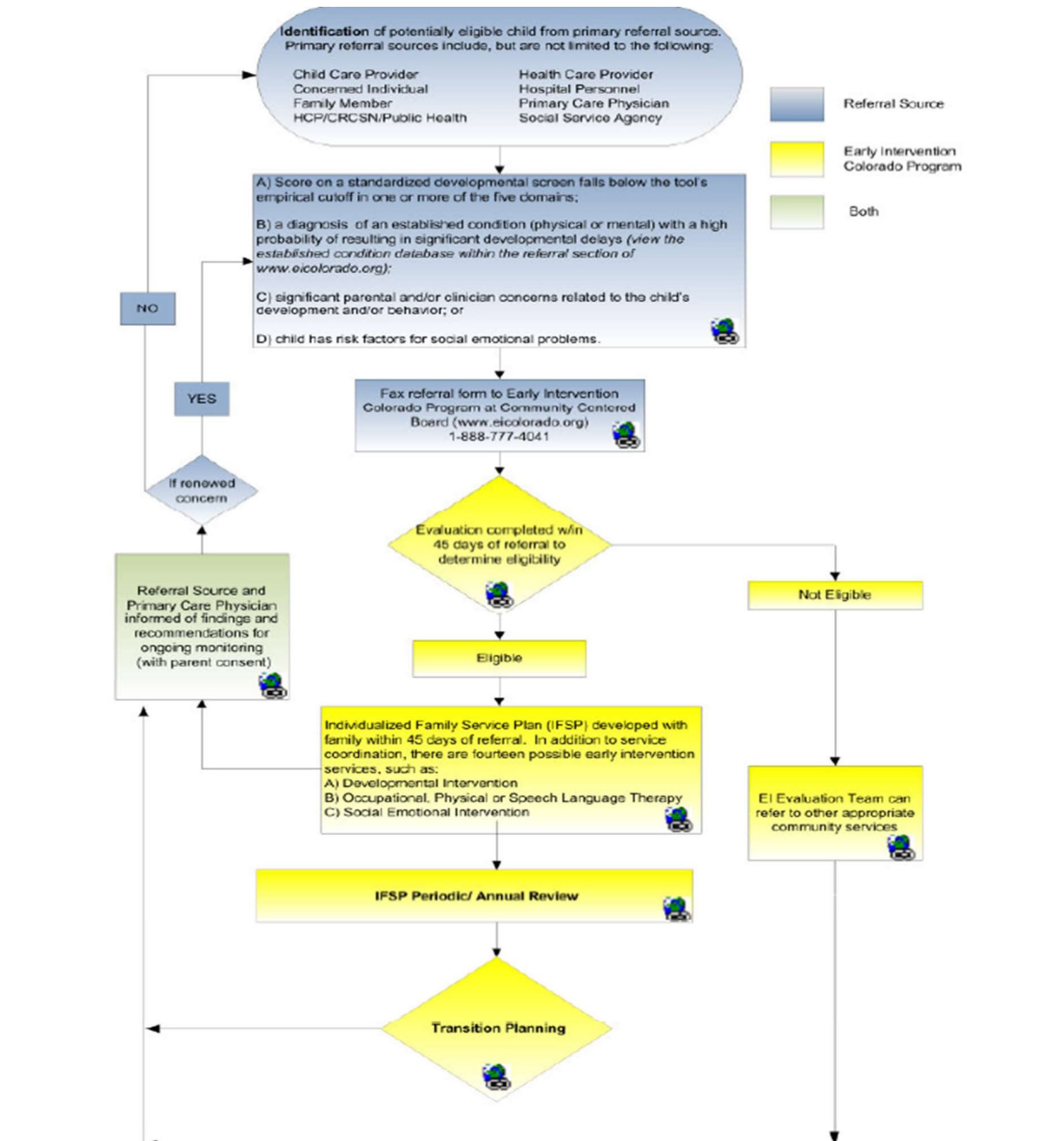
- Parent concerns
- CDHS compliance
- Colorado shines compliance
- Health department compliance

## **Ages of Children**

HPA's preschool accepts children beginning at four years old by Oct. 1<sup>st</sup> 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 and assure inclusiveness within the classroom and 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 acquisition and implementation of IFSP, IEP and 504's. The SPED department does partner with our Pre-k team to make sure we are meeting/exceeding when possible, all goals. We strive for the child to be inclusive in the classroom at all times if possible. See our referral process:



## **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 Experiences** – 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 happens through various academic activities, in addition to the use of our multi-sensory method: Jolly Phonics. Soon they are writing simple words, matching words with objects and reading their first stories in phonics 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** \*classes have individual schedule times

7:45am-8:00am Drop-off & Breakfast - arrive through the carpool lane

Each classroom will have a Welcome/Morning Meeting

Learning Activities

Morning and Afternoon snack Parent Provided

Lunch in the classroom (parent provided or school lunch)

Outdoor recess

2:50pm-3:00pm- Dismissal - through the carpool lane

## **Hours of Operation**

8:00am – 3:00pm

We open our doors at 7:55am 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 HPA’s school wide academic calendar. We do ask that unless you have an appointment (and let us know beforehand) that Pre-K students are not dropped off after 10am.

**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 is less than 20 degrees, above 90 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 general health appraisal that must be signed by a physician and a copy of your child’s immunization records that is current. These forms must be updated annually and must be provided annually and must be current. Students who do not have the required paperwork will be disenrolled from the program.

**Supplies**

- See the preschool school supply list for specific items needed. In addition:
- Please label all your child’s personal 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 for both and taken home once a week to be washed.
- Two extra sets of clothing
- Closed Toed 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 6<sup>th</sup> day of the month. Every family at High Point Academy is required to obtain a Infinite Campus portal when they initially enroll their child. You will automatically receive an invoice via Infinite Campus through your parent portal. HPA provides paper invoices by request only.

2023-2024	
<b>Tuition Fees</b>	
Days per Week	Monthly Tuition
5 FULL Days	\$1100

**Tuition Assistance:**

HPA participates in the Universal Pre-K Program. High Point Academy accepts DPP funds. Both programs offer tuition assistance for families that qualify. Every family is required to register through the Universal Pre-K program through the state. There are forms that need to be completed and documentation that needs to be submitted. Some tuition assistance is on a first come, first serve basis with the standard of the timestamp of documentation received. If you are interested in applying for the Denver Preschool Program, students must be four

years old and reside in Denver County. You are responsible for submitting any documentation required by the Denver Preschool Program. Please visit <https://dpp.org/> for more information.

Universal Preschool- <https://upk.colorado.gov/>

### **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 through our app Himama. 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. 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 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 support 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.

### **Biting:**

Biting can occur as a result of illness or discomfort (such as ear infections or teething), or as a means of expressing emotions (such as anger, jealousy, or even happiness). It can be deliberate or experimental in nature. Biting behaviors are documented by the teachers. Typically, parents of the biter and the child who was bitten are informed and confidentiality is otherwise always maintained. Please note that if the biting becomes a pattern which we cannot break (which may include a bite that is extremely severe and/or breaks the skin), such behavior may lead to immediate disenrollment for the safety of the other children and staff at the Center.

### **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 childcare settings. You can find these 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 48 hours. If your child is sent home, you do need to have them picked up within 1 hour of notification.

### **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 childcare 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: \*times out can vary if the health department has said we are in an outbreak.

- 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.
- 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 requires 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.

### **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 Tylenol and returning the next day after a high fever is not acceptable, they must remain home until symptoms have cleared for 24 hours without any medication. 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 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 always working telephones in all preschool classrooms available to staff. Preschool students practice emergency drills monthly.

Secured Perimeter, perimeter of the building will be secured when a situation occurs outside of the building that may cause a threat to students. (For Example: A robbery takes place in the neighborhood and the perpetrator has not been apprehended.) All children outside the building will return to classrooms. All exterior doors are closed and locked. Access in/out of the building controlled by Administrative staff. Normal educational programs continue.

Lockdown will occur in a situation when there is a significant risk or dangerous person inside the building that may cause a threat to students. Law enforcement will be contacted. All students and staff inside the locked building will seek shelter in a room or office. No access in/out of the building.

### **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 always stored in a red first aid bag. Each classroom will have their own bag. The bags will look 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 always wear the backpacks 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 getting those completed. Additionally, we offer a once-a-year free screening for all HPA students including pre-k.

**Continuity of Care:**

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. All of the Pre-k children stay with the same teachers throughout the year.

**Transportation:**

High Point Academy Preschool does not transport students except for field trips.

**Field Trips:**

If we have any field trips we will notify you in advance and a permission form must be signed.

**Sunscreen:**

Sunscreen Per Colorado rules regulating childcare centers, sunscreen provided by HPA from Rocky Mountain Sunscreen at SPF 30 or higher will be applied to exposed skin for all children prior to outside play per manufacture directions. HPA requests that parents take the time to thoroughly apply sunscreen to your child before arriving at the school for the day, as experts recommend application should take place at least 30 minutes prior to exposure.

Protective clothing is highly recommended, this includes wide brimmed hats, long sleeved, lightweight shirts and long pants. Appropriate foot cover is also recommended as well as unbreakable sunglasses with at least 99-100% UV protection. Sunscreen will be applied approximately 30 minutes prior to outdoor activity. Frequency of application will be per manufacturer's recommendations. If parents object to the use of sunscreen for any age child, parents must provide protective clothing outlined above and sign a waiver form, provided by the Director.

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

**Late Pick-Up:**

If students are not picked up by 3:15 p.m., the Director and/or Teachers will begin calling parents and then the listed emergency contacts. If 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:  
3:15pm Monday  
3:15pm Tuesday  
3:15pm Wednesday  
3:15pm Thursday  
3:15pm 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 parents and/or responsible persons listed on the EMERGENCY contact sheet. If the child has not been picked up 45 minutes past closing, the Police and/or the Family Crisis Center will be called to pick up the child.

## **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 at the front desk to obtain a tardy slip, a pre-k staff member must then walk the 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. If you are going to be late due to an appointment please let us know in advance. We ask that Pre-K children do not come after 10am unless given the okay by the classroom teacher or Pre-K Director before the date.

## **Authorized Pick-up:**

Upon enrollment families are asked for persons authorized to pick up students which are stored in electronic databases. Students must only be released to persons authorized to pick up the student. Valid state photo identification must be provided and compared to the current pick-up list on file. Only persons over the age of 18 can pick up Preschool students from High Point Academy.

## **Sign-in/Sign-out:**

For security purposes, a sign-in/sign-out app is used on a daily basis for parents and guardians and is a requirement for attendance of the Preschool program at High Point Academy. It includes, for each child in care, the date, the child's name, the time when the child arrived at and left the center, and the parent or guardian's signature or other identifier. The app is downloaded to your phone and you will sign in and out through the app.

## **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. Emergency medications will be stored out of reach of children and in the classroom with the child.

## **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 regard 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.

### **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.

### **Meals and Snacks:**

High Point Academy does provide free breakfast meals daily in our preschool program. Parents must provide their student with 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 get 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 with questions. It is the 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 one snack, 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 snacks 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 handicap conditions, for which a physician note and an IFSP is required. 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 will be asked to sign in at the main school office and again in the preschool classroom.

### **Director and Director Substitute:**

The director of High Point Academy's Preschool Program is responsible for administering the program in accordance with all CDHS and CDE licensing rules. The director must plan and supervise the child development program, plan for and participate in selection of staff, plan for orientation and staff development, supervise and coordinate staff activities, evaluate staff performance, and participate in the program activities, assist students and parents in problem solving, oversee billing and funding, oversee quality initiatives and activities. Responsible for everything that happens in the Preschool program and the actions of all staff as well as ensuring the safety and well-being of students.

In the case that the Director is absent more than 6 hours in any day a substitute Director must be appointed and then assumes the Director responsibility listed above during their tenure.

### **Nightly Closing Procedure:**

To ensure that all children have left the Center before the last staff member exits and secures the building, the following steps are to be followed:

1. Any time a child enters a classroom, his/her name is written on an attendance list. When the child is picked up by the parents or moved to another classroom, the child's name is crossed off the attendance list. At the end of the day, each closing teacher hands in their attendance sheet which is reviewed by office personnel.
2. The center staff member responsible for closing the building walks through each room and locks all windows and doors before arming the security system for the building.

### **Transitions:**

During registration each family will sign up for a meet and greet with your child's preschool teacher. This meeting takes place at school. We will also host a meet and greet at the park before school starts for students to have a chance to meet the teacher, easing into the transition from home to school! Back to School night allows families the opportunity to explore the classroom and meet new classmates. The pre-k children are with the same teachers for the entire school year! At the end of the school year the children are able to spend time with their kindergarten teacher to help ease the transition between pre-k and kindergarten, this happens during intensives week.

### **Parent-Teacher Conferences:**

Parent-Teacher conferences are held two times a year 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.

### **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 Director of Preschool. The Director of Preschool will notify the Enrollment Coordinator, who will issue withdrawal paperwork. 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.

### **Parking:**

Preschool families wanting to drop off students between 7:30 - 7:45 am will need to park and walk students to the PreK gate and sign in with the PreK staff member there. Parents should park in the front/main parking lot of the school or may use park parking lot on 67th. Parents may also drive through the carpool lane from 7:45 - 8:00 am and drop off students with a PreK staff member at the curb.

### **Adjustment to School:**

Each child adjusts to their new routine in a different way. A child entering preschool for the first time is like 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 after approximately thirty days of consistent attendance at school.

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 the 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, and newsletters 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.

#### **Social Media:**

To protect the children in childcare centers, the State of Colorado has a strict policy on posting photos on any Social Media site without explicit written parental guardian consent of each individual child (regulation 7.702.94E). For the safety of our children and families, we ask that you please refrain from posting photos or videos that include any other children other than your own on any social media site.

#### **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:**

HPA teachers are mandatory reporters and are required to report any suspicion of child abuse to Social Services. HPA teachers may have to report abuse and are not required to notify parents when doing so.

### **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 settings. Legal parents and guardians have the right to view 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 try 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 be sent 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 Assistant Principal or Executive Director.

### **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

<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 aid 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: <https://apply.dpp.org/apply/begin>

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.

### **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 people 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:

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

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 can provide expert care while using 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 several 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 to an interview or starting a new job can get professional work attire. Children and students can get free school supplies, winter coats and uniforms.

Several 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 3501 E 46th Ave, Denver, CO, 80217-18. The 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.

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.

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 LIHEAP, 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.

### **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 provides 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 if they enter into some sort of payment program. More winter protection plans.

### **Financial resources and weatherization services offered by utility companies:**

Utility Company Assistance Programs. Most utility companies and energy providers located around the nation provide their customers with many 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 about 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.

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.

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.

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 needs 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 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.

The National Fuel Funds Network - This is a nationwide, non-profit organization that is composed 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.

## **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](http://www.brightbythree.org)

Colorado Department of Education-Common core, alternative teacher education.  
[www.cde.state.co.us](http://www.cde.state.co.us)

Colorado Early Learning and Development Guidelines- [www.cde.state.co.us/early/eldgs](http://www.cde.state.co.us/early/eldgs)

Colorado Shines- main clearing house for ECE information.  
[www.coloradoshines.com](http://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](http://www.coloradoHPAassociation.org)
- PA 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.

2023-24 School Year

Acknowledgement of Parent Handbook Receipt

I acknowledge that I have a duty to read and understand the contents of the HPA Family Handbook. High Point Academy Preschool Program admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex. I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between the HPA and the recipients of this handbook. I also understand that HPA, in its sole discretion, may change, alter, modify, amend, or rescind any of the policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgement of Receipt, know, and understand its contents, and sign the same of my own free will.

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Pre-K child's first and last name

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Parent's (Guardian's) Signature

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Date