

**Lake George Charter
School
Preschool & PreK
Program**

Program Handbook



**The Goal of Early Childhood Education should be to
activate the child's own natural desire to Learn!**

~Maria Montessori

What is the purpose of Preschool?

Early Childhood Education/Preschool is essential in providing opportunities for children to develop socially, emotionally, physically, and academically. Preschool helps children develop skills for success in kindergarten, and beyond. In 2017, the American Educational Research Association showed the lasting effects of a high quality preschool program, an 11.4% higher graduation rate.

Mission Statement

Lake George Charter School provides an environment where students safely grow and enjoy learning.

At Lake George Preschool our goal is to provide an individualized curriculum that encompasses the “whole” child. We provide a stimulating, developmentally appropriate learning environment, with plenty of opportunities for exploration, creative problem solving, and hands-on learning. We help children to develop a sense of community, responsibility and self discipline. We follow the creative curriculum, and assess student progress using TS GOLD. We conduct parent teacher conferences 3 times per year to discuss progress, and set goals for your child’s development. Continuity of care is provided by students remaining with the same teachers for both preschool and pre k ages 3-5. The partnership between family and school begins in the orientation process of preschool, during the transition period between preschool to pre k, and also from pre k to kindergarten. Families will participate in a transition meeting in preparation of all upcoming transitions. We are committed to providing the best experience possible for you and your child, and look forward to creating a collaborative environment in which your child learns and grows. We will utilize interpretation resources to incorporate your home language into the classroom environment ensuring a strong partnership.

We ask that all personal items, toys, etc be kept at home to avoid distraction and also to prevent any safety concerns. Each child will have a hook for their backpack and jacket, and a cubby for extra clothing. We do not use television, or video games, and students do not have access to internet usage. Video viewing will only happen in 15-30 min increments, with parent permission, IF the content is age appropriate, AND coincides with our curriculum.

We encourage potty training at home, and will work on it here as well. We send all students to the bathroom on a schedule, and increase the number of times that

we send those who are not yet potty trained. We encourage the use of underwear and loose fitting clothing during training. We do not wash clothing at the facility, it will be kept in a ziploc bag, in an airtight container until pick up. We ask that you send plenty of spare clothing during the potty training process, everything... including spare socks and shoes.

Hours of Operation:

M-Th 8am - 4pm

8am-11:15 am (part day option)

8am-12:30 pm (half day option)

8am-4pm (full day option)

A Late pick up fee will be charged when a child remains in care after the hours of operation for their enrolled program. If no contact is made within 15 minutes of pick up time, we will notify the adults on the child's pick up list and arrange pick up. If no contact or successful pick up plan is made within 30 mins, we will contact the local sheriff's department.

We follow Lake George Charter School's yearly calendar for closures, and the calendar will be updated and distributed to families each year.

Weather Closures will be posted on Flashalert.net, TV stations 9 KUSA, 11 KKTU, and the school website. Your family's safety is our top priority, please use your judgment when inclement weather occurs. We ask that your child comes prepared for weather, wearing weather appropriate clothing, and having weather appropriate extra clothing in their cubby in case of accidents.

Admission and Registration:

Our preschool program is licensed to accept children ages 3-5 (until they turn 6). An updated certificate of immunization, or immunization exemption, and a yearly updated physical, is required for each child enrolled. Registration will happen in

spring and fall each school year. All families must complete an in person orientation prior to enrollment and attendance. A written notice is required two weeks prior to disenrolling your child from the program.

Tuition:

Tuition is due at the beginning of each month, for the month in advance. Tuition is NOT based on the number of days attended. Late payments are subject to a \$15.00 fee, if not paid on or before the 5th of the month.

- PT (10hrs/wk) \$250.00 per month (am snack included)
- Half day (18hrs/wk) \$350.00 per month (including am snack and lunch)
- Full day (32hrs/wk) \$700.00 per month (am, pm snack and lunch included)

We offer a 50% discounted tuition rate for Lake George Charter School and Lake George Preschool employees.

We provide a snack at no additional cost. We do not allow outside food to be brought into the classroom, unless it is being provided for dietary needs/restrictions. All food must be in the original container, and all ingredients must be listed. We promote healthy food choices by providing healthy snack options that follow USDA food program guidelines.

Questions or concerns?

Preschool Director: Shelley Wing swing@lgcsco.org

We are licensed through the state of Colorado Department of Human Services, and we are mandated reporters. Colorado law requires suspected abuse or neglect to be reported.

To place a report/licensing complaint:

Department of Human Services
Child Care Licensing
1575 Sherman St.

Park County Department of Human Services
PO Box 968
Fairplay, Co 80440

Denver, Co 80203
1800-799-5876 or 303-866-5948

719-836-4139

To make a complaint, call 303-866-5958 Monday through Friday between 8am and 5pm. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint,
- To call you back if the investigator received contradictory or unclear information during the investigation, and
- To call you to let you know the results of the investigation.

A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care provider.

All information is kept confidential about parents and children in care. The facility will never know who made the complaint.

Positive Guidance and Discipline:

Our preschool staff are trained in positive guidance strategies, and age appropriate discipline. We begin by providing a structured, safe, and trusting environment. Providing a predictable routine and schedule are preventative measures taken to prevent behavioral issues within the program. Redirection, distraction, discussion, and positive reinforcement are used to handle conflicts, and other unwanted behaviors. We also work closely with mental health and behavioral health consultants to address any ongoing concerns. In some cases, parents and teachers may need to come up with a plan for behavior monitoring or modification. In some cases disenrollment from the program may be necessary if it is in the best interest of the child and/or children in the program. This will occur only AFTER we have taken steps to create/implement a behavior plan.

Should your family be experiencing some kind of extenuating circumstances that could be affecting your child's behavior, there are many local resources available to you. Your communication with the preschool/school will allow us to connect you with the appropriate organizations/resources.

Health and Safety Procedures:

Our center follows the State and County Department of Health and Environments guidelines for health and safety in child care centers. All staff in the preschool classroom are CPR, first aid and Universal Precautions trained. Safety is a top priority for our school and program, and we practice preventative measures daily to ensure the safety of the children.

***Our program practices safety drills monthly, including fire, tornado, evacuation and lock down/out drills. We will relocate in the event of an emergency, to a safe space nearby according to the disaster preparedness plan (attached), and children will be signed out to you at the location provided.**

***Attendance is taken hourly, and when transitioning from one place to another**

***Only those with written authorization will be allowed to pick up children, and ID will be verified.**

***Proper self care/hygiene, including hand washing, will be practiced in our classroom throughout each day.**

***Our program has a written “sick” policy that we follow (attached), that was developed using the health department/CDC guidelines.**

***We also follow licensing/health department guidelines for storing, transporting, and administering medications (see attached), when needed while your child is in our care. We will administer only basic first aid, and will notify you of any accident resulting in injury or suspected injury while in our care.**

***Families will be notified by email and in writing when children are exposed to communicable diseases, and illness.**

***All accidents and incidents that occur while in our care, are documented and kept on file, and a copy will be sent home.**

***All visitors must sign in and out.**

***All volunteers must have an updated background check on file.**

***For the safety of the preschool children, pick up and drop off will be done at the side preschool door, and parking for preschool parents is in the small lot closest to the preschool playground.**

***For safety reasons we ask that families use the crosswalk, and do not walk between cars in the pick up line.**

We hope you have a wonderful Preschool/Pre K experience in our program !!!

Policy for the storage and administration of medications:

Any unexpired routine medication, prescription or non-prescription (over the counter), will be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. home remedies, homeopathic medication, vitamins, and supplements must not be administered to children in childcare.

The written order by the person with prescriptive authority shall include:

Child's name; Licensed prescribing practitioner name, telephone number, and signature; Date authorized; Name of medication and dosage; Time of day medication is to be given; Route of medication; Length of time the medication is to be given; Reason for medication (unless this information needs to remain confidential); Side effects or reactions to watch for; and, any Special instructions.

Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label. Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name. In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an at least annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label.