

Parent Handbook  
2024-2025

St. Luke's Little School  
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This collection of information was compiled to introduce parents to  
The St. Luke's Little School Preschool Program and the  
responsibilities we jointly assume for the school.  
**Please read carefully for you will be responsible for the  
information contained herein.**

## Table of Contents

- 1) Welcome pg. 4
- 2) Philosophy pg. 4
- 3) Non-Discrimination Policy pg. 4
- 4) Individualized Learning Plans and Educational Support Services pg. 4
- 5) Curriculum pg. 5
- 6) Language and Interpretation Services pg. 5
- 7) Bilingual Classrooms pg. 5
- 8) Quality Improvement Plan pg. 5
- 9) Staffing and Licensing pg. 5
- 10) Primary Caregiver Practices pg. 6
- 11) Continuity of Care pg. 6
- 12) Director and Assistant Director Qualifications pg. 6
- 13) Resources for Families pg. 6
- 14) Parenting Classes pg. 7
- 15) School Nurse pg. 7
- 16) All Health Network and Mental Health Services pg. 7
- 17) Additional Services pg. 7
- 18) Enrollment and Registration pg. 8
- 19) Immunizations pg. 9
- 20) Medical Insurance and Providers pg. 9
- 21) Transition Support pg. 9
- 22) Class Days, Times, Tuition Fees pg. 9
- 23) Office Hours pg. 10
- 24) Church Office Hours pg. 10
- 25) BeforeCare pg. 10
- 26) AfterCare pg. 11
- 27) Inclement Weather Procedures pg. 11
- 28) Closure Policies pg. 11
- 29) Late Pick-up Policies pg. 11
- 30) Payments and Fees pg. 11
- 31) Withdraw Policy pg. 13
- 32) Discipline Policy pg. 13
- 33) Medication Policy pg. 14
- 34) Sunscreen pg. 14
- 35) Sanitation and cleaning pg. 14
- 36) Potty-Training pg. 14
- 37) Illnesses and Absences pg. 15
- 38) Separation Anxiety pg. 15
- 39) Visitors pg. 16
- 40) Parent Volunteers pg. 16
- 41) Drop-off and Pick-up Procedures pg. 16
- 42) Playground Etiquette pg. 17

- 43) Social Media pg. 17
- 44) Website pg. 18
- 45) Contact Information and Calendar pg. 18
- 46) Accountability Structure pg. 18
- 47) Parent Concerns pg. 18
- 48) Communication pg. 18
- 49) Media and Technology pg. 18
- 50) Parent Teacher Conferences pg. 19
- 51) Confidentiality pg. 19
- 52) Emergency Drills and Procedures pg. 19
- 53) Child Abuse and Neglect pg. 19
- 54) Child Supervision pg. 20
- 55) Lost Children pg. 20
- 56) Accidents and Injuries pg. 20
- 57) Food Policies and procedures (Lunch, Snack, special treats) pg. 20
- 58) Allergies pg. 21
- 59) Clothing pg. 21
- 60) Shoes pg. 21
- 61) Outdoor Time and Active Play pg. 21
- 62) Backpacks and Bags pg. 22
- 63) Show and Tell and Items from Home pg. 22
- 64) Nature Walks and Field Trips pg. 22
- 65) Birthdays pg. 22

## **WELCOME!**

Thank you for choosing Little School as your child's preschool. We are a preschool program that is designed to meet the academic, social, emotional, and physical needs of a child in a positive, loving atmosphere, with a Christian educational emphasis.

### **Philosophy**

St. Luke's Little School programs are designed to provide a developmentally appropriate, play-based, Christian curriculum and to affirm each child through group and one-on-one interaction. Each child is viewed as an individual with unique needs and abilities. The children enrolled in the program will find a world of educational materials, friendly and caring adults, and other children who are exploring the world beyond their own homes. Under the guidance of a highly trained staff, the program provides a variety of enjoyable learning activities such as art, music, and storytelling. This is balanced with opportunities for play and social interaction. Children will be exposed to all of the Early Learning Developmental Guidelines which include logic and reasoning, mathematics, social studies, English language skills, literacy skills, language skills, creative arts, physical development, social emotional development, science, and various approaches to learning. The children will also be encouraged to develop a respect for cultural diversity. The philosophy of the program stresses a positive approach to discipline. Clear and consistent limits are intended to enhance the child's self-esteem while protecting the child from harm and maintaining the safety of other children.

St. Luke's Little School strongly encourages and appreciates regular communication between parents and staff. We recognize that parents are the most significant adults in the child's life, and we will do everything possible to ensure the parents' involvement with our programs.

### **Non-discrimination Policy**

St. Luke's Little School does not discriminate on the basis of race, color, gender, nationality, or ethnic origin. Admission of children with special needs is in compliance with the ADA. Reasonable effort is made to accommodate the child's needs and to integrate the child with other children. St. Luke's Little School will provide services for children with physical or learning difficulties if the teacher is qualified to provide adequate and appropriate education and care. A conference will be provided with the director, teacher, nurse consultant, and parents to determine if St. Luke's can provide an adequate program. In the event that a child needs constant supervision or care, the parent, at their cost, will pay for a full-time aid.

### **Individualized Learning Plans and Educational Support**

At Little School, we strive to meet the individual needs of each child and provide an inclusive educational environment. If your child has an Individualized Education Plan, an Individualized Family Service Plan, an Individual Learning Plan, a Behavior Intervention Plan, or other plan, we have resources to assist with meeting their needs. In addition, we collaborate with Douglas County School District, Child Find, All Health Network, and other service providers such as Speech Therapists. We welcome services to occur here at Little School to meet your child's plan, and funded by the family.

## **Curriculum**

All children will learn the Letterland Literacy curriculum. Letterland is a whole-child curriculum in that it teaches all of the Early Learning Developmental Guidelines. Letterland provides children with a basic knowledge of letter sounds with pictograms, phonemic awareness, phonics, and all major subject areas at a developmentally appropriate progression. Students will be exposed to the Learning Without Tears curriculum as well. This program is also a whole-child curriculum, but there is more emphasis on fine motor skills including proper pencil grasp, cutting skills, and upper body strength to prepare children for writing, sentence building, word structure, and more. Both curricula integrate all of the eleven Colorado Early Learning and Developmental Guidelines which are physical development, social emotional development, language development, literacy development, English language development, logic and reasoning, math development, science, social studies, the creative arts, and approaches to learning.

## **Language and Interpreter Services**

Little School offers interpretation services through google translate, adaptive technology, and S'more online communications. We can provide an interpreter for your parent-teacher conference. Each classroom iPad has software that allows teachers to communicate with parents in their native language for a backup, if an interpreter is not available immediately. We also have staff who are able to speak Spanish. A copy of this handbook can also be given in a family's native language upon request. Please see the office staff for alternative versions of this handbook or speak to your child's teacher if an interpreter is needed.

## **Bilingual Classrooms**

Little School will hire a bilingual teacher or assistant teacher who is fluent in the dominate language of any classroom that has a dominate second language represented in the classroom (50% or more of the children speak the same second language). Little School supports a child's home language and will do everything we can to honor each child's home language in the classroom.

## **Quality Improvement Plan**

At Little School, we strive to provide our children with the most up-to-date practices in education. Each year, we create a Quality/Unified Improvement Plan that helps us provide quality educational services and business practices. You will receive a parent survey in the fall. The results of that survey will be shared with families and be used to create goals and implement our Quality Improvement Plan. Stop by the office to see our Quality Improvement binder for more information and our parent survey results.

## **Staffing and Licensing**

St. Luke's employs certified teachers and administrators who are considered highly-effective in the field, and who have been background checked through three agencies. All staff are required to complete extensive continuing education requirements yearly. All staff are annually trained

in CPR, First Aid, and emergency response. We are inspected annually by both state licensing and the health department. Our most recent inspections resulted in zero violations.

### **Primary Caregiver Practices**

Each child in our care will have one lead teacher and one assistant teacher. The lead teacher will remain with the child for the entire day including outdoor times. The assistant teacher will also remain with the same group of children for the day. This promotes the formation of a strong emotional bond and increased development across the domains of learning.

### **Continuity of Care**

We offer parents the option to remain with the same teacher two years in a row if that teacher is changing age levels the following school year. We cannot guarantee staffing from year to year, but we strive to provide continuity of care if requested. Requests for Continuity of Care can be requested on your registration form if you are interested in staying with the same teacher the next year.

### **Director and Assistant Directors**

The director, Kelly Amadeo, has extensive schooling and experience in Early Childhood Education and higher. She has a bachelor's degree in Early Childhood Education, a masters degree in Elementary Education, a doctoral minor/Ed.S in Educational Leadership and Policy Studies, and she is currently working on her doctoral degree. She is highly qualified with a director qualification letter from the state of Colorado. She also holds a current license in Elementary Education and has a Principal License K-12.

There are two assistant directors, Amanda Lewis, and Cali Miodonski who both have bachelor's degrees in elementary education and early childhood education, and classroom experience. Both assistant directors hold large center director's certificates from the state of Colorado. They have been at Little School for ten years.

A director and/or an assistant director is on school premises during our business hours. In addition to the administrative responsibilities, the director's responsibilities are to represent Little School within the United Methodist Church and community, offer guidance, mentor the Little School staff, and adhere to all aspects of state licensing rules and regulations. The director is well versed in the Colorado State Rules and Regulations for state licensing of preschools.

### **Resources for Families and Referral Procedures**

At Little School, we offer a variety of support resources for each family. Each year, our staff is updated on the referral procedures so you can feel comfortable discussing referral options for your child or family with any of our qualified and trained staff. Every staff member is trained to help any of our families receive the resources and services they need. Stop by our parent resource center next to the front office to get more information regarding mental health, developmental support and Child Find services, basic needs support such as food banks, pediatrician and dental contact information, diaper services, and more. Please see the office staff for contact information and fliers. We offer speech, hearing, dental, and vision screenings

along with behavioral assessments with signed consent forms. All of our support providers will provide screening results and observation results to parents through email or mailed letters. We are here to help all of our families be successful in all areas of life. Some of our partners include: Love Inc., Child Find, All Health Network, Children's Hospital, Suanne Ediger Speech and Hearing services, Lions Club, Warren Village, and more. If your child is in need of speech services, we have an in-house speech therapist who can meet their needs. Please contact us for more information.

### **Parenting Classes**

St. Luke's United Methodist Church and Little School offer a variety of parenting classes available to Little School parents throughout the year. Check the marquee outside and the Little School Monthly Newsletter for classes available. Some examples are, Yoga for Preschoolers, The Meaning Behind the Behavior, Keeping our Children Safe, Social Media safety, Child Anxiety, Developmentally Appropriate Speech, The Importance of Boredom, and more.

### **School Nurse**

We have a nurse consultant, with extensive pediatric nursing experience, who makes monthly visits to ensure all children are safe, all allergy paperwork and medication is complete and up-to-date, and to offer delegation trainings to meet the medical and physical needs of all of the children. She is available to offer her expertise to Little School during our open hours Monday-Friday.

### **All Health Network and Mental Health Services**

With the help of a grant, we have weekly visits by a behavioral health therapist and counselor. The counselor offers teaching assistance and advice for all our teachers with a wide variety of situations. Should you or your child request additional support from the therapist, we can offer assistance after we receive written permission from you for further evaluations. Please see the parent resource center or your child's teacher to get more information. This is available to all our Little School families. If you would like more information regarding All Health Network, please see any of our staff members. We are all trained annually at helping families receive the services they need.

### **Additional Services**

We welcome third party support services such as OT therapists, behavioral support services, etc., after providing a background check and their credentials, to observe students who are receiving outside support. We also work closely with Child Find and welcome their services if you feel seeking support from Child Find is necessary for your child.

### **Enrollment and Registration**

Registration for the fall begins in early January. See our website for specific information. Children who enroll at Little School must be 2½ by the first day of school, immunization compliant, and completely potty-trained (3 year-olds and older) for our licensing requirements.

Although enrollment is open, limited space and staff requires program size restriction. Application for enrollment will be prioritized and considered according to the following order of categories:

- 1) Currently enrolled students with tuition accounts up to date
- 2) Siblings of currently enrolled students
- 3) Alumni Families
- 4) New Families

Students will be placed in the most appropriate class according to birth dates. We cannot guarantee requests for specific teachers or placement with specific friends. Every effort will be made to place siblings on the same days. In the event that we have full enrollment, a waiting list will be maintained. Children may begin Little School any time during the year, if space is available. Being placed on a waiting list does not guarantee placement the following year but does give special attention.

The registration fee/school supply fee varies for the 2024-2025 school year depending on the number of days your child attends preschool. Paperwork will be completed online, and must be completed by June 15th. Any paperwork that is not completed on time will accrue a late fee of \$25.00 and may be subject to unenrollment without a refund.

Due by June 15<sup>th</sup>: Registration paperwork will be sent out, **online**, to families around June 3<sup>rd</sup>. Families who have an outstanding balance on June 1<sup>st</sup>, will not receive their registration paperwork and will not be allowed to enroll at Little School. Please check your junk mail for all registration forms.

Due by June 15<sup>th</sup>: General Health Appraisal forms (signed by **both** a parent and doctor) and immunization forms. General Health Appraisal forms and immunization records can be emailed to [LSregistration@stlukeshr.com](mailto:LSregistration@stlukeshr.com), faxed to 303-470-5615, or dropped off at our black Little School mailbox on the north side of the building. If any of those items have not been turned in by June 15<sup>th</sup>, a \$25.00 late fee will be added to your account.

Due by August 1<sup>st</sup>: One month of tuition must be paid on August 1<sup>st</sup>. This is applied to May 2025 tuition. You will not have a May tuition payment. We do not collect an August tuition payment. September tuition will be due September 1<sup>st</sup>.

Students may not start at Little School if any of the following items are incomplete or missing: complete registration packet (online), general health appraisal form, immunization records/exemption certificates, and one month of tuition (applied to May 2025). Accounts must be at zero on the first day of school in order for a child to attend.



### **Immunizations**

Children must be immunized according to the Little School policies and procedures and state requirements unless a proper exemption form is completed. If your child is on a delayed schedule or has an exemption, please contact [lsregistration@stlukeshr.com](mailto:lsregistration@stlukeshr.com) for steps to complete the exemption process. Appropriate exemption forms will be required to remain in compliance with immunization laws. Little School is proud to maintain a 98% or higher immunization rate!

### **Medical Insurance and Providers**

Little School documents all student's medical home and insurance information. Resources are provided at our parent resource center and by request if you are needing a primary care doctor, health insurance, dentist, vision specialist, speech therapists, or hearing screenings.

### **Transition Support**

Little School offers a variety of opportunities that help children move through transitional times while enrolled. Here are some examples:

- Little School hosts a Meet-the-Teacher Day before the school year begins. If translation services are needed for families whose native language is not English, please email the director to set up a translator for this event.
- Kindergarten Transition Meetings in December
- Explorers Transition Meetings in December
- Transition tips and meetings for potty-training with our non-potty-trained 2.5 year-old class. Please see your child's teacher for specifics.
- Tours that allow you to meet the teacher and children if enrolling later in the year
- Resources to help you find doctors, dentists, and support services in the area
- If you are experiencing a transitional time at home such as a move, new baby, divorce, or change in employment that may affect your child, please see our parent resource center next to the office for some helpful resources and support. The director also has a library of resources where you can check out books to borrow.

Individualization: Little School will help each student with transitioning to preschool. Some examples include the use of security objects to help with separation, observation times, and assistance from our administrative staff. We can also arrange individualized meetings with teachers if needed prior to school starting.

### **Class Days, Times, and Tuition Fees**

2.5-year-old Program Must be 2.5 by the first day of school of the current year

M/W: 9:00am to 1:00pm	Cost: \$280.00 per month
T/TH: 9:00am to 1:00pm	Cost: \$280.00 per month
M/W/F: 9:00am to 1:00pm	Cost: \$385.00 per month
T/Th/F: 9:00am to 1:00pm	Cost: \$385.00 per month

3-year-old Program      Must be 3 by October 1st of the current year

M/W:	9:00am to 1:00pm	Cost: \$280.00 per month
T/TH:	9:00am to 1:00pm	Cost: \$280.00 per month
M/W/F:	9:00am to 1:00pm	Cost: \$385.00 per month
M-F:	9:00am to 1:00pm	Cost: \$585.00 per month

4-year-old Program      Must be 4 by October 1st of the current year

M/W/F:	9:00am to 1:00pm	Cost: Covered by UPK
T/TH/F:	9:00am to 1:00pm	Cost: Covered by UPK
M-TH:	9:00am to 1:00pm	Cost: UPK covered +\$30 per month for extra hour
M-F:	9:00am-1:00pm	Cost: UPK covered +\$150 per month for 5 extra hrs

Explorers 5-year-olds: Must be 5 between April 1<sup>st</sup> and October 1<sup>st</sup> (not eligible for UPK funding)

M-F:	9:00am-1:00pm	Cost: \$585.00 per month
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Our Explorers Program is our 5-year-old program for children who turn five between April 1<sup>st</sup> and October 1<sup>st</sup> and who are not attending kindergarten. These classes are designed to assist children who may need additional social, emotional, physical, or cognitive growth and maturity, and who are not quite ready for kindergarten according to their teachers and parents. This class is not a repeat of the four-year-old preschool program, and it is not a kindergarten class. Efforts are focused on kindergarten readiness, and creating a successful transition to kindergarten. In addition to academics and social skills, teachers focus on helping children to be more independent.

### Office Hours

School Year: Monday-Friday 8:30am-2:45pm August 12, 2024-May 23, 2025.

We are closed for most holiday breaks. Please see our website for specific closure dates.

Our office is not open during the summer. If you need to contact us during the summer, please email [lsregistration@stlukeshr.com](mailto:lsregistration@stlukeshr.com)

### Church Office Hours

Monday-Friday 9:00am-1:00pm

### BeforeCare

This is an opportunity for parents to drop-off children before school starts from 8:30am to 8:55am. This class is monitored by lead teachers who ensure that each child makes it to his/her own classroom each morning at 9:00am. You do not need to sign up for this class in advance. Assistant teachers will take your child from the BeforeCare room to their regular classroom and check them in. Please check your child in when you drop them off.

Cost: \$5.00 per day (not pro-rated for partial time)

### **AfterCare**

We offer an AfterCare program from 1:00-2:45pm. This program is taught by two teachers and involves a naptime, outdoor time, snack (provided by the parent), crafts, and free play. You must sign-up for this class using the online link and sign-up 24 hours in advance. If you cancel less than 24 hours in advance, your account will still be charged. Parents pick-up their child from AfterCare at the north preschool door.

Cost: \$20.00 (not pro-rated for partial time)

### **Inclement Weather Procedure**

If Douglas County School District closes due to inclement weather other unpredicted emergencies or events, we too will be closed for the whole day. If DCSD does a delayed start, we too will delay the same amount of time. For example, if DCSD delays for 90 minutes, we will start at 10:30am. We will send an email, post on our Facebook page, post on our website, and notify 9 News, Channel 7 News, and CBS News Channel 4 in the event of a closure or delay.

### **Closure Policies**

Little School will continue to collect tuition for up to 30 days in the event of an extended closure for an unforeseen reason. After 30 days, Little School will offer alternative forms of education, in an alternative location, or tuition will cease if those options are not available.

### **Late Pick-up Policy**

If you are more than 15 minutes late to pick-up your child, they will be sent to the AfterCare Program and your account will be charged \$20.00 for the day.

### **Payments and Fees**

A registration fee of \$20.00 is due with any registration form to cover administrative costs. This fee is non-refundable and due within one week of sending in your registration form. Failure to pay this fee within one week will result in your form being set aside until payment is received. This could result in being put on a waitlist. UPK does not cover this fee.

School Supply Fee: A school supply fee is due when you receive enrollment confirmation for your child's spot at Little School. You will not receive registration paperwork or be able to enroll if this fee is not paid by June 1<sup>st</sup>, or within a week of enrolling, if you enroll after June 1<sup>st</sup>. This could result in you losing your spot or being put on a waitlist. UPK does not cover this fee.

2 Days a Week: \$105

3 Days a Week: \$120

4 Days a Week: \$135

5 Days a Week: \$150

Tuition Policies: Tuition is added to accounts on the 22<sup>nd</sup> of the month prior to when it is due. Tuition is due the first day of the month beginning in August and ending in April. Automatic

withdrawal is processed on the first of the month through SmartCare. Tuition is based on the total days of school for the year and divided up evenly among 9 months. Tuition is not prorated for holidays, breaks, vacations, or illness. We do not refund tuition for any reason.

Late fees: Monthly tuition payments are due no later than the 10<sup>th</sup> of each month. A late fee of \$25.00 will be applied to your account on the 10<sup>th</sup> for any unpaid tuition.

Unpaid Invoice Policy: If your account has a balance for more than 30 days, your child will be unenrolled immediately with no warning and no refund. It is the parents' and caregivers' responsibility to check each month to ensure their tuition balances are paid in full. It is strongly encouraged that you turn autopay on. If we need to contact a collections agency to obtain any remaining balances, parents/caregivers/responsible parties will be charged the collection agency fees and any additional legal or processing fees connected to the unpaid balance.

First Day of School: All students who are enrolled at Little School must have a zero balance on the first day of school in order to attend. This is not including September tuition which is added to accounts on August 22<sup>nd</sup>.

Payment Plans: We do not offer payment plans or alternative payment dates.

Financial Aid: We offer financial aid, based on needs, for a select number of families. If a family wants to apply for financial aid, they must email the director at [littleschool@stlukeshr.com](mailto:littleschool@stlukeshr.com), to get an application. Please fill out an application, provide all requested financial documents such as paystubs and W2s, and submit all documentation to the director no later than January 1<sup>st</sup>. We provide no more than 50% financial aid. Families are responsible for at least 50% of their tuition. Financial aid is not guaranteed and is limited. Financial aid cannot be applied to unpaid balances and is only used for upcoming balances.

Additional fees: Fees accrued through the month such as BeforeCare, AfterCare, and drop-in classes are due the following month with your tuition.

Withdraw reimbursement: Should a student withdraw in or before March, May tuition will be refunded or applied to your child's thirty-day notice. May tuition will not be refunded if a student withdraws in the month of April or May. All student withdrawals must be submitted in writing to the director with a 30 day notice. Families are responsible for paying tuition for the next 30 days from the date of written withdraw. If a family does not pay 30 days upon notice of withdraw, Little School will reach out to collections to obtain payment for any remaining balance and the 30 days of tuition. Families who do not pay their remaining 30 days of tuition upon withdrawing, will be subject to collections. If a collections agency is contacted due to unpaid balances, the family will be responsible for any collection agency fees, legal fees, or processing fees accrued due to the unpaid balance.

Forms of payment: Online payments are available through Smartcare in the Parents App. We accept bank account payments (no extra fees), credit card payments (fee of 3.5% each time),

and payments by check. We do not accept cash payments for tuition. We strongly prefer that parents and caregivers set up automatic payment through the app.

Cash is not accepted at Little School for any reason.

Bank fees: In the event of an automatic withdrawal denial, canceled payment, withdrawn payment, or bounced check, a fee of \$30.00 will be added to your account.

### **Withdraw Policy**

Written notice of the intent to withdraw must be submitted to the director 30 days prior to the date of withdraw. Parents are responsible for 30 days of tuition from the time of the written notice even if the student withdraws immediately. Parents of children who leave the program for disciplinary reasons, unpaid balances, or unprofessional or unsafe behavior of the families or caregivers, will be responsible for a full month of tuition (30 days) from the date their child was unenrolled. Children who miss school for illness and/or vacations will not receive a discount or refund of tuition. Little School reserves the right to unenroll any child for any reason, and at any time, and without refund.

### **Discipline Policy**

At Little School, children are taught the appropriate skills and language to deal with conflict, which may be used throughout their entire school career. Positive reinforcement and redirection are our primary forms of discipline. It is our intent to assist children through an uncomfortable situation and help them to understand how to be a positive advocate for themselves.

Children who deliberately bite, hit, kick or scratch other children will be immediately removed from the situation and taken to the office. An appropriate consequence will follow at the discretion of the teacher and director, and the parents will be notified. Habitual harmful behavior will be handled on an individual basis, and the welfare and safety of the group as a whole will be considered when a decision is made to allow the child to return to the class. A conference will take place with the parents, teacher, and the director. A child may be removed from the classroom for a period of two business weeks and returned for a probationary period of two weeks. A joint decision between the director and teacher will be made at the end of that time as to whether or not the child is ready to rejoin the program.

When a teacher requests additional support from the director or assistant director with classroom management or behavior, a phone call to the parents will be made as soon as possible. If we cannot reach parents on the phone. We will email the parent. We view behavior and discipline as a learning opportunity for children, and we strive to teach them how to manage various stimuli and situations in healthy ways. We strive to communicate with parents frequently.

**Medication Policy**

Should medication for asthma, allergies, or other medical conditions be necessary, it will be stored safely in the child's classroom and labeled with the child's name, picture, dosage, and doctor's name. Each teacher, who is assigned to a child with allergies or requiring medication, will be properly delegated to administer the medication by our staff nurse. A child who requires medication at school must have a Child Allergy Form and an Allergy and Anaphylaxis Action Plan signed by both the parent and doctor. It must not be expired, and it must be turned in before school starts. According to rules and regulations of the State of Colorado, we cannot allow children with missing paperwork to attend school until the paperwork is complete.

**Sunscreen**

The Colorado Rules and Regulations for preschools and daycares require students to have sunscreen on before attending school. To ensure the health and safety of all children, we ask that all parents apply sunscreen to their child before school each day. If your child has an allergy, or you do not want your child to wear sunscreen, please indicate this on the permissions form located in the registration packet. If parents forget to apply sunscreen, Rocky Mountain Sunscreen will be available at the office for you to apply to your own child at school.

**Sanitation and Cleaning**

Little School is required to sanitize and clean all classrooms, toys, and equipment daily. Commercial grade and state approved cleaning solutions are used on all surfaces. Children and staff will wash hands frequently throughout the day. Please let teachers know if your child has a sensitivity to soap, and in that case, please provide a safe soap for your child to bring to school and a permission form signed by the parent. We have these permission forms at the office if you need one. We also have air purifiers in every classroom that circulate and clean the air 5-6 times an hour. Our entire school is cleaned every night.

**Potty-Training**

Our 2.5 year-old classes are the only classes licensed for diaper changing. If your 2.5 year-old is not potty-trained, a fee will be added to your account of \$50.00 per month. In addition, it is expected that all children are potty-trained by January 1, 2025. If this is an issue, we can suspend enrollment with paid tuition until the potty-training occurs. When your child is potty-trained the fee will be removed. All other age groups are required to be in underwear all year. Pull-ups are not allowed due to licensing rules. According to our state license regulations, we are unable to wipe children. We have a highly-trained staff that can give verbal cues to your child on how to wipe themselves. We are sensitive to potty-training and work hard to help your child develop independence with potty-training. If you have any issues or troubles with potty-training or regression, please contact your child's teacher or our director. We would be willing to help offer advice and work with you. We are able to help children with buttons and zippers, and we work to teach them how to manage those on their own as well. If your child has a bowel movement accident, our state license regulations require us to call the parent or guardian to come help change the child.

**Illnesses and absences (How to report an absence of any kind)**

Please complete the online form on the home page of our website if your child will miss school due to illness or vacation. Our licensing department requires us to track symptoms of illness to prevent and document outbreaks of contagious illnesses. All children will remain anonymous when we report to the Department of Early Childhood.

**Community Wide Outbreak:**

Little School will follow any guidance or requirements by the health department, licensing, our nurse consultant, or other government agencies should we need to close due to a wide spread outbreak or pandemic. During this time, tuition will be still be due, and we will do our best to offer alternative learning opportunities. If you decide to unenroll your child during a pandemic or outbreak, our normal withdraw policies still apply.

Please see our website for the most updated “How Sick is too Sick” policy to determine if your child should stay home. Little School reserves the right to send any child home due to perceived illness.

**Antibiotics:** Children who are on a doctor's prescribed medication should remain home for 24 hours to give the medication enough time to prevent the spread of the illness.

**Vomiting and diarrhea:** Should your child vomit the evening before or the morning of school, please keep them home. If your child has diarrhea two times in 24 hours, please keep them home.

**Fevers:** If your child has a fever, we will call you. They are not required to go home until the fever is over 100 degrees. In the event a parent or emergency contact cannot be reached, the child will be supervised and cared for at the health office until a responsible party is available.

**Colds and illness:** Please refer to the “How Sick is too Sick” document on our website under the FAQ section to determine if your child should stay home due to cold-like symptoms.

**Separation Anxiety**

In the event a young child is crying, and continues to do so for over half-an-hour, the teacher and director will make a joint decision as to whether or not the parent should be notified. Age and separation anxiety will be taken into consideration, as well as the comfort level of the child. Our hope is to provide a secure, loving environment that children will feel completely at home in. Separation anxiety is completely normal, and our staff is highly-trained in how to handle it. We often see heightened episodes of separation and school anxiety at the beginning of the year, after the first few weeks of school starting (children will often start showing separation or school anxiety a month into school), after any long weekend or vacation, or with any major changes at home. We sometimes see separation anxiety with children who are starting to get sick, and that is why we always check their temperatures, as well. It is part of normal and healthy child development for some children to experience school/separation anxiety.

**Visitors**

All preschool visitors are asked to use the north and south preschool doors and not the main church entrance when coming to the preschool. All visitors are required to sign in at the front desk. For your child's safety, the doors of the church and preschool are locked at all times. There are video doorbells at each entrance of the church which allow the staff to see any visitors before the doors are opened. Please ring the doorbell, and wait for an audio response from our office staff if you need to enter the school.

Parents of children who attend classes on the south side of the building, please use the south parking lot. Parents of children who attend classes on the north side of the building, please use the north parking lot. Parents with strollers may use the north entrance where there are not stairs.

Church visitors are not allowed in the preschool unless they check in with the office and are accompanied by a school or church staff member.

**Parent Volunteers**

We love having parent volunteers. Our classroom teachers can utilize volunteers at their discretion. Please understand that sometimes students in classrooms do not do well with parent volunteers, and it can cause separation anxiety for some students. Therefore, teachers decide how best to utilize volunteers, and if it is appropriate for their students each year.

Little School office staff frequently ask for volunteers for school-wide projects. We invite parents to join our advisory board, help with special events, and help with projects both at home and in the building. Please keep an eye out for volunteer requests through our newsletters and emails.

**Drop-off and Pick-up Procedures**

Each classroom has a specific drop-off/pick-up location. Teachers will share this with you at Parent Back to School Night. Please always bring your cellphone when dropping off your child or picking them up. You will scan a QR code at the door that each teacher will have. According to state laws, preschool parents must physically hand-off their child to a staff member of Little School. We do not have a drop-off lane. We will not release any children to adults who are not on their safe pick-up form or app. In order for an adult to pick-up a child, they must be listed on the child's Smartcare profile. Parents can add safe pick-ups on their app. If an adult picks up regularly, please contact our office to provide app access for that adult. All parents will be given app access at the beginning of school. Parents may not share the same account or allow another adult to use their login information. This is a legal requirement. If we have not seen an adult before, or do not recognize an adult picking up your child, we will ask them for their IDs at the door, and we will ensure they are listed on the safe pick-up list. Please ensure everyone who picks up your child has their ID and has the app or a temporary 24 code that you can provide them through your app. We are very strict with pick-up procedures.



If you have a sick or sleeping child in your car, and need assistance picking up or dropping off your Little Schooler, please call the office (303-791-1982) and one of our staff will be available to help you. Please do not leave children unattended in the car. All children must be accompanied into and out of the building.

Little School uses a secure app called SmartCare for parents to sign their child in and out. It is also used to verify safe pick-ups, emergency contacts, and parent information. All parents, guardians, and safe pick-ups will be required to have the appropriate sign-in information on the app in order to take a child home. If you are not listed on the app under the child's profile, you will need to go to the office to verify information. It is strictly forbidden to forge the signature of another adult. For each child in our care, we must have at least one (non-parental) emergency contacts with current phone numbers in case of an emergency. Please download the Smartcare for Parents app and verify your email address prior to Meet the Teacher Day. You will be trained in how to sign your child in at that event.

Parents that arrive at Little School intoxicated or under the influence of drugs or marijuana will not be allowed to leave with their child and 911 will be called.

### **Playground Etiquette**

We encourage and support families to use our playground from 1:00-1:20 after school. We ask that the following rules are followed. If the following rules are not obeyed, we will need to close our playground for use after school.

- 1) Please be off the playground by 1:20pm so our Aftercare program can safely utilize the playground.
- 2) Parents must remain within 20 feet of their child at all times.
- 3) Parents must actively supervise their child.
- 4) Children are not allowed to climb on top of any of the structures. This includes roofs, tunnels, tops of play equipment, etc.
- 5) Please have children put all sand toys away and all Cozy Coup cars against the fence.
- 6) No students on the outdoor stage please.
- 7) No throwing sand or woodchips.
- 8) No roughhousing, and no aggressive or bullying behavior.
- 9) No climbing fences. Please keep all gates closed at all times.
- 10) Please encourage your child to sweep up any sand or woodchip mess they may have made. The brooms and pans are for everyone to help keep our playground clean.
- 11) No climbing the trees or harming the environment.
- 12) Little School is not liable or responsible for anything that happens on the playground after school.

### **Social Media**

All parents sign an agreement that they will not post photos of other children on their social media accounts. This policy includes photos parents take on their own, along with photos parents receive from teachers through the SmartCare app. This is for the safety of the children in our care. We will post photos of children on our social media pages with the permission of

the parents only, and we will never post names of children or tag parents in the posts. Our social media pages are used to promote our school and share updates on occasion with parents.

### **Website ([stlukeslittleschool.org](http://stlukeslittleschool.org))**

Little School maintains a website and Facebook page with important information, updates, snow closures, calendar, and special events. Please check the website for new information frequently. We also send information via email, including our monthly newsletter. Make sure you provide the office with a current email address.

### **Contacting Us**

Little School is in session August 12th through May 23rd. You may reach us by phone Monday-Friday 9:00am-2:45pm at 303-791-1982. We observe all holidays and follow the DCSD conventional calendar for most holidays. Please see the calendar on our website for specific dates.

### **Accountability Structure**

The following structure of accountability for the Little School Preschool, a program of St. Luke's United Methodist Church, is as follows:

1. Kelly Amadeo-Director
2. Calob Rundel- Clergy St. Luke's United Methodist Church
3. Amanda Lewis, Assistant Director and Cali Miodonski, Assistant Director

### **Parent Concerns**

In the event of a concern, please make all attempts to handle situations with the teachers first. If your concerns are not handled properly, please feel free to reach out to the director, Kelly Amadeo at [kelly@stlukeshr.com](mailto:kelly@stlukeshr.com).

### **Communication**

Teachers will be in contact with parents on an ongoing basis to make sure that they are fully aware of how their child is progressing.

Little School feels it is in the best interest of all children to speak in private and not in front of children or other parents should you have a concern. If you would like to speak to your child's teacher about a concern you may have, please arrange a time with them outside of our normal school hours. You may also reach your child's teacher via email. Email addresses can be found on our website or by following the pattern: [firstname.lastname@stlukeshr.com](mailto:firstname.lastname@stlukeshr.com). Most teachers also have classroom specific or gmail accounts they utilize for work purposes, as well.

### **Media and Technology**

On rare occasions, for educational enhancement, children may view movies, DVDs or iPads with a teacher. Media is never used by children alone at Little School. Since children are with us for a short period of time, we do not feel that electronics are a proper use of their educational time. Only G rated videos containing Christian and/or educational content will be allowed. At no

time are movies, DVD's or iPads used as a replacement for interactive preschool learning and play.

### **Parent Teacher Conferences: (Twice a year)**

You will have a chance to have a parent teacher conference twice during the school year. The first one will be in November, and the second one in April. Both conferences are formal 20-minute conferences with your child's teacher. We do not have regular school on those days, but we do provide a childcare room for your Little Schooler and their siblings(18+ months), if needed. We encourage all of our parents to ask their child's teacher how their child is progressing on a weekly basis. We strive to communicate with our families on a regular basis and not just at parent teacher conferences. Note: If you are not able to attend parent-conferences on the scheduled days, teachers will email you an update on your child, but they are not required to offer a conference on a different day. Some of our teachers have 24 conferences to conduct, and spreading them out for parents who are unable to attend is very difficult on our staff. We do promise to offer an update on your child, and if you are out of town, we always offer zoom calls for conference day.

### **Confidentiality**

Little School will maintain the confidentiality of all student records as required by state law. Written permission is required by each parent before teachers are allowed to distribute personal information to other parents. All student records are confidential and private in accordance with the FERPA Act.

### **Emergency Drills and Procedures**

All of our staff are FEMA-Emergency Preparedness trained. Fire, tornado, and lock down procedures will be practiced with your children at Little School monthly. This is critical to their safety while at Little School. This is a requirement of the state of Colorado, and it will help children be better prepared when they enter elementary school and experience the same drills.

In the event of an unforeseen event (fire, water damage etc.) where Little School staff and children must be evacuated, children will be supervised and escorted to Christ Lutheran Church next door to the south. They will remain with their teacher until a parent has been contacted for pickup. Pickup will be at Christ Lutheran Church. If Christ Lutheran is unavailable to us, we will use Northridge Rec Center. We will communicate pick-up procedures accordingly.

In the event of a natural disaster such as a flood, tornado, excessive lightning, or other dangerous events, children will remain inside the building until the threat has ceased. We will be in contact with parents, but please do not call the school. We need to keep phone lines open during this time. Children will be supervised by staff at all times until parents arrive.

### **Child Abuse and Neglect**

The Colorado State Department of Child Protection Services requires that teachers, administrators and those working with children, who have reasonable cause to suspect that a

child has been subjected to abuse or neglect, report it immediately. All of our staff are mandated reporters.

Should there be a complaint about St. Luke's Little School, director or staff, it shall be addressed directly to the clergy of St. Luke's United Methodist Church. If the complaint is of a state matter (i.e., suspected child abuse) it should be brought to the attention of the Douglas County Department of Social Services. (303-688-4825)

If you have concerns about our facility or would like to review a licensed facilities file, please consult the Division of Early Care and Learning at 1575 Sherman Street, Denver, Colorado 80203-1714 or at 303-866-5958.

### **Child Supervision**

Children attending St. Luke's Little School are supervised by an adult at all times. Teachers are instructed to keep attendance and note children's absences. Teachers are required to count children frequently during their class time, especially when exiting and entering the classroom, after bathroom time, outdoor time, or special programs.

### **Lost Children**

Should we not be able to locate a child, the director, assistant director, office manager and lead teacher for that class will notify the entire staff and begin an immediate lockdown. If parents are at the school, they, (and/or siblings) are requested to enter their child's classroom and shut the door. The assistant teacher will remain with the class. All means will be initiated to locate the child. If the child is not located after a thorough search, the authorities will be notified.

### **Accidents and Injuries**

All of our staff is CPR and first aid certified.

All accidents and injuries, severe or minor, will be documented with our administrative staff and Injury Reports will be filled out by both the lead teacher and signed by the parent. Incidents and injuries that require a doctor or hospital visit, at the request of the parent or teacher, will be documented through the Department of Early Childhood and Licensing. For minor injuries, bump, bruises, and scrapes parents will be notified at the end of the day.

### **Food Policies and Procedures**

#### **Lunches**

Parents are asked to provide lunches for their child each day they attend Little School. Lunches are not shared among children. According to the Rules and Regulations of the state of Colorado, parents are required to include five food groups in children's lunches. Children are encouraged to bring water bottles each day. Lunch time is also a social time. While teachers encourage children to eat their food, sometimes food will come home because the child was socializing with his/ her friends. Children are never withheld food or rushed through lunch time. Lunch time is a fun and social time for our children, and they are under the guidance of their lead teacher during this time.

**Snacks**

Parents are asked to provide snacks for their child for the day and a second snack for AfterCare if they are to attend AfterCare that day. According to the Rules and Regulations of the state of Colorado, at least two food groups are required for each child at snack time. Each child will bring their own snack and water bottle to school.

**Special Treats**

Special treats for holidays or birthdays are allowed, but must be cleared by the teacher first. Please do not provide full-size donuts or cupcakes for children. That is a lot of sugar for our little ones. All treats must be store bought. Unfortunately, we cannot accept homemade foods.

**Allergies**

We are an allergy aware school, but we cannot guarantee a child not be exposed to an allergen. This is why it is important that we have all emergency medication and paperwork turned in and up-to-date. We are very sensitive to food allergies and other allergies in the classroom. Your child's teacher will let you know if any foods need to be avoided for lunchtime or snack time. It varies per classroom. Our assistant directors discuss food allergies with each family, and assists the teachers in setting up guidelines for food brought into the classroom. If your child has an allergy of any kind, please feel free to contact [sregistration@stlukeshr.com](mailto:sregistration@stlukeshr.com).

**Clothing**

We cannot guarantee that the clothing your child wears will not come home with paint, playdough, or other substances on them. Please dress your child for an active, sometimes messy, day. Please put shorts or leggings under dresses. Always send your child with a complete set of clothes (including extra shoes or flip flops) in their bags. Children may need to change clothing if they get wet or have an accident.

**Shoes**

Please dress your child in sturdy shoes for climbing and running. Please pack boots in your child's bag in case the ground is wet or snowy. It is recommended that you pack a small pair of shoes in their bags in case they have an accident and their shoes get wet. We do not keep extra shoes at Little School.

**Outdoor Time and Active Time**

We follow the "Weather Guidelines for Children" when determining if it is too warm or too cold outside. We feel outdoor time is extremely important. Please pack clothing for your child to remain warm and dry when they go outside. If extreme temperatures prevent us from going outside, children will get a chance to expend their energy and build their muscles in a large indoor space. Your child will have an outdoor time of 30 minutes or more every day, weather permitting.

### **Backpacks and Bags**

Parents need to provide backpacks for their child. The smallest size of backpack we will allow is 14.5-16" H x 11-12"W x 6"D. Small or Mini backpacks are very cute, but they do not have enough space to hold a lunch box, a spare change of clothes, a snack, and a jacket. The Lands' End Small Classmate, Pottery Barn Kids Small, and LL Bean Junior Original Book Pack are all good in terms of size, but you may choose any backpack that meets the suggested size. Backpacks with one large zipper section and one small zipper pocket work best.

We will be providing a waterproof zipper pouch for artwork to be able to go home throughout the year. Please note that if you are planning for your child to attend aftercare, they will need a second bag (a tote bag is ok) to carry their second snack and blanket.

Lunchboxes: Bento boxes work great (especially for our 2.5's) but any lunch box will work. Please try to avoid large, heavy lunch boxes as they are difficult for kids to manage. Please do not send snack or lunch in gallon size plastic bags! This is a licensing rule.

### **Show and Tell and Items from Home**

Please label all items that you bring from home. We do our best to make sure items are not lost at Little School, but we cannot guarantee items will not be lost. Masking tape with your child's name is sufficient enough to label those valuable security items and show and tell items. Each teacher does show and tell differently. They will let you know when it is your child's turn to bring their show and tell item. If your child requires a security object, please discuss this with your child's teacher. We will encourage students to leave their items in their bags, and sometimes knowing it is nearby is enough for most children. We would hate for anything to happen to a security object so we try to eliminate those from the classroom.

### **Nature Walks and Field Trips**

Nature walks are taken on occasion to enhance your child's education. Walking field trip permission forms (for around the church) are signed with our enrollment papers and will be kept in the child's file during the school year. Specific forms will be signed in order for a child to participate in a walk off premises. Activities away from school are not encouraged because of the state requirements for proper car seats.

### **Birthdays**

We love birthdays at Little School. Your child's teacher and the music teachers will celebrate your child on their birthday. Please do not deliver invitations to parties at school unless every child in the class will receive an invitation. This will avoid any hurt feelings. Please discuss birthday celebration policies with your child's teacher. We strongly discourage messy treats such as cupcakes, or treats that are large and sugary.

We want to thank you for allowing us to be part of your child's early years. We take our jobs very seriously, and we know that this is a first school experience for many of our students. We are a family at Little School, and your child and your entire family are very important to us.

Please reach out to any of our staff for any questions, concerns, advice, or support. We are here for you, and we appreciate your support.

St. Luke's Little School Staff