



**Educating the whole child...shaping the future**

### **MISSION STATEMENT**

Lakewood United Methodist Preschool is a parent participating school that embraces diversity. We welcome all families. Together with our families we work hard to create a school community that is proud to offer a learning environment that is rich in hands-on-learning experiences while constantly supporting emotional and social development. Here children experience the wonder of discovery, the empowerment of problem solving and the joy of creativity.

### **WELCOME FROM THE DIRECTOR**

Dear Preschool Families,

For 50 years, LUMP has been a place where families and staff work together to create the best possible experience for the children. One of the most valuable things you will do is help in the classroom. These days are opportunities for you to actively participate in your child's education and work alongside great staff that knows how to nurture and provide the best possible developmentally appropriate experience for your child.

Welcome to a new school year and welcome to LUMP, where you are amongst a wonderful community of staff and families.

Sincerely,

Kim Mesa

**Child-focused intentional practices to teach  
and learn through play and discovery.**

**A team of professionals devoted to inspiring life-long learning.**

**We build enduring connections between families  
and staff nurturing the development of all children.**

# **WELCOME TO LAKEWOOD UNITED METHODIST PRESCHOOL**

## **HISTORY**

Lakewood United Methodist Preschool was started in 1964 as a mission of the church to create a community Preschool that would be an outreach to all families. It began with one classroom, one teacher and 15 enrolled preschoolers. Over the past 50 years it has evolved into an outstanding program serving families from several communities throughout Jefferson County and the city of Denver. We currently have morning programs for three year olds, four year olds and five year olds. Our lunch bunch program gives families the option of extending the morning through the lunch hour until 1p.m. The Fun Friday program offers an extra day of school for four and five year olds.

## **PHILOSOPHY**

It is our belief at Lakewood United Methodist Preschool that staff and parents must work together to provide the best possible educational experience for children of all cultural backgrounds, faiths and individual needs. We place a great emphasis on experiential learning, working diligently to provide a nurturing environment that supports social growth and independent thinking. We believe as a staff that our children will become confident and competent in their abilities to interact with others, be creative thinkers and active problem solvers as they discover the world around them. We know as a staff that the active participation of our parents is essential in meeting these beliefs. We are committed to our families and want you to know that you can count on all of us for support as you continue on your journey as a parent.

## **GOALS & OBJECTIVES**

The preschool day incorporates a balance of child-initiated and teacher-directed activities, a balance of group and individual activities and a balance of fine motor and large motor experiences. Our goal is to encourage growth for each child in the following areas:

### **PHYSICAL**

- To increase strength and endurance
- To improve muscular coordination and control
- To develop physical and mental coordination
- To recognize and experience relaxation and release from tension
- To use rules necessary for safety

### **SOCIAL AND EMOTIONAL**

- To join group activities
- To take turns
- To share
- To play roles of both follower and leader
- To respect the rights and property of others
- To increase self-control
- To accept behavioral limits which are appropriate for group living
- To converse freely with both peers and adults
- To resolve conflicts appropriately
- To be able to take a risk
- To be able to ask for help when needed
- To establish a positive self-concept
- To moderate withdrawal or aggressive behaviors
- To channel emotions into socially acceptable outlets
- To see situations from the viewpoint of another person

## **GOALS & OBJECTIVES** continued

### **INTELLECTUAL**

- To listen and follow directions
- To carry out a project to completion
- To increase attention span
- To increase curiosity and develop the ability to try and to problem solve
- To recall information
- To solve problems independently and also within a group
- To progress through content areas which are compatible with his/her ability and developmental level

Carefully chosen classroom equipment, media, books and activities allow the children to learn and grow at their individual pace. The teaching staff has the expertise to direct and guide the children throughout the year, providing a wealth of materials and experiences that will enhance and spark the curiosity of each and every child. We are constantly refining how we can meet the above goals and support each child's needs as they begin to explore their world. Our wish is to give children a rich and nurtured beginning to the world of learning leaving them with an eagerness to know more.

### **DEVELOPMENTAL APPROPRIATENESS**

At Lakewood United Methodist Preschool we offer what is considered a developmentally appropriate curriculum. Our program is child centered, offering a balance of child directed and teacher directed play and exploration. Our curriculum emphasizes an integration of all areas of learning (cognitive, social/emotional, physical and creative expression.) The following is an excerpt taken from an article on Developmentally Appropriate Practice in the classroom by Geist and Baum from the July, 2005 issue of the NAEYC magazine *Young Children*. "Regardless of the chosen strategies, a developmentally appropriate curriculum for young children is child centered, embraces children's individual differences, encourages active learning, and promotes deep understanding. When you walk into this type of classroom, the first thing you notice is the activity of the children." We as a staff at L.U.M.P. embrace this approach to learning and discovery in a child's early years.

### **CURRICULUM**

Science - learning about the world around them by engaging in direct experiences, manipulation of materials, observing and questioning

Art - heavy emphasis is placed on the process, rather than the product. We encourage creativity, self-expression, the joy of trying different media and that what one creates is good!

Music - experimenting and patterning with sounds and tones, singing, finger plays and creative movement. Use of rhythm instruments, recognition of basic rhythms and participating in a variety of music and movement activities

Language and Literacy Development - an enjoyment and interest in books and story time, sharing one's own story, book making, participating in class charts, rhyming, expressing thoughts and feelings and dictating thoughts and feelings to a grown up, seeing language in print

Math Concepts - sorting and classifying objects into sets, graphing, comparing sizes, counting using objects and a one-to-one correspondence, becoming aware of groups, estimating, classifying, measuring, identifying patterns, experimenting with shapes, blocks, cubes etc.

## **CURRICULUM** continued

Social Studies - developing a global awareness of the world, being aware of other cultures and people with special needs, using a variety of media, equipment, and experience

Physical Education -developing eye hand coordination, eye foot coordination, balance and core fitness using balls, obstacle course equipment, bean-bags, music and creative movement, parachute play, balance beams and other supportive equipment Our large motor center, the LMC, provides a great space for both teachers and the director to gather the children together for a fun time incorporating movement and music. In addition to our great LMC space we have a wonderful playground that provides a variety of climbing, swinging, sliding, and balance opportunities as well as sand play and a variety of riding equipment

## **GOVERNING STRUCTURES**

LUMP is a program of the Church and is governed by the Parent Advisory Council. The Council works with the Parents, the Director, the teaching staff, the church and the community at large to act upon decisions involving the Preschool as a whole. **The members of the council are made up of classroom parent representatives, the school Director, one teacher representative, the CSR Church representative, and when possible 1-2 community at large members.** Meetings are generally held once a month and non-council members may attend meetings after notifying the Chairperson or after having been invited. One teacher attends each council meeting acting as a representative of the teaching staff. One Council member will attend the first staff meeting of each month. Traditionally the Council discusses the budget, staff matters; such as hiring, salary scale, bonuses etc. evaluating Preschool needs, and grievances.

## **PROCEDURES AND POLICIES**

### **CONFIDENTIALITY**

LUMP is a community where the staff, parents, and children work closely together. It is imperative that we respect each other's privacy in matters of a personal nature. Our strength as a school comes from our parent involvement and the time and commitment parents give to our school. If, as a helping parent in the classroom, you have any concerns, comments, or questions please direct them to your child's teacher or to the director. Sensitive information about children needs to be kept private and should never be part of your casual conversations. We appreciate your sensitivity and professionalism in regards to this matter of confidentiality.

### **COMMUNICATIONS**

A very real and essential part of our school is communications. Important information concerning your child's activities is given to you several times per month. It is up to you to read your newsletters and find out what is happening at school. Check your email, watch the parent boards, read what comes home with your child and check often with the school staff.

### **BATHROOM POLICY**

Children use the bathroom area by themselves but if at any time they need help the teacher is the adult in charge of assisting the child. Rooms 9 and 10 have a bathroom in the classroom. In the case of room 17, the teacher is in charge of the children who need to use the hallway bathrooms. In instances when the teacher is unavailable, 2 parents will accompany the children and remain in the hallway unless assisting with hand washing. \*It is important to note that whenever a child needs toileting help, the teacher will be called to take care of that.

### **DIAPERING AND TOILET TRAINING**

It is ideal if your 3 yr. old child is toilet trained by school entry. If your child is still in the process of learning to use the toilet we are willing to work with you so that that your child's training continues to progress towards success. If your child is not ready yet for toilet training please speak to the director or your child's teacher.

### **ENROLLMENT**

- The Preschool is open to all children three, four or five years of age by October 1<sup>st</sup> of the enrollment year they enter the three, four or transition classes respectively.
- Children of current three year old classes always have priority for the following year's four year old class.
- Children of returning L.U.M.P. families, church and PDO families have priority for three year old spaces and extra four year old spaces, **if they register and pay the registration fee by first Saturday in February prior to enrollment.** After the first Saturday in February, enrollment will be granted on a first come first serve basis to all families.
- Children are assigned to a classroom by the Director, so that a balance of diversity, birth-dates, and boy/girl ratio can be achieved. Once class lists are established and a child drops, the Director has the discretion to enroll children to fill an opening based on the above ratios.
- At the end of the three year old year parents will be given a choice as to whether or not their child will remain in the same classroom for the four year old year.

### **REGISTRATION FEE**

The Council will determine a non-refundable registration fee annually. This fee is due at time of enrollment.

### **TUITION**

- **Tuition amount is determined annually by the Parent Advisory Board.**
- Tuition is due the first week of each month.
- Parents are advised of late tuition after the 15<sup>th</sup> of the month. There is a two-day grace period after which late fees will be assessed at the rate of \$.50 per day until paid.
- **There are no refunds for absentees, including days school may be cancelled due to weather/emergency situations.**
- The first tuition payment will be made by September 15th of the enrolled school year.
- Credit cards are accepted. See Director for information on fees and signing an agreement.

### **DISCHARGE POLICY**

L.U.M.P. reserves the right to cancel enrollment for a child for the following reasons:

- Non-payment or excessive late payments of tuition and fees
- Child has special needs which we cannot adequately meet with our current staffing patterns
- Physical or verbal abuse of staff by a parent

### **WITHDRAWAL POLICY**

If a family needs or wishes to withdraw their child from L.U.M.P. a written notice or email message sent to the director is required and must be received by the school a minimum of 30 days prior to the date of withdrawal in order to receive a tuition refund. If 30 days notice is not given, the school is unable to guarantee a full tuition refund. \*Registration fees are not refundable.

## **SERVICES FOR SPECIAL NEEDS CHILDREN IN COMPLIANCE WITH THE AMERICAN DISABILITIES ACT**

L.U.M.P. provides equal opportunity for children with special needs. Every effort is made to incorporate special needs children into all programs at LUMP within the capacity of the staff. Upon enrollment of a child with special health care needs, we must obtain a copy of an existing individualized health care plan for the child that can be reviewed, adopted and implemented by our staff. We will inform our nurse consultant about the needs of the child working together with you the parent, to develop an accommodation plan. Admittance will be made on a case-by-case basis. The building has an automatic door and an elevator for wheelchairs at the west entry to the church for any individual who is unable to climb stairs.

## **FORMS**

You and your doctor should complete all forms given to you. All forms **must** be returned to the preschool on or before the first day of school. All children must have a health check by their doctor annually. All children must comply with the Colorado Immunization Law and be immunized upon entry to school. The Colorado State Department of Social services requires the above for all schools and failure to meet these requirements can cause us to have our license revoked.

## **CHILD SUPERVISION and LOST CHILD POLICIES**

- Children attending L.U.M.P. are supervised **at all times**. Attendance is kept via our sign-in sheets on the clipboard in each classroom and absences are noted. Children are counted frequently during their class time and especially when the classes exit and enter the classroom, before and after outdoor time, at dismissal/lunch bunch times or when special programs are scheduled. When classes are going outside for playtime, one teacher will lead the children while the parent helpers follow behind the last child. Children are then counted upon entering the gated playground. The same procedure is followed when classes exit the playground. Headcounts are made a minimum of three times per day. \*In the event a special program is scheduled and the class or classes are meeting in a different room the teachers and parent helpers will remain with the children throughout the activity.
- In the unlikely event that a child is lost (cannot be found in the building or on the playground), 911 will be called and the parents will be contacted immediately.

## **GENERAL DISMISSAL POLICY**

Children will be released **ONLY** to a parent or to an adult listed on the child's Emergency Form. A written note from the child's parent or a face-to-face conversation between the teacher and the parent at the **BEGINNING** of class is required to release a child to any other adult. If the adult is not known to the teacher, the teacher will request identification before releasing the child to the adult's care.

## **PICK-UP BY AN UNAUTHORIZED PERSON**

If an unauthorized person attempts to pick-up a child, **the child will not be released until the parent has been contacted and has given his or her approval**. If we are unable to contact the parent, the child will not be released to the individual. Staff members who encounter an individual who exhibits hostile behavior in response to this policy will call the Lakewood police immediately.

## **ARRIVALS**

School begins at 8:45 am for Transition (5 year old class) and 9:00 am for all other classes. Please make sure that you get your child to school on time as it is critical to the beginning of their day and makes it so much easier on them emotionally to enter the group and participate in opening activities.

- Bring your child to the classroom door or place designated by the teacher for check in. **DO NOT DROP OFF YOUR CHILD AND LEAVE.**
- **Sign your child in on the daily attendance form located on the clipboard and enter the time** you are signing in. \* Please leave current phone number.
- Walk with your child so that he/she can check in with the teacher and be greeted. After the teacher has greeted and checked your child in, you are free to leave.
- If you are bringing a group of preschoolers to school the same procedures apply even if they are in different classes. **All children must be checked and signed in appropriately.**
- If you find that your schedule gets you to school early please feel welcome to read to your child and get comfortable in the office area. The teachers are preparing for their morning at that time and should not be interrupted.
- If you are the helping parent for that day, go right into the classroom and check in with your child's teacher. \*Helping parents should arrive at least 5 minutes early.

### **DISMISSALS**

- No child will be released to anyone under the age of 18.
- Each classroom has its own designated dismissal area that your child's teacher will point out to you. If your child is not attending lunch bunch, dismissal will be at 11:30 at the area your teacher designates. Please drive up in your car and the teacher or parent helper will bring your child to your vehicle and have you sign-out on the clip board. After signing, please pull your vehicle forward so that the car line can proceed ahead smoothly.
- If your child is attending lunch bunch dismissal is at 1:00 pm. When weather is good the lunch bunch group dismisses from the playground. In case of inclement weather the lunch bunchers will be inside and dismissed from the LMC or classrooms.
- Please walk to the playground gate and sign-out your child and any other children that are in your carpool.
- **Do not enter the playground.** For reasons of safety the teachers and parent helpers prefer that you wait at the gate for your child or group. They will bring your child to you when you come to sign-out. ***After a child has been signed out by the parent or caregiver, the child should remain under the close supervision of said caregiver.***

### **INCLEMENT and EXCESSIVELY HOT WEATHER**

During very cold (below 15 degrees) or very hot weather (above 95 degrees) children will remain inside.

### **TRANSPORTATION SAFETY**

All children, traveling in a staff or parent vehicle, must be secured in an approved child safety seat.

### **CLOSING OF THE FACILITY PROCEDURES:**

Each teacher must check that all children have been picked up and signed out at the end of their class-time or if attending lunch bunch at the end of their lunch bunch time. The attendance form must be checked for both a sign-in signature and a dismissal signature. It is the teacher's responsibility to ensure that each child is checked in and checked out on the attendance clipboard. \*If a signature is omitted the staff person will follow up with a phone call verifying that a child was indeed picked up by said parent or guardian in charge. In addition to checking attendance the teachers will do a final check of their classrooms and bathrooms and if used, the playground before leaving for the day. The director will also do a final check for children before leaving for the day. In the event that a teacher or director leaves early the staff member in charge will make a final check of the school and play ground before leaving for the day.

### **LATE PICK-UP**

Parents need to arrive on time for child pick-up. Children are distressed when parents are late, and teachers are prevented from proceeding with their day. To underscore the importance of timely pick-up, LUMP will assess a late pick-up fee. (See late fee below.) \*For those parents that have children attending PDO we realize that both programs are dismissing at the same time. It is imperative that you time your pick-up so that neither child has to wait. It may mean arriving early and adjusting your schedule a bit. We appreciate your cooperation in this matter as it affects our staff. **\*\* All children not picked up at dismissal will be brought to the office area and** be in a staff member's care. The staff member will call the name and number given on the sign-in sheet. Should the staff member be unable to reach that person she will then call the contacts listed on the child's emergency contact form. In the event that a parent or a contact person cannot be reached the staff member will wait with that child for a maximum of 90 minutes and then will enlist the help of the Lakewood Police. \*Please try to call if you are running late because of an unavoidable situation.

### **LATE PICK-UP FEE**

The late pick-up fee is \$5.00 for every 15 minutes a parent is late. This fee is to be paid directly to the staff member that is watching your child.

## **FIELD TRIP POLICIES**

Occasionally our four or five-year-old classes may have a field trip to a developmentally-appropriate location, such as the Arvada Center for the Performing Arts, or the Look- Out Mountain Recreation Area etc. Most often speakers and events are brought into the school **but for the few times that the classes do leave the school there are some very important policies that must be adhered to.**

### **FIELD TRIP TRANSPORTATION**

Children must ride in a properly fitted car or booster seat in the back seat of the car transporting them on the trip. Each driver is to supply the school with a copy of their driver's license and proof of current automobile insurance. In addition drivers will be asked to read and sign our school driver policy form.

### **DRIVER POLICIES**

In addition to providing a copy of his/her license and current insurance the driver must agree to the following:

- **That siblings are not allowed to accompany the driver or be part of the group.**
- That all drivers must check in with the teacher before leaving the classroom.
- That all drivers must accompany and be with their group at all times during the field trip.
- That all drivers agree to transport the group the teacher has selected for their car. Last minute changes will only be made at the teacher's discretion and not made by the parent
- When the event is over please check in with the teacher before leaving the field trip site.
- Bring your group back to the classroom **so that all children may be checked in** with the teacher before being dismissed. **DO NOT DISMISS THE CHILDREN TO WAITING CARS.**
- Return all emergencies forms, nametags, first aid kits etc. to the teacher when arriving back in the classroom.
- **Please do not show any videos in your car while on the trip. Every family has different opinions about when and what children should watch. Get a conversation going about the trip or sing a few preschool songs to keep the children engaged and comfortable.**

***\*If you believe your child will have a difficult time on the field trip please plan to drive just your child and not a group. We understand that not all children are comfortable riding with others or may have anxiety about being in an unfamiliar situation. Always let the teacher know of your plans.***

### **ARRIVING LATE FOR A TRIP**

If a child arrives late for a field trip, the parent will be asked to meet the teacher and the other children at the field trip location. If that is not possible, the parent will be asked to take the child home.

### **EMERGENCIES ON A FIELD TRIP**

When driving on a trip if possible, each driver should have a cell phone. In case of emergency, the driver will call 911. If no emergency help is needed but a child is ill or there has been an accident, for example, please call the director at LUMP at 303-238-9082.

## **CHILD HEALTH AND SAFETY POLICIES**

Your child's health is a matter of major importance to all of us. L.U.M.P. is in compliance with the Nurse Practice Act and has a Nurse Consultant available who delegates the administration of medications to our staff. Our license to operate depends upon the scrupulous fulfillment of certain health requirements

### **CONTAGIOUS DISEASES POLICY**

- **SIGNIFICANT FEVER-** If a child has a significant fever (101 degrees Fahrenheit, 38 degrees Celsius), vomiting, diarrhea, untreated contagious and communicable illness, such as conjunctivitis, lice, scabies, croup, etc. the child must not come to school.
- **STREP THROAT AND SCARLET FEVER-** Children must not come to school for at least 24 hours after the antibiotic therapy has been started.
- **CHICKENPOX-** All children should have received a Chickenpox vaccination before entering school.
- **MEASLES AND RUBELLA-** All children should have received a measles, mumps, and rubella (MMR) immunization.
- **HEPATITIS B** -The Hepatitis B immunization is required prior to entering school.

*Please notify the school if your child develops any of the following infectious diseases: Chickenpox, Conjunctivitis (Pink Eye), Fifth's Disease, Hand Foot and Mouth, Head lice or Scabies, Hepatitis A, Measles, Pertussis (Whooping Cough), Rash, Shingles, Skin infections (Impetigo), or Strep Throat.*

LUMP reserves the right to ask for the temporary removal from school any child whose physical and/or mental health represents a problem for the child, other children, or the school.

### **ADMINISTRATION OF MEDICATION POLICY**

Legislation requires that strict and specific documentation and practices must be in place before LUMP staff can administer any medication to any child, for **BOTH prescribed and over-the-counter medications**. Parents are **strongly** encouraged to administer medications themselves before or after class time. Recognizing that some children may require medications during class times, however, certain LUMP staff can administer medications in compliance with the delegator clause of the nurse practice act under the following conditions.

- **A MEDICATION PERMISSION FORM** must be completed and signed by a physician and the parent. Each medication must have its own form; this applies to over-the-counter medications as well.
- **A HEALTH CARE PLAN form must be completed and signed by both the parent and the physician for the children who have allergies.**
- **A NEBULIZER TREATMENT/OTHER INHALED MEDICATIONS TREATMENT FORM** must be completed and signed by both parent and the physician for children who may require their use.

The medication must be in the original containers, with prescription labels and the child's name. Over-the-counter medications should contain the child's name, directions for safe use, expiration date and list of ingredients. The information on the labels must be consistent with the instructions on the Medication Permission Form, for both prescribed and over-the-counter medications. All forms are available from the Director.

### **MEDICATION STORAGE:**

All medications are kept in our teacher lunch room in a special cabinet labeled Medications and First Aid. This cabinet is wall mounted and is located out of a child's reach. Any medication that needs refrigeration is kept in a refrigerator that does not store children's lunches or snack items.

### **ILLNESS OR INJURY AT SCHOOL**

If a child receives a minor injury (like a scrape) at school the staff will administer the allowed first aid. (LUMP follows the state regulations for administering first aid). For more serious accidents, the teacher in charge will fill out an accident report. One copy will be given to the parents and one copy to the director for the child's file. The teacher and/or director will decide whether the parents should be called or if the written notification will suffice. In the case of severe injury or illness, 911 will be called and the parents will be notified.

### **EXPOSURE CONTROL PLAN FOR POTENTIALLY INFECTIOUS MATERIALS**

Federal regulation by the Occupational Safety & Health Administration has mandated that caregivers have a written Exposure Control Plan for exposure to blood and other potentially infectious materials.

Our staff has been trained in proper procedures which include the following:

- Tasks where contact with blood might occur;
- Universal precautions that will be used;
- Logging the time that employees come into contact with blood without gloves and,
- Use of proper protection after an unprotected exposure.

**Parent Helpers** in the classroom need to be aware of the following recommendations:

- Wear latex gloves (disposable) for first aid and for cleaning up if hand contact with blood or potentially infectious materials, including vomit is possible.
- Wash hands immediately after removing latex gloves. Use soap and water for 10 seconds.
- Use plastic bags to hold bandages, tissues, and laundry soiled with blood. Once bandages and/or tissues are in the bag, they should be thrown away. Soiled laundry should be labeled "bio-hazard" and placed in a secure place to be sent home with the family to be laundered.
- Use a disinfectant consisting of one part bleach to ten parts water. This is one of the best broad-spectrum disinfectants available.

## **DISCIPLINE AND GUIDANCE AT LUMP**

Children feel secure knowing what the "expectations" are in any setting. The preschool staff makes every attempt to discipline and guide children in a loving manner. Guidance is the key and we work with each child to develop his/her's own sense of self-control by paying attention to several factors.

- **Classrooms** are designed for the children and centers clearly defined and arranged to promote experiential learning and discourage inappropriate behaviors such as running around the room.
- **Rules** are logical and meaningful to the children. These are developed with the children as well as discussed as to why rules are needed.
- The **curriculum** is developmentally appropriate
- **Positive Behavior is reinforced**
- **Redirection** is used to eliminate a potential difficulty
- **Being specific with a child** by telling them what we want them to do rather than using the words "NO" or "Don't"
- **A time for renewal** is used occasionally when a child needs to be removed from a situation for a brief time that has escalated and become unsafe or inappropriate. \*This is not meant to be a time-out negative approach but rather a time for considering that there may be another way to approach a problem or deal with angry feelings.

### **CHRONIC DISRUPTIVE BEHAVIOR**

All of the staff at LUMP will make every effort to work with the parents of children having difficulties in preschool. Communication is a very important part of being a home/school team. In the event that a child displays chronic disruptive behavior, which has been determined to be upsetting to the physical and or emotional well being of another child the following actions may be required.

- **INITIAL CONSULTATION:** This consultation will be scheduled by the child's classroom teacher and will require the parent(s) to meet for a conference. The problem will be defined in written form and goals will be established. The parent will be involved in helping create approaches towards solving the problem.
- **SECOND CONSULTATION:** If the initial plan fails the parent(s) will be required to meet with the classroom teacher and the Preschool Director. Another attempt will be made to identify the problem, outline new approaches to the problem, this time discussing the consequences if progress is not apparent.
- **SUSPENSION:** When the two previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the Preschool indefinitely.

## **EMERGENCIES**

### **GENERAL SAFETY GUIDELINES**

Close supervision and frequent "head counts" will be performed in all situations. An adult always accompanies a child if he/she needs to use the hallway bathrooms or needs to leave the classroom for any reason. On field trips extra assistance from parents is always needed as children are kept in small groups.

### **FIRE SAFETY/TORNADO EMERGENCY/EVACUATION**

Each classroom has a posted evacuation plan. For drills or real fire, teachers will lead their group of children to the designated evacuation location until an all clear is announced. The teachers will take their class sign-in sheet with them and make sure that the door is closed and that all children are in the evacuation area. The working parent should close all windows if open and help the teacher get the children to the evacuation site. Remain at the evacuation site until the director indicates that it is safe to return. In the case of a tornado warning all classes should go directly to the Director's office.

**In the event of an evacuation, the school (children and adults) will meet at Denver Street School, 1380 Ammons which is east of LUMP and on the south side of 14<sup>th</sup> St. Teachers will begin notifying parents as soon as a head count is completed.**

## **DAY TO DAY INFORMATION ABOUT LUMP**

### **ATTENDANCE**

If your child will not be attending class, please call the office to let the teacher know, preferably by class time. Children do notice when a classmate is absent and will feel reassured if the teacher can knowledgeably explain his/her absence.

### **LUNCH BUNCH**

Lunch Bunch is an optional program at LUMP designed to extend the morning until 1:00 p.m. It was created to enhance and offer more social time for the children. It is supervised by teachers and parents are not required to volunteer during lunch bunch. Please consider your child's personality and ability to adjust to a different environment before signing up for this program.

Tuition for lunch bunch is paid monthly. Lunch Bunch dismissal is promptly at 1:00 p.m. Late pick-up will result in a fee. The late pick-up children will be brought to the school office and be in the director's care. Lunch Bunch will not meet on holidays, no-class days, end-of-year picnic days or any school day when classes have been cancelled.

Children can attend, if space is available, all days that they attend class.

### **PARENT PARTICIPATION**

Parents are encouraged to participate in the classroom as teacher helpers 9 times per year in the three- year old classes and 10 times per year in the four-year old and Transition classes.

Training will be conducted at the August Orientation Meeting. A parent helper handbook is also provided. Parent helpers work very closely with the teacher and should plan to arrive early on their helping days so that class can open at 9:00 a/m. Parents choosing not to be helpers pay extra tuition each month. It is the responsibility of all parents to check with the teacher about snack or supply.

### **PARENT TEACHER CONFERENCES**

Parent/Teacher conferences are held for all threes, Transition and new fours at the beginning of the school year. All fours and Transition families will conference in late winter to discuss your child's progress, development, and socialization and again in the spring. All threes will conference early second semester. Parents can arrange other conference times with their teacher when needed.

### **SCHOOL PICTURES**

Individual student pictures are taken in the fall each year. Group pictures are taken in the spring. All orders and payments are handled through our school photographer.

### **SNACKS**

**LUMP IS A PEANUT-FREE SCHOOL. No peanuts or peanut products may be included in snacks or lunches.** Parent helpers provide our classroom snacks. If a child has allergies or cannot have a specific food(s), the teacher needs to be notified so that appropriate arrangements can be made. In the case of a severe allergy such as a peanut or dairy allergy, parents should collaborate with the teacher so that appropriate snacks can be kept on hand for the child. **The Transition class brings their own snacks.** Should there be a situation where a child in the class has a severe and life-threatening allergy to a food product then the teacher and the director reserve the right to limit the use of or ban that food product from the classroom. This decision will be made on a case-by-case basis.

### **SNOW DAYS/EMERGENCY DAYS**

In the event of extreme weather conditions or other extenuating circumstances, the Director and teachers will decide whether to cancel school. Council members will notify everyone by 8:00 a.m. There are four days allowed per age group per year. The Transition class is allowed six days. There will be no make up days for those parents scheduled to work and no refund of tuition for the days school is cancelled.

### **UPDATING FAMILY INFORMATION**

Please inform the director and the teacher if you have changes to your phone number, address, email or emergency information.

### **VISITORS**

All visitors must check in with the director and sign name, address and purpose of visit in the desk register. Identification may be checked.

## **REPORTING ABUSE OR NEGLECT**

This is a child care program that is licensed by the Colorado Department of Human Services. This license indicates that at the time of inspection, the provider has met or exceeded standards to operate a licensed child care center. These standards include:

- Written policies and procedures
- Communications, emergency, and security procedures
- Personnel requirements for education, training, experience, and supervision
- Requirements including procedures for admissions; health care; personal hygiene; physical care; food and nutrition; discipline; field trips; and fee policies.
- Activities
- Equipment and materials
- Facility requirements
- Fire and other safety requirements
- Maintaining children's records
- Administrative reports and records

In addition to all of the above standards, all licensed child care providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care.

You may report any suspected abuse by calling:

**JEFFERSON COUNTY DEPT. OF SOCIAL SERVICES  
303-271-4357**

## **GRIEVANCE PROCEDURE**

**To file a complaint concerning suspected licensing violations contact: The Colorado Department of Human Services at 1575 Sherman St. Denver 80203 or call 303-866-5958**

### **GRIEVANCE**

If at any time you have a concern with any or part of our program, please contact your child's teacher or the director. If your needs have not been met, you are then encouraged to discuss your problem with the Council Chairperson. For additional help, contact the Church Staff Representative. \* The CSR changes from time to time and you may contact the director for the current representative's name and contact number.

**Our license is posted and all inspection reports are available for review upon request.**

## **SEXUAL ABUSE PREVENTION**

All staff has been trained by Feather Berkower with Parenting Safe Children and LUMP has adopted the following rules to emphasize that each child at LUMP is an off-limits child to sexual predators. For more information or to register for a class, please visit [www.parentingsafechildren.com](http://www.parentingsafechildren.com).

### **BODY SAFETY RULES**

- 1. No one is allowed to touch your private parts.** Language used with children would be "No one is allowed to touch your private parts, unless you need help cleaning them, or your private parts are hurt or sick, and the doctor or nurse needs to examine them."
- 2. You should not touch someone else's private parts.** Language used with children would be "You should not touch someone else's private parts."
- 3. No one is allowed to take pictures of your private parts.** Language used with children would be "No one is allowed to take pictures or videos of your private parts or of you doing anything when you're naked (for example, going to the bathroom, dressing, bathing)."
- 4. If somebody tries to touch your private parts, say "No!"** Language used with children would be "If someone tries to touch your private parts, say, 'No!'"
- 5. If someone tries to touch your private parts, try to get away and tell.** Language used with children would be "If someone tries to touch your private parts, try to get away from that person, and most importantly, tell someone else what happened, even if the person who tried to touch you tells you to keep it a secret."
- 6. Never keep secrets about sexual touching.** Language used with children would be "Never keep secrets about someone touching your private parts. Always tell me (or any adult you trust) if anyone tries to break one of your body-safety rules, especially if they tell you to keep it a secret."
- 7. It's not okay to look at pictures of naked people.** Language used with children would be "It's not okay for you to look at pictures or movies of people who are naked. If an older person tries to show you pictures or movies of naked people, say, 'No,' and tell a parent or trusted adult about it."

All rules are printed with permission from the author of Off Limits; A Parent's Guide to Keeping Kids Safe from Sexual Abuse, co-authored by Feather Berkower.