



**Aspen Ridge Preparatory School**

**PRE SCHOOL**

**2017-2018 PARENT HANDBOOK**



*Learning and Growing together on a trail of Success*

705 Austin Avenue, Erie Colorado 80516

Phone: (720) 242-6225 Fax (720) 294 0573

[www.aspenridgeprepschool.org](http://www.aspenridgeprepschool.org)

# Welcome to Aspen Ridge Preschool

We are pleased that you have chosen the Aspen Ridge Preschool Program for your child and your family. Aspen Ridge is a privately ran program located within Aspen Ridge Preparatory School. At Aspen Ridge we recognize the importance of a quality early childhood experience for all children and we also value the partnership with families. We realize that children learn both at home and at school, therefore our program is family focused and facilitates child learning in all developmental areas (cognitive, language, physical and social emotional) and content areas (literacy, math, social studies, science, and the arts).

## PURPOSE AND PHILOSOPHY

The purpose of the Aspen Ridge Preschool Program is to provide a high quality early childhood experience for your child in a safe, supporting and stimulating environment where children develop and progress in a fun, developmentally appropriate curriculum. One of the main goals of the preschool program is to prepare children for Kindergarten. Your child will participate in a preschool curriculum that promotes learning through play and discovery, as teachers support children's pre-academic progress while respecting the ways they grow and develop. Parental involvement is an integral part of the preschool program.

## PRESCHOOL STANDARDS AND OBJECTIVES

Aspen Ridge has adopted preschool standards (what we expect children to learn) that are aligned with the preschool Colorado Academic Standards, the Colorado Building Blocks and the Kindergarten Standards. The preschool standards and objectives set out a series of learning outcomes agreed to be essential for Kindergarten readiness. These standards describe what children should understand and be able to do as a result of their preschool experience.

## CURRICULUM AND ASSESSMENT

Aspen Ridge Preschool and Pre-Kindergarten program uses age-appropriate Core Knowledge curriculum along with creative activities to enrich the littlest owl's development. Our preschool program is highly interactive and encourages hands-on exploration as part of the learning process. By creating a safe, collaborative, encouraging, and fun atmosphere, children enjoy the educational process that encourages a life-long love of learning and a well-rounded child.

The Preschool class uses the Core Knowledge Preschool Sequence as the basis of their lessons while incorporating hands on exploration through playful discoveries.

The Pre-Kindergarten classes use the Core Knowledge Language Arts curriculum (CKLA) while incorporating hands on exploration through playful discoveries to enrich your child's kindergarten readiness.

Children are assessed three times each year (fall, winter and spring). These assessments include on-going observations, samples of classroom work, as well as teacher and parent input.

Parent-teacher conferences are conducted twice during the school year to encourage parental involvement and discuss each child's current performance and progress.

## ADMISSION AND REGISTRATION

Registration begins in November the previous year for admission in August. Aspen Ridge Preschool will hold its lottery each year in December separate from the general school. Spots will be filled on that day starting with current preschool students, sibling preference, in-district then out of district. After the lottery, spots will be filled on a first come, first serve basis. Please contact Aspen Ridge Preschool Director for additional admission and registration information.

State and District policies require that we have your child's file complete with all the forms and information needed before they may attend preschool. This is a list of what is required:

- Preschool Registration Form includes: emergency contacts, authorization for

adults that can pick up your child, a photo/video release, your child's doctor and dentist information, and proof of residency.

- An Emergency Information Card which is retained at all times by the teacher and the school office (School Clerk).
- A copy of your child's Birth Certificate.
- Your child's Immunization Record (all children must be up to date before they can start preschool).\*
- A "Health Appraisal Form" from a doctor stating that your child is healthy enough to attend preschool (due before the start of school).

**\*\*\*\*Parents will be notified if there is any child in your preschool class who is not immunized due to acceptable exemptions per state law. Confidentiality will be maintained and children's identity will not be shared.**

## TUITION AND TUITION AGREEMENT

A tuition agreement must be signed stating that you understand and agree to the Tuition Policy.

Preschool Tuition is due on the 1st of every month and is considered late on the 11th calendar day of every month. The first tuition payment is due August 21, 2017 and the last tuition payment is due May 1, 2018. ARPS will assess a \$5 per day late fee on all outstanding accounts until tuition is paid in full. If tuition is not received by the 14th of the month, your child may no longer be eligible for the Preschool Program at ARPS. Please send your checks directly to the front office for tuition payments.

The monthly tuition rates are listed below and are based on a 10-month year. Reduced Lunch qualified students receive a \$25 discount per month and Free Lunch qualified students receive a \$50 discount per month. No discount is available if the fee is not paid within 30 days of the applicable due date.

### **Preschool 3's Class (3 day session)**

Full Price Tuition = \$260 a month

### **Preschool 3's Class (2 day session)**

Full Price Tuition = \$160 a month

### **Pre-Kinder 4's Class**

Full Price Tuition = \$330 a month

## **STUDENT FEES**

The student fee is \$150 per student. For new students this fee is paid in full upon accepting enrollment. For returning students the student fee is due in the fall. Families with multiple children enrolled at Aspen Ridge Preparatory School will only pay for the first two children, setting the maximum per-family cost at \$300.

## **CLASSROOM SUPPLY FEE**

There is a \$40 annual supply fee per child to be paid before the child begins attending Aspen Ridge Preschool and Pre-Kindergarten.

## **PROGRAMS OFFERED**

The Preschool 3's Program is designed for students who are 3 years of age on or before the start of school. The preschool program will meet three days per week, Monday through Wednesday morning or two days per week, Thursday and Friday.

The Pre-K Program is designed for students who are 4 years of age by October 1st of the calendar year they enter preschool. The Pre-K program will meet four days per week, Monday through Thursday, with one class meeting in the morning and

one class meeting in the afternoon.

## CHILDREN WITH SPECIAL NEEDS/DISABILITIES

The Aspen Ridge Preschool is a privately run program and does not receive services from the state of Colorado (Colorado Preschool Program) or the Child Find office. Special Education services are not a resource available to Aspen Ridge Preschool at this time.

## UNIFORM POLICY

Aspen Ridge Preschool follows the schools uniform code. Students are expected to be in compliance with the uniform while attending school unless otherwise noted for spirit days or Dress Down Days. Parents will be notified if/when his/her student is out of compliance with the uniform policy.

Approved clothing includes: navy or khaki pants or skirts; navy, light blue, dark green, pale yellow or white collared shirts; and approved styles of dresses, jumpers or skirts in these colors or the approved hunter/classic navy plaid.

Shoes: For safety reasons we ask that your child wear closed toed shoes while at school.

Lands' End is ARPS preferred vendor but uniforms may be purchased at other retailers such as Children's Place and Old Navy. **If purchased from a different retailer, the colors and styles must match those of Lands' End to keep continuity in the ARPS uniform.**

Preferred Uniform Vendor: Lands' End  
ARPS Preferred School Code is: 900142217

Phone: 1-800-469-2222  
Website: [landsend.com/school](http://landsend.com/school)

## TRANSPORTATION

Transportation is not provided for preschool programs. All students are dropped off by parents or authorized adults 18 years or older, checked into preschool and picked up by parents or authorized adults 18 years or older at the appropriate hour.

## TOILETING AND EXTRA CLOTHES

Typically developing children are expected to be potty-trained. However, we understand that accidents will sometimes occur. In the event of a toileting accident, we will help the child change and the soiled clothing will be sent home with the child in a plastic bag. Please provide an extra set of clothes to keep in the child's backpack at all times. If no extra clothing is provided, the School Health Clerk has limited clothing for emergencies. Please return the loaned clothing promptly after it has been washed. If the Healthy Clerk has no change of clothes, parents will be called and the student will have to be picked up.

## DISCIPLINE AND BEHAVIOR GUIDANCE

Each preschool utilizes positive behavior supports and developmentally appropriate behavior guidelines. If you have any questions regarding the guidelines, please ask your child's teacher.

In challenging situations, teachers will use positive guidance, redirection and logical/natural consequences. A child may be asked to take a break from the group until he/she is ready to demonstrate appropriate behavior. If a child displays a pattern of negative behavior or has a serious behavior issue, an appointment will be made with the parents to discuss and develop a plan for the child in the classroom.

## STUDENT SUPERVISION & AUTHORIZED PICK UP

Teachers will continuously monitor the presence of children throughout the preschool day in the classroom, on the playground, and on field trips. Please assist them by following the school's procedures at all times:

1. An authorized adult (18 years of age or older) must sign children in and out of the classroom; children can be left after the teacher knows of his/her presence. The sign-out portion of the log and facility is checked at the end of each day before it is closed and vacated.
2. Authorized persons, not known to the staff by sight, will be required to provide a photo I.D. before the child will be released to them. Children will not be released to any person who has not been authorized verbally or in writing by the parent/guardian. Please notify the teacher and office staff of any changes in persons authorized to pick up your child.

## LATE PICK-UP PROCEDURES

It is critical for young children to come to school on time and be picked up on time. All parents must have three emergency contact persons on their lists with phone numbers and addresses that are current. Parents may not list themselves or their spouse as an emergency contact, nor should they list a relative that lives far away. Contacts must be people who would be available to pick up a child in the event of an emergency. **Anyone picking up a child from preschool must be 18 years of age or older.**

## CHILDREN NOT PICKED UP AT DESIGNATED TIME

1. The preschool staff will attempt to make contact with the parent immediately. If the parent cannot get to school within a reasonable length of time, the staff and parent will discuss who will come to pick up the child.
2. If no contact is made with the parent, the preschool staff will call the emergency contacts immediately and involve the Executive Director and Administration team.
3. If all of the above steps have been exhausted and approximately 1 hour has passed, the school staff will then call the local law enforcement for assistance in locating the parents.

## WEATHER AND SUNSCREEN

The preschool class will go outside every day for outdoor learning and physical development. If there are severe, inclement or excessively hot or cold weather conditions that may be hazardous, outdoor play will be canceled by the Director or classroom teacher. Teachers will provide alternate activities inside the school.

Sunscreen must be applied prior to the child's arrival at school. Generally, children engage in outdoor play for approximately twenty minutes during each school day.

\*\*Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend school will be considered well enough to go outside.

## CHILDREN'S PERSONAL BELONGINGS

Please do not send any toys with your child. We have plenty of toy choices for children to choose from in the classroom, therefore, all toys from home are to stay home so they are not lost, broken, or taken. Throughout the year there will be special days that children will be allowed to bring something in for a share day. More information will be sent home about "Share Days" when this activity begins. All personal belongings should be labeled with your child's name.

## HEALTH

Children showing signs of contagious illness may not come to school. This is for the protection of your child as well as the other children. If you have to administer medication related to the presenting condition/illness, your child is probably not well enough to attend school. If you are not sure if your child's illness could be contagious, please contact the Preschool Director.

We will monitor a child's appetite, appearance and activity when they complain of feeling ill. If we are concerned, parents will be contacted to immediately pick up their child if an illness develops during school hours. If a parent cannot be contacted (all numbers called – home, work, cell, pager, etc.) for a child's illness, an emergency contact will be called to pick up the child. The ill child will be

isolated from other children and supervised by a school staff member until the parent or emergency contact arrives.

A child needs to stay home when the following symptoms are present:

- A fever of 101 degrees or more
- Sore Throat
- Rash
- Stomach pain
- Conjunctivitis (pink eye)
- Vomiting and/or diarrhea
- Discolored nasal discharge
- Lice

Children need to be free of the symptoms mentioned for at least twenty-four (24) hours without the aid of medication before returning to school. Some communicable diseases require a longer exclusion from school. If a child is unable or unwilling to participate in regular activities due to illness, parents may elect to keep their child at home that day.

School Clerks assist the preschool in giving first aid and determination of illness. Please keep the teacher and School Clerk up to date on all of your child's health concerns and current medications.

## INJURIES AT SCHOOL

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the end of the preschool day.

If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a Band-Aid may be placed on it. We are not allowed to place medication of any kind on the wound(s).

If an injury is serious, 911 will be contacted immediately and the parent will be contacted. If the illness or injury is severe and custody of the child is shared, both

parents will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Principal and/or Preschool Teacher will make the decision concerning emergency care for your child.

## MEDICATIONS

According to Colorado State regulations, District policy, and the Nurse Practice Act, medication given to a child at the preschool must be authorized with a written statement from the child's doctor to the school with the knowledge and written consent of the parent/guardian. This authorization must be renewed with each new prescription and in the case of long-term medication, on an annual basis.

All medication must remain the original container bearing the original pharmacy label that shows: child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, expiration date, name of medication, dosage, how often to give medication and length of time medication is to be given. When no longer needed, medications shall be returned to parents or guardians.

Non-prescription medications will only be administered by school staff with written consent from a doctor. All medication will be kept in a locked container in the Health Clerk's office and will be administered by a staff member that has been trained in Medication Administration.

## EMERGENCY CLOSING OF SCHOOL

In the event that the school must be closed due to an emergency before the normal dismissal time, the preschool should be prepared to cancel a session or to leave school early.

If preschool is canceled, every attempt will be made to communicate with parents as early as possible at their home phone, work phone, and through their emergency contact numbers. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parent's phone numbers.

If contact cannot be made by phone, notification of a canceled class would be made at the time the parent brings the child to school. If a preschool class must be terminated early, parents will be contacted by phone or through their emergency

contact number.

Please be aware that in some emergencies the school phones may be out of order. If this happens, contact could possibly be made from another phone. Our first priority in any emergency situation is the safety of the children.

## EMERGENCY PROCEDURES

### Fire, Tornado, and Lock Down

All drill procedures are posted in the preschool classroom by the door. If you would like a more detailed description of the procedures, please talk with your child's teacher or building principal. Preschools will participate in practice drills throughout the year.

### Evacuation

Emergency procedures for an off-site evacuation are posted by the classroom door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to your child's teacher about the designated off-site evacuation location.

## LOST CHILD PROCEDURE

Children are actively supervised during preschool however; in the unlikely event that a child is missing, the following emergency plan is put into effect:

- The staff will thoroughly search the school and grounds for the child.
- After ten minutes, the parents/guardians and the police will be contacted.
- The staff will start to search the area surrounding the school.

## VISITS AND CONFERENCES

We have an open-door policy in our classroom. However, we do ask that parents

wait until after the first 6 weeks of the start of school before they come in to volunteer. This will help in establishing classroom routine. All volunteers are required to fill out a Volunteer Affidavit that must be notarized before helping in the classroom.

We are looking for a class parent who will help with any parties, special activities, the class item for the silent auction, etc. If you are interested, please let us know. Thank you in advance for your help.

Parent/Teacher Conferences are held twice a year to discuss child growth and plans for promoting learning in the classroom and at home. Your child's teachers will share the procedure for assigning times for conferences. Individualized conferences may be held at any time during the year at the request of the parent or the teacher.

## SCREEN TIME AND MEDIA USE

For children two years of age and older, television, recorded media, computer, and media device time may only exceed thirty minutes per week for a special occasion. Media use will only be used to enhance the curriculum.

## SNACKS

We encourage healthy, nutritious snacks and a water bottle to accompany your child daily. **Please provide only 1 or 2 small prepared healthy snack items** that are packed with cold packs if necessary. The school will not provide snacks for your child. Please contact your child's teacher for more information on what can be provided.

### **Birthday Celebrations:**

Healthy Birthday Celebrations: We can influence our children's eating habits by providing healthy, nutritious, choices for our children in our classroom. By changing the focus from the food to celebrating the child, we will move closer to promoting healthier choices for our children. The Colorado Department of

Education is encouraging preschools to provide healthy alternatives to celebrations.

### **Benefits of Healthy Birthday Celebration**

- Healthy Kids Learn Better
- Provides Children with Consistent Messages
- Promotes a Healthy Classroom Environment
- Creates Excitement about Nutrition
- Protects Children with Food Allergies

### **Non-Food Item Ideas:**

- Stickers
- Activity games
- Bubbles
- Crayons
- Mini coloring books
- Small containers of playdoh
- Glow sticks
- Party bags

### **Healthy Food Ideas:**

- Food that is low in fat, sugar, salt and high in nutrients.
- Fresh Fruit Assortment
- Fruit and Cheese
- Vegetables with low fat dip
- Yogurt
- Yogurt Squeezable
- Pudding Cups
- Low Fat Granola Bars
- Whole Grain trail mix with pretzels and low in sugar
- Whole grain muffins
- Whole grain crackers with cheese cubes, string cheese or hummus
- Pretzels, rice cakes, bread sticks, graham crackers, and animal crackers

## COMPLAINT PROCEDURES

The following may be contacted if there is a complaint regarding the preschool:

1. The Preschool Teacher
2. The Preschool Director
3. The Executive Director
4. The Colorado Department of Human Services, Child Care Division at 303-866-5958, 1575 Sherman Street, Denver CO 80203

## CHILD ABUSE POLICY

If child abuse is suspected, it must be reported to one of the following agencies:

- Boulder County Social Services (child abuse phone number) 303-441-1240
- Weld County Social Services (child abuse phone number) 970-352-1923

## WITHDRAWAL OR DISMISSAL FROM PRESCHOOL

If you plan to withdraw your child from preschool, please give a written two weeks' notice to the preschool staff. Children are often on a waiting list. Our greatest wish is that the preschool experience will be a happy time for your family and your child. In the unlikely event that it becomes necessary to remove your child from the program, a conference with the teacher, Preschool Director, Executive Director and parent/guardian will take place before any final decisions are made.

Reasons for dismissal may include:

- Non-payment of tuition (for tuition paying students).
- Required paperwork not up to date.

- If your child is absent from preschool for more than two weeks consecutively and no notice has been given to the school or staff.

We truly hope you and your child will  
enjoy your preschool experience at  
Aspen Ridge Preparatory School!

**CONTACT INFORMATION AND PERSONNEL**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Todd Cordrey	Executive Director	720-242-6225	<a href="mailto:tcordrey@aspenridgeprepschool.org">tcordrey@aspenridgeprepschool.org</a>
Carrie Cantwell	School Secretary	720-242-6225	<a href="mailto:ccantwell@aspenridgeprepschool.org">ccantwell@aspenridgeprepschool.org</a>
Denise Collard	School Clerk	720-242-6225	<a href="mailto:dcollard@aspenridgeprepschool.org">dcollard@aspenridgeprepschool.org</a>
Mark Ridenour	Business Manager	720-242-6225	<a href="mailto:mridenour@aspenridgeprepschool.org">mridenour@aspenridgeprepschool.org</a>
Amber Simmons	Program Director & Pre-K Teacher	720-242-6225	<a href="mailto:asimmons@aspenridgeprepschool.org">asimmons@aspenridgeprepschool.org</a>
Valerie Johnson	Pre-K Assistant	720-242-6225	<a href="mailto:vjohnson@aspenridgeprepschool.org">vjohnson@aspenridgeprepschool.org</a>
Jene Bergan	Preschool Teacher	720-242-6225	<a href="mailto:jbergan@aspenridgeprepschool.org">jbergan@aspenridgeprepschool.org</a>
Angie Reddy	Preschool Assistant	720-242-6225	<a href="mailto:areddy@aspenridgeprepschool.org">areddy@aspenridgeprepschool.org</a>

**PROGRAM DAYS AND TIMES**

Morning Pre-K	Monday - Thursday	8:15 – 11:00
Afternoon Pre-K	Monday - Thursday	12:15 – 3:00
Preschool 3 day	Monday - Wednesday	8:15 – 11:00
Preschool 2 day	Thursday & Friday	8:15 – 11:00