



Mapleton Public Schools

MAPLETON PUBLIC SCHOOLS EARLY CHILDHOOD EDUCATION PROGRAM

This handbook is distributed annually to families enrolled in the Mapleton Early Childhood Education Program. It has been written as a parent information resource. Please retain it for the entire year and refer to it often.

Kristen Morel
Mapleton Early Childhood Education Director
303-853-1781
morelk@mapleton.us

Maria Gonzalez
Enrollment
303-853-1783
gonzalezm@mapleton.us

Terri Stowell
Department Secretary
303-853-1784
stowellt@mapleton.us

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MISSION and Philosophy

The mission of Mapleton Early Childhood Education Program is to build relationships between students, parents and staff to fully engage children in building independence, confidence and joy in learning through collaboration, persistence, play and positive attitudes.

CURRICULUM, ACTIVITIES and MEDIA

The Mapleton Early Childhood Education curriculum is grounded in the [Colorado Early Learning and Development Guidelines](#) (ELDGs). In Fall 2019, the Mapleton Board of Education adopted the [2020 Colorado Academic Standards](#) for achievement in the arts, comprehensive health, physical education, mathematics, reading, writing, and communication, science, social studies, world languages. The Colorado Academic Standards detail what preschool learners should know and be able to do by the end of their preschool experience. The Colorado Academic Standards are aligned with the Colorado Early Learning and Development Guidelines and are incorporated into the teacher's daily lesson plans. Student progress on these goals is assessed using observation records, work samples, and performance on structured tasks. Progress is reported to parents twice a year at parent teacher conferences.

As a funded program through the Colorado Department of Education, the preschool program meets all requirements of the Colorado Preschool Program. Our thematic approach to instruction, grounded in oral language development, meets all the Colorado Academic Standards and the Colorado Early Learning and Development Guidelines ELDGs. In order to best support our preschool students' developmental and academic growth, the Mapleton ECE program utilizes the following instructional programs and curricula:

Incredible Years Dinosaur School– The Classroom Dinosaur Curriculum promotes classroom learning and parent involvement. Dinosaur program topics include doing your best in school, understanding feelings, how to problem solve and how to talk with friends.

Bridges in Mathematics PreK– A comprehensive PreK-6 mathematics program that focuses on developing children's understanding and skills in ways that produce life-long mathematical power.

Dialogic Reading– An interactive reading practice using picture books to enhance and improve literacy and language skills by asking simple questions and following up with expanded questions. Through the reading experiences, the child becomes the teller of the story.

Zoo-phonics- The Zoo-phonics Multisensory Language Arts Program is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness.

Handwriting without Tears- Multisensory approach, to letter awareness and handwriting skills, addresses different learning styles and invites active participation and purposeful discovery and play.

Young Athletes Program– Sponsored by Special Olympics International, this program provides early developmental opportunities utilizing guided motor activities. Classroom teachers lead children in structured physical activities daily. Each half day program goes outside once a day within their 2 hour and 50-minute class and full day programs go outside twice.

Each student is assessed using the extensive Teaching Strategies GOLD an authentic, ongoing assessment. Daily observations are collected and synthesized into three checkpoints a year. Teachers observe children daily using the objectives to guide additional observations and to plan activities for groups and individual children. Parents will receive printed parent reports three times a year, sharing documentation of a child’s functioning in all developmental domains. In addition, teachers meet with the child’s family twice a year to review the school readiness plan, school readiness goals, transition and goals in the readiness plan, and Teaching Strategies GOLD assessment data, and questions from the family. The GOLD assessment is an online system. All families can ask their child’s teacher for access to the system.

GOLD allows teachers to summarize, evaluate and communicate children’s development and skill acquisition. Learning objectives in the assessment system are organized in nine developmental and content areas: Social-Emotional, Physical, Language, Mathematics, Cognitive, Literacy, Science and Technology, Social Studies, and Arts.

****At times, children will be able to use iPads and SMART Boards, along with other various media equipment to enhance their educational experience. Parent permission is required, and screen time will align with State Licensing Rules and Regulations****

Our toddler childcare program offers responsive care giving with a focus on supporting each child’s development. The environment is child friendly with developmentally appropriate materials and toys. Teachers make instructional and environmental decisions based on the Colorado Early Learning Development Guidelines (ELDGs). Children are encouraged to explore their environment and move through the developmental stages on their individual timeline, with encouragement and support from loving caregivers. Caregivers provide continuity of care throughout the one and two-year-old room, providing consistency for those students attending for two years. The toddler program uses The Creative Curriculum, aligned to the ELDGs, to support their daily lesson planning and offering of activities to students. Toddlers development is tracked and communicated to parents in conferences at least twice a year or as requested by teacher or parent.

ENROLLMENT POLICY:

AGE ELIGIBILITY:

The Mapleton Public Schools Early Childhood Education program accepts children beginning at 12 months through 6 years of age.

Please be aware that preschool/kindergarten education is not mandated in the State of Colorado, except for children with special needs or disabilities. Mapleton Public School District and Mapleton Early Childhood Education Program will comply with American Disabilities Act.

To enroll in Mapleton Early Childhood Education Preschool Program:

1. Children must meet age requirements. Children may attend when they are three years or four years old by October 1st of the current school year.
2. Residents in Mapleton Public School District boundaries will receive priority for enrollment.
3. Please be aware that children are eligible to attend kindergarten in Mapleton Public Schools if they are five years old by October 1st of the current school year.

To enroll in the Mapleton Early Childhood Education Toddler Program:

1. Children must meet age requirements. Children may attend when they are at least 12 months old.

NOT AGE ELIGIBLE:

Families with students who are **not age eligible** for the Mapleton Early Childhood Education Preschool Program but would like to be considered can apply for the program if:

- Their child is age eligible for KG but turns 5 between June 1st and Sept. 30th of the school year.
- Their child is not yet age eligible for preschool but turns 3 between October 2nd and October 31st of the current school year.

Admission to the program will be based on space and program availability and will not be determined until September 1st of the current school year. Additionally, both options are only available to families paying tuition for preschool. State funding cannot be used for not age eligible students.

FORMS:

Required paperwork must be received prior to or on the first (1st) day of care for registration:

1. Online Application
2. Department of Health- Certification of Immunization- If your child is not fully immunized for medical, religious, or personal reasons, a Vaccine Exemption Form must be completed and submitted annually (or once in the case of medical exemption). The Vaccine Exemption Forms are located at <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>
3. Emergency Contact Information Card
4. Physical Exam (current and updated yearly)
5. Birth Certificate
6. Parent Permission/Consent form
7. Family medical history form
8. Hearing and Vision Screening Form
9. Proof of residency (i.e., Public Service bill)

If there is any change in the information during the year, please notify the office or your child's teacher

IMMEDIATELY!

HOURS OF OPERATION

A morning and afternoon session are offered Monday through Friday at each of our locations. Preschool programs are aligned to the start and end times of each elementary school. Full day programs with before and after Care are offered at three of our locations (Achieve Academy, Global Primary Academy, and Trailside Academy). The Preschool Program follows either the Employee/tuition calendar or the half day/funded calendar, the half day programs follows only the half day/funded preschool calendar, and the Toddler program follows the Employee/tuition calendar.

TUITION

A limited number of children whose families are interested in enrolling on a tuition basis are accepted. Tuition is charged weekly for full day families and monthly for half day families. Families enrolling their children in the tuition program are required to sign a tuition agreement. The agreement lists a non-refundable deposit that is paid at the time of the agreement. This deposit is applied towards the child's first week or month of tuition. The Tuition Agreement is effective for the entire school year and payment(s) for the entire year of enrollment is expected.

Mapleton Early Childhood Education program accepts the Child Care Assistance Program (CCAP). CCAP provides financial assistance to eligible low-income families who need childcare benefits for children birth to age 12. If you are eligible, a portion of the total childcare cost will be paid. Please visit the [Colorado Peak](#) website for eligibility information.

POLICIES AND PROCEDURES

ARRIVAL AND PICK-UP:

Parents shall remain with their child until his/her classroom doors open. Please refrain from cell phone usage while dropping off and picking up your child. This important communication time can be used to set goals or inquire about activities your child participated in during their day. You are required to sign your child in and out daily. There are sign-in and out attendance records kept in front of each classroom. Please indicate the child's time in, and time out along with your full signature. Please also ensure your child has had sunscreen applied for the day. (See SUNSCREEN) Your child must arrive and be picked up on time. If you are going to be late or your child will not be attending school for the day, please notify the school office immediately. If your child has not been in attendance for two weeks or has more than 10 days of unexcused absences in the school year, your child will be dis-enrolled from the program, and the space will be made available to another child.

END OF THE DAY:

At the end of the day all staff begin their clean up routine including checking every classroom and classroom attendance verification log to ensure all children have been picked up for the day. Staff also double check outdoor play areas to ensure that there are no unaccounted children.

If a child is not picked up by the end of class, and parents cannot be reached, a call will be placed to the emergency contacts designated in the child's registration packet. If no one can be reached and the child is not picked up within 30 minutes of class ending, staff members will contact child protection services and/or the local authorities for assistance.

UNAUTHORIZED PICK UP:

- Your child will only be released to authorized adults listed on the emergency card.
- Staff will check ID for anyone who attempts to pick up your child that is unfamiliar to them and ensure they are listed on the emergency card before the child is released.
- If someone not listed on the emergency card attempts to pick up your child, the parent/guardian will be contacted to receive verbal permission to release the child. If the parent/guardian cannot be reached, the child will not be released until you can be notified.
- Your child will not, under any circumstances, be released to anyone without your permission
- If an unauthorized person attempts to remove a child from the premises, or violates any court or protective order, 911 will be called immediately.

CLASS ASSIGNMENTS:

When a child is assigned to a classroom, the placement is based on the professional judgment of our staff, class size, and the specific needs of the child. Additionally, input from the parents may also be obtained to ensure a successful year. If a change in classroom is being considered, parents will be notified, and a conference will be held. Children will have the opportunity to interact with other classrooms during the year to meet new friends and teachers in the Program.

CONTINUITY OF CARE:

The Mapleton Early Childhood Education program employs the practice of Continuity of Care. When a Toddler or Preschooler enrolls in the program, they will remain with the same teaching team and peer group for a period of two years. This practice promotes the formation of trusting relationships, secure attachments, and long-lasting bonds.

PRIMARY CAREGIVING:

Additionally, the Mapleton Early Childhood Education program implements the practice of Primary Caregiving. Each classroom is assigned a Teacher and at least one Paraprofessional. These individuals serve as your child's primary caregivers and remain consistent throughout the school year so that your child is cared for by the same two to three adults daily. This practice gives the teachers a chance to build close personal relationships with your child. As well as the ability to work in partnership with families. The responsibilities of primary caregivers include:

- fostering a relationship with the child and his or her family
- observing and documenting

- planning for each child’s development and learning on an ongoing basis
- supporting the child through transitions
- carrying out the majority of the child’s care routines
- providing emotional support

ATTENDANCE:

Children are expected to attend school during their assigned scheduled time. If your child is going to be late or absent, please contact the school office immediately. If your child has not been in attendance for two weeks or has more than 10 days of unexcused absences in a school year, your child will be dis-enrolled from the program and the space will be made available to another child.

CLASSROOM VISITATION:

All visitors must sign-in at the front office. Parents and adult relatives listed on the child’s emergency card are welcome to visit the classroom at any time.

CLOTHING:

We encourage you to dress your child for comfort and play, with the understanding they may get dirty or soiled while learning. Smocks are provided for messy activities. Since accidents can happen, an extra set of clothing is required. Children are required to go outside daily, so clothing should be suitable for outdoor play– sneakers, closed toe shoes, boots, sweaters, raincoats, hats, gloves, etc. All items shall be labeled with your child’s first and last name. Please dress your child for the weather and for learning. Please ensure Sunscreen is applied to all exposed skin daily prior to coming to school (see SUNSCREEN)

TOYS FROM HOME

Except for toys needed to help transition a child during the first few days of school, all children’s toys and valuables shall remain at home or in the car. If an item is brought to school, Mapleton Early Childhood Education Program and its Staff will not be responsible if it is lost or broken. Items brought to school must be shared with other students or needs to be stored in the child’s backpack at all times; either way the toy should be labeled with the child's first and last name.

MEALS AND NUTRITIOUS SNACKS: (HALF-DAY PRESCHOOL ONLY)

Parents of half day preschool students are required to provide a nutritional snack the meets [USDA food guidelines](#) each day for their child; The Program will provide milk. Please send your child’s snack in a soft lunchbox with any necessary utensils. Specific snacks may be suggested on certain days when it relates to a learning activity. **Please be aware of food allergies in your child’s room. Do NOT send liquid in your child’s thermos.** This is a light snack, not intended to be a meal. Snack time is short and designed to create community and is still used as an instructional time of day.

Snack Suggestions:

- Graham crackers (with no sugar on top)
- Meat sandwiches or peanut butter & jelly sandwiches
- Cereal (no sugar)
- Fresh vegetables & dip

- Crackers & cheese or string cheese sticks
- Knox blocks/Jello
- Trail mix (no M&M's or chocolate chips)
- Fresh or dried fruit
- Small burritos
- Yogurt
- Granola bars
- Hard boiled or deviled eggs
- Pretzels, Gold Fish crackers
- Mini rice cakes
- Raisins

BREAKFAST, LUNCH AND SNACK THAT MEETS THE [USDA AND CACFP FOOD PROGRAM GUIDELINES](#) ***WILL BE PROVIDED FOR FULL DAY STUDENTS BY NUTRITION SERVICES.***

The Nutrition Services department provides all of the full day food and designs a well-balanced menu. If a child has a documented food allergy, nutrition services will provide substitutions. Modifications to a child menu plan will require a completed School Meal Modification form that is signed by the child's health care provider. Please refer to the Allergy information listed on the [Nutrition Services](#) page for additional information.

We encourage all parents to take advantage of the provided food in the full day program. But if there is a dietary need for a child to have different food, food from home can be sent, but it must be a well-balanced meal or it will be supplemented by the district provided food and we are not able to warm any food in a microwave per the health department guidelines.

PARENT NOTIFICATION FOR ACCIDENTS, ILLNESS, OR INJURIES:

Accidents, injuries or illness during school will always be reported to the parents in a timely manner based on the severity of the situation. Serious and/or life-threatening incidents will be reported to parents immediately, while minor cuts, scrapes, and bumps will be reported upon pick up. Please note, paramedics or an ambulance will be called if the situation warrants it. If parents cannot be reached, emergency contacts listed on the child's emergency card will be notified. The teacher and/or school health aide will be in charge and make all decisions about the care of the child until the arrival of the parent, emergency contacts, paramedics or ambulance- as stated on the Emergency Medical Authorization in your child's application packet. **It is in your child's best interest that phone numbers, emergency numbers and other pertinent information be always kept current.**

ILLNESS: WHEN IS SICK TOO SICK?

There are three main reasons to keep sick children and adults at home:

1. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is through good hand washing and staying home when sick.

SYMPTOM	Child Must Be at Home?
<p>Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.</p>	<p>Yes - if there are other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in the toilet, there is blood or mucous in the stool, the child is in diapers or the staff member handles food or bottles. Children and staff may return 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer.</p>
<p>Fever Fever with behavior change or other illness. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.</p>	<p>A child should not be excluded if they have a fever with no other symptoms unless they are 4 months old or younger.</p> <p>Yes - if there is also a rash, sore throat, throwing up, diarrhea, behavior changes, stiff neck, or difficulty breathing.</p>
<p>“Flu-Like” Symptoms Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up, and diarrhea.</p>	<p>Yes - for at least 24 hours after the fever is gone. The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).</p>
<p>COUGHING</p>	<p>Yes - if the coughing is severe, uncontrolled, or the child has wheezing, rapid or trouble breathing. Medical attention is needed for wheezing, rapid or trouble breathing. Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.</p>
<p>Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, and mild cough.</p>	<p>No – children and staff may go to school if they able to take part in usual activities. Children and staff should stay home if the symptoms are severe. This includes fever and if a child is not acting normally and/or has trouble breathing.</p>
<p>Vomiting/Throwing Up Throwing up two or more times in the past 24 hours, there are other symptoms in addition to the vomiting (such as fever, diarrhea, etc.).</p>	<p>Yes – until 24 hours after throwing up stops or a doctor says it is not contagious. If a child has a recent head injury, watch for other signs of illness and for dehydration. Adults who handle food and bottles must be excluded.</p>

Illness	Child Must Be at Home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
Croup (see Coughing)	Call your doctor for advice. Note: Children and staff may be able to go to school unless they are not well enough to take part in usual activities.
Fifth's Disease	No – the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, is drooling and is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A	Yes - until 1 week after the illness starts and when the child or staff is able to take part in normal activities. Children and staff should not go to another facility during the period of exclusion.
Herpes	No - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	Yes – children and adults needs to stay home until antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	No – children and staff can go to school unless they are not well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice.

Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities.
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home.

MEDICATIONS:

Medications are seldom necessary for students enrolled in the half day program. In cases of chronic health conditions, short-term acute or emergency health conditions, medications will be administered as required by the staff or health clerk. Parents are strongly encouraged to administer all other medications prior to arrival and departure of school.

All emergency medications required for maintaining the health and safety of a child will be provided by the parent on the child’s first day of care. If a parent chooses not to bring in required medications or emergency medications which are listed on the child’s Health Care Plan, and the child begins to show signs/symptoms of an illness- **911 will be called immediately to ensure the wellbeing of the child.**

Schools are bound by laws approved by the Colorado Board of Pharmacy, Colorado Medical Society, Colorado Department of Health and School Health Committee. The law is as follows:

Prescription Medications & Non-Prescription

- Will be given only with parent/guardian’s written request and permission.
- Will be given only on the written authorization of a physician. The pharmacy labeled bottle cannot be used as the physician’s written authorization.
- Will be provided by the parent in an individual pharmacy-labeled bottle for the student who is to receive it
- Emergency medication (Epi-Pens and Inhalers) will be stored inaccessible to children but in an unlocked cabinet for easy access to staff
- All other medication will be stored in a locked cabinet that is inaccessible to children
- Will be recorded by the school personnel who assists the student in taking the medication. This record states student’s name, medication, dosage, time taken, and school person’s name assisting the student.
- All medication will be routinely checked to ensure they are current and have not expired.
- All medication will be returned to parents for disposal

SUNSCREEN:

Due to the amount of time spent outside and our intense Colorado sun, sunscreen is now required for all children participating in a licensed preschool program. Sunscreen shall be applied by parents to their child's face and other exposed skin before dropping off at school. Parents will indicate this has been completed on the classroom's attendance sheets. Bottled sunscreen will be located outside Preschool classrooms for your convenience. With parent permission, sunscreen will be re-applied as per the manufacturer's recommendations to children who attend full time. To maximize instructional activities, we ask for your support in this time consuming, protective activity.

CHILD HEALTH

The Mapleton Early Childhood Education is proud to partner with Children's Hospital Colorado to bring highly qualified Nurse Consultants into our schools to assure the health and wellness needs of each child are met. District nurses collaborate with providing and supervising District health services training, vision, hearing and dental screenings, immunization review, infectious disease control, and individual health care plan creation and delegation.

HEARING AND VISION SCREENINGS:

All children in the Mapleton Early Childhood Education program receive a free hearing and vision screening. This process is implemented and tracked through Mapleton's Nurse Consultants and each school's Health Assistant.

DENTAL SCREENINGS:

Additionally, at the start of each school year, Mapleton's Nurse Consultants partner with [Chopper Toppers](#) to bring all of Mapleton's Early Childhood Education children dental screenings, preventive dental sealants, oral health education and referrals at no cost. Each child's dental home and confirmation of services are tracked with the health assistant and classroom teacher. When necessary, referrals to Chopper Topper are made to connect families with quality dental care.

MEDICAL INSURANCE AND PRIMARY CARE SERVICES:

Each child's medical home and medical insurance information is tracked and documented through Mapleton's online registration system. If a child does not currently have a medical home or medical insurance, a list of health and wellness resources is available on the [Health Services](#) page on the District website. Printed resource lists are also available at the parent bulletin board located within each school. Furthermore, Mapleton's Health Services departments offers the School Medicaid Program. The primary goals of the School Medicaid Program at Mapleton include:

- Helping students and their families get FREE or low-cost health insurance Medicaid for children and families
 - Medicaid for adults without dependent children
 - Child Health Plan Plus (CHP+)
 - Reducing the number of uninsured students in school
- Helping meet the increasing demand in schools for student health services

Additional information may be found on this program on district website on the [Health Services](#) page.

DEVELOPMENTAL SCREENINGS:

In addition to dental, hearing, and vision screenings, all children interested in Mapleton's Preschool program must have a developmental screening before they can be considered for preschool placement. Developmental screenings are free and are conducted through our Child Find team and team of Early Childhood Teachers prior to the child's attendance so that children with any needs requiring further intervention can be identified as quickly as possible.

Both the preschool and toddler programs utilize the Ages and Stages Questionnaire (ASQ) developmental screening tool. Preschool students are screened prior to enrollment and the toddlers are screened within 30 days of the child's enrollment and again after 90 days of enrollment. Additional screenings and support are available through the Mapleton Child Find department to any child who demonstrates needs or whose family requests additional evaluation.

CHILD FIND:

All children develop differently. Developing language, speech, motor skills and social skills are all part of the growing process. In Mapleton, we are committed to improving services and outcomes for all children. Our Integrated Services Department is the powerful combination of Health Services and Special Education Services and is intended to provide a comprehensive range of services at the school level and resources to respond to student needs.

We understand that improvement in serving groups of students begins with a belief in the important responsibility of serving each, individual student. When students require specialized services, including English acquisition, gifted and talented, or special education; we design and implement programs based on best practices and research. In addition to the classroom teachers, we employ specialists to support the many and unique needs of our students: psychologists, counselors, behavior specialists, occupational and physical therapists are examples of these support specialists. As a district, we can offer a wide range of support and expertise.

Mapleton Child Find provides free screenings and evaluations for infants, toddlers, and children from the ages of birth up to 5 years. To schedule an appointment, please call 303.853.1106 (birth to 3 years) or 303.853.1130 (3 to 5 years). If, after a screening and evaluation, it is determined a child is eligible for special education services, Mapleton will work with the family to develop an Individualized Education Program (IEP) with specific goals to inform and inspire academic and personal success.

If your child has an IEP and you apply for enrollment into Mapleton's preschool program, you will be contacted by a member of the Integrated Services Department for additional support and information.

SAFETY

STORM AND EMERGENCY PROCEDURES: We follow the school district policy on school closures. The closings are announced on local television and radio stations and will be posted on the district website. www.mapleton.us Please use good judgment when deciding to drive your child to school in inclement weather. Remember, safety first!

FIRE OR OTHER BUILDING EVACUATION: Staff will escort all children to assigned meeting place, attendance will be taken, and children will be supervised until the all clear has been issued or further instructions given by school Administration.

TORNADO OR OTHER SHELTER IN PLACE INCIDENTS: Staff will escort children to the designated tornado shelter location, attendance will be taken, and children will be supervised. Children will assume the “Everyone Down” position. Staff will continue to monitor until the all clear has been issued or further instructions given by school Administration.

LOCKDOWN OR ACTIVE SHOOTER: Staff will follow all directions by school Administration. All doors will be locked and secured, and windows/blinds closed. No one will be able to enter or leave the school during this time. Staff will escort children to designated meeting place, take attendance, and supervise children. Staff will continue to monitor until the all clear has been given or further instructions issued by school Administration.

LOST CHILD: Any time the whereabouts of a child is unknown, Staff will immediately notify school Administration and the Early Childhood Administration to report a lost child. A thorough inspection of the school grounds will be conducted. If child has not been found, 911 will be called as well as the parent. Once child has been located, the Department of Human Services – Child Care Licensing and Social Services– will be notified.

INCLEMENT WEATHER DAYS: All children will go outdoors daily, weather permitting, per the Child Care Weather Watch Guidelines. Please send your child with appropriate clothing based on the weather. Weather temperature for outdoor play will be considered; 20 degrees is the suggested minimum and 90 degrees is the maximum. Humidity, wind chill, and shade will be considered. On inclement weather days (when the weather is below 20 degrees) or excessively hot weather days (95 degrees) outdoor play will be canceled and will be substituted with indoor gross motor play in the gym. Water will be provided as needed.

PARKING LOT SAFETY:

Parking lots are a source of danger to younger children. Make sure you enter and leave the parking lot with extreme caution. Be on the lookout for wandering children. Hold your child’s hand while walking to and from the car. Never leave children unattended in a car, running or turned off. Park only in the parking lots or the designated striped parking spaces. Be aware of NO PARKING, ONE WAY, and HANDICAPPED PARKING signs. Do not block other vehicles while picking up or dropping your child off to school.

After safely navigating the parking lot it is important to allow our preschool students to walk into school independently. The child is expected to and capable of handling the necessary

independence to succeed in the classroom and it is important they see their parents/guardians supporting them from the time they enter the building and then the classroom.

Prosocial Development Positive Behavior Supports

What this means:

While at school, in the classroom or on the playground, your child is expected to follow the school rules. Acceptable behavior is encouraged by giving positive verbal acknowledgement of appropriate behavior. Asking a child to stop and think about his/her behavior enables the child to work at self-control. When a child does not cooperate, appropriate strategies will be used to manage behavior. Corporal punishment is NOT an acceptable method of dealing with children's inappropriate behavior. Children will not be hit, slapped, spanked or intimidated in any manner while attending Mapleton Early Childhood Education Program.

If the rule is broken:

Unless it is a very serious problem, the child's teacher and an appropriate staff member will talk with the child and the child's parents. If the behavior persists, the parent will be asked to attend a conference to discuss strategies in motivating the child to behave appropriately. A behavior plan may be implemented, with input from the child's parents, and Child Find Team.

If the rule continues to be broken:

According to state law, if a student is habitually disruptive or disobedient, the procedure in the District Behavior Standards & Conduct Discipline Code Booklet shall be followed.

THE SAFETY RULE

We teach the following safety rule and the calming down steps at school to: (1) remind children how to interact appropriately with others; (2) to help children feel safe in their classrooms; and (3) to provide an appropriate way for children to calm themselves down if conflict does arise.

1. We keep *ourselves* safe.
2. We keep *each other* safe.
3. We keep *our things* safe.

Through many discussions, the teacher and children discuss what “we keep ourselves safe” means in terms of concrete behaviors surrounding playground play, going on field trips, using the bathroom, etc.

“We keep each other safe” is clearly defined—no actions against someone which could hurt their bodies (hitting, kicking, pushing, etc.) or their feelings (name calling, teasing, hurtful words,

etc.)

“We keep our things safe” includes all classroom materials, products children make, and anything which is brought from home.

SUPERVISION:

Mapleton Early Childhood Education Program will utilize a name to face system while tracking children during the day. Children will remain in a staff members direct line of sight at all time.

The following process will also be followed:

1. Children will be accompanied and supervised by an adult during school and on field trips.
2. Children will be counted during transitions: going to and from the playground, to the bathroom, to visit another classroom, getting on and off the bus for field trips, etc to ensure each child is accounted for at all time.
3. Children are accompanied by an adult to the bathrooms to toilet or wash hands.
4. During transitions, one adult stays at the head of the line and one adult stays at the end of the line.

FIELD TRIPS:

Parents are notified about field trips through classroom communication. Field trip permission slips and postings will be on the boards outside the classroom. District Bus Transportation will be provided to and from field trips. Information will be available for parents who would like to volunteer on the fieldtrips. Please ensure your child is on time for field trip days. If a child comes late to school and misses going on a field trip, the child will return home with his/her parent/guardian.

FEES:

Minimal fees will be collected, when necessary, to pay for entrees fees for field trips. \$5.00 per field trip will be the maximum required fees for the student to attend the field trips. Chaperones and parents may be required to pay additional fees depending on the facility’s policy. If a family cannot afford the fees, the program will cover the child’s entrance fee to ensure participation.

BUS TRANSPORTATION:

Mapleton Public School District provides transportation to and from school, as well as field trips. Please contact Mapleton Transportation Department at 303-853-1096 to obtain a bus pass, bus schedules and bus routes. (303-853-1095 Spanish) Please make sure your child is with an adult at the assigned bus stop on time. Children shall never be left at a bus stop by themselves. Adult caregivers must be present at the bus stop during arrival and departure times. Children will be expected to be sitting in their seats, secured in their individual safety belt harness. All district transportation rules will be followed. District buses will be used for all transportation purposes, including field trips. Children shall always be supervised, and attendance taken prior to boarding and departing the bus. The child’s name, address and Emergency Contact information must be tagged to the child’s backpack. Children will not be allowed to board the bus without this information.

All children will practice bus emergency evacuation procedures at least two (2) times throughout the school year.

FAMILY ENGAGEMENT

HOME SCHOOL COMMUNICATIONS:

For student success it is critical that the family and the school are both informed. Important announcements will be sent home on a regular basis. Teachers utilize a variety of communication systems: email, texting apps and paper copies. **It is your responsibility to read all communication, including papers sent home in backpacks.** Backpacks will be checked every day by our staff for a quick way to communicate between home and school. Parents are also expected to check every day.

PARENT CONFERENCES:

Parent teacher conferences for Preschool and Toddler aged children will be scheduled based on the school's calendar and will be held at least twice a year. However, if you have a special concern, you may request a conference at any time by contacting your classroom teacher and a personal or telephone appointment will be arranged as soon as possible. At conferences, assessment data and progress towards developmental goals created by the family/teacher team in the beginning of the school year, will be shared. Assessment data is Teaching Strategies GOLD and is cross walked with the ELDGs.

FAMILY EDUCATION EVENTS:

The Mapleton Early Childhood Education program offers many opportunities for families to get to know another through classroom parties, field trips, special events and building wide educational and community nights. The Program also offers annual educational information sessions on child development and learning aligned with ELDG's. Schools deliver these programs in classrooms to best meet the needs of families in a local, comfortable environment. The Program offers nutrition information and education programs, annually, led by nutritionist. And teachers are trained through the Mapleton Nutrition Department on the CACFP requirements and the educational components for kids.

The Mapleton Early Childhood Education program partners with the Early Childhood Partnership of Adams County (ECPAC) to offer a series of parenting classes.

FAMILY SURVEYS:

Annually the Program surveys the families for feedback on the program. Changes are implemented based on parent feedback and the councils' input and added the Program's continuous Quality Improvement Plan. All results are shared with families through a parent newsletter.

FAMILY LEADERSHIP POSITIONS:

Family members are invited to participate in leadership positions supporting the Program. Orientation to all leadership positions will be provided. The local early childhood council is used to guide programmatic decisions and complete long-range planning.

HOME LANGUAGE:

Mapleton Public Schools employs a team of district interpreters for families who need this support. The interpreters are available for home visits, open houses, and parent teacher conferences. All written communication to families is translated by the Mapleton Public Schools District Translator in the student's language of choice. Additionally, through our Nurse Consultants' partnership with Children's Hospital, our Early Childhood Education program also utilizes [CyraCom](#) for interpreting services. CyraCom's certified interpreters support hundreds of languages and are available 24/7.

TRANSITIONS TO NEW SETTINGS

Home to School:

Starting childcare for the first time may cause some anxiety for a young child. It is recommended that you visit the classroom and meet the teacher before the first day of school, especially if you anticipate this may be a problem. Younger children and first-time students still occasionally experience tears and may cling to Mom or Dad for the first few days. This is normal! Staff will work with you and your child to make this adjustment period as short and pleasant as possible. We suggest that the child be reassured with a hug that Mom or Dad will be back at the end of the day, and then parent leave the room and not linger in the hallway. Children will generally adjust quickly and stop crying within a few minutes.

Classroom to Classroom Transitions

Students tend to stay within the same classroom for both years of preschool and with the same teacher for their two toddler years. To support students who transition from toddler care to preschool with the Program, teachers hold transition meetings with each other and include the family when available. Additionally, students who are ready to transition from toddler care to preschool are invited to tour the classroom with a trusted adult and have mini field trips to participate in short activities to gain comfort.

Home Visits

Upon enrollment into the Mapleton Public Schools Early Childhood Education program, new families are offered a home visit. This is a great time for families to work with teachers to set goals and develop their child's individual learning plan. The students also benefit from the home visit by getting familiar with their teacher in the comfort of their home. It has been noted that students whose families participated in a home visit adapted more easily to the start of school and showed less difficulty when saying goodbye to parents during the first weeks of school.

Back to School Event

Each School hosts a Back to School event at the beginning of each school year. The Back to School night familiarizes each family with the school staff and classroom team. The Early Childhood department follows up the Back to School Night with an additional open house allowing each family and student to gain comfort in the classroom. Spending more time in the classroom, with the staff, provides additional comfort to the children before being dropped off on the first day of school.

Moving onto Kindergarten

To make the transitioning into Preschool and Kindergarten easier for each child, Mapleton hosts

a Preschool and Kindergarten Discover Fair in January. Families are invited to come in and meet the Preschool and Kindergarten staff and learn about Mapleton's schools that are small-by-design and discover what the best school is for their child and family. In the spring of the school year as part of the preparation for students to make the move to kindergarten, preschool teachers take field trips to the kindergarten classrooms and spend time with the teachers. Conversations between sending preschool teams and receiving kindergarten teams are organized in the fall to prepare all staff to plan well for the new students. Additional time is allocated to students with special education needs or special circumstances.

POLICY ON DIAPERING AND TOILET TRAINING:

All children are accepted into the Program regardless of toileting concerns. The staff at the Mapleton Early Childhood Program will work with you and your child towards their toileting goals and ensure the safety of your child while they attend our center.

If your child is wearing diapers or pull-ups, we ask that you supply diapers/pull ups and wipes when your child attends. In addition, please send an extra pair of clothes in case of an accident at school. We will follow the following procedures when helping your child change:

1. The staff will bring your child to the preschool designated bathroom and provide privacy for that child.
2. The staff will wear latex gloves when changing your child.
3. The staff member will assist in changing your child's diaper or pull up while asking for as much help or assistance from the child as necessary or applicable.
4. Soiled diapers/pull ups and used supplies will be placed in a hands-free covered trash can.
5. The staff member will use soap/water and then Oxiver spray to clean and disinfect the changing table after each use.
6. The staff member will place any soiled clothes in a plastic bag to return home.
7. The staff and child will wash their hands using soap and water and proper hand washing techniques when finished.

If your child is working on toilet training, the teacher will do the following:

1. Follow IEP if your child has a toileting goal.
2. Take your child to the bathroom regularly throughout the day.
3. Your child will be encouraged to do as much as he/she can independently, and the teacher will be there for support and help as needed.
4. The teacher will stand in the doorway of the restroom and, if needed, help in the restroom stall.
5. The staff will ensure the child washes their hands using soap and water and proper hand washing techniques when finished.

If you have questions or concerns regarding this process, please contact your child's teacher.

WITHDRAWALS

If your family circumstances change or you decide that the Mapleton Public School Early Childhood Education program is no longer an option for your child, please begin by talking with your child's teacher. Quite often, the school can work with families to resolve issues. If, however, you do need to withdraw your child from the Early Childhood Education Program please see below for specific information on each of the funding sources.

SPECIAL EDUCATION: If you move to a different district in Colorado, Child Find will assist you in contacting the early childhood program in your new school district for services.

COLORADO PRESCHOOL PROGRAM: If your family is moving out of the Mapleton Public School District attendance area, we encourage you to contact the district CPP coordinator. The list of coordinators can be accessed [HERE](#). Additional information may also be found on the [Colorado Department of Education](#) website. Preschool enrollment practices are district dependent.

TUITION: Families enrolling their children on a tuition payment or CCAP payment option are required to sign a tuition agreement. The Tuition Agreement is effective for the entire school year and payments for the entire year of enrollment is expected. All families must give a written 2-week notice, or the legal guardian will be responsible for the next two week's (full day) or month's (half day) tuition payment. Note: the Mapleton Public Schools Early Childhood Education program will withdraw a child from Toddler or Preschool care for parent/guardian failure to make payment on a tuition account. The account must be 30-days past due and the parent/guardian fails to pay the balance.

CHILD ABUSE AND NEGLECT REPORTING:

All staff in Mapleton Public Schools are required to report any suspected child abuse or neglect to the Department of Social Services. If you suspect or witness child abuse or neglect, you should call (844) CO-4-KIDS or (844) 264-5437. Make sure to report all pertinent information: child's name, school, teacher, and what you witnessed. Social Services will handle the investigation.

CHILD CARE LICENSING:

Mapleton Early Childhood Education Program is licensed by the Department of Early Care and Learning. To report any Licensing concern or complaint, you may contact:

Department of Early Care and Learning
Child Care Licensing
1575 Sherman St.
Denver, Colorado 80203
Or
(303) 866-5948

To obtain a copy of the current Rules and Regulations for Child Care, please visit:
www.coloradoofficeofearlychildhood.com

CONTINUOUS QUALITY IMPROVEMENT PLAN

The Mapleton Early Childhood Education Program has developed a continuous Quality Improvement Plan which includes program goals, timeline, and outcomes. This plan is available to all staff, families, and stakeholders. To obtain a hardcopy of the Mapleton Early Childhood Education Quality Improvement Plan, please visit the Mapleton Public Schools Administration building, located at 7350 Broadway, Denver, 80221. Or to obtain a digital copy, please email Preschool@mapleton.us