



POUDRE SCHOOL DISTRICT
Early Childhood
EDUCATION PROGRAM

2024-2025 Early Childhood Education Parent Handbook



Dear Families,

Thank you for choosing PSD Early Childhood. It is a privilege to work alongside you, and welcome to the 2024-2025 school year.

This handbook contains lots of useful information, so please use it often. When you want to know more about your family's opportunities and responsibilities in Early Childhood, look within these pages.

You are your child's first, most important and most lasting educator. We encourage you to actively advocate for what is best for your child and family. Plan to be part of your school/center by participating in Parent Teacher Organizations (PTO) and School Accountability Committees (SAC), as well as at social and learning events. We encourage all parents to attend monthly Early Childhood Your Voice governance meetings at Fullana Learning Center to ensure that the Early Childhood program makes decisions that reflect your experience. You are already a voting member.

You can expect a call from your child's teacher sometime after August 8. The school year starts with a mandatory first center visit, where you can meet your child's teacher, and visit the room before school starts. First Center visit appointments will occur **August 15-16**. Then your child will have a staggered start, attending EITHER **August 19 or 20** to assist with the transition to school. Beginning **August 21**, class will follow your normal school schedule. If you have a Family Mentor, visits will begin in late July (Early Head Start) or late August (Head Start.)

Count on Us. We are partners, as are all the staff members at each school or center your child attends. As your family's and child's needs change, please let us know about your needs. We provide

parent education, guidance, and referrals to support you, and we do it best when we do it together.

We look forward to collaborating with you for the best outcomes for your family in the 2024-2025 year ahead,

Becca Benedict
Director

Preschool Attendance Reporting Line:

970-490-3336

Program office:

Fullana Learning Center
220 North Grant Ave.
Fort Collins, CO 80521

Program information:

Email: psdece@psdschools.org

Phone: 970-490-3204

The Purpose and Philosophy of Poudre School District Early Childhood Education

PSD MISSION STATEMENT: Educate Every Child, Every day.

EARLY CHILDHOOD EDUCATION MISSION STATEMENT: We exist for our community's most vulnerable families. We ensure that all our enrolled children are ready for and will be successful in Kindergarten.



EARLY CHILDHOOD EDUCATION VISION STATEMENT: We empower our community’s eligible children and families to build a foundation for learning as measured by their readiness for kindergarten and beyond.

Early Childhood Contact Information

Rebecca Benedict

Program Director – 970-490-3254

Greg Strutz

Assistant Director 970-490-3082

Sharon Weaver

Enrollment Coordinator – 970-490-3117

Sarah Chimblo

Operations Manager – 970-490-3387

Nikki Arensmeier

Family & Community Engagement– 970-490-3188

Emily Hamett

Disabilities Coordinator – 970-490-3102

Jack Robertson

Finance & Human Resources– 970-490-3360

Kim Lowe

PSD Health Coordinator – 970-490-3388

Important Information

Early Childhood Attendance Reporting Line: **970-490-3336**

Bus Transportation: **970-490-3232**

School or Center: _____

School or Center Phone Number: _____

Teacher’s Name: _____

Teacher’s phone: _____

Teacher’s email: _____

Head Start or Early Head Start Family Mentor’s Name:

Phone Number: _____

School or home visit start time: _____

Principal Name: _____

Assistant Principal Name: _____

Other important School Information for Quick Reference:

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Poudre School District Early Childhood Education Parent Handbook 2024-2025



Poudre School District- Early Childhood
2024-25 Student Calendar (Eyestone)

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Aug 15-16 center visits
August 19-20 Staggered Start
August 3- Ready Set PreK Bash

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Calendar Legend	
Pre K Start and End days	☆
School Days	■
Non-School Days	□
Admin Offices Closed	■
Policy Council-Your Voice	○



Poudre School District- Early Childhood
2024-25 Student Calendar (19 sites)

AUGUST						
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30	31					

Calendar Legend	
Pre K Start and End days	☆
School Days	■
Non-School Days	□
Admin Offices Closed	■
Policy Council-Your Voice	○
Summer Session	■

A downloadable copy of this calendar can be found at pdschools.org/programs-services/early-childhood-education under ECE Resources.



Program Descriptions

Application, Eligibility, and Enrollment

Families interested in the program must first submit a program application with supporting documents to the Enrollment team. Families must also complete our screening survey, the ASQ – 3 and the ASQ – SE and return them during the application process. An Enrollment specialist will contact the family by email, postal mail, or phone for follow-up and/or application status.

Poudre School District (PSD) Early Childhood Education has the following funding options for prenatal through 5-year-old program enrollment at no-cost to families: Early Head Start (prenatal through 3 years), Head Start, Universal Pre-K, and Early Childhood Special Education. There are also a limited number of tuition-based slots. Each funding source has its own criteria for eligibility. Once eligibility is determined, every child is placed on our waitlist.

Once on the waitlist, an Enrollment Specialist will schedule a child for vision and hearing screening appointments. At the appointment, the ASQ survey results will be discussed and any questions the family may have can be asked and answered. Children may be enrolled with immunizations that are up-to-date or exempt due to the family’s religious and personal beliefs. In the event of an outbreak of disease against which immunization is required, non-vaccinated students may be excluded from school.

Placements from the waitlist are determined based on family need, and are not on a first-come, first-served basis. When a placement becomes available for a waitlisted child, the family will be offered the spot and the child will be enrolled. Classroom placements offered to your family may be in a PSD elementary school or with one of our center-based partners.

Staff are notified by email when a student withdraws from the program. If a student is dropped (not because of a parent request) parents will be informed in person and/or in writing.

School Age Enrollment

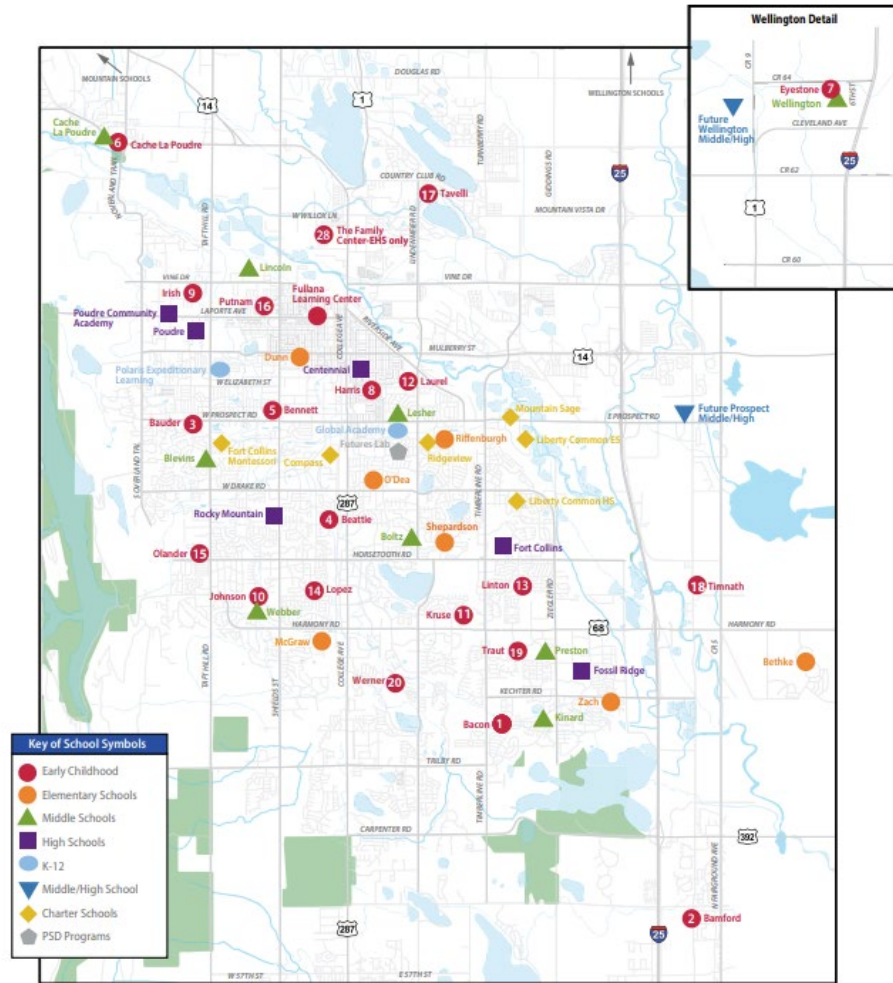
Children applying for PSD Early Childhood Education preschool must be age three or four on or before October 1. Children ages birth to three years old may be enrolled through Early Head Start without regard to the school age requirement. Children ages three through five years old may be enrolled if they qualify for Integrated Services (Special Education) without regard to the school age requirement.

Attendance Area

Families interested in preschool enrollment with PSD Early Childhood preschool must live within the PSD attendance area. If you live outside of the PSD enrollment boundaries, please contact the EC Enrollment Coordinator regarding possible enrollment options. If a child moves out of the district attendance area before classes begin for the year, the child will be disenrolled and the family will be referred to the programs within their new attendance area. If a family enrolled in preschool moves out of district during the school year, the child may continue to attend until the end of the current school year. However, any district transportation will be cancelled, and the parent will be expected to provide transportation. Home visiting will be provided within the PSD attendance area. Children living out of district will not be eligible for re-enrollment.

Families who are enrolled in Early Head Start (prenatal through 3-years-old) must live within Larimer County. Families who move outside the county will be disenrolled from the program. Please see the map on the following page.

Poudre School District Map of Schools
Early Childhood Education Sites



Elementary Schools with Early Childhood Sites * Full-day option available at these sites

- | | | |
|--------------------|-------------|------------|
| 1 Bacon* | 9 Irish* | 16 Putnam* |
| 2 Bamford* | 10 Johnson* | 17 Tavelli |
| 3 Bauder | 11 Kruse | 18 Timnath |
| 4 Beattie* | 12 Laurel | 19 Traut |
| 5 Bennett* | 13 Linton* | 20 Werner* |
| 6 Cache La Poudre* | 14 Lopez* | |
| 7 Eyestone* | 15 Olander* | |
| 8 Harris* | | |

Poudre School District and Early Childhood Communication with Parents

Our website is: bit.ly/PSDpreschool

On our website you will find Early Childhood information, links to program forms and applications, information about our parent-governed program, our grant information, and many other family resources.

You can also “like” us on Facebook or Instagram at ***Poudre School District Early Childhood***.

Other District Communications

PSD uses the SchoolMessenger automated phone system to call parents at schools with emergency information or important upcoming events and opportunities. Contact Fullana at (970) 490-3204 to update your phone number.

The Early Childhood program uses ChildPlus to communicate with families. Please make sure you have your contact information up to date and check your email regularly. Sometimes the email is not formatted for a mobile phone

As a registered/cleared volunteer, you will receive email messages from SchoolMessenger telling you about upcoming volunteer opportunities.

Early Childhood Communications

The Early Childhood program may contact you via emails, text messages or postal mail. *Please make sure your current email and phone numbers are listed and update them as needed.* Please send this [Data Change Form](#), located on the right-hand side of our website to psdece@psdschools.org if your contact information changes. We send most of our communications to primary and secondary adults listed in ChildPlus. Please check your email SPAM folders in case news is filtered out of your inbox.

Highlight: Early Head Start

Poudre School District Early Childhood Education has Early Head Start (EHS) services for expecting mothers and families and children birth to three years of age. The EHS program offers prenatal and parent education support during pregnancy and after birth and for the all-important first three years of your child’s life. The EHS options are home-based and center-based and both options include home visits with your assigned family specialist. For the majority of enrolled prenatal women and children up to age three, home visiting occurs once each week. Your family specialist will discuss your schedule for home visits with you. Limited spaces in the center-based option consist of daily care in the licensed infant/toddler center and monthly home visits with your family specialist.



During home visits, families and family specialists work together as a team on each child’s development, family well-being, program involvement, goal setting, child and family health, plus much more. In the Early Head Start program, each child will receive developmental, hearing, and vision screenings as well as on-going developmental assessments. We can assist families with referrals

when your child's development is of concern and we have partnerships with service providers for children with Individual Family Service Plans.

Families and children may also participate in monthly socialization opportunities called PACT (Parent and Child Together) events. These include:

- Opportunities for parents to participate in activities that support their parenting skills development or family partnership goals.
- Opportunities to interact with other parents and caregivers.
- Opportunities to observe and actively participate in activities.

Parent Opportunities

We encourage our families to be involved, become advocates, and volunteer. Each Elementary school has its own volunteer policy, so you will need to work with your teacher to determine how you can support in the school.

You may wish to consider the following opportunities and talk to your mentor, teacher, principal, or director about those that may interest you.

Your Voice: Families and Community Together



Get involved in your child's education by joining YOUR VOICE: Families and Communities Together. This group is directly responsible for oversight and governance of the Early Childhood Program. Once enrolled in our program, you are already a voting member. When

you attend one of the monthly meetings, you will review and

approve policies, budgets, grant information, program calendars, and much more! **Meetings are monthly as posted on our program calendar from September through May at Fullana Learning Center, 220 N Grant Ave. Childcare and dinner are provided at 5:15, and the meeting is from at 5:45-7:15pm.** Please make plans to attend this important meeting and get involved in your child's education today. Your input and suggestions are important and help make our program great. Questions? Please call Fullana Learning Center at 970-490-3204 for more information.

You can also participate in Your Voice leadership by serving on one of the Your Voice Leadership roles such as Chair, Co-Chair, Secretary, and Classroom representative.

Special Events

Be a part of a team that helps plan and organize special events within the program. This group meets as needed for planning special events in the program or in the classroom. You can sign up with your classroom teacher.

Outreach and Recruitment

Help us reach out to families and children who may be interested in the program. Various opportunities occur throughout the year.

EC Program Committees

Committees provide parents the opportunity to participate in focused work throughout the year as they form.

Parent Engagement Events

Each school may plan different engagement opportunities for families to join. This may include things like: Build it day, Wow Experiences with our curriculum, literacy nights, back to school

events, special celebrations, luncheons, etc. Please keep an eye out for your child's school newsletter for more information about these fun events.

Parent Governance

Act as a representative for your class, school, center, or family mentor! Attend your school's monthly meetings regarding important decision making. Check with your school for dates of Parent Teacher Organization (PTO) or School Accountability Committees (SAC) meetings. At school meetings, report back to classroom teachers and families on Your Voice discussions and decisions.

Classroom Volunteers

Volunteers should have a specific classroom purpose, enhance classroom instruction and environments, and support the student. Volunteering is different from a classroom visit/tour. If you would like to visit a classroom, please contact your child's teacher for an appointment. Each school may have different guidelines regarding volunteering, so please check with your child's school if you have questions.

You can help your child's classroom in a variety of ways:

- Reading aloud
- Being an expert about a topic of study
- Preparing materials
- Attending field trips
- Helping with a small group of children

You will need to follow PSD's Volunteer registration process to be cleared to volunteer regularly in the classroom or school. You can

find the registration process [here](#). All school volunteers must check in at the school office.

Volunteers enhance classroom experiences and allow children to interact with new people. However, if volunteer time creates a distraction to learning, your child's teacher may ask you to plan to support in a different way.

Day care and childcare licensing have additional rules about classroom volunteers. Volunteers must be at least 18 and have registered with the school's volunteer system.



Volunteers under the age of 18 must have a written purpose, approved prior to volunteering, and may volunteer for up to 2 hours per day. Volunteers should not miss their own school opportunities to support in our classroom.

When visiting a school, please respect children's privacy. Please do not share pictures of children other than your own on social media without first checking if there is a media release form.

Thank you for being a safe, respectful adult role model in your child's classroom.

Health and Safety for Volunteers

All volunteers should be healthy and free of illness when working in the classroom or going on field trips. Illness includes but is not limited to cold symptoms, sore throat, cough, or any stomach illness. When volunteering in the classroom, take some time to familiarize yourself with the classroom and/or school safety rules. Certain materials should be monitored closely. These items include scissors, sand, glass items, pointed objects, and cooking utensils. Never allow a child to use a paper cutter, adult scissors, or handle hot dishes.



In times of public health crisis, the Early Childhood program will follow all current safety regulations for childcare from the Colorado Department of Public Health and Environment. Your child’s teacher or school/center administrator will let you know what these guidelines are. The guidelines for *How Sick is Too Sick*, which dictate whether staff or students should be in buildings due to symptoms or illness, are located [here](#).

Parenting Classes/Groups

Our program offers a parent education group called “Circle of Security” that focuses on helping you and your child develop strong social emotional bonds and skills. The classes are offered in Spanish and English and provide strategies for building strong attachment between your child and their loving adult.

Parent Engagement Opportunities

PSD Early Childhood Education provides family engagement opportunities at schools as well as in the community. PSD Early Childhood Education has partnered with the Fort Collins Museum of Discovery (FCMOD) to provide free membership to FCMOD so you can enjoy visits to the museum year-round. The Gardens of Spring Creek also provides a year-long membership to enjoy experiences there as a family. At the end of the school year, we provide a

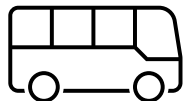
calendar of free/low costs events for the summer to keep your family involved in the community and continue fueling your child’s learning.



IMPORTANT PROGRAM INFORMATION

PSD Bus Transportation

Phone Numbers for Transportation



To apply for a bus, check on a transportation application, or with general questions, please call **970-490-3204**

To report that your child will not be riding the bus: **970-490-3232**

Not all Early Childhood students qualify for transportation. Families are encouraged to apply for busing if they are placed in their neighborhood school or have an Individual Transportation Plan (ITP) included with their special education Individualized Education Plan.

We encourage families who need transportation to apply as early as possible.

In times of pandemic or health crisis, it is possible that the district will be required to limit transportation further to comply with public health regulations. Current information regarding busing and public health requirements will be updated on the district's transportation web page. <https://www.psdschools.org/programs-services/transportation>

Transportation Expectations and Contract

Parents and Guardians of children who applied for transportation services must complete a transportation contract. This contract is included in your transportation request application and is initialed and signed by families who are applying for transportation.



PSD ECE Transportation Agreements

For Special Education Students transportation is provided in the Least Restrictive Environment whenever possible; however, the busing route may determine where the preschool student will attend to receive their services.

Students within the 1.0-mile radius are within the walk area and will be scheduled to walk to school.

It can take up to 10 school days for transportation services to begin. It may be longer in high application volume times or pandemic.

PSD buses are not able to pull down into cul-de-sacs or some narrow/dead end roads to pick up students; furthermore, if your student lives in the regular busing area he/she will be assigned at the regular bus stop.

If your student requires transportation in a wheelchair or other mobility device, it will need to be approved by transportation for safety.

If a family is in the process of moving or changing where a child is picked up and dropped off, school placement may change.

To participate in transportation which may be provided, families are responsible for getting their preschooler to the assigned pick up location and for meeting the bus at the assigned drop off location. Preschoolers must be attended by a responsible and assigned adult.

If no authorized individual is present at bus stop and child is returned to school on three occasions, bus privileges will be canceled.

Authorized individuals will be required to sign for the student each day that the child rides the bus.

The addition of other authorized individuals must be completed in writing and will take at least 5 days for the individual to be added to the authorized pickup list.

Busing Complaints

Parents who have complaints regarding your child's bus must first please speak with the bus driver to problem-solve. If speaking with the driver or supervisor does not solve your program, please speak to the Early Childhood Operations Manager at 970-490-3387.

Bus Drivers

Bus drivers are trained in emergency procedures and teach those procedures to the children. In the case of an emergency, the driver and other PSD staff will stay with the children until the parents or emergency contact is notified.

Bus Stop

The child and adult must be within view at the bus stop for the bus to stop for pickup. Otherwise, it will continue along the route without stopping. The bus will not wait, honk its horn, or call to let you know it is outside waiting. It is important to NEVER leave a preschool child unattended at the bus stop, an adult or sibling over the age of 16 years old must always be with the child. The district offers an app called "Zūm" that you can download to track the bus in live time. You can find the app at <https://www.psdschools.org/programs-services/transportation/live-bus-updates>.

Cancellation of Transportation Services

Students who are not picked up from the bus stop three times during the school year will have bus services cancelled by the Transportation Department. (See Release Authorization for more

information). Bus service will also be cancelled if a family member is verbally or physically threatening to the driver, a child, or other families on the bus or at the bus stop. To have cancelled transportation services resumed, the family must first meet with the Early Childhood Operation Manager and Transportation Department staff to discuss a Transportation Plan.

Bus Pick Up

An adult at least 16 years of age must be waiting with the student at least 5 minutes before the scheduled bus pick up time. We require an adult to hand off at pick up and drop off. If the adult and child are not within view of the driver at the bus stop, the bus will not make the stop and will continue along the bus route without the student.

Bus Return

An adult at least 16 years of age must be waiting for the student at least 15 minutes before the scheduled return time. This is in case of last-minute changes in the bus schedule, bus route and/or bus driver. The bus driver is responsible for verifying **the photo identification of the authorized adult** who takes the child from the bus. The driver will not allow the child off the bus with an unauthorized adult, an adult without an ID, or if no adult is present.

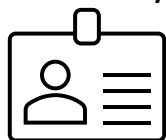
If no adult is present, the child will not be allowed to get off the bus. The bus will continue along the route and return the child to their child's school. It is the responsibility of the parent/guardian to meet the bus back at school and sign their child out on the bus return form. After the first bus return, the early childhood operations manager will contact the parent about bus procedures. If the parent is not at the school, the school will attempt to contact the parent/guardian and emergency contacts. If they are unable to

reach any emergency contacts within 30 minutes of the return to the school, they will call law enforcement and the Department of Health and Human services, Child Protection. to work with them to ensure your child is returned safely to you.

Release Authorization

Children will ONLY be released to adults at least 16 years of age and listed on your child's Emergency & Release To list. Call the Enrollment team at 970-490-3204 to update your Emergency and Release To list. To add someone new to the list, you will be asked to fill out a data change form with the new information, and your signature. Please plan ahead as last-minute changes to Emergency and Release To lists are difficult to communicate to EC departments, transportation, and the driver without notice.

The Fullana Staff must have a copy of any applicable restraining orders on file to enforce them.



Authorized adults must provide a photo ID daily. The

staff and bus driver are required to verify the photo ID of the authorized adult. If the authorized adult is not at the bus stop, or does not provide the picture ID, the bus driver will not release the

child and will continue along the route and return the child to the school at the end of the route. Please call PSD TRANSPORTATION DISPATCH at 970-490-3232 to get more details about where and when your child will be returned. If we are unable to reach emergency contacts within 30 minutes of the bus return, we will call law enforcement and the Department of Health and Human services, Child Protection and work with them to ensure that your child is safely returned to you.

Request for Parents Riding PSD Buses

Parents who do not have other means of transportation may request to ride the bus with their child to volunteer in the classroom. Requests will be processed and if approved, the parent will be notified. Parents who are interested in riding the bus with their child must complete a Request for Parent Transportation form and return it to the Enrollment Team. Allow 14 days for requests to be processed. All parents are welcome to ride the bus if they are approved as a chaperone/volunteer on field trips.

All requests must be approved by the Early Childhood Operations Manager and the Director of Transportation.

Seatbelts/Safety Vests

All preschool students who ride a Poudre School District bus to and from school will be buckled into a safety vest during their trip.

Siblings Riding PSD Buses

Children who are not enrolled in Poudre School District are not allowed to ride a Poudre School District Bus.

Transportation Changes

All busing changes require 7 to 14 days to be processed. Call the Enrollment team for any busing changes or cancellations. You will be asked to fill out a data change form. While we try to accommodate busing requests, requesting a change does not mean your students will be automatically reassigned. Bus placements are made on a space-available basis and will be made only for children who are eligible for EC transportation.

When your Family Does not Need Transportation for the Day



If your child does not need to ride the bus to school for the day, you must inform PSD Dispatch at 970-490-3232 as early as 6:00 a.m. but no later than one hour before your child is scheduled for pick up to cancel the route for the day. It is important also important to call the Early Childhood Attendance Reporting Line at 970-490-3336 to report the absence.



Attendance

Why is it so important to attend preschool every day?

Learning is a progressive activity. Each day's lesson builds on lessons from previous days and regular student participation in learning plays a significant role in your child's success at school.

How many days absent are too many?

Children who miss more than 2 days per month are considered chronically absent. Children with chronic absenteeism are more likely to have lower test scores in 3rd grade and less likely to graduate high school. To avoid chronic absenteeism, make sure you have a backup plan to get your child to school.

Tips for getting to school each day, on time:

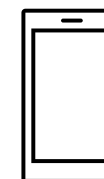
- Set a bedtime routine to allow enough rest for your child.
- Lay out your child's clothes the night before.

- Pack your child's backpack the night before.
- Set your morning routine to allow enough time for your child to get ready and eat a healthy breakfast.
- Make getting ready and going to school fun by singing songs, making up stories, and getting excited about school.

Preschool is the best time to build a habit of good attendance.

Preschool Attendance

Daily attendance is taken in your child's classroom and late arrivals and early pick-ups are recorded as well. Please call the attendance line as soon as you know your child will be absent and before 7:45 a.m. **The attendance message line is 970-490-3336.**



Childcare licensing requires us to track illness symptoms. When you call the attendance line, you will be asked to provide the following information:

- Child's first and last name (spell the child's last name)
- Student's date of birth
- School name
- Teacher name
- Reason for absence. (Briefly let us know the reason your child is absent)
- If your child is sick, please leave a description of their symptoms (abdominal cramps, chills, diarrhea, fever, headache, muscle aches, rash, vomiting/throwing up or other)

In times of a pandemic or health crisis you may be asked to provide further information. Health precautions that may be in place include daily symptom screening, temperature check, or verification from a doctor that your child is well enough to return to class.

No Call, No Shows

Any absence that is not called in is considered a no-call, no show. Please call the attendance line and let us know the reason for your absence so that we know your child is not lost or in an unsafe situation. When we do not receive a call from you about your child's absence, we will contact you to follow up, usually by text message within hours to monitor the child's safety. Any No Call, No Show will be recorded as an unexcused absence. Repeated no-call, no shows will lead to support from the Early Childhood staff and administrators and could include an attendance plan.

Attendance Follow-Up and Attendance Plans

Our attendance goal is to have 85% or better attendance, and we often see much higher numbers than that goal!

All families will receive attendance percentage information monthly.

PSD ECE monitors and report attendance monthly to our funders. Monthly, if your child's attendance rate falls below 85%, an ECE staff member will conduct an attendance review. After the review, you may have conversations with your child's teacher or family mentor so that they can offer support with problem solving and check in again about your child's attendance. If the attendance check reveals low attendance more than two months in a row, your child's teacher or mentor will refer your family to the Attendance Impact Team. We will work with you and your family to help you find ways to eliminate barriers to school. Follow-ups will be assigned and monitored to support your family.

If your child's attendance rate has fallen below 60%, it is time for the attendance team, including your family and program

administration, to consider if your child is benefiting from preschool education. Frequent, chronic absences (unexcused or excused) lead to disruption in student routines and schedule. We will review your attendance follow up and ask to meet with you to form an attendance plan. Most of our families who start on an attendance plan are back on track within a couple of months. However, if you are unable to meet the goals of your attendance plan, your child may lose their funded slot for preschool, and it will be given to another child on our waitlist.

In the event of a health crisis, attendance policies will be revised to support healthy decisions and best practices to keep your child safe and healthy.

Weather-Related Information and Attendance



PSD uses many methods to communicate with parents in emergencies, such as school closure due to weather. Information is shared on the PSD website, social media, School Messenger phone messages, parent email, staff mail, and social and traditional media outlets.

Please keep your email and phone information up to date. If you have changes to your information, please submit [a data change form](#) to Fullana Learning Center at psdece@psdschools.org.

Please plan for some outside time each day and dress accordingly.

Other Attendance Information

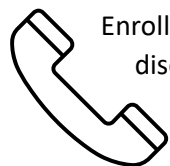
Absences are marked excused and unexcused. Excused absences include illness, medical appointments, family crisis, or other reasons pending approval of the ECE administrators. Unexcused absences

include travel while school is in session, transportation issues, or taking a day off. All absences, excused or unexcused, should be reported to the attendance line, 970-490-3336.

Attendance is one of our program goals and directly linked to student success. We will keep you well informed about your child's absences.

Ten or more days of unexcused absences in a row without communication from the family will cause disenrollment from the program. If a family wishes to disenroll, they are asked to call, notify in person, or send a letter to the Enrollment Department or their child's teacher with their intent to disenroll their child.

Extended absences (absences of more than 5 consecutive days) must be reported in advance and approved by the Enrollment Coordinator. This will help you avoid disenrollment.



Be sure to contact the Transportation Department at 970-490-3232 if your child will not

be riding the bus due to extended absence.

Confidentiality

All child and family records are kept confidential. Release of information is only given with authorized consent and at the approval of the family.

Home Visiting Attendance Information for Early Head Start and Head Start Funded Students

Early Head Start home visiting requirements:

In the home-based program, weekly home visits with your family specialists are expected. Each home visit will be 90 minutes in length. If you are unable to attend a weekly visit, we ask that you reschedule the visit for the same week when possible. The number of home visits is expected to be 46 during the program year. Lack of attendance at home visits will lead to a review of the family's participation and may lead to disenrollment.

In the center-based program, a monthly visit with your family specialist is required. Attendance at the center for 115 hours per month is also required. Attendance is reviewed monthly and a lack of attendance at the center and home visits can lead to disenrollment.

Head Start home visiting requirements

You will receive six home visits during the school year with a family mentor. Two of these visits will be with the family mentor and classroom teacher together, two visits may be during parent/teacher conferences and two or more visits will be with the family mentor only. Visits can take place in your home, or another location agreed on by the family and family mentor. Lack of attendance at home visits will lead to a review of the child's enrollment and may lead to a change in funding source.

Health Services



Well-Child Exams and Immunization Regulations

In the Early Childhood programs, there are mandatory health and dental care requirements of childcare licensing, UPK, and Head Start/Early Head Start that parents **must complete** for your child's participation.

- Preschool families will provide evidence of:
 - Up to date annual physical health exams
 - Lead blood testing results, at least one after age 3 years OR results from 12-month and 24-month tests
 - Annual dental exams
 - Up to date for age immunization records
- Early Head Start families must provide:
 - Up to date immunization records
 - Up to date physical exams (well-child checks) at 2, 4, 6, 9, 12, 18, 24, 30, and 36 months.
 - Lead blood tests at one and two years of age
 - An annual dental exam starting at one year of age or once teeth erupt.

The following are recommended methods for obtaining your child's medical/dental information.

- Request medical and dental exams at the time of the visit from your provider.
- Go to your medical providers' patient portal to download or screenshot your child's records.

- Complete an Authorization of Disclosure [here](#) and send it to the health office at Fullana, psdece@psdschool.org.

Family Mental Health Support

The Early Childhood Mental Health Specialists are available to assist families in the area of mental health. Services include:

- Support for families with behavior and/or mental health concerns about their children or family members.
- Referrals to school psychologists as well as to outside agencies for continued, on-going support.
- Observation, coaching, and/or recommendations on next steps and ideas for support.

Referrals can be made to ECE Mental Health Specialists by contacting your child's teacher or family mentor. If you would like to make a confidential referral, please go to: bit.ly/PSDpreschool You can also reach us by phone 970-490-3204 and ask for the mental health team.

Vision and Hearing Screening

Vision and hearing are completed annually while your child is enrolled in the PSD Early Childhood Program. If there are concerns with either vision or hearing, parents will be notified, and a plan will be made for re-screening or a referral if needed. Vision acuity is tested with a traditional eye chart and PhotoVision screening is also conducted to look for eye concerns in children who may be unable to participate with traditional vision screening due to age or disability.



Dental Health Services Overview

The Poudre School District ECE program works with local volunteer dental staff to provide dental screenings for children within the program.



Health and dental records may be given to your family mentor, teacher, dropped off or faxed to the Fullana Learning Center at 970-490-3134. You may also email this information to psdece@psdschools.org. For EC health related questions, please call us at 970-490-3101.

Services offered include:

- Dental screening that includes visual inspection of the mouth, cleaning, and optional application of fluoride varnish
- Assistance with follow up and treatment with local dental practices is coordinated by the volunteer dental staff.

Licensing Requirements and Follow-Up

Your child will attend class in a licensed childcare classroom. Childcare licensing requires certain medical, vaccinations, and dental visits. If your records become expired, you will be asked to follow-up to maintain a student file that meets licensing requirements. If you receive a call from a program Tech, please respond to those requests as soon as possible. For childcare licensing, we have 30 days to respond to missing student paperwork. Thank you for being our partner and staying up to date.

Is Your Child Too Sick to Attend Preschool?

Please use the Colorado Department of Public Health and Environment's [How Sick is Too Sick?](#) as your guide as to when you should keep your child at home because of illness. This helps us meet childcare licensing and Head Start guidelines. We maintain the same standard for staff as for students.

When to Keep Your Child at Home from School or Childcare

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. 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.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on the *How Sick is Too Sick?* list (see below) and staying home is required.

In times of pandemic or health crisis, Poudre School District will follow all public health guidelines to ensure the safety and well-being of students and staff. An additional health screening or a health questionnaire may be required. Remember the best way to stop the spread of infection is through good hand washing!



COLORADO
Department of Public
Health & Environment

Communicable Disease How sick is too sick? Public guidance document

Available languages: Spanish/Español | Amharic/አማርኛ | Arabic/العربية | Burmese/မြန်မာစာ | Farsi/فارسی | French/Français | Karen/ကရင်စာ | Korean/한국어 | Nepali/नेपाली | Pashto/پښتو | Russian/русский | Simplified Chinese/简体中文 | Traditional Chinese/繁體中文 | Somali/Soomaali | Swahili/Kiswahili | Tigrinya/ትግርኛ | Ukrainian/українська мова | Vietnamese/Tiếng Việt

This document outlines guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements.

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. 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.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

When to seek emergency medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you.

Revised May 1, 2024

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 www.colorado.gov/cdphe
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director

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Guidance for symptoms not due to a specific disease	Child or staff must stay home?
<p>Severe or new cough, including croup</p>	<p>Yes - Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>Students and staff may return to school, even if the cough is not fully resolved, as long as exclusion is not required for other symptoms or diagnosis.</p>
<p>Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine</p>	<p>Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p>Fever Fever is a temperature of 100.4° F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100° F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.</p>	<p>Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever-reducing medications unless the fever is caused by an illness that requires them to stay home longer.</p> <p>If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>A temporary, elevated temperature due to overexertion or overdrress, without other symptoms of illness, should not be considered a fever.</p> <p>For more information about fever, read Children's Hospital Colorado's recommendations on fever care for children.</p>
<p>Flu-like symptoms Fever with sore throat or cough</p>	<p>Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an</p>

Page 2



4300 Cherry Creek Drive S., Denver, CO 80246-1530, P 303-492-2000 www.colorado.gov/cdpehe
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director

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<p>Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting, and diarrhea.</p>	<p>illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
<p>Vomiting</p>	<p>Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>



Guidance for specific diagnosed illnesses	Child or staff must stay home?
<p>Chicken Pox</p>	<p>Yes - Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new lesions within 24-hour period.</p>
<p>Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge</p>	<p>No - Children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Practice good hand hygiene.</p>
<p>Fifth's Disease (parvovirus)</p>	<p>No - The illness is no longer contagious once the rash appears.</p>
<p>Hand Foot and Mouth Disease (Coxsackie virus)</p>	<p>No - Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.</p>
<p>Head lice or scabies</p>	<p>Yes - Children and staff may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment.</p>
<p>Hepatitis A, Salmonella, Shigella, or Shiga Toxin-producing E coli</p>	<p>Yes - Children and staff may return to school or child care when cleared by the health department.</p>



Roseola	<p>No - Exclusion is not necessary unless there is a fever or behavior changes.</p> <p>Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.</p> <p>Additional precautions are recommended for at least five days following the return of anyone recovering from respiratory symptoms, including hand and respiratory hygiene, improved ventilation, masking, physical distancing, and testing.</p> <p>Refer to CDC's Respiratory Virus Guidance for additional information.</p> <p>During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.</p>
Strep throat	<p>Yes - Exclude for 12 hours after starting antibiotics.</p>
Other vaccine-preventable diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<p>Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.</p>
Yeast infections Thrush or Candida diaper rash	<p>No - Follow good hand washing and hygiene practices.</p>
Other Symptoms or illnesses not listed	<p>Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines). Public health consultation may be necessary.</p>

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.



References

- American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
- Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
- Colorado Department of Public Health and Environment. COVID-19 Resources. cdphe.colorado.gov/covid-19. September 2023.



Programs, Policies, and Procedures

Accidents, Illness, and Injuries

If a child becomes ill or injured requiring urgent medical attention while at school, the family (or emergency contact if the family are not available) will be notified and required to pick up the child. Please arrange for pick up (within 30 minutes) by either the parent or emergency contact.

Children need to be kept at home if they are too ill to participate in social activities, have an oral temperature of 100 degrees or more, or if they have a contagious illness, acute cold or flu, or chickenpox. If a child has been exposed to a communicable illness outside of school, the family must notify the school of the exposure.

If a child is injured at school, the parent will be notified, and the appropriate accident report form will be recorded. If there is a medical emergency, we will call 911 and immediately inform the family. Childcare licensing requires us to report injuries that require a visit to a doctor, dentist or emergency room, so please follow up with the school within 24 hours if this should occur.

Diapering and Toilet Training



Children will be diapered, and toilet trained in compliance with Health Department guidelines and individual student needs. It is the parent's responsibility to provide diapers and wipes if they are needed for their child. We recommend keeping a change of

clothes in your child's backpack in case of accident. Children are welcome to come to school if they are in toilet training.

Naptime

Childcare licensing requires that a child attending a full day session have dedicated rest time. A fitted sheet and blanket are required by each family and is required to be sent home weekly for laundering. Quiet activities must be available for children who do not sleep during the required thirty (30) minute rest period. Children who do not sleep during the thirty (30) minutes must be allowed to move to another area and be provided with quiet toys and equipment to play with such as puzzles or books. Children who fall asleep must be allowed to leave their napping area within ten (10) minutes of waking.

Water Bottles

PSD Early Childhood program does not provide individual water bottles. Please send your child to school with a water bottle labeled with their name. Water bottles will go home every day for cleaning.

Supervising

Teachers will take attendance in class daily within ten minutes of starting class.

Children will be counted at each transition and identified by a face/name system when moving for lunch, bathroom breaks, recess, arrival, leaving the classroom for services, and dismissal. Staff will always monitor the whereabouts of each child. If a child wanders away, the school will immediately call 911 and the parent.



All classrooms are required to have a 1 to 8 adult to children supervision ratio.

In Case of Emergency

In the event of a fire, blizzard, tornado, injury, early dismissal, late start, plumbing emergency or any other emergency, every attempt will be made to contact the parent or emergency contact listed in our records. **Please make sure to let office staff know when any of the contact information changes by calling 970-490-3204.** If the parent or emergency contact cannot be reached, your child will stay with a staff member until someone is reached. If a family cannot be reached within a half hour, the Department of Health and Human Services (Child Protection) will be contacted. In the event of a lost child, a call to 911 will be made and the child's parents will be informed immediately.

Emergency and Disaster Preparedness

Staff will guide children in care through emergency evacuation, lockdown, shelter in place, and severe weather drills. The Poudre

School District Crisis Response manual used at all schools is our written plan that details procedures such as reunification with your child or caring for children with identified/special health needs in the event of an emergency.

Early Childhood Education staff members at each school are trained in the use of the procedures that follow the district plan and are tailored for each facility. Early childhood classrooms participate in all school-based safety drills. **Parents will be informed prior to all planned lock down drills.**

To learn more about the Emergency and Disaster Preparedness procedures are your school, please ask your teacher, the principal at your school or director at your center. You can also call Fullana Learning Center at 490-3204.

You can access Poudre School District's "In Case of Emergency" for more information at

https://www.psdschools.org/sites/default/files/PSD/school_security/security/emergency_response/In_Case_of_Emergency_Crisis_Brochure.pdf

Crisis response & management in PSD

- Mitigation & Prevention
- Preparedness
- Response
- Recovery

Mitigation & Prevention, Preparedness, Response, and Recovery are the four main components of the Poudre School District *Crisis Management Plan* which aligns with national standards.

In addition to the district plan, each school has its own plan that revolves around these four components. Every year, these crisis response plans are reviewed and updated as necessary.



Poudre School District
Emergency Contact Number:
970-490-3333

This *In case of an emergency* brochure gives parents an overview of crisis response systems currently in place. Each school also has specific procedures in place that are designed for that site.

If you have questions, please contact your school, or call the PSD Security Department at 970-490-3523.



Security Department
Poudre School District
2407 LaPorte Avenue
Fort Collins, CO 80521
970-490-3523
www.psdschools.org

The contents of this *In Case of Emergency* brochure were developed under an Emergency Response and Crisis Management grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education and you should not assume endorsement by the Federal Government.

Design & Layout by Graphic Services 9/10/10

For parents and students in
Poudre School District

In case of an emergency...



What to expect in the event
of a school emergency
or crisis situation



Educate...
Every Child, Every Day



Stay or Go?

Poudre School District, along with local police, fire and emergency medical agencies, has developed a series of plans to use in emergencies and crisis situations. The plan and type of emergency or situation determine whether students and/or staff members remain inside a building (stay) or are evacuated from the building (go).

Stay

When it is not safe to leave the building, “stay” is the instruction or command given to the school site. There are three stay commands: “shelter-in-place,” “lockout” and “lockdown.”

Shelter-in-place – Students and staff stay in a safe area. Used during severe weather.

Lockout – Normal activities take place inside the school. Exterior doors are locked. Used when there is an incident outside the school, such as police activity nearby.

Lockdown – Students and staff are directed to a safe location inside the building. Exterior and

interior doors, windows, and access points are closed and locked. Used when a potential threat has been identified and containment may be necessary.

Go

“Go” is the command given for evacuating the area.

A District-wide Crisis Response Team (DCRT) works with the school's own CRT to help in emergency situations.

There are many situations where a school may be evacuated. In the event students and staff cannot re-enter the building in a short time, all school sites have procedures in place to evacuate to nearby facilities if necessary.

What to expect after a crisis occurs

The “Reunification Process” is a systematic approach to bring parents and students back together in the event of an emergency.

Once it is safe to reunite parents with students, parents and students go through the check-out process at a designated location.

Connecting parents with their children is a high priority and will be done as soon as it is safe.

Parents are notified of the designated location through one of the PSD communication sources.

Each school maintains a list of people authorized to pick up and transport your student. Whether you are a parent, guardian, or other “authorized person,” you must have proper identification in order to pick up your student(s).



Communicate

Parents have several ways to access information from Poudre School District in emergency situations:

- Access the PSD website www.psdschools.org
- Call PSD's Customer Support Center at 970-490-3333
- Receive a call or voice mail from the school's auto-dial message system
- Listen to local radio and TV stations
- Check your e-mail
- Watch PSD Channel 10 (Cable TV)

Many of these communication sources rely on accurate parent contact information. Please be sure your school has information that is up to date.

Know the plan

As with any good strategy, it is most effective when everyone knows the plan.

Schools practice a variety of “stay or go” drills throughout the year so that students and staff members will know how to respond in the event of a real emergency.

As a parent, you can learn more about the plan by checking with your school about their specific procedures, crisis response plans, and reunification process.



Depending on the emergency, students may or may not be allowed to use cell phones during a crisis situation.

Field Trips

All field trips are approved by the Assistant Director and site administration, including walking field trips. Permission forms must be signed for field trips by the parents, in advance. Staff will supervise all children during excursions, ensuring that children are safe and accounted for. Parents are invited to join the class for field trips. If a child arrives late and the class has gone on a field trip, the teacher will leave instructions with the school site to provide the child with their daily instruction.



All volunteers, please check into the front office before attending the field trip.

Remember, before going on a field trip, fill out the Volunteer agreement form. You can find the form here:

<https://www.psdschools.org/community/volunteers>.

Many Ways to Learn

During your classroom site visit, you will be asked to fill out a form indicating your access to a tablet or laptop and reliable internet. If PSD calls for a remote learning day, your child's teacher will have preplanned learning activities that you will have access to. If you indicate a technological need through the survey PSD can potentially provide these resources. Consult with your teacher to identify how to access remote learning resources.



Parent and Staff Conferences

Parent and staff conferences happen at least two times throughout the year to discuss your child's progress and how they are performing in a wide range of developmental domains compared to typically developing peers. Parents and staff may request a conference at any time. Parents will receive a report from our TS Gold assessment tool which will provide parents/guardians present performance levels in the following domains:

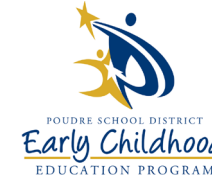
- Social Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics

Positive Behavior Support

Positive behavior techniques used by staff and parents increase the pre-social skills associated with successful academic performance and reduce challenging behaviors. To support positive behavior, talk to your teacher or mentor who can provide information on effective techniques and program parenting groups to support your family.

Help your children remember these three simple program-wide rules:

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



Guidance and Discipline

PSD Early Childhood Education uses positive guidance to help children replace undesired behaviors with desirable behaviors. We realize students are learning behaviors and academic skills in the classroom every day.

The staff will not allow children to hurt themselves or others, use unacceptable language, or misuse materials. Staff members will not speak or act in any way that could degrade, shame or hurt a child.

If a problem occurs, the teacher will help the child understand why the behavior is not working and teach strategies that work. If a child's behavior continues and is an obstacle to the child's development and/or interferes with learning and development of other children, the classroom teacher may contact the school psychologist or mental health specialist for consultation and assistance or begin the District Multi-Tiered System of Support (MTSS) problem-solving process.

MTSS explicitly involves parents at every step so that school observations and insight into the child's life at home are both considered. MTSS potentially includes collaboratively problem solving social, academic, and behavioral challenges. Follow-up meetings will always be scheduled to review your students' progress and to determine the next steps.

Except for rare cases where the ongoing safety of the child and/or others is at risk, children will not be expelled, suspended, or excluded from the program.

Special Education (Integrated Services)

Special education services are available for children with special needs in Early Childhood Education. Please contact the Child Find

Specialist at 970-490-3040 for additional information on special education programs or if you have concerns regarding their development. In addition, if your child is entering our program and has an IEP, you can contact our Disabilities Specialist Emily Hamett at ehamett@psdschools.org

Notice of Non-Discrimination

PSD ECE does not unlawfully discriminate based on race, color, national origin, sex, sexual orientation, age, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to the Office of Civil Rights, US Department of Education, 1244 N Speer Blvd, Suite 310, Denver, CO, 80204, 303-844-5695. Additionally, PSD is ready to assist you if you are concerned you or your child have been discriminated against.

For Student Discrimination: Contact your school's principal. If you feel it was your school's principal who discriminated against a student, contact Liz Davis, Director of Student Services, at 970-490-3033 or ldavis@psdschools.org

For Staff Discrimination: Contact PSD Executive Director of Human Resources at 970-490-3620 or evonsavage@psdschools.org.

Problem-Solving

PSD ECE is committed to working with you as a team. Parent or guardians are the child's first and most enduring educator. We understand that conflict may occur at times, and you may need support with problem solving. The program always recommends speaking directly with the person first, then to a supervisor if you need more support. For example, if the problem occurs in the



classroom, you will want to speak with the teaching team first, and then to the principal if your concerns are not resolved. If you have concerns and need further assistance, please contact the Director, Assistant Director or Operations Manager at 970-490-3204.

Procedures for Filing a Complaint

The very best problem-solving tool is to have a discussion with the person with whom you have a complaint. If that staff member is unable to resolve the problem, contacting the supervisor or Principal is the next step. If you are unable to resolve your concern, please contact our Program Director.

Any time there is a complaint regarding the PSD Early Childhood Education Program, all attempts will be made to reconcile the situation with the people involved. If the complaint is not reconciled at the time, the Director and Policy Council will act as a grievance committee to reconcile the complaint.

Suspension and Expulsion

Except for extremely rare cases where the ongoing safety of the child and/or others is at risk, children will not be expelled, suspended, or excluded from Early Childhood Education. If a temporary suspension does occur, it will be used only as a last resort.

Prior to reaching a decision to separate a child from the program temporarily, staff will use a variety of resources and techniques, including positive adult and child interactions, parent conferences, consultation with a mental health specialist, support from a building-based student success team (MTSS) and consultation with the Early Learning Support Coordinator and/or Program Director.

All the steps in the process will be documented in the student record with parent involvement throughout.

Decisions on suspensions/expulsions are made collaboratively between site admin, program admin, and student safety.

Reporting Child Abuse

The law requires that every Early Childhood Education staff member reports any suspected condition of student neglect or abuse to the Department of Health and Human Services. Anyone who suspects child abuse should call the Larimer County Department of Health and Human Services at 970-498-6990.

Reporting Preschool Licensing Violations

If licensing violations are suspected, complaints should be made to: Colorado Department of Human Services Offices of Early Childhood, 1575 Sherman Street, Denver, CO, 80202.

Fees

PSD ECE does not charge fees for Early Head Start, Head Start, Universal Preschool for allotted family hours or Integrated Services



(Special Education) funded programs. At times, parents may have the option to provide money for special programs such as field trips; but at no time will this be required for a child to participate in regular classroom activities.

PSD ECE does charge for tuition-based preschool. Annual fees are: Annual fees are \$4757.44/year for 10 hour class, \$5944.89 for 14-15 hour class, and \$10511.26 for a 30 hour per week class. If a student

qualifies for a no-cost half day, they may pay tuition for the other half at a rate of \$4566.37 if space is available. ****Tuition rates are set by the amount awarded from the CDEC for Universal Preschool and are subject to change when the CDEC updates the tuition reimbursement rate.***

PSD Early Childhood Education is a part of a universal meals program. This means your child will receive a meal included in each half day class (breakfast for AM session, lunch for PM session), and two meals in the full day class.

PSD's Child Nutrition program will email each family a flyer describing how to apply for Free/Reduced meals in late July or early August, which is when the portal opens for the upcoming school year. For more information, you can visit their website at <https://www.psdschools.org/programs-services/school-meals/free-and-reduced-meals>. The program encourages parents to eat lunch with their children; however, there is a parent (adult rate) lunch fee.

The application process will ensure that if you are eligible for free or reduced lunch, Child Nutrition will charge you at the rate you qualify for. Additionally, families who qualify for Free and Reduced Meal benefits, are eligible for school fee/charge waivers. See the PSD student fees and charges web page for instructions on how to complete the Permission to Share Information for Fee/Charge Waivers form for Fee/Charge waivers form. Some community programs offer reduced or no cost programming if a family qualifies for free/reduced lunch.

School Meals and Snacks

The PSD Child Nutrition department ensures that our children have healthy meals to support learning. We provide a nutritious lunch or breakfast for our half-day sessions. Food must be offered at suitable

intervals not more than three (3) hours apart per childcare licensing regulations. Children in our full-day classrooms receive breakfast, and lunch. Your child's classroom will send home monthly food menus.



Breakfast and/or lunch is included as a part of the universal meals program. For adult lunch prices please check the PSD Child Nutrition website for menus and pricing.

<https://www.psdschools.org/programs-services/school-meals/>

Families will not be required to purchase school meals or snacks. Families have the option to bring food from home. However, parents will need to provide healthy meals and snacks, as healthy meals are a daily part of the early childhood learning environment.

At no time will a child be forced to eat. Children will be encouraged to taste food and determine if they like the food. Food is never used as a reward or punishment.

Food allergies

You must record your child's food allergies, sensitivities, and special diets on both the PSD Early Childhood application and the health conditions form when registering for the program.

The school nurse for your child's classroom will contact you regarding your child's special dietary needs so that a plan can be made to keep him/her safe in school. Please keep in close contact with your child's teacher and school nurse regarding any special dietary needs, letting them know if there are concerns about what is being served at school or if changes have occurred in your child's diets.

- The [PSD Child Nutrition website](https://www.psdschools.org/programs-services/school-meals/) has information on special needs, ingredients and menus.

- [Meal Modifications Form](#)
- In compliance with CO REV STAT 22-2-135 (2018), PSD asks families to provide information about their student’s allergy and reaction and to submit a completed [*Allergy and Anaphylaxis HCAP/Authorization Form](#),* and if appropriate, a [Meal Modification form](#).

Medication

In accordance with 12-38-132 C.R.S of the Nurse Practice Act, PSD school-based registered nurses delegate the administration of medication to Early Childhood Education staff. Early Childhood staff are properly trained to administer the medication. Medication must be in the original container and have its original label. Written, signed permission from a medical provider (MD, DO, PA, NP, DDS) to administer the medication and the parent or guardian must be completed on the appropriate medication administration form. Families must carry the medication to the classroom. Medication cannot be sent in the child’s backpack. A PSD medication authorization form MUST be completed before any medication can be administered to your child during school. All medication is always securely stored and inaccessible to children.



- **For over the counter, prescription or controlled substances** (excluding emergency medications) use:
 - [General Authorization and Release for Administering Medicine to Student at School or School-Sponsored Activity](#)
 - [Español General Authorization/Release](#)
- ***Students may self-carry and self-administer their own emergency medications such as (Epinephrine pens, Albuterol Inhalers, etc.) per CO law. If you and your child’s medical**

provider feel your student is able to self-carry and self-administer, submit the:

- [Carry and Self-Administer Prescribed Medicine at School or School-Sponsored Activity - Asthma/Allergy](#)
 - [Español - Carry and Self-Administer Asthma/Allergy](#)

Pick Up Policy

Any person picking up your child must be authorized to pick up. To add or change anyone on the authorized list, [please fill out a data change form](#) and return to Fullana physically or via email: psdece@psdschools.org. We share this information with multiple departments and updates do not occur daily. If you need a change made immediately, please call 970-490-3204. **Anyone picking up a child will be required to show a photo identification and staff members will check the authorized persons list before releasing the child.**

Pick up and drop off routines may be adjusted slightly to meet public health regulations during times of pandemic/public health emergency.

If a person is suspected of being incapacitated in any way to care for children, including being under the influence of drugs or alcohol, please report this to a staff member. The staff will:

- Inform school administration and ask for their support.
- Determine if the person picking up is a parent. If not a parent, staff will call to inform the parent and to request they or another authorized person come immediately to pick up the child.

- If it is a parent, staff will inform them that they must contact a relative or a friend to accompany them.
- If the incapacitated adult leaves with the child, staff will inform the person that they will make a suspected impaired driver call to 911 as well as call DHS.

Release Authorization

Children must be dropped off and picked up by an adult 16 years old or older to be properly signed in and out per licensing regulations. Children will ONLY be released to authorized adults at least 16 years of age listed on the Emergency & Release to list. Authorized adults must provide a photo ID of the authorized adult. Staff are required to verify photo ID.

Please call the enrollment or front office teams to update Emergency and Release To lists at 970-490-3204 or email psdece@psdschools.org.

The office staff must have a copy of applicable restraining orders on file in order to enforce them.

If an authorized adult does not arrive to pick up the child or does not provide a photo ID, a staff member will stay with the child until an authorized adult, with ID arrives. If we are unable to reach any emergency contacts to come pick up the child within 30 minutes of dismissal, we will call law enforcement and the Department of Health and Human services, Child Protection.

School Cancellation Policy

Sometimes school is cancelled or delayed due to adverse weather conditions. If school is cancelled or delayed, you will get a phone call from the District letting you know of the closure or delay. You

can also check the school website for more information at www.psdschools.org.

If schools are delayed by 2 hours, called a **late start, morning preschool classes are cancelled but afternoon classes will meet as usual, at the normal time**. If schools are cancelled for the day, there will not be preschool classes. If you have a meeting scheduled with your family mentor, and school is cancelled, your meeting with your mentor will be cancelled as well. If you have a morning meeting with your Mentor and school is under a delayed start, your morning meeting will be cancelled. If you have an afternoon meeting with your mentor, and schools are operating under a delayed start, your afternoon meeting will happen as scheduled.

It is very important that you keep your family information current, including email and phone numbers so that the district can update you with information. If your information changes, please let the program know as soon as possible at 970-490-3204 or psdece@psdschools.org

Personal Belongings

Items brought from home, including money, toys, and food may cause problems on the bus and in the classroom. Children should only bring items from home that teachers request be brought.

Visitors

Visitors are required to sign in and state the purpose of their visit at the time of arrival at the school. They will be asked to provide ID and check in at the school's main office. All school visitors are required to wear a badge while in the school. Visitors are welcome to visit at any time and must avoid disrupting the program. If any visitor becomes disruptive for the students and/or the staff, the

visitor will be asked to leave. In times of health crisis, the district may limit the visitors allowed in a school or classroom. Please contact your child's teachers to learn about current health restrictions that may be in place.

Volunteering

Ask your child's teacher or family mentor how you can become involved by volunteering. Some of the things they may need help with include preparing supplies for projects, attending a field trip as a chaperone, reading to small groups of children, or creating a classroom bulletin board. Any help you can give is always appreciated. Volunteers must register and pass background screening through the Poudre School District to work with children.

You will need to follow PSD's Volunteer registration process to be cleared to volunteer regularly in the classroom or school. You can find the registration process [here](#). All school volunteers must check in at the school office.

Volunteers enhance classroom experiences and allow children to interact with new people. However, if volunteer time creates a distraction to learning, your child's teacher may ask you to plan to support in a different way.



Day care and childcare licensing have additional rules about classroom volunteers. Volunteers must be at least 18 and have registered with the school's volunteer system. Volunteers under 18 must have a written purpose, approved prior to volunteering, and may volunteer for up to 2 hours per day.

Volunteers should not miss their own school opportunities to support in our classroom.

When visiting a school, please respect children's privacy. Please do not share pictures of children other than your own on social media without first checking if there is a media release form.

Thank you for being a safe, respectful adult role model in your child's classroom.

Smoking Policy

To promote the general health, welfare, and wellbeing of students and staff, smoking, chewing, or any other use of tobacco products by staff, volunteers, and members of the public is banned from school property. Anyone in violation of this policy will be asked by school staff members to leave school property.

School Hours

We do our best to align with the school start and end times. However, center hours vary by school location. Holidays and school out days are listed in the calendar included in this handbook and on our website.

TV And Movies

TV and movies are not routinely watched in the classroom. Child Care Licensing regulations limits screen time to 30 minutes a week, however, there are expectations, such as movement breaks and morning announcements, etc. Specific television shows and movies may be shown on rare occasions in the classroom, as part of the weekly planned activities. Parents will be notified in advance in the classroom newsletters or by email. Parents are responsible to choose and limit the TV their child watches at home. The American



Academy of Pediatrics recommends no TV at all for children under the age of two.

TV / Media Opt-Out

Occasionally, we will take photos of classroom activities to share on our website, in promotional materials, and on our social media. **If you do not wish your child to be photographed, please fill out the media opt-out form** included in your child’s enrollment or re-enrollment packets. You may also request this form by emailing psdece@psdschools.org or calling 970-490-3204.

Weather Conditions

Children in PSD Early Childhood Education Program will go outside as part of the daily curriculum. The principal and/or designee at each school will determine if children need to be inside because of extreme weather conditions, including but not limited to high or low temperatures, wind chill, moisture, and wind. It is Early Childhood Education’s policy that children may not play outside if the temperature is 30 degrees or lower. Please make sure you send your child to school with appropriate clothing for weather conditions. Playing outside builds gross and fine motor skills, and we assess physical movements with TS Gold.