



Preschool Guardian Policies and Procedures Handbook 2023-2024

Location: 1 East Memorial Parkway, Northglenn, CO 80233

Director: Cara Hockaday

Contact: 303-450-8776 or CHockaday@northglenn.org

Revised: 07/2023

Introduction

Welcome to City of Northglenn Preschool Program! Our Colorado Shines Level 5 rated preschool consists of two classrooms, with two or three teachers in each classroom. This packet highlights the function of the program and how we can partner for the success of your child(ren).

Preschool Program Goals

- Provide opportunities for being with other children in a setting that supports the development of social emotional skills.
- Provide developmentally appropriate play opportunities, that support the whole child
- Provide a solid foundation for school readiness based on the child's needs, interests, and abilities.
- To create an environment where each child feels accepted, appreciated, and loved.

Preschool Program Philosophy

City of Northglenn Preschool Program is a play-based program that is designed to teach using developmentally appropriate practices that encourage social, emotional, intellectual, and physical growth. We follow the child's lead to meet them where they are, encourage them to explore what they love, and support them while they explore new experiences.

Preschool Curriculum

We utilize Second Step Curriculum to support social emotional development. Second Step helps children learn important skills like expressing their feelings, solving problems, taking turns, asking for help and much more.

Teachers get weekly planning and coaching time. This time ensures teachers can plan and prep fun, engaging, developmentally appropriate activities for all children. All activities align with the Colorado Early Learning and Development Guidelines. These guidelines can be found at: <http://earlylearningco.org/>

Registration Information

Address: 1 East Memorial Parkway, Northglenn, CO 80233

Contact: 303-450-8776 or CHockaday@northglenn.org

Fees: Resident \$21/day Non-Resident \$24.50/day

We accept registration through Universal Preschool - for more information visit upk.colorado.gov

Registration is on a first come first served basis. Payment can be made at the time of registration. Payment can be made in full for the year or payment plans can be set up. Payment plans are recurring and withdrawal on the 15th of the month for the next month.

Registration can be completed online (for paid in full) or at the Recreation Center. It is best to register for the entire school year- spots are not guaranteed unless you have paid for the full year or are on a payment plan. Month to month registration is NOT recommended.

All registration packets must be completed in full and submitted at least 1 week prior to starting-submitting at our back to school night is best

Check List for Registration Packet:

- Current Physical (within the last year)- signed by doctor
- Immunization Records- or exemption from Dr or Certificate of Exemption Course
- Emergency Contact Page (please indicated a specific doctor, dentist and hospital)
- Medication orders – please disclose ASAP if your child has allergies, medical needs, etc.

Preschool Program Information

Preschool classes meet for monthly session through the school year (September 5-May 24).

Times: 8:30 am - 12:00 pm

Days: Monday, Wednesday, Friday

Tuesday, Thursday

Monday – Friday (register for both session MWF and TTH)

Closure Dates: November 20-24, December 25- January 5, April 1-5, possibly more but ample warning will be given

Things children need daily: *please label all items* leave all toys, money and personal items at home*

- Small Backpack (no plastic bags, sunscreen/lotion/hand sanitizer/chapstick, etc. in backpacks)
- Weather Appropriate change of clothing (pants, shirt, socks, underwear)
- Water Bottle (covered lid)

- Children are assigned classrooms based off their development, abilities, needs or best fit of teacher. Each classroom has children whose age range from 3-5 years old.
- Northglenn Preschool Program practices continuity of care- children remain with their teachers through the extent of the year, if they come multiple years, we will strive to have them with the same teacher each year.
- Enrollment is open to any child meeting our age requirements, providing the school can meet the needs of the child. 3 years old – Kindergarten. Age verification required.
- Enrollment in classes shall be granted without discrimination with regard to sex, race, color, creed, political belief, religion, or special needs.
- Admission of a child with special needs shall be encouraged when staff has skill, understanding and management of needs of the child and when the child can be integrated into the group in compliance with the ADA (American's with Disabilities) and Nurse Practice Act - our staff is prepared to make reasonable accommodations for inclusion of all students including working on goals based on the child's IEP and 504 plans. Families are welcome to share any therapy, IEP or 504 documents with the classroom teachers and we will make any reasonable accommodations that we can.
- Children must be potty trained – if they are not, we ask that someone who is able to change the child be at the recreation center within 10 minutes of their bathroom need- we will notify of need via BrightWheel.
- The City of Northglenn reserves the right to terminate enrollment when the safety of other children, the staff or of the child themselves cannot be assured.
- Guardians may disenroll at their discretion but are subject to the withdrawal policies listed in this packet

Licensing Information

Classroom Capacity: 20 Children per classroom, 2 to 3 staff

Ratio: 1 staff/10 Children

License Number: 85494

We are a licensed preschool program- if you have any concerns about the program please attempt resolution of the issue with the director first. If you have further concerns, you can contact the Department of Early Childhood between 8:00 am and 5:00 pm Monday-Friday at 303-866-5958.

All Department of Early Childhood, Health Department and Fire Department inspections are available on file at the Recreation Center upon request.

Preschool General Policies

Refunds for Missed Days

We do not offer refunds are sick or vacation days. If your child will not be at school, please use the BrightWheel app to let us know. Please indicate the reason for the absence. If the absence is illness related, please include any diagnoses or symptoms when informing us of the absence. If the Northglenn Recreation Center Preschool must cancel class for any reason the closure days will be pro-rated (weather, illness, building emergencies).

Withdrawal

If you are withdrawing from the program, please let the director know in writing 2 weeks before the next session. If given 2 weeks' notice refunds can be processed. Refunds may be subject to a \$5 processing fee. No refunds are given for partial sessions.

Drop off and Pick Up

- Children can be dropped off and picked up from their classroom by any guardian (over the age of 18) listed on their emergency contact forms.
- Children must be signed in and out using the BrightWheel app.
- Children must have sunscreen applied as they are dropped off.
- In the event a child needs to be picked up by someone not on their designated list please inform the teachers via BrightWheel with the person's first and last name.
- Please ensure anyone who is picking up your child(ren) is prepared to present their ID
- If staff have reason to believe a person who is trying to pick up a child is intoxicated the child will not be released to the individual, we will contact the other authorized people to pick up and/or 911 will be notified.
- Please indicate if there is anyone who is unauthorized to pick up your child. Anyone who is listed on child's birth certificate must be allowed to take the child unless we have court paperwork stating otherwise.
- Children who are not picked up immediately after class the child will remain with the classroom teachers, teachers will attempt to contact guardians and emergency contacts. If no contact has been made within 30 minutes, Northglenn Police Department will be notified.

Classroom Routines: *each classroom will have their own daily schedule and routines

Drop off:

Each child will be greeted by their classroom teacher, guardians should help their child get settled into the classroom and say a quick goodbye. Sometimes a child will become tearful or reluctant to come to school- this is normal. When this happens, it is best to say a quick goodbye, reassure your child someone will come get them after school. Please feel free to check in via BrightWheel. We will send a photo update and let you know once they are engaged in play.

Pick up:

Anyone who arrives to pick up a child must be seen by a staff member and must acknowledge they have the child with them. If you need to discuss anything with teachers, please wait until all children have been released to their guardians.

Snack:

Snack is provided by the Northglenn Recreation Center Preschool; we are part of the CACFP food program. *Each family* is required to fill out the Income Eligibility form. We ask that all families fill out this paperwork regardless of income. We receive reimbursement for all healthy snacks being served at a rate determined by submission of the eligibility form.

We are a Peanut and Tree nut free preschool.

Continuity of Care and Mixed Age Classrooms

We strive to keep children with their teachers and peers for multiple years. This helps them develop lasting, trusting and safe relationships with adults and the children in their classroom. This practice is great for building relationships and for helping teachers best meet the needs of their students.

Birthday/Holiday Celebrations

Simple snacks may be allowed to come to preschool but please arrange with teachers first. We cannot allow party decorations, hats, goodies, etc.

If you would like to invite children from the classroom to your child's party, please hand the invitations to staff and we will give them to the children.

Media and Video Viewing

Television viewing is not used during class sessions. iPads and interactive smart TV's may be used when it enhances the curriculum. Some of these uses could include movement videos/apps, educational videos and skill building apps.

Visitors/Volunteers

All visitors must sign into the classrooms- sign in will include their name, time of arrival, time of departure and reason for visit. Volunteers are welcome in the classroom with advance notice.

Field Trips

Field trips are a valuable learning opportunity for children. They create a hands-on experience that often cannot be replicated in the classroom. If a field trip is planned it would be during class hours, children would be required to be chaperoned on the field trip with a guardian. Plenty of notice will be given to make arrangements for a chaperone.

Discipline

Staff uses positive techniques to guide behaviors including:

- Anticipation of possible challenging behaviors
- Redirection to an acceptable behavior that is age appropriate
- Encouragement and praise of positive behaviors
- Consistent, clear, and concise directions and rules
- Occasional use of separation from the group may be used but must be for an appropriate amount of time and must be supervised by a staff member

Staff encourage children to solve problems with assistance by:

- Helping children recognize their feelings and others
- Encouraging cooperation, helping, turn taking
- Providing a safe space where feelings can be honored and processed

Staff will NOT:

- Use any form of corporal punishment including being ridiculed, humiliated, teased or embarrassed, even if requested by guardians
- Associate punishment with food, rest, toileting or outdoor time
- Make threats or coerce children for refusal to eat (forced feeding, loss/denial of food)

Challenging Behaviors

All preschool age children are learning how to use their voice to advocate for themselves, ask for what they need and express their feelings- because we respect that children are still learning we help children work through their challenging behaviors and teach them appropriate behaviors. This is a process that could take time. If you have any concerns or need support at home with challenging behaviors, please let staff know. Remember it is NEVER appropriate to approach another a child or guardian in our program about issues between children in the classroom.

In the event that a child has excessive and repetitive challenging behaviors that put others in danger:

- ↓ First event, the child will be disciplined using the guidance listed above
 - ↓ Second event, staff will partner to identify what is causing the behavior and discuss potential supports needed in the classroom
 - ↓ Third event, teachers will partner with guardians to create a behavior plan for the child- this could include partnering with our Early Childhood Mental Health Consultant
 - ↓ Further plan of action will be dictated by the behavior plan
- *Please note the City of Northglenn Preschool reserves the right to terminate enrollment due to behavior problems that cannot be mitigated and/or put others in danger*

Early Intervention

Each child in our program is screened using an ASQ (Ages and Stages Questionnaire) that families and staff complete and staff score. If a child is in the “monitor” or “refer” zones we ensure we communicate that to families during conferences along with the appropriate referrals- via Child Find or through Early Childhood Partnerships of Adams County. Children that fall in the “monitor” or “refer” zones will receive ASQ’s multiple times through the year to monitor their growth and development.

We also use BrightWheel and an assessment based off the Colorado Early Learning and Development Goals to monitor children’s growth and development. The formal assessment is completed 2x per year and teachers regularly upload informal assessment indicators and observations into the BrightWheel app.

Family Partnerships

Guardian/Teacher Daily Communication

BrightWheel is used for daily communication. Please let us know in the “message” section on BrightWheel if your child will be absent, if you have any questions about the day or about the program. Teachers will post photos of the activities the children participate in daily. They will also post their lesson plans under the “learning” section.

Teachers are also available after school. Please be respectful and understand that they cannot have conversations until a majority of the children have been picked up, so you may have to wait for awhile.

Guardian/Director Communication

BrightWheel has a feature where guardians can message the admin staff only. Please use this feature if you have questions or concerns about the program, staff, or facility.

If needed you can email CHockaday@northglenn.org or call 303-450-8776.

Guardian/Teacher Conferences

Northglenn Preschool Program offers conferences 2x per year, October and April. Conferences can be requested by guardians or teachers more frequently if necessary. Conferences are an important step in your child’s transition to kindergarten.

Transitions (new room or to new schools)

Since primary caregiving is an integral part of our program children do not often transition from one classroom to the next- however, if the need arises (generally due to parent request) staff will take time to observe the child in their original room, read the child's family questionnaire in the registration packet, meet with the family to establish goals and to get to know the child better.

When children transition to a new school staff can support in the following ways- parent teacher conferences, school surveys and questionnaires, distribution of the Adams 12 Kindergarten Readiness guide and sharing information about local schools with families. We also strive to connect families who are going to the same school so the children transition to the new school with a familiar friend to navigate the change with.

Opportunities for Involvement

Guardians and family members are encouraged to participate in the program. Some ways to participate include volunteering to help prep classroom activities, plan celebrations, provide input via surveys or advisory boards, or donation of needed items.

Translation Services

If language translation services are needed the program will do their best to provide this information in each child's home language. We also strive to hire teachers who are bi-lingual and attempt to put children with staff that can speak their native language if possible. Professional translation provided by a City of Northglenn Employee or Tarjimly can be provided for daily communications, conferences, meetings, etc. if requested 2 weeks in advance.

Health Policies

Each child must submit a current physical (completed within the last year) signed by the child's doctor and an up-to-date immunization record. If you choose not to immunize, please have a Dr. exemption letter or certificate of immunization course completion.

Nurse Consultant:

Bryan C Maki, RN, CCHC

Colorado CPR and Safety Professionals

720-605-0605

Medical Needs

If your child has identified needs (either physical, mental or emotional) information about care for them should accompany their registration paperwork. Some examples of these needs could include but are not limited to Asthma, Diabetes, allergic reactions, ADHD, seizures, heart issues, traumatic history, any therapies they are receiving. The city is prepared to make reasonable accommodations for children that align with our programming. If your child has needs, please contact the program director to discuss and ensure the program is the best fit for your child.

Medication

All preschool staff are trained for medication administration and are delegated under our nurse consultant's license

All medication, including but not limited to, prescription, over the counter, topical, oral, or injected MUST be administered with written orders from the child's doctor. Medication must come in the original container and accompany the proper paperwork completed by the child's doctor. The medication, prescription on bottle and doctors' orders MUST be an exact match and labeled for the child for staff to be able to administer the medication.

All medication will be stored in its original packaging, with the prescription label still attached and forms accompanying. Medication is stored out of reach of children and away from foods.

Medication will be checked monthly to ensure it is not expired and will be returned to the child's guardians when their program registration is complete.

Illness

Use the program provided How Sick is Too Sick guidance to assess if your child should be at school. This form is linked on our website and in the documents section on BrightWheel. Please use BrightWheel to let us know if your child has an illness related absence- please include symptoms.

[HOW SICK IS TOO SICK? GUIDANCE](#)

If your child has been diagnosed with a contagious illness or disease, please notify the Northglenn Preschool Program. We will notify all families if their child has been exposed to a highly contagious illness or disease.

If your child becomes ill while at school, we will use this guidance to decide if the child should remain at school. If deemed that the child should go home, we will contact the child's guardians and ask that they come get the child within 30 minutes of the call. The child will be isolated with adult supervision until their guardian comes to pick them up.

Breastfeeding

Breastfeeding is welcomed and encouraged in our program. Our program provides a clean, private area, outside of the women's locker room in the lobby area, for parents and staff to breastfeed throughout the day. Our breastfeeding space has a comfortable chair, an electrical outlet which can be used for expressing milk with a breast pump, and resources available to assist with any breastfeeding questions or needs parents may have.

If breastmilk is needing stored, we have refrigerators in both classrooms with specified space to store expressed milk.

Staff receive training on breastfeeding and practices which include- Health benefits, Importance of breastfeeding, supportive practices, safe handling, storage, and age-appropriate feeding habits.

Screenings- Hearing, Vision, Dental

Children will have the opportunity to be screened for hearing, vision and dental health. This practice helps identify children who may need extra supports before they transition to school.

Safety Policies

Emergencies

*All staff are aware of the center evacuation routes*routes are posted in each classroom*

Classrooms have emergency phone numbers posted by the phone and on the cover of their emergency books.

Fire – Drills completed monthly

In the event of a fire, evacuation procedures will be as follows:

- ↓ Staff is alerted via alarm system or via emergency radio, front desk person calls 911
- ↓ Teacher 1 will gather all children together, take a quick count of children to ensure it matches the daily attendance
- ↓ Teacher 1 quickly escorts all children safely out of the classroom through the nearest exit

- ↓ Teacher 2 will quickly check the classroom for any other children and will grab emergency bags/radio
- ↓ Teacher 1 will lead the children across the parking lot to the west side of the city hall building
- ↓ Director will do a final check of all spaces to ensure all children exited the building
- ↓ Teachers will complete a name to face attendance record, then report to director how many children and staff they have, they will immediately report if they are missing any children
- ↓ Staff and children will remain outside until they have been cleared to return to the building by the fire department or the director.
- ↓ When all clear teachers will return to the classroom and complete name to face attendance

Tornado- Drills completed monthly (March-October)

In the event a tornado might occurs while children are in the building:

- ↓ Director or Staff will be alerted of tornado warning via emergency radio
- ↓ Teacher 1 will gather all children and move them to the designated safe space (classroom bathroom)
- ↓ Teacher 2 will quickly check the classroom for any other children and will grab emergency bags/radio
- ↓ Director will do a sweep of each classroom then join into a safe space
- ↓ Teachers will complete a name to face attendance record, then report to director how many children and staff they have, they will immediately report if they are missing any children
- ↓ Teachers will remain in the space with the children until they have been cleared to return to the classroom.

Severe Inclement Weather / Other Misc. Emergencies

In the event a severe weather event (blizzard, storm, etc.):

Full Day Closure:

- ↓ Guardians will be notified via BrightWheel

Early Closure:

- ↓ Guardians will be notified of early closure on BrightWheel and/or will be called to pick up children
- ↓ Teachers will take necessary measures to ensure all children are safe and comfortable
- ↓ Teachers shall remain with children until they are all picked up

Excessive Temperatures

Children will not be allowed outside during times of extreme heat or cold- as dictated by our Childcare Weather Watch guidelines. Alternative indoor activities will be offered to children. Dress appropriately for all weather.

Lockout- drills completed quarterly

In the event there is a reason to believe something may be compromising the safety of the premises OUTSIDE of the building (wild animal, chemical exposures, erratic individuals):

- ↓ Teachers will ensure all exterior doors are locked securely and will close blinds if necessary
- ↓ If safe, Director will stay in secure area and ensure playground gates are secured

Active Shooter- drills completed quarterly

In the event there is an active shooter or direct danger in the building and the children are outside:

- ↓ Teachers alert the director and call 911
- ↓ Teachers gather all the children and completes a class count of children
- ↓ Teachers move all children to a safe location (inside City Hall or run to Kiwanis outdoor pool)
- ↓ Teachers will take name to face attendance when they arrive at the safe location
- ↓ Teachers will stay with children until they are cleared to return to the building or until all guardians are notified to come get their child(ren)

In the event there is an active shooter or direct danger in the facility with the children city policy is as follows:

RUN- If there is an accessible escape path, and teachers feel like they can safely get all children out they will attempt to evacuate the premises immediately.

- ↓ Teachers move all children to a safe location (inside City Hall or run to Kiwanis outdoor pool)
- ↓ Teachers will take name to face attendance when they arrive at the safe location
- ↓ Teachers will stay with children until they are cleared to return to the building or until all guardians are notified to come get their child(ren)

HIDE- If evacuation is not possible find a place to hide

- ↓ Teacher 1 moves all children to safe space (classroom bathroom with doors LOCKED)
- ↓ Teacher 2 ensures doors are securely locked, grabs emergency bag and radio (if safe to do so)
- ↓ Teachers 1 and 2 lock all children in the safe space, do a silent name to face and turn cell phones to silent
- ↓ Director ensures all children are in their safe space and finds a safe space for self
- ↓ Teachers make all efforts to keep the children quiet
- ↓ Teachers remain in safe space until released, no one is allowed to enter or exit the space
- ↓ Teachers can return children to the classroom when cleared by director (via text message) or by law enforcement.

FIGHT- AS A LAST RESORT and only if your life is in imminent danger.

ONCE THE SITUATION IS CLEAR ALL GUARDIANS WILL BE NOTIFIED TO PICK CHILDREN UP

ADA Emergency Care Plan

Northglenn Recreation Center Preschool has an active Emergency Preparation Plan for all children, including those with special needs. Northglenn Recreation Center Preschool recognizes that some children need additional help in emergency situations and will accommodate reasonable supports.

Sunscreen

Sunscreen will be available for all guardians to apply to their children at the beginning of class (this is required) and for staff to reapply to all children per written permission on file.

Brand: Rocky Mountain Sunscreen SPF 30

Injury

All staff in the Northglenn Preschool Program are CPR/1st Aid certified

Minor Injury Protocol (bumps, scrapes, scratches, etc.)

- ↓ Child will be comforted and attended to using 1st Aid
- ↓ Guardians will be notified via BrightWheel, Phone or at Pickup- there may be cases where we request the child gets picked up from the program
- ↓ Incident form will be completed, and need signed by a Guardian at pick up

Major Injury Protocol (major bleeding, severe head injury, big falls, etc.)

- ↓ Teacher 1 will comfort and attend to the child using 1st aid practices- leaving the child in the location where they were injured
- ↓ Teacher 2 will immediately move other children to a safe location
- ↓ Teacher 2 will contact the director or other supervisor in the building for assistance via radio call
- ↓ If emergency care is needed the any responsible adult will be asked to call 911

- ↓ Guardians of the child will be notified (if emergency care isn't necessary guardians may need to come pick the child up)
- ↓ When emergency help arrives, they will take over medical care for the child, if the child is going with emergency care their emergency contact information should accompany them

If an injury happens at the Northglenn Recreation Center Preschool Program that requires follow up emergency care, please notify the director as soon as possible so the injury can be reported to licensing

Supervision of Children

Teachers are required to be actively supervising all children at all times. When transitioning from one space to another, teachers should complete a name to face attendance using the BrightWheel app. When in the location teachers should take regular count of each child. Staff may be seen using phone/iPads to upload photos to BrightWheel or to take name to face attendance, but teachers should not BOTH be on their phone/iPads. If you have concerns about supervision, please notify the director immediately.

Child Abuse

Colorado Law requires that childcare providers report all known or suspected cases of child abuse or neglect. Staff members who have reasonable cause to know or suspect that a child has been subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report to Adams County Children and Family Services.

If you believe your child has been abused you should seek immediate assistance from the Adams County Children and Family Services Center at 11860 Pecos St. Westminster, Co. 80234. To report child abuse call (720) 523-2000.

Resources

Guardian Learning Opportunities

Throughout the school year Northglenn Recreation Center Preschool will be offering several informational session and resources for families with regard to raising children, child development, kindergarten readiness, social emotional learning and engaging children in a positive wa

Community Referrals and Resources

If you have questions or concerns about your child's development, please let staff know. We can point you in the direction of resources to evaluate and/or support their growth and development. Some supports include Child Find, Early Childhood Mental Health Consultant, or local offerings for young children (doctors, sports, dentist, activities, etc.)

If you or your family are experiencing trauma or adversity and need additional resources, we can share information provided by the Early Childhood Partnerships of Adams County.

Medical, Developmental, Oral, and Mental Health Resources in Adams County

<https://www.ecpac.org/parents-families/health-medical-developmental-oral-and-mental-health/>

School Supply List- OPTIONAL

No pressure to purchase any of these items if you are unable to.

- Playdough 4 pack
- Kinetic Sand
- Stickers
- Kleenex Tissues (1 box)
- Expo Markers (any size/color)
- Paper Towel Roll (1)

Northglenn Recreation Center Preschool Emergency Information

Enrollment Date: _____

Year: 2023-2024

Child's Name: _____
First Middle Last

Home Address: _____

Date of Birth: ____/____/____ Gender: Male Female Other: _____

Hair Color: _____ Eye Color: _____ Any Nicknames: _____

Guardian 1: _____
First Middle Last

Address (if different from the child): _____

Email Address: _____ Phone Number _____

Employer: _____
Name Phone Address

Guardian 2: _____
First Middle Last

Address (if different from the child): _____

Email Address: _____ Phone Number _____

Employer: _____
Name Phone Address

Emergency Contacts- other than guardians:

1: _____
Name Phone Address Relation to child

2: _____
Name Phone Address Relation to child

Health Information: Does your child have health insurance? **yes** **no**

Child's Doctor: _____
Name Phone Address

Child's Dentist: _____
Name Phone Address

Preferred Hospital: _____
Name Phone Address

Any allergies or health concerns: _____

Special Instructions: _____

Authorized Pick Up List:

1: _____
Name Phone Address Relation to child

2: _____
Name Phone Address Relation to child

3: _____
Name Phone Address Relation to child

4: _____
Name Phone Address Relation to child

AUTHORIZATION SIGNATURE PAGE

EMERGENCY MEDICAL CARE

I hereby give my permission to the Northglenn Recreation Center Preschool staff to call a doctor or emergency medical service and for the doctor, hospital, or medical service to provide emergency care for my child _____ should an emergency arise. It is understood that staff instructors will make a conscientious effort to locate the guardians or emergency contacts listed on the registration information document when 911 action is taken. I/we accept all expenses associated with such emergency medical and/or surgical care. By the signature/s below, I/we release the City of Northglenn and its employees from any liability.

INITIALS: _____

ILL CHILD STATEMENT

I will not bring my ill child to preschool. I will use the "How Sick is Too Sick" guidance provided to make a decision that is safe for all other children and staff. Notices will be posted in the classroom to alert parents of exposure to highly contagious illnesses. Confidentiality will always be maintained. Staff have an obligation to check children upon entry to class, if at any point staff deem a child is ill, the child will be sent home from school.

INITIALS: _____

SUNSCREEN

Rocky Mountain Sunscreen Brand SPF 30 sunscreen is provided by the program for guardians to apply to their child at the beginning of class. In the event that guardians do not apply sunscreen, permission is granted for staff to appropriately apply sunscreen to my child or rights to sunscreen are waived. If the sunscreen provided does not meet the needs of the guardian, please sunscreen your child prior to their arrival at school.

INITIALS: _____

FIELD TRIPS

If a field trip is planned away from the Recreation Center campus, it is the guardian's responsibility to escort the child on the field trip. Additionally, my child has permission to take occasional walking trips around the facility grounds.

INITIALS: _____

MEDIA VIEWING:

Video viewing will only take place when it directly enhances planned curriculum and is age appropriate. I give my permission for my child to participate at those times.

INITIALS: _____

PHOTOGRAPHY WAIVER:

Occasionally, photos of children are taken by staff to enhance our environment, or for marketing purposes (ie. Activity guide, flyers, social media, etc.) Names will never be shared. I give my permission for my child's images to be used for these occasions.

INITIALS: _____

BRIGHT WHEEL APP:

I will download and use the BrightWheel app for communication with my child's teacher and the program director. I understand that photos of my child will be taken on BrightWheel and will be sent to me. My child may appear in photos that are shared with to other families as well.

INITIALS: _____

Parent/Guardian Signature

Date



CITY OF
Northglenn

GUARDIAN CONTRACT - PRESCHOOL PROGRAMS

I have read and understand the policies and procedures set forth in the guardian handbook and have had all my questions answered. I agree with the policies and procedures as stated and will adhere to them.

Parent Signature

Please Print Name

Date

Preschool Family Questionnaire

This information is intended to help us understand your family, your child, and his/her development.

Child's Name: _____ Nickname (if applicable): _____

1. Has your child had previous childcare/preschool? Yes No
If yes, what school? _____
2. What are your views on education and what is your reason for choosing preschool for your child:
3. How does your child adapt to new situations?
4. What are your child's interests and/or what does your child enjoy doing?
5. Are there any activities or foods your child is unable to participate in due to medical, physical, social, or religious reasons? (circle) Yes No
Please elaborate:

6. Who are the primary caregivers of the child including (those who have significant contact with your child and/or who may participate in your child's care):

Name _____	Relationship? _____
Name _____	Relationship? _____
Name _____	Relationship? _____
Name _____	Relationship? _____

7. Relationship with brothers, sisters, and other children:

Name _____	Age _____	Living with child? _____
Name _____	Age _____	Living with child? _____
Name _____	Age _____	Living with child? _____

8. Does your child have any problems with sleeping? _____
Does your child nap at home? _____

9. Is your child afraid of anything (i.e. dogs, loud noises, bugs, etc.)?

10. How does your child express anger or frustration? How does your child express pleasure, excitement, or joy?
11. What morals or values does your family hold close?
12. What is guidance or discipline strategies are used at home?
13. What is your child's primary language? How does your child communicate his/her needs (please include primary language words for bathroom — urination and bowel movement, thirsty, hungry, tired, Mom, Dad, etc., if not English)?
14. Are there any customs, traditions, holidays, or special occasions that you do or do not celebrate with your child and/or your family? Please elaborate.
Would you be willing/able to come into class to share these traditions with all the kids? Yes No
15. Is there any other information we should know to best work with your child (therapy your child has, special needs, temperament, what you would like to see take place in class, etc.)?

Please attach a family photo with this packet.