

# FOOTHILLS CHRISTIAN PRESCHOOL & KINDERGARTEN



## PARENT HANDBOOK



6100 S. Devinney Way, Littleton, CO 80127 • 303-972-3162

Dear Parent/Guardian,

Welcome to *Foothills Christian Preschool & Kindergarten* (FCP&K). We recognize that it is a BIG day for you and your child when he/she begins preschool for the first time. We consider it an honor and a privilege to share in this special part of your child's education. Looking at the many years that children spend in school, we understand the importance of getting a healthy and positive start. We commit that we will do our part in providing a great preschool & kindergarten experience for each child that we are blessed to serve. With parents and teachers working together as partners in education, everyone benefits, especially the children!

This booklet is designed to provide you with a general understanding of FCP&K operations as well as our policies and procedures. As you read through the following pages, may you find it informative and helpful in making this year a meaningful and fulfilling experience for both you and your child!

Sincerely,

Lauri Joseph

FCP&K Director

# Table of Contents

Statement of Faith	3
Non-Discrimination Policy	3
State Licensing	3
Program Objectives	4
Goals	4
Children with Special Needs	4
Staff	4
Curriculum	4
Zoo Phonics	5
Special Events	6
Field Trips	6
Chapel	6
Outreach	6
Discipline	6
Reporting Child Abuse	7
Daily Sign-In	7
Visitors	7
Arrival & Departure	7
Clothing & Personal Belongings	7
Toilet Training	8
Daily Snack	8
Lunches	8
Handwashing	8
Health Policies	9
Medication Policy	9
Emergencies	10
Location of Children	10
Accidents & Injuries	10
Scholastic	10

# Table of Contents

Registration Fees	11
Tuition	11
Curriculum, Supplies & Field Trip	12
Fees	12
Late Fee	12
Returned Check Fee	12
Early Drop Off Fee	12
Late Pick-Up Fee	12
Other Programs & Fees	12
Fob Check out/Check in	12
Sibling Discount	12
Discharge Policy	13
Parent/Guardian Communication	13
Snow Days	13
No School Days	13

## Statement of Faith

Foothills Christian Preschool & Kindergarten's purpose is to honor God and glorify the Lord Jesus Christ. We are dedicated to teaching children Christian truths, as taught in the Bible, and to serve families as a source of early childhood education. In accordance with this purpose:

***We believe in one God who is loving, caring and just, who eternally exists in three persons impossible of division: Father, Son and Holy Spirit.***

***Although, man was created in the image of God, free from sin, all men fell into sin and are hopelessly lost apart from salvation by grace of Jesus Christ.***

***We believe eternal life is through a personal faith in Jesus Christ.***

## Non-Discrimination Policy

We do not discriminate based on gender, ethnicity, income or disability.

## State Licensing

Our program is licensed by the Colorado State Department of Social Services. We are bound by its minimum rules and regulations. We are inspected by the Jefferson County Department of Health and local fire department. All staff is required to be cleared by the Colorado Central Registry. This registry has information concerning anyone who has been convicted of child abuse. Each staff person is also fingerprinted and cleared through the Colorado Bureau of Investigation for any felony charges. If parents want to review our Report of Inspection it is available upon request.

## Philosophy

FCP&K philosophy is based on our belief that children are a gift from God. We recognize that each child is unique. Our approach to education is developmentally based and provides a safe and nurturing environment that promotes the emotional, social, intellectual, physical and spiritual growth of children.

Our teachers use their knowledge of child development to identify the range of appropriate activities, behaviors and materials for a specific age group. This combined with understanding the needs and interests of each specific child to design the most appropriate learning environment. The concept of "developmentally appropriate" has two dimensions – *age appropriateness* and *individual appropriateness*.

**Age Appropriateness** -- There are universal predictable sequences of growth and change that occur in children during the first nine years of life. These changes occur in all domains of development - emotional, social, cognitive, physical and spiritual. Knowledge of typical development of children serves as a backdrop for preparing the learning environment and appropriate experiences.

**Individual Appropriateness** -- Each child is recognized as a unique person with an individual pattern and timing of growth, as well as an individual personality, learning style and family background. Learning in young children is the result of interaction between the child's thoughts and experiences with people, materials and ideas. These experiences should match the child's interests and understanding. Child-initiated, child-directed, teacher-supported play encompassed in guided discovery is an essential component of our "developmentally appropriate" approach.

We believe that children benefit from an opportunity to make their own choices. To facilitate meaningful choices, we are committed to creating a stimulating environment accomplished through learning centers. It is our aim to develop and implement a developmentally appropriate program and to serve as a partner with parents in creating a preschool experience that builds and enhances each child's self-image and character.

## Program Objectives

### To nurture emotional growth

To build self-confidence and a sense of self-worth by listening to and supporting the ideas and choices children make within limits.

To provide a warm, accepting and comfortable environment where children can work and play

To encourage and support the child's curiosity about the world around him/her.

### To nurture social growth

To promote a sense of caring for and sensitivity towards others.

To help a child recognize group needs versus individual differences.

To provide a setting in which social/emotional bonds can be made and nurtured between peers and between child and teacher.

### To nurture intellectual growth

To provide an atmosphere where children discover and explore through many different experiences.

To provide learning environments made of a wide variety of activities that are relevant, authentic and connected to the young child.

Curriculum areas- Bible, phonics, math, science, language arts, dramatic play, art, large and small muscle development.

### To nurture physical development

For children to use their bodies in a variety of active ways by participating in large and fine motor activities both indoors and outdoors to develop muscle skill and coordination.

### To nurture spiritual growth

To provide an atmosphere of Christian love, warmth and acceptance.

To develop in each child an awareness of God's love.

To teach Biblical truths to children in an understandable and relevant way.

## Goals

The goal of this preschool and kindergarten is to provide a program that will benefit the child, the parent/guardian, the family and the community through a safe and interactive Christian play environment where children are provided with appropriate experiences and guidance that will encourage each child to reach his/her potential.

## Children with Special Needs

Our center will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). Close communication with the parents is essential in providing quality care. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents/guardians. We will also consult with a childhood mental health consultant or other specialist before making any decision about whether our preschool can offer the services required.

FCP&K will not discriminate against children with special needs. We will admit any special needs child on a trial basis for one month, after which we will require a conference with the parents/guardians. At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs within our current staffing patterns, we will give parents/guardians the time and assistance needed to find more suitable care.

## Staff

Our staff is carefully selected because of their special gifts, spiritual values, abilities, training and education; as well as their desire to make a difference in the lives of children. Each staff member plays an important part in creating an outstanding educational environment for children. Together we strive for excellence based on respect, patience, honesty, loyalty, friendship and a love for children.

## Curriculum

A developmentally appropriate curriculum is planned and implemented with attention to the different needs, interests and developmental levels of the children. All classrooms will be using **Zoo-phonics**. Age appropriate videos will be used occasionally to supplement a theme or topic. Please check lesson plans, which are posted outside the classroom for details.

## Zoo-Phonics

Zoo-Phonics is a kinesthetic method for teaching phonics, reading, spelling and writing using literature. The ESSENCES of Zoo-phonics...

### **1) The Animals help the children remember the shapes and sounds of the letters.**

Letters are symbols and are very abstract for young children. The more abstract learning is, the less the students understand and remember. Zoo-phonics uses Animals in the shapes of lowercase letters before teaching the actual letters. Sequentially, the child learns first the Animal Shapes, then the Merged Animal-Letters and finally, when developmentally ready, the letters themselves.

### **2) Letter sounds are taught before letter names.**

We do not read with letter names, we read with sounds. These sounds are the same sounds that children have heard from birth. According to research, neurons are assigned to sounds that babies hear repeatedly. Later these same neurons will be responsible for making the connections to reading and spelling. Reading and spelling, then should be taught through the same auditory system (language) that children have known from birth.

Learning the sounds of the alphabet is essential for beginning readers. Zoo-phonics teaches the sounds of the letters through the animal names ("a" as in alligator, etc.). Research shows us that, letter names initially provide no link to the letter sounds. Expecting children to learn the letter names at the same time as letter sounds may only be confusing because children hear two distinctly different sounds. (Try this: Say the letter name. Now say the letter sound. If you repeat this with each letter of the alphabet, you will hear the difference between the letter names and the letter sounds).

### **3) Lowercase letters are taught before capital letters.**

*Did you know?*

- a) That it is easier for a young child to form a lowercase letter than a capital letter? (Capitals require more strokes, pencil lifts and diagonal lines).
- b) That reading materials are written 95% of the time in lowercase letters.
- c) That it is easier for a child to read sentences written in lowercase letters than capital letters because capital letters are all the same size.
- d) That often first and second grade teachers must work with students all year to break the habit of inappropriately using capital letters? Let's teach them correctly the first time around!

### **4) The body movement for each animal letter helps "cement" the phonemic information into memory.**

Research states that when the body moves, the brain remembers. The Zoo-phonics Body Signals allow children to put their natural "wiggles" to good use and act as a cue for memory. We know statistically that anytime we physically perform, memory is enhanced.

### **5) The alphabet is taught sequentially, and as a whole entity, "a-z." The alphabet is not fragmented.**

The alphabet is one unit with 26 parts which are all necessary for reading and spelling mastery. Why take 26 weeks to teach something that can be taught in a few weeks? Emergent learners can use the whole alphabet immediately because the Zoo-phonics Animals and Signals make it so concrete and playful.

### **6) Short vowels are taught before long vowels.**

It is much easier for a child to remember the sounds of a word with two and three letters, than to memorize the configuration of larger words. Most long vowels are found in larger words because they require other vowels to create the long sound.

When children are ready for more advanced concepts, long vowels, diphthongs, silent letters, and soft sounds are taught with the Animal/Letters through Signals, stories, music and skits.

### **7) Phonemic patterns (at, bat, fat, sat, etc.) are taught first, rather than random word lists (of, it, then, was, etc.)**

Children are "naturals" at locating patterns. Patterns help them make sense of their world. You wouldn't teach the times tables by mixing up the multiplication factors. Why, then, do we teach reading and spelling so randomly? Zoo-phonics teaches children through repetitive patterns, to make them aware of the patterns in speech and text.

## Special Events

For safety reasons we offer in-house field trips/special events throughout the school year with special speakers. Each event is educational and fun! A permission slip will go out at the beginning of the school year and additional funds will be required. Each class will be supervised by their teachers. Parents are always welcome to join us!

Special Event dates for the 2023-2024 School Year:

September 18 & 19

October 16 & 17

February 21 & 22

April 23 & 24

\*Dates are subject to change without notice. \*

## Field Trips

Only children from our kindergarten program will go on off-site field trips. Parents/guardians will be notified in advance of any field trip. If the trip requires transportation, travel will be made in private vehicles or possibly a church van. Each child is to travel in a seat belt or car seat (provided by parent) based on weight or age. Each driver will be checked for current license and insurance coverage and copies will be made. Emergency cards and authorizations for each child will be taken any time the children are away from the school. Adult/child ratio will be no more than 1:4.

If you arrive late the day of a field trip and your child's class has departed, you will have these options for your child: You could choose to take your child to the location of the field trip or you could choose to keep your child with you.

## Chapel

Children attending our school will participate in Chapel once a month (except for December & May). Chapel is a time when all the children and staff gather to praise and worship God. Each year the spiritual theme will direct the lessons taught at each Chapel gathering.

## Outreach

Our students are encouraged to participate in a school-wide outreach project. FCP&K has sponsored a child from **Compassion International**, a national non-profit organization that reaches out to children around the world who are living in poverty. Our sponsored **Compassion** child Yos lives in Mexico. Each month during Chapel time the children pray for Yos and collect money to help support her. Children can bring money to their classrooms throughout the school year.

## Discipline

FCP&K offers a well-rounded program with a variety of activities for your child. We believe this helps create an atmosphere that decreases the number of discipline concerns that may arise. If concerns arise with a child, the following intervention process will take place:

- The child will be redirected to another activity.
- The child will be reminded of the rules and the reason behind the rules.
- In a case where a child is endangering the safety of another child, the child will be removed from the group until the unacceptable behavior is under control.
- If unacceptable behavior reoccurs, the parent will be notified, and a mutual plan of action will be agreed upon between the teacher and parent.
- If after a conference between the parent, teacher and director, it is agreed that this preschool does not meet the needs of the child, the family will be given referrals for either professionals or another facility which could better meet these needs.



## Reporting Child Abuse

We are required by Colorado law to report any suspected signs of child abuse or neglect. Some examples include but are not limited to, suspected verbal abuse, physical abuse, sexual abuse and neglect including being left unattended in a car. After a report is made, it is up to the proper authorities to investigate. A report should be a cause for concern, **NOT** an accusation. We are not allowed to discuss the situation with the parent before making a report. A copy of a letter from the Colorado Department of Social Services is located at the back of this booklet. This letter provides information and phone numbers for reporting child abuse and licensing information.

## Daily Sign-In

Children need to be signed in and out each day. The sign-in sheets will be at each classroom door. Parents/guardians are responsible for informing any adults of this procedure who may be bringing or picking up your child. Carpool drivers must sign for all children they drop-off or pick-up. **A valid picture ID is always required for those listed on the Child Pick-Up Authorization form.**

## Visitors

All visitors **MUST** sign in upon entering the building in the FCP&K office.

## Arrival & Departure

Children should not be brought to school more than 5 minutes before class begins. An adult must escort children into the building. For safety's sake, children must always be in the care of an adult. Children must never be left in a classroom without a teacher present. **Please don't leave children in your car while you bring in or pickup your preschooler or kindergartener. Also, do not leave your car running.**

Children should be picked up no more than 5 minutes after class is over. **ONLY** authorized people may pick up your child. If someone other than a person authorized is to pick up your child, leave a note with your child's teacher or call the office. Please state your child's name, the effective date of the pick-up, the pick-up person's name and relationship and a phone number to contact you. This person will need to provide a valid picture ID.

If a child is not picked up within a reasonable amount of time, we will first attempt to contact the parents and then the persons listed on the emergency pick-up list. If the parents and emergency contacts cannot be reached, the Jefferson County Sheriff may be notified at the director's discretion.

At the end of the day, teachers check the sign in and out sheet and check the room to make sure that all of the children have been picked up before leaving the building.

## Clothing & Personal Belongings

Children need to wear clothing that will allow freedom and comfort for messy projects and sneakers for outside activities. Children should come to school prepared for Colorado's changeable weather (coats, hats, mittens and boots). The children will have outside activities every day, except during inclement or excessively hot weather.

Parents need to provide a backpack each day for personal belongings. Please make sure there is no gum, candy, lip-gloss, Chap Stick or hand sanitizer brought to school.

**LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S FULL NAME.** This is important for the teachers in determining ownership of items and will help the children learn to take care of their belongings.

## Toilet Training

Children that are enrolled in the 2 1/2 year old class do not need to be toilet trained but should wear pull-ups. Children enrolled in **all** other programs **MUST** be toilet trained to attend. Occasionally accidents will happen; however, if your child still has frequent accidents or wears pull-ups, then they are not quite “toilet trained.” It will probably be just a matter of time before they will be ready, and it is best not to push the matter. If your child has a messy accident in his/her pants and does not want us to change them, we will call you to come to school.

## Daily Snack

Due to State Regulations children will need to bring in their own snack each day that they are at the preschool. We feel it is important to teach the value of eating healthy food and taking care of our bodies. The following is requested:

- Provide snacks that have low or no sugar content.
- Bring only water.
- Bring food that encourages independence and is easily cleaned up.
- When your child has a birthday feel free to bring in something special to share with the class. However, the treat must be store bought.
- The Health Department **WILL NOT** allow us to serve cantaloupe or honeydew.

**Note: Check with the teacher about any allergies in the class so we don't bring in something that could be harmful to another student.**

If your child has food allergies, please make sure to complete and turn in an Allergy Health Care Plan to the FCP&K office. For the safety of your child, it is imperative that the office has your completed **Health Statement & Allergy Care Plan** form on file.

## Lunches

Parents/guardians of children enrolled in Kindergarten, All Day classes, Lunch Bunch and Extended School Day programs are responsible for bringing their child's lunch and a beverage.

We ask that all foods are prepared in child size portions, cut up/sliced/peeled and in non-breakable containers for easy and safe eating. Please put the child's name on the outside of the lunch box. In addition, to prevent lost items, please put your child's name on thermoses, containers, cups, utensils, etc.

A well-balanced lunch should consist of the following:

- Protein source: meat, poultry, fish, eggs, cheese, cooked dried beans or peas
- 2 vegetables or 2 fruits or 1 fruit and 1 vegetable
- Grain: cereal, whole grain or enriched bread, crackers or pasta
- Dairy product

Children will be encouraged to eat their “grow foods” before eating their treats. Treats that are “excessive” may be limited by the teacher and is up to his/her discretion. **Please, NO soda.** Children will not be allowed to share lunches.

## Hand Washing

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Please use available hand sanitizer on your way into the preschool. Remind children your children to wash hands once they are in the classroom. Children and adults need to wash their hands before preparing or eating snack, before and after water play, after handling animals, toileting, coughing and wiping noses. We want to set a good example and teach children how to clean their hands.

## Health Policies

All children are required to have current immunizations or exemption and a physical evaluation by a physician. A *Certificate of Immunization* or *exemption* must be on file in the office prior to the child's first day of school and a *Statement of Health* form must be in the school office no later than 30 days after the child starts school. Non-compliance will result in withdrawal from the preschool.

If your child has allergies, parents need to inform the teacher of all conditions and treatments. You must also fill out school *Allergy Info Sheet and Allergy Care Plan*.

Please notify the school if your child contacts any communicable disease. A notice of exposure will be posted outside the classrooms.

A visual check of all children will be conducted as they arrive. If a child displays any symptoms of illness (see below), he/she will not be able to stay. Your child needs to stay home if he/she has any of the following:

- Covid symptoms (follow JCPH guidelines)
- A sore throat
- Excessive Coughing
- Earache
- Swollen neck glands
- Excessive nasal discharge
- Fever
- Unexplained rash or skin eruption
- Vomiting
- Signs of conjunctivitis
- Any unusual change in physical appearance or behavior, listlessness, irritability, flush face, headache, lack of appetite, etc.

**Please notify the office if your child will be absent.** If they are ill please keep them home until they are symptom free for 24 hours or have been on medication for 24 hours.

If a child becomes ill during school hours, the child will be brought to the office and the parents will be notified to immediately pick the child up. If a parent/guardian cannot be located, names will be called from the emergency information sheet.

## Medication Policy

Medication will be given at school only under the following conditions:

**For prescription medication:** parent must complete Medication Permission Form. A physician's signature is required. Prescription medication must be provided in a pharmacy labeled container with child's name, dosage, the name of the medication and physician's name.

**For non-prescription medication:** parent must complete the Medication Permission Form. A physician's signature is required. Medication must be provided in the original container.

**For sunscreen:** parent must complete the Prescription Medication Permission Form. Sunscreen must be provided in the original container labeled with the child's first and last name.

**Remember to apply sunscreen to your child before arriving at school.**

All medication is kept in the office in a medication box located out of the reach of the children; except for life saving medication, which will be kept in the classroom in a red medical bag.

It is recommended that medications be given at home. If medication needs to be given while your child is attending school, there are certain forms that must be completed by you and your primary care medical provider. All medications must be kept in their original container. Prescription medications need to have a pharmacy label. Certain staff will administer medications and have had state-approved training and delegation with an RN. This follows the Delegatory Clause of the Nurse Practice Act. If your child has any special medical needs or allergies, please talk with the Director.

## Emergencies

If there is an unsafe condition at the facility, such as tornado, fire, etc., the children will be taken to a safe location. The safe location will be Waterstone or Primrose depending on the incident. Proper authorities, if possible, will advise the director or person in charge of a plan of action. Parents/guardians will be notified by phone as to the plan of action and when and where children may be picked up. If a parent/guardian cannot be in an emergency, names will be called from the emergency information sheet. Please always keep emergency information up-to-date. It is extremely important to keep the office informed of any changes of address, phone numbers or place of employment. This is for the protection of your child in case of an illness, injury or other emergency. If a child cannot be located, we will make every attempt to find him/her. If necessary, the local authorities and the child's parent/guardian will be called immediately.

## Location of Children

If you arrive at your child's classroom and staff and children are not present; please look for a sign on the classroom door which will tell you their location or check the classroom schedule. Please read newsletters and permission forms, which will provide you with advance notification about scheduled trips. The classroom half door is always kept closed. Teachers are required to count the children every time they leave and enter the classroom or other location that they will be going to; like the playground etc.

## Accidents & Injuries

**Staff members are required to be certified in CPR and First Aid.** If a child is injured at our facility, we will follow the following procedures:

### **For Life threatening Or Serious Injury**

- 911 will be notified immediately AND/OR
- Parents/guardians will be notified. If parents/guardians are unavailable persons on the emergency sheet will be called. If the child is transported by ambulance to a hospital, a staff member will stay with the child until a parent/guardian arrives.
- Parents/guardians will receive a copy of the Accident Report.

### **For Non-Life threatening or Minor Injury (Scrapes, bumps, bruises, etc.)**

- The child will be attended to by staff. By law, we can only use soap and water, and adhesive bandages.
- Parents/guardians will receive a copy of the Accident Report.

## Scholastic

We offer Scholastic Book Order services to our families. Scholastic orders will be sent home monthly.

If you are interested in purchasing books, please make sure to fill out the forms that are attached to the newsletter and return the completed form to the office by the deadline date.

**Please Note: Parents are responsible for keeping record of which books they order each month that Scholastic is offered. Once you have received your books, please make sure to check your order for errors BEFORE you leave the school building.**

# FEES & PAYMENT

## Registration Fees

Registration fees are due at the time of registration. Registration remains open until the programs are full. No family will be allowed to register a child if any tuition or fees are unpaid from the previous year. Registrations will not be accepted for the current year after January 2024. We register children ages 2 1/2—Kindergarten (age by October 1, 2023). **ALL PAYMENTS ARE NON-REFUNDABLE.**

### One Time per Child Registration Fees

Kindergarten: \$130

Preschool: \$100

## Tuition

Tuition is an annual fee divided equally over 9 months (Sept-May) plus a prorated one week August tuition due during Enrollment. **Tuition remains the same for all 9 months regardless of holidays, breaks, or absences.** There are **NO** make-up days. If a child enrolls after the program start date or is withdrawn from the program before the end date, tuition will be prorated. Tuition is due the 1st-10th of each month (September-May). Tuition may be paid in advance. Tuition must be paid by cash or check. Make checks payable to FCP&K. We do offer an auto withdrawal option see office if interested. **ALL PAYMENTS FOR THE CURRENT MONTH'S TUITION ARE NON-REFUNDABLE. PREPAID TUITION WILL BE REFUNDED BY PRORATION UPON WITHDRAWL.**

Our Preschool is open from 8:30 a.m.-3:00 p.m. Monday—Thursday and 8:30 a.m.-12:00 p.m. Fridays. Our Half Day Programs are from 9:00 a.m.-12:00 p.m. and our Full Day Programs are from 9:00 a.m.-3:00 p.m.

### Preschool Half Day Programs

2 half days/week: \$210/month

3 half days/week: \$280/month

4 half days/week: \$330/month

5 half days/week: \$375/month

### Preschool Full Day Programs

**(All half day programs can be turned into a full day)**

1 full day/week: \$210/month

2 full days/week: \$330/month

3 full days/week: \$420/month

4 full days/week: \$490/month

### Kindergarten

2 half days & 2 full days/week: \$430/month

### Lunch Bunch (LB)

1 day/week: \$30/month

2 days/week: \$60/month

3 days/week: \$90/month

4 days/week: \$120/month

### Tuition Due Dates

**August 1-3, 2023**

**September 1, 2023**

**October 1, 2023**

**November 1, 2023**

**December 1, 2023**

**January 1, 2024**

**February 1, 2024**

**March 1, 2024**

**April 1, 2024**

**May 1, 2024**

## Curriculum, Supplies & Field Trip Fees

All Students will pay a classroom supply/in house field trip fee of \$100/child/school year. Kindergarten students will be required to pay a curriculum fee of \$40/child/school year at the time of registration. **ALL PAYMENTS ARE NON-REFUNDABLE.**

### Late Fee

A Late Fee is charged when a tuition payment is received after the 10<sup>th</sup> of the month. The fee is \$15 per child. **ALL PAYMENTS ARE NON-REFUNDABLE.**

### Returned Check Fee

A Returned Check Fee is charged when a check is bounced. The fee is \$20 per check. If two checks bounce, all payments going forward must be paid by cashier's check, money order, or cash. **ALL PAYMENTS ARE NON-REFUNDABLE**

### Early Drop Off Fee

All students are eligible for early drop off on their school day. Please bring your child between 8:30 a.m. and 8:50 a.m.. The cost is \$5 per day (this is not included in your tuition, you will just pay as you use the option).

### Late Pick-Up Fee

A Late Pick-up Fee is charged when your child is not picked up within 5 minutes of the dismissal time. The fee is \$5 for every 5 minutes late per child. **ALL PAYMENTS ARE NON-REFUNDABLE.**

## Other Programs & Fees

Children can attend Lunch Bunch and Full Day on a drop-in basis. **Please check with office staff first** to make sure there is room in the class for the day (s) you wish to drop in. Lunch Bunch goes from 12:00-1:30 p.m. Children staying for any of these programs must be potty trained and bring a well-balanced lunch, if they are staying passed noon. Children in the Full Day program will have a rest during the day. Please provide any "lovies" that may help your child to rest and a fitted crib sheet. **Drop in fees must be paid each day by the time the child leaves for the day.**

### Drop in fees per day

Lunch Bunch: \$20

Add Full Day to a Half Day: \$30

### Sibling Discount

Sibling discounts are offered to families who enroll more than 1 child concurrently. The first child pays full tuition. Any child after that receives a 10% discount off their tuition.

## Discharge Policy

The center reserves the right to cancel the enrollment of a child for the following reasons:

- \* If tuition or fees are not paid for 2 months in a row, the child will automatically be discharged from the program(s) he/she is enrolled in. To be readmitted, the tuition payments and all associated fees must be paid in full. The program must have available space as well.

**This is non-negotiable.**

- \* Not observing the rules of the center as outlined in the handbook.
- \* Child has special needs which we cannot adequately meet with our current staffing patterns.
- \* Physical and/or verbal abuse of staff or children by parent/guardian or child.

## Parent/Guardian Communication

Parents/guardians are always welcome visitors in the classroom. Teachers will be glad to arrange a mutually agreed upon time to meet with a parent/guardian that has a need to confer. From time to time, teachers will be writing notes or phoning to share a special moment they have had with your child. Parent/Guardian/Teacher Conferences are held twice each school year. Teachers will also be emailing a monthly newsletter and a calendar telling the themes and curriculum for the month.

A monthly FCP&K newsletter will also be emailed home with information about upcoming school events. **Please take time to read this newsletter, as it is our main source of communication to you; also be sure to check out our website at: [www.fcpk.org](http://www.fcpk.org)**

Parents will be given the opportunity on an annual basis to evaluate the center, its program and our ability to meet your special needs. These are very important to us. Please complete the evaluation form when you receive it. We appreciate your valuable input.

## Inclement/Excessively Hot Weather

If the weather outside is too hot for children to play we will have inside recess. We will set up a large room for play, where the children will be able to have the space to get their energy out and move their bodies.

## Snow Days

Snow days will be observed whenever Jeffco Public Schools are closed or when it is decided the road conditions are unsafe. When Jeffco Public Schools issues a delay due to weather we will close all preschool programming but follow the delay for our Kindergarten all day class, which is on Tuesdays & Thursdays. Local television and radio stations will announce school closures, or you can check our **website at [www.fcpk.org](http://www.fcpk.org)**. Phone calls from teachers and/or Director may also be made to announce closures.

**No tuition refunds or credits will be made for school closures.**

## No School Days

Our No School Days are similar to Jeffco Public Schools. We have two Teacher In Services a year, Fall Break, Thanksgiving Break, Christmas break, Spring Break and several other observed holidays. Please refer to our school year calendar on the preschool website [www.FCPK.org](http://www.FCPK.org).