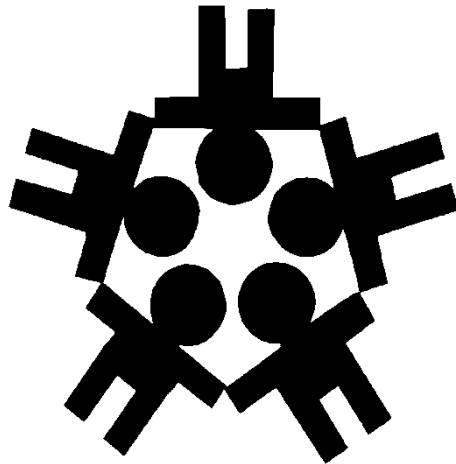


Montview Community Preschool and Kindergarten



Parent Handbook 2017-2018

This handbook, published by Montview Community Preschool & Kindergarten, informs parents of our history, philosophy of education, policy and procedures, and our commitment to the families and children we serve. The success of our school depends upon the cooperative efforts of parents and staff working together.

Please read this handbook carefully.

Montview Community Preschool & Kindergarten
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Phone (303) 322-7296
FAX 303-333-1276
info@montviewpreschool.org
www.montviewpreschool.org

Table of Contents

How to Contact Us	3
Director's Letter	4
Parent Committee President's Letter.....	5
School Calendar	6
About Montview	
• Our History	7
• Our Philosophy.....	7
• Diversity and Inclusion.....	7
• Inclusion of Special Needs.....	7
• Accreditation.....	7
• Our Purpose and Goals	8
• Our Teachers.....	8
• Our Classrooms	
o Religion.....	9
o Weapon-Free	10
o TV and Video Viewing.....	10
o Classroom Confidentiality.....	10
o Discipline Policy.....	11
• Assessment of Child Progress and Learning	11
• Confidentiality of Child Records.....	11
Governing Structures	
• Governing Commission.....	11
• Parent Committee.....	12
Parent Cooperative Duties	12
Parent Job Descriptions	15
Class Descriptions	
• Class Schedules.....	18
• Class Composition.....	18
Admissions and Enrollment	
• Application Process.....	19
• Class Placement Procedures.....	19
• Enrollment Probation and Good Fit.....	20
Tuition and Fees	22
• Withdrawal from School	22
• Delinquent Accounts.....	22
• Denver Preschool Program Tuition Credits.....	22
Financial Aid	22
Policies and Procedures	
• School Hours.....	23
• Attendance	23
• Parking.....	24
• Arrival and Dismissal	24
• Late Pick-Up.....	24
• Adult Supervision After Classroom Sign Out	24
• Pick-Up by Unauthorized Person.....	25
• Visitors	25
• Cell Phones	25
• Photography	25

• Children's Possessions.....	25
• Toilet Training.....	25
• Snow Days.....	26
• Smoke and Drug-Free Premises.....	26
The Start of the School Year	26
Field Trips	27
Communications	
• Shoebags	27
• Email.....	27
• School Directory.....	27
• Updating Family Information	28
• Parent/Teacher Conferences.....	28
• School Evaluations	28
• Grievances.....	28
Health and Safety	
• Snacks and Lunches	29
• Nut Allergies.....	29
• Other Food Allergies	29
• Health Forms.....	29
• Special Health Care Needs	30
• Medication Administration.....	30
• Illness Policies	30
• Illness or Injury at School	30
• Exposure Control Plan	32
• Sunscreen Policy	32
• Outdoor Play and Temperature Extremes	32
• Hazardous Materials	32
Emergencies	
• General Safety	32
• Fire Safety.....	33
• Tornado Safety.....	33
• Lost Child	33
Reporting Abuse, Neglect, or Licensing Complaints.....	33

MISSION STATEMENT

Montview Community Preschool and Kindergarten is a parent cooperative that honors childhood by supporting diverse families and by educating children in a play-based environment, emphasizing the joy of discovery, creativity, wonder, and empowerment.

HOW TO CONTACT US

Phone Number: 303-322-7296

FAX: 303-333-1276

School Email: info@montviewpreschool.org

Website: www.montviewpreschool.org

To reach members of the Staff, Governing Commission, and Parent Committee, please use the main school phone number or the school email.

Parents will receive a letter from their teacher in mid-summer and class lists at the beginning of the school year. A school-wide Parent Directory will be published for all families in October.

DIRECTOR'S LETTER

May 2017

Dear Montview Families,

Welcome to our 2017-2018 School Year! Founded in 1964, we are proud of our rich heritage in providing **53 Years of Excellence in Early Childhood Education**.

I realize you had many choices among preschools and kindergartens. I believe you have chosen well. Within the Denver early childhood community, Montview teachers are exceptional. Meaningful parent involvement in a child's education is a strong indicator of school success. And children who engage in play-based learning within a rich, early childhood environment gain intrinsic dispositions towards learning that will last a lifetime. My expectation is that you and your child will treasure your Montview experiences.

For over 50 years, Montview has been considered one of the highest quality early childhood programs in the Denver area. Our school is accredited through the National Association for the Education of Young Children. This voluntary accreditation system is the "gold standard" in early childhood education. We are also a Denver Preschool Program provider and have earned a Level 4 rating through Colorado Shines.

As a parent cooperative, Montview is dependent upon your involvement and commitment to fundraising, parent committee work, and parent helping days. Your efforts determine the success of our school. Within this Handbook you will find important information regarding our program, our philosophy, our policies and procedures. Please take the time to carefully review this information. Your parent participation in the educational process means a greater investment on your part . . . and a greater return for all!

I look forward to the school year and to serving as your Director. Please feel free to give me a call, send an email, or stop by my office with any questions, concerns, or ideas. Together, we will build strong home-to-school connections that provide the very best learning environment for young children.

Welcome to the Montview community!

Linda Marrs, Director

linda@montviewpreschool.org
303-322-7296

PARENT COMMITTEE PRESIDENT'S LETTER

May 2017

Dear Montview Families,

Welcome to the 2017-2018 school year at Montview Community Preschool and Kindergarten! Whether your family is new to Montview or returning, trust that you've made a wonderful decision for your child's development. This is our family's fifth year at Montview. Our older daughter, Dale, spent three years at Montview through Kindergarten and is now a first grader in our neighborhood DPS school. Clara, our younger daughter, is so excited to be starting her Kindergarten year at Montview. We're looking forward to one more year of exceptional learning through play, with amazing teachers and a beautiful indoor and outdoor environment! Montview has been more than just a school for our children, it has been a community for our entire family.

The teachers and staff at Montview are experts in early childhood and play-based learning. They are enthusiastic and dedicated to their students. This is shown everyday through the creative activities selected for their classes, displays of wonderful artwork, their guidance in helping children understand and deal with their own emotions as well as in helping them resolve conflicts with peers in a positive way. Not only are Montview teachers dedicated to your child's learning they are dedicated to their own by attending continuing education sessions throughout the year.

The community that Montview builds outside the classroom is equally strong. Being involved in a parent cooperative, you will get to know the children, teachers and parents in your class very well. From the start of the year with the class lemonades, orientation, kickball tournament and parent's potluck you will find life-long friends for your child and for yourself. The opportunity to get to know and care for one another's children on helping days is also truly special and unique to a parent cooperative.

I hope that the coming year bring new experiences, wonderful memories and friends for your entire family. Please don't hesitate to contact me with questions or concerns—I'm happy to listen and help in any way I can.

Caitlin Deane
caitlinakemi@yahoo.com
720-291-5012

SCHOOL CALENDAR 2017-2018

August 15 - September 1	To Be Determined by Teacher	Class Lemonades and Home Visits
August 23	5 pm - 8 pm	Classroom Setup
August 24	10 am - 1 pm	Classroom Setup
August 28, 29, 30, 31	7 pm - 9 pm	Parent Orientations – Date Varies by Class <i>Check Your Teacher’s Summer Letter</i>
September 4	No Classes	Labor Day
September 5-8	Time/Date Varies by Class	First Week of Classes
October 7	ALL FAMILIES	Kickball Tournament
October 13	No Classes	Teacher In-Service Day
November 4	9 am - 12 noon	Clean-Up Day
November 15-17	No Classes	Parent/Teacher Conferences
November 20-24	No Classes	Thanksgiving Break
November 27	Classes Resume	
December 1	Kindergarten Priority Application Deadline	(for the 2018-2019 School Year)
December 22-January 4	No Classes	Winter Break
January 5	No Classes	Teacher In-Service Day
January 8	Classes Resume	
January 15	No Classes	Martin Luther King Jr Day
January 27	9 am - 12 noon	Clean-up Day
February 2	Preschool Priority Application Deadline	(for the 2018-2019 School Year)
February 19	No Classes	Presidents Day
March 8	No Classes	Teacher In-Service
March 15	Contracts and Advance Tuition Fees	Due for 2018-2019 School Year
March 17	9 am - 12 noon	Clean-Up Day
March 26-April 2	No Classes	Spring Break
April 3	Classes Resume	
April 18-20	No Classes	Parent/Teacher Conferences
May 5	ALL FAMILIES	Carnival
May 24	Last Day of School	
May 24	4 pm - 8 pm	Classroom Take-Down

All dates are subject to change based on Church approval.

ABOUT MONTVIEW

OUR HISTORY

Our School was founded in 1964 as a charitable mission of Montview Boulevard Presbyterian Church. Although the Church sponsors the school, it is a secular school, not a church school. The school was conceived as a parent participation school open to families of all races, religious faiths, and economic backgrounds.

OUR PHILOSOPHY

At Montview Community Preschool and Kindergarten, we believe in the uniqueness of each child. Each child develops at an individual pace and in unique directions. We respect each child's potential to grow according to his or her individual needs. The noted German educator, Frederic Froebel, likened education to a garden where children can grow rather than be molded. To encourage such growth, teachers need to be thoroughly aware of the developmental stage of each individual child and provide a developmentally appropriate learning environment that supports the child in all areas of development: social/emotional, physical, cognitive, and language.

We are committed to the development of a child's self-esteem through child-directed, cooperative play. We believe that play is a child's work and that all learning is experiential. Children learn by doing. Montview provides a warm, loving, creative, and stimulating environment in which children can interact with materials and with each other. We want children to make their own choices of activities and to focus on process rather than product (e.g. the act of painting rather than the finished picture). Children at Montview are free to wonder, explore, create, make mistakes, question, and repeat experiences from which they can draw their own conclusions and construct their own knowledge.

DIVERSITY AND INCLUSION

Montview Community Preschool and Kindergarten embraces diversity and inclusion as essential to a balanced education. We seek to create an environment that challenges children to open their hearts and minds to each other—to understand and celebrate their similarities and differences. We encourage children to find common ground, respect, and appreciation for the rich diversity among individuals. We strive to reflect the larger world within our school community through admissions, curriculum, and best practices.

INCLUSION OF SPECIAL NEEDS

Every effort is made to include children with special needs in our classrooms when it is determined that a beneficial learning experience for the child and the group can be provided. Upon acceptance into the classroom, parents *are required to fully disclose any special needs*, assessments, therapy recommendations, positive behavior support plans, and any other information relevant to identifying, understanding, and supporting a child's special needs. In addition, parents agree to work in collaboration with our school staff and other specialists involved in the care of the child to best support their special needs in the classroom. For children and families with physical needs, Montview has a lift for wheelchairs or for any individual who is unable to climb stairs.

If it is determined that Montview is unable to provide the optimal school environment for the child or the group, Montview staff will work with the family and provide resources to help find a more suitable placement. Inclusion of children with special needs is determined at the sole discretion of the Director, in consultation with the teacher.

ACCREDITATION

Our School is accredited through the National Association for the Education of Young Children

(NAEYC). This national accreditation is the "gold" standard in early childhood education and requires a rigorous and on-going self-study and outside formal assessment by NAEYC to ensure that we implement best practices in our service to young children and their families. We are proud to be among the select group of schools to achieve this accreditation. Parents at our school can be assured that we deliver the highest quality early education environment for their children. For more information, please visit the NAEYC website at www.naeyc.org.

OUR PURPOSE AND GOALS

Each child's own uniqueness must be appreciated and nurtured. We cannot say who a child will be. We must allow each child the freedom to come into their own being by exploring, manipulating, discovering, and relating to the world as they find it.

It is our affirmation that our school is a community whose doors are open to diverse families. Children are accepted as they are and are not asked to change due to some preconceived notion. Our goal is to enrich the life of the child in such a way that they may reach their *unique* potential.

What kinds of freedom do we allow in the school?

We allow the child freedom to use materials in their own way without definition of use on our part. Each child shall have freedom, within set limits, that meet his or her needs and the needs of the group as a whole. Children are taught to take care of themselves, their friends, and their things.

How do we teach a child in our school?

We teach by providing a safe climate, emotionally and physically, so that children may taste, smell, touch, feel, and see the world first hand. The young child learns best in these sensory ways. Later, we may define, write or talk about, and elaborate upon these experiences. Young children learn best by exploring their world and acting within it, using their senses.

Teachers offer challenges for creative and intellectual achievement through art materials, blocks, books, music, dramatic play, relationships with peers and many other activities. Teachers encourage physical activity in response to the changing needs of each child's body.

What is the relationship of the teacher and child?

The teacher provides warmth, affection, love and limits for each child because the teacher believes each child is unique and special. The child plays a part in the group as a person of value and worth. We accept each child as they are, not because we hope to make something different of him or her. In this way, children are taught self-respect, respect for others, and respect for the authority of the teacher.

Teachers allow and provide for honest expressions of each child's feelings of joy, anger, sadness, and affection. The feelings of children may not be allowed to infringe upon the rights and freedoms of others. At times, they will need re-direction or help with self-regulation to manage their feelings and behavior. We believe that feelings should be expressed, not repressed.

OUR TEACHERS

We strive to attract and retain early childhood teachers of the highest caliber. Our lead teachers are experienced and degreed in early education. Our assistant teachers receive special training in early childhood education as well. We believe the teacher who meets and greets the child at the door each day must understand development, know children, and be able to provide a rich and nurturing classroom environment.

The Role of the Teacher

- To respect and accept each child as an individual and to strive for the best possible

understanding of each child's unique needs.

- To plan a program geared to the interests, abilities, and needs of their students, and to carry it out so that the cognitive, social-emotional, physical, and language needs of the children are best met.
- To ensure that the classroom is properly equipped with play equipment and materials attractively arranged so as to invite use.
- To give children the opportunity to use the materials available according to their individual interests, abilities, and levels of development.
- To bring children firsthand experiences as much as possible, with animals, growing plants, field trips, cultural experiences, and more! Teachers plan field trips when they meet group needs, in consideration of the group's makeup.
- To communicate with parents about what is happening in the school lives of their children.
- To include the talents, abilities, and special interests of parents and community members to enrich the school program.
- To guide and supervise helping parents, and to help them further their own knowledge of learning and development.
- To work cooperatively with parents, helping them to better understand the school's philosophy without adjusting the school's philosophy to match any conflicting beliefs of parents.

Teachers' Accountability to Parents

- Teachers will share classroom resources with parents -- songs, projects, stories, recipes -- by sending home notes and newsletters.
- Teachers will meet with parents and define classroom goals for the year at Parent Orientation.
- Teachers meet with parents at two scheduled conferences -- one in November, and one in April -- and at other times, as needed. They will discuss the child's development, progress, strengths, challenges, and interactions in the classroom.
- Teachers will share any concerns observed in the classroom with the parents. The Director may be included in such a discussion if necessary.

Staff Background Checks

As required by Colorado state law, all employees are required to complete criminal background checks upon employment. Background checks are not required for parents in our program.

Teacher Letters of Recommendation

Montview teachers are frequently asked to write letters of recommendation for children who seek to enroll in advance kindergarten or private schools. For teachers to be perfectly candid with their words, these letters will not be shared with parents. Parents are asked to be considerate of a teacher's time and to allow at least **two weeks** for the teacher to complete the recommendation letter. Parents are also asked to provide a stamped, addressed envelope for the return of the letter.

OUR CLASSROOMS

Religion

We strive to provide a richly diverse population in our school. We have great respect for the uniqueness of each child and celebrate the varied and diverse cultural and religious backgrounds of our children.

We recognize the parents' responsibility for making religious choices for their children. We do not include any religious instruction or doctrine in our curriculum planning. Holidays that coincide with religious events are not directly taught in our classrooms.

We encourage children to share aspects of themselves and their culture. Children who spontaneously share something of their religious and cultural backgrounds receive open and enthusiastic responses from the teachers. Teachers may include materials or share items of a cultural and/or religious nature with the class as a way of recognizing the individuality of a child. Sharing customs and practices teach children about the diversity of the world.

If a teacher decides to take class time to respond to a child's desire to share his or her background, the teacher need not feel obligated to present (teach) another corresponding or opposing view unless prompted by another child. Sharing of this nature is based on the needs and make-up of the classroom.

Weapon-Free

At Montview we embrace a philosophy of peaceful and cooperative living. The use of or play with weapons has no place in our classrooms. No weapons are allowed including guns, lasers, swords, and knives. It is not our purpose to tell parents how to handle this issue at home. However, at school we feel it is our role to emphasize the value of a peaceful and safe community.

TV and Video Viewing

As a general rule, children do not watch TV or view videos at Montview. On occasion, age appropriate, educational media may be included at the discretion of the teacher and director.

Classroom Confidentiality

Montview is a community where the parents, children, and staff work closely together. It is imperative that we respect each other's privacy in matters of a personal nature. Please do not ask a staff member questions of a personal nature about other children, families, or our staff. We are unable to respond to such questions without violating confidentiality. Montview teacher Janell Niemann-Ross wrote the following piece in 1994 that reflects the philosophy of all of our Montview staff.

Our school's strength lies in our parents' involvement. We wouldn't be the school we are if it weren't for your commitment and the hours you give. But therein lies a potential problem -- confidentiality. Assisting in the classroom, you take on the role of a professional teacher in which confidentiality is of utmost importance. As a classroom teacher/parent, you see and interact with the children at a much deeper level. It's easy to start to assess children and to focus on their more pronounced characteristics. And you'll see we have children who are extra quiet, some who are extra boisterous, some who never leave the art table, some who never come to the art table, some who never talk and some who never stop talking. The problem here (characterizing children) is that you fail to see the whole child and to realize that children are experimenting with all sorts of roles for themselves.

I know it's hard to go back to the role of parent and leave the "teacher information" about children out of your casual conversations. But it's imperative that you do so. If you have concerns or comments about what you experienced as the helping parent, please talk to me (or the director), either after class or call me at home. I'm happy to help you make sense out of sometimes bewildering situations. And I'm always willing to share my perspective on classroom management and develop a specific plan for your child if they are experiencing any difficulties.

Thank you for your sensitivity and professionalism in regards to this matter of confidentiality. Please do not discuss with other parents the behaviors or concerns you have regarding other children, parents, or staff. Concerns should be addressed with the classroom teacher or the school director.

Discipline Policy

At Montview Community Preschool & Kindergarten we treat children with respect. Challenging behavior and conflicts naturally occur in group settings with young children. We use a wide variety of techniques to help children resolve conflicts and to regulate challenging behaviors. This may include helping children to express their needs appropriately, to understand the natural consequences of their actions, and to develop problem solving and conflict negotiation skills.

We do not use physical punishment, time out, coercion, verbal or psychological abuse. Discipline is not associated with food, rest, or toileting. For children who exhibit challenging behaviors over time, teachers and families will work together to develop strategies to address these concerns.

Montview reserves the right to permanently remove from the school any child whose behavior consistently places other children or staff members at risk of injury. This decision shall be made at the sole discretion of the Director, in consultation with the teacher.

ASSESSMENT OF CHILD PROGRESS AND LEARNING

Montview uses a variety of assessment strategies as an integral part of our program. Assessments align with our curriculum goals and objectives and are used to support children's learning, to help identify special needs, and to help us plan and evaluate program improvements. The methods we use to assess child progress and learning include: observations, checklists, anecdotal records, and work samples.

Additionally, all our children receive a developmental screening within the first three months of program entry. The screening tools used are norm-referenced, standardized, and approved by the National Association for the Education of Young Children (NAEYC). Teachers use the results of child assessments to guide their planning, to individualize for children, and to help identify special needs and make referrals as needed. The results are also shared with parents during fall and spring conferences, or as needed to best support children's learning.

CONFIDENTIALITY OF CHILD RECORDS

Children's records including scholastic, health, assessment, social or psychological reports are confidential and kept in locked storage. Parents or legal guardians have the right to inspect and review their child's records. The school may disclose student records to the following parties under the following conditions:

- School staff with legitimate educational interest
- Appropriate parties in connection with financial aid to a student
- Nurse Consultant in connection with the health and safety of a student
- State and local licensing authorities as required
- Appropriate officials in cases of health and safety emergencies
- Accrediting organizations for program assessment
- To comply with a judicial order or lawfully issued subpoena

GOVERNING STRUCTURES

GOVERNING COMMISSION

The Governing Commission of Montview Community Preschool and Kindergarten is the governing body for the school. It is comprised of representatives of all parties interested in the school including 4 members of the Montview Boulevard Presbyterian Church (one of whom serves as chairperson), a designated church representative or pastor of the Church, 3 members of the Parent Committee (including the President), the Treasurer (typically a parent in the school), 2 professional advisors, 2 faculty members, and the Director of the school.

The Governing Commission is an autonomous body that sets policy, ensures fiscal responsibility of the school, develops long-range goals, and charges the Director with the daily management and supervision of the school. The composition of the committee allows decisions to be made from a broad base of community experience and interests. The Commission is described in greater detail in the school Bylaws.

The following Grievance Procedure must be followed in bringing concerns to the attention of the Governing Commission on any of the above topics:

- The concern, in writing, shall be presented to the Director.
- The Director shall then present the concern to the Governing Commission at the next scheduled meeting.
- The Commission shall determine the procedure for resolution of the concern, and for maintaining the confidentiality necessary for assuring the ethical handling of confidential information.

The Governing Commission meets at 6:30 p.m. on the 4th Monday of every month during the school year, in the Green Room of the Montview Boulevard Presbyterian Church. Commission members will be listed in the School Directory distributed in the fall. If you wish to contact a Governing Commission member, please call the school's main number.

PARENT COMMITTEE

The Parent Committee assists and/or advises the Governing Commission in areas of admissions and school policy, including admission procedures, fund raising, finance, budget, and maintaining parent interest. The Parent Committee consists of the committee chairs (see **Parent Jobs**), as well as a President, Secretary, Treasurer of Finance, and Governing Commission Representatives. Many Parent Committee jobs are filled at the end of the previous school year.

The Parent Committee meets at 6:30 p.m. on the 2nd Tuesday of every month in the Gallery Room of Montview Boulevard Presbyterian Church. If you would like to contact a member of the Parent Committee, please call or email the school office.

PARENT COOPERATIVE DUTIES

Montview is a Parent Cooperative. Parents, teachers, the director and administrative staff jointly assume the shared responsibilities, and the rewards, in co-creating an optimal learning environment for our young learners. The success of our school depends upon these cooperative efforts.

- For children, parent involvement demonstrates that education and school experiences are valued, and positive learning outcomes are closely linked to parent participation.
- For teachers and staff, the support of our parents enriches our classroom and school environment by sharing their many ideas, interests, talents, and resources.
- For parents, classroom participation provides an opportunity to gain insight and understanding of child development, and supports the development of parenting skills useful in everyday interactions with children.

When parents play essential roles both in and out of the classroom, they become strong advocates for their children and strengthen home-to-school connections. Parent participation means a greater investment and a greater return.

Parent participation is required in the following areas:

- **Attendance at Parent Orientation in late August**
- **Classroom set-up (August) and/or take-down (May)**

- **Helping days in the classroom (once every 4 to 6 weeks, throughout the school year)**
- **Participation in classroom clean-up days (November, January, and/or March)**
- **Active participation in a parent Committee job**
- **Active participation in school Fundraising, this includes:**
 - **Kickball Tournament** in early October -- (play on a team, find a sponsor, donate, and/or provide support on the day of the event)
 - Participate in the **Carnival** on the first Saturday in May – (provide cookies or cupcakes, purchase tickets, and fulfill your class Carnival job)
 - Purchase a monthly minimum of \$275 in **Grocery Cards** in the school office, **OR**
 - Make a donation of \$125 per family to our **Annual Giving** campaign purchases

Because parent involvement is so critical to our program success, parents who fail to carry out their cooperative duties as described above may be excluded from our program and will be barred from future enrollment. If your family has extenuating circumstances that interfere with your ability to fulfill school requirements, our Director is happy to work with you to identify an alternative plan to fulfill your obligation.

Parent Orientation

A parent from each family (including returning families) is required to attend your classroom orientation in late August to learn the day-to-day procedures of the classroom. *This is a very important meeting.* If an emergency prevents attendance, parents must meet with their Teacher and/or Class Rep to get this information prior to your first helping day in the classroom.

Classroom Set-Up / Take Down

Preschool parents are expected to help set-up the classroom in August **or** take-down the classroom in May. **Kindergarten** parents are expected to attend both classroom set-up **and** take down.

Helping Days in the Classroom

Every family will provide a parent to work in the classroom for helping days throughout the school year, approximately once every 4 to 6 weeks. The number of helping days each family works is determined by the Classroom Representative of each class, based upon the total number of school days and number of families per class.

It is a parent responsibility to do helping days in the classroom. Nannies, grandparents, uncles, etc. CANNOT be a substitute for the helping parent. We do welcome grandmas, grandpas, or other family members to help with the parent. If you would like to bring another family member to class with you, please discuss these plans with your child's teacher **in advance**. If you have an extenuating circumstance that warrants having another family member sub for you, please contact the school Director for approval in advance. Also, siblings may not attend class with you on scheduled helping days. This is a violation of state licensing laws.

The helping parent must arrive **30 minutes** before class to help set-up the classroom and so that the teacher can share plans and ideas for the day. Preschool helpers provide a healthy snack for the entire class on these days. Kindergarten helpers do not need to bring a snack for the class since kindergartners bring their own each day.

Classroom Clean-Up Days

It is the parents' and staff's responsibility to deep clean the classrooms throughout the year. **Preschool** parents are required to help with one clean-up day each year (in November, January, **or** March). **Kindergarten** parents are required to participate in two of the three clean up days scheduled in November, January, and March.

Fundraising

When accepting enrollment at Montview, parents agree to participate in all fundraising efforts of the school. ***Participation is mandatory at the Kickball Tournament in October, in our Annual Giving and/or Grocery Card campaigns, and at the Carnival in May.*** Mark your calendars now with Kickball and Carnival dates. Fundraising Chairs and Montview's Parent Committee determine what responsibilities parents will have for each of these events. Our fundraising activities support our Financial Aid program. (Once Financial Aid goals have been met, surplus funds may be re-directed to other budget priorities, at the discretion of the Director.) Committee members work hard to organize these events and they depend on the participation of all Montview families to support their efforts in order to meet our fundraising goals.

Parent Jobs

Each family fulfills a parent job, either individually or as part of a committee. Descriptions of parent jobs are outlined below. Parents will complete the Parent Job Sign-Up form found in their May Packets and will be asked to identify their interests, strengths, and parent job preferences. The form must be turned in to the school by July 15th. Families will be notified in August of their parent job assignments.

Families with more than one child at Montview

Following is a description of the Parent Cooperative duties for families with more than one child at Montview:

1 Child in Preschool	All Helping Days 1 Clean-Up Day Either Set-Up or Take Down
1 Child in Preschool and 1 in Kindergarten	All Helping Days in Both Classrooms 2 Clean-ups in Kindergarten Set-Up and Take Down in Kindergarten
2+ Children in Preschool in the same class	1 ½ times regular Helping Days 1 Clean-Up Day Either Set-Up or Take Down
2 Children in Preschool in different classes	All Helping Days in Both Classes 1 Clean-Up in the larger room Set-up in one room and Take Down in the other room
1 or 2 Children in Kindergarten	All Helping Days 2 Clean-Ups Set-up and Take Down
Parent Committee Job	Sign up for only 1 parent job per family, regardless of number of children
Carnival Job	Responsible for 1 carnival job in the youngest child's class. Also, donate cupcakes or cookies to the event

PARENT JOB DESCRIPTIONS

Please read the following Parent Committee positions carefully so you can select the jobs that best utilize your family's skills and that are most compatible to your lifestyle.

Note: All committee jobs require attending some committee meetings. Lack of attendance at these meetings is extremely detrimental to the operation of these committees. **Please plan to attend committee meetings unless an emergency prevents you from doing so.** Committee chairs should do their best to pick meeting dates compatible with members' schedules.

FUNDRAISING JOBS:

Fundraising Chair: *Approximately 1 position available*

- Coordinates the fundraising committees to help them work in coordination with each other and the school's calendar.
- Works closely with the school office, director, and assistant director.
- Helps set fundraising goals and supports the committees in reaching those goals.
- Requires a medium to heavy commitment year-round.

Carnival Committee: *Approximately 30 positions available including subcommittee chairs*

- **Must be available on May 5, 2018.**
- There are multiple subcommittee opportunities such as Parent-Run Activities, 3rd Party Attractions, Operations, Vendors, Food Trucks, and Public Relations.
- Organized, outgoing, and possible vendor, food, and sponsorship connections are helpful.
- Requires a medium to heavy time commitment February through May.

Kickball Committee: *Approximately 30 positions available*

- **Must be available from late August to day of event (October 7th).** Email communications may begin in early August.
- Organized, outgoing, and possible vendor, food, and sponsorship connections are helpful.
- Creative and hard working.
- Requires a medium commitment August – early October.

Fundraising - Grant Writing: *Approximately 2 positions*

- Help find, write, and submit grants to assist in Montview's mission.
- Must have experience in non-profit grant writing.
- Requires a light year-round commitment.

Fundraising Class Liaison: *Approximately 13 positions available*

- Keeps class informed of fundraising events (Kickball and Carnival), and helps organize class jobs for those events.
- Must be organized.
- Most communications can be done via e-mail, but you will be required to monitor some class sign-up sheets.
- Requires a medium commitment during Kickball and Carnival.
- **Must be primary person doing pick-up and/or drop off of your child.**

MAINTENANCE JOBS:

Indoor Maintenance Committee: *Approximately 4 positions available*

- Must be handy.
- Helps maintain classrooms, storage rooms, teachers' lounge, and performs minor repairs throughout the school.

- Organizes refreshments for school set-up and take-down as well as the three school-wide clean up days.
- **Must be available the month of August.**
- Requires a light year-round commitment.

Playground Committee: *Approximately 18 positions available*

- Helps maintain the playground, including (but not limited to) general maintenance, repair, and replenishment of sand and mulch.
- Must be available on one Saturday in the fall and/or spring for a big playground clean up.
- **Must be available to clean up the playground on weekdays for an assigned 2 week period.**
- Requires a light year-round commitment.

Library Committee: *Approximately 4 positions available*

- Maintains school library (re-shelving books, updating database, etc.)
- Most tasks are completed independently, some at home.
- Requires a light year-round commitment.

COMMUNITY JOBS:

Community Enrichment: *Approximately 2 positions available*

- Helps create events for community building.
- Researches and helps implement enrichment programs for children, parents, and families.
- Runs any annual sales (t-shirts, grocery bags, etc.) as determined by Parent Committee.
- May work closely with the Inclusion Committee.
- Good communication skills and organization a must.
- Requires a light to medium year-round commitment.

Inclusion Committee: *Approximately 4 positions available*

- Helps create and implement strategies for attracting a diverse population at Montview.
- Helps celebrate the current diversity at Montview.
- Implements ways of creating an anti-bias community.
- May work closely with the Community Enrichment Committee.
- Requires a light to medium year-round commitment.

COMMUNICATIONS JOBS:

Newsletter: *Approximately 5 positions available*

- Produces and distributes the school newsletter 3 times/year.
- Requires at least 1 Graphic Designer and 1 Photographer, good writing skills and ability to work with a deadline is a must.
- Previous editorial/publishing experience preferred.
- Requires a medium to heavy commitment per issue (approx. 3 times per year).

Classroom Representative: *14 positions available*

- Must be organized and a good communicator.
- **We ask that if you accept this position you are not on a waitlist for another class at Montview or with any other school.**
- Works closely with teachers, organizes helping parent schedule, class events, teachers' gifts, set up, take down, clean up days, and sends out weekly reminders to parents.
- **Job starts in early August;** most positions are filled (by the teacher) in the spring of the previous year.
- **Must be available for Class Lemonade in late August.**

- **Must be the primary pick-up and drop-off person for your child.**
- Requires medium to heavy year-round commitment.

Publicity Committee: Approximately 4 positions available

- Energetic, enthusiastic, creative thinker who can sell our school to the public and local media.
- Provides support to other Montview committees including but not limited to Kickball and Carnival.
- Background in marketing, public relations, graphic design, or website management is desired.
- One committee member helps meet office IT needs including Wordpress technical support for school website.
- Requires a medium year-round commitment.

Governing Commission Representative: 2 positions available

- Must attend both Parent Committee meetings on the 2nd Tuesday of each month and Governing Commission meetings on the 4th Monday of each month.
- Communicates school happenings to the Governing Commission.
- Summarizes Governing Commission meetings to the Parent Committee.
- Requires a light year-round commitment.

CREATIVE JOBS:

Circle of Friends: Approximately 4 positions available

- Must be available to provide lunch for staff during Parent/Teacher conferences.
- Helps support staff and families with life changes such as a new baby or family loss.
- Looks for opportunities for staff appreciation.
- Cooking, baking, crafting are all good skills to have.
- Requires a light year-round commitment.

Curriculum Parents: Approximately 16 positions available

- Help teachers in preparing materials, maintaining classroom portfolios and bulletin boards, doing light shopping, assisting with classroom laundry, making play dough, and caring for classroom pets.
- Must be available to the teacher regularly, but many tasks can be completed at home.
- Creativity a plus.
- **Must be the primary person doing drop off and pick up of your child.**
- Requires a light to medium year-round commitment.

Sewing Parent: 1 position available

- Assist teachers with various sewing projects (curtains, dress-up repair, cushion covers, etc.).
- **Must have sewing experience and equipment.**
- Requires a light year-round commitment.

OTHER PARENT COMMITTEES:

Admissions Chair: 1 position available

- **Must be available for the day on February 5, 2018** for Preschool Lottery.
- Must attend Parent Committee meetings on the 2nd Tuesday of each month.
- Assists with compiling enrollment packets in May and orientation packets in August.
- Heavy commitment one day a year, light commitment the rest of the year.

Parent Committee President: 1 position available (may be shared with spouse or partner)

- This position is usually filled in the spring of the previous school year.
- Works closely with the director to meet Parent Committee goals.
- Chairs Parent Committee meetings on the 2nd Tuesday of every month.

- Attends all Governing Commission meetings on the 4th Monday of each month.
- Medium to heavy commitment year round.

Parent Committee Secretary: 1 position available

- Attends Parent Committee meetings on the 2nd Tuesday of every month.
- Takes minutes at each Parent Committee meeting and distributes them to the Parent Committee President and Director.
- Light commitment year-round.

School Treasurer: 1 position available

- Works with the Director and Governing Commission to ensure proper financial management of the school.
- Must have finance background for position.
- Must attend Governing Commission meetings on the 4th Monday of each month.
- Light commitment year-round.

CLASS DESCRIPTIONS

CLASS SCHEDULES*

Montview has the following classes:

2-day classes: Tuesday & Thursday mornings (2 classes), mixed ages (3's and 4's)
 Tuesday & Thursday afternoons (2 classes), mixed ages (3's and 4's)

3-day classes: Monday, Wednesday, & Friday mornings (2 classes), mixed ages (3's and 4's)
 Monday, Wednesday, & Friday afternoons (2 classes), mixed ages (3's and 4's)

4-day classes: Monday through Thursday mornings (2 classes), mixed ages (4's and 5's)
 Monday through Thursday afternoons (2 classes), mixed ages (4's and 5's)

Kindergarten Monday through Friday (1 class), 5 by October 1st

*Class schedules and age mixes may be adjusted, at the sole discretion of the Director, in the best interest of the school.

CLASS COMPOSITION

Age -- Montview accepts children 3-5 years of age. Children must be 3 years old on or before September 1st or by the first day of the school year to be eligible for preschool. Children applying for kindergarten must be 5 years old on or before October 1st. All preschool classes are mixed ages, though we cannot guarantee an even mix of ages.

Gender -- Montview strives for a balanced boy/girl ratio in each class, though we cannot guarantee an even mix of genders.

Class Size -- Maximum class sizes are:

- Rooms 110, 113, and 114 = 15 children per class
- Room 112 = 16 children per class
- Room 115 Kindergarten = 24 children

Exceptions

Extra children may be added to a class at any time, at the sole discretion of the Director, in consultation with the classroom teacher.

ADMISSIONS AND ENROLLMENT

APPLICATION PROCESS

All students, new and returning, must complete an application and submit it with the **non-refundable Application Fee** by the deadlines listed below. On the first business day after the deadline, the Director, the Admissions Chair, and the Lottery Committee conduct the lottery for class placements.

Application for Preschool

The **priority deadline** for application to the preschool is the **first Friday in February**, prior to fall attendance. Applications received after this date will lose any priority placement as described below. A **non-refundable application fee** must accompany each application each year, for currently enrolled students as well as for prospective students.

Application for Kindergarten

The **priority deadline** for application to kindergarten is **the first Friday in December**, prior to fall attendance. Any applications received after this date may not be included in the initial lottery and will lose any priority placement as described below. A **non-refundable application fee** must accompany the kindergarten application, for currently enrolled students as well as prospective students.

Applications Received After the Priority Deadlines

Applications received after the priority deadlines will not go through the Lottery System (see below). Late applicants may still receive class placement if there are openings and may be placed on waiting lists for class placement after applicants who met the deadlines.

CLASS PLACEMENT PROCEDURES

Lottery System

A random lottery is used to determine acceptance and class placements into the school for all applications received by the priority enrollment deadlines. Pre-sorting of the applications permits Montview to give priority to groups as described below.

Each applying child will be placed into one of three lottery groups. The three groups, in the order of preference given in acceptance and in class placement, consist of the following:

- Group 1: All returning students and children of staff members
- Group 2: Siblings of currently enrolled students, siblings and children of alumni families; Montview Boulevard Presbyterian Church members
- Group 3: New students

Siblings are lotteried together unless otherwise requested by the parent.

Notification of Class Placement

Letters notifying families of class placement and parent contracts will be sent by the end of February. The contract must be signed, returned to Montview by the deadline stated in the letter, and accompanied by payment of the **non-refundable** Advance Tuition and Registration Fee in order to secure the child's placement in the class.

Wait Listing for Class Placement

If there are more applicants than spaces available in the school, un-placed applicants will be placed on the waiting list. Those accepted into the school who do not receive their first choice for class placement may have their names placed on a waiting list for the desired class after

signed parent contracts and **non-refundable** Advance Tuition and Registration Fees have been received. If an opening occurs in a class prior to August 10, families will be notified and their child may be moved into the desired class, according to the waitlist. Decisions to move children will also be based on balancing gender, age, and special needs in the classroom, at the discretion of the director.

After August 10th, the director, in consultation with the child's current teacher and the teacher in the desired class, will decide whether or not to move the child based upon the best interests of the child and the program.

Enrollment Probation and Good Fit

There is a six-week trial adjustment period for each child before she/he is considered permanently enrolled in a specific class or in the school. Whenever the relationship between the school and the family is not a good fit or is not mutually satisfactory, the child/family may be dropped from enrollment. The family, teacher, and director will meet to discuss the above situations. If a satisfactory and mutually agreeable solution is not found, enrollment may be terminated at the sole discretion of the director. The school will provide resources to help the family find a program that might be a better fit.

TUITION AND FEES

Rates and General Procedures 2017-2018

Application Fees

The rate for preschool applications is **\$60 for each application**; the rate for Kindergarten applications is **\$80 for each application**. There are no sibling discounts for Application Fees.

Tuition Amount

<u>Class</u>	<u>Monthly</u>	<u>Yearly Tuition, Including Advanced Tuition</u>
2-day	\$243.00	\$ 2,187.00
3-day	\$365.00	\$ 3,285.00
4-day	\$478.00	\$ 4,302.00
Kindergarten	\$826.00	\$ 7,434.00

Tuition Payment Schedule

Tuition payments are due on the 15th of the month prior to attendance, starting August 15th through March 15th. Families admitted to the school after the first of a month will have their tuition for that month prorated. The following is a chart showing when tuition payments are due:

<u>Payment for:</u>	<u>Due on:</u>
September	August 15
October	September 15
November	October 15
December	November 15
January	December 15
February	January 15
March	February 15
April	March 15
May	paid as Advance Tuition with Contract, usually the previous spring

Tuition Payments through Smart Tuition

All tuition billing and payments will be processed through Smart Tuition, a tuition processing company. All families will be enrolled in Smart Tuition. Smart Tuition sends out monthly statements via email at least 20 days before payment is due.

Families can choose to pay by check, automatic debit from a bank account or credit card, or online on the Smart Tuition website. Families have the option to pay for the entire year by August 15th, in two payments on August 15th and January 15th, or monthly from August 15th through March 15th. Returning families will be automatically re-enrolled with the same payment method and plan as last year. New families must fill out and return an enrollment form to the Montview Preschool office.

Smart Tuition charges an enrollment fee each year per family which is included in Montview's registration fee. If you would like to pay the entire annual tuition in the office by July 15th, you will be credited the \$50 Smart Tuition enrollment fee. *Please call the office for the amount of the annual tuition, less \$50 fee and Advance Tuition.

Late Fees

Smart Tuition (see above) charges \$40 for payments received after the due date. The school does not receive any of the late payment fees. Late Payment Fees are not meant to be punitive; they cover the costs incurred by Smart Tuition and the School in following up on late payments.

Insufficient Funds and Failed Automatic Debits

Smart Tuition charges \$30 for any payments that are returned for insufficient funds, incorrect account numbers, closed and expired accounts.

Advance Tuition Payments

An Advance Tuition payment of one full month is required to reserve a child's place for Preschool and Kindergarten. This Advance Tuition payment is considered the tuition for the month of May, the last month of the School Year. A School Registration Fee (see below) must be paid with the Advance Tuition payment. **Both of these fees are non-refundable.** Families who enroll after school begins in September must still pay the Advance Tuition and Registration Fee in order to secure placement in a class. **Families who withdraw during the school year may not apply their Advance Tuition towards the tuition due for their last month of school.**

Registration Fee

The Registration Fee is **non-refundable** and is assessed to all families at the time Contracts and Advance Tuition payments are due. The Registration Fee includes a \$50 Activity Fee per child and a \$50 Smart Tuition fee per family enrollment. Families with two or more children enrolled only pay one \$50 Smart Tuition Fee, as outlined below:

- \$100 for families with one child enrolled
- \$150 for families with two children enrolled
- \$200 for families with three children enrolled

Sibling Tuition Reductions

A 5% reduction in tuition will be given for the second child or additional children of families with more than one child in attendance. The reduction will be applied to the lesser tuition amount(s) when all siblings have been enrolled and in attendance.

Facility Fee

A \$25 Facilities Fee is due August 15th, beginning in August 2018. This fee is **non-refundable** and is charged per child enrolled. This fee is used for capital improvements, facility maintenance, and repairs.

Withdrawal from School

Families who withdraw from school mid-year must submit a written notice to the Director 30 days prior to the child's last day of school. Families who leave the school with at least 30 days written notice will have their tuition pro-rated through the child's last day. For families who do not give at least 30 days written notice, no refund of tuition will be given. **Families who withdraw during**

the school year may not apply their Advance Tuition towards the tuition due for their last month of school.

Delinquent Accounts

Any parent unable to make timely payment should contact the Director **before the due date** to arrange an alternate payment schedule. With advance notice of extenuating circumstances, special consideration may be given to avoid late payment fees.

If payment has not been received after 30 days past the due date without consent of the director, a family becomes delinquent and may face suspension or expulsion. Suspension shall last until all obligations to the school have been paid. Legal action may be considered for accounts not paid in full.

If debts are outstanding, any payments received will be applied to the earliest outstanding debt first. This includes financial aid fees, tuition, late fees, or any other debts.

All tuition and fees for the current school year must be paid in full by April 15th. Families with delinquent accounts after that date may be referred to the Governing Commission. The child may be suspended or expelled and the school may take legal action if deemed appropriate. Suspension shall last until all obligations to the school have been paid.

Advance tuition for an upcoming school year will not be accepted until all tuition and debts for the current or past school years have been paid in full.

Denver Preschool Program Tuition Credits

All children who reside in the city and county of Denver and who are four years old by October 1st in the current school year are eligible to participate in the Denver Preschool Program (DPP), regardless of family income. DPP provides tuition credits for families as well as funds for school equipment and staff professional development.

DPP credits are based on children's attendance in class. If a child misses a significant number of class days during any one month, the DPP credit is reduced according to DPP program policies.

In order to receive these benefits, parents of eligible children must enroll in the DPP program. DPP Applications are available online at www.dpp.org. Our goal is to have 100% participation of all our eligible children. If your family does not need the DPP credits, you may donate these credits to the school. **We ask ALL families with DPP eligible children to enroll in DPP.**

FINANCIAL AID

The Financial Aid program was developed in 1966 to extend the Church's and School's philosophy of providing a program that:

- Helps to fulfill the goal of attracting children from diverse backgrounds to the school, based on a belief in the value of the diverse experiences children can bring to each other;
- Provides a community service by making a high-quality preschool experience available to all children in the Denver area who could benefit from the program but whose families could not afford the full cost of tuition.

Application for Financial Aid

For families in need, Financial Aid applications may be accessed through the School and Student Services (SSS) website at sssbynais.org. To complete this application, families must

provide their financial information, last year's tax return, and W2s to SSS.

To be considered for Financial Aid:

- Currently enrolled families are expected to have met all parent participation responsibilities and all financial obligations for the current school year.
- Families who are eligible for the DPP tuition credits (see Denver Preschool Program tuition Credits above) **must** apply to DPP. Montview will only consider a Financial Aid award **after** DPP credits have been approved for eligible families.

Financial Aid Award Process

The Financial Aid application and process is confidential and is only shared with Montview's administrative staff. Once the application is completed and tax returns and W2s have been provided, School and Student Services (SSS) will calculate the amount a family can afford to contribute toward tuition, based on the financial information provided. Our administrative staff will then review the SSS report and application to determine how much Financial Aid a family may be awarded. Montview will also take into consideration any special tax or family situation that may apply, while maintaining equity with other families who are receiving or who qualify for Financial Aid.

As a private school, our Financial Aid funds are limited. Applications will be considered on a "first come, first served" basis. It may take 4 to 6 weeks to process a Financial Aid Application, so please plan ahead and meet application deadlines to ensure the best possible outcome. Families who are awarded Financial Aid will be notified in writing and are expected to pay the remaining amount of tuition owed by designated deadlines. Financial Aid will not be awarded retroactively.

Emergency Financial Aid

A limited amount of Emergency Aid may be available for families who suffer from special situations such as a job loss or medical emergency. Emergency Aid is short-term (awarded for 30, 60, or 90 days) and is not a substitute to filing a Financial Aid application for long-term needs. Families who need short-term Emergency Aid for special situations may contact the Director to apply.

POLICIES AND PROCEDURES

DAY-TO-DAY INFORMATION

School Hours

Preschool morning classes are 8:30 a.m. to 11:30 a.m. Preschool afternoon classes are 12:30 p.m. to 3:30 p.m. Kindergarten hours are Monday through Thursday, 8:30 a.m. to 2:00 p.m. and Fridays 8:30 a.m. to 11:30 a.m.

Attendance

If your child will not be attending class, please call the office at 303-322-7296 to let us know, preferably prior to the start of class. Children DO notice when a classmate is missing and will feel reassured if the teacher can knowledgably explain his/her absence. If your child is unwell, please share a basic description of symptoms so that we can track illnesses going around.

Parking

Parents may park on Montview Boulevard, Eudora Street, Dahlia Street, and in designated spaces in the Church parking lot. From April through November, street sweeping schedules

affect Eudora Street and Dahlia Street parking. Please observe all street signs; tickets are issued regularly for illegally parked cars.

Also, be aware that Montview Boulevard Presbyterian Church may have functions on some school days making parking difficult. Please have patience on these occasions and respect church attendees who may be attending a memorial service or other church event.

Arrival and Dismissal

Each child must be accompanied by **an adult** to and from the classroom. Parents and caregivers must sign children IN and OUT at the beginning and end of each day. **NO CHILD WILL BE RELEASED TO ANYONE UNDER THE AGE OF SIXTEEN.**

Children should not arrive for class before 8:30 a.m. (morning preschool classes and kindergarten) or 12:30 p.m. (afternoon preschool classes), unless they are with the helping parent who arrives early to help with classroom set-up.

Children should be picked up promptly at 11:30 a.m. (morning preschool classes), at 3:30 p.m. (afternoon preschool classes), or at 2:00 p.m. for the Kindergarten class. The half hour before and after class is the teacher's time for preparation and clean-up, and they are not available for childcare during these times.

At the end of the class session, teachers make sure each child has been signed out and picked up. If a child is not picked up on time, every effort will be made to reach the names of the people on the child's Emergency Contact Form. If no one can be reached after a reasonable period of time, the Director is required to contact Child Protective Services.

Children will be released ONLY to a parent or to an adult listed on the child's Emergency Contact Card. A written request, signed by a parent, and delivered to the child's teacher at the BEGINNING of class is required to release a child to any other adult. If the adult is not known to the teacher, the teacher will request photo identification before releasing the child into the adult's care.

Late Pick-Up

Parents need to arrive at school on time for child pick-up. Young children become distressed when parents are late. Teachers are also prevented from proceeding with clean up, lunch, or leaving for home at the end of the day. To underscore the importance of timely pick-up, Montview will assess a late pick-up fee.

Parents who arrive **10 minutes** past the end of class will be charged a **\$10.00** Late Fee, plus **\$1.00/per minute** until the parent arrives. Exceptions may be made in the event of a true emergency. Please call the office immediately when you are running late so that we can reassure your child that you are on your way.

Adult Supervision After Classroom Sign Out

After a child has been signed out by the parent or caregiver, the child must remain under close supervision by that adult until they have left the building and premises. For safety, please do not allow children to run unsupervised through or out of the building. Also, please respect others who work or have business in our building by using "inside voices" and respectful manners.

Pick-Up by Unauthorized Person

If an unauthorized person attempts to pick-up a child, the child will not be released until the parent has been contacted and has given his or her approval. If we are unable to contact the parent, the child will not be released to the individual. Staff members who encounter an individual who exhibits hostile behavior in response to this policy will immediately call the police.

Visitors

During our regular hours of operation, parents and legal guardians of children enrolled in our program have full access to areas of our facility that are licensed for child care. You are always welcome at Montview! All other visitors to our school must sign in at our school office. For visitors unknown to our staff, a photo ID may be required to verify identity.

Cell Phones

Parents and visitors to our program are required to refrain from using their cell phones within our school spaces. During helping days, the teacher and your child expects you to be actively engaged with the class. Drop-off and pick-up are significant times for children to connect with parents and caregivers. It is important to be available to talk with your child at these times of the day to help build positive relationships between parent and child, and between home and school. Please leave our office phone number - 303-322-7296 - as your emergency contact number if you need to be reached during school hours on your helping days. Cell phones may be kept in locked storage in the classroom or in the office as needed.

Photography

In the interest of child safety, parents and visitors to our program will be strictly prohibited from taking photographs (using cell phone cameras or other cameras) of classroom children while in our care. Only Montview personnel who have been carefully screened will have the authority to take photographs of children for documentation and other school purposes.

Children's Possessions

Children keep their coats, mittens, hats, etc., in their cubbies. Children are asked not to bring other items from home, unless their teacher has asked them to do so. Parents are asked to help us reinforce this practice. A special soft and cuddly item may be brought from home to help with school transitions, with teacher approval. Please do not let children bring money or items of great value to school. We simply cannot guarantee their safety.

Toilet Training

Montview requires all children, except those with an identified special need and a written doctor's order on file, to be toilet trained and consistently independent in managing the necessary self-help skills in the bathroom. When wet toileting accidents happen, teachers will offer coaching and support to the child in managing and changing their own wet clothing. If a child has a bowel movement accident, the teacher will make the child as comfortable as possible while keeping staff and children safe from feces contamination. The parent or caregiver will be immediately contacted to pick up the child from school so that the child can be safely cleaned up at home. Children who are independent in toileting do not wear diapers to school and our classrooms are not equipped with changing stations to manage sanitary diapering.

Snow Days

The decision to close school due to bad weather is made by the Director. Please listen to the local TV stations that announce school closings. Generally speaking, Montview follows the Denver Public School closures, though reserves the right to close school at other times in the interest of safety. When school closures occur, parents will be notified through text message from the Classroom Representative. We respect the right of each family to make its own decision in regard to safe travel during inclement weather.

In the event that a storm occurs or is expected while children are in school, an early school closure may be announced. Again, the closure will be announced on TV and text messaging will be activated. Staff will remain with children until all are picked up.

Smoke-Free and Drug-Free Premises

Montview is a smoke-free and drug-free campus. Smoking and drug use is not permitted in the building or on the playground.

THE START OF THE SCHOOL YEAR

Home Visits

In mid to late August, teachers will schedule a Home Visit for each child. A Child makes a better adjustment to school if given an opportunity to meet the teacher prior to the first day of school.

Class Lemonade

Each class will host a Lemonade on the playground in late August, prior to the start of school. This is an opportunity for children, parents, and teachers to meet in a relaxed social setting. Parents will also sign up for their Helping Days at the Lemonade.

Parent Orientation

Parent Orientations are planned in late August, before the first week of school, to introduce parents to the classroom and to their parent responsibilities. *It is required that at least one parent from each family attends Parent Orientation, even if they are a returning family.*

Routines for the first days of school are designed to help children begin their new experience comfortably. During the first week of school, children's attendance is staggered so that only half of the children come to the classroom at one time. Teachers will work with parents to help ensure smooth transitions to the classroom.

For some children, a soft, cuddly toy from home may help with transitions. Please talk with your child's teacher about items that are appropriate to bring from home. All items from home should be clearly labeled with your child's name, including outdoor gear – coats, hats, mittens, and boots. Money and treasured items of value should not be brought to school – they may be difficult to share and can easily become lost or broken when sharing with others. We also ask that children do not bring weapons to school. Each child should keep a change of clothing in a labeled bag at school for a change of clothes if needed.

During these early days, behavior in school may differ in many ways from home behavior. A child may linger by the parent or teacher or remain by himself/herself, watching without actively participating. Many children are especially clingy or fussy on the parent's helping day. A child's choice of toys or playmates and behavior may differ from those at home. We feel that a child should not be pressured into activity in school until he/she feels comfortable and ready for active participation. For some children, watching and observing may be *their way* of participating.

FIELD TRIPS

Occasionally, a class may have a field trip to a developmentally-appropriate location, such as the aquarium, the Botanical Gardens, City Park, a fire station, a bakery, etc. Field trips are planned by teachers when they meet a group need and in consideration of the group's makeup. Children are kept in small groups and wear "name" tags with the school's name and phone number. The school office will keep an accurate itinerary of all field trips.

Children may attend off-site field trips only if parents/guardians have signed a permission slip to do so. Unscheduled neighborhood walks may be taken on occasion; parents/guardians sign a release for these activities in their annual Parent Cooperative Contract. When unscheduled walks occur, the classroom will post the destination, the route, and the timing of the activity.

Field Trip Transportation

Montview staff members do not provide transportation for children on field trips. Transportation to and from non-walking field trips must be provided by individual parents/guardians, and it is their sole responsibility. Parents are encouraged to drive only if they have their own liability insurance, a valid driver's license, and can provide approved child car seats.

Parents Accompanying Children on Field Trips

Parents are always welcome to come on field trips with their child – extra assistance from adults is always needed. If you believe your child will have a difficult time on a field trip, please plan to be with your child.

Arriving Late for a Field Trip

If a child arrives late at school on a field trip day or if the class is meeting at a different location, the parent will be asked to meet the teacher and other children at the field trip location. If that is not possible, the parent will be asked to take the child home.

Emergencies on a Field Trip

Our staff is well trained and equipped to handle first aid at school and on field trips. They carry first aid kits, cell phones, and children's emergency contact information. In the event of an emergency, staff will call 911. Staff will also be in contact with the school office if any special situations arise.

COMMUNICATIONS

Communication between home and school is a priority at Montview.

Shoebags

Each family will be assigned a "shoebag" in the vicinity of the child's classroom. The shoebag is where teachers will place class letters and children's art projects; Parent Committees will drop off information about upcoming events and the school newsletter; and our office staff will distribute other important school information as needed. Please check and empty your shoebag DAILY. **SHOEBAGS MAY NOT BE USED FOR ANY NON-SCHOOL RELATED COMMUNICATIONS, INCLUDING THE DISTRIBUTION OF PARTY INVITATIONS.**

Email

Our primary method of communication is via email. **Parents must provide us with a current, often-checked email address that is updated as needed.** If you prefer communication by paper, please let the office and your teacher know. While the use of email has helped us to reduce paper usage and to speed communication to families, please use it wisely. The nature of our small community is such that rumors and ill feelings are magnified considerably when discussed via email. **Please do not use our distributed email lists to air concerns that could be better addressed through direct contact with the parties involved. It is strictly prohibited to use our distributed email addresses to advertise any business, services, or other non-school related information.**

School Directory

A school directory will be distributed to each family in October with class lists and contact information for families, committees, and staff. Please respect the privacy of our families and

staff members by limiting the use of contact information from the school directory (including phone numbers, email and mailing addresses) to school purposes only. **Please do not use our School Directory to contact our parent body advertising your services, business, or any other non-school related enterprise.**

Updating Family Information

Parents must inform the school office and the teacher when there are changes to their phone number, physical address, email address, or health and emergency information. It is also important that you let us know if there are changes in family dynamics, i.e., divorce, separation, or changes in custody. It is critical that we know how to reach parents or guardians in regard to important school communications and/or emergency situations.

Parent/Teacher Conferences

Twice a year, in November and April, Montview schedules parent/teacher conferences to discuss learning, development, and child progress. Other conferences may be called at any time to share concerns or other important information between home and school. The Director may be included in such conferences if necessary.

School Evaluations

Parents will be provided with a school evaluation/parent survey at least once a year. These evaluations help us to identify our strengths and our challenges. Evaluation results will be shared with parents, teachers, administrative staff, and our Governing Commission. We will use this feedback for strategic planning and for making program improvements. We value your honest feedback!

Grievances

As a general rule, when problems arise it is healthier and more constructive to first address them with the immediate party (or parties) involved. In the classroom, we teach children to acknowledge their feelings, voice their needs, and to work collaboratively with their peers to problem solve. As adults, we have a great opportunity and a responsibility to model these skills for children to follow. When issues arise, please use the following guidelines in addressing concerns:

- Concerns in the classroom should first be discussed directly with the lead teacher.
- Concerns regarding your parent job responsibilities should first be discussed with the chairperson of the committee.
- Concerns with policies or school procedures should first be discussed with the Director.

If you cannot, on your own, resolve your concern following the above procedures, please feel free to contact our Director for help in finding solutions. ***We very much appreciate it when concerns are addressed with compassion and with an attitude of working together cooperatively. Concerns that are expressed in anger very seldom lead to the desired outcomes. Likewise, when concerns are not addressed, problems may actually escalate. We appreciate your cooperation in appropriately addressing concerns as they arise.***

HEALTH AND SAFETY

Snacks and Lunches

Preschool children receive a snack each day in their class, provided by the Helping Parent, according to the following guidelines:

- Only whole fruits and vegetables and commercially pre-packaged foods are allowed, according to the Colorado Department of Public Health and Environment (CDPHE). **No exceptions.**
- Snacks must include two different food groups with one being either a fruit or vegetable.

- No nuts or nut products. (For clarity, coconut and sunflower seeds are NOT tree nuts and are allowed for snacks.)
- No sugar-sweetened beverages including soda, fruitades, fruit drinks, flavored milks, and sports/energy drinks. 100% fruit juice may be served up to 2 times per week.
- Any necessary food preparation (such as cutting fruits and vegetables) must be done on-site at school in our food prep sink.

Kindergarten students bring their own snacks and lunches that may be stored in the classroom refrigerator. Please provide nutritious lunches and snacks that do not need to be heated. Food brought from home must meet current USDA child and adult care food program meal pattern requirements, according to the Colorado Department of Public Health and Environment (CDPHE) and our "No Nut" policy.

Nut Allergies

Due to the severity of children's allergies to nuts, the school has a "No Nut" policy. Nuts, especially peanuts, and nut products (for example, peanut butter), are not allowed in the school. This applies to helping day snacks, special events, and Kindergarten lunches. Parents will be given a suggested list of appropriate nut-free snacks for their helping days.

Other Food Allergies

In response to children with other food allergies such as dairy or eggs, we have been asked to eliminate those foods from the snack lists as well. Parents argue that if we are willing to accommodate children with nut allergies, we certainly should accommodate other food allergies.

There are two major differences between nut allergies and other food allergies. First, while nut allergies can be potentially fatal to a child, other allergies rarely are. Second, unlike other foods, nut residues can be airborne and thereby contaminate the very air breathed by a child with a severe nut allergy. Because of these differences, we will continue to ban nuts, but will expect parents who have children with other allergies to provide their own snacks, as needed. It is simply too difficult to eliminate all foods that children are allergic to. Teachers will happily provide shelf storage of snacks for children with allergies, as long as these allergies are documented by a health care professional. These snacks must also meet the above snack guidelines.

For families with food preferences (gluten free, vegan, etc.), we ask that you either "opt out" of the daily community snack and pack an individual snack for your child each day (according to the above snack guidelines) or "opt in" and allow your child to pick and choose from the community snack provided. *We appreciate your understanding and cooperation in this matter.*

Health Forms

The State of Colorado requires that we obtain a **Physical Exam Form**, signed and dated by a physician who has examined the child within the past 12 months, and a current **Certificate of Immunization** prior to attendance at school. **These forms must stay current throughout the school year.** This means that if your child's form expires during the school year, a new Physical Exam Form must be provided to the office on or before the expiration date (365 days after date of last exam).

For the safety of all our children and staff, students who do not have current health records on file in the School Office may be excluded from the classroom. These forms are due by **July 15th** in order to reserve your child's placement in the classroom. Children with allergies, asthma, or other chronic medical conditions MUST submit all required health forms by July 15th in order to avoid a delayed start to school.

These health forms are considered confidential documents and are seen/reviewed only by our school staff. In compliance with state licensing, a small percentage of student forms may be

reviewed annually by a licensing agent from the Colorado Department of Public Health and Environment or by our Nurse Consultant.

At any given time, unimmunized children may be enrolled in the school due to medical, religious, or personal exemptions. In the event of an outbreak, exempted persons may be subject to exclusion from school and to quarantine. New state regulations require that parents who claim a personal or religious exemption to immunizations must complete and sign a state issued exemption form.

Special Health Care Needs

For children identified with special health care needs – including known allergies, medications (including over-the-counter products), special diets, personal or religious exemption from immunizations, or any chronic health condition – **additional forms will need to be completed prior to school attendance.** You may pick up these forms in our school office.

Licensed programs such as ours are heavily regulated in regard to special health care needs. **Please plan ahead to ensure that all of your child's health forms are complete and in our office no later than July 15th.** Some health care needs require specialized training of our staff. Without the proper documentation for special health care needs, your child's start date may be delayed and/or your child may be excluded from the classroom. **We cannot make exceptions to policy in these situations.**

Medication Administration

As mentioned above, Medication Administration is heavily regulated (this includes both prescription and over-the-counter medications). For this reason, parents are strongly encouraged to administer medications at home, before or after class, whenever possible. Children with chronic conditions (such as asthma or diabetes) or emergency medications (such as EpiPens) **must have these medications available at school, along with the appropriate forms, in order to attend class.**

Illness Policies

There are times when children are simply too sick to be in school due to the type or intensity of symptoms or due to the illness being infectious to others. In order to minimize frustration by calling parents from work or other activities, we ask that our families **use the following guidelines in deciding when children are too sick for the classroom and should remain at home:**

- If the child doesn't feel well enough to take part in all normal classroom activities including outdoor, active play (i.e. overly tired, fussy, crying, etc.)
- If the child needs more care than teachers can give and still care for other children in the classroom.
- If the illness is on the list below:

Please observe the following guidelines for common specific illnesses:

Symptoms	Child Must Be at Home
Diarrhea	Two or more episodes of diarrhea or uncontrolled diarrhea within the past 24 hours
Fever of 100° w/symptoms or 101° w/o symptoms	Yes when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
"Flu-Like" Symptoms	Fever over 100° w/cough or sore throat; tiredness, body aches, vomiting and diarrhea; remain home for at least 24 hours after fever is gone w/o the use of medicine that reduces fever
Coughing	If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing

Respiratory or Cold Symptoms	Keep home w/colored drainage, if symptoms are severe or if child is not able to participate in all activities
Undiagnosed Rash	Any rash that spreads quickly, has open, weeping wounds and/or is not healing
Vomiting	If child throws up 2 or more times in past 24 hours
Chicken Pox or Varicella	Until all sores have dried and crusted
Fifth's Disease	Child is no longer contagious once rash appears
Hand Foot and Mouth Disease or Coxsackie Virus	Until fever is gone, mouth sores are healing/scabbed, drooling has ceased
Head Lice	Until after first treatment w/a lice-killing shampoo; must be nit free
Impetigo	24 hours after starting antibiotics
Respiratory Syncytial Virus (RSV)	Requires doctor release to return
Pink Eye or Conjunctivitis	24 hours after treatment begins; with no eye drainage
Ringworm	Until after treatment begins; rash must be covered
Strep Throat	24 hours after starting antibiotics
Vaccine Preventable Diseases – Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Until child is no longer contagious
If any family member is currently being tested for Pertussis (Whooping Cough) or bacterial Meningitis, the child may NOT come to school until cleared by the State Health Department.	

We follow the guidelines of the Colorado Department of Public Health and Environment (www.cdphe.state.co.us) in managing illness and health issues at school. We also reserve the right to strengthen the guidelines when it helps to protect the health and safety of our children and our staff.

Please notify the School Office (303-322-7296) when your child will be missing school for illness or for any other reason. Our classroom children DO notice when classmates are not present and it is comforting if teachers can knowledgeably explain their absence.

Illness or Injury at School

If a child receives a minor injury (like a scrape) at school, the Staff will administer first aid and will complete an accident report. One copy of the report will be given to the parents and one copy to the Director for the child's file. The teacher and/or the Director will decide whether the parents should be called or if the written notice will suffice.

If a child becomes ill at school, parents will be immediately contacted and asked to take the child home for care. When parents cannot be reached, school staff shall contact authorized adults listed on the child's Emergency Card to pick up the child. Depending on the illness/injury, the child may be removed from the classroom and kept comfortable in the School Office until the parent or authorized adult arrives to pick them up.

In the case of severe injury or illness, 911 will be called, and the parents will be notified.

Exposure Control Plan for Potentially Infectious Materials

All bodily fluids (blood, vomit, urine, feces, and saliva) have the potential to infect those who come into contact with them. Licensing requires that we provide an Exposure Control Plan for handling these potentially infectious materials. *All staff and helping parents must follow the procedures below when they are at risk of coming into contact with bodily fluids.*

- Wear disposable gloves when dealing with body fluids. Gloves are located in every classroom and in each first aid kit.
- Place any contaminated materials (tissues, bandages, wet or soiled clothing, etc.) in a double, zip lock bag. Contaminated trash must be disposed of in the trash dumpster

outside. Contaminated clothing should be marked "Bio-Hazard" and placed in a secure location (inaccessible to children) to be sent home with the family for laundering.

- Clean up any spills according to our classroom Sanitizing/Disinfecting procedure.

Sunscreen Policy

Licensing Regulations require that children must wear sunscreen for outdoor play. At Montview, parents and/or guardians are required to apply sunscreen prior to preschool drop-off each day. Sunscreen that is waterproof, is SPF 15 or higher, and that supplies protection for at least 4 hours must be applied according to label instructions. Your daily signature on the classroom attendance sheet confirms that you have applied sunscreen to your child within 30 minutes of arrival at school.

For children in Kindergarten, parents must follow the above guidelines and sunscreen will be applied at school when outdoor play occurs more than 4 hours after drop off.

Parents are also advised to provide additional sun protection as needed, i.e., sun hats and protective clothing. All parents must sign a Sunscreen Authorization Form prior to the start of the school year.

Outdoor Play and Temperature Extremes

Our classes plan to play outdoors for approximately 30 minutes each day. We ask that parents provide coat, hat, and mittens in cold weather, and provide boots when snow is on the ground. Montview has extra cold weather gear available for children who do not bring their own. During extremely cold (below 20° F) or hot weather (above 95° F) children will remain inside for gross motor activity.

Hazardous Materials

The classroom may contain breakable items (flower vases, snack dishes, etc.), real tools at the workbench, and other items that could pose a safety hazard. Classroom teachers are specially trained to maintain a safe environment and to teach children how to safely work with such materials.

EMERGENCIES

General Safety

Teachers provide close supervision and frequent "head counts" both inside the classroom and outdoors. Our staff is well trained in First Aid, CPR, Universal Precautions, and Emergency Procedures.

Fire Safety

Each classroom has a posted evacuation plan and teachers regularly provide practice drills with the children, using the following procedures:

- Gather all children and quickly escort them out of the building following the designated route. Teachers will take their Attendance Sheets with them.
- The class proceeds to the evacuation area away from the building and checks their attendance to ensure that all children have evacuated.
- The Administrative staff will make a final check of the classrooms, bathrooms, and hallway area to make sure that all children have been escorted to safety. They will also take the Emergency Card file with them to the evacuation area.
- The Director will check with each classroom teacher to ensure that all children are accounted for, according to Attendance Sheets. Any missing child will be reported to the firefighters and a search will ensue.

- When an “all clear” has been sounded, teachers and students will return to their classrooms. If it is not possible to return to the building, parents will be contacted to pick up their children.

Tornado Safety

During threatening weather, our office staff checks and tracks developing storms through local weather channels. Each classroom has a posted evacuation plan and teachers regularly provide practice drills with the children, using the following procedures:

- The office staff will notify classrooms to take precautions.
- All children and staff proceed to the basement level of the building, away from glass and windows.
- Children will sit against the wall with their knees up and heads down between their knees. They will remain in this position until the “all clear” has been sounded, then they will be safely escorted back to their classrooms.
- In the event of a real Tornado, parents are advised to seek safety in their location and not attempt to reach their child at school.

Lost Child

If a child becomes lost while at school, the teacher will immediately contact the school office and the Director. All available Church and School staff will be employed to search for the child. If the child is not found within 15 minutes, the Police and parents of the child will be notified. Staff will continue searching for the child until found.

REPORTING ABUSE, NEGLECT, OR LICENSING COMPLAINTS

Montview Community Preschool & Kindergarten is fully licensed by the Colorado Department of Human Services, Division of Childcare and the Denver Department of Excise and Licenses. We also meet requirements of the local Fire Department and Colorado Department of Public Health and Environment. Our most recent licensing, fire, and health department inspections are posted in our school office. We strive to provide a program that meets or exceeds the rules and regulations issued by these departments. If you have questions or concerns, please contact our Director.

As required by law, any staff member that has reasonable cause to know or suspect that a child in their care has been subjected to physical, emotional, or sexual abuse or neglect must report to the Department of Human Services or to the local law enforcement agency. Parents may also report any suspected abuse or neglect by calling:

Child Abuse Hotline at 1-844-CO-4-KIDS (1-844-264-5437)

If you have a licensing complaint, you may contact:

**Office of Early Childhood
Colorado Department of Human Services
1575 Sherman Street
Denver, Co 80203-1714
303-866-5958**