



Updated March 2026

FAMILY

HANDBOOK

faith fun friends

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Parent & Family Handbook

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Calvary Preschool Mission and Vision

Vision

Calvary Preschool is part of the mission and outreach of Calvary United Methodist Church. We provide a nurturing, Christian environment where children develop a love for learning. Our program prepares children for kindergarten by focusing on social skills, academic readiness, and emotional and spiritual growth.

Faith

We believe children are a precious gift from God, and our greatest hope is for each child to feel His deep, unconditional love. Through stories, music, interactive lessons, and weekly Chapel, we explore how God shows His love and how we can share it with others. Faith is gently woven into our daily routines through age-appropriate Bible stories, songs, prayer, and weekly chapel time. Our goal is to help children grow in their understanding of God's love in a way that is uplifting, respectful, and nurturing for every family in our school community.

Fun

Since 1975, Calvary Preschool has nurtured young learners through hands-on, play-based experiences. Our goal is to create a joyful, engaging environment where children develop a love of learning and build essential skills for the future. We embrace a play-based approach to early childhood education because we believe that young children learn best through hands-on exploration, imagination, and discovery. Play is not just fun—it's how children develop critical thinking, problem-solving skills, language, self-regulation, and social-emotional understanding. This method is widely recognized as developmentally appropriate because it honors each child's unique pace of growth while fostering a love of learning that lasts a lifetime.

Friends

Social and emotional development is just as important as academic learning in preparing children for elementary school and beyond. With small class sizes and two nurturing teachers in each classroom, children build meaningful relationships with both their peers and teachers, fostering a strong foundation for growth.

Philosophy

Play is a vital part of a child's development. We provide a safe, loving Christian environment where children can play, share, and learn together in an atmosphere of warmth and acceptance. Parents/guardians receive support in the rewarding yet challenging journey of raising children through our dedicated teaching staff, church community, and family events throughout the year. Calvary Preschool is committed to meeting the community's need for high-quality early childhood education and care.

Goals

1. We accept, respect, and appreciate each child and family while recognizing that every child is unique, and every family brings its own experiences and traditions. We embrace this diversity by building strong relationships, celebrating differences, and fostering a welcoming community of care and understanding.
2. To support children's learning in a fun and engaging way, we provide age-appropriate materials and equipment that encourage exploration and discovery. Our classrooms are filled with hands-on learning tools, interactive centers, and creative play areas that spark curiosity and joy.
3. We actively promote physical development by encouraging large motor skills through outdoor and indoor play, including running, climbing, and movement activities. At the same time, we strengthen fine motor skills through manipulative toys, block building, puzzles, art, and other hands-on activities that support coordination and dexterity.
4. Creativity is nurtured through daily experiences in music, art, and literature. Children are given opportunities to sing, dance, paint, and engage in imaginative storytelling, allowing them to express themselves freely and develop a love for the arts.
5. We foster a love for language and communication by incorporating games, stories, and conversations into our daily routines. Through engaging read-alouds, group discussions, and playful interactions, we help children develop strong language skills and confidence in expressing their thoughts.
6. Finally, we believe in partnering with families to provide the best care and education for their children. We do this by maintaining open communication, offering resources and support, and inviting families to participate in school events, ensuring a collaborative approach to each child's growth and success.

Discipline

At Calvary Preschool, we view discipline as an opportunity to teach, guide, and connect with children in a way that nurtures their social-emotional growth. Conscious Discipline, grounded in brain research and emotional intelligence, focuses on building a sense of safety, belonging, and connection. We strive to understand the emotions behind behaviors and use these moments to teach children self-regulation, empathy, and problem-solving skills.

The word “discipline” originates from “disciple,” meaning a student or follower. Discipline, therefore, is about learning—not punishment. It’s an opportunity to guide children in understanding their feelings, managing their impulses, and interacting positively with others. Our approach emphasizes doing *with* children, rather than doing *to* them.

Our Discipline Goals

Our goal is to help children develop:

- **Self-regulation:** The ability to manage emotions and behaviors effectively
- **Responsibility:** Recognizing the impact of their actions on themselves and others
- **Connection:** Building positive relationships through empathy, kindness, and cooperation

Principles of Our Conscious Discipline Approach

Teachers focus on creating a calm, safe environment that supports learning and emotional growth. Here are the techniques we use:

- **Composure and Modeling:** Teachers model self-regulation and calmness to help children learn how to regulate their own emotions.
- **Connection First:** Building strong, caring relationships with each child creates a foundation of safety and belonging.
- **Encouragement Over Praise:** Recognizing effort and progress fosters intrinsic motivation and self-worth.
- **Understanding Behavior as Communication:** All behavior is a form of communication. Teachers ask, “What is this child trying to tell me?” to identify the needs or emotions behind the behavior.

- **Teaching Problem-Solving:** Through guided practice, we help children learn how to solve conflicts and navigate challenges with respect and empathy.
- **Positive Intent:** We assume children’s behavior reflects unmet needs or developing skills. Approaching misbehavior with positive intent fosters trust and understanding.

Conscious Discipline Techniques

- **Safe Spaces:** Providing a calming area where children can self-regulate and practice managing emotions
- **Choice and Responsibility:** Offering choices within boundaries to help children feel empowered and teach decision-making skills
- **Consistent Expectations:** Clear, consistent routines and expectations building trust and predictability
- **Redirection:** Guiding children toward appropriate behaviors instead of focusing on what they *can’t* do
- **Logical Consequences:** Allowing children to experience the natural outcomes of their actions while offering support and guidance
- **Mindful Breathing:** Teaching breathing techniques and calming strategies to help children manage big emotions

Our Commitment

Teachers will never use physical punishment, threats, humiliation, or any form of verbal abuse. Instead, we use connection, empathy, and firm yet kind boundaries to support children when they are dysregulated. During challenging moments, our role is to provide the calm presence children need to feel safe and regain control.

At Calvary Preschool, we believe discipline is about building skills, fostering emotional resilience, and creating a classroom community based on love, respect, and understanding. Together, we help children learn how to navigate their world with confidence and compassion.

Quality Improvement Goals & Annual Review

Our program is committed to ongoing growth, reflection, and excellence in the care and education we provide. Each year, we develop Quality Improvement Goals to guide program enhancements, staff development, family engagement, and overall program quality.

Annual Distribution

- Quality Improvement Goals are reviewed and finalized annually.
- The current year's goals are shared with staff and families each February.
- Goals may be distributed electronically and/or reviewed during staff meetings to ensure understanding and alignment.

Accessibility

- A hard copy of the current Quality Improvement Goals is maintained in the preschool office.
- Staff or families may request to review the hard copy at any time by asking a member of the administrative team.

Purpose

Quality Improvement Goals help us:

- Reflect on strengths and identify areas for growth
- Ensure alignment with licensing regulations, ECERS/ITERS standards, and best practices
- Strengthen communication, safety, learning environments, and family partnerships
- Maintain a culture of continuous improvement and accountability

We value transparency and collaboration and welcome feedback as we work together to grow and improve our program each year.

Curriculum

The daily curriculum is structured so that children learn the skills they need to enter kindergarten while in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children.

Experience Curriculum

Calvary Preschool uses *Experience Curriculum* as the core curriculum of our studies. *Experience Curriculum* is a play-based, research-backed curriculum organized around monthly themes that spark curiosity and promote hands-on learning across all domains - language and literacy, math, science, social studies, art, and music. Children learn through exploration and discovery in an environment that encourages creativity, problem-solving, and joyful engagement.

Learning Without Tears

Learning Without Tears is our developmentally appropriate and handwriting curriculum. We incorporate *Learning Without Tears* into our instruction to support early writing, literacy, and fine motor development. This curriculum offers a multi-sensory, developmentally appropriate approach to handwriting that is both fun and effective for young learners. Through music, movement, hands-on tools, and playful activities, children gain the foundational skills they need for writing readiness and academic success.

Experience God

To nurture children's spiritual growth, we use the *Experience God* curriculum, which aligns with our weekly themes and introduces simple, foundational truths about God's love and character. Through Bible stories, songs, art, and guided conversations, children learn about kindness, gratitude, forgiveness, and the joy of being part of God's family. This curriculum helps children build a lifelong relationship with God in a way that is gentle, joyful, and age-appropriate.

Conscious Discipline

At Calvary Preschool, we are committed to creating a classroom environment that supports emotional safety and positive behavior. We use *Conscious Discipline*, a trauma-informed social-emotional learning program that equips both teachers and children with tools to manage emotions, resolve conflict, and build strong relationships. Through daily routines, modeled behavior, and connection-focused strategies, children learn self-regulation, empathy, and respect for others in a supportive community.

Communication

Official Method of Communication

At Calvary Preschool, Brightwheel messaging is our official method of communication. You can expect to receive a weekly message from your child’s teacher to keep you informed about classroom activities, lesson plans, and other pertinent details. It is your responsibility to let us know if you are not receiving our messages.

Interpreter & Language Assistance Policy

Calvary Preschool is committed to communicating with every family in their preferred home language. We provide translation and interpretation services **at no cost** to families to ensure full access to all school information.

Language Preference

Families may indicate their preferred language during enrollment or at any time during the school year. We will use this preference for all written and verbal communication.

How We Provide Language Support

To support clear communication, we use:

- Professional interpreters for conferences, meetings, and important or sensitive information (paid for by Calvary Preschool).
- Bilingual staff, when available, for informal communication.
- Translation tools such as Google Translate, Microsoft Translate, etc. for simple, non-sensitive messages.
- Translated Information

When possible, we provide translated versions of:

- School announcements and reminders
- Policies and important documents
- Daily communication
- Conference notes and developmental updates
- Health, safety, or behavior communication

How to Request Assistance

Families may request an interpreter or translation support at any time by contacting their child’s teacher or the Preschool Director. We will arrange support promptly.

Confidentiality

All interpreters—professional or staff—maintain strict confidentiality. Children are never used as interpreters.

Parent/Teacher Communication

Teachers will primarily communicate with parents/guardians via Brightwheel. Parents/guardians are encouraged to message teachers or administrators using the Brightwheel app or via email.

Caregivers of children in the program will have daily opportunities at pick up to discuss the events of his/her child’s day. Written communication **may** also be in your child’s folder, so please make sure to check it daily.

You may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or mobile device.

Special conferences may be requested by the director or child’s parents/guardians as needed.

To further foster whole family relationships, parents/guardians of children enrolled at Calvary Preschool are welcome to visit at any time by scheduling a time that works best for both the teachers and them.

Meet-the-Teacher Visits

Calvary Preschool hosts an Open House before the start of school, where parents, families, and children are welcome to stop by, meet their teacher, and explore the classroom together.

This is a wonderful opportunity for your child to become familiar with their new learning environment and for you to connect with our staff ahead of the first day!

Parent/Teacher Conversations

Formal parent/teacher conversations will be scheduled in the fall and in the spring, and school will not be in session during those times. These meetings are scheduled during the day and teachers will post a sign-up approximately two weeks prior to conference dates.

If you have specific concerns, conferences may be scheduled anytime by appointment.

24-Hour Communication Rule

To foster a respectful and productive environment, we observe a 24-hour rule regarding communication about any concerns or incidents that may arise. This means we ask you to wait 24 hours after an event occurs before reaching out to teachers or administration, ***if the situation is not emergent. If this is the case, please reach out immediately.*** This policy is designed to ensure that everyone involved can approach the situation with a calm and clear perspective. We appreciate your understanding and cooperation in helping us create a safe and supportive environment for all members of our community.

Policies and Procedures

Google Photos

We use Google Photos to share classroom photos with parents/guardians. The photo albums are only shared with you and are not meant to be distributed beyond your family. While you are welcome to download and share individual photos, **you may not share the Google Photo link itself**. This helps us maintain privacy and security for all children in the class. Please note that Calvary Preschool is not liable for how photos are shared once downloaded and shared outside the provided Google Photo link.

Parent/Guardian Observations

Parents/guardians are always welcome. Visits are *best* made after September to allow children time to adjust.

While caregivers are always welcome, it is helpful to coordinate with your child's teacher so that your observation does not conflict with another visit or other school activities (i.e. picture day, vision or hearing screening days, etc.).

Visitors **must** stop at the Security Welcome Desk and sign in so that we can maintain an accurate account of people in the school.

Calvary United Methodist Church Involvement

On occasion, you will receive information about Calvary United Methodist Church (CUMC) in your child's folder or posted in the preschool hallway. This will keep you informed of the CUMC's activities. Please accept our warm welcome to attend any service or program. The CUMC has a pastoral staff to serve you. Everyone is welcome.

Service times:

Sunday Morning Service: 11:00 a.m. September to May
10:00 a.m. June to August

Fundraising

Occasionally, Calvary Preschool will hold a fundraiser for a specific purpose that benefits the preschool. Fundraising is completely voluntary and is not a requirement of families associated with Calvary Preschool. Volunteers are a big help during these fundraising events.

Parents Night Out

Calvary Preschool hosts Parents Night Out events throughout the school year. These events are an additional charge to the parents or caregivers (not included in tuition). Parents/guardians can have an evening to themselves while Calvary staff care for your kids. We welcome both current and past families to take part in these events.

After-School Events

Calvary Preschool occasionally hosts a third-party company to hold an after-school event such as soccer, dance, art, etc. These are an additional cost to the parents/guardians (not included in tuition).

Camps

Camps are occasionally hosted by Calvary Preschool. These are an additional cost to the parents/guardians (not included in tuition). Camp information will be provided via Brightwheel and will abide by state and local laws including licensing regulations.

Field Trips

Because of safety concerns with transporting children, Calvary Preschool hosts on-site field trips to enhance learning for our students. The fee for field trips is built into the “Class Fee” that is paid upon registration.

School Photos

School photos are offered occasionally throughout the year by a third-party company. These photos are available for purchase through this company and are an additional cost to families.

Other On-Site School Activities

Occasionally, Calvary Preschool will host on-site activities during or after school hours. These events will be communicated to families and may or may not be an additional cost to families.

Class Pets and Other Emotional Support/Service Animals

Some classrooms have a class pet. Class pets are kept in accordance with licensing and health department regulations. Calvary Preschool reserves the right to keep class pets and/or emotional support or service animals in the building, so long as they are in accordance with state and local laws.

There are also times when a child wants to bring a pet from home as part of their show-and-tell. This is approved on a case-by-case basis by the Director.

Toys and Items from Home

At Calvary Preschool, we strive to create an engaging learning environment where children can fully participate in classroom activities without unnecessary distractions. To support this goal, toys and personal items from home are not permitted at school, except on designated show-and-tell days for your child's class.

If a toy is brought to school outside of show-and-tell, it will be placed in the child's backpack or held by a staff member until dismissal. Thank you for partnering with us to maintain a calm, joyful, and organized learning environment for all students.

Partnerships and Support

Life Changes

Extended illnesses, the addition of a sibling, a change in caregivers, etc. can affect your child. We want to support your child and help them. Please inform the teacher or administrators of any circumstances that may have an impact on your child.

Supporting Families Experiencing Trauma or Adversity

Calvary Preschool is committed to creating a safe, nurturing, and responsive environment for all children and families, including those experiencing stress, hardship, trauma, or significant life changes. We believe that strong relationships, sensitive communication, and compassionate support are essential to a child's well-being and learning.

Our Approach

- We partner with families in a respectful, confidential, and nonjudgmental manner.
- Staff use trauma-informed practices, including predictable routines, calm communication, and supportive guidance, to help children feel secure and regulated.
- We recognize that children may express stress or change through behavior, emotions, or physical cues, and we respond with understanding and developmentally appropriate strategies.

Family Support

- Families may share concerns or circumstances privately with the Preschool Director or teaching team at any time.
- When appropriate, we connect families with community resources such as counseling, food assistance, early intervention services, financial aid programs, and faith-based support.
- Staff will collaborate with families to develop individualized strategies that help their child feel safe, supported, and successful at school.

Confidentiality & Dignity

All personal information shared with Calvary Preschool is treated with care and confidentiality. We honor each family's experience and strive to be a consistent, compassionate partner during times of difficulty or transition.

Connecting Families With Community Service Agencies

Calvary Preschool is committed to supporting the well-being of our children and families by connecting them with helpful community services and resources. We recognize that families may experience a wide range of needs throughout the year, and we strive to provide guidance, information, and encouragement whenever support is needed.

Community Resource Connections

- Families may request assistance at any time by speaking with the Preschool Director or a member of the teaching team.
 - Based on the family’s preferences and needs, we can provide referrals to local organizations that assist with:
 - Early childhood developmental services
 - Child and family counseling
 - Food, clothing, and housing support
 - Medical and dental services
 - Financial assistance programs
 - Mental health resources
 - Parenting education and family support groups
-

Resource Wall

Calvary Preschool maintains a **Resource Wall** in the school building with brochures, contact information, and program details for a variety of community agencies and support organizations.

Families are welcome to access these materials at any time, and new resources are added regularly as organizations update their services.

Supportive and Confidential Process

Conversations about family needs are handled with care and confidentiality. We honor each family’s choices and only share information with outside organizations when given permission. Our role is to connect families with resources—not to diagnose needs or make decisions for them.

Commitment to Family Well-Being

Our goal is to be a supportive partner, helping families navigate challenges and access services that strengthen their overall well-being. By working together with community agencies, we ensure that children and families receive the comprehensive support they deserve.

Use of Technology

Television and video viewing will be limited to short programs or videos which will enhance the curriculum. Teachers will supervise and preview videos to ensure they are appropriate for their class.

Each classroom at Calvary Preschool is equipped with a teacher-use tablet to help support daily routines and communication. Teachers use this device to access Brightwheel, our secure app for managing attendance, sending messages, updating digital portfolios, playing music, capturing photos of classroom activities, and more. The tablet is a tool for classroom management and communication and is **not accessible to children** at any time.

Volunteers

Calvary Preschool operates with a Preschool Activity Committee or P.A.C. team, made up of church members and a parent/guardian volunteer from each classroom. The P.A.C. Team meets regularly to discuss the current volunteer needs at Calvary Preschool. Topics include fundraising, class parties, gifts for the teachers, and more. If you are interested in joining this team, we encourage you to reach out to the admin team.

Anyone wishing to volunteer on a consistent basis must plan their visits with the classroom teacher and administrators in advance and must submit to a background check and fingerprinting.

Classes

Social emotional development is of primary importance in **all** classes. Research shows that play helps children develop these critical life skills. In addition, studies show children learn academic concepts best through play and meaningful, hands-on experiences. Therefore, we seek to provide children with rich experience through play, art, music, interest centers, and other activities that allow them to collaborate with their teachers and classmates.

Teacher-to-Child Ratios & Individualized Care

High-quality early childhood programs prioritize small group sizes and strong teacher-child relationships. One nationally recognized benchmark for quality is the National Association for the Education of Young Children (NAEYC), which establishes research-based standards for teacher-to-child ratios that support children’s safety, development, and learning.

NAEYC Recommended Ratios vs. Our Ratios

While NAEYC provides excellent guidelines, **our program intentionally exceeds these recommendations** to provide even more individualized attention and support.

Age Group	NAEYC Ratio	Our Ratio
18 months–2.5 years	1:6	1:5
2.5–3 years	1:7	1:6
3–5 years	1:10	1:8

Why Smaller Ratios Matter

Maintaining lower teacher-to-child ratios allows our teachers to:

- Build strong, meaningful relationships with each child
- Respond quickly to individual needs
- Support social-emotional growth and self-regulation
- Provide intentional instruction and rich learning experiences
- Maintain a calm, safe, and engaging classroom environment

We believe children thrive when they are truly known, supported, and cared for. Maintaining ratios that are **more supportive than national best-practice standards** is one of the ways we demonstrate our commitment to high-quality early learning and strong family partnerships.

Junior Preschool 1: Explorers (2-Year-Olds): Offered MWF or TTH*

Children must be 2 years old by October 1.

This class gently supports children as they transition from being with their primary caregivers to becoming comfortable in a classroom setting. The focus is on social and emotional development, fostering trust, communication, and confidence. Children will enjoy music, art, story time, sensory play, and gross motor activities while being introduced to basic academic concepts like colors, shapes, and patterns. Weekly enrichment classes begin in the second half of the year and will include PE and Chapel. For children attending three days per week, a music class is added into their Enrichment schedule.

Children do NOT need to be potty-trained for this class.

Junior Preschool 2: Adventurers (2.5-Year-Olds): Offered MWF or TTH*

Children must be 2.5 years old by October 1.

This class offers a slightly more structured environment than Junior Preschool 1 class, while continuing to emphasize social-emotional growth. Children engage in activities that foster communication, independence, and problem-solving. Early academic concepts such as colors, shapes, patterns, and simple sequencing are explored through hands-on, play-based learning. Weekly enrichment classes include PE and Chapel. For children attending three days per week, a music class is added into their Enrichment schedule. **Children do NOT need to be potty-trained for this class.**

Preschool: Discoverers (3-Year-Olds): Offered MWF or TTH*

Children must be 3 years old by October 1.

Preschoolers thrive in a hands-on environment that encourages exploration and creativity. This class introduces foundational academic concepts such as basic letter and number recognition, patterns, and sequencing while fostering social-emotional skills like cooperation and turn-taking. Activities include music, art, story time, gross motor play, and engaging learning centers. Weekly enrichment classes include P.E. and Chapel. For children attending three days per week, a music class is added into their Enrichment schedule. **Children must be FULLY potty-trained to join this class.**

Preschool: Investigators (3.5-Year-Olds): Offered M-TH*

Children must be 3.5 years old by October 1.

This class caters to older preschoolers who are ready for a more advanced preschool curriculum. Students engage in early literacy development, number sense, and fine motor tasks such as prewriting and scissors skills. Social skills are reinforced through cooperative play and problem-solving activities. Weekly enrichment classes include P.E. and Chapel, Music, and Social Studies, with content tailored to encourage curiosity and deeper academic readiness. **Children must be FULLY potty-trained to join this class.**

Pre-Kindergarten: Voyagers (4-Year-Olds): Offered MWF, M-TH, M-F*

Children must be 4 years old by October 1.

Pre-Kindergarten focuses on preparing children for kindergarten by balancing social-emotional growth with academic readiness. The curriculum includes language and literacy, early math, science exploration, fine motor activities, and creative art. Weekly enrichment classes include PE, Chapel, and additional enrichments (i.e. music, social studies, and STEM/STEAM) based on the number of days attending per week. Children attending five days per week benefit from all enrichments, ensuring a comprehensive and well-rounded learning experience. **Children must be fully potty-trained to join this class.**

Stepping Stones: Trailblazers (4.5-Year-Olds): Offered M-F*

Children must be 4.5 years old by October 1.

This class is designed for children who are ready for advanced preparation before kindergarten. Children who have summer or early fall birthdays benefit largely from this class. They may be eligible for kindergarten, but caregivers wish to give them the gift of time before enrolling them in elementary school. With a focus on critical thinking and problem-solving, students build proficiency in literacy, early math, and fine motor skills through writing, science experiments, and collaborative projects. Weekly enrichment classes include PE, Chapel, music, social studies, and STEM/STEAM for a robust and engaging curriculum. **Children must be fully potty-trained to join this class.**

*Calvary Preschool reserves the right to cancel a class if enrollment is low. Families will be notified by July 1st, or earlier, in the event this happens. Every attempt will be made to find a suitable alternative for your child.

Transition Support Policy

Calvary Preschool is committed to supporting smooth, developmentally appropriate transitions for children and families. We recognize that changes—starting school, moving to a new classroom, or leaving the program—can bring excitement as well as stress. Our goal is to help children feel safe, confident, and connected during every transition.

Guiding Principles for All Transitions

Across all transitions, Calvary Preschool is committed to:

- Respecting each child’s individual pace and emotional needs
- Communicating openly and clearly with families
- Offering predictability, reassurance, and nurturing relationships
- Honoring the child’s voice and celebrating milestones
- Collaborating with families and community partners to ensure continuity of care

Transition From Home to Calvary Preschool (New Students)

We follow a structured, welcoming process to help children and families feel comfortable joining our school community. This includes:

Before the First Day

Teachers receive important student information (allergies, notes, special instructions) and prepare individualized classroom materials such as labeled cubbies, charts, and orientation materials.

Families receive a welcome message and are offered a pre-start meeting to tour the classroom, review routines, and ask questions.

Family Introduction & Orientation

Families receive items, such as the child’s folder, car tags, and chapel shirt, at Meet the Teacher visit.

Teachers explain arrival and dismissal procedures and help children begin forming relationships with their teachers and environment.

First Day Support

- Families are warmly greeted and supported during drop-off.
- Teachers send a Brightwheel message with a photo and update to reassure families.
- A follow-up check-in occurs within the first week to discuss how the child is adjusting.

These steps ensure that children enter the classroom feeling known, supported, and welcomed.

Transitioning Between Classrooms or Age Groups

If needed, a mid-year transition between classrooms may occur. Transitions between classrooms are planned ahead to ensure continuity of care and support.

Transition Preparation

- Teachers exchange information about the child’s routines, strengths, needs, and accommodations.
- Families are notified in advance of any classroom changes and are invited to meet the new teacher.
- When possible, children visit the new classroom to explore the space and get to know new teachers and peers.

Supporting the Child

- Teachers help children understand the transition using positive language, visual supports, and predictable routines.
 - The new classroom team provides extra reassurance, modeling, and connection during the first few weeks.
 - Families are encouraged to check in with teachers and share any observations or concerns.
-

Transitioning Out of Calvary Preschool (Leaving the Program)

When a child is preparing to leave Calvary Preschool—whether mid-year or at preschool graduation—we partner with families to support closure and success in the next setting.

Preparing for Departure

- Teachers provide families with the child’s belongings, artwork, and any requested records.
 - With family permission, we may communicate with the receiving school or provider to support continuity of care.
 - Children are given opportunities to say goodbye in ways that feel comfortable (e.g., special book, art activity, or class acknowledgement).
-

Collaboration With New Schools

When appropriate, staff share developmental information or accommodations to support a positive transition to the next setting. Families may request copies of assessments, portfolios, or progress notes at any time.

Health and Safety

Drop-Off and Pick-Up

To minimize congestion in the parking lot, start and dismissal times are staggered. Drop-off and pick-up times are scheduled in 10-minute increments. Your child's teacher will inform you of your assigned time prior to your child's start date.

If you need to drop off later than your assigned time, you must park and walk your child into the building. A member of our staff or a security team member will walk them back to their classroom.

If you need to pick your child up early, please park and walk in to sign them out for the day.

Parking Lot

Always remember to drive slowly and watch for children. Please use the assigned doors when arriving at or departing from the building. When picking up your child, park in a designated parking spot, enter through the main (east) doors, and proceed to your child's classroom.

Brightwheel Implementation

Calvary Preschool uses Brightwheel to check-in and check-out children each day. It is the responsibility of the person picking up the child to check them in or out.

As part of the check-in process, it is required that the person checking the child in marks the box on the sign-in screen to indicate their adherence to the sunscreen policy regardless if sunscreen has been applied.

Dismissal Policies

Children will only be released to authorized caregivers listed in Brightwheel. In the event a child is not picked up, the teacher or other school personnel will stay with the child. Calls will be made to those listed on the emergency contact list until an authorized caregiver is contacted.

Authorization to Pick-Up Children

Each child enrolled in the program must have Emergency Contact information listed in Brightwheel, including names and contact information of those persons authorized to pick up your child. This information **MUST** be completed at the time you register.

You may update this information at any time through your Brightwheel account. If it is necessary for someone other than those on the authorized list to pick up a child, a parent/guardian must give authorization via a message to admin or teachers using Brightwheel. That person must show identification upon arrival.

Please let your child's teacher know if there are important changes to this information.

Sunscreen Policy

In accordance with state licensing requirements, Calvary Preschool asks that parents/guardians apply sunscreen to their child prior to arrival at school on days when outdoor play is planned. Calvary Preschool does not provide sunscreen and staff do not apply sunscreen during the school day.

Children participate in outdoor play daily as weather permits. If sunscreen is not applied before arrival, families understand that their child may participate in outdoor activities without sunscreen and accept the associated risks of sun exposure.

To ensure clear communication and compliance, families will be asked to sign a daily form at drop-off indicating one of the following:

- Sunscreen has been applied to their child prior to arrival, or
- They understand and accept the risks of outdoor play without sunscreen.

This daily acknowledgment helps us meet licensing requirements while supporting safe, active outdoor play for all children.

Diaper Cream & Topical Products Policy

In accordance with state licensing requirements, Calvary Preschool requires that families provide their own topical products—such as diaper cream, lotion, lip balm (chapstick), ointments, or specialty soaps—if they would like them applied during the school day. Calvary Preschool does not supply topical products.

Topical products will only be applied when a parent/guardian has provided the product and completed a written authorization/waiver granting permission for staff to use it. The waiver must include the product name and acknowledge parental consent for application.

If a topical product is not provided or written permission is not on file, staff will not apply the product. Families understand and accept that care will be completed without the use of topical products in these instances.

All topical products must be clearly labeled with the child's full name and stored according to licensing and health guidelines.

Inclement Weather Policies

In most instances, we will observe Colorado Springs School District 11 closures for inclement weather. If D11 has a 2-hour delay, we will likely delay 2 hours. Drop-off will be 10:50-11:00 and 11:00-11:10 a.m.. If D11 CLOSES for the day, we will likely close for the entire day.

We reserve the right to call a snow day, a late start, or run operations as normal independent of school districts in the area.

If we observe a late start, closure, or normal school day that does not follow D11, administrators will send out a message via Brightwheel.

It is the responsibility of parents/guardians to check the delay/closure status. Please check your Brightwheel messages, the website, and/or Facebook, for weather delays and closures. In the event of excessively hot or cold weather, children may be kept indoors. The Friendship Hall is generally available for large motor activities so that children will still have opportunities to participate in large motor activities.

Safety Practices

Children at Calvary Preschool are always supervised and are never left alone. A minimum of two staff members are present in each classroom at all times to ensure safety and appropriate supervision. All employees are certified in CPR, First Aid, Standard Precautions, and all other state-required trainings. Each staff member is a mandated reporter.

Emergency procedures, including fire evacuation and severe weather plans, are clearly posted in all areas used by children.

In the event of an emergency that requires evacuation, children will be safely escorted by staff on foot to Discovery Church (4304 Austin Bluffs Parkway), located east of Calvary United Methodist Church, and families will be notified as soon as possible.

Emergency Drills

At Calvary Preschool, the safety of our students and staff is our top priority. To ensure everyone is prepared in the event of an emergency, we conduct regular emergency drills, including fire, tornado, and lockdown drills. These drills help children and staff practice safe and efficient responses to various situations, reducing anxiety and ensuring a calm, orderly reaction in a real emergency.

Per the state of Colorado's licensing requirements, we conduct fire drills **monthly**, tornado drills **monthly** between March and October, and lockdown drills **once per quarter**. These scheduled drills provide children with consistent opportunities to become familiar with safety procedures.

Our staff introduces emergency drills in an age-appropriate and reassuring manner. Teachers explain each drill in simple terms, emphasizing safety while keeping the experience calm and non-threatening. We use clear, consistent language and practice walking through the steps before conducting a full drill. Our goal is to equip children with confidence and preparedness without creating fear.

Child Abuse Protection

The employees of Calvary Preschool are mandated by law to receive Child Abuse Detection and Prevention training. Staff are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected. Reports to authorities may remain anonymous and are not required to be cleared by or communicated to administration.

Enrollment

Admission, Enrollment, and Termination Policies

Calvary Preschool enrolls children who are at a developmental stage where they can benefit from our educational program. Parents/Guardians are responsible for completing and submitting all required enrollment forms prior to their child's attendance.

While Calvary Preschool is committed to supporting children and families, we are unable to provide services for a child whose needs cannot be met within our program or whose behavior poses a safety risk to themselves or others. In such cases, we will communicate concerns with families promptly and work collaboratively to determine whether additional supports or alternative community programs may better meet the child's needs.

Partnership With Families of Children With Special Needs

Calvary Preschool is committed to creating an inclusive, supportive, and nurturing environment for all children. We value each child's unique strengths and needs and believe that strong collaboration with families is essential to their success. Our goal is to partner with families in a way that promotes belonging, understanding, and continuity of care.

Family Collaboration

We work closely with families to learn about their child's abilities, routines, and any support that helps them thrive. Families are invited to share evaluations, therapy recommendations, or developmental goals so we can best understand how to support their child. Open communication is encouraged, and families may request meetings or check-in conversations at any time.

Individualized Support in the Classroom

Teachers use developmentally appropriate practices, visual supports, adaptive strategies, and flexible routines to meet diverse needs.

We focus on helping each child participate meaningfully in activities, build relationships, and develop independence at their own pace.

Observations and documentation help guide individualized goal-setting, which is shared during Parent/Teacher Conversations in the fall and spring, as well as throughout the year as needed.

Early Identification & Referrals

If teachers observe developmental concerns, they will communicate with families promptly and respectfully. We may recommend screenings, evaluations, or outside services, but we do not diagnose or label delays.

Families maintain full choice and control regarding whether to pursue recommended services; however, the decision to continue care will be based on the program's ability to meet the child's needs within licensing and program guidelines.

Commitment to Respect & Confidentiality

All information shared with Calvary Preschool or with outside professionals (with parental consent) is confidential and handled with care.

We honor each family's journey and strive to be a supportive partner in celebrating progress and navigating challenges.

Individualized Goal Setting, Developmental Support, and Family Communication Policy

Calvary Preschool is committed to supporting each child's growth through developmentally appropriate goals, responsive teaching practices, and open communication with families. We partner with parents/guardians and outside professionals to ensure each child receives the support they need to thrive.

Goal Setting & Monitoring

Teachers regularly observe children and set individualized goals across all developmental domains, including social-emotional skills, language and communication, motor development, early literacy and numeracy, and independence.

Families are encouraged to share their priorities and concerns so goals reflect both home and school perspectives.

Parent/Teacher Conversations

Two formal Parent/Teacher Conversations are held each year—one in the fall and one in the spring—to review progress, discuss developmental goals, and plan next steps.

Additional check-ins may be scheduled throughout the year whenever questions, concerns, or new information arises. Families may also request a meeting at any time throughout the school year.

Support for Children Receiving Outside Services

As a private preschool, Calvary Preschool does not provide district-level IEP services onsite; however, we welcome and support outside organizations, therapists, and service providers who work with children and their families.

With family permission, our teachers collaborate with outside professionals (i.e. speech therapists, occupational therapists, behavioral specialists, physical therapists, early intervention providers) to align classroom strategies with recommended goals.

Teachers may help implement supportive strategies within the daily routine when they align with our program structure and licensing guidelines.

Referral and Observation Process

If teachers observe developmental concerns, they will communicate with families promptly and may recommend seeking a screening, evaluation, or outside services.

Staff do not diagnose or label delays. They do provide observational information to help families make informed decisions.

Collaboration & Confidentiality

All information related to a child's developmental needs or services is confidential. Only staff directly involved in the child's care are included in conversations or decisions, unless the family provides written permission to involve external providers.

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

Continuity of Care Policy

Calvary Preschool is committed to providing consistent, stable, and nurturing relationships for every child. We know that young children thrive when they are supported by familiar adults and predictable environments. Our goal is to maintain continuity in relationships, routines, and learning experiences throughout each child's time with us.

Daily Classroom Continuity

Children remain with the same primary teaching team for the full school year whenever possible, supporting strong relationships and secure attachment.

Teachers collaborate closely with families to understand each child’s strengths, routines, and developmental needs, ensuring smooth day-to-day transitions.

Classroom practices, expectations, and schedules are intentionally consistent so children feel confident and safe.

Year-to-Year Continuity & Priority Enrollment

Families who are currently enrolled receive **priority enrollment** for the following school year before registration opens to the public.

Returning children move to the next age-appropriate class with intentional planning, communication, and preparation to maintain stable, continuous care.

Teachers share relevant information—such as developmental notes, strategies, and individual needs—with the child’s next teaching team to ensure a seamless transition.

Commitment to Stability

Calvary Preschool strives to minimize unnecessary changes and ensure each child experiences dependable, caring relationships from year to year. Our practices are designed to help children feel secure, supported, and known throughout their entire preschool journey.

Termination of Care

Calvary Preschool reserves the right to discontinue childcare services for reasons that include, but are not limited to, the following:

- Failure to pay tuition or fees by their due dates
- Failure to submit or maintain required enrollment or health documentation
- Ongoing lack of parental cooperation or communication
- Physical or verbal abuse of any person or property by a child or parent/guardian that is not resolved through an improvement plan developed collaboratively by the Director and family
- Determination that a child's needs may be better supported in a district school or specialized program
- Repeated noncompliance with policies and procedures outlined in the Parent & Family Handbook
- Provision of false or misleading information by a parent/guardian, whether verbally or in writing
- Disciplinary concerns as outlined elsewhere in this handbook

All decisions regarding termination of care are made thoughtfully, with consideration for the safety, well-being, and best interests of the child, families, and staff.

Voluntary Withdrawal

Calvary Preschool understands that life circumstances may arise that require a family to withdraw a child from our program. In such cases, families are asked to provide **thirty (30) days' advance written notice** indicating the child's final day of attendance. Tuition is due for the final month of care. If a child is withdrawn without the required thirty-day notice, payment for the final four weeks of care is due immediately.

Financial Responsibility

Payment and Fee Schedule

All tuition payments are due monthly, regardless of your child's attendance. Calvary Preschool reserves the right to change these fees with 90 (ninety) days' notice.

Preschool Monthly Tuition

\$285/month: 2-day per week class, whether the child is in attendance full time or a portion of the time

\$390/month: 3-day per week class, whether the child is in attendance full time or a portion of the time

\$495/month: 4-day per week class, whether the child is in attendance full time or a portion of the time

\$595/month: 5-day per week class, whether the child is in attendance full time or a portion of the time

Other Fees

- \$125 registration fee (per family for the school year)
- \$35 class fee for the school year (per child for the school year)

Late Fees

- \$5 late payment fee per day (assessed on the 3rd of the month) with a maximum of \$50 per month
 - \$25 returned check fee (subject to change based on bank fees)
 - \$1 per minute after pick-up time, if the child has not been picked up by the designated time
-

Fees for Families on Subsidy

Calvary Preschool participates in Universal Preschool (UPK). Families are responsible for the portion of the fees and tuition not covered by the subsidy.

Enrollment and First Tuition Payment

The enrollment and class fees are due upon enrollment in a class. August tuition is due June 1st (if enrolled before May 31st) or within three business days (if enrolled after June 1st).

Failure to pay fees or tuition by June 1st (if enrolled before May 31st) or within three business days (if enrolled after June 1st) will result in the forfeiture of the spot. Tuition is collected on the first of the following months: June, September, October, November, December, January, February, March, April, and May. No tuition is collected in July or August.

Billing

Invoices will be delivered by the 25th and will include the fees due for the following month. Payments are due on the first of the month.

Credit card fees (2.95%) are transferred to the payer. To avoid this charge, please use a Bank ACH transfer.

If the bill is unpaid by the end of business on the 3rd of the month, a late fee of \$5 will be assessed each day there is an outstanding balance with a maximum of \$50 per month. Any late fees will be included on the next invoice if not paid prior to when it is posted. If the account becomes overdue three times in a row, the child's enrollment will be suspended, and the student is not allowed to attend until the bill is paid.

If the bill is not paid within two weeks of the suspension, the child will be removed from enrollment. At this time, their seat can be filled with another child on the waitlist.

There is no reduction in fees if child attends less than the specified number of days.

Late Pick-up Fee

Failure to pick up your child/children by the end of the day will result in a charge of \$1 per minute per child.

It is understood that circumstances may come up to prevent getting to the facility on time. If you are unable to pick up your child on time, please notify the director or assistant director.

If administrators and/or staff have not heard from you 20 minutes after your pick-up time, every effort will be made to contact your emergency contacts.

If we cannot contact anyone on your approved pick-up list after 40 minutes, we will call CPS for a child neglect report.

Refunds

Registration and class fees are non-refundable. Tuition payments are also non-refundable, except in cases where a family has paid 100% of the class tuition upfront and must withdraw mid-year. Please note that, due to our 30-day written notice policy, monthly tuition payments will not be refunded mid-month.

Medical Policies

Immunizations and Physical Exam

Every child enrolled at Calvary Preschool must be current on vaccines required as outlined by Colorado Department of Public Health and Environment OR have a current exemption on file.

Medical Exemptions are allowed at Calvary Preschool as required by the state. Non-medical exemptions are permitted by Calvary Preschool if a child is “in process,” whether in a catch-up schedule or delayed schedule. This schedule must be submitted to maintain accurate records in your child’s file. Please reach out to Preschool Admin with any questions.

Verification of a physical exam (well-child check-up) must be submitted via Brightwheel. These records must be provided prior to your child’s first day of attendance; without this documentation, your child may not attend.

When your child receives new immunizations and/or has his/her yearly physical, please update these records in Brightwheel.

Exclusionary Policies

Families who submit a non-medical immunization exemption must comply with all directives from the Colorado Department of Public Health and Environment (CDPHE) and the local county health department regarding communicable disease prevention and outbreak response.

If a case of a vaccine-preventable disease occurs within the preschool or community, children who are not fully immunized against the disease may be excluded from attending school for a period of time as directed by public health authorities. The length of exclusion may vary depending on the disease and current public health recommendations.

During any exclusion period required by the health department:

- The child may not attend school, school events, or school activities until clearance is provided.
- The exclusion period will follow the timeline established by the local or state health department, which may vary by disease.
- Tuition **will not** be prorated, refunded, or credited for any period of exclusion related to immunization status or public health orders.

Medication

Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).

Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order using the form provided by the school. This order must be updated annually unless otherwise stated.

A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given. Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.

Notify staff members of all medication, so that it may be contained out of reach of children and/or refrigerated as needed.

Communicable Diseases

Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.

Every means will be taken to prevent the spread of communicable diseases. Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.

You will be called to remove your child if any of the following symptoms exist:

- Vomiting
- Severe coughing
- Temperature of 100.4 or higher
- Diarrhea
- Suspicious rash
- Difficult or rapid breathing
- Lice (may only return when deemed "nit free")
- Red, encrusted, or runny eyes
- Lethargic behavior

Parents/Guardians are expected to have the child picked up within forty-five minutes of being notified to minimize the spread of illness. Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.

Children should be free of all symptoms for 24 hours without the use of medication, or have a note from the doctor stating that return is permissible before returning to Calvary Preschool. Please do not give your child medication and send them to Calvary Preschool if they have been ill through the night.

Please prepare a backup plan of care if a child is sent home from Calvary Preschool with an illness.

Reoccurring Illness

If a child has a medical issue that is recurring, such as a rash, runny eyes, or an allergy, Calvary Preschool must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.

Please refer to the Communicable Disease section for suspicious rashes or conditions. If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

Incidents

Parents or guardians will be notified of any incident involving their child as soon as possible. The staff member who observes the incident will complete an incident report, with one copy kept in the child's file and a copy provided to the parent or guardian.

In non-life-threatening situations, staff will administer appropriate first aid. If a child requires medical attention beyond basic first aid, parents/guardians will be contacted, informed of the injury, and asked to pick up their child.

Parents/Guardians are also asked to notify the preschool if their child receives medical treatment from a physician, clinic, or hospital related to an incident at school. Any injury treated at a medical facility must be reported to the State of Colorado, and parents/guardians will receive a copy of the incident report submitted to the State. If an injury requires immediate or emergency medical attention, 911 will be called without delay.

Vision, Oral, Hearing & Speech Screenings Policy

Calvary Preschool is committed to supporting the whole-child development of every student in our care. As part of this commitment, we offer annual developmental screenings—vision, oral, hearing, and speech—to eligible students at no cost to families. Screenings help us identify potential concerns early so we can partner with families and connect them with helpful resources if needed. Parents/Guardians will be notified prior to screening dates and may opt out for any reason.

Vision Screening (All Classes)

Vision screenings are completed annually for all Calvary Preschool students, regardless of age or class placement. Trained professionals evaluate children for potential concerns such as nearsightedness, farsightedness, or other visual issues that may impact learning. Vision screenings are provided free of charge. Parents/Guardians will be notified in advance and may opt out notifying the Director in writing before the scheduled screening.

Oral Health Screening (Investigators, Voyagers & Trailblazers Classes)

Oral health screenings are offered to students in our Investigators, Voyagers, and Trailblazers classes each year. A licensed dental professional performs a simple visual check of the teeth and gums. These screenings help identify early dental concerns and promote healthy habits. Oral screenings are provided free of charge to all eligible students. Parents/Guardians will be notified in advance and may opt out notifying the Director in writing before the scheduled screening.

Speech & Language Screening (Children 3 Years-Old and Up)

Speech and language screenings are completed for children in three-year-old classes and older. A certified speech-language professional briefly assesses articulation, expressive and receptive language, and general speech clarity in a play-based, child-friendly format. These screenings support early identification of communication needs. Speech screenings are provided free of charge. Parents/Guardians will be notified in advance and may opt out notifying the Director in writing before the scheduled screening.

Hearing Screening (Children 3.5 Years-Old and Up)

Hearing screenings are conducted annually for children ages 3.5 and older. Trained personnel use child-appropriate tools to detect any potential hearing concerns that may impact classroom participation, language development, or social interactions. These screenings are offered free of charge to all eligible children. Parents/Guardians will be notified in advance and may opt out notifying the Director in writing before the scheduled screening.

Referral Process Following Screenings

If any screening suggests a potential concern, Calvary Preschool follows a supportive, transparent referral process. Parents/Guardians will be contacted promptly and confidentially to review the findings, ask questions, and receive a written summary of the results. When appropriate, we will provide families with recommended next steps and a list of local pediatric specialists, dentists, vision providers, hearing specialists, or early-intervention services. These recommendations are optional, and families are welcome to choose any provider they feel comfortable with. Be sure to check with your insurance provider regarding coverage.

For additional support, families can also access printed resources and community provider information on the “Resource” bulletin board located in the preschool hallway. This board is regularly updated with materials for vision, oral health, speech/language, and hearing services.

Participation in follow-up evaluations or treatment is completely voluntary. We ask families to keep us informed of any updates that may benefit their child’s learning and development. All screening results and referral information are kept strictly confidential and will not be shared with outside agencies without written parent/guardian permission.

Oral Health Best Practices Policy

Calvary Preschool is committed to supporting the oral health and overall well-being of every child in our care. To ensure consistency and best practices across the program, Calvary Preschool maintains written policies that address the following areas of oral health:

Limiting sugary foods and beverages: While Calvary Preschool does not provide food as part of our daily programming, we actively educate and encourage families to limit sugar-sweetened beverages, candy, and other foods high in added sugars to promote healthy dental habits and protect developing teeth.

Promoting healthy oral practices: Staff model and encourage daily habits that support good oral health, including healthy hydration and awareness of dental hygiene routines.

Oral health education for children: Oral health concepts are integrated into planned curriculum activities as well as informal teaching opportunities throughout the year.

Staff professional development: Staff participate in periodic training and professional development related to children’s oral health, including identifying concerns and fostering healthy habits.

Family education: Families receive ongoing education and resources to support oral health at home through newsletters, family communication, and materials located on the preschool’s **Resource Bulletin Board** in the hallway.

Responding to mouth injuries: Staff are trained to identify and appropriately respond to injuries involving the mouth, following Calvary Preschool’s health and safety procedures.

Early dental care recommendation: Calvary Preschool supports the recommendation that children begin receiving professional oral health care by **12 months of age**.

Annual oral health screenings: Children in the Investigators, Voyagers, and Trailblazers classes receive an annual oral health screening conducted by a licensed dental professional.

Referrals for additional care: When screenings or observations indicate a potential concern, the program provides families with referrals to appropriate pediatric dental providers for further evaluation or treatment.

Fluoride varnish encouragement: Families are encouraged to consult with their child's dentist about the benefits of **fluoride varnish** in protecting developing teeth.

Toothbrushing Procedure Policy

Calvary Preschool maintains a clearly written toothbrushing procedure to support children's oral health and to ensure consistent, hygienic practices across all classrooms. Our procedures include the following components:

Frequency of Toothbrushing: Toothbrushing occurs according to the developmental needs and classroom routines of each age group. Teachers follow age-appropriate schedules and incorporate toothbrushing as part of healthy habits education when applicable.

Age-Appropriate Toothbrushes: The preschool provides toothbrushes that are appropriately sized and designed for the age and developmental level of the children using them.

Individual Labeling: Each child is assigned their own toothbrush, which is clearly labeled with the child's name to prevent sharing or accidental use by another student.

Replacement Schedule: Toothbrushes are replaced **every six months**, or sooner if a toothbrush becomes damaged, worn, or contaminated.

Proper Storage: Toothbrushes are stored in a sanitary manner—**upright, separated so they do not touch one another, and allowed to air dry** completely between uses. Storage systems are designed to prevent contact between brushes and to maintain hygiene.

Fluoride Toothpaste: Fluoride toothpaste may be dispensed by staff in small, developmentally appropriate amounts. Children do not handle toothpaste tubes directly; staff ensure proper use and monitor application to support safe and effective brushing.

Assisting Children: Staff assist children with toothbrushing as needed, following age-appropriate guidelines. Younger children may receive more hands-on support, while older children are encouraged to brush independently with supervision. Staff ensure that all children are brushing safely and effectively.

Medical Insurance & Medical Home Policy

Calvary Preschool is committed to supporting the health and well-being of every child. To ensure continuity of care, families are encouraged to maintain **current medical insurance** and to identify a **medical home**—a primary health care provider who knows the child well and coordinates ongoing medical care.

Medical Insurance

Families are asked to keep their child’s medical insurance information up to date in school records. If insurance coverage changes at any time during the school year, families should notify the Preschool Director so emergency forms and health records can be updated.

While Calvary Preschool does not provide or manage insurance enrollment, we can help connect families to local agencies and state programs that offer insurance assistance when needed.

Medical Home (Primary Care Provider)

Each child should have a designated primary care provider who is responsible for routine checkups, immunizations, health screenings, and ongoing medical guidance.

Families are asked to provide the name and contact information of their child’s medical home upon enrollment and whenever updates occur.

In the event of a medical concern, injury, or required follow-up, staff may refer families back to their child’s medical home for continuity of care.

Please reach out if you need help in obtaining resources to establish a medical home.

Collaboration for Child Health

Calvary Preschool works in partnership with families and their medical providers to support children’s health needs.

With parental permission, we may share relevant health information with the child’s medical home to ensure consistent care (e.g., medication plans, allergy action plans).

All health information is kept confidential and follows state licensing guidelines.

Parental Responsibilities

Meals and Snacks

Snacks and lunches must be provided by the parents/guardians. All lunches must be packed cold; however, warm lunches may be brought in stainless steel thermoses that keep food warm. Food must be heated at home before putting it in the insulated container.

We encourage nutritious snacks and lunches that provide a variety of nutrients such as proteins, complex carbohydrates, fruits, vegetables and milk. Childcare Licensing follows the requirements set by CACFP which requires that each child have these items: <https://www.cacfp.org/meal-pattern-guidance/>

Calvary Preschool is a peanut-free facility. Please **do not** pack items with peanut butter. Items that have traces of peanuts or are packaged in the same facility as peanut products are permissible. Nut-free classrooms may occur depending on student need. You will be notified if your child is in a nut-free classroom.

Please send your child with a labeled water bottle; water will always be available throughout the day.

Parents/Guardians are welcome to bring a special snack for their child's birthday, other special events, or just for fun with teacher approval. The State Board of Health requires that all foods be commercially prepackaged. No homemade food is allowed. Items may be purchased at a bakery with the logo and address on the box.

Paperwork

It is the parents'/guardians' responsibility to keep all the information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current on Brightwheel. If information is requested for the child's file, and is not received, care may be discontinued for safety reasons.

Clothing

Please dress your child in comfortable clothing that allows for active play, outdoor exploration, and occasional messy activities, as we go outside daily when weather permits. Children should wear clothing they can manage with minimal assistance, particularly with fastenings. Accidents and spills do happen, so families are asked to provide a complete, seasonally appropriate change of clothes (for example, no shorts during winter months), clearly labeled with the child's name. All clothing items, including outerwear, should be clearly marked. If your child is sent home in clothing that belongs to Calvary Preschool, please wash and return it as soon as possible.

For daily activities and both indoor and outdoor play, tennis shoes or other secure, comfortable footwear are preferred. Flip-flops or open-back shoes are not permitted due to safety concerns. Girls are asked to wear leggings or shorts under dresses to support active movement and play. As weather conditions change, please send appropriate outerwear such as sweaters, jackets, coats, hats, gloves, boots, and other seasonal items. Children are expected to participate in outdoor play when weather allows, even if only for a short time. If a child arrives without appropriate outdoor clothing, Calvary Preschool will provide loaner items such as jackets, hats, or gloves as needed.

Lost and Found

Children's belongings may occasionally be misplaced or placed in the wrong backpack. To help prevent this, please clearly label all items your child may remove, including coats, sweatshirts, gloves, hats, and similar items. If something appears to be missing, families are encouraged to check with their child's teacher.

Calvary Preschool maintains a Lost and Found area located in the main preschool hallway. Families are encouraged to check this area regularly for misplaced items. Unclaimed items will be donated to local charities twice each year, in December and May, or more frequently if space is needed. Calvary Preschool is not responsible for items left in the Lost and Found after donation periods.

While we will do our best to help locate misplaced belongings, Calvary Preschool is not responsible for items that are lost or misplaced.



CONTACT AGENCIES:

To file a complaint about child care:
Colorado Dept. of Human Services
Dept. 1575 Sherman St.
Denver, CO 80203
(303) 866-5958

To report suspected abuse or neglect:
El Paso County Social Services
105 N. Spruce
Colorado Springs, CO 80905
(719) 444-5799