



EVERY CHILD, EVERY DAY.

**Flagstaff Academy  
Preschool  
Parent Handbook**

# **Flagstaff Academy Preschool Parent Handbook**

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**A.**

**Mission and Vision of Flagstaff Academy Preschool**

**Flagstaff Academy's Vision:**

The vision of Flagstaff Academy Preschool is to build each child's self esteem through social, emotional, physical and cognitive development. Preschoolers learn best by participating in meaningful hands on learning activities based on prior learning utilizing the Core Knowledge Preschool Sequence Curriculum.

**Flagstaff Academy's Mission:**

- Welcome a culturally and academically diverse student population.
- Provide a Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential.
- Supply ample opportunities for conflict resolution and problem solving.
- Pursue excellence in every student, employee, and parent.
- Promote, value, and recognize social and academic achievement including creativity.
- Respect the individual, classroom, school, community and world.
- Provide a Core Knowledge Preschool Sequence Curriculum offering experiences and activities based on a coherent progression of skills and knowledge in the following areas:
  - 1) Physical well-being and motor development
  - 2) Social and emotional development
  - 3) Approaches to learning
  - 4) Language
  - 5) Knowledge acquisition and cognitive development

B.

### Ages of Children Accepted in Preschool

The program will have two separate age groups:

- 1) three – four year olds - students **must** be three years old by October 1, 2010.
- 2) Pre-kindergarten - students **must** be four years of age by October 1, 2010.

C.

### Special Needs Children

Flagstaff Academy Preschool will not discriminate against any child. Flagstaff Academy will work with each family to find the best placement for each child.

D.

### Sessions

We offer two morning sessions:

A three day option, Monday-Wednesday-Friday (Pre-K)

A two day option Tuesday-Thursday (3-4 year olds)

Times are 8:30 until 11:30 am. (No lunch)

We offer one afternoon session:

A four day option, Monday-Tuesday-Wednesday-Thursday (Pre-K)

Times are 12:00 until 3:00 pm.

The preschool calendar will closely follow the Flagstaff Academy calendar.

Please refer to the preschool calendar on the Flagstaff webpage.

E.

### Inclement and Excessively Hot Weather

In case of severe weather or excessively hot weather children will be kept safely inside. If necessary, attempts will be made to apprise parents of the situation so they may pick up the children early.

Please be sure your child is dressed appropriately for the weather every day. Any child that is well enough to attend school will be considered well enough to go outside.

F.

### Enrollment Policy

Please refer to the Flagstaff Academy website page for up to date enrollment policy. GO to the preschool site and click on the admission policy.

Policy for 2010-2011 school year.

1. The parent desiring to enroll his or her child in Flagstaff Preschool must sign "intent to enroll" form **and submit a \$50 dollar non-refundable registration fee delivered** to the enrollment coordinator (Flagstaff Academy Registrar).

2. If there are more students whose parents wish to enroll them in the Flagstaff Preschool than there are class spaces available, students shall be enrolled on the basis of the following criteria:

(a) The first preference is for students presently attending Flagstaff Preschool. Students will be allowed to re-enroll for the following school year. Parents must affirm their desire to re-enroll their child (ren) each spring by the date published.

(b) The second preference is for siblings of children already enrolled at either Flagstaff Academy or Flagstaff Preschool and will be admitted pending availability based on first come, first served. Any sibling offered a position to the Preschool prior to February 15th must enroll or forfeit his or her position for that school year and be placed in the general wait list.

(c) The third preference is for the children of the founding families of Flagstaff, again based on a first come first served list.

(d) The fourth preference is for children of all current full and part-time Flagstaff staff members. This preference will be based on a first come first served list.

(e) If spaces remain after all the foregoing preferences have been used, all students who reside in St. Vrain School District shall be placed on a waitlist based on first come first served, and shall be admitted according to that list.

(f) If spaces remain after all in-district students on the waiting list have been enrolled, all out-of-district students shall be placed on a first come, first served waitlist and enrolled according to the waitlist order.

**Notes:** All preschool applications will be time-stamped according to receipt by Flagstaff Academy Registrar.

### **Flagstaff Preschool Dates:**

Priority list start date: December 1<sup>st</sup>, 8:00 a.m., or the next following business day if December 1<sup>st</sup> falls on a weekend.

Priority list end date: January 31<sup>st</sup>, 4:00 p.m., or the previous business day if January 31<sup>st</sup> falls on a weekend.

## **G.**

### **Registration**

The first week of February, after all enrollment applications are processed, Flagstaff will begin offers for the preschool slots.

1). If you are offered enrollment (the office will call you), you will have two business days to turn in a completed registration packet.

The registration packet includes: enrollment checklist, preschool registration form, field trip authorization/emergency form, a copy of your child's Social Security Card, a copy of your child's Birth Certificate, physician's health report stating that your child is well enough to attend preschool, copy of updated immunizations and tuition contract.

2). If you are not offered enrollment right away, then your child's name will be placed on a wait list in the order in which it was received. Flagstaff will email all families of the students placed on the wait list. Flagstaff will call if your position on the waitlist becomes an enrollment offer.

3). If you are interested in specific information regarding your position on the waitlist please call the school.

H.

### **Tuition Fee Schedule**

The tuition prices are as follows:

\$175.00/month for Tuesday-Thursday

\$250.00/month for Monday-Wednesday-Friday

\$285.00/month for Monday-Tuesday-Wednesday-Thursday

Please refer to Flagstaff Academy website page for up to date changes in fee schedules.

I.

### **Procedure for Identifying Where Children are at all Times**

For identifying where children are at all times – read sign-in lists, class lists, and teacher daily attendance records.

J.

### **Discipline Policy**

Discipline is an interaction with a student and should be a positive learning experience. The task of Flagstaff Academy and parents as “Partners in Education” is to provide students with skills and tools needed to control their behavior effectively. Preschoolers will be taught to resolve their own conflicts and use appropriate language skills thus increasing self-esteem.

Parents will be informed of inappropriate conduct and behavior with a verbal warning for minor offenses and in writing with an incident report for repeated and more serious offenses.

K.

### **Illnesses, Injuries, and Accidents**

Be respectful of others and keep your sick child at home. A child needs to be able to participate in all daily activities including outside play. Energy level and appropriate outside clothing is required. A child must be fever free for 24 hours before returning to school. Please inform staff of any illnesses or communicable diseases. (Flu, strep, pink eye, ringworm, lice, etc.) If your child becomes ill at school, the parent and/or emergency contact will be called to take the child home. An ill child is kept isolated until the parent/guardian arrives.

If a child receives an injury or has an accident while in our care, as long as the injury is not serious, trained staff will administer first aid (e.g. cleaning, band aids, ice). An accident report will be documented and signed by both staff and parent. If the injury is more serious, parents or emergency contacts will be called and are required to pick up the child for any necessary treatment. If school staff cannot reach the parent or emergency contacts on the emergency card the child will be transported to the hospital, doctor's office or home by ambulance with all costs assumed by parents or guardians.

**L.**

### **Fire and Tornado Drills and Lost Child Policy**

The staff routinely practices fire, tornado and lock down drills with the children. Fire drills are conducted monthly. Tornado and lock down drills are conducted quarterly.

If a child becomes lost, all school personnel on location and parents are notified immediately. If necessary local authorities are contacted.

**M.**

### **Transportation and Field Trips**

All parents will be notified in writing prior to any field trips. All children will have written permission to participate in any field trips. Children will only be transported in licensed, insured vehicles with licensed drivers. Seat belts and car seats will always be used as appropriate. Parents are responsible for supplying car seats on field trips if their child is under age 4 and/or under 40 lbs. In case of a road emergency at least one teacher will remain with the children at all times.

**N.**

### **Children's Safety during Transportation**

Flagstaff Academy will obtain written permission from parents or guardians for any children it transports during preschool hours. Prior to a field trip the school will obtain information on liability insurance and a valid driver's license from parents and staff who transport children. At all times the childcare staff ratio will be kept within state regulations. Children will not be permitted to ride in the front seat. Children under 4 years old and less than 40 pounds will be secured in a child restraint system that conforms to the Federal Motor Vehicle Safety Standards. Children must remain seated while the vehicle is in motion. Children must be loaded and unloaded out of the path of moving vehicles. In case of an emergency, staff will always have a cell phone to contact the school and parents.

**O.**

### **Television and Video Viewing and Special Activities**

Educational television and video viewing are rarely an option. All shows must be rated 'G'. Other activity options will always be available.

If a child is unable to participate in a special activity prior arrangements with proper supervision will be provided.

P.

### **Releasing Children to Authorized People**

Children must be signed in and out each day. No child will be released to an unauthorized person. If a person comes to pick up a child that the staff is unfamiliar with, the person must be listed on the registration form and must provide picture identification. Parents must notify the school in advance of any change in person(s) allowed to pick up a child. If there is a restraining order against someone from picking up your child, a copy of these legal documents must be in the child's file.

Q.

### **Late Pick Up or Failure to Pick Up Child**

Children are required to be picked up on time or a late fee of \$5.00 for each five minutes will be charged. After the school is closed and a child is still present, parents and all emergency contacts will be notified. Staff waits until an authorized person arrives. If no contact is made for an authorized pick up, the child is turned over to Social Services.

R.

### **Child Arrives Late and Class is on Field Trip**

If a child arrives late and the class is on a field trip, the parent has three options:

- 1). Parent transports the child to the field trip location allowing the child to join his/her class.
- 2). Parent takes the child home and the child is marked absent for the day.
- 3). Pending supervision and ratio, the child will remain in the office or join another group.

S.

### **Storing and Administering Children's Medications**

Only medications prescribed by a doctor, in their original container or accompanied by written instructions from the physician will be administered to a child. A medication form must be completed and filed with the director. The school nurse consultant will review all medication plans. Only staff members who have completed a medication administration class are allowed to administer medication.

All controlled substances will be in a locked inaccessible location. Epi pens will be kept out of reach from children but be easily accessible for staff to administer. Parents are to provide a photo of their child if he/she has an Epi pen. Parent is responsible for any special instructions, including side effects and the administration method. Parent must be available for consultation. All medications are returned to the parent or destroyed at completion of treatment(s).

T.

### Personal Belongings and Lost and Found

All personal belongings should be **labeled**. This includes extra clothes, boots, hats, mittens, books and toys. No money should be brought to school. Toys and books should only be brought to school on show-n-tell days. The school is not responsible for lost or broken items. If a personal item is lost check the lost and found box.

U.

### Snack Policy

Each day parents will provide a snack and a filled water bottle from home for their child. (Due to the number of allergies and special diets) **No snacks with nuts or snacks manufactured where nuts are processed will be allowed.** Children will not be allowed to share food.

V.

### Toilet Training and Extra Clothes Policy

All children are expected to be toilet trained. A minimum of one lavatory will be provided for each 15 or fewer children. ***Prior to the beginning of the school year each child must bring in a complete set of extra clothes*** in case of a bathroom or other type accident. (I.e. spill or playground accident). It is the parents' responsibility to be sure clothes are size and weather appropriate through the year.

W.

### Visitor Policy

All visitors must sign in and out at the front desk. The office will give a visitor badge to all adults in the building. It is important that all visitors sign in at the front desk in case the building needs to be evacuated. It is critical that the front office staff be able to tell emergency personnel that all students, faculty, and staff are out of the building.

X.

### Parent/Staff Conferences

Formal parent teacher conferences will take place two times during the school year. On November 11<sup>th</sup> and 12<sup>th</sup> parents will meet to discuss goals for the year. On March 3<sup>rd</sup> and 4<sup>th</sup> parents will meet to discuss progress and kindergarten readiness. Parents are welcome to email the preschool staff or talk to them if they feel an additional conference is necessary. Similarly, staff will inform parents if they feel an additional conference is necessary.

Y.

### Filing a Complaint about Child Care

If you have a concern about our preschool you may file a complaint with the Colorado Division of Child Care, 1575 Sherman Street, First Floor, Denver, CO 80203. You may also contact the Department of Human Services @ 303-866-5948.

Z.

### Reporting Child Abuse Policy

The number to report child abuse in Boulder County is:

Boulder County Department of Social Services  
3400 Broadway  
Boulder, CO 80304  
303-441-1240

For additional information on child abuse please refer to the Flagstaff Academy Parent Handbook.

ZZ.

### Flagstaff Academy Preschool Dress Code

Preschoolers do **not** have to follow the K - 8 Flagstaff dress code.

Some parents with older siblings have chosen to honor this dress code.

(No logos except Flagstaff)

Preschoolers must wear tennis shoes or shoes with rubber soles. (No sandals or crocs)

Easy clothes for using the bathroom (no belts, no suspenders, no difficult snaps & buttons) sweat pants are acceptable

Girls are to wear shorts under dresses. (No spaghetti straps)

**ZZZ.**

**Procedure for Withdrawing Child from Preschool and Procedure for  
School Dismissing Child**

If a family needs to withdraw their child from preschool, written notice must be provided two weeks prior to leaving and parents are responsible for tuition until the last day of scheduled attendance.

If Flagstaff Academy needs to withdraw preschool due to lack of payments, parents will be notified in writing prior to make arrangements to fulfill their financial responsibility.

If Flagstaff Academy needs to withdraw preschool due to disruptive behavior, the principal and director will meet with the family and try to resolve the issue with possible alternative solutions. At that time, a written notice will be issued stating a specified amount of time for the behavior to improve, otherwise if the behavior continues the child will face immediate dismissal.

If a child leaves the program before the end of the school calendar, parents are asked to complete an enrollment exit survey. (Please see survey on the next page.)



## ENROLLMENT EXIT SURVEY

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Reason for Leaving Flagstaff Academy:

- Moving Out of State
- Moving to new school within the State of Colorado
- Other Charter School Availability
- Job Relocation
- Curriculum or Instructional Concerns
- Classroom or Teacher
- Peer to Peer Interactions
- Private Schools
- Safety and/or Discipline
- Commuting, Proximity to Work and/or Carpooling Reasons
- Other Reason \_\_\_\_\_

Please elaborate on your reason(s) for leaving Flagstaff: \_\_\_\_\_

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What worked well at Flagstaff Academy for your child(ren)?

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If you could change one thing about your experience at Flagstaff Academy what would it be?

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Any other additional comments that will support Flagstaff Academy's desire to create an excellent learning community for students, parents and teachers,

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Parent and/or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your comments!  
Patty Persons