



# City of Westminster Preschool Program

## 2023 - 24 Parent Handbook

### Policies & Procedures



### LOCATIONS:

The City of Westminster offers three preschool locations:

City Park Recreation Center, 10455 Sheridan Blvd.

The MAC, 3295 W. 72nd Ave.

West View Recreation Center, 10747 W. 108th Ave.



WESTMINSTER

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## Contact Information

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Recreation Coordinator  
Preschool & Tot Programs  
303.658.2717  
srosseau@cityofwestminster.us

**April Smith**  
Assistant Recreation Coordinator  
Preschool & Tot Programs  
303.658.2222  
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## Program Information

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### City of Westminster Preschool Program Goal

The City of Westminster Preschool Program philosophy is to provide a positive, fun, safe environment that provides a high quality program with a balanced, progressing curriculum, allowing each child to grow and develop according to their age.

### Preschool Program Philosophy (7.702.31.B.1)

At the City of Westminster Preschool, we work to provide a safe, nurturing, and creative place where children can play and learn. Our preschool program is designed to encourage the intellectual, social, emotional, and physical development of each child while focusing on the whole child. We offer hands-on experiences that enrich and build each child's learning skills according to their age, ability, and effort. The City of Westminster Preschool provides a stimulating environment where children can interact with various materials and our teachers enrich childrens' play with learning opportunities.

### Preschool Program Objectives

1. Provide a safe, accepting, and caring environment for all children.
2. Provide positive discipline techniques and help children develop and use their problem solving skills.
3. Encourage and build self-confidence and self-esteem through a variety of learning activities.
4. Encourage and develop new friendships.
5. Contribute to the development of physical growth, creativity, self-concept, social awareness, and intellectual curiosity in children.



## City of Westminster Preschool Program Staff

We hire staff that are caring, nurturing, and educated in Early Childhood Education. We are proud to offer a 10:1 ratio in our classrooms, which is below State of Colorado Licensing ratio guidelines and regulations.

We require our staff to have the following:

- **Emergency Training:** All staff members are certified in First Aid, CPR, Standard Precautions, and Medication Administration.
- **Security:** All staff members must pass a background check by the Colorado Bureau of Investigations and must be cleared through the Central Registry and the State of Colorado. All staff members must pass a drug screen before they are hired, and are in a safety sensitive position which requires random drug screening.
- **Training:** All staff members are required by the Colorado Department of Human Services to take 15 credit hours of training classes annually in Early Childhood Education, Child Care, or related topics. Many staff take additional Early Childhood Education college courses as part of their continuing education and to meet quality improvement goals.
- **Continual Growth:** All staff members are subject to regular observations by qualified, third-party education professionals, as well as by their supervisors. This observation serves to inform annual appraisals and continuous quality improvement efforts.
- **Partnership:** Through partnerships, we work to implement a curriculum that is authentic, and honors and values our families and their cultures. We love learning about our families and bringing that information into the classroom. If you would like to share your culture with the classroom, please contact your classroom teachers.
- **Conferences:** Parent teacher conferences are offered twice per school year. We discuss the child's developmental progress, strengths, challenges, interactions in the classroom, and transitions (to another classroom or kindergarten). We also establish goals for the child at school and at home. Parents are welcome to set up additional meetings with their child's teachers or the director as needed.

## Age Requirement

Children enrolled in the Tiny Tots program must be 3 years of age by October 1 of the current school year. Children enrolled in the Kinder Kids program must be 4 years of age by October 1 of the current school year, and planning to attend Kindergarten the next school year. Parents may be asked to provide a birth certificate if the age of a child comes into question.

## Locations

The City of Westminster has three Recreation Facilities where preschool programs are held:

- 1) City Park Recreation Center, 10455 Sheridan Blvd. (105th & Sheridan): 303.658.2901
- 2) The MAC, 3295 W. 72nd Ave. (72nd & Irving) 303.426.4310
- 3) West View Recreation Center, 10747 W. 108th Ave. (108th & Oak): 303.460.9530

## Registration Policy

Registration for each school year will be on a first-come, first-served basis, opening alongside registration for summer programming in March. Existing Tiny Tots students will have priority for Kinder Kids and will have the opportunity to register in February. Once a child is placed into a Kinder Kids or Tiny Tots class, that child will be enrolled through the end of the school year the following May (as long as class fee is paid on time once a month; or in-full before the school year starts; or the remaining balance is paid off during the school year). Information and procedures for registering are located in the Activity Guide.



## ePACT

**ePACT Profile:** You will receive an email from ePACT in the summer prior to school starting. For more information about ePACT, see page 17. In brief, ePACT is where we store health profiles and emergency contact information. This information is a licensing requirement and profiles must be completed to attend school. Even if you have used ePACT previously (with us or another organization), you will still be asked to verify or update any expired information.

**All ePACT profiles MUST be completed in order for your child to start school.**

## Payment Policy

The registration payment you made to enroll in the preschool program was the first of eight total payments. The second payment will be due October 2nd. The monthly fee will be automatically withdrawn from your bank account or credit card account on the 2nd day of each month. If your bank account has non-sufficient funds (NSF) or your credit card is declined, you will be notified and given three (3) business days to provide payment using a different method in the full monthly amount. You will also be charged a \$25 NSF service fee from your checking account (checks and debit cards). Payments not received by the end of the three (3) business day grace period due date (5th day of the month) will be charged a \$10 late fee. *If payment is not received within the three (3) business day grace period, enrollment will be canceled and the child's spot will be offered to children on the waitlist.*

A payment request is sent to bank institutions at least two (2) business days in advance so payments can be charged on the 2nd of each month. If you anticipate a declined credit card or non-sufficient funds (NSF) with a checking account or debit card, please let us know ASAP. We can stop the payment request so you can avoid penalty fees. The payment, however, will still be due on the 2nd day of the month either with a different payment method (not from the same account if your payments are coming from a checking account or debit card). *If you cannot make the payment on the due date, please notify the Recreation Coordinator, Stacy Rosseau, at [srosseau@cityofwestminster.us](mailto:srosseau@cityofwestminster.us) or 303.658.2717.*

If using a credit or debit card and the expiration date falls during the months of the payment plan (October 2023 - April 2024), it is your responsibility to contact the Recreation Coordinator or the Assistant Recreation Coordinator to **update the expiration date**. Failure to do so will result in the payment not being processed and a \$10.00 late fee will be assessed. Please also call to update your payment information if the card on file must be cancelled for any reason.

The payment plan form that we require to be turned in is your signed authorization for us to charge your credit/debit card on the 2nd of each month for your monthly payment. If you plan to pay using a different payment method, please contact the Recreation Coordinator or Assistant Recreation Coordinator.

## Withdrawals

Should parents find it necessary to withdraw a child from the preschool program, adequate notice must be given. This notice must be given to the Recreation Coordinator, Stacy Rosseau (303.658.2717, [srosseau@cityofwestminster.us](mailto:srosseau@cityofwestminster.us)). If teachers and administrators have reason to withhold services and dismiss a child, the parents will be notified by a conference.



## 2023-24 Program Schedule & Fees

Class fees are listed below for the 2023-24 school year.

### Kinder Kids (4-5 years)

\*Children MUST be 4 years old by October 1, 2023 and be planning to attend kindergarten in August, 2024 to enroll.

Location	Days	Dates	Time	Fee Due Per Month (Res/Non-Res)	Total Program Fee if Paid Monthly	*Discounted Total Program Fee
City Park	M/W/F	Aug 28 - May 3	12:30 - 3:30 pm	\$275/\$295	\$2,200/\$2,360	\$2,150/\$2,310
City Park	T/Th	Aug 29 - May 2	9 am - 12 pm	\$205/\$225	\$1,640/\$1,800	\$1,600/\$1,760
The MAC	M/W/F	Aug 28 - May 3	9 am - 12 pm	\$275/\$295	\$2,200/\$2,360	\$2,150/\$2,310
West View	M/W/F	Aug 28 - May 3	9 am - 12 pm	\$275/\$295	\$2,200/\$2,360	\$2,150/\$2,310
West View	T/Th	Aug 29 - May 2	9 am - 12 pm	\$205/\$225	\$1,640/\$1,800	\$1,600/\$1,760

### Tiny Tots (3 - 4.25 years)

\*Children MUST be 3 years old by October 1, 2023.

Location	Days	Dates	Time	Fee Due Per Month (Res/Non-Res)	Total Program Fee if Paid Monthly	*Discounted Total Program Fee
City Park	M/W/F	Aug 28 - May 3	9:30 - 11:30 am	\$205/\$225	\$1,640/\$1,800	\$1,600/\$1,760
City Park	T/Th	Aug 29 - May 2	12:45 - 2:45 pm	\$170/\$190	\$1,360/\$1,520	\$1,325/\$1,485
The MAC	T/Th	Aug 29 - May 2	10 am - 12 pm	\$170/\$190	\$1,360/\$1,520	\$1,325/\$1,485
West View	M/W/F	Aug 28 - May 3	9:30 - 11:30 am	\$205/\$225	\$1,640/\$1,800	\$1,600/\$1,760
West View	T/Th	Aug 29 - May 2	9:30 - 11:30 am	\$170/\$190	\$1,360/\$1,520	\$1,325/\$1,485



## 2023-24 Important Dates

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### AUGUST

#### Meet & Greet

##### West View

Kinder Kids

Monday, August 14th

9:30 - 10:30am

Tiny Tots

Monday, August 14th

11:00am - 12:00pm

##### City Park

Kinder Kids

Tuesday, August 15th

9:30 - 10:30am

Tiny Tots

Tuesday, August 15th

11:30am - 12:30pm

##### The MAC

Kinder Kids

Monday, August 21st

9:00 - 10:00am

Tiny Tots

Tuesday, August 22nd

10:00 - 11:00am

#### First Day of School

Monday/Wednesday/Friday Classes

Monday, August 28th

Tuesday/Thursday Classes

Tuesday, August 29th

### SEPTEMBER

#### No School - Labor Day

Monday, September 4th

#### Picture Day

##### West View

Monday, September 11th

Tuesday, September 12th

##### City Park

Wednesday, September 13th

Thursday, September 14th

##### The MAC

Thursday, September 14th

Friday, September 15th

### OCTOBER

#### No School - Teacher In Service Day

Friday, October 20th

### NOVEMBER

#### Parent Teacher Conferences

\*\*Students DO NOT attend class during conferences

##### West View

Kinder Kids & Tiny Tots

Thursday, November 2nd

Friday, November 3rd

##### City Park

Kinder Kids & Tiny Tots

Thursday, November 2nd

Friday, November 3rd

##### The MAC

Tiny Tots

Thursday, November 2nd

Kinder Kids

Friday, November 3rd

#### No School - Thanksgiving Break

Monday, November 20th through

Friday, November 24th

### DECEMBER & JANUARY

#### No School - Winter Break

Monday, December 18th through

Wednesday, January 3rd

#### Classes Resume

Tuesday/Thursday Classes

Thursday, January 4th

Monday/Wednesday/Friday Classes

Friday, January 5th

#### No School - Martin Luther King, Jr Day

Monday, January 15th





## 2023-24 Important Dates

(continued)

### FEBRUARY

#### No School - Presidents' Day

Monday, February 19th

### MARCH

#### Parent Teacher Conferences

\*\*Students DO NOT attend class during conferences

##### West View

Kinder Kids & Tiny Tots

Monday, March 4th

Tuesday, March 5th

##### City Park

Kinder Kids & Tiny Tots

Monday, March 4th

Tuesday, March 5th

##### The MAC

Tiny Tots

Monday, March 4th

Kinder Kids

Tuesday, March 5th

#### No School - Spring Break

Monday, March 18th through

Friday, March 22nd

### MAY

#### Last Day of School

Tuesday/Thursday Classes

Thursday, May 2nd

Monday/Wednesday/Friday Classes

Friday, May 3rd

#### Kinder Kids Graduation

##### West View

Tuesday/Thursday Classes

Thursday, May 2nd

Monday/Wednesday/Friday Classes

Friday, May 3rd

##### City Park

Tuesday/Thursday Classes

Thursday, May 2nd

Monday/Wednesday/Friday Classes

Friday, May 3rd

##### The MAC

Monday/Wednesday/Friday Classes

Friday, May 3rd



WESTMINSTER

## Policies & Procedures

### Methods of Communication

Our instructors and administrators are available through a variety of communication methods. For short conversations, our instructors are often available upon drop-off or pick-up, but please keep in mind that they are responsible for seeing each child out safely at the end of class and cannot engage in an involved or in-depth topic, and there is little privacy at these transition times. If you require a more private setting, please schedule an appointment to speak with your child's instructor. If you prefer, each preschool center has a cell phone, and city email that is checked regularly. Lastly, our administration is always available by phone as indicated on the first page of this manual.

#### West View

##### **Kinder Kids**

**Ms. Kim**

Cell Phone: 303.670.3542

kpage@cityofwestminster.us

##### **Tiny Tots**

**Ms. Nikki**

Cell Phone: 303.670.3545

nshaw@cityofwestminster.us

General Preschool Questions:

wvpre@cityofwestminster.us

#### City Park

##### **Kinder Kids & Tiny Tots**

**Ms. Kristie**

Cell Phone: 303.670.3543

knolan@cityofwestminster.us

##### **Tiny Tots**

**Ms. Nikki**

Cell Phone: 303.670.3545

nshaw@cityofwestminster.us

General Preschool Questions:

cppre@cityofwestminster.us

#### The MAC

##### **Kinder Kids & Tiny Tots**

**Ms. Felicia**

Cell Phone: 303.670.3544

fbredenb@cityofwestminster.us

General Preschool Questions:

sfpre@cityofwestminster.us

#### Reporting an Absence

- If your child is going to be absent for any reason, please let their teacher know.
- *The preferred method is sending a text message to the cell phone number listed on this page.*
- If you cannot text, please send an email to the teacher's email (not the general email address).
- You may also call the teacher's cell phone, but please be aware you will likely have to leave a voice message.



### Avoiding the Spread of Illness

Good health is an important factor in our preschool operations. If children are ill the day before or on the day of class, please keep them home where they will be comfortable. A simple guideline is to not bring your child in if they look or act sick, or if they have had any of the following in the **last 24 hours**: a fever, vomiting, diarrhea, currently have colored discharge from the nose, or a croupy cough. If your child contracts or is exposed to a contagious illness or disease, such as pink eye, strep infection, measles, chicken pox, or hepatitis, please inform their teacher so that other parents can be notified and we can take the proper steps to prevent it from spreading further. Check out the Colorado Department of Public Health & Environment's How Sick is Too Sick guide for more information.

### Emergency Information

Each child must have a completed Emergency Information form uploaded to ePACT. The Emergency Information form will be valid until August of the following year and will remain on file for three years as required by State Licensing. You may be asked to complete Emergency Information forms for any class your child is registered for so that the instructor has the information available in case of an emergency.

### Health and Immunization Policy

Each child must have a completed Certificate of Immunization and Health Statement Form uploaded to ePACT. The Certificate of Immunization must be the form that is provided in ePACT (with the Colorado Department of Public Health and Environment seal on it). The Health Statement Form must have the date of the child's last physical, the date of their next scheduled appointment, and be signed and dated by a health care provider. These two forms are valid for one year from the date of the child's last physical, per State Licensing (7.702.52).

Health statements for children between the ages of two (2) years and seven (7) years must be updated according to the American Academy of Pediatrics recommended schedule for routine well-child exams, which requires a new Health Statement form within thirty (30) calendar days of the expiration date of the previous Health Statement. The child's parent(s)/guardian(s) must submit a statement of the child's current health status or written verification of a scheduled appointment with a health care provider.

***Children who might need to take medication during our program will need a Medication Administration Authorization and/or a Health Care Plan signed and dated by their physician.*** Please have this information uploaded to ePACT before the first day of school for the nurse to approve.

*\*This program accepts children who are exempt from immunizations, however, parents will need to take a training and/or have a form signed by their physician. Please be aware of the new Colorado law.\**  
<https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>

### Procedure for Storing and Administering Medicines

A Medication Administration Authorization form, signed by a physician, must be received before medication can be given to any child. All medications will be kept in a locked deposit bag and away from all children.

Medication must be kept in the original container and have the original pharmacy label that shows the prescription number, name of the medication, date filled, physician's name, child's name, and directions for dosage. When medication is no longer needed or expired, it will be returned to the parent or destroyed. The procedure for storing and administering children's medicines and delegation of medication administration complies with Section 12-38-132, C.R.S., of the "Nurse Practice Act". Children requiring an EpiPen or inhaler are also required to have a Health Care Plan form signed by a physician.

***Please see ePact for our EpiPen® (Epinephrine Injection) Acceptance Policy.***



### Policy for Notification of Illness, Accidents, and Injuries

If a child becomes ill during class, the parent/guardian will be called to pick up the child. An ill child will be removed from the group to rest until picked up by the parent/guardian.

If a child is injured, first aid will be administered, and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported to the hospital.

Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child. All incidents will be documented by staff.

### Inclement Weather Closure Policy (7.707.31.B.4)

In most circumstances, the preschool program will operate regardless of the weather. Local school districts are used as guidance in closure decisions. In cases of severe inclement weather, staff will make the decision to close independently of the school districts. Staff will reach out to parents and update the online facility closure webpage in a timely manner. Parents are encouraged to call the front desk for closure information. Please follow the instructions on the inclement weather card given out to each parent. Updated closure information can be found at:

<https://www.cityofwestminster.us/News/category/closures-delays-1>

There are no refunds for weather-related or unforeseen cancellations. Please note: Children will not be taken outside in excessively hot or cold weather.

Licensing requires that we have an allotted time for physical activity and large muscle movement. Please be sure to have your child wear closed toe shoes (NO FLIP FLOPS or SANDALS) for these activities and dress appropriately for the weather. If weather is not conducive for children (i.e. extremely hot, cold, windy), we will implement indoor activities.

### Confidentiality

The Westminster Parks and Recreation Department shall maintain complete records of children and personnel as required for licensing. All personnel and child records shall be available, upon request, to authorized personnel of the State of Colorado Child Care Licensing. All other records regarding children and all facts learned about the children and their relatives shall be kept confidential, both by staff and the Department.

### Reporting Child Abuse

To protect children, all staff are required to report child abuse or suspected child abuse directly to CPS (Child Protection Services). Should you suspect child abuse at our facility, you can make a report by calling the Jefferson County Child Abuse and Neglect Hotline at 303.271.HELP (4357), the Adams County Children and Family Services Center at 720.523.2000, or the statewide Colorado Child Abuse and Neglect Hotline at 1.844.CO.4.KIDS.

If you would like resources concerning reporting abuse of a child, please refer to the letter at the end of this document, or contact our teachers or administrators directly.



### Americans with Disabilities Act

The City of Westminster Preschool Program does not discriminate based on race, color, national origin, sex, sexual orientation, or disability. The Westminster Preschool Program is dedicated to supporting the Americans with Disabilities Act. The City of Westminster can also provide a translator. If your child may require special accommodations for participation or a translator is needed, please contact Stacy Rosseau at [srosseau@cityofwestminster.us](mailto:srosseau@cityofwestminster.us) or 303.658.2717. Please allow adequate time for this service to be provided.

### Visitor Policy

Visitors to the program will be kept to a minimum. All visitors must check in with the instructor and sign in on the visitor log. Staff must inspect and record one piece of identification. Note: A Visitor is defined as anyone that is not preschool program staff nor parents of children in the program.

### Smoking

All children will be protected from secondhand smoke. Smoking is prohibited for all providers, visitors, volunteers, substitutes, employees, and parents. Smoking is prohibited in the center and the outdoor play area.

### Intoxicated Parent/Guardian

No child will be released to an adult who appears to be under the influence of drugs or alcohol. If the parent/guardian leaves the facility, with or without the child, program staff will notify the local police department via 911.

### Aggressive Toys and Threatening Behavior

The Westminster Preschool Program strives to maintain a safe environment for patrons, children, and staff alike; therefore, weapons of any kind brought to the class will not be tolerated. This includes graphic representation on clothing or personal items, toys, or replicas. Threats of any kind will be investigated by the Westminster Police Department. Children/parents involved in any incident will be dismissed from the program.

### Discipline Policy

In order to make the preschool program a positive experience for all children, we ask that three basic principles be observed: keep yourself safe, keep others safe, and keep materials and equipment safe.

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. We believe that developing relationships with the child, parent(s)/guardian(s), and the family is essential to open communication and discussions regarding best practices at home and at school.

When a child does not observe the expected guidelines, the Preschool Staff will discuss an appropriate plan of action, which may include any or all of the following steps:

- Separate the child from the group for an age-appropriate amount of time.
- Discuss with the child the inappropriate behavior before they return to the group.
- Parents will be notified of any problems during the class.
- Staff will document all behavior problems.
- Staff will not subject the child to any verbal, physical abuse, emotional harm, etc. in regards to discipline.



## Challenging Behaviors

Challenging behavior and conflicts naturally occur in group settings with young children. It is our job as educators to help children with self-regulation, conflict resolution, and problem solving skills. This includes helping children to express their needs appropriately.

For children who exhibit challenging behaviors over time, teachers and families will work together to develop strategies and create an action plan to address these concerns.

What will happen:

- Collect any data about the behavior including time, duration, triggers
- Discuss behavior with teacher for data collection, observation, and strategies
- Discuss behavior with parents/guardians
- Put a plan in place (what works at home/school)
- Collect data after strategies are being used
- Keep open communication with parents/guardians
- If behavior continues, we will contact a mental health specialist.
- If behavior is injurious to others or to the child and we do not have the resources to support this behavior, we will make a decision with teachers and guardians that this preschool setting may not be a fit for this child.
- We will provide resources that may help in the transition from this school to another program.

We consult with local resources to provide assistance to families and teachers who have challenges in the classroom and at home.

It is the parent's responsibility to inform the Preschool Director or Lead Teacher if their child has any behavior, mental, emotional, or physical issues that may affect his/her day-to-day activities in class (including hyperactive disorders). Such issues must be specifically noted on the child's emergency packet. Failure to do so may result in the child's dismissal from the Preschool Program.



### Parent Guidelines for Photographing Students During Class

From time to time our preschool classes have family activities where parents like to take photos or videos of their students. To preserve a safe educational and online environment for students, the City of Westminster Preschool Program has developed recommendations for parents' online responsibility and content. Many families are understandably concerned about protecting the privacy of their children, especially in an online environment. The student may be uncomfortable with other parents taking photos or videos, and parents may be uncomfortable having their student's photo placed online without their permission. Additionally, participants in any public facility or program may be photographed or videotaped by City of Westminster employees for use in City publications and/or promotional material.

1. Parents will be allowed to take photos/videos for special preschool activities such as birthday and/or holiday parties.
2. When identifying or posting an event, parents should refrain from using names or other information that might identify a student. Even general information, such as "Here is Ms. Jones' preschool class party" can cause concern for parents.
3. It is always best to post pictures or videos of only your own child/student. If you have pictures or videos of multiple students that you would like to share, you are required to seek that parent's permission. You may ask the instructor to inform other parents that you have the file available and are willing to share it privately (e-mail, etc.) with them.
4. In a classroom learning setting, parents do not have permission to photograph or videotape a classroom activity for personal use, even if it is their child. An exception is if a teacher is requesting assistance from a parent volunteer in photographing or videotaping something specific in their classroom for a project.

Thank you for your understanding and respect for student privacy. These guidelines are simply meant to ensure that our children remain safe.

### Sun Protection/Sunscreen

Please apply sunscreen to your child before they come to class, even during the colder months. Licensing requires us to log sunscreen application. To do this, we have a section on our sign-in sheets asking you if you have applied sunscreen. Please be sure to answer this question so that we can keep up-to-date with licensing requirements.

### Policy on Handwashing

Handwashing and Hygienic Practices - Staff members and children shall wash their hands at the following times:

- Upon arrival for the day and after breaks.
- When a teacher moves from caring for one group/classroom of children to another.
- Before and after: (a) Preparing food or beverages; (b) Eating, handling food, or feeding a child; (c) Giving medication, applying a medical ointment, cream or administering first aid; and, (d) Setup or use of a sensory table.
- After (a) Using the toilet or assisting a child with toileting; (b) Diapering each child; (c) Handling body fluids; (d) Handling animals or cleaning up animal waste; (e) Coming in from outdoors; (f) Cleaning or handling garbage; and, (g) At any other time that hands become soiled.



### [Policy on Diapering and Toilet Training](#)

Children in the Tiny Tots and Kinder Kids Programs are required to be toilet trained. If a child is not toilet trained, a parent must stay on-site in the recreation center to accommodate situations that come up. If your child is new to toilet training, please inform instructors so they may help your child to be successful. Please pack a spare set of clothing in case your child has an accident. In case of an accident, a limited supply of clothing will be available if parents have not provided any. We ask that parents please launder the clothes and return them as soon as possible due to the volume of classes held.

### [Sign In/Out Policy](#)

For the safety of all children, parents are required to sign their children in and out each day. The preschool staff will need written authorization to release a child to someone other than the parent or guardian. Anyone not known by the preschool staff will be required to show a form of identification to prove who they are. The staff will then make sure the person is authorized to take the child.

Please do not send your child early to class even when instructors are present. Instructors use this time to prepare the class for your child's day. Please do not leave other children unattended in your vehicle during drop-off/pick-up.

Please be sure to answer the sunscreen application question on the sign-in sheet so that we can keep up-to-date with licensing requirements.

If you arrive late and the class is not in the usual room, check with the front desk for the class location if it is not posted in the room. Do not leave your child without first signing your child in with the instructor.

### [Late Pick Up Policy and Fee](#)

Please be prompt when picking up your child. If you know you are going to be late, please text the instructors or call the Recreation Center.

When a child is not picked up after class, the instructor will place a call to the parent/guardian. If unsuccessful, they will try the emergency contact number. After 30 minutes the Department of Social Services/Police will be contacted for the child's safety.

A late fee of \$5 for the first 10 minutes and \$1 for every (1) minute thereafter will be assessed for children not picked up at their scheduled time; i.e. if a parent is 15 minutes late, a late fee of \$10 will be assessed that day.

### [Procedures for Identifying Where Children Are At All Times](#)

- Parents will be required to sign their child in and out for any preschool class.
- Instructors will perform name to face attendance and headcounts often during class.
- Children are not allowed to leave the preschool rooms without an instructor or their parent/guardian.
- Children will wear name tags until all names are learned.
- Staff will follow up on any child not signed out of the program to make sure they are safe before leaving for the day.

### [Policy for a Lost Child](#)

In the event of a lost child, staff will conduct a thorough search of the facility. If the child is not located, staff will call 911 and notify the parent/guardian.





### Tornado, Fire, Lock Down/Out Drills

Fire evacuation procedures for each recreation center are posted, and staff is aware of where to direct children in case of a fire. Monthly fire drills are held. Severe weather, lockdown, and reverse evacuation drills will be held twice per school year.

The recreation centers have located the best option for tornado shelters at each center. Staff is aware of where to direct children in case of fire, tornado, and/or lockdown and periodic drills will be held.

- |                               |                    |
|-------------------------------|--------------------|
| • City Park Recreation Center | Downstairs Offices |
| • The MAC                     | Locker rooms       |
| • West View Recreation Center | Locker rooms       |

If you would like a copy of the staff emergency procedures, please contact the Recreation Coordinator or Assistant Recreation Coordinator.

### Policy Concerning Meals/Snacks

Our Kinder Kids program has snack time. Every child will bring their own snack to school and children will not be allowed to share snacks. Many children have allergies to certain foods, food colorings, additives, etc. Safety is our number one concern. Please read the snack label ingredient list before sending it with your child. ***All items must be peanut and tree nut-free! (Please note many granola bars and protein bars contain peanuts or tree nuts.)***

We also talk about nutrition in our classes and expect that the snack your child brings will be nutritious. Candy is not an allowable snack and chewing gum is not allowed at school at any time. Additionally, the Colorado Department of Health and Safety recommends that children's snacks be made up of different food groups, including proteins, starches, and fruits/vegetables. Therefore, we ask that the different food groups be represented in your child's snack. Meals are not provided as part of the preschool program.

Due to time constraints, we do not have snack time in Tiny Tots.

Ideas for snacks:

- Fruit and vegetables
- Items that are whole grain (crackers, cereal, cereal bars, baked chips, pretzels)
- Items that are low in or contain no trans-fats (dried fruits, gummy snacks)
- Please do not bring drinks (other than water) as children will drink from their water bottles or we will provide a water cup.

### Birthdays

Birthdays are important to children and they enjoy sharing them with their friends. Please inform us in advance if you plan to bring treats for your child's special day. These treats must be prepackaged or store-bought. ***All items must be peanut and tree nut-free!***

If you choose to only invite a few children to a party outside of class, please be courteous to others when handing out invitations. It is best to do this outside of class and not hand them out in front of other children and parents.

### Personal Belongings

The preschool staff highly recommend that personal toys, games, money, or valuables be left at home. Staff are not responsible for any lost or stolen items. (Note: Some classes do have show-and-tell as part of their schedule. In this case, please supply a bag or backpack for your child to store their belongings until it is time for show-and-tell. The bag and any belongings should be labeled with the child's name).



### Supplies and Clothing

Active play, paints, sand, water, etc. will be used during preschool. To avoid the worry of damaged clothes, please dress your child in simple play clothes and shoes appropriate for running and jumping. Parents are to provide a labeled **standard size backpack**, an extra change of seasonally appropriate clothing, a coat, gloves, and a hat for outdoor play. Sunscreen should be applied daily. Please do not send your child to preschool in flip-flops, sandals, high heels, or any other shoe that restricts their ability to run and play.

### Transporting Children/Field Trips

All of the preschool program field trips (if scheduled) are in town and the children will either walk to them or parents will meet us at the designated sites. Children will NOT be transported in City of Westminster vehicles nor will preschool staff transport any children in their personal vehicles. Before attending any field trip, parental permission slips must be signed. No child may attend without a written permission slip. While on field trips, children will be under constant supervision at all times. Children are not permitted to bring money on field trips. At this time, there are no field trips planned for our preschool classes.

### Policy for Late Arriving Child on Field Trip Days

If a child is dropped off late on the day of a scheduled field trip, supervision will not be provided. We ask that children be dropped off well in advance of any scheduled site departures. As noted above, there are no field trips planned for our preschool classes.

### Technology Viewing Policy

For the most part, videos/movies are not utilized by the preschool classes due to the nature of our program and the time allowed per class. If an instructor feels that a video would be beneficial and necessary to the class (i.e. preschool fire safety video during safety week), prior permission must be given by the Recreation Coordinator. Parents will then be notified as to what video will be shown and the rating of the video. Parent permission must be given for any rating above a "G".

### English Language Learners/Interpretation Services

We strive to operate in a diverse and welcoming manner in all areas of our program. If you or your child speak a language other than English in the home, please let our staff know and we will make every reasonable accommodation to support your family in the preservation of your cultural expectations. Our staff all have access to translation applications (ie. Google Translate) and administration can supply additional materials in your preferred language (books, handouts, etc.) as requested by staff and families. If you require the use of a translator or interpreter, please let our staff know as soon as possible so that we best serve you by contacting interpreter services through City Hall.

### Observance of Holidays

Some classroom activities may include holiday themes; therefore, we ask that you please notify instructors of any and all holiday theme objections as early in the school year as possible so that accommodations may be made, if possible. Missed classes will not be refunded, but alternate activities may be provided in some cases.



## Developmental Observation and Assessment

Early childhood is a vital time for healthy development and establishing learning patterns/behaviors. Therefore, each child in our program is regularly observed and assessed, both formally and informally. This practice ensures that our staff can best support and inform you and provide resources and early intervention in the case of delay or concern. Please see our list of Parent Resources on page 18. Additional family resources are available upon request.

## Support Through Transitions and Continuous Caregiving Practices

We understand that transition times can be very difficult for children, whether it is from home care to school, preschool to preschool, Tiny Tots to Kinder Kids, or Kinder Kids to Kindergarten. We do our best to support children and families through these times of change in any way that we can. We offer several opportunities for children to see their new classrooms, and staff work hard to ensure that all children transitioning out of the program have been well prepared for their next steps. Additionally, we hold our instructors to a standard of continuous care, meaning that all children in a class will be cared for by the same instructors throughout the school year (barring excusable absence for medical or personal reasons).

## Filing a Complaint

Complaints regarding suspected licensing violations must be reported to:

Colorado Department of Early Childhood  
710 S. Ash St.  
Denver, CO 80246  
800.799.5876

For any direct program concerns or comments please contact:

Stacy Rosseau  
Recreation Coordinator - Preschool & Tot Programs  
srosseau@cityofwestminster.us  
303.658.2717

April Smith  
Assistant Recreation Coordinator - Preschool & Tot Programs  
apjsmith@cityofwestminster.us  
303.658.2222

**“Play is a developmental progression in which the child adds new,  
more complex understandings about the world at each stage.  
Play has a unique and personal meaning for each child.”**

-Erik Erikson



WESTMINSTER

## ePACT Notice

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In our continuous efforts to provide the best possible care to our students and staff, the City of Westminster Preschool has partnered with ePACT. ePACT is an electronic health record system for programs, and helps us consolidate and integrate student health information into a centralized and secure location. Their system will give our staff access to student health information, as well as parent/guardian/emergency contact information.

We can also use ePACT to communicate with families. Communication can be done by text, voice message, or email. Accurate information in ePACT is vital to providing quality service, whether it's for improved communication or health information access. The security, confidentiality, and privacy of your child's personal health information will always be protected. ePACT follows the highest standards of security and only the City of Westminster's Preschool staff will have access to students health information. ePACTnetwork.com is secure, encrypted, and all profiles for both staff and participants are password protected.

***You will receive an email from ePACT (you might need to check your spam).*** If you have used ePACT with us or another organization in the past, you will be asked to log in and update any expired information.

If you haven't used ePACT before, you can follow these steps to access your account and build your child's profile:

- Click the link in the ePACT email, which will open in a window on your internet browser (Google Chrome or Mozilla is recommended)
- On the next screen, click "Create Account"
- Follow the instructions, and complete the health history for your student. You will not be able to submit your profile until all required info is completed, including any required documents.
- Return to [www.epactnetwork.com](http://www.epactnetwork.com) at any time to make changes/updates to your student's health information
- Staff will review profiles and contact families with incomplete or incorrectly completed profiles to ensure everything is ready prior to the start of school!

Contact the Recreation Coordinator or the Assistant Recreation Coordinator with any ePACT related questions.



## Parent Resources

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### EMERGENCY/NON-EMERGENCY SERVICES

Poison Control 1.888.222.1222  
Westminster Police Non-Emergency 303.658.4360  
CDHS Licensing 303.914.6304

### CRISIS/EMERGENCY SUPPORT

JeffCo Human Services 303.271.1388  
Adams Human Services 303.227.2700  
JeffCo Action Center 303.273.7704  
Child Abuse Hotline 303.271.4731  
CO Coalition for Homeless 303.293.2217

### DOMESTIC VIOLENCE

Gateway Crisis Line 303.343.1851  
Family Tree 303.422.2133  
CCADV [victimoutreach.org](http://victimoutreach.org) 303.202.2196  
National Domestic Violence Hotline 1.800.799.7233  
Domestic Violence Outreach Program 303.463.6321

### COUNSELING/MENTAL HEALTH

Adams Community for Mental Health 303.426.7193  
Jefferson Center for Mental Health 303.425.0300  
Nami 1.800.950.6264  
Suicide Hotline 1.800.273.8255  
Sensory Pathways 4 Kids 303.862.8557

### WESTMINSTER LOCAL CONTACTS

Westminster City Hall 303.658.2400  
Adams School Boundaries 303.428.3511  
JeffCo School Boundaries 303.982.2339

### CHILDCARE

Childcare Referrals 1.877.338.CARE  
City Park Fitness Center Child Care 303.658.2935  
West View Child Care 303.460.9530

### SPECIAL NEEDS RESOURCES

Arc 303.232.1338  
A Precious Child 303.466.4272  
Child Find 303.982.7247  
Devel. Disability Resource Center ([ddrcco.com](http://ddrcco.com))  
PEAK Parent Center ([peakparent.org](http://peakparent.org))

### PARENTING ASSISTANCE

A Parent Connection 303.916.6929  
Adams County Housing Authority 303.277.2075  
Adams County Public Health Dept. 303.426.5232  
CO Works/Food Stamps/Medicaid 303.271.4339  
JeffCo Workforce Center 303.271.4700  
JeffCo Housing 303.422.8600  
LEAP (Heat Help) 1.866.432.8435



## Letter from Dept of Early Childhood

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Dear Parent,

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Early Childhood. This license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse is:

**Adams County Children & Family Services Center**  
11860 N Pecos St, Westminster, CO 80234  
720.523.2000

**Jefferson County Dept. of Social Services**  
900 Jefferson County Pkwy., Golden, CO 80401  
303.271.4357

**Colorado Child Abuse and Neglect Hotline:** 844.CO.4.Kids (844.264.5437)

Colorado requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in our well planned program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult:

**Colorado Department of Early Childhood**  
710 S. Ash St.  
Denver, CO 80246  
800.799.5876

For any direct program concerns or comments please contact:

**City of Westminster**  
4800 West 92nd Avenue  
Westminster, CO 80031  
303.658.2400

**Stacy Rosseau**  
Recreation Coordinator, Preschool & Tot Programs  
srosseau@cityofwestminster.us  
303.658.2717

**April Smith**  
Assistant Recreation Coordinator, Preschool & Tot Programs  
apjsmith@cityofwestminster.us  
303.658.2222



**WESTMINSTER**