

# PRIMERO

## PUPPYLAND PRESCHOOL



## HANDBOOK/PACKET

Policies and Procedures

In compliance with the Colorado Department of

Human Services - Division of Child Care

&

Primero RE-2 School District

## Primero Puppyland Preschool



Dear Parents,

Thank you for choosing Primero Puppyland Preschool! We are committed to providing a safe and educational environment for your child. We are staffed with a master teacher and highly qualified personnel with professional backgrounds and ethics. We ensure that your child will receive the utmost positive age appropriate early educational experiences while in attendance. Your child will have a tremendous jump start to their educational experience with fun, creativity and an enriching learning environment.

The following items are required along with the completed enrollment packet:

1. Original birth certificate – a copy will be made and original returned immediately.
2. Immunization records – copy also will be made.
3. Doctor and Dentist listed on packet with address and phone number.
4. A copy of your child's current and most recent physical and/or well baby check. The parents or guardians of each child must submit a statement from the doctor of the child's current health status signed and dated by an approved health care professional who has seen that child in the last six months. A form is enclosed in the packet if needed.

Your child cannot be officially enrolled until these items are on file. Please get all necessary paperwork to me ASAP so your child can be eligible and enrolled in our program. We are only allowed to have 24 children, as per state standards. Get it all in before school starts so they will be guaranteed a slot in our program.

If you have any questions, please feel free to contact me at 719-868-2715, ext. 106

Respectfully,

Ms. Kathy Ritz, Director

PRIMERO PUPPYLAND PRE-SCHOOL

Child's Intake Records

Date: \_\_\_\_\_

1. Child's name \_\_\_\_\_ D.O.B. \_\_\_\_\_

2. Name by which child is most often called: \_\_\_\_\_

3. Home address: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Father/Guardian Name: \_\_\_\_\_

Address (if different than child's address): \_\_\_\_\_

5. Place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Mother/Guardian Name: \_\_\_\_\_

Address (if different than child's address): \_\_\_\_\_

7. Place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

8. In case of emergency, call: \_\_\_\_\_

9. Person(s) designated to pick-up child (please provide photo of each person)

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10. Person(s) **NOT** permitted to pick up child (please provide photo of each person)

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**As per state statute must have a doctor and dentist listed.**

11. Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

12. Child's Dentist \_\_\_\_\_ Phone \_\_\_\_\_

13. Other children in the family (names, ages and sex of each):

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14. Other adults that live in the home (not parent): \_\_\_\_\_

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15. Play habits \_\_\_\_\_

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16. Eating behaviors: \_\_\_\_\_

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17. Sleeping patterns: \_\_\_\_\_

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18. Fears: \_\_\_\_\_

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19. Likes/Dislikes: \_\_\_\_\_

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ANNUAL AUTHORIZATION FORMS

## Permission for Participation in Activities

I give permission for my child to participate in all program activities except for the following:

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Permission to use sunscreen Y N; Lotion Y N; Bug spray Y N

Diaper cream Y N Other: \_\_\_\_\_ Y N

Media Use: My child may participate in the use of media as listed in the contract and any provider deemed appropriate, computer/video games. There will be no higher rating than E/PG for any of these items.

Yes  No  Except the following: \_\_\_\_\_

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Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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Additional comments/parameters. Use the back of this sheet if needed.

## PRIMERO PUPPYLAND PRESCHOOL

In order to assure that new parents clearly understand the procedures and policies of the preschool, we ask all parents to read the policies included with the application and to initial all of the following items as they are read. Please return to the Preschool Director to be placed in the child's folder. If you have any questions and/or concerns please contact us as soon as possible.

\_\_\_\_\_ I understand that my child must be toilet trained.

\_\_\_\_\_ I will keep my child home if the child is ill

\_\_\_\_\_ All preschool children will need a complete change of clothing to be kept at school, and a pillow and blanket with their names on them. These are to be kept at the preschool at all times. The pillow and blanket will be sent home every Thursday for washing, to be returned on Monday.

\_\_\_\_\_ Parents need to inform the preschool of any changes in address, phone numbers, employment, emergency information or any changes in family situations, IMMEDIATELY.

\_\_\_\_\_ Parents will have on file an approved free/reduced application even though everyone is on free lunches. This is for CPP identification.

\_\_\_\_\_ Parents or designated people are to pick up their child at the school at 3:30 pm. This is to ensure that the preschoolers/parents will not be in the midst of bus traffic and the older students. If the child is not picked up by 4:00 pm they will be in the office.

\_\_\_\_\_ No medication can be administered to a child without written consent and instructions from the doctor. The medication form must be filled out and filed in the child folder.

\_\_\_\_\_ I understand that upon registration, I need to return the completed application, a copy of the child's immunization records, copy of a birth certificate, and other pertinent information in the packet

\_\_\_\_\_ I understand that my child will need a physical or well baby check within 30 days of registration and a copy sent to the school. This is mandatory and will be enforced.

\_\_\_\_\_ If, after a reasonable period of time, it is found that a child is unable to adjust to the preschool, the preschool reserves the right to request that the child be withdrawn and is welcome to try again at a later date.

\_\_\_\_\_ I agree to abide by these rules.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## STUDENT EMERGENCY PROCEDURE FORM

GRADE: \_\_\_\_\_

Pupil: \_\_\_\_\_  
(Last Name) (First Name) (Full Middle) (Date of Birth)

Parent(s)/Guardian(s): \_\_\_\_\_  
(Mother) (Father) (Guardian)

Home Address: \_\_\_\_\_  
(Street) (City) (State)

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**In case of accident or serious illness, if I cannot be reached at the above address/phone numbers, you have my permission to contact:**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Hospital: \_\_\_\_\_ Hospital Phone: \_\_\_\_\_

**In the event of a medical emergency involving my child I request that the school authorities follow this procedure:**

Call 911 and transport to nearest hospital or  
 Other: \_\_\_\_\_

I give permission for the Primero School Nurse or liaison to administer over the counter medication to my child **only** after calling me first\*\*

Please list all allergies/medical conditions that your child has and prescribed medications (inhalers, etc) that your child is taking below:  
\_\_\_\_\_

\*\*Note: The following is state law; NO over the counter medications are allowed in school without parental and/or medical provider permission. They must be administered in the office. The Primero School District reserves the right to deny administering any over the counter medication if in so doing it interferes with our ability to serve the needs of other children or complete our work

\_\_\_\_\_  
Parent Signature



## MISSION STATEMENT:

Primero Puppyland Preschool, as part of the Primero RE-2 School District, will provide a positive and safe learning environment, age-appropriate education in which all children can reach their maximum potential.

### A. Ages of the Children:

1. Pre-K children – ages 4-5
  - a. Must be 4 by May 1<sup>st</sup>.
2. Preschool children – ages 3-4
  - a. Must be 3 years old by May 1<sup>st</sup>.
  - b. Must be of age. (Unless there is an IEP or circumstances that state otherwise.)
3. A positive home to school transition will be implemented.
4. If for any reason a child is unable to make a positive transition within the first couple of weeks in preschool, it will be the teacher/administrator's discretion if the child returns to the preschool or advised to wait for a period of time before returning.

### B. Services offered for special needs children through BOCES.

### C. Screening opportunities will be available for all children birth to 5 years old.

### D. Puppyland Preschool Hours:

1. Puppyland will be open from 7:40 am to 3:30 pm. Pick up time is **IMPERATIVE for safety**. This is to prevent the Preschool student and parents any involvement with the upper classes and bus traffic.
2. Primero Puppyland will be open 4 days per week – Monday through Thursday.
3. Puppyland will follow the Primero RE-2 School calendar for holidays and inclement weather situations.
4. If school will be canceled due to any inclement weather situation there will be an all-call, text message, and a voicemail on mobile phones as well as landlines and also on social media such as Facebook.

### E. Registration and Admission

1. The children will be registered at:  
Primero RE-2 School District  
20200 State Highway 12  
Weston, CO 81082
2. Children must be registered, have a completed packet with all necessary paperwork in place. They will not be able to attend Preschool until all paperwork is completed and submitted.

Guidelines for acceptance in order of priority for enrollment are as follows;

- a. Children identified as disabled pursuant to the Individuals With Improvement Act of 2004 (IDEIA).
- b. Three and four year olds who qualify for the Colorado Preschool Program (CPP).
- c. Four year olds wish to attend their home school as determined by the Board (space available only subject to disenrollment at any time during the school year due to maximum enrollment limits).
- d. Three year olds who wish to attend their home school as determined by the Board (space available only, subject to disenrollment at any time during the school year due to maximum enrollment limits).
- e. Three and four year olds who are district residents, but do not want to attend their home school (per Board policy, space available only, subject to disenrollment at any time during the school year due to maximum enrollment limits).
- f. Five year olds who are eligible for Kindergarten and are district residents, but for whom another year of preschool is desired.
- g. Open enrollments and transfer student enrollments may be contingent upon a student providing his/her transportation and valid for no more than the current academic year. Parents and/or guardians seeking to enroll students in schools other than their school of residence should be aware that priority shall be given to students within each school's attendance area and maximum enrollment limits may necessitate disenrollment of non-resident students at any time during the school year.

If the Pre K or Preschool has met its capacity, your child will be put on a waiting list and prioritized as follows:

1. In District
2. Date of Application

Regular attendance is expected in order to maintain your slot in our enrollment.

1. If your child is going to be absent please call the Preschool as soon as possible to let them know.
2. If there are consecutive days of being absent, please put in writing and/or a doctor's excuse for the child's file.

3. If your child has any long term medical issues please provide a Health Plan for them for their file.
  4. If there are any extenuating circumstances that have to occur please put in writing for the child's file.
  5. If you are going to withdraw your child from our Preschool please give us ample notice and/or submit the withdrawal in writing so that the staff may make any adjustments that are needed.
- F. Who is eligible for Colorado Preschool Program (CPP):
1. Each district and preschool has a limited number of openings. The factors are defined by the Legislature and not solely on income.
- G. Fees for the Preschool:
1. There is no enrollment charge for Preschool or any other charges for our Preschool. We are a State Funded facility.
  2. All students will receive **free** breakfast and **free** lunch.
  3. However, an approved or certified free/reduced lunch application **MUST** be on file for all preschool children. (This is to be referenced for CPP children.)
  4. Children will receive a nutritious snack and drink in the afternoon.
- H. Procedure for knowing where the children are at all times:
1. The staff **WILL** know where all children are at **ALL** times.
  2. **YOU MUST RELEASE** your child to a Preschool staff member or designee, no earlier than 7:40 am in the Preschool room and you must sign them in.
  3. **YOU MUST PICK UP** your child in the Preschool room and sign them out no later than 4:00 pm
- I. Discipline Policy:
1. Discipline shall be clear and understandable to the child, age appropriate, consistent and explained to the child before and at the time of disciplinary action.
  2. Discipline shall include positive guidance, redirection and a set of simple clearly understood limits that will help the child become self disciplined.
  3. Disciplinary practices established by the Preschool shall be designed to encourage the child to be fair, respect property, and to assume responsibility for their actions and be respectful to others.
  4. Positive discipline may include brief, supervised separation from the group, redirection and/or withdrawal of certain privileges for a limited time period that will be age appropriate.
- J. Procedures for handling children's illness, accidents and/or injuries.
1. Accidents:

- a. Apply first aid and/or CPR.
- b. Call parent/guardian.
- c. Fill out an accident form.
- d. Review the accident report with the parent as soon as possible.

2. Illnesses:

- a. **Please remember that if your child does not feel well, has a fever, etc. you MUST keep them at home, for their well-being and others.**
- b. **Call the parent/guardian responsible that is listed on the emergency procedure form. Child MUST be picked up as soon as possible.**
- c. Keep the child as comfortable as possible away from the others (supervised), until the parent/guardian arrives.

K. Procedure for responding to emergencies such as earthquakes, fires and evacuations.

1. Primero RE-2 School District has a very detailed, intricate and appropriate Crisis Management plan and procedures.
2. **Appropriate measures taken for fire drills, or action to evacuate or take shelter according to the crisis management procedures.**
3. Building specs are posted in all the rooms and areas, and Crisis Management notebooks are located in all areas. There will be appropriate transportation for any child with special needs.
4. As per any inclement weather during the school day that a child attends provisions will be made in case of weather conditions and temperature of too hot or too cold.

L. Releasing from Preschool:

1. **NO** child will be released to **ANYONE** other than those on the written authorization papers that are on file. **NO EXCEPTIONS!**

M. Late pick-ups: Steps that will be followed:

1. Preschool pick up is no later than 3:30 pm
2. If the parent/guardian is not at the preschool by 3:45 pm parent or emergency contact person will be notified and the child must be picked up by 4:00 pm.
3. Please notify the Preschool and/or the front office if you are going to be late. In that event, if it is after 4:00 pm your child will be in the office. There will be an adult with the child at all times waiting for pick up.
4. **DHS will be notified if pick up has not been made by 4:15 when staff is ready to leave.**

- N. We do NOT transport Preschool children. Parents are responsible for transporting them to and from school. There are no extra activities, field trips, etc. that we attend that require transportation.
- O. An annual Authorization Form in the enrollment packet is signed by the parent/guardian for permission for participating in certain activities within the Preschool, (TV/Video viewing, computer activities, etc.)
- P. School policy for medication administration is Policy JLCD and JLCD-R. If a child needs to have medication administered during the school day, instructions from only the **DOCTOR are acceptable. The administering of medication will be done by our School Nurse or Nurse's Liaison.**
- Q. Preschool Children will receive **Free** breakfast and **Free** lunches and a nutritious snack/drink in the afternoon.
- R. Children's belongings:
1. Each child has their own cubby/area for their belongings
  2. All belongings should have the child's name on them
  3. Please do not send candy, gum, etc. unless there is enough for the whole class.
  4. Do not send toys that are valuable because they may get broken.
- S. Visitors:
1. All visitors must check in at the office, and sign in before they proceed to the Preschool.
  2. They must also check and sign in with the Preschool staff.
- T. Staff Meetings:
1. Director/Teacher will meet weekly to discuss the program and activities.
- U. Parent/Teacher Conferences
1. Conferences are held twice a year. In the fall and spring after the screening process is complete.
- V. Reporting Child Abuse:
1. Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect or anything that might indicate abuse or neglect.
  2. To report child abuse contact Las Animas County Department of Social Services at 719-846-2276.
- W. Procedure for filing a complaint:
1. Notify the Director of the Preschool, Ms. Kathy Ritz @ 719-868-2715, ext 106
  2. Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., Denver, CO, 1-800-799-5876

