

# **Kohl Street Kids Preschool and BASE**

## **Parent Handbook**

**2017-18 School Year**



**825 Kohl Street  
Broomfield, CO 80020  
303-466-8355 Ext. 3**

## Important Dates

Below is the open house, first day, Full Days for KSK and closures. Please make a note of these dates in your calendar. Preschool will attend school on Kohl Elementary closures unless stated.

**THIS LIST IS SUBJECT TO CHANGE.**

|   |   |
|---|---|
| August 13                               | Open House KSK BASE 1-3:00  |
| August 14-15 Full Days<br>KSK BASE ONLY | Full Days KSK BASE ONLY- Preschool only if you are<br>Enrichment and BASE |
| August 16                               | First Day of School Kohl Elementary- BASE First Day                       |
| August 18 & 21                          | Kindergarten Staggered Start Dates- Kinder Enrichment<br>Begins           |
| August 18                               | Preschool Open House- All Classes 9-11:00                                 |
| August 21                               | Preschool Begins  |
| September 4                             | Labor Day- No School or BASE  |
| September 18                            | FULL DAY BASE- Normal Day Preschool                                       |
| October 13                              | Full Day BASE- Normal Preschool Schedule                                  |
| November 10                             | Veterans Day- CLOSED  |
| November 20-24                          | Thanksgiving Holiday- CLOSED  |
| December 25-January 5                   | Full Day BASE- Preschool Resumes  |
| January 15                              | Martin Luther King Jr. Day-CLOSED   |
| February 16                             | Full Day BASE-Preschool Closed for Teacher Training                       |
| February 19                             | Presidents Day- CLOSED  |
| March 26-30                             | Spring Break- Closed  |
| April 13-16                             | Full Days BASE- Preschool closed 13 <sup>th</sup> open 16 <sup>th</sup>   |
| May 24                                  | Last Day of School- Both Programs   |

**Program Description:** **Kohl Street Kids Preschool** offers a choice of three program options. Morning preschool which is 8:30-11:30. The second option is preschool with Enrichment with lunch served (parent Provides), rest time and a learning activity. Enrichment begins directly after preschool from 11:30-2:30. The third option is Preschool, Enrichment and BASE after the 2:30 dismissal until 6:00 PM. Please refer to the attached fees form for each program. **Pre-kindergarten** class is for those children who will be entering kindergarten the following year (children **MUST** be 4 years old by September 30th). This class meets Monday through Friday from 8:30 AM to 11:30AM. **Preschool Classrooms** are on Monday, Wednesday, and Friday or Tuesday and Thursday from 8:30 AM to 11:30AM for children ages 3 - 4. **WEE-Pre** is the class created for 2 ½ - young 3's. This class is only offered with enough enrollment, otherwise students will join the 3-4 class and have an assistant help with potty training, transitions and assistance with the younger students. The preschool classes are geared for the children who will NOT be attending kindergarten the following year. Our curriculum is theme-based. Planned within the framework of our mission and philosophy, the curriculum also includes self-concept, music, creative art, fine and gross motor activities, cooking, science, language development, and best of all FUN! Birthdays and holiday celebrations are also a part of our busy school year. Children will be exposed to concepts of math, reading, science and writing, through exploration of colors, shapes, numbers, experiments and letters.

### **KSK BASE:**

#### **AGES AND NUMBER OF CHILDREN**

We are licensed to care for children ages 5-12 and primarily those children in Grades K-5 who attend Kohl Elementary School. Our license capacity is 84 children. We will not exceed a capacity of 60. Our student-to-staff ratios are 15-1 or lower.

#### **HOURS OF OPERATION**

**Kohl Street Kids BASE** is open from 7:00 a.m. until school begins, and from the dismissal of school until 6:00 p.m. All Children are to be picked up no later than 6:00 p.m. There are payment penalties for late pick up after 6:00 p.m. (See fee schedule for penalties). Failure to pick up your child after 6:30 p.m. will result in calling Social Services and local law enforcement. This will only occur if you or your emergency contacts cannot be reached and arrangements have not been made.

#### **BREAKFAST (BASE ONLY- NOT AVAILABLE FOR PRESCHOOL)**

For those attending the morning session, the center offers a variety of hot and cold options for breakfast. Please have your child at the center before 7:25 a.m. if you would like them to be served breakfast. After 7:25 breakfast will not be served.

Kohl Street Kids Preschool's hours are 8:30 until dismissal at 11:30. Enrichment starts at 11:30 and runs until 2:30 pickup. The BASE Program is available for preschool families from 2:30 until 6:00. Any child left 30 minutes or more at the end of ANY program offered will result in a call to authorities and late charges will be applied immediately.

**Philosophy of the Programs:** It is the philosophy of **KSK Preschool** that early childhood should be a time of fun, warmth, security, exploring, and discovery. Preschool children are creative and receptive. Our program strives to nurture and encourage these qualities in our students. The purpose of the program

is to develop the whole child, by providing an atmosphere that encourages social, emotional, physical, and intellectual growth. **Kohl Street Kids BASE** provides quality before and after school care that meets the needs of each individual family in a safe and healthy environment. This is a program where we stress the importance of having good listening and cooperation skills. School children need to be given words of encouragement, help with boosting their confidence, and be treated with respect, in order for them to mature into their role of caring young adults. Children have to face many difficult issues and pressures, so we seek to help them feel safe, cared for, and valued.

**Ages Served: Preschool:** Children who are 2.5 to 5 years old are eligible to enroll in the preschool. Children must be 2.5 years old before they can start and 90% potty trained. Children should be independent with regards to toileting, but if you have a child with special needs we will assess the situation on an individual basis. **Kohl Street Kids BASE** specializes in school age care. KSK BASE is a before and after school enrichment program for children who attend Kohl Elementary School, and KSK Preschool. Our activities and programs are geared for the Preschool through 5<sup>th</sup> grade child, with their unique personalities and needs taken into consideration.

**Affirmative Action Statement:** Kohl Street Kids Preschool and BASE Program uses the public media in order to make openings known to everyone. Children are admitted regardless of race, creed, color, sex, national origin, and religion or handicapping condition. As part of the Rehabilitation Act of 1973, as amended in 1978 (Public Law 93... 112), Congress enacted Section 504, which provides that no physically or mentally handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in the preschool program. We will also make reasonable accommodations to qualified disabled applicants or employees upon request.

**Admission:** Admission procedures shall be completed prior to the child's attendance at the school and shall include:

- Pre-admission interviews with the child's parents/guardians in order to secure information that will help us determine whether the services offered by KSK Preschool/BASE will meet the needs of the child, and their parents/guardians.
- Explanation of the center's policies and procedures, including plans for payment of fees.
- Completion of the following forms in the child's enrollment packet: annual health form, immunization card, registration form, emergency card, authorization of pick-up form, and class list permission form and signature page of this handbook.
  
- Payment of pre-registration fee.

**Tuition Charges and Fees:** Tuition is figured as a monthly fee. We bill at the beginning of the month. There are no refunds given for illness, vacations, snow days, or withdrawal of the child from the school. Payments after the 10th of the month are considered late and will be assessed a \$35.00 late fee. Scholarships are available, with board approval, on a case-by-case basis for families in need of financial assistance.

**Fee Schedule:  
Preschool**

- Registration fee \$50.00 due annually. **This fee is non-refundable**
- 2 day programs (T/Th) \$165.00
- 3 day programs (M/W/F) \$215.50
- 5 day program (M- F) \$335.00
- Enrichment (optional) \$ 2 days, \$140.00, 3 days \$195.00, 5 days \$310
- Post Kinder \$310.00
- Returned check \$15.00 (after 2 NSF checks, you must pay in cash or cashier's check for the remainder of the year)
- Late payment \$35.00

**BASE:**

|                                   |       |
|-----------------------------------|-------|
| Full Time, Monday –Friday (AM/PM) | \$435 |
| PM only Monday – Friday           | \$345 |
| AM only Monday – Friday           | \$165 |

|                      |       |
|----------------------|-------|
| 2 Day/week (AM/PM)   | \$240 |
| 2 Day/week (PM only) | \$185 |
| 2 Day/week (AM only) | \$105 |

|                        |       |
|------------------------|-------|
| 10 Day/month (AM/PM)   | \$290 |
| 10 Day/month (PM only) | \$210 |
| 10 Day/month (AM only) | \$115 |

|                      |       |
|----------------------|-------|
| 3 Day/week (AM/PM)   | \$330 |
| 3 Day/week (PM only) | \$235 |
| 3 Day/week (AM only) | \$135 |

|                      |       |
|----------------------|-------|
| 4 Day/week (AM/PM)   | \$390 |
| 4 Day/week (PM only) | \$290 |
| 4 Day/week (AM only) | \$160 |

**DROP IN- (Less than 5 times a month) Daily Fee \$ AM- \$10.00, PM \$26.00 and AM/PM \$32.00**

**FULL DAY FEES**

An additional \$40 fee per child per day is invoiced for days Kohl Elementary is closed and children attend the center. Refer to the list of full days on the first page of the Parent Handbook. Breakfast and snacks will be provided, sack lunch will be provided by parents. **NO NUTS OR NUT PRODUCTS.**

**Discount:** Church members receive a 10% discount on tuition. Two programs will be discounted at 10% for one of the classes.

**Late Pick-Up:** There is a fee of \$1.00 per minute after 5 minutes for children who are picked up late. If a child is not picked up, every effort will be made to contact the parents/guardians of the child. If they cannot be reached, persons authorized to pick up your child will be called. If no one can be reached, a staff member will stay with the child until someone is able to pick them up.

Failure to pick your child up within 30 minutes may result in us calling Social Services and the local law enforcement agency. This will only occur if you and your emergency contacts cannot be reached and arrangements have not been made. **Please make sure you call us if you will be late picking your child up, or in case of an emergency.**

**Tardiness:** Please have your child to school on time. Important learning activities begin at 8:30 AM. Tardiness is confusing for children and very disruptive for the class. If you have an emergency and will be late arriving, please call the school. Continual tardiness is grounds for disenrollment (Preschool). We are always alert about the safety of your child/children and these procedures are for their protection. We also require children to check in and out with staff when entering and leaving designated areas. **It is extremely important to notify the center in advance if someone other than the parent will be picking up your child, or if your child is absent, late, or will be at an after school activity.** If your child is registered to attend the center but does not show up, the staff will make every effort to notify the parents and locate the child. **Please update your contact information when necessary. For the safety of BASE students ALWAYS let the staff know if there is an absence or change of schedule for the day.**

**Sign In and Out Procedures/Supervision:** The individual that transports the child to and from school must sign the attendance sheet inside the student's classroom upon arrival and departure each day. It is necessary that we have a form in each child's file that specifies who may pick up the child. It is the parent/guardian's responsibility to keep this list current. Staff cannot release a child to someone who is not on the list. We may request identification from any person picking up a child. This includes parents and people on the list. Attendance sheets are checked daily by staff to establish if all children have been picked up. Please do not forget to sign your child out. Staff/child ratios are maintained on a daily basis using both staff and parent volunteers to help with supervision. Direct supervision is enforced at all times even on the playground. Current staff/child ratios are posted in the classrooms.

**Unauthorized Persons:** No unauthorized person will be allowed to pick up a child. If such a person would attempt to have a child released to him/her, one teacher would detain the person while another teacher would take the child to the office and call parents to see if there was a mix-up, or, call 911 if the person was insistent and uncooperative.

**Snacks:** Families will be given a list of acceptable snacks to provide for Preschool. Families will be asked to purchase 3 items, in bulk and bring to school to be shared with all preschool classrooms throughout the month. The school will supplement those snacks with ones provided by us. You will be asked to donate snacks as needed. This will be posted in the newsletter and on the parent bulletin board. With advance notice, the children may bring special treats for their birthday. **PLEASE INFORM YOUR CHILD'S TEACHER IF S/HE HAS ANY FOOD ALLERGIES!** We will in turn inform the parents of your child's classmates. **NO NUTS OR NUT PRODUCTS**

**Communication with Parents:** Parents are informed of the activities of the preschool and BASE program through monthly newsletters. The "Parent Newsletter" will include weekly unit topics, class activities, important dates, and other upcoming events. Important notes sent home are posted on the parent board in the hall or in the big room for BASE families. **There will be two parent/teacher conferences each school year for preschool. They are mandatory for all preschool children.** You will sign up for both; fall and spring conferences during open house. The conferences will be during normal preschool hours, with classes as usual. A substitute

teacher will cover the class so you are able to meet with your child's teacher. At this time you will see the goals and assessment reviews conducted for this conference period. Either the parents or teachers may request an additional conference any time there is a special concern. Parents are encouraged to visit the preschool at any time (advanced notice is suggested). **It is the parent/guardian's responsibility to keep forms up to date, with current addresses and phone numbers, health information, and emergency contacts and numbers.**

**Inclement Weather:** It is the policy of the preschool to provide outdoor play each day, so please dress your child appropriately for our always changing Colorado weather. In case of bad weather children will not be permitted to play outdoors. Bad weather is defined as high winds, lightning, dangerous conditions or unreasonable cold or hot temperatures (usually below 20 degrees F or more than 90 degrees F). The director and staff will determine outdoor play, and have the right to request that appropriate outdoor clothing be worn. If Boulder Valley School District or Kohl Elementary is closed due to the weather, we will be closed also. We may choose to close even if the district stays open. If you are unsure, please call the school. We'll have a message on the answering machine telling you if we are closed by 8:00AM.

**Discipline:** Giving positive verbal encouragement assists with acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the others. Asking a child to stop and think about his/her mistaken behavior enables that child to work on self-control. Children not behaving in a group listening situation may be asked to sit by the teacher and reminded of what is expected. Redirection, stop and think tactics will be used for a child who continually demonstrates unacceptable behavior. Stop and think or re-direction is not a punishment but rather, a time when the child may calm down, remember what behavior the teacher is asking for and decide when he/she is ready to rejoin the group following the expectations of the teacher and classroom rules. All discipline actions will be followed up by a one on one conversation with the child/children making sure they understand why they were asked to leave, what they can do next time and what they learned. Children will not be subjected to physical harm, fear, or humiliation.

If the behavior continues to be a problem a conference to discuss workable solutions for the child, parents, and staff. A behavior modification program may be suggested with the parent having the option of being involved in the process. The KSK Preschool and BASE does not allow behavior which is destructive to property or individuals or presents a safety issue for anyone involved with the program.

**Disenrollment:** The following are reasons a child may-be dis-enrolled by recommendations of the school.

- The school cannot meet the needs of your child.
- Continual behavioral problems from either the parents or child, that cannot be resolved, or if it would be an endangerment to staff or children.
- Health statements and current immunization cards are not returned to the school within 30 days of enrollment.
- Payments are not received and arrangements cannot be met.
- If a parent is consistently late dropping off or picking up a child.
- There may be other situations that warrant dis-enrollment which will be at the Director's discretion.
- If parents or Director decide to have the child dis-enrolled from the program, no tuition refunds will be given. **Thirty days' notice must be given.**

**Reporting of Complaints/or Child Abuse:** Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall report such facts to the county department of Social Services or the local law enforcement agency. The telephone number to report child abuse for the Broomfield County Department of Social Services is (720)887-2271. For additional information regarding licensing,, concerns, or complaints about the preschool facility, contact the Colorado Office of Child Care Services at (303) 866-5958.

**Health Information:** Each child is required by state regulations to have on-file a health statement, which includes a record of up to date immunizations and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or within 30 days, your child can be dropped from preschool until all forms are complete. Physical examinations are required annually for children enrolled in preschool programs. Immunization and health care regulations are subject to change by state law so please check with staff for current requirements. Children who arrive at preschool noticeably ill, with a rash, fever, or excessive discharge from the nose, eyes, or ears will not be admitted for that day. Parents will be notified immediately if their child should become ill while at school. Until a parent or authorized person can pick up the child, they will be cared for away from the other children under adult supervision. Children who have had a fever, vomited for any reason, had/has diarrhea less than 24 hrs. from the start of school, may not attend that day. If your child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, TB, giardia or shigella, the preschool must be notified immediately. State law requires us to notify the local and state department of health, all staff members, and all parent/guardians of children in our care. Your child's confidentiality will be maintained. Failure to follow these procedures may result in the disenrollment of your child from the UCB Preschool. In case of a medical emergency during preschool hours, the staff will administer first aid. The parent/guardian will be notified as quickly as possible. If medical attention is required by a professional, staff will call 911.

**Medication:** For children with life threatening illnesses such as asthma and allergies, there is a member of the staff trained in medication administration. All medications will be kept in a locked medicine drawer. Prescription and non-prescription medications can only be administered with written permission and a prescription from the child's physician to the parents or the school along with knowledge or consent from the parents. All medications must be in the original container. Prescription medications must also have the original label containing pharmacy number, name of the medication, date filled, physicians name, child's name and directions for dosage. Please see the Director for the additional required paperwork. It is recommended that medications be administered at home before attending school, whenever possible.

**Dress and Personal Belongings:** Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed in all clothing and on other personal belongings. Each child will be provided a storage area in which they can hang their coat, hat, mittens, and store boots, shoes, crafts, and backpacks. **Kohl Street Kids Programs are not responsible for lost or stolen personal belongings.** This includes, but is not limited to money, toys, food, and clothing. We suggest that things of value to you and your child not be brought to school. Toy guns and knives are **NEVER** allowed at school.



**Visitors/Volunteers:** All visitors to the school must check in with the Preschool/BASE staff and *sign* the Visitor's Notebook. Identification is required, along with the visitor's name, address, and reason for visit, which will be documented. All volunteers of the program will have qualifications that are suitable to the tasks they are assigned and be under the direct supervision of the staff. Volunteers will also be instructed on the policy and procedures of the school.

**Sunscreen:** Sunscreen will be applied daily, per Colorado rules and regulations. Families will provide their own sunscreen (labeled) or pay a \$5.00 fee for school supplied sunscreen. If you do not wish to have ANY sunscreen applied you MUST provide clothing to cover ALL exposed areas including head, arms and legs, and a waiver stating your consent to with draw from the rules stated by Colorado Department of Licensing.

**Field Trips:** We will have three off campus field Trips this year for Preschool. We will go to the U Pick-Um Pumpkin Patch (October 5<sup>th</sup>), Stock Show (January) and Denver Zoo (May 11). A parent/guardian is required to attend any of these filed trips. We will meet at the venue and depart from there as well. There will be no school those days, unless you attend Enrichment or BASE. KSK BASE will leave the school on full days with prior notice to parents. You will sign a permission slip at that time. You will be notified well in advance of these excursions.

**Videos and Television:** At the Kohl Street Kids Preschool, we watch very few movies. The movies will always be rated G, and they usually will correspond to our weekly theme. BASE Program will have Friday Movie time each week.

#### **Emergencies:**

##### **IN CASE OF FIRE**

- The school will be evacuated through the posted fire exits. Fire drills will be practiced throughout the school year along with the other safety drills.
- Staff will bring emergency cards, sign-in sheets, and cell phones if possible with them when exiting the building. Attendance will be taken when everyone is at a safe distance from the building.
- Fire extinguishers are checked yearly and staff is trained on use.
- The local fire department also does routine inspections annually.
- We will call 911 from a neighbor's phone or cell phones if possible.
- Parents will be called immediately to pick up their child.
- Kohl Elementary can be used as an emergency location.

##### **TORNADOS**

- In cases of tornado warnings, children will go to designated areas.
- Tornado drills will be practiced all year and staff will be informed of designated areas.
- Staff will take a battery powered radio, emergency cards, and sign-in sheets with them.

##### **CHILD MISSING FROM THE BUILDING**

- We will search the building carefully to make sure the child is not there.
- Extend the search to the playground and outside the building, and then the immediate neighborhood.
- If the child is not found, we will notify the parent/guardian.
- Local police department/911 will be called.

##### **POISONING**

- We will keep the child calm.
- Take container or substance to nearest phone to call Poison Control, (800) 222-1222

- Call parent/guardian.
- Fill out and file report after incident.

#### **INJURED CHILD**

- We will treat the injury with basic first aid (Cleanse the area, apply bandage etc.)
- If the injury requires more than basic first aid and depending on the degree of the injury, the parent/guardian will be contacted.
- Every effort will be made to reach parents in an emergency situation, however, the safety of the child is our main concern and emergency help (911) will be contacted. Any expenses incurred will be paid by the child's parent/guardian.
- Report injuries or accidents to Department of Human Services if a doctor or health professional saw the child within 48 hours of the injury.
- Fill out incident report for the school/center and obtain the parent/guardian's signature.

#### **BLIZZARD**

- If parents are not able to pick up children, staff will house the children until they can be picked up safely.
- An emergency supply of food, water, flashlights, batteries, blankets, etc. are kept at the school if needed.

#### **LOCK OUT**

- In case of a danger outside (**police activity**), not in the building the doors will be locked, windows closed, drapes/curtains and shades pulled.
- The classes will continue as usual, but **NOBODY WILL ENTER OR EXIT** until it deemed safe for everyone involved.
- Parents will be notified if it is necessary.  
**You will need to provide proof of identification, regardless if we know you or not.**

#### **LOCK IN- Danger/Suspicious Person in the school.**

- Children will be locked in a designated area with staff.
- Police will be notified at the same time. **NOBODY WILL BE ADMITTED OR RELEASED** until it is deemed safe by the police or others in charge.
- In the case of danger to strong to stay in the facility the children will be taken by staff to our safe area and will reconnect with families there. At this time Kohl Elementary is our relocation zone. Parents will be notified to pick up children there
- **You will need to show proof of identification, regardless if we know you or not.**

**DISASTER RELOCATION-** In the case of severe emergency conditions Kohl Street Kids will transport and relocate children to Wal-Mart, 4651 W. 121<sup>st</sup> Ave. Broomfield, CO. You will be notified by the Director, Teacher or other staff member via email and/or phone call/text if this becomes a situation. Please also note this information is on our website in electronic form for reference. [Broomfielducc.org](http://Broomfielducc.org)

#### **EMERGENCY SUPPLIES**

- Food, water, flashlights, matches, candles, first aid kits, battery powered radio, latex gloves, bandages, extra clothes, etc. are kept in the "Disaster Kit" found in the supply closet, if needed.

*Children and staff are trained in emergency procedures the first 2 weeks of school and throughout the year. Drills will be conducted monthly, so that everyone is comfortable with the procedures.*

***Policies and procedures of this handbook can be changed at the discretion of the***

*director. Written notice will be given to parents prior to changes being made. An electronic copy of this handbook is available on our website: [broomfielducc.org](http://broomfielducc.org)*

**Please fill out, sign and return the bottom portion of this page acknowledging you understand and will adhere to the policies and procedures of Kohl Street Kids Preschool and BASE Program. Please remit by September 8, 2017**

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I (print name) \_\_\_\_\_ have read the Parent Handbook for Kohl

Street Kids Preschool and BASE Program 2017-18 school year, I will follow the rules and expectations of the school as stated in this handbook.

\_\_\_\_\_ If there are any changes to the pickup list, addresses or emergency contact I will inform the school immediately.

\_\_\_\_\_ Changes in schedule require a two week notice. Withdraw from the programs require a one month notice, in writing. If I choose to leave the program without required notice I owe the full payment, No Exceptions

\_\_\_\_\_ Tuition is due ABSOLUTLEY no later than the 10<sup>th</sup> of the month. I am responsible for late fees of \$35.00, due immediately.

Childs Name \_\_\_\_\_

Teacher/Classroom/Program \_\_\_\_\_

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

Allergies/Medications: \_\_\_\_\_

Comments: