



SONFLOWER

CHRISTIAN PRESCHOOL

Just as the sunflower follows the sun,
let us follow the Light of the World

2021-22

Family Handbook

All policies herein have been implemented starting July 1st, 2021.

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Sonflower Christian School

Address: 1775 Florida Road • Durango, Colorado 81301

Phone: (970) 289-2800

Email: sonflowerchristianpreschool@gmail.com

Website: SonflowerChristianPreschool.org

A Non-Profit 501(c)(3) organization licensed by the State of Colorado

We provide care for up to twelve children aged two and a half to twelve years.

Hours of operation

7:30 – 5:30 Monday through Thursday

7:30-1:00 Friday

In the event of inclement weather, please check the 9-R School District's website (durangoschools.org) to find out if schools are closed or on a delayed start. Sonflower Christian Preschool will follow district closures and/or delays.

The Sonflower Christian Preschool follows a calendar aligned with 9-R School District.

Non-Discrimination Policy

The Sonflower Christian Preschool admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, religion, color,

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national or ethnic origin in administration of its policies, admission policies, scholarship and loan programs

Introduction and Mission

Introduction

The Sunflower Preschool Classroom is a Christian preschool program serving La Plata County and is licensed by the Colorado Department of Health and Human Services.

Behind the Name

We are the Sunflowers, because just as real sunflowers track the light of the sun for warmth and nourishment, we track the light of the Son, Jesus, for warmth and nourishment. Just as the sunflower follows the sun, let us follow the Light of the World.

Mission and Philosophy

The mission of the preschool is to provide a safe, nurturing environment where children can develop a sense of who they are as learners, community members, and as children of God. Sunflower Christian Preschool believes in partnering with families to educate the whole child - soul, mind, and body - in a loving Christian environment

Materials and activities are developmentally-appropriate, relevant, and meaningful to your child, while designed to

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develop their social, intellectual, emotional and physical growth.

We offer natural materials and opportunities for children to explore nature and experience God's beauty.

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Admission and Registration

Admission

Eligibility for admission is determined using the following criteria in the following order:

- 1) Returning enrolled preschool students
- 1) New enrolling church members
- 2) Siblings of children in the preschool program
- 3) Siblings of children in Columbine Christian School
- 4) Families seeking new enrollment

Registration

A non-refundable entrance fee of \$150.00 per student is due and payable when you register and covers the cost of curriculum and supplies furnished by the school.

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Tuition Schedule

Full Days Per Week (7:30-3:00) <i>Friday</i> 7:30-1:00	Weekly Rate	Half Days Per Week (7:30-1:00)	Weekly Rate
5	\$196	5	\$160
4	\$172	4	\$128
3	\$135	3	\$111
2	\$94	2	\$78
1	\$47	1	\$39

Billing

Monthly tuition payments are calculated at a weekly rate as noted above and are due on the 1st of the month for which services are used. The only alternative to monthly payments is to pay the tuition amount in full by September 1st. Tuition from the previous year must be paid in full before a student will be allowed to register for the current year. Any parent/guardian whose account becomes delinquent must meet with the financial committee to make definite financial arrangements. Any student whose account becomes 45 days delinquent may not be allowed to attend until the parent/guardian has met with the financial committee. A late charge of \$40 will be assessed to your account if any payment

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is not received within ten (10) days of the due date. The registration fee is due with the registration forms and is non-refundable.

After school care

After school care is available from 3:00-5:30 pm at a rate of \$15.00 per day.

Drop-In Rate

When space is available, drop-in days may be scheduled. The rate for a drop-in day is \$45/day per child. Please be sure to call ahead of time to ensure space is available. Substituting days may only take place in the same calendar month.

Withdrawal and Termination

Withdrawal

Prospective parents that have paid a registration fee and current parents choosing to withdraw their students from care must provide written notice of termination two weeks prior to the student's last scheduled day. Any fees associated with registration are non-refundable. A prorated refund will be issued for tuition.

Termination

Sonflower Christian Preschool reserves the right to terminate care for families and students with a minimum of 48 hours notice for reasons which include, *but are not limited to:*

Overdue accounts not in good standing

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Violent behavior on the part of the parent or the child

Chronic illness or disease in child

Notice of termination will be given in writing, and a copy will be mailed to the current physical address of the primary caregiver on file.

Arrival

Arrival

Program day begins at 8:00. The doors open at 7:30 am. *Although staff members may be on site earlier, this time is reserved for preparation and administrative duties.* If you need to arrange for early drop-off, please contact the teacher ahead of time. Arriving children must be brought into the classroom and signed in by a responsible adult. Please allow time in the drop-off schedule for necessary communication with the staff. **If a child will not be attending his or her scheduled day, please telephone as early as possible to inform the staff of the absence.**

Late Arrival

Our day begins at 8:00, and we cannot delay the schedule to accommodate late drop-offs. In the event that a child is brought to the center late and the class is away, the preschool teacher will leave a note explaining where parents may find the class, or a contact number for parents/guardians to contact the teacher. If the class is off campus, parents may then arrange to meet the class, or leave the child with the preschool director until the class returns to the school.

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Personal Belongings

Each child will be provided a labeled cubby where they may keep personal belongings. Items that are requested to stay at home include but are not limited to:

- money
- toys
- weapons
- medicine
- chapstick/lotion
- cough drops

Please check for any over the counter medications, supplements or beauty products that may have been left in your child's backpack before leaving them at school.

Departure

Departure

Upon departure, parents shall make staff aware of your leaving, check the child's cubby or file for projects, notices and outerwear, and sign the child out for the day.

Departure with someone other than parent

In the event that someone other than the parent will be picking up the child, advanced notification must be given by the parent in writing. Verbal authorizations are acceptable only when made by parent/guardian and when responsible adult furnishes a valid driver's license. Your child will not be

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released to anyone but an authorized parent without written or verbal permission.

Unauthorized attempt to pick up child

In the event that an unauthorized person attempts to pick up a child, authorities will be called immediately notifying them of a Child Abduction, and the center will be placed into a lock-down mode. The parent/guardian will then be contacted immediately.

After-hours pick up

In the event that a child is not picked-up by 5:30 pm, the following steps will be taken in the following order:

- 1) Staff will attempt to contact the child's parent/guardian.
- 2) Staff will attempt to contact the child's emergency contact.
- 3) Staff will contact the Department of Human Services.

Charges for pick-up after 3:20 pm are \$15.00 per day, which is the rate of the after school care program.

Charges for pick-up after the center closes at 5:30 are \$1 for each minute after 5:30 pm.

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Discipline

Our staff will strive to develop a positive relationship with every child. If problems do occur, discipline is based on positive praise and reinforcement to build social skills and self-esteem. Each child will be recognized and treated as an individual. Positive guidance, support and redirection will be blended with consistent reinforcement of positive behavior. No form of corporal or harsh punishment will be allowed, and discipline will not be associated with rest, toileting, or refusing to eat. Separation, when used as discipline, shall be brief and appropriate for the child's age. Time-out periods will not be used.

Child Abuse Policy

Our staff is required by law to report any person who is suspected of child abuse or neglect as defined in Section 7.702.71 of the General Rules for Child Care Facilities and shall immediately contact the county welfare agency, sheriff or city police in compliance with that law.

Complaints

For complaints with this preschool, or to report suspected abuse, please contact:

Colorado Department of Human Services
1525 Sherman Street, 1st Floor
Denver, Colorado 80203-1714
303-866-5958 Fax 303-866-4453

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Translation Services

Sonflower Christian Preschool recognizes the diversity of our community and strives to ensure that all cultures are welcomed in our program. In order to ensure that all families have the ability to properly communicate effectively Sonflower Christian Preschool will ensure that translation services are available as needed. Sonflower Christian Preschool does employ staff members that are comfortable speaking Spanish and Navajo, which is our most common second language. If there is another translation that the program needs assistance with, Sonflower will secure a partnership with an appropriate translator for the school year, using resources such as the La Plata County Family Center.

Parent-Teacher Relationships

The success of the school depends in large measure upon the full cooperation between parents and teachers. If a problem occurs, please use the following order in approaching the situation: First talk with the teacher. If that doesn't resolve the problem, talk with the director, followed by the school board chairperson and pastor, and finally the school board. If a conference with a teacher is desired, it should be done by appointment.

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Health

Physicals

Colorado law requires every child to have a physical examination form signed by an approved health official. The examination may not have taken place more than 12 months prior to, nor more than 30 days after the child's first day of attendance. Subsequent physicals will be required every year for children under the age of seven. An immunization form documenting the dates of all shots is also required on the first day of school. **Students may not attend without proper immunization records.** Immunization exemption forms are available, please speak with staff prior to the first day of school. Please refer to the School Entry Form and Immunization Form found in the Registration Packet.

Accident and Injury

If a child is injured while at school, first aid and assessment will be carried out. If the injury is severe, parents will be notified immediately and the child will be transported to the emergency room. An emergency release form must be signed by parents in order to authorize staff to take appropriate steps on behalf of the child.

Illness

Young children often become mildly ill. It is important for parents to have contacts who can be called and relied upon

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to pick up a sick child in their absence. The Sunflower Christian Preschool classroom is unable to care for sick children.

Please notify staff when your child is sick, specifically describing the illness and symptoms. If a health care provider has made a diagnosis, please let school staff know as soon as possible, so other families may be notified. Sometimes it is necessary for a child to be excluded from school.

Three main reasons for excluding your child from school include:

1. Your child does not feel well enough to participate in usual classroom activities.
2. Your child requires more care than program staff is able to provide without affecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is necessary.

Please refer to the following tables to determine whether your child should be excluded from care. **RETAIN THIS FOR YOUR REFERENCE!**

EXCLUSION IS NECESSARY WITH THE FOLLOWING ILLNESSES OR SYMPTOMS:

Diarrhea

Stools are watery and frequent, cannot be contained by the child's ability to use the toilet, and are not caused by illness (such as with antibiotics, or food sensitivity).

Chicken Pox

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Must be excluded until no new blisters are forming, and existing blisters are dried and crusted (usually about 6 days)

Conjunctivitis, Pink Eye, Eye Discharge

Must be excluded until 24 hours after treatment starts, or unless the physician provides a written statement that the discharge is non-infectious.

Coughing and Croup

Any severe, uncontrolled coughing or wheezing, rapid or difficulty breathing that requires medical attention. However, children with asthma can be treated with authorizations and a written health plan.

Strep Throat

Must be excluded until 24 hours after the treatment has started, and the child is fever free for 24 hours.

Cocksackie Virus (Hand, Foot and Mouth disease)

Open sores that cannot be covered, or sores in mouth with drooling.

Fever

Any child with a fever of 101 under the arm or above will be excluded, or when fever interferes with the child's ability to participate in regular classroom activities. The child should not return until he/she has been fever free for 24 hrs.

Head Lice

Until after the first treatment and the child is nit free.

Scabies

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Must be excluded until 24 hours after treatment has started

Herpes

Exclusion is necessary when wounds are oozing and cannot be covered.

Impetigo

Must be excluded until 24 hours after treatment has started

Body rash with fever

Any rash that spreads quickly, has open, weeping wounds and/or is not healing. Exclusion may not be necessary with written authorization from a health care provider stating the diagnosis and non-contagiousness.

Upper Respiratory Complications

Large amounts of yellow-green nasal discharge associated with other symptoms.

Ringworm

May return after treatment has started, affected area must remain covered for the first 48 hours.

Roseola

A child with rash and no fever may return only accompanied by a note from the health care provider.

RSV

A note from a medical provider is required for return.

Vomiting

2 or more episodes of vomiting in the last 24 hours. Must remain excluded until vomiting resolves, or is proven

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non-contagious, and the child is able to participate in regular classroom activities.

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Communicable Disease

Some communicable diseases must be reported to public health authorities so that control measures can be used to decrease the spread of diseases to children in the program and other adults.

Director will obtain an updated list of reportable diseases from the local or state health authorities annually. The following communicable diseases will be reported to the Local Health Department, giving the caller's name, the name of the child care program, address and telephone number:

- | | |
|---|---|
| <input type="checkbox"/> AIDS (Acquired Immune Deficiency Syndrome) | <input type="checkbox"/> Hepatitis A (acute infection) |
| <input type="checkbox"/> Animal bites | <input type="checkbox"/> Hepatitis B (acute and chronic infection) |
| <input type="checkbox"/> Bacterial Meningitis | <input type="checkbox"/> Hepatitis C (acute and chronic infection) |
| <input type="checkbox"/> Campylobacteriosis (Campy) | <input type="checkbox"/> Human Immunodeficiency Virus (HIV) infection |
| <input type="checkbox"/> Cryptosporidiosis | <input type="checkbox"/> Influenza (if more than 10% of children and staff are out ill) |
| <input type="checkbox"/> Cyclosporiasis | <input type="checkbox"/> Listeriosis |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Measles |
| <input type="checkbox"/> Enterohemorrhagic E. Coli | <input type="checkbox"/> Meningococcal infections |
| <input type="checkbox"/> Food or waterborne illness | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Giardiasis | |
| <input type="checkbox"/> Haemophilus Influenza Type B (HIB) | |

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- | | | |
|--|-----------|---|
| <input type="checkbox"/> Pertussis | (Whooping | <input type="checkbox"/> Shigellosis |
| <input type="checkbox"/> Polio | Cough) | <input type="checkbox"/> Tetanus |
| <input type="checkbox"/> Rubella | | <input type="checkbox"/> Tuberculosis (TB) |
| <input type="checkbox"/> Salmonellosis | including | <input type="checkbox"/> Viral Encephalitis |
| <input type="checkbox"/> Typhoid | | <input type="checkbox"/> Yersiniosis |

Family and staff will notify the Director within 24 hours after the child or staff has developed a known or suspected communicable disease and to inform the Director if any member of their immediate household has a reportable communicable disease. While respecting the legal boundaries of confidentiality of medical information, the Director will notify the appropriate health department authority about any suspected or confirmed reportable disease among children, staff, or family members of the children or staff. The telephone number of the responsible local or state health authorities to whom we report communicable diseases is posted on the closet door entryway. Families of children who may have been exposed to a child with a communicable disease or reportable condition will be informed about the exposure according to the recommendations of the local health department.

Guidelines Pertaining to COVID-19

Sonflower Christian Preschool employees are expected to maintain a safe and healthy environment for all students and staff at our program. We have developed the following

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guidelines in response to the COVID-19 pandemic that swept our country in Spring 2020.

If at any time, a child shows signs of illness while in child care the teacher should separate the child and contact the parent/guardian to come get the child as soon as possible. The ill child should be isolated in a separate room (while still being supervised) if possible. If not possible, other children and staff should attempt to remain 6 feet away from ill individuals, and open windows if weather permits.

If a staff member falls ill, they should notify their supervisor immediately. An additional staff member or director should take over the class and the ill staff member should be sent home. Splitting the children up into other classes or combining classes should be avoided to limit possible exposure to others.

Once an ill person leaves, if an additional clean room is available, relocate class there until the initial room can be cleaned using CDPHE cleaning guidelines. If no additional space is available, take measures to increase air circulation by opening windows if possible, clean or remove known toys, clothes, masks, etc. touched by the ill person and have all people present perform additional hand hygiene.

Signs of illness to monitor for include:

- Fever (100.4 or greater)
- Cough
- Fatigue

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- Shortness of breath
- Body aches
- runny/stuffy nose
- Sore throat
- vomiting/diarrhea
- Headache
- Loss of smell/taste

Closure Criteria

State ordered closure criteria

- Any school in Colorado with a single confirmed case of COVID-19 in a staff or student will close for a minimum of 24 hours for cleaning and social distancing
- Any schools that are closed will partner with their local public health agency to conduct contact tracing and further COVID-19 testing.

Individual Child Care Centers may close at any time if they deem necessary for any reason.

Sick Child Procedure

1. If a child displays any symptoms as noted above staff will isolate said student immediately and contact parents.
2. Parents must pick up their child within 45 minutes of the initial contact.
3. San Juan Basin Health and our Early Childhood Health Consultant will be notified upon student pick up of reported symptoms.
4. Program will communicate with families as guided by SJBH and or program health consultant.

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5. Child or staff will not be able to return until 10 days have passed or they receive a doctor's note clearing them to return.

Face Coverings

According to local and state regulations all staff and adults are requested to wear a mask while interacting with the program, both inside and outside. Students are also requested to wear masks inside the building and when in close proximity. While it is not required for students to wear masks, staff will be encouraging students and families in this safety practice.

These policies and procedures are subject to change pending the current health environment. We are in close contact with SJBH and CODPHE to ensure that we follow all COVID guidelines as they come out.

Safety

Personal Safety

Your child's safety is the primary concern of school staff. One staff member will remain at all times with each group of eight to ten children. Every member of the staff has the personal responsibility to report unsafe situations or equipment immediately and to take action to eliminate the hazard.

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Staff will frequently conduct face-to-face headcounts, matching the number of students in sight to the number of students checked in for the day. Upon any discrepancy, staff will acquire immediate additional support to help locate the missing child. If the child is not found within a 10 minute time frame, the parent/guardian of the child will be notified. Subsequent actions to call local authorities may then be acted upon with parent/guardian approval.

The facility is regularly inspected for health, fire and physical safety by staff and legal authorities.

Medical Safety

For the safety of your child and others, please do not leave any over-the-counter medications with your child at the school during the day. Topical and oral medications must be administered by parent/guardian prior to the school day starting. **Medications requiring dosage during the school day by someone other than the parent must be given by a trained staff member, and must be accompanied by a Medication Administration Form** including:

Child's Name

Drug name, strength and dosage

Dates of administration onset and completion

Physicians name and contact information

Medications will NOT be administered by staff if ANY of the above information is missing. NO EXCEPTIONS. This is for your child's safety!! Please see staff for medication administration form.

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Inclement Weather

Children will play outside everyday unless temperatures with wind chill reach below 15 degrees, or over 105 degrees.

Colorado weather can change rapidly, so please prepare your child with suitable clothing for varying temperatures and weather conditions. A complete change of clothing and closed-toed shoes should be brought to school for your child.

In the event of tornado or fire, all children will be directed to a designated meeting area where staff will ensure the presence of each child. Parents will be notified by phone immediately after the safety of the children has been ensured.

Nutrition, Snacks and Meals

Please be sure staff has been notified of any food allergies. The Sonflower Christian Preschool program does not provide meals for students.

Lunches and Snacks

A nutritious lunch and snack, including water bottle must be sent with your child to school everyday. A small refrigerator is available for lunch storage. Meals may be heated by microwave at the facility. Please label your child's lunch container(s).

Anything packed in your child's lunch will be considered healthy enough for them to eat first, and staff will not

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withhold items until after lunch as a reward or desert. No negative punishment or consequences will be used to coerce children into eating food.

Children that stay for extended care (3:20-5:30 pm) need to have a second nutritious snack sent with them everyday.

Water & Beverage Policy

In our program we will be educating students on the importance of healthy beverages to keep our bodies and teeth strong. Only water, milk, or hot tea (winter mornings) should be sent with children daily. Sunflower Christian Preschool does require all students to have a reusable water bottle at school each day. We will save juice and other drinks for special occasions, as we know that these drinks cause repeated acid attacks. At our program we will drink city water, which does provide fluoride to help strengthen our teeth and bones. We will also practice “swish and swallow” with our meals each day to ensure that we are washing the food that eats our teeth away prior to ending our meals.

Tooth Brushing

All children in our program come with new strong teeth. We will promote healthy oral hygiene as a daily curricular activity for all children. Staff will facilitate daily toothbrushing (pending COVID regulations) each morning. Staff will also promote healthy oral hygiene throughout the year with activities and handouts for parents. Appropriate oral hygiene procedures will vary to provide age-appropriate skills.

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By modeling high quality oral hygiene we are teaching students the value of brushing their teeth. We will use fluoridated toothpaste as an important step for the prevention of dental cavities and gum disease. Practicing this routine daily teaches young children dental hygiene concepts and helps them develop a regular habit of caring for their teeth.

If you would like to see the detailed procedures that we follow during the toothbrushing activities please reach out to our director.

Special Occasions

In the event of class celebrations, birthdays or other significant holidays, some sweets may be introduced to the children. Staff reserves the right to ask children to save these sweets until they leave the center.

PLEASE NOTE:

If you have dietary restrictions for your child, please supply a suitable alternative to celebratory snacks. If a food allergy is not present, and a suitable alternative has not been provided – the child will not be excluded from joining others in the snack that has been provided by other families.

Rest and Napping

Colorado law requires that child care centers offer a rest period for students attending four or more hours.

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The daily schedule will offer a period of rest from 1:00 – 2:30 everyday.

Children are never forced to sleep, but are asked to rest quietly on a cot for at least 30 minutes. This allows children who are sleepers the time to settle into rest, and allows non-sleepers ample opportunity to experience a quiet moment.

Children are encouraged to bring soft animals and/or blankets from home.

To maintain sanitary nap conditions, children may not share blankets.

Each child is provided a cubby for storing a blanket, pillow and stuffed animal.

Rest items need to be taken home and laundered at the end of week.

Children will not be forced to stay awake. After 30 minutes of rest children may leave the rest area and participate in quiet activities. If a midday nap is an obstacle for you or your child, please consider enrolling your child in a half-day program.

Transportation and Trips

Field trips can be an exciting and enriching experience for children. These outings will introduce children to expeditionary learning, place-based curriculums, and are designed to stimulate the child's interest in the world beyond the classroom. Field trip release forms with destinations and dates will be provided to parents a minimum of three days

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prior to the scheduled outings. Parents are encouraged to participate as a chaperone on any planned outings. Transportation will be provided on an as-needed basis for field trips and other special events. Unless the school van is used, it is the parent's responsibility to install the child's car seat in the school provided transportation prior to the outing. If a parent is unable to do so, a waiver must be signed releasing staff from liability.

VOLUNTEER DRIVER REQUIREMENTS

- Volunteers must carry a minimum of \$100,000 per person/\$300,000 per occurrence limits of liability. Documentation of this must be presented and kept on file prior to transporting students. Volunteer's personal auto insurance is primary. Volunteer's personal insurance is responsible for any physical damage done by the vehicle or to the vehicle. In the event of an accident, the vehicle owner must go to his/her insurance.
- Drivers must be at least 21 years old.
- A copy of a current driver's license must be obtained prior to transporting students.
- A copy of the driver's insurance card must be obtained prior to transporting students. Insurance coverage must meet the requirements listed in #1, must be current and must be for the car being used to transport students.
- Persons with a poor driving record will not be allowed to operate a vehicle on behalf of the school.
- Personal vehicles must be in good working order. (Properly working headlights, brake lights, backup lights, turning lights, tire tread and air pressure.)
- Vehicles must not be overloaded
- All occupants must wear seatbelts and students in proper car seats/booster seats.

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- All volunteer drivers must pay for and complete a background check prior to transporting students.
- If someone other than the owner will be driving the vehicle, obtain information on the owner's insurance (company name, policy number, and policy term) and give this information to the person who will be driving the vehicle. The driver will need this information if an accident occurs.
- Volunteer drivers must sign the SCS Transportation Policy prior to transporting students.

Trip Safety Rules Agreement

The following agreement must be signed by any parents transporting SCS students prior to departure. The SCS staff will ensure all drivers read and understand the following:

- Seatbelts must be worn at all times. Drivers are to ensure that each student is buckled properly.
- Preschool students must be transported in car seats.
- No student shall be transported in the front seat of a vehicle.
- No hazardous, disruptive activity or noise will be permitted while the vehicle is moving. All passengers must follow the driver's instructions. Drivers must report any disruptive students who violate these rules to teachers for further disciplinary action if necessary.
- Drivers must be between the ages of 22 and 65.
- No cell phone usage while driving. Please pass responsibility on to a student before departing or pull over to answer calls.
- All vehicles must have working headlights, taillights, brake lights, windshield wipers and turn signals and be equipped with working seat belts. Drivers must carry

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- personal liability insurance on their vehicles. (See #1 under Volunteer Driver Requirements.)
- Because of a variety of student backgrounds, no personal movies, shows or secular music is to be played. Christian music and radio is allowed, but please refrain from other music and radio stations.

Violation of these rules may result in the termination of the trip for the entire group or the removal of the participant from the trip.

Program and Curriculum

A positive learning experience is the direct result of careful attention paid to the child's physical environment, learning activities, and social interactions. The physical environment of the preschool is designed to encourage exploration, experimentation, and expression. The curriculum will be age appropriate, creative and will allow children to learn at their own rate.

Primary Caregiving

All students at Sonflower Christian Preschool will receive primary caregiving. Primary caregiving is a highly documented practice in early childhood education that provides a secure and consistent relationship between students and teachers. This practice requires that students will stay with the same caregivers throughout the day. At Sonflower Christian Preschool there are 2 lead teachers that will teach the same class every day. These lead teachers will teach the entire class, but they will also connect with a set

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group of students throughout the year to develop that close relationship. Our program will maintain low teacher-to-student ratios, as recommended by the NAEYC. This current ratio is 1 teacher to every 6 students. We are constantly striving to lower our ratios in an effort to promote quality care and primary caregiving.

Continuity of Care

All students at Sonflower Christian Preschool maintain continuity of care with the same providers throughout their preschool journey. Continuity of Care is a highly documented practice in early childhood education that provides a secure and consistent relationship between students and teachers. This practice requires that students will stay with the same caregivers throughout the day as well as through the transitions to different aged classrooms. At Sonflower Christian Preschool there are 2 lead teachers that will teach the same class every day. These lead teachers will teach the entire class, but they will also connect with a set group of students throughout the year to develop that close relationship. Our program has only 1 classroom that students will stay enrolled in for the entirety of their time at our program (2 - 3 years on average). Our program will employ the same teachers in the classroom for as long as possible to continually promote the best practice of continuity of care.

Visitors

Additional support is always welcome in the classroom. All center visitors will be required to furnish staff with a valid form of picture identification and will be asked to sign in providing their name, contact information, and purpose for visit.

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Unlicensed, non-professional visitors are forbidden from removing children from the classroom for any reason.

Biblical Curriculum

The Bible serves as the foundation of the CREATIONkids curriculum. Additionally, developmentally based research and instructional practices reinforce the curriculum's value, integrity, validity and reliability.

The principles of CREATION Health serve as the framework for the curriculum. The eight principles of CREATION Health are as follows:

Choice Rest Environment Activity Trust

Interpersonal relationships Outlook Nutrition

These eight principles are fully integrated throughout the curriculum in order to facilitate the shaping and integration into the total early childhood experience. This principle philosophy forms the basis for healthy and holistic living for children, families and teachers.

Transition Meetings

Sonflower Christian Preschool understands that the transition from home to school and from preschool to kindergarten are monumental. Each family will be invited to a Transition Meeting prior to their child's first attendance at Sonflower Christian Preschool to discuss what to expect in preschool and how parents can support their child at home during the transition. A meeting will also be held at the end of a child's preschool career to discuss the transition to kindergarten. During this time the child's academic success will be addressed, as well as what to expect in kindergarten and how to support the child at home during the transition. If at any

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time a parent would like to meet with their child's teacher to discuss other life transitions, we are happy to meet and partner together to plan for student success.

Assessments

It is Sonflower Christian Preschool's belief that assessments of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessments will never be used to label children or to exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together the teaching staff and families can gather a complete picture of a child's growth and development.

Assessments will be done 3 times throughout the year on each child to assess the progress of their growth throughout the school year. Observational data provides an ongoing anecdotal record of each child's progress during daily activities. Child portfolios will be used to include assessments, observational data, and child work samples which are collected on an ongoing basis.

Parent-teacher conferences will be scheduled twice a year. Parents have the option of signing-up or opting out.

Information from our assessments, observations, and family partnership will be used in the following ways:

- to provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them

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- improving curriculum and adapting teaching practices and the environment and improving the program
- to provide information to parents about their children's developmental milestones throughout the year
- to indicate possible areas that raise concerns for educators and parents to help to develop an action plan to address those concerns
- to assist the teacher in arranging for developmental screenings and referrals for diagnostic assessments when needed.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. The preschool teacher will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time.

Early Childhood Mental Health Consultant

Sonflower Christian Preschool has partnered with the Early Childhood Council of La Plata County to provide services from a mental health specialist. Sarah Kahn is our programs Early Childhood Mental Health Consultant and is a licensed professional counselor that provides us with consultation and support services. Including but not limited to parent education, classroom and child observation, and identification of appropriate interventions to support children, families and care providers. By enrolling your child in the program at Sonflower Christian Preschool you agree to release and share information with the ECMHC to assist with only the services outlined in this section. If you wish that we do not share any information with the ECMHC please send in a written request along with your signature and date.

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Screening and Referral Process

If, through observation or assessment, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for the next steps may include the following, with the knowledge and consent of the parents:

- creating an intervention plan to help the student successfully attain goals created in partnership with the teacher and family
- the family speaking with their pediatrician regarding the concern
- connecting the family to resources that are professionally trained in recognizing developmental delays and other special needs and providing services to help the child develop appropriate skills

The preschool director would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

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Use of technology

Television and videos are occasionally used as part of the school's curriculum and will be used in the classroom. Children may have the opportunity to view short, age appropriate educational videos, and video selections will be made available for review at least three days prior to showing. Any viewing will be integrated into learning experiences designed to enhance the child's intellectual, social and physical development.

Potty Training

Students that are not yet potty trained will be accepted as long as the following requirements are met.

- Parents must provide diapering supplies (diapers and wipes)
- Written potty training plan written with family and teacher by the second week of school
- Monthly check in regarding toileting progress

Sonflower Christian Preschool staff is happy to assist with various potty training plans to practice continuity between home and school.

Quality Improvement Plan

Sonflower Christian Preschool has created a Quality Improvement Plan that is guided by the State of Colorado and is developed with specific goals for the center with collaboration from our school board, director, staff, and families. This Quality Improvement Plan is displayed immediately outside of the classroom along with examples on

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how the program is meeting these goals. Parents are invited to review and speak with staff regarding the QIP at any time.

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