

Beech Street Preschool

510 N. Beech Street

Cortez, CO 81321

970-565-7491

2020-2021

Vision Statement:

Beech Street Preschool aims to provide, in partnership with families and the community, a quality preschool experience to help children reach their fullest potential and to be prepared for the rest of their educational journey, all within a caring, secure environment.

Mission Statement:

Our mission is to enhance learning opportunities for preschoolers in developmentally appropriate ways. We provide an environment where children's natural love for learning is encouraged and built upon. We strive to foster life-long learners, inviting families and community along on our early childhood adventure. Our highly qualified and caring staff provides rich learning opportunities that are based around play and exploration.

Beech Street Preschool Staff

Principal : Angela Sauk

Director: Andrea Martinez

Melody Neighbors: Early Childhood Educator

Gayla Randol: Early Childhood Educator

Kyerstin McNutt: Early Childhood Educator

Heather Hughes: Early Childhood Educator

Lori Sheilds: Early Childhood Educator

Eva Branson: Early Childhood Educator

Cindy Smedstad: Early Childhood Educator

Venita Kyle: Early Childhood Educator

You may contact our staff using the following phone numbers and extensions.

Green Room: 565-7491 ext. 1105

Blue Room: 565-7491 ext. 1108

Red Room: 565-7491 ext. 1107

Purple Room: 565-7491 ext. 1106

Orange Room: 565-7491 ext.

Rainbow Room: 565-7491 ext.

Beech Street Preschool
510 N Beech
Cortez, CO 81321
970-565-7491

Dear Parent:

Your child was recently enrolled in an early childhood program that is licensed by the Colorado Department of Social Services, serving children from 3 to 5 years of age. The license indicates that the program has met the required standards for the operation of an early childhood facility. If you have not done so, please ask to see the license. For additional information regarding licensing, or if you have a concern about the early childhood facility, contact the Colorado Department of Human Services, Division of Child Care at (303) 866-5958 or (970) 565-3769.

Beech Street is committed to providing a quality preschool experience for all children. Beech Street provides preschool to children with developmental disabilities and works closely with San Juan BOCES to ensure quality for our exceptional students. If you have concerns about your child's development please talk with your child's teacher about your concerns and we will do our very best to ensure the same quality for your child.

The Beech Street Preschool Staff would like to welcome your family to our preschool family. We would like to extend to you an open invitation to drop in and spend time with your child at school. Please take a few minutes to become familiar with the information in this handbook. If you have any questions, please feel free to ask any staff member.

Sincerely,

Site Director Andrea Martinez
Beech Street Preschool

Translation Services:

Beech Street will provide translation services for Parent/Teacher Conferences, Communication to and from Home and Individual Educational Plan meetings in your home language as per the Montezuma-Cortez School District English Language Learning plan.

Application Procedure:

1. Fill out application.
2. Complete an Ages and Stages developmental screening.
3. Parent is notified in June if child meets qualifications for attendance or if child is placed on a waiting list.
4. If application is returned at the start of the school year parent will be notified as soon as possible.
5. All required paperwork must be **completed** before child is to attend school.

Physical form

Immunization record, up-to-date

Certified birth certificate

Registration Procedure:

1. Fill out all enrollment forms
2. Turn in all forms required by the Colorado Department of Human Services
3. Complete the district's online enrollment

School Hours:

Monday-Thursday

Morning Session: 8:00-11:00

Afternoon Session: 12:00-3:00

All day Program: 8:00-3:00

All children should be fed before school. Beech Street Preschool does not provide breakfast or lunch except for children attending the all-day program.

There is no supervision before these times. Our staff is getting materials ready, eating lunch, attending meetings and planning for the day. If you arrive early, please wait with your child. A teacher on duty will open the doors when it is time to enter the school.

AT NO TIME SHOULD CHILDREN BE LEFT UNATTENDED.

Beech Street Preschool operates in conjunction with the calendar set forth by the Montezuma-Cortez RE-1 School District.

Attendance:

Developing a habit of being on time for school and attending regularly will make your child's school years much more pleasant and profitable. Now is the time to establish a good bedtime routine and proper eating habits to ensure success for your child in school. If your child misses more than 14 days of school without prior arrangements with the site director will result in your child's withdrawal from the program. You will be notified of this possibility by phone to discuss this issue.

Sign-in and Pick-up Procedures:

All students must be signed-in to their classrooms daily. Students picked up after class, need to be signed out by a parent or a person authorized to do so. If you would like someone not on the Authorization List to pick up your child, you will need to call the school and talk to the child's teacher or director. The person must be added to the Authorization pick-up form as soon as possible by the parent after the verbal okay. All unknown authorized persons must show staff Identification to pick up a student. Failure to do so will result in your child being held at school until an authorized person arrives.

Early Arrival or Late Pick-up Procedure:

Occasionally a situation arises when a parent has a need to bring a child early or cannot pick-up their child on time. We understand and will do everything we can to help. If you are running late to pick-up your child, please call the school and let the staff know. There have been a few instances where parents abuse this situation and are chronically early dropping the child off or chronically late picking them up. This becomes a problem. Beech Street Preschool has a policy in place for handling this situation.

First Offense: Teacher calls parent and sends home a form.

Second Offense: Teacher calls parent and reports to Director.

Third Offense: Teacher reports to Director. Director contacts parents and a meeting is held.

Fourth Offense: Teacher reports to Director who, in turn, contacts the Principal. The Principal may call Social Services or the Police.

Child Abuse:

Staff members are required by law to report any suspected cases of child abuse to the proper authorities. Parents may also call and report possible cases to

Discipline Policy:

Our school is committed to the well-being of every child. In order to provide a safe, loving, and stimulating environment, we expect a certain degree of cooperation from each child and parent as well. Our means of disciplining unacceptable behavior on the part of a child is to separate the child from the rest of the group. This is referred to as a “thinking time” and is limited to 3-5 minutes in duration. If there is little or no improvement and the child's behavior becomes a distraction to the rest of the group, the child may be sent to the Director’s office for rethinking time with the Director. During this time, the child is kept under direct supervision and no snack or meal will be withheld from the child. Under no circumstances will the child be mistreated or mishandled. If "time outs" become a regular routine and appear ineffective, a parent/teacher conference including the director and other key staff should be held to discuss the situation and a behavior plan developed with all parties signing the plan. Corporal punishment is not part of our program and will not be tolerated on the part of any staff member.

Building Rules:

1. Enter the building through the front entrance only.
2. Obey all teachers.
3. Use your quiet voice in the building, loud voices belong outside.
4. Use your walking feet inside, running feet are for outside.
5. Go straight to your classroom.
6. Do not leave the classroom or building without your teacher’s permission or without an adult present.
7. Be considerate of the other classrooms.
8. Please leave all toys at home unless your teacher says it is OK or it is for “Show and Tell”. GUNS OR WAR TOYS ARE NOT APPROPRIATE FOR SCHOOL.
9. Be kind to your school, be kind to yourself and be kind to others.
10. No gum, lip balm, hand sanitizer or cough drops.

Please go over these rules with your child. Thank you!

Please do not let your child bring any toys or other unnecessary belongings to school without the teacher’s approval. Too much time is spent arguing over who gets to play with the object, deciding who broke it, wondering who took it, etc.? If a child has the need to bring money to school, please talk to them about keeping it in their pocket. We would really appreciate your help with this. We know that these things mysteriously appear without anyone knowing about them. Please know

that whether the item was taken by another child or by staff, any personal items will be returned to the family in a timely manner

Playground Rules:

1. Please walk to and from the playground.
2. Fences and trees are not for climbing.
3. Only one person per swing, bottom on the seat and hanging on with both hands.
4. Slide down the slide on your bottom, feet first, in an upright position.
5. When using the slide, climb up the ladder, not the slide.
6. Throwing rocks or sand is not allowed.
7. Do not crash tricycles or other riding implements into each other.
8. Stay on the concrete when it's wet and snowy outside to keep your feet warm and protect the carpet.
9. Leave the playground only if you have the duty teacher's permission.
10. Pay attention to where you are walking, swings and tricycles are in motion.
11. Share with all students on the playground.
12. NO gum or food on the playground.
13. All trash should be thrown in the trash can, not on the ground.

Please go over these rules with your child. Thank you!

Personal Items:

Please mark backpacks, jackets and mittens with your child's name or initials to avoid loss or confusion in ownership of the items.

Supply List:

Each teacher will provide you with a list of supplies need for the classroom. Items not on the list will be sent home with the child for use at home. Feel free to bring the items on the first day of school. From time to time we require additional items for classroom use. We will send a request home with your child listing the items need or check out our wishing tree!

Classroom Snacks:

Mid-morning and mid-afternoon snacks will be served to the students. Snack calendars will be sent home monthly with a day for your family to provide snacks for the class. **Snacks must be healthy. Teachers have the right to refuse to serve any unhealthy snack.** Milk will also be served with the snacks. We ask that you pay for the milk at the cost of 10 cents a day unless the child has qualified for free milk. Milk must be paid for in advance, \$18.00 per year.

All students must be fed before they come to school. Beech Street Preschool does not provide breakfast or lunch.

T-Shirts:

We have Beech Street Preschool T-shirts available to purchase. We observe T-shirt day every Thursday to show our school spirit. Ask your child's teacher about a classroom shirt. We try to keep the cost as low as possible and the profits go to help support our classroom activities during the year.

Weather Safety:

Beech Street Preschool staff will do everything possible to provide quality care for your child. We are required to give the children 30 minutes of outdoor play every day. Please be sure you are sending the proper attire needed for the weather (ex: snow boots, hats and gloves, etc.). We have equipment available to set-up in the big room for use during severe weather such as, but not limited to extreme cold or hot temperatures and severe wind and blowing dust. We will use our best judgment to insure the comfort of all students and staff.

School Safety:

Beech Street Preschool is part of the district's school safety coalition. Each classroom is equipped with radios that tie into the emergency system. If an emergency arises, we can talk with Administrators and Emergency Personnel to provide or receive information and instructions. We have been provided training on what to do in an emergency and how to lock down our school, if necessary. All staff members have current CPR and First Aid certificates. Emergency numbers are posted by all telephones through the building. Fire drills are practiced and preformed regularly. The safety of all students and staff is a priority. We also utilize the Raptor system and will ask for your identification when entering the building during any time of the day that is not set up for drop off and pick up times.

Group Sizes and Ratios:

Another way that we keep children safe is by limiting our group sizes and ratios. According to Colorado Revised Statutes governing all Colorado Preschool Program sites, for every 8 children, there must be at least 1 adult present. We also are expected to limit our group size to 16 children, with 2 adults present. This allows children to be well supervised while keeping them safe. Outside Ratio is 10 children to 1 adult and free trip ratio is 6:1. Current class size is limited to 1 children to 2 students at Beech Street Preschool.

Continuity of Care:

For children to feel safe and secure enough to begin learning, a relationship with trusted adults and friends must be established. We foster these relationships by keeping children with the same staff throughout the session, year and entire length of their preschool career at Beech Street. In rare instances, children can be moved by request of the parent.

Tuition rates for all day care

Tuition rates are as follows:

CPP acceptance guarantees 4 half days free of charge, if your child qualifies for CPP and you would like to participate in all day care your rate will be billed as half days.

If you choose not to apply for CPP or do not qualify tuition rates are as follows:

Half days are \$12.50 per day

Full days are \$25.00 per day

Emergency Medical Care:

These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian, the persons listed as the emergency contact, or the child's physician.
2. Attempt to contact the school nurse.
3. Depending on the severity of the incident, if we cannot contact a parent or guardian, emergency contact person, the school nurse or child's physician, 911 maybe called and the child will be taken to the emergency room in the company of a staff member.

ANY EXPENSES INCURRED WILL BE THE RESPONSIBITLY OF THE CHILD'S FAMILY.

4. The school will not be responsible for any emergency that may occur due to false information reported on enrollment forms.

Medication:

If your child must have medication of any type, including over the counter medicine give during school hours, you have a few choices;

1. You may bring the medication to school and give to your child at the appropriate time.
2. You may obtain a medication form from the school for your doctor to complete. The form must include the doctor's signature. We also need a pharmacy labeled bottle containing the medication and instructions.
3. You may discuss with your doctor an alternative schedule of medication so it can be given outside of school.

Visitors:

All visitors, not bringing a child, are asked to sign-in with the director before entering a classroom. Unfamiliar individuals wandering the hallways will be asked to leave the school.

Necessary actions will be taken for failure to do so.

Parents are invited and encouraged to visit the school, but the administration would like you to notify your child's teacher prior to your visit to avoid possible conflicts in schedules. If you just need to drop in for a moment to talk with your child or the teacher, no notice is necessary. When deciding on a time to visit the classroom and spend some time with your child, we would like to ask that you wait a few weeks after school starts. The children are just getting used to being away from their parents and are learning to follow classroom routines.

Parent Volunteers:

We encourage all parents to spend time in class with their child. We do this several different ways.

1. Plan to attend monthly Parent Nights, Open House and other family activities.
2. Have a set day each month to come in. The staff makes a monthly Parent Volunteer Calendar and you may sign up for as many days as you would like.
3. If you work a schedule where you never know your day off, you may let us know the day before, so arrangements can be made for you to spend time in class with your child.
4. If you have a special presentation or activity you would like to present to the class, let your child's teacher know of your intent and arrangements can be made.
5. The Colorado Preschool Program District Advisory Council is a great way for families to be involved as well. The DAC meets to make important decisions regarding the policy and procedures governing the day to day operations of all CPP slots within our school district.

We find the children and parents find it very rewarding to spend time with each other at school. If you are unable to help in the classroom and would like to be a part of your child's school experience, just let us know. We always have projects that you can help with at home.

Conferences:

We are very interested in maintaining close cooperation and communication with parents concerning all phases of a child's education. It is appreciated when parents choose to contact the school to discuss their child's development. Phone calls should be limited to times before or after school for these discussions. The teacher will be free from the care and guidance of the children and better able to talk with you. You may also schedule a meeting with the teacher for discussion.

Parent/Teacher Conferences will be held twice a year to discuss your child's progress. In the event that your

family needs an interpreter for meetings or conferences, please let the staff know and we will do our best to accommodate your family. If you have any concerns do not hesitate to contact your child's teacher.

Home Visits:

The Colorado Preschool Program requires one home visit per school year. We will set up a time that is convenient for you, before school starts, for us to come visit with your child. It is not a home inspection, simply a time to visit with you and your child. We are looking at the way the child reacts to us in their own environment. The visits put us in the child's territory, and we may see an entirely different child than what we see at school. The visit also gives us a look at your family culture so that we may better understand and respect your family unit. The visits are short and are a good time for you to ask any questions or voice any concern. If your family needs an interpreter for this visit, please let the staff know and we will do our best to accommodate your family.

Curriculum:

We are very proud of our program. Our philosophy is based on the belief that each child should experience growth and development on an individual basis. Being aware that children learn differently and at their own pace, our program is designed to meet those individual needs through a series of centers, manipulatives and exciting activities. All staff is trained in the implementation of the Creative Curriculum for Preschool as well as The Incredible Years social/emotional curriculum. The staff at Beech Street Preschool is committed to helping your child enjoy his/her year at preschool.

Developmental Screenings:

When you applied for your child's preschool placement, every parent completed an Ages and Stages developmental screening. Those screenings are scored by trained staff and results are available to the parents. If a child has been flagged due to a borderline or lower score, their teacher is expected to follow-up within the first 90 days of school. When a teacher suspects a delay in any area, they are expected to make a referral to San Juan Board of Cooperative Educational Services (SJBOCE) Child Find. This is only done with parent permission.

Once permission has been obtained:

- Staff fills out referral form with parent signature
- Form is sent to SJBOCES Child Find team
- SJBOCES observes child in the classroom to decide if further action is needed.
- If a need is demonstrated, SJBOCES contacts the family to schedule a play-based assessment.
- If the child “qualifies” for services, a plan is drawn up by SJBOCES and goals for the child are developed with a meeting including family, teachers and therapists.
- Goal are reviewed periodically, and families receive progress reports from SJBOCES.
- A new meeting happens annually until the child no longer needs services.
-

Community Resources:

In some instances, a child may not qualify for educational services. In those cases, our staff may be able to help you find other community resources within our Montezuma and Dolores County Resource Guide. You are welcome to come in and look through it or ask staff to assist you with it. The resource guide also provides information on the following and much more:

- Housing, food and medical assistance
- Emergency numbers
- Crisis Hotlines (suicide, domestic violence, etc.)
- Child care
- Mental health

You may also find the information at: <http://monteloresecc.org/parents-families/community-resource-guide/> and Pinon Project, <https://www.pinonproject.org/programs>

Montezuma Cortez RE-1 Health Services

Provides Hearing and Vision Screening during the school year. Results are sent home with any follow-up **recommendations**. Dental screening is provided once at the school by *Smile Makers*, Montezuma County Public Health Department, contact the MCPHD for more information 970)564-4789

Illness Policy:

When to keep your child at home:

Young children frequently become mildly ill. Infants, toddlers, and preschoolers experience a yearly average of six respiratory infections (colds) and can expect one to two gastrointestinal infections (vomiting and/or diarrhea) each year. Deciding whether to keep your child at home or when to send a child home from child care/school can be difficult. It is important for parents and caregivers to discuss what observations have been made and agree on a plan of action.

Please contact the school when your child is ill and describe the illness. If a specific diagnosis is made, e.g., strep throat, conjunctivitis, chicken pox, etc. let the school know so other families can be alerted. Clearly there are instances when it is necessary for a child to remain home. The following list gives guidelines and recommendations for exclusion from child care or preschool.

Disease Exclusion is necessary

Diarrhea with illness (vomiting, fever) Yes

Diarrhea: stools that are watery and frequency is twice what is usual Yes

Chicken Pox Yes-children with uncomplicated chicken pox may return on the 6th day after the start of rash or after blisters are crusted over and dry.

Coxsackie Virus(Hand, foot and mouth disease) No-may attend if able to participate in child care/school activities.

Fifth's Disease No-child no longer contagious once symptomatic rash appears

Head lice Yes-until the day after treatment

Strep throat Yes-until 24 hours after treatment, child has been fever free for 24 hours.

Hepatitis A Yes-until 1 week after onset of jaundice and when able to participate in child care/school activities.

Herpes Yes-if area is oozing and cannot be covered, e.g.-mouth sores

Impetigo Yes-until 24 hours after treatment starts.

Ringworm May return after treatment starts.

Scabies Yes-until the day after treatment begins.

Roseola Yes- seek medical advice. A child with rash and not fever may return to child care or school.

RSV (Respiratory syncytial virus)

Once a child in the group has been infected, spread is rapid. An infected child does not need to be excluded unless he/she is not well enough to participate in usual activities.

Mild cold symptoms (Stuffy nose with clear drainage, sneezing, mild cough) No-may attend if able to participate in child care/school activities.

Upper respiratory complications -large amount of yellow-green nasal discharge - extreme sleepiness-ear pain-fever (above 101 axillary (under arm) Yes-see medical advice and decide whether your child should be in school.

Vaccine Preventable Diseases Yes-until judged not infectious by the health care provider

Yeast infections (thrush or candida diaper rash) No-may attend if able to participate in school activities.

Follow good handwashing and hygiene practices.

Handout developed by The Children's Hospital School Health Program, 1995, revised 1999, 2001
Denver, CO (303-281-2790)

References

- Kendrick, A.S, Kaufman R., Messenger KP, Eds. Healthy Young Children: A Manual for Programs, Washington, D.C., National Association for the Education of Young Children: 1995
- Centers for Disease Control and Prevention, ABC's for Safe and Healthy Child Care. A Handbook For Child Care Providers, Atlanta, GA., US Department of Commerce: 1996

Please remember to wash coats, backpacks and other personal items often.

<https://www.pinonproject.org/increasing-access-to-healthcare>

Health Programs

Do You Need Help:

- **Getting enrolled in CHP+ and Health First Colorado (Colorado Medicaid)?**
 - **Understanding and utilizing your benefits?**
 - **Locating a doctor?**
 - **Getting your kids in to see a dentist?**
- **Making sure you and your family have the resources to get healthy, stay healthy and achieve wellness?**

We can Help!

What is Health First Colorado (Medicaid)?

- Health insurance for low-income children and adults.
- You may qualify if your monthly income is up to \$1.337 as an individual, or you fall within the [Family Income Guidelines](#).

What is CHP+?

- Health insurance coverage for children and pregnant women in low-income families that earn too much to qualify for Health First Colorado (Medicaid).
- You may qualify if your income is under 260% of the **Federal Poverty Level**.

For more information, or to schedule an appointment, please contact Mary Ganir at mganir@pinonproject.org or [970.564.3803](tel:970.564.3803).

Kindergarten Transitions

1. Teachers review with family on the child's progress and readiness for kindergarten at the

Spring Conference.

2. Teachers will visit daily with family on child's goals and progress.
3. Family can request a meeting at any time to discuss their child.
4. Creative Curriculum and Gold Assessment is used to develop lesson plans to individual children's goals.

Spring School Activities for Transitions to Kindergarten

1. Kindergarten and Preschool teachers/directors meet twice a year to discuss needs and ways to improve the process for transition.
2. Blast Off Night for Families to visit Elementary school with children for orientation and a free dinner.
3. Kindergarten visitation for students to be in the classroom, a tour of the school, activities and lunch will be provided.
4. School Bus Safety Team visits the school and gives children a chance to set/ride on the bus.

What Children Should Know Before Entering Kindergarten

Top 15 Things

1. Be able to state first and last name when asked
2. Be able to write first name with first letter upper case and remaining letters lower case
3. Use appropriate three-finger grasp when using writing instruments (pencils, crayons, and scissors)
4. Count to at least 30
5. Knows all the letters in their first name
6. Identify basic geometric shapes (triangle, circle, square, rectangle, oval, star, rhombus (diamond) and heart)
7. Know basic colors (red, blue, green, yellow, orange, purple, black, white, brown, pink)
8. Identify numerals 1-10 in random order
9. Make most letter/sound matches
10. Identify most upper and lower case letters.
11. Use finger to accurately touch count items to ten
12. Knows concepts of print (front and back of book, which page comes first, track words left to right)
13. Be able to rhyme words
14. Retells simple stories in sequence
15. When given a word ("man") and a new beginning sound (/f/), creates the familiar word ("fan")

Socially Your child should be able to...

1. Adjust own clothing before and after using restroom
2. Use restroom independently including washing hands without reminder.
3. Take off and put on outer clothing
4. Sit for a story for 5-10minutes
5. Clean up after themselves
6. Shares materials and toys with other children
7. Attend kindergarten with a positive attitude
8. Be confident and ready to separate from parent
9. Be able to listen and follow 2/3 step directions
10. Be able to solve problems without aggression

Help Prepare Your Child by...

1. Encourage your children to observe and talk about their experiences, as conversations with adults who care enrich a child's vocabulary and understanding of world.
2. Read daily to your child
3. Praise and encourage your child's efforts and curiosity, knowing that from mistakes come learning and confidence. Criticism can discourage children from trying new things and lower self-confidence.

Notification of Change in Information:

If information on your enrollment form changes, you are required to notify the school so we can keep **our records up-to-date**. It is very difficult for us to contact you if we do not have current information.

Changes being requested (please check appropriate items);

_____ Change of Address

_____ Change of Telephone Number

_____ Change of Mother's Place of Employment

_____ Change of Father's Place of Employment

_____ Change of (or addition to) persons to be called in case of emergency

_____ Change of (or addition to) persons to whom child may be released

_____ Marital status

_____ Other: _____

Change to be made: _____

Effective date of above change(s): _____

Signed: _____

Dated: _____

For school use only:

Changes noted and made by:

Name: _____ Date: _____

Beech Street Preschool

I, _____, have received
a copy of the Beech Street Preschool Handbook for my child,

Print name

Parent/Guardian's Signature

Date

Newsletter

If available, I would like to receive my child's class newsletter by
e-mail.

My email address is:

I will be responsible for notifying the school of any changes to
my
e-mail address.

Parent/Guardian's Signature

Date