

# Peace With Christ Early Learning Center

3290 S. Tower Rd, Aurora CO 80013

303-699-8687 Fax 303-699-2777

<https://pwccs.com/> [elc@pwclc.org](mailto:elc@pwclc.org)

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## Parent Handbook 2024-2025

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# Welcome

We are so excited to welcome you into our school community and our family of faith here at Peace with Christ. The mission of our Church is: Because of Jesus, Love. Equip. Go. As we begin our journey together, we are looking forward to partnering with you as you raise your child to know God's **LOVE** for them, to **EQUIP** them to share this love with others, and provide age appropriate ways to **GO**, share His love with people in our community.

Thank you for choosing us to partner with you in raising your child. We are looking forward to the adventures that God will lead us on as we follow His footsteps.

## FACULTY AND STAFF

David Robinson, Principal  
Jenae Lato, Director Early Learning Center  
Toni McPeek, Accountant

## CLASSROOM STAFF

Sulema Alcala  
Rebecca Baerns  
Lenore Cortes  
Margi Schroeder  
Ryah Stewart  
Megan Sutton, *Assistant Director*  
Megan Turnquist  
Michele Williamson

## BOARD OF CHRISTIAN DAY SCHOOL EDUCATION

Kent Bultemeier  
Pam Goggins  
Tracy Kirkeide  
Katherine Pelepchan  
Rebekah Creeden

## ADMINISTRATION

Peace With Christ Early Learning Center is a part of Peace with Christ Christian School, and, as such, is an arm of the parish educational program of Peace With Christ Lutheran Church. It is structured to provide a Christ-centered approach to instruction in all academic subjects. The congregation of Peace With Christ Lutheran Church has final authority for the operation of their school, just as they do for any other ministry of the church. The identity of the day school is recognized in the corporate structure of Peace

With Christ Lutheran Church; and its existence, as well as function, is clearly delineated in the official constitution of the church. The Peace With Christ Lutheran Congregation sponsors and maintains its school and early learning center, supplying the facilities and utilities. Administrative control and the formation of school policy rest with the governing body of the parish. The Board of Christian Day School Education (aka “School Board” or “Board”) is appointed within the parish to develop school policies, regulations, and practices. The Principal and Director, accountable to the School Board, directly administer the school and Early Learning Center, respectively, and their day-to-day operations.

## OUR PURPOSE

The purpose of Peace With Christ Early Learning Center (ELC) is to live out the mission and vision of Peace With Christ Lutheran Church which is *Love. Equip. Go.* Our faith community consisting of church, K-8 School, and ELC are united in the love of Jesus Christ to instill the values laid out for us in God’s Word. We do this by nurturing children’s spiritual, cognitive, emotional, social, creative, and physical development. As well as equipping and encouraging students, their families, and each other to join Jesus in His mission to have all people know Him.

## MISSION AND VISION STATEMENT

**MISSION:** Partnering with families to:

- Share the Gospel of Jesus Christ
- Provide an excellent Christ-centered education
- Prepare 21<sup>st</sup> century servant leaders

**VISION:** Peace With Christ Christian School and Early Learning Center will:

- First and foremost, focus on the spiritual development of its students and families
- Provide a challenging and age-appropriate curriculum
- Offer a 21<sup>st</sup> century learning environment for 21<sup>st</sup> century learners
- Differentiate student instruction
- Provide a highly-skilled, dedicated and caring team of Christian educators
- Ensure a spiritually, emotionally, and physically safe school environment
- Develop a partnership relationship with families
- Create opportunities to cultivate servant leadership qualities
- Nurture genuine, Christ-centered, respectful relationships

## OUR PHILOSOPHY OF CHRISTIAN EARLY CHILDHOOD EDUCATION

*“And Jesus grew in wisdom and stature, and in favor of God and men.”* (Luke 2:52) Young children, as all people, are creations made in the image and likeness of God (Genesis 1:26). Even Jesus, as stated in Luke 2:52 above, is shown to have grown cognitively, physically, spiritually, and socially. We believe that all children must be nurtured so that the whole child, which includes the creative and emotional selves, grows in the likeness of God. Children need loving, caring adults to provide opportunities and safe environments in which they may develop at their individual rates and according to their own individual characteristics. Individuality is celebrated, for all are *“fearfully and wonderfully made”* (Psalm 139:14).

As children grow, they develop in sequential stages. Because children of the same chronological age may develop at different rates, it is important for teachers to provide curriculum that challenges at many levels at the same time, so that all children can find opportunity for growth and success wherever they may be on the learning ladder. Children learn best through experience and exploration in the context of play. A discerning teacher will facilitate a child’s learning by creating an environment that draws the child into a variety of forms of play.

As Christian educators, we realize that we teach for eternal purposes. God desires for all people to be in relationship with Him. Children are no less able than adults to receive the gift of salvation freely given through faith in Jesus Christ, so it is the Christian educator’s primary vocation to reveal Biblical truth within the constructs of early childhood education. Faith cannot be compartmentalized; instead, it must permeate the child’s experiences.

In the community of Christian education, it is the teacher’s role to reinforce the faith and values provided in the home. Peace With Christ teachers work in collaboration with parents and families to provide consistent, loving development of each child in an environment that is safe and emotionally supportive. Teachers do not see themselves as the chief educators of the child; rather, they work to support the parents and guardians of children in raising the whole child.

## ADMISSIONS

### AGES OF STUDENTS

Peace With Christ Early Learning Center is licensed by the state of Colorado for children ages 2 ½ (and toilet-trained) to 6 for preschool and Pre-Kindergarten. Our license capacity is 69 children. The ELC may admit non-immunized or under immunized children if proper waivers are provided.

## HOURS OF OPERATION AND CALENDAR

Peace With Christ Early Learning Center is open from 7:00 a.m. until 6:00 p.m., Monday through Friday. We are closed occasionally for holidays and professional development. Please ask for an annual calendar in the school office, or find it online at [pwccs.com](http://pwccs.com). Please note there are different closures for our Part-day and Full-day programs.

## PROGRAMS

The Early Learning Center offers 2 types of programs. Our Full-day program serves children year-round, Monday-Friday, between the hours of 7:00 am and 6:00 pm. Please note the annual calendar, as we have several days off each year for holidays and professional development.

Our Part-day programs provide early childhood education on a traditional school year basis. These classes follow the PWCCS K-8 school schedule, and begin August 19th, 2024 and finish May 16th, 2025.

Part-day *Preschool* (Bears class) is offered to children who are 3 yrs. This class is offered on Tuesdays and Thursdays from 8:30 am to 11:45 pm.

Part-day *Pre-Kindergarten* (Lions class) is offered to children who are 4. This class is offered on Mondays, Wednesdays, and Fridays from 8:30 am to 11:45 pm.

Part-day *Junior Kindergarten* program 8:30 am to 11:45 am Monday through Friday in our Butterfly classroom.

Part-day *School day* program is for all ages 8:00am to 3:15 pm Monday through Friday in available Honeybee, Turtle and Butterfly classrooms.

*Summer Fest in the Nest* options are available for summer camp opportunities for our Part-day program students. Availability is limited. Enrollment for this starts in April.

## TOURS AND WAITING LIST

We welcome parents and children to tour the school prior to registration. We ask that interested parties schedule a tour in advance, so that we may ensure for the safety of our children and limit the number of interruptions to our classrooms each day.

Children are enrolled on a first-come, first-served basis. Families wishing to place a child on a waiting list may do so with a written request for the specific class group they wish their child to enter. Parents will be offered classroom positions for enrollment as they become available. Open positions are offered in the order requests are received with the following exceptions: 1) priority is give to staff members who have a child 2)

priority is given to a child whose sibling is already enrolled in a PWC ELC class, and 3) priority is given to a child whose older sibling is enrolled in our K-8 school.

### **NONDISCRIMINATION POLICY**

Peace With Christ Christian School and Early Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. We do not discriminate on the basis of race, color, or national or ethnic origin in the administration of our educational policies, admissions policies, scholarships, athletics or other administered programs.

Children with special needs may be enrolled if, after a consultation with a qualified specialist, it is determined that the program is suitable for the child. Our present staff must have skill in the understanding and management of the needs of the child with special circumstances. The child must be able to be integrated into a group.

### **ENROLLMENT**

An application for registration must be completed and a registration fee must be paid before enrollment is confirmed. Enrollment is not confirmed until all registration forms are completed and received by the administration, and administration has met with the child and parents. These forms include:

- Enrollment Form
- Release Statements, Financial Policies, & Compliance Statements
- Parent Handbook Acknowledgement of read and receipt.
- Photography Policy acknowledgment form.
- General Health Appraisal Form
- Immunization record/waiver.
- Sunscreen Permission
- Emergency Contact/Approved Pick Up information entered into child's brightwheel account
- ACH Tuition Payment Form (optional)
- Medication Administration form (as needed)
- Topical Cream Use Form (as needed)

### **REFERRAL PROGRAM**

At Peace with Christ, the highest praise our parents and guardians can give us is the referral of family, friends, and co-workers to our program. The trust and confidence you place in us every day is a great privilege. With our Parent Referral Program you can be credited \$200 (\$100 for part day preschool only) for each new child who is referred to

one of our programs. Fill out our Enrollee Family Information flier and give it to the Director. Once the newly referred child has been actively enrolled for 4 weeks, your account will be credited accordingly. The referring family must fill this flier to receive the credit. See the office for fliers.

## TUITION & FEES

Tuition is determined by the Board of Christian Day school. The use of ACH payment is strongly encouraged. Late fee charges may apply if payment is not made by the 15<sup>th</sup> of the month. A service charge of \$30 will be assessed for all returned checks.

### REGISTRATION FEES

1 Student Enrollment fee	\$125.00
Class Materials Fee	<u>\$50.00</u>
<b>Total fees due at registration</b>	<b>\$175.00</b>
2 Students Enrollment fee	\$175.00
Class Materials Fee	<u>\$100.00</u>
<b>Total fees due at registration</b>	<b>\$275.00</b>
3 Students Enrollment fee	\$235.00
Class Materials Fee	<u>\$150.00</u>
<b>Total fees due at registration</b>	<b>\$385.00</b>

### PART DAY TUITION PROGRAMS

**Rates effective: August 19, 2024 through May 16, 2025**

**Preschool (3yr olds) *Tuesdays and Thursdays 8:20 am-11:45 am***  
**Tuition: Monthly \$250 Yearly: \$2250**

**Pre-Kindergarten (4yr olds) *Mondays, Wednesdays and Fridays 8:20 am-11:45 am***  
**Tuition: Monthly \$375 Yearly: \$3375**

**Junior-Kindergarten (5+ yr olds) *Monday through Friday 8:20 am-11:45 am***  
**Tuition: Monthly \$595 Yearly: \$5355**

**School Day (3-6 yrs olds) *Monday Through Friday 8:00 am-3:15 pm***  
**Tuition: Monthly \$1034 Yearly: \$9306**

*Summer Fest options (availability pending) dates and prices put out in April*



## FULL DAY TUITION PROGRAMS (Ages 2.5-6)

Rates effective : July 1, 2024 through June 30, 2025

### **5 Full Days**

**Tuition: Monthly \$1150**

### **Mondays, Wednesdays & Fridays**

**Tuition: Monthly \$957**

### **Tuesdays & Thursdays**

**Tuition: Monthly \$836**

## DISCOUNTS

A 5% discount will be given to Part Day families if the yearly fee is paid by August 19th.

A 5% discount will be given to Full Day families if you pay for the entire semester by July 1st & Jan 2nd, or by the first day that you start.

A 10% discount will be given to all families who have siblings in our ELC, or in our K-8. The discount will apply to the younger siblings.

A 15% discount will be given to all active members of our church.

A 10% discount will be given to all active members in the military.

# CURRICULUM AND GUIDANCE

## ACCREDITATIONS AND QUALIFICATIONS

Peace With Christ Early Learning Center is accredited with the day school through the National Lutheran School Accreditation and is licensed by the State of Colorado. All staff members meet the educational and experience requirements for their positions according to the Colorado Department of Human Services (CDHS). All staff members have received background checks in accordance with CDHS guidelines. The director is a member of the Denver Area Lutheran Director's Association. Staff members have been trained in First and CPR, Standard Precautions and will take appropriate measures to protect themselves and students in incidents involving bodily fluids.

## CURRICULUM

Each child is provided opportunities for personal growth through experiences that encourage age-appropriate skills in self-reliance, self-confidence, self-control, and problem solving. Individual and small group activities are included in each day's schedule, as are group experiences and outside play. Special activities are planned as they fit in with the unit of inquiry.

Our learning centers create the environment for children to learn and grow. Each room has the following learning environments:

- Dramatic play center
- Library/book area
- Block center
- Manipulative toys and games
- Open art activities
- Science center
- Listening center
- Music, dance, and gross motor activities

### PARENT-TEACHER CONFERENCES

Parent Teacher Conferences are held once a year in February/March. See school calendar for the specific date.

Conferences may be held at any other time, upon request. Parents are encouraged to speak with the staff at any time regarding their child's behavior, progress, and physical, social, and spiritual needs.

### GUIDANCE

Children are special and significant in God's eyes. We believe that children should be guided and disciplined under the rule, *"We love because God first loved us and showed us how to love one another"*. Activities will be completed to promote positive behavior and social skills throughout the day, teaching children to interact and get along with others. We provide opportunities for children to learn about the emotions and feelings of others. Children will be encouraged to communicate their needs, wants, and feelings and express themselves in positive ways.

In the Early Learning Center children and adults focus on using words to express feelings, rather than acting out physically. We use positive redirection when a child is involved in negative behavior. If a child continues to need direction, a teacher may use a "thinking time" within the classroom, for no longer than 5 minutes to allow the child to consider and demonstrate alternative behavior. If negative behaviors continue a child may spend time in another classroom, or in the administrator's office to cool down and regroup before returning to their class.

In the Early Learning Center, we value relationships with children and their families. We strive for open communication with parents, and when a situation occurs that makes a child's needs difficult for staff and parents together to adequately address, the family will

be given information on how to access an Early Childhood Mental Health Specialist or other specialist to support their child.

The goal of the Early Learning Center is to provide a positive, fun and educational environment for all participants. Staff members strive to cultivate positive child, staff, and family relationships. Staff implement teaching strategies supporting positive behavior, pro-social peer interaction and overall social and emotional competence in young children.

### WITHDRAWAL, SUSPENSION, AND EXPULSION

If for any reason you need to withdraw your child from the Early Learning Center, we require a written two week notice prior to the disenrollment. There are times when a child may not adjust well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program; however, we will give you a two week notice to find alternative care.

Our staff is well-trained and work hard to identify the social, emotional developmental needs of each child. However, there are times when a child may need additional care that our staff are not able to provide.

Before a child's enrollment at school is terminated for any reason, we will work with the child and family to search out all possible solutions. We want every child and family to have a positive successful experience at our school; therefore, we want to serve you in the best way possible by maintaining a safe environment for everyone.

When negative behaviors occur, which disrupts or threatens to disrupt the operation of the program, interferes in any way with the rights and privileges of others, endangers the health or safety of any person, or damages property, staff will respond accordingly using progressive disciplinary steps and techniques, prioritizing those that are constructive or educational in nature. When necessary, staff will give a verbal warning and attempt to redirect the child. If at any time, the negative behavior endangers the health and safety of others, or interferes with the rights and privileges of others, the parent may be called to come pick the child up from school.

This is the process we will take if your child exhibits behaviors that intentionally hurt another child, a teacher, or destroys ELC property:

1. We will write up a behavior report and share it with you during pick up.
2. After 5 times of aggressive behaviors, we will notify the parent(s)/guardian(s) and set up a parent-teacher conference to develop a plan of action that can be implemented at home and at school to encourage behavior changes that will positively build up the child to take care of their classmates.

3. If the child is continuing to be a danger to themselves or other children, we will have another meeting to talk about options that could include identifying and consulting with an early childhood mental health consultant or other specialist, or suspending your child for a discussed period of time.
4. Once the child returns to our program, if the child is still a danger, we may recommend that the parent(s) withdraw the child from our care.

## CLASSROOM POLICIES & PROCEDURES

### TOILETING

Peace With Christ ELC does not have regular diaper-changing facilities within our classrooms, nor bathrooms in our classrooms. Children who enroll are expected to be toilet-trained. According to the American Academy of Pediatrics, a child is considered to be toilet trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement. The expectations that our center has with a child being toilet trained are the ability to:

- communicate their potty needs effectively
- follow simple instructions
- wipe themselves without help after peeing and pooping
- tell the teacher if they have had an accident
- change their clothing by themselves
- pull their pants up and down independently
- wash their hands with little support
- sleep without the aid of a pull-up

At PWC ELC we understand that all children have accidents occasionally. If we are finding that your child has multiple accidents in a week, we will contact you to work together to figure out how to help your child be successful. If we find that your child is not yet potty trained as above required, you will be asked to keep your child at home, with their spot being held at school, until they are ready to come back to school potty trained. Your child will not be shamed or left in soiled clothing as a punishment. The child will be taken to the restroom where they can change.

### SNACKS AND LUNCH

Morning and afternoon snacks are provided by the school. Please see the snack calendar posted near the sign in tables and online on our web page and brightwheel.

Parents are responsible for providing a nutritious lunch for their child. Please provide a variety of healthy options that your child enjoys eating. Milk and water are provided as beverages by the school.

Because we are NOT a NUT FREE SCHOOL please notify the school of any food allergies or other food concerns you have regarding your child.

### REST TIME

The Early Learning Center provides a rest period for all children in our full-day program, who are at our center for longer than 4 hours. Personal cots are provided for each child along with a sheet. Please provide a blanket, and if desired a small pillow and soft lovey. You are responsible for washing and returning your child's blanket and sheet every week in the bag provided by the ELC. If we need to provide a blanket or sheet, you are responsible for washing and returning the borrowed blanket/sheet.

Children will never be forced to sleep.

### PERSONAL BELONGINGS AND CLOTHING

Each child has a place for a backpack and other personal belongings, such as a change of clothing. Full-day children also have a classroom “cubby” for extra clothing and other personal belongings. Please help by labeling your child’s belongings that are brought to school.

Help your child be prepared to play and rest in all of our environments by dressing in comfortable, washable clothes that allow freedom of movement and some “messy” activities, as well. Because active exploration and inquiry is expected in early childhood, we caution against sending your child in dressy clothes or uncomfortable shoes. Colorado weather can change drastically during the day. Please make sure your child is dressed appropriately for the weather, or has clothing to change into if the weather changes quickly.

Children should not bring valuable personal items or money to school. Please leave toys at home unless specified by the teacher. We cannot be held responsible for lost or stolen toys or money.

### DAILY PROGRAM, ROUTINES AND SPECIAL ACTIVITIES (INCLUDING VIDEO USE)

Teachers will post a daily planned program suitable to the needs of the children in the hallway outside of the classroom and sent home with students either as a paper copy or online. Any temporary changes to the schedule must be age-appropriate and not interfere with age-appropriate needs, such as napping and meal times.

Occasionally, age-appropriate videos may be viewed in the classrooms. Parents will be notified in advance of any changes in scheduled activities, such as special events.

The ELC does not conduct field trips off campus.

## MEDIA USAGE

The use of media is not a normal part of the daily routine. Different media types are used to enforce lesson topics, and also as a fun way to stay engaged if children are not able to go outside or use the gym. Media time will be limited to 30 mins per day, and children are able to get up and move around if they are not interested in the media activity.

## PHOTOGRAPHY POLICY

Throughout the School Year, Peace With Christ Early Learning Center will take photographs (including digital images) of children that will be used pursuant to the following policies:

1. **Internal Usage.** We will use photographs on bulletin boards, school displays and in conjunction with the Brightwheel app and/or website. Your child's name may be associated with his or her photograph. These images will not be made available to the public outside of the school building.
2. **External Usage.** We will use photographs in print or digital media, including but not limited to brochures, flyers, newsletters, and the Center's website or Facebook page. The purpose of external usage is to promote the Center and its activities. Your child's name will not be used or associated with any photograph for external usage without your express written consent.

By signing our *Photography Policy permission form*, you grant permission for the Center to take and use photographs of your child for the purposes set forth above. You agree to promptly notify the Center if or when a photograph of your child should not be used for external usage due to legitimate safety concerns for the child. You also agree to indemnify, release and hold harmless the Center, and its employees, contractors, agents, and assigns, for any damages arising from external usage of your child's photograph unless the Center had actual knowledge that your child's photograph should not be used due to legitimate safety concerns.

## SUPERVISION AND ATTENDANCE VERIFICATION

While in the Early Learning Center, all children must be under direct supervision by a qualified Early Childhood Teacher. Direct supervision means to be physically present, or within an immediate distance of each child, such as in the classroom, on the

playground, in the hall, and available to respond to the needs of any child under one's supervision.

Staff members will make sure children are signed in and out each day, recording arrival and departure times to groups. Staff members will record attendance verification (name to face) of each group of children (a minimum of hourly in the same location), identifying name to face, and checking attendance using the brightwheel app or daily verification forms. Each time attendance is recorded on paper forms teachers will note the time and location of the count. Additional (name to face) verification opportunities are taken at each transition or location change in the same manner. Multiple forms and programs may be used daily as needed.

The staff will conduct a final visual headcount at 6:00 p.m. to ensure all children have left for the day. If a child is not picked up by the close of the day, an appropriate staff member will stay with the child until he or she can be picked up. If no one on the child's emergency contact card can be reached by 6:15 p.m., Social Services and/or the police may be notified.

In the unlikely event that a child cannot be located, the police will be notified immediately and the parent will be contacted.

### OUTDOOR PLAY IN EXTREME WEATHER

We have all kinds of weather in Colorado. On excessively hot days, we may go outside, usually in the early morning and late afternoon. While outside, children are provided drinking water in order to maintain healthy hydration. Plenty of shade is available throughout the playground.

When weather or temperatures prohibit outdoor play, children may enjoy time in the gym for gross motor activity.

Please bring your child in weather appropriate clothing. If your child refuses to wear clothing appropriate for the weather, please bring the appropriate clothing with your child so that we can make sure the child is safe while at school.

## DROP OFF & PICK UP PROCEDURES

### TRANSPORTATION

Transportation to and from school is the responsibility of the parents or legal guardians.

The ELC does not go on field trips, and children remain on campus while under the care of the staff.

## DROP OFF/ PICK UP

Children must be signed in and out each day. The parent or designated adult (over age 18) shall sign his/her child in and out for each session/day using our brightwheel app or on a paper form if our tablets are down. The responsible adult is to walk the child to the ELC entrance and greet a staff member to acknowledge the transfer of supervision. Parents, or designated adults can help their child to hang up their belongings on their hook and drop them off at the bathroom. We ask that adults do not go into the bathrooms because other people's children are there. Likewise, upon pick-up, the staff must visibly acknowledge the transfer of supervision from staff to designated adults.

If no one is at the door during drop off or pick up, please text the ELC Phone number at 720-688-7331 to let us know when you have arrived to drop off or pick up your child. We will collect or bring your child to you at the ELC entrance. If the class is in a different location in the building, your child will stay with another class or staff member until they can be united with their class.

## AUTHORIZED PICK-UP INFORMATION

We require written authorization from parents if another adult will be picking up your child. Children will only be released to adults (age 18+) who are listed on the child's brightwheel account or emergency card. Photo identification is required. If the adult is late, all attempts will be made to contact an authorized adult listed as an emergency contact.

## AFTER HOURS PICK UP

Pick up time for our *Full Day Program* is 6pm. Pick up time for our *Part Day Program* is from 11:45 to 12pm or from 3:15 to 3:30 pm. If a child is not picked up by these times, an appropriate staff member will stay with the child until they can be picked up.

A late pick-up fee of \$1.00 per minute, per child will be charged. After 3 late fee charges have been incurred, the fee will increase to \$5.00 per minute, per child. The 3 occurrences are counted in the same school year.

This money will be billed to your account and due with the next month's tuition. The official pick-up time is kept by the teacher, using their cell phone.

At the end of the program's designated finishing time a teacher will start calling parents/guardians, and if they cannot contact a parent/guardian they will start contacting people on the child's emergency contact card. If no one can be reached by 6:15 p.m., Social Services and/or the police may be notified.



## VISITORS

All adults must announce their intentions to visit the ELC and are required to sign in at the Visitor Registration, located in the lobby to the Early Learning Center.

## VOLUNTEERING

Depending on current county guidelines, we will allow opportunities for parents to volunteer in the classroom. Teachers will provide sign up lists for parties, or other extra activities where extra help is needed. Please coordinate with individual teachers as to how you can help and the time they need you in the classroom. If you would like to volunteer in any other capacity please talk with the Director.

# HEALTH & WELLNESS

## SUNSCREEN

The State of Colorado requires that all students apply sunscreen or use another form of parent/guardian approved sun protection with a full-spectrum UVA/UVB rating of SPF thirty 30 or greater prior to outside play year-round.

Sunscreen should be applied *before* your child is dropped off giving the time of application. Staff will assist to (re)apply sunscreen, directed on the product label, thirty minutes prior to going outside.

Parents/guardians need to fill out the sunscreen waiver form to approve the application of sunscreen, or approved sun protection. Please write the child's name on any non-school supplied sunscreen or sun protection provided.

Children who are 4 yrs or older will be able to apply sunscreen on their own with help.

## OINTMENT, LOTION, LIP BALM

You can provide ointments, lotions, and lip balm to be administered to your child if you have filled out our Topical permission form. Please label the ointments and give them to the teacher. These may not be kept in childrens backpacks.

These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing health care provider.

*Please note that children cannot have personal hand sanitizers on their backpacks.*

Please keep these personal hand sanitizers at home. If your child comes to school with this on their bag we will keep it in a safe place until we can give it to you at pick up.

## ACCIDENTS/INCIDENTS

Teachers provide a verbal and written report to parents when a child is injured in school. Parents will be notified as soon as possible in the event of medical emergencies of any type.

## MEDICAL ADMINISTRATION

Our school is required by state law to comply with the guidelines of CDHE and the Office of Early Childhood regarding the distribution of medication at the school. The main school office and some of the ELC staff have been delegated to administer medication.

Medication will only be given to children with a doctor's authorization and parent permission. Forms are available from the school office. All medications must be in the original containers with the original prescription label and are kept in a secure location out of reach of the children. A medication log is used to record appropriate dosage information each time medication is dispensed. Medications are signed in and out of the ELC by responsible parties. If your child has an allergy that requires this medication to be administered, they cannot attend school until the proper paperwork is filled out by both the doctor and the parents/guardians.

## HEALTH POLICIES

Certain symptoms of illness will result in the exclusion of children or staff. Peace With Christ ELC follows the School and Child Care Illness Policy outlined by CDPHE, including the "How Sick is Too Sick" guidelines for symptoms of Illness (updated October 2020).

A child who has been ill will not be re-admitted until his or her temperature has been normal for at least 24 hours without the aid of fever-reducing medications and/or has been on antibiotics for 24 hours. This consideration helps prevent passing contagions to others. Please report all illnesses to the classroom teacher. If a child is too ill to be included in the daily activities or needs medication such as cough syrup during school hours, he/she should not be brought to school. For the protection of all children, the teacher will have the right to decide whether a child shall be allowed to attend if he does not appear well.

If your child should become ill while at school, we will do our best to contact you. If neither parent can be reached, we will call the person(s) listed on your child's emergency card. If a child becomes sick at school, we request parents/guardians to pick them up as soon as possible.

Under appropriate circumstances, non-immunized or under immunized children may not be allowed to attend the ELC during an outbreak of illness.

## WEATHER & EMERGENCY PROCEDURES

### SCHOOL CLOSURES

The Early Learning Center does not have a “delayed start” for snow. It is always your choice whether the road conditions are suitable for driving your child to and from school.

We will send you an email as early as possible to communicate any closures. Our normal intent is to post closures by 6:00 a.m., but depending on circumstances, it could be later.

In case of severe weather or other emergency, the school may be closed. Two ways to check the schools status:

1. TV CHANNELS 4 and 9: Watch for closure announcements for “Peace With Christ Christian School” at bottom of screen. We DO NOT follow Cherry Creek or Aurora Public Schools.
2. INTERNET: Go to *cbs4denver.com* or *9news.com* and click on “Closures.” Both sites show a full listing of schools. Look for “Peace With Christ Christian School.”

### DRILLS

Throughout the year, the school will participate in various drills. We will conduct a fire drill monthly, a tornado drill monthly from March through October, and Intruder drills quarterly. Children are escorted out of the building or to safe zones, according to the plans posted in the rooms, hallways, and our emergency handbook. Emergency drills and lockdown procedures are practiced throughout the year for internal and external security concerns, including lost children, active threats, or breaches.

Please refer to our disaster preparedness plan for more detailed information regarding other emergency situations.

### PLAN FOR EMERGENCY NOTIFICATION AND REUNITING PARENTS AND CHILDREN

If the need to evacuate the campus of Peace With Christ Lutheran Church and School (including the Early Learning Center) arises, children and staff will relocate to:

**St. Michael's Catholic Church**  
**19099 E. Floyd Avenue**  
**Aurora, 80013**  
**(303-690-6797)**

This church is located directly East of Peace With Christ on Floyd Ave.

If the evacuation is short term, children and staff will return to Peace with Christ Lutheran Church and School, where they will either resume the school day with parent pick up as usual, or parents will be notified, according to the contact information provided on the child's emergency information card, to pick up their child as directed by staff.

If the evacuation is not short term and reunification with parents at St. Michael's is deemed necessary, parents will be notified by staff, according to the contact information provided on the child's emergency information card. If circumstances do not allow the use of technology to contact parents, parents finding the Peace With Christ campus evacuated or inaccessible should proceed directly to St Michael's Catholic Church to locate their child.

## ADDITIONAL INFORMATION

### REPORTING ABUSE OR NEGLECT

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, our staff members are required to report suspected child abuse or neglect to Arapahoe County Department of Human Services. The phone number is 303-636-1750.

### FILING A COMPLAINT

We know that no place is perfect and there will be times of conflict. The Early Learning Center wants to resolve any concerns in a timely and cooperative manner. Following the guidance of the word of God in Matthew 18:15-17 Jesus says, *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'* *If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector"* We encourage parents/guardians to first speak with their classroom teacher about their concerns within the classroom. If they do not feel like their concerns are being heard then they are invited to come to the Director or Principal about their concerns. Concerns may also be registered in writing and given to

the Director, Principal, or Pastor; or contact the Colorado Department of Human Services at 303-866-5958.

### **FIRE & HEALTH INSPECTIONS**

Any other information about the Early Learning Center, including fire and health inspections will be made available upon request.

### **ADDITIONAL INFORMATION**

If you are interested in additional information about our K-8 school, please contact the school office at 303-766-7116, or refer to the K-8 family handbook.

We invite your suggestions and involvement in helping us better serve our families.