



Preschool Parent Handbook

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A. Mission and Vision

- a. The mission of Ben Franklin Academy is to develop young adults with character like America’s founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.
- b. Our vision at the preschool level is to help children begin their academic journey in a nurturing environment that fosters self-esteem and a love of learning. We will be utilizing the Core Knowledge Preschool Sequence Curriculum as preschoolers learn best by participating in meaningful hands on learning activities based on prior learning. We believe that children are ready to learn and we will encourage this by offering additional academic focus in science, math, and literacy. Parent involvement is highly encouraged as we want to develop a partnership in educating your child.

B. Ages of Children Accepted

We will offer two separate programs:

- a. 3-4 year old class: students must turn 3 by October 1
- b. 4-5 year old class: students must turn 4 by October 1

C. Special Needs Information

Ben Franklin Academy will not discriminate against any child and we will work with each family to find the best placement for each child.

D. Hours of Operation

We will follow the Ben Franklin Academy school calendar located on our website.

Classes offered are as follows:

A.M. Class 8:30-11:30	P.M. Class 12:15-3:15
M/W/F 3-4 year olds	M/W/F 3-4 year olds
T/TH 3-4 year olds	T/TH 3-4 year olds
M/W/F 4-5 year olds	M/W/F 4-5 year olds
M/W/F 4-5 year olds	M/W/F 4-5 year olds

E. Inclement and Excessively Hot Weather

Outdoor recess will be held every day unless it is snowing, raining, or below 22 degrees. We will have shortened outdoor time if temperatures get above 90 degrees, or as deemed necessary by the Director. Students should come prepared with appropriate coats, hats and gloves for the variable Colorado weather. In the event of severe weather, children

will be kept safely inside. Parents will be called in the event of the need for early dismissal.

F. School Closures and Delays

The Academy will follow Douglas County School District for school closures and delays. Closure information can be found at the district website or any local news source. Please use your discretion regarding late starts to ensure the safety of your family. Please call the office if your child will be tardy or absent on these days.

G. Admission and Registration

- a. Admission is open to all children without regard to race, color, or religious affiliation. Children will be placed in classes based on their age as of October 1st (deadline is consistent with the Douglas County School District) of the current school year. If your child turns 3 after the October 1st deadline, he/she can enroll upon turning 3 as long as there is space available. Enrollment into the preschool is first come, first serve and does not guarantee continued enrollment in the school as there is a lottery for Kindergarten-6th grade.
- b. A registration fee of \$125 is payable at the time you confirm your child's enrollment. This one-time annual fee is non-refundable. It is in addition to – not part of – regular monthly tuition payments. The registration fee reserves your child's spot in a class and is used to cover costs for the school year.

If you register before the first day of school, the registration fee is the only money due at the time you confirm your child's enrollment. The first month's tuition payment is due no later than the first day of school in August but is preferred by Aug. 1.

If a student enrolls after the beginning of the new school year, the registration fee is still required. Enrollment on the first day of school or later will require payment of both the registration fee AND the tuition for the month in which the student begins attending. Registration fee terms apply to all enrolling students throughout the school year. If you have questions about registration payments, please contact the preschool director or Becky Mullen.

H. Itemized Fee Schedule

Class	Monthly Tuition	Registration Fee	Age Requirement
M/W/F 4-5 Morning	\$350	\$125	4 by 10/1
M/W/F 4-5 Afternoon	\$350	\$125	4 by 10/1
T/TH 4-5 Morning	\$235	\$125	4 by 10/1

T/TH 4-5 Afternoon	\$235	\$125	4 by 10/1
M/W/F 3-4 Morning	\$350	\$125	3 by 10/1
M/W/F 3-4 Afternoon	\$350	\$125	3 by 10/1
T/TH 3-4 Morning	\$235	\$125	3 by 10/1
T/TH 3-4 Afternoon	\$235	\$125	3 by 10/1

I. Procedure for Identifying Where Children Are at All Times

Safety is our number one priority. All parents are required to sign the classroom attendance sheet when they pick up and drop off their child. The teacher will also have an attendance sheet in the room where the time the child was dropped off and picked will be recorded. The attendance sheet will be checked periodically throughout your child's time at preschool. When children leave the room, the teacher will place a sign on the door stating where the children are, count the children during each transition, and compare to their attendance roster. Children are always accompanied by an adult.

J. Discipline Policy

Our goal is to provide a positive learning experience for all children enrolled. We use positive reinforcement for appropriate behavior and focus on what children are doing well. We will also help children learn how to handle difficult situations in appropriate ways. When necessary, we will utilize re-direction and discussion of appropriate choices. In the event the behavior is disruptive to the class, the Director will be notified, the child will be removed from the room and a call will be made home. If necessary, behavioral management plans will be put into place with the possibility of suspension if behavior continues. All disciplinary concerns will be documented. Children will never be subjected to physical or emotional humiliation or punishment. Discipline is never associated with food, rest or toileting.

K. Illnesses, Accidents and Injuries

Be respectful of others and keep your sick child at home. A child needs to be able to participate in all daily activities including outside play. If your child becomes ill, he/she must be symptom free for 24 hours before returning to school. (See Medical Policy) Please inform staff of any illnesses or communicable diseases. (Flu, strep, pinkeye, ringworm, lice, etc.) If your child becomes ill at school, the parent and/or emergency contact will be called to take the child home. An ill child is kept isolated until the parent/guardian arrives.

If a child receives an injury or has an accident while in our care, as long as the injury is not serious, trained staff will administer first aid (e.g. cleaning, band aids, ice). An accident report will be documented and signed by both staff and parent. If the injury is more serious, parents or emergency contacts will be called and are required to pick up

the child for any necessary treatment. If school staff cannot reach the parent or emergency contacts the child will be transported to the hospital by ambulance with all costs assumed by parents or guardians.

L. Emergency Procedures

The Academy will conduct monthly fire drills and emergency drills.

a. Crisis and Emergency Response Plan

1. The administration and staff of the Academy have taken significant steps to ensure the safety and well-being of your child(ren) at school. The school has created a School Crisis and Emergency Plan in accordance with DCSD. This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should an emergency or crisis arise.
2. In the event of an emergency situation, parents will be contacted via email and phone by the Douglas County Infinite Campus system.
3. Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockdown.
4. Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.

M. Transportation Policy

We will not be transporting children

N. Field trip, Television and Video Viewing, and Special Activities

- a. Field trips will be limited to walking excursions and will require a parent permission form signed in order for your child to attend.
- b. Television and Video viewing is not permitted in the preschool.
- c. On occasion we will provide fun special activities (guest speaker, class party etc). Parents will be notified in writing prior to the event.

O. Child Release

Children must be signed out on the class attendance sheet and visually with the child's teacher. No child will be released to an unauthorized person. If a person comes to pick up a child that the teacher is unfamiliar with, the person must be listed on the registration form and must provide picture identification. Parents must notify the school in advance of any change in person(s) allowed to pick up a child. If there is a restraining order in place, a copy of these legal documents must be in the child's file.

P. Late/Failure to Pick Up Child

Children must be picked up at designated class end time. Failure to do so will result in a \$1.00 per minute fee. If the child is still present after class and we have not heard from the parents, we will make every attempt to contact the parents or emergency contacts.

We will then wait with child until authorized pick up arrives. If we are unable to reach any authorized person, we will contact local authorities.

Q. Late Arrival

If a child arrives late to school and the class is out on an excursion, the parent can walk the child to the group, wait with child at school for the class to return, or take the child home and return when the class is back.

R. Medication Policy

In order for the school staff to administer medicine we must have WRITTEN PERMISSION from your child's physician. The medicine must be in the original container, bearing the original pharmacy label that shows the pharmacy number, name of medication, date filled, physician's name, child's name and directions for dosage. Only staff with Medication Administration training will administer medication. All medication will be reviewed by our nurse consultant. All medication is returned to parents at the end of the day.

S. Personal Belongings and Money

All personal belongings must be labeled. This includes outerwear, extra clothing and lunch boxes. Toys and books are only allowed on designated show-n-tell days. No money is allowed at school. The Academy is not liable for any lost or stolen items.

T. Snack Policy

Due to a high number of student allergies and special dietary need, parents will provide a snack and a filled water bottle from home for their child. If you would like to bring in a special treat for your child's birthday, it must be store bought and in the original container (for allergy purposes). No snacks with nuts or snacks manufactured where nuts are processed will be allowed. Children will not be allowed to share food.

U. Toilet Training and Extra Clothes Policy

All students must be potty trained before the first day of school. Our preschool teachers are not given permission to change diapers. Accidents may still occur so please be sure to send your child with an extra set of clothes each day that are appropriate for the weather.

V. Visitor Policy

All visitors must come to the office to register and receive a visitor's pass to visit classes or be in the building.

W. Parent Conferences

Parent-teacher conferences will be held twice a year, once in November and once in May. These will be during non-contact school days according to school calendar. Exact dates will be given at the start of each school year.

X. How to File a Complaint

If you have a concern about our preschool you may file a complaint with:

Colorado Division of Child Care

1575 Sherman Street, First Floor, Denver, CO 80203.

303-866-5948.

Y. Child Abuse Reporting

To report child abuse in Douglas County please call:

Douglas County Department of Social Services
(303) 688-4825

Colorado Law requires that childcare providers report all known or suspected cases of child abuse or neglect. For more information, please refer to our Abuse Disclosure handout in your enrollment packet.

Z. Dismissal From Preschool

If a child needs to disenroll prior to the end of the school year, a two week notice is required. If The Academy needs to withdraw students due to lack of payments, parents will be notified in writing prior to make arrangements to fulfill their financial responsibility. If The Academy needs to withdraw a student due to disruptive behavior, the principal and director will meet with the family and try to resolve the issue with possible alternative solutions. At that time, a written notice will be issued stating a specified amount of time for the behavior to improve, otherwise if the behavior continues the child will face immediate dismissal.

AA. Dress Code

The preschool is not required to wear the Ben Franklin Academy uniform. Preschool children should dress in nice comfortable clothes. Clothes with holes or inappropriate language will not be permitted. Closed toed shoes must be worn, no flip flops allowed.