



Ben Franklin Academy Preschool Handbook 2023-2024

Mission

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. Our staff is here to meet the social, emotional, physical, and developmental needs of children in a positive, safe, and loving environment.

Vision

Our vision at Ben Franklin Academy Preschool is to help children begin their academic journey in a nurturing environment that fosters self-esteem and a love of learning. We utilize the Core Knowledge Preschool Sequence 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 encourage this by offering additional academic focus in science, math, and literacy. We work to create classrooms that the environment allows for children to have a healthy balance of self-autonomy, academics and create play. Parent/guardian involvement is highly encouraged, as we desire to develop a partnership in educating each child.

Staff

The Ben Franklin Academy Preschool staff consists of a qualified Director, Early Childhood Teachers, and Teacher Assistants. All staff are introduced to our family during our Meet and Greet sessions. Our staff members meet or exceed the state of Colorado requirements for teaching in our Preschool. They are dedicated to teaching, loving, and meeting the needs of each child individually. In the interest of safety, background checks and fingerprinting are completed on each individual working with our children. Each staff member has CPR/First Aid and Medication Administration certificates. All staff are required to complete 15 hours of continuing education per year, which the preschool provides.

Schedules/Hours of Operation

7.702.41 (D)

BFA Preschool offers a five different classroom options for children ages 3 through 4 years of age. Please refer to the preschool section of the Ben Franklin Academy website for specifics regarding available programs and hours of operation. www.bfacademy.org.

The preschool follows the Ben Franklin school calendar regarding school holidays and closures. The school calendar can be found for each school term on the Ben Franklin Academy website. <https://www.bfacademy.org/calendar/>

Admission/ Non-Discrimination Policy

Admission is open to all children without regard to race, color, nationality, ethnic or religious affiliation. Children will be placed in classes based on their age as of October 1st (consistent with Douglas County School District requirements) of the current school year. We do not discriminate on the basis of race, color, nationality, or ethnic origin in administration of our educational policies or admissions policies.

Those preschool families that are currently attending BFA and BFA staff are given 1st priority for Preschool 3's and Pre-K openings. Open enrollment for all current BFA families will occur in December, followed by public enrollment in January.

The Ben Franklin Academy Preschool will not discriminate against any child and will work with every family to find the best placement for each child. Children with educational services should consider a district preschool. BFA is not a district program and does not have access to district intervention services that are provided by the state.

Dress Code

The Ben Franklin Academy 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 are allowed as we have woodchips on the playground. This is for the safety of your children.

ADMISSION/REGISTRATION/FEEES

7.702.41 (F)(G)

Classes offered and tuition is as follows for the 2023-24 school year.

Preschool 3's Adorable Owls Option

***Must be 3 years old by 10/1/of current school year

*** **Fully toilet trained. NO EXEMPTIONS**

Teacher to student ratio: 1:6

Classroom maximum: 12 students

M/W/F AM

8:15-12:15

10 Payments of \$400.00

T/TH AM

8:15-12:15

10 Payments of \$265.00

M-F AM

8:15-12:15

10 Payments of \$615.00

* Please note that the M-F curriculum is repeated Tuesday and Thursday. This is to ensure all children have the same prepared curriculum to move onto Pre-K program at BFA.

Pre-K 4's Bumblebee Option

***Must be 4 years old by 10/1/of current school year

*** **Fully toilet trained. NO EXEMPTIONS**

Teacher to student ratio: 1:8. Teacher to student ratio at rest time: 1:16

Classroom maximum capacity: 16 students

M/W/F AM

8:15-3:10

10 Payments \$635.00

T/TH AM

8:15-3:10

10 Payments of \$450.00

M-F AM

8:15-3:10

10 Payments of \$980.00

* Please note that the M-F curriculum is repeated Tuesday and Thursday. This is to ensure all children have the same prepared curriculum to move onto Pre-K program at BFA.

Pre-K PM 4's Happy Camper Option

***Must be 4 years old by 10/1/of current school year

*** **Fully toilet trained. NO EXEMPTIONS**

Teacher to student ratio: 1:8

Classroom maximum capacity: 16 students

M-F PM

12:20-3:10

10 Payments of \$485.00

Tuition

Tuition will be due on the 5th of every month. Tuition billing will be completed by our billing manager, Jen Jones. All billing questions and concerns will need to be addressed with Jen at, jjones@bfacademy.org You will be getting instructions from her at the beginning of the year of how you will proceed with setting up tuition payment. **Tuition will not be refunded, nor will the school days be made up, if your child must miss due to illness, family vacation, mandatory school closures, emergencies, inclement weather etc.**

Registration/Supply Fee

A registration fee of \$150 for new students and \$125 for returning students is payable at the time you confirm your child's enrollment for the school year. This fee will be due for any student that have been offered a spot. This one-time annual fee and is **non-refundable** which holds your child's spot for the following school year. This fee applies to all new and returning students of BFA preschool. This fee does not apply to tuition payments in August.

Supplies Required

Families are required to supply the following items:

*Lunch in a hard plastic container (bento box or Tupperware; no soft-sided lunch bags) for AM and Full Day classes and Snack for PM classes.

*Extra clothing to be kept in a labelled Ziploc bag in their backpack (please remember to change items so they are appropriate for the season and child's growth)

* Full Day classes will provide bedding, and blanket for rest time. These will be left at school during the week and sent home at the end of the week to be laundered.

* A labelled water bottle should be brought in daily.

Please label items with your child's first and last name! **We reserve the right to label anything that comes to school without a name.

Behavior and Discipline Policy

7.702.41 (I)

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 through our Second Step curriculum and teacher intervention. When necessary, we will utilize re-direction and discussion of appropriate choices. In the event the behavior is disruptive to the class, the Preschool Director will be notified, the child will be removed from the room and a call will be made to the child's parent/guardian. If necessary, behavioral management plans will be put into place with the possibility of suspension if unacceptable behavior continues. All disciplinary concerns will be documented. Children will never be subjected to physical or emotional humiliation or punishment. Discipline will never be associated with food, rest, or toileting.

Rules for behavior are kept simple and to a minimum. Our rules are as follows, keep yourself safe, keep each other safe, and keep our things safe. Students will communicate with each other and the staff using respectful and appropriate language at all times. The use of profanity is strictly prohibited within the school premises and will have grounds for dismissal while in preschool. Parents will be notified, and a plan will be established to correct behavior, before dismissal.

School Closures and Delays

Ben Franklin Academy Preschool will follow the 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 email the Director if your child will be tardy or absent on these days. Please note that Douglas County preschools will cancel all morning classes if we are running on a delay start. **That does not pertain to BFA, we do have morning preschool even with a delayed starting time.** If the school closes on due to inclement weather, there is NO refund in tuition for those days.

Touch-Free Sign-In/Sign-Out

Parents will download the ELV Parent app associated with the school's childcare system to their phone. They will use the security code and email address used to register their student(s) to login. This app allows them to sign their student(s) in and out of the school. Using the Child Check In/Out tab, parents will scan the Kiosk QR code with their phone both upon arrival and dismissal. Children are required to be signed in and signed out using the attendance app and Kiosk QR Code. This is a state requirement each school day your child attends. Staff members are accountable for children in their care and head counts are done during transition times and periodically throughout the day to account for each child.

Identifying Where Children Are at All Times

7.702.41 (H) (K)

Safety is our number one priority. All parents/guardians are **required** to electronically sign their child in the ELV app when they drop-off and pick-up their child. The teacher will also have an attendance sheet in the room that lists all students present. The attendance sheets will be checked periodically throughout your child's time at preschool and will be marked in ELV for our records. Children are counted going out to the playground and coming in from the playground. In the event a child cannot be located, preschool staff will advise other team members of the situation and re-check the preschool facility. If the child still cannot be located, preschool staff will advise the front office of the situation and follow school and local law enforcement guidelines for locating a missing child on the BFA campus or in the surrounding off-campus area.

Emergency Procedures

7.702.41 (K)

The Ben Franklin Academy Preschool will conduct monthly fire, tornado and other incident drills are routinely practiced in accordance with the requirements of the State Rules and Regulations.

Crisis and Emergency Response Plan

The administration and staff of the Ben Franklin Academy Preschool 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 the Douglas County School District. 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.

In the event of an emergency, parents/guardians will be contacted via text, email and/or phone by the ELV system we use for all enrollment paperwork, or the Preschool Director.

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.

Please **DO NOT** call the school directly during an emergency as this tie up phone lines.

Preschool Priority for BFA Kindergarten Enrollment

OPEN ENROLLMENT PERIOD

The OE period is dictated by DCSD's timeline and BFA complies with this timeline. If circumstances drive a modification to this timeline, it will be approved by BFA's Principal or designated representative. If OE is completed during the First Round, priority for enrollment will be given in the following order to the following groups of students, prior to the Lottery:

1. Currently enrolled students (being retained);
2. Siblings of currently enrolled K-8 students. Siblings that share the same birth date (i.e., twins or triplets) shall receive automatic enrollment.
3. Children in the household of Founding Families.
4. Children of full-time teachers; and
5. Preschool priority students identified through the Preschool Lottery described below.

PRESCHOOL PRIORITY

Currently enrolled preschool students shall be given priority to fill no more than fifty eighty percent (80%) of the open kindergarten spots in a given year, only if they have completed the OE process with DCSD during the First Round ("First Round"). The number of open kindergarten spots is the total of all kindergarten spots less those given priority based on the first four (4) priority categories listed above who completed OE during First Round. If the number of children from the preschool exceeds fifty eighty percent (80%) of the open kindergarten slots, then a separate Preschool Lottery ("Preschool Lottery") shall be held to fill fifty eighty percent (80%) of the open kindergarten slots. This Preschool Lottery shall follow the procedures detailed below. Once OE for the First Round is complete, preschool students are given 1 lottery "ticket" per year in attendance (if attended another year they must have 75% attendance of the year). The Preschool Lottery is performed by the preschool director and registrar. Preschool students are listed and given a random number based on a random number generator website. If the student was in attendance for more than one year their name will be listed to reflect the number of years (so 2 years will result in their name placed on the list twice). The selection begins with number 1 and continues until all openings from the 80% are filled. If a preschool student accepts kindergarten enrollment and subsequently leaves the preschool prior to the end of the academic year, the preschool student shall lose his/her spot and the school may then extend an Invitation to Enroll to another child to fill this spot. If a preschool student who was open enrolled during First Round is not enrolled through the Preschool Lottery, the preschool student shall remain on the general, non-priority OE wait list.

Illnesses, Accidents and Injuries

7.702.41 (J) (R)

Illnesses

A child needs to be able to participate in all daily activities, including outside play, to attend school. Please be respectful of others and keep your child at home if he/she is ill.

If your child becomes ill, he/she must be symptom free for 24 hours (48 for vomiting or diarrhea) before returning to school. (See Medical Policy)

Please inform staff of any illnesses or communicable diseases (e.g., Flu, strep, Covid 19, pinkeye, ringworm, lice).

If your child becomes ill at school, the parent/guardian and/or emergency contact will be called to take the child home. An ill child is kept isolated until the parent/guardian arrives.

No tuition refund will be given if your child is sick and cannot attend school.

Contagious Disease

Many communicable diseases are contagious before the symptoms appear as well as afterwards. For this reason, guardians should keep their student's home whenever they appear to be ill, even with a common cold. Guardians are urged to consult a medical provider for professional advice in such matters. Guardians will be contacted under the following conditions: temperature of 100 degrees or more, vomiting, serious injury, and other questionable concerns of the clinic staff. If students are sick with a fever, please wait a minimum of 24 hours before allowing them to return to school. In the case of vomiting and diarrhea, please wait a minimum of 48 hours before allowing them to return to school.

Sick Children

Each child shall be observed daily, and if in the opinion of the staff, a child is sick, we will call the parent to come and pick-up the child (or release to the emergency contact person listed on the child's Emergency Card). The child will wait in the office, away from other children, while waiting to be picked up. The following criteria will be considered in determining if a child must go home:

- Undiagnosed skin eruptions/rashes Nausea/vomiting/diarrhea
- Severe abdominal pain
- Fever of 100 degrees or higher Disruptive, persistent cough
- Loss of taste and/or smell
- For specific conditions (e.g. Flu, COVID-19, Strep throat, Pertussis, etc.), please contact the Health Office.

Other conditions that are indicators of illness and are considered when determining if

- Decreased activity -- droopy, tired appearance, fatigue.
- Irritable behavior
- Sore throat/swollen glands Runny nose/cough
- Eye drainage (excessive drainage and/or significant discomfort)

If a child is going to be absent from the preschool for any reason, please notify the director via email lhafner@bfacademy.org.

However, if your child is not feeling well, it is better to keep him/her at home. Consider the "golden rule": Would you want your child sitting next to someone with his/her current symptoms? If a child is sent home due to illness, he/she cannot return to school until he/she has been free from symptoms for 24 hours without the use of medication. This is to allow ample time to recover and stop the spread of illness to other children. On rare occasions, if a health concern persists, the Director may request that a physician's exam be performed by a doctor prior to the child returning to the preschool. When children have been diagnosed with a communicable illness, it is your responsibility to notify the preschool. We will notify our families and staff members, maintaining your child's confidentiality. The Director will notify the local health department or the State Department of Public Health and Environment in accordance with state guidelines. Children with contagious diseases will remain out of preschool until a written note from the doctor is presented giving the child permission to return.

School Nursing Consultant

Our school nurse consultants works closely with our staff ensuring they are all trained and up to date in meeting the health concerns of the students at school. All staff are certified in CPR/First Aid and Medication Administration. The nurse will also work with parents of children with health needs during school hours providing support, if needed. She will also monitor all medication kept at the school and school protocol in keeping all children safe with allergies and other health challenges. Peggy Brown is our registered nurse and can be reached at pbrown@bfacademy.org if should you have any further questions. Our nurse consultant is Kelly Marie Paulson and she can be reached at 720-383-4519 ask for health room.

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. Our nurse consultant will review all medication. Medication will be kept in a locked cabinet inaccessible to children. All medication is returned at the end of the school year. If the medication is an emergency medication (i.e., inhaler for asthma, Epi-Pen for severe allergies etc.), the medication will be placed in a backpack inaccessible to the children and will travel with the class wherever they go. All staff members are trained to administer emergency medication.

Immunization/Health Records Policy

All children must have an immunization record and health record on file in the preschool. This is mandatory by the Colorado Department of Human Services rules and regulations for licensing of a preschool. Each child's records need to be turned in prior to the first day of school. If you are choosing to exempt your child from any of the required immunizations to attend school, you will need a physician's signature or take an online course to sign off on the exempt form. These are not BFA rules and regulations these rules have been set in force at the State licensing level.

Parents will receive required forms in their enrollment packets. Each of these forms are only valid for one year to the date the child is last seen by the physician. You will receive an email from me letting you know when your forms will need updating. You will have 30 days to be compliant.

Accidents and Injuries

If a child receives an injury or has an accident while in our care, and the injury is not serious, trained staff will administer first aid (e.g., cleaning, band aids, ice). An accident report will be completed to document the accident. Both staff and parent/guardian will then sign this form. If the injury is more serious, parents/guardians or emergency contacts will be called and are required to pick up the child for any necessary treatment. If school staff cannot reach a parent/guardian or emergency contacts, the child will be transported to the hospital of choice listed on the emergency contact form by ambulance with all costs assumed by parents/guardians.

Sun Protection/Sunscreen

7.702.52 (D)

Colorado receives some of the strongest UV sunlight in the nation, licensing regulations stipulate all preschool students must have sun protection before going outside. The children need to have sunscreen applied at home before arriving at school. If they are staying all day, the preschool staff is required to reapply a hypoallergenic sunscreen supplied by the school prior to going outside in the afternoon. If your child has a skin allergy, you must provide an alternative sunscreen that can be left in your child's classroom for the school term. Sunscreen containers can NOT be left in the backpacks.

We require that parent/guardians apply sunscreen of their choice to their child's exposed skin **EVERY DAY before he/she comes to class**. Parents will be **REQUIRED** to acknowledge this in the ELV when checking your child in. If you forget you **MUST** sign the paper copy of acknowledgement before leaving your child at preschool.

Inclement and Excessively Hot Weather

7.702.41 (E)

Outdoor recess will be held every day unless it is snowing, lightening, raining, too wet, or below 30 degrees. We will have shortened outdoor time if the temperature is above 90 degrees, or as deemed necessary by the Preschool 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/guardians will be notified in the event of the need for early dismissal.

All children need come to preschool with sunscreen **already applied**. Sunscreen will **only** be applied to those students that are in school for more than 4 hours after being dropped off.

Personal Belongings and Money

7.701.41 (S)

All children enrolled in the preschool program will be assigned a cubby in which to store their personal belongings while they are at school. Parents/guardians are asked to clearly label their child's belongings; this includes outerwear, extra clothing and lunch boxes. All items will be returned to your child's backpack at the end of the day. Please keep their valuables at home, as cubbies are not secure. Toys and stuffies are only allowed on designated show-n-tell days. BFA Preschool will not be responsible for lost or stolen items.

Meal and Snack Policy

7.701.41 (T)

Due to a high number of student allergies and special dietary needs, parents/guardians will provide a morning snack and a filled water bottle from home for their child. If your child is in Pre-K all day program, they will need to also have a snack for the afternoon. We ask that snacks be healthy. We will fill a child's water bottle whenever it runs empty. Children attending the morning sessions for both **Preschool 3's and full day Pre-K 4's will have the option to providing a lunch or obtaining a free lunch through the district lunch program. Parents will be responsible for making lunch selections prior to the day your child is attending. Parents with children that have food allergies will work with the district dietitian to ensure your child is provided with meals that are suitable for their health.** Lunch containers should be clearly marked with your child's name. We can neither heat nor refrigerate lunches, as lunches are kept in your child's cubby. Teachers will assist children with their lunches as needed but self-help containers are encouraged. Children will not be allowed to share food.

Toilet Training and Extra Clothes Policy

7.701.41 (U)

Toilet training is **required** on the first day of enrollment at BFA Preschool. Encourage the children to use the bathroom at home before class. Adults will provide supervision and support to prevent classroom accidents. Individual toileting plans will be developed for students who are impacted by handicapping conditions. Parents may be called to pick up child if bathroom accident/child requires cleaning. Our preschool bathrooms are not staffed for changing and our bathrooms are not equipped with changings tables. **No child will be permitted to wear pull ups while in preschool.** However, we understand that young children will occasionally have accidents. Every child should have a change of clothing that is kept in their backpack, including: socks, underwear, pants and a shirt. Please be sure to change clothing out for each season.

If a child has more than three toileting accidents within a two-week period, preschool staff will begin discussions with parents/guardians regarding continuing current class enrollment or postponing enrollment until child is properly toilet trained. Hand washing is required daily as child enters school and after use of bathroom, before and after eating, returning from outside and anytime a staff member sees hands in mouth. Children will be reminded often by staff.

Observation/Volunteer Policy

7.702.41(V)

Parents are welcomed to visit or volunteer in the classroom. We do ask that parents refrain from classroom visits during the first month of school to allow the children to build a trusting relationship with their teachers. Visits to the classroom are encouraged and allowed if such visits do not disrupt school operations or interfere with the educational process. Parents will be asked to take their child with them if they are having difficulty with the parent leaving. Parent volunteers will not be left alone in the classroom or with any child other than their own. All volunteers and visitors, including family and friends, must sign in and out at the front office and wear a BFA Visitor Badge during their stay. This is a security measure to keep our school, students, parents, and staff safe. We also encourage prospective parents to visit in order to have enrollment continue at full capacity. Observers to a room will be escorted by the Director.

Classroom Parties/Room Parent

We have two classroom parties and our annual field day (luau) each year which gives our parents volunteer opportunities throughout the school. They are Halloween, Valentine's Day, and Luau. Our room parent will email letters prior to an event, organize volunteers to run activities, if needed, and help fund the events. If you sign-up as a classroom parent, you will be contacted by the director with further instructions on how the parties are handled. There are plenty of opportunities to plug-in as a volunteer during the school year. **Due to state licensing, siblings cannot attend the classroom party unless they are currently enrolled in the school. This is due to required student/teacher ratios under our license and ages we are licensed to serve.

Field Trip, Television and Video Viewing, and Special Activities

7.702.41(K)

Field trips

There may be occasions when preschool classes will take walking excursions to areas on or immediately surrounding the BFA school grounds. The preschool does not take off-campus field trips requiring transportation and/or parent/guardian permission slips. Preschool staff will maintain established child to adult ratios during all excursions, as well as following child location/lost child procedures in the event a child becomes separated from the group.

Television and Video

On occasion, the preschool may watch educational videos that are age-appropriate and relate to the curriculum or are a storybook read online. Permission must be given through our ELV enrollment process.

Special Activities

On occasion, we will provide fun special activities (guest speaker, class party, etc.). Parents/Guardians will be notified in writing prior to the event. Staff will supervise the children during all special activities.

Rest Time

Children participating in our full day program will be required to have a rest period following lunchtime. Please bring in a crib sheet, small blanket and a small stuffed animal. Rest mats will be provided. If your child no longer takes naps, he/she is still required to have a rest period per Division of Child Care Rules and Regulations. A teacher always monitors rest time and soft lights are lit and soft meditation music is played while they rest. The children are required to sleep with their shoes on in the event of an emergency and evacuation is needed. They also cannot cover their head with covers, as the teacher needs to be able to always see the child. If after 30 minutes your child has not fallen asleep, s/he will be given a quiet academic activity to engage with.

Birthday Policy

Due to many allergies, we prefer that you **do not bring in food** as treats to celebrate your child's birthdays. We do feel it is important that children get to celebrate their birthday with their school friends, and we encourage this practice. We will not have a party, but the child will feel special that day. Please see teacher to discuss options.

In lieu of food items, we have instated a donation policy. We encourage you as parents to partake in one of the following ways:

Give a Gift

Bring in a wrapped gift for your child's class: Books, a game, a toy, recess equipment, or dress up clothes are all good ideas. After the class sings "Happy Birthday", the child will get to open the gift in front of the class and leave it there for the whole class to enjoy. Feel free to note your child's name and the date on the item so that the school will always know whom it came from.

Goody Grab Bags

Parents pack goody bags with pencils, erasers, and crayons... (things that are not food) to share with each child in the classroom.

Per the specific teacher's discretion, the children may get to wear a special crown or have a balloon tied to their chair, etc.

PARENT/TEACHER CONFERENCES

7.701.41 (W)

Parents/guardians are notified of classroom happenings via periodic class e-mail updates. Additionally, preschool staff may inform parents and/or guardians of their child's behavior, progress, social and physical needs via written or oral communication. Formal conferences are held twice a year (October and February) for all students, but parents/guardians may contact teaching staff for additional conferences at any point during the school year. Each teacher conducts a simple early assessment at the beginning of the school year. This helps the teacher further develop their lesson plans accordingly. Conferences encourage effective parent/teacher communication and are held twice during the school year. We believe that building a strong partnership relationship is key in the education journey together. A set of questions will be sent home in the July newsletter that help the teacher understand the goals you have for your child at school. The first conference, held in early October, will be focused on goal setting and social aspect of school your child/ren has been experiencing. This is an opportunity for the teacher to share the curriculum goals of the class and let you know how your child is doing. Our teachers use a reflective assessment process throughout the school year to gather important developmental information on your child's progress. This assessment allows the teacher to develop a curriculum that will help develop your child's foundation in learning. This is on-going and leads to developmentally appropriate education based on your child's development and age. This process encompasses all areas of learning, including social, emotional, physical, and cognitive development. The second conference, held in the spring, will focus on the child's learning progress. The formal assessment will be given to parents at this conference. If you cannot make a conference day, please let your child's teacher know, and they will arrange an alternate time that is mutually agreeable for you both. Please see the school calendar for exact dates for your child's conference.

PARENT SURVEY

We send out a yearly parent survey to ask you how we are doing as a school and how we can further meet your needs with new or existing programs. This helps us improve the quality of our program and we appreciate the feedback. You never have to wait for the survey to let us know how we are doing and how we can better serve you. Please know we are here to listen and learn along with you.

VEHICLE PROCEDURES

7.702.41(N)

BFA Preschool does not provide transportation to students, nor are staff able to buckle children into vehicle safety restraint systems. Parents/guardians are responsible for following Colorado law regarding child seat safety restraint requirements, as well as properly seating and supervising children in private vehicles, and in following proper traffic/emergency procedures on the road.

PERSONS AUTHORIZED TO PICK UP STUDENTS

7.702.41 (O)

Parents/guardians are required to fill out an "Authorization to Transport" form when registering their child. Parents/guardians are asked to confirm and/or amend this information at the beginning of the school year and throughout the school year if there are any changes. Preschool students will **only be released** to persons who have written authorization to pick up students. Parents are responsible for notifying preschool staff in writing regarding any changes to persons authorized to pick up their child.

Children must be signed out through ELV app 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 identified on the registration form and must provide picture identification. Parents/Guardians must notify the school in advance of any change in person(s) allowed to pick up a child. If there are any legal restrictions to who may drop-off or pick-up (i.e., custody or restraining orders), a copy of these documents must be in the child's file.

ARRIVAL/LATE PICK UP

7.702.41 (P) (Q)

ARRIVAL

We ask that all children arrive to school by 8:20 morning session or 12:20 for the afternoon session to begin their classroom day. Please try to be prompt. Children feel uncomfortable arriving after everyone else has become involved in class activities. Morning routines help set a healthy pace for the day. If you arrive after this time, you will then go to the office to check your child in. We understand that there are times that it is difficult to get to school on time; we ask that you do not make it a habit. These early years are when you are teaching your children the importance of education and the respect of others time. Please refrain from the children playing on the playground before school begins, it makes it much harder for them to stop and come to preschool in the morning.

Children are also required to be signed in and signed out using the attendance app and Kiosk QR Code. This is a state requirement each school day your child attends. Staff members are accountable for children in their care and head counts are done during transition times and periodically throughout the day to account for each child.

LATE PICK UP

Children **must** be picked up at the designated class end time.

The parent and/or guardian will be called 10 minutes after dismissal and may be subject to a late fee of \$10 after 10 minutes and a \$2 per minute fee after the first 10 minutes until the child is picked up.

We understand that there may be unforeseen circumstances. If you are caught in a storm, traffic accident, or event that may delay you from picking up your child on time, please call the school office at (720) 383-4519 or email the director at lhafner@bfacademy.org immediately to inform us of your circumstances. Parents who arrive late will be subject to a late fee charge. If late pick-ups become a regular occurrence (3 or more) the director will speak with the family and develop a plan. **If pick up times continue to be late, a dismissal from the program will take into effect. When you are late you are putting our staff out of ratio with the other children, and we are not in compliance with the state licensing department.**

If preschool staff cannot contact a parent and/or guardian or the child's emergency contact within a reasonable amount of time (approximately 20 minutes after class dismissal), the preschool director will notify BFA administration and appropriate steps, including calling the authorities, will be taken.

FILING A COMPLAINT

7.701.41(X) AND 7.701.5

You have the right to file a complaint on any childcare center that your child has attended, either in writing or via telephone. A complaint may be reported to:

**Colorado Department of Human Services (CDHS)
1575 Sherman Street, 2ndFloor
Denver, CO 80203-1714
303-866-4511**

REPORTING CHILD ABUSE

7.701.41 (Y) AND 7.701.5

All BFA Preschool staff members are required by law to report all incidents of child abuse and/or neglect to the Department of Human Services or local law enforcement agencies. Parents/guardians wishing to report suspected child abuse or neglect may also make a report to the Department of Human Services or local law enforcement agencies. To report child abuse or neglect:

**Colorado Child Abuse and Neglect Hotline
1-844-CO-4-KIDS**

DISMISSAL FROM PRESCHOOL

If disenrollment is necessary prior to the end of the school year, a **two week** notice is required. If the Ben Franklin Academy Preschool needs to withdraw students due to lack of payment, parents/guardians will be notified in writing to make arrangements to fulfill their financial responsibility. If the Ben Franklin Academy Preschool needs to withdraw a student due to disruptive behavior, the Principal and Preschool 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; if the behavior continues, the child will face immediate dismissal. Please direct any questions or concerns regarding our policies and procedures to the Preschool Director.

FAMILY DISMISSAL POLICY

Ben Franklin Academy Preschool reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment of tuition and any other fees.
2. Not observing the rules and policies of the preschool as outlined in the Parent Handbook.
3. Physical and/or verbal abuse of staff or children, by parent.

WITHDRAWALS

7.701.41 (Z)

Parents/guardians who wish to withdraw their child from any portion of the preschool program are requested to notify the preschool director in writing at least **30 days** prior to any changes being implemented. All tuition payments must be paid in full prior to withdrawing.

PARENT ACKNOWLEDGE

If you have questions about this handbook, see your child's teacher, or reach out to the director at lhafner@bfacademy.org

You will be asked in our enrollment process and hard copy signature to **acknowledge** that you have received and read a copy of the BFA Preschool Parent Handbook. You understand that it provides guidelines and summary information about the school's policies and procedures. You also understand that it is your responsibility to read, understand, become familiar with, and comply with the handbook. You further understand that these policies are in no way contractual, and BFA reserves the right to modify, supplement, rescind, or revise any provision, or policy from time to time, with notice, as it deems necessary or appropriate. You also understand that BFA reserves complete discretion to interpret the provisions of the handbook and how they apply to any situation that may arise.

CHANGE OF POLICY

Ben Franklin Academy Preschool reserves the right to adjust procedures and policies at any time with proper notification to families. All changes that are made will be emailed to the parents, along with a new version of the handbook.

Reviewed and approved: 06/2023