



Guidelines & Policies
2023-2024 School Year

"And all your children shall be taught of
the Lord, and great shall be their peace."

Isaiah 54:13

Dear Parents,

We are pleased that you have chosen Chapel Hills Church Preschool for your child. We are excited to provide a safe, Christian, nurturing environment for your child. You can be confident that you are leaving your child with adults who desire to teach, nurture, and lovingly care for each child. Since each child is “a gift from the Lord” (Psalm 127:3), it is our goal to show God’s love to your child, and in partnership with you “train up a child in the way he should go”.

In Christ,

Anita Madole, Preschool Director

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Jesus said “Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these.”

Mark 10:14

Ages

Preschool is open to children 2-4 years old. Children will be placed in classes based upon their age on October 1 of the current school year.

Pre-K is open to children who are at least four years old by October 1 of the current school year.

NextStep is open to children who are at least five years old by October 1 of the current school year.

Sessions

- ☐ Our preschool operates M,W,F, 9:00a.m.-1:00 p.m., following the District 11 Elementary school calendar.
- ☐ CHC Preschool offers a 2-day M,W (2 & 3 years olds only), or a 3-day MWF class.
- ☐ NextStep meets M,W,F from 9:00a.m.-2:00p.m.

Curriculum

Taught at age-and developmentally-appropriate levels, all classes enjoy circle time (music, Bible stories, activities, and & skills development in language, visual perception, and motor skills), centers (sensory play, art, science, academics), socialization, outdoor play (weather permitting), and early academics. All curriculum is based on Biblical principles and follow the Colorado ECE standards and guidelines.

Enrollment

- Once children enter our program, they will remain with their class the entire year.
- Registration packets must be complete and fees paid prior to the first day of school.
- Allergies and special needs should be listed on the registration card.
- The following paperwork must be completed and on file prior to the first day of school:
 - ◆ Registration Card
 - ◆ Financial Agreement
 - ◆ Statement of Health
 - ◆ CO Certificate of Immunizations
 - ◆ Parent Policy Agreement
 - ◆ Photo Release
 - ◆ Emergency Treatment Consent
- A waiting list will be maintained for each class. Openings will be filled from this list. The enrollment procedures are the same as above.

Staff

Each staff member is thoroughly background-checked. All staff members are current in their certifications, complete a minimum of 15 hours of continuing education each year, and are in compliance with Colorado state licensing requirements.

School Days, Holidays, Snow Delays

CHC Preschool follows the [D11 elementary school calendar](#), with a few minor exceptions. You will be notified about any modifications from District 11's calendar. If D11 calls a snow day, CHC Preschool will be canceled that day. If D11 calls a 2-hour delay, CHC Preschool will start at 10:30 am. There are no make-up days due to closures.

\$Fees\$

Pre-K Monthly Tuition

September~May

\$285 per month for MWF

Preschool Monthly Tuition

September~May

\$285 per month for MWF

\$225 per month for MW

NextStep Monthly Tuition

September~May

\$320 per month for MWF

Registration Fees

Preschool MW~\$80

Preschool MWF~\$110

PreK~\$120

NextStep~\$120

All registration fees are non-refundable & due upon registration to complete the registration process.

To enter our program, all required paperwork **MUST** be completed and on file by the first day of school.

Fees are subject to change without notice. CHC Preschool reserves the right to close a class due to insufficient enrollment.

\$Tuition Payment\$

Tuition is due on the first day of the month. It is considered late after the 10th of the month, and a \$20 late fee will be assessed and your child may not be allowed to attend school until payment is made.

If one month's payment is missed, your child will be dropped from the program and their place given to another child. There will be no reimbursements or credits for any days missed. This includes family vacations, illness, snow days and late starts called by District 11.

Tuition payments begin September 1, 2023

You may drop payments off in the preschool office in the form of a check or cash, or pay by credit card. You may also make payments through your bank using the bank's bill pay service. Please be aware that we do not keep any cash on hand and cannot "make change".

Payments may also be mailed to:

Chapel Hills Church Preschool
3950 N Academy Blvd,
Colorado Springs, CO 80917

Withdrawal and Removal

If you choose to withdraw your child from Preschool, you **MUST** give **two weeks' notice**, and you will be responsible to pay the monthly tuition through that time period.

As a private program, we reserve the right to remove a child who is not adapting to our program. You may obtain information about District 11 special needs from their website at www.d11.org.

Arrival and Departure of Children

Classrooms will not open until 9:00 a.m. and will close at 1:00 p.m. for preschool & prek classes, and close at 2:00 p.m. for NextStart.

Each child must be escorted to and from the classroom by an adult. A sign-in-and-out sheet for each class will be at each room. You must sign in and out each day, adding phone numbers where you may be reached during the day and the name /contact info for the adult who is to pick up the child. Only those people listed on the registration card as having permission to pick up that child or those listed as authorized pick-ups will be permitted to pick up the child at any time. If we do not recognize an adult coming in to pick up children, we will ask for their ID and double-check the file, so please let them know to bring in their ID. If there is an unexpected change in who will be picking up the child, the parent may call the office and make those arrangements. You may stop in the office at any time to add additional authorized adults to your paperwork. Additionally, teachers may also ask to see an ID to assure that the adult is authorized to pick up a child. Whoever picks up the child must sign them out on the sign-out sheet in the classroom.

Late Pick-Up

PLEASE be respectful of the teacher's time by picking up your children promptly by 1:00 p.m. Please have back-up plans in place for someone else to pick up children if you cannot be there before 1:00 p.m. In case of delay, call the office and leave a message. If this becomes a regular occurrence, the teacher will notify the Director and you may be charged \$1 per minute past 1:05 p.m.

Please refrain from talking on your cell phone upon entry into the building. This will allow staff to speak with you, and for you to greet your child.

Separation From Parent

It is very normal for some children to have trouble separating from their parents. We have found, through many years of experience, that children adjust more quickly when parents leave their children in the classroom soon after arrival, giving them a happy hug and kiss goodbye. If your child is having trouble separating from you, the teacher will work with the child to calm him or her. You will be asked to call the office after thirty minutes to see if your child has settled. If the child is still crying, you may be asked to come pick them up for the day, or you and the teacher may make the decision to continue to help the child adjust.

Parent Conferences

Preschool

Conferences may be arranged between parent, teacher, and Director to discuss the child's behavior, progress, social, and physical needs. Please do not discuss these issues while other children or parents are in the room. A record of such conferences will be maintained in the child's personal file.

Pre-K

There will be scheduled fall & spring parent conferences with the teacher. Other conferences may be arranged between the parents, teacher, and Director to discuss the child's behavior, progress, social, and physical needs. A record of such conferences will be maintained in the child's personal file.

Illness and Accident

Please be respectful of other children and their families by keeping your child home when they are sick!

We will not accept a child with a fever, rash, diarrhea, or bad cough.

Teachers may ask you to take your child home if they exhibit any of these signs upon drop-off. Any signs of a discolored nasal discharge will be handled at the discretion of the Director. If you are aware of a discolored nasal discharge that is not contagious, you are expected to notify us.

If a child has been exposed to or has contracted any illness or childhood disease such as hepatitis, chicken pox, measles, strep infection, or hand, foot, and mouth infection, the parent must report this information to the Director. We are required by state regulations to report certain illnesses. **Any child who has been admitted to a hospital cannot return to school without a doctor's clearance in writing.**

A child who becomes ill during the day will be removed from the classroom and parents will be called to come and pick the child up from the office. The child will be comfortably cared for and supervised until he can be taken home.

In the event a minor accident occurs, an injury report form will be filled out by the teacher, signed by the Director or Office Manager, and given to the parent upon his arrival to the room. A copy of the report will be added to your child's personal file. In the event of a severe accident or injury, all attempts will be made to contact the parent immediately. If necessary, we will call 911 and your child may be transported by ambulance to a hospital. An adult on staff will accompany your child and you will be contacted immediately.

Visitors

All visitors to CHC Preschool must sign in at the Preschool Office.

Medication

All medications administered by CHC Preschool must be in the original containers, clearly labeled with the child's name and dosage and accompanied by a doctor's note. This includes all prescription & over-the-counter medications. All medications must be stored in a lockbox in the office and may be administered only by state-certified staff members. Exceptions will be epinephrine and inhalers, which will be kept in the classroom out of the reach of children. Children with epi pens, inhalers, seizures, or other special needs must have a state-approved action plan signed by their doctor and parent on file in the office.

Sunscreen

Sunscreen must be applied by the parent before drop off, or the child must have a ***Topical Preparations (Preventive) Permission Form*** signed and on file in the CHC Preschool office. CHC Preschool will not provide sunscreen, all sunscreen must be provided by a parent & must have the child's name clearly marked on the container. Any expired sunscreen will be returned to the parent.

Discipline

Each child is worthy of care and respect at all times. Children will be corrected in a kind manner, by redirection, choice, removal from the situation, and as a last resort, a short time out. Under no circumstances will a child be physically punished by any staff member. For extreme cases, the child will be taken to the Director who will determine if immediate contact and conference with the parent is necessary. In the rare case that a child is overly disruptive to the classroom, it will be determined by the teacher and Director if the child needs to be removed from the program.

Animals in School

NO ANIMALS will be allowed at CHC Preschool without prior arrangements and approval by the Director. There are no exceptions! Please do not bring pets when you drop off or pick up your child.

Personal Dress

Please dress your child in kid-friendly clothes. We sometimes do messy and dirty activities at preschool, so dress your child in clothes that you as a parent do not mind being dirty, stained, or painted on. For older children we ask that if your child can not dress himself in certain garments, please do not have them wear them to school. Some suggestions of items NOT to wear are: overalls, zip-up and snap-on pants, and lace-up shoes. Better items to wear might be pull-up elastic-waist pants and Velcro shoes.

Please ensure that your child is dressed for the current weather conditions. In an emergency we may have to exit the building.

Shoes must be worn at all times at CHC Preschool. Closed-toed shoes are best.

Preschool and Pre-K Backpacks

- Children are allowed to bring one item of comfort (teddy bear, blanket, etc.) that will help make their stay more enjoyable. Please mark all items with a permanent marker and please do not bring anything of sentimental or financial value.
- Send coats, hats, and mittens during cold seasons. In winter, if it is a sunny, calm day the children will go outside to play for a short time, even if the temperatures are cool.
- For ALL age groups, an extra change of clothing must be brought and kept in the child's backpack in case of accidents (or puddles!) If clothes are soiled and there is not a change of clothing, you will be called to bring clean clothes.
- If you are in the process of potty-training your little one, please put your child in pull-ups unless other arrangements are made.

Lunches and Snacks

Please send "kid-friendly" lunch and snack items:

- Nutritious finger food
- Sandwich
- Packaged healthy snacks and fruit
- Drink

Please provide plastic utensils for your child to use.

Children will be encouraged to eat their healthier food first. If you do not want your child to fill up on junk food, do not send it. For drinks, a water-type bottle with a push-down spout works great.

Parties and Birthdays

On special days there may be a party (Fall, Christmas, Valentine's, Easter, and the end of the year) in your child's classroom. The teacher may ask the parents or post a sign-up list requesting various items; parent involvement and financial cost is voluntary.

Parents may bring in treats for the class for birthdays. Advance notification and coordination with the teacher is necessary. Please be aware of classroom allergies!

Parking Lot Safety Rules

- For the safety of the children, no child will be dropped off by the parent in the parking lot and allowed to walk into the building alone. Also, no sibling should be left in a parked car while the parent is in the building dropping off or picking up their other children.
- In the parking lots, park only in designated parking slots.
- Please DO NOT park in designated fire lanes; a fine may be assessed by the fire department on any car found parked in the fire lane during a routine inspection.
- Please do not park in the handicapped zones unless you qualify for that space.
- The west parking lot is closed during preschool hours to provide a safe passage for the children as they travel to and from the playground.

Summary

These guidelines have been established through experience and research to help us at CHC Preschool better minister to you and your child's needs. If you ever need to discuss any policy or problem, please feel free to come by the Director's office.

Guidelines and Policies Agreement

I, _____ (Please Print Name) have read the Guidelines and Policies booklet for CHC Preschool. I understand that I will be expected to follow these guidelines and policies as written in the booklet. I also understand that infractions of these guidelines and policies can be considered grounds for my child to no longer be enrolled at CHC Preschool.

Parent's
Signature _____

Date _____

(Please Print This Page & Return To Complete Registration)