



Parent Handbook

"...showing the generation to come
the praises of the LORD,
and His strength, and His wonderful works
that He has done,
. . .that they might set their hope in God,
and not forget the works of God,
but keep His commandments."

Psalm 78:3,7

Promise Preschool Theme Verse

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Welcome to Promise Christian Preschool

We're glad you are a part of our family! This handbook is designed as a handy reference for you. It contains specific information as well as the policies and procedures set forth by Promise Christian Preschool, ACSI (Association of Christian Schools International), and the State of Colorado. After reading it, please sign the Acknowledgement and Agreement form stating that you have received, read, and understood this information. This verification will be kept in your child's file and should be turned in within two weeks of his/her enrollment at Promise. We suggest you keep this handbook in a convenient place for easy referral throughout the school year.



About the School

Our Mission

It is our promise that we will provide age-appropriate educational programs that will encourage each child to grow spiritually, mentally, physically and socially in a loving and caring environment.

Our Purpose

Promise Christian Preschool, formerly Promise Preschool since 1992, is a privately operated 501c (3) not-for-profit organization. Our Preschool exists for the primary purpose of glorifying God through Christian education of children three through five years of age. The purpose of Christian education is to direct the process of human development toward God's objective for all: godliness of character and action. The goal of godly character and action will be reached by teaching each child: that they are personally known and loved by God; that they may know God through Jesus Christ; and how they can conform to the image of Jesus Christ (Romans 8:29).

Our motivation is to achieve excellence in academic curriculum, biblical knowledge, physical and motivational development, and social and emotional maturity by involvement, and by giving young children room to grow.



For the Lord gives wisdom,
and from His mouth
come knowledge
and understanding.

Proverbs 2:6

Core Values: Statement of Faith

Promise Christian Preschool is a privately owned and operated evangelical Christian preschool. It is not parochial in its religious emphasis. The preschool governing board, with the advice of the preschool administration, has adopted the following statement of faith that is consistent with the doctrinal statements of the National Association of Evangelicals and the Association of Christian Schools International. These doctrines are taught in the classroom and proclaimed in the chapel services. They are the foundation of all curriculum taught:

We believe in one God, eternally existing in three persons, Father, Son and Holy Spirit. We believe in the deity of the Lord Jesus Christ, His Virgin birth, His sinless life, His miracles, His reconciling death for all people, His resurrection from the dead, His ascension to the Father as our Advocate and His return in victory.

We believe the Bible is the inspired, authoritative word of God and is truth without error, written to reveal His will for salvation of all people and to guide the Christian faith and life. We believe all people fell into sin through Adam and that all need salvation through Jesus Christ, by the grace of God, apart from personal work or merit.

We believe the appropriate response to the grace of God is to believe, repent, confess, be baptized and grow in the knowledge of the Lord. We believe the ministry of the Holy Spirit is to convict the individual, regenerate the sinner, indwell, guide, instruct and empower the Christian to live a godly life.

We believe in the bodily resurrection of the dead; the believer to eternal life and joy with the Lord, the unbeliever to judgment and eternal punishment. We believe in the spiritual unity of believers through our Lord Jesus Christ.

Core Values: Family Values Statement

Promise Christian Preschool will teach Biblical values and lifestyle. These values include God's plan for a family (reference Genesis 1:27-28) and that He will be the Center of that family. The lifestyle foundation is taken from the teaching of the Ten Commandments in Exodus 20:1-17. These teachings will be expressed through the words and deeds of the staff at Promise Christian Preschool.

Non-Discrimination Policy

Promise Christian Preschool is a developmentally, age appropriate preschool. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, religion, color, national or ethnic origin in administration of our educational policies or admissions. However, because of our staff's credentials and the facility's limitations, we are unable to accommodate all children's special needs. We use Child Find as a resource and keep a list of professional psychologists and speech therapists available for reference as the need arises.

ACSI Accreditation

In June of 2002, Promise Christian Preschool became accredited through the Association of Christian Schools International. The result of the accreditation process is to understand where we are strong and where there are opportunities for improvement. This also results in a preschool that has studied itself, has been studied by a team of visiting educators, and has achieved the status of being accredited. In the educational community this is the standard for quality, integrity, and excellence. The ACSI program goes beyond general educational issues to the spiritual ministry of the preschool. We seek to assess our every function in light of a biblical philosophy of education. Our goal is to continue to maintain this standing of excellence for our school.

State Licensure

Promise Christian Preschool is licensed by the State of Colorado – The Division of Child Care of The Colorado Department of Human Services. State licensing governs the health, safety, discipline, programming, buildings/facilities, equipment, and personnel requirements. A copy of the Rules Regulating Child Care Centers and licensing records are available for review in the preschool office. The current license is posted in the preschool office.

Enrollment & Tuition

Enrollment Policy

It is the policy of Promise Christian Preschool to use a first-come-first-serve priority list to enroll students. The process is as follows:

- Parents of preschoolers (ages 3 and 4) currently enrolled in the program will receive an enrollment package for the Pre-K program in January. Parents need to complete the application and Promise must receive both the application and the fees by the specified date.

- Parents who have siblings of children previously enrolled at Promise will receive priority enrollment for a two year period. These parents must make arrangements through the preschool office to request an enrollment package. Enrollment packages will be sent to returning families in January and must be completed and received with fees within two weeks.
- The school accepts children who have had their third birthday before October 1 of that year. They may continue to be enrolled until the year they are entering kindergarten, which is usually 5 or 6 years old.
- In the event that a child repeats a class, they will have priority status over all students including siblings.
- Promise Christian Preschool reserves the right to balance registration with the next available candidate that meets the gender needed to create a diversified learning environment.
- First time families to Promise Christian Preschool can make arrangements for enrolling their child 3 years prior to a child's start date. Arrangements are made by making a phone call to the school office where a child will be placed on a first-come-first-serve wait list. Applications will be considered for the current school year if openings are available after the above deadlines have expired.
- Preschool enrollment application forms for new enrollees must be completed and received at the office by January 31.



Admissions, Registration, and Regulations

The director will handle all admission procedures. These procedures will include a pre-admission interview with the child's parent(s), the director and, if necessary, the teacher(s) to determine whether the services offered will meet the needs of the child and the parent(s). In order to secure enrollment, the director must receive a completed enrollment packet and a non-refundable deposit. Previous Promise families must submit the above by January 31st and new families on the waiting list must submit the above within five days of notification.

In compliance with the State of Colorado, Promise Christian Preschool is required to have the following information in each child's file. It is necessary to have this information updated on an annual basis.

Health Status: A dated written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination.

Immunization: Information regarding all immunizations the child has had, including month and year each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the state of Colorado Department of Health.

Emergency: The school must obtain information including each parent's home, work, and emergency contact information, known allergies to foods or medications, release for emergency medical treatment, and a release for field trips.

To meet this informational need, parents/guardians must submit the following forms by the first day of attendance:

- Certificate of Immunization
- Health Evaluation Form
- Emergency Authorization Form
- Emergency Card
- Signed Handbook Acknowledgement and Agreement

Tuition Assistance

Promise Christian Preschool seeks funds from public and private donors in order to offer tuition assistance to those families needing financial help. Tuition assistance is available to families who qualify and is dependent on the availability of funds. An application for tuition assistance can be obtained by the Director. Applications are accepted throughout the school year.

Tuition and Fees

- Tuition is determined by the Board of Directors on an annual basis.
- Families with more than one child enrolled at Promise concurrently will receive a 5% tuition discount.
- All tuition payments are due by the fifth day of the month. You will not receive a bill or reminder. A \$10 late fee is due after the fifth, and dismissal from the school will result for accounts that are 30 days past due.
- You can drop off your payments in the tuition box located on the wall outside the classroom door.
- We cannot give refunds or credits for days when your child is absent nor will tuition be prorated for extended absences. This includes vacations, illnesses requiring absence of less than two weeks, or bereavement other than immediate family. If your child will be absent for more than two weeks, you may discuss your situation with the director.
- Please be respectful of our teachers, and arrive on time to pick-up your child.
- A late fee of \$15 will be charged for late pick-up after 11:35 am each school day or 1:05 on Lunch Bunch days. If you have an emergency causing you to be late in picking up your child, please call the director.

Withdrawing from the School

A 30-day notice in writing is required when planning to withdraw a child from the school. Failure to provide such notification will result in a charge of one month's tuition. Any time a child is withdrawn, someone from the waiting list will fill his/her place. In order to re-enroll, an opening will have to be available and a new application submitted. The school reserves the right to ask parents to withdraw a child if there are circumstances or behaviors that prevent the child from functioning appropriately within the classroom. Parents will be contacted with concerns and suggestions prior to being asked to withdraw a child.

Classroom & Curriculum

Curriculum Overview

Our curriculum is comprised of activities taken from a variety of resources, including the Wee Learn curriculum. The curriculum at Promise Christian Preschool is a collaboration of the best materials and practices suited to the program combined with a dedicated Christian staff. The curriculum at Promise is evolving and is consistently being revised as different aspects are reflected upon to insure that the materials meet the school's criteria dictated by the Bible first and foremost and also the school mission and values.

Preschool
9:00-11:30 a.m. Tuesday/Thursday

Learning Experiences: Social interaction, monthly unit and math themes; oral language, introducing fine-motor skills; seasonal and science projects; Bible time including prayer, songs, and character lessons; creative play/drama and songs; snack time and outdoor play; field trips; Spanish and music instruction.

Pre-Kindergarten
9:00-11:30 a.m. Monday/Wednesday/Friday

Learning Experiences: Emphasis on kindergarten readiness, including number and letter recognition and learning to write own name; social interaction; monthly unit and math themes; oral language, pre-reading and fine-motor skills; seasonal and science projects; Bible time including prayer, songs, and character lessons; creative play/drama and songs; snack time and outdoor play; field trips; Spanish and music instruction.

Television and video viewing are not utilized routinely in our curriculum. The optional Lunch Bunch program is the only designated time that videos are shown.

A Typical Morning at Promise Preschool

Preschool activities revolve around a monthly theme including a verse, song, and story. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner. A typical morning at Promise Preschool looks like this:

9:00-9:45 Learning Centers
9:45-9:55 Clean up
9:55-10:20 Circle Time, Bible Story
10:20-10:25 Bathroom Time

10:25-10:45 Snack
10:45-11:00 Outdoor Play
11:00-11:30 Craft/Creative Learning
Spanish (once/week)
Music (once/week)

Active Play

We understand that active play is important for healthy growth and development of young children. Because of this our children will receive 45 minutes of active play each day. Activities include music and movement as well as structured teacher-lead activities both indoors and outdoors.

Lunch Bunch

Lunch Bunch is an optional fee-based program offered twice a month October-May. Your child can bring his/her own lunch and drink, enjoy extra activities, and view an age-appropriate video (no longer than 30 minutes) until pick-up time at 1:00 PM. The regular Promise staff supervises Lunch Bunch.

The Lunch Bunch schedule is as follows:

Preschool class: 11:30-1:00 first and third Tuesdays

Pre-Kindergarten class: 11:30-1:00 first and third Wednesdays



On Lunch Bunch mornings, you will find a special Lunch Bunch sign-in sheet and fee envelopes for each child on the Sign-in Table. Simply sign-in your child and put your fee in your child's envelope. Lunch Bunch fees can also be paid with tuition.

From the lips of children and infants

You have ordained praise.

Psalm 8:2

Snacks

We at Promise support your child's healthy food choices by:

- Offering fruits, vegetables and other healthy foods for snacks
- Celebrating all holidays and other special occasions with mostly healthy foods and/or non-food treats
- Making drinking water clearly visible and freely available to children at all times. We recommend that each child bring a water bottle to leave in their cubbie.

Parents are encouraged to provide nutritious snacks such as whole grain options. Snack calendars are provided each month so parents can sign up in advance. All fruits and vegetables will be prepared by our staff.

Birthdays/Special Person Days

Birthdays are special occasions for children. However, not all children's birthdays fall on a school day. To be fair to all children, we wish to recognize them through our Special Person Days instead of birthday recognition. Several times throughout the school year, each child will be the Special Person. On those days, the Special Person will be the class leader and will have an opportunity to bring in something special to share with the class.

We will provide a class roster with home addresses if you wish to mail birthday party invitations to children at the school. Please do not distribute invitations via the school cubbies unless everyone in your child's class is invited.

Field Trips

Promise Christian Preschool takes field trips each year to local places throughout the year. Parents will be notified in advance of any off-campus field trips and must sign permission forms authorizing each child's attendance. Parents are asked to assist in transporting children according to state regulations. Parents who transport children must show proof of a current Colorado driver's license and proof of insurance.

Additionally, each child must be restrained in a car seat, depending on the child's age and/or weight. No child should be transported in the front seat of a vehicle. Each driver will have a list of the children they are transporting. In the unlikely event that a child is unaccounted for, emergency procedures will be immediately evoked. In the event that a parent arrives late to school on a field trip day, an emergency number will be available for further direction.

In the unlikely event that a child cannot be located, the emergency number(s) supplied to all teachers, drivers and chaperones shall be called immediately. Proper security personnel and police shall be notified immediately.

Holiday Schedule

We are closed on Christian and major U.S. holidays. Our school calendar seeks to coincide with the Boulder Valley Schools whenever possible. When the Boulder County Schools are closed because of inclement weather, Promise also will be closed. Please listen to radio station KBOL 1490 AM after 6:00 a.m. for announcements.

Policies & Procedures

Clothing

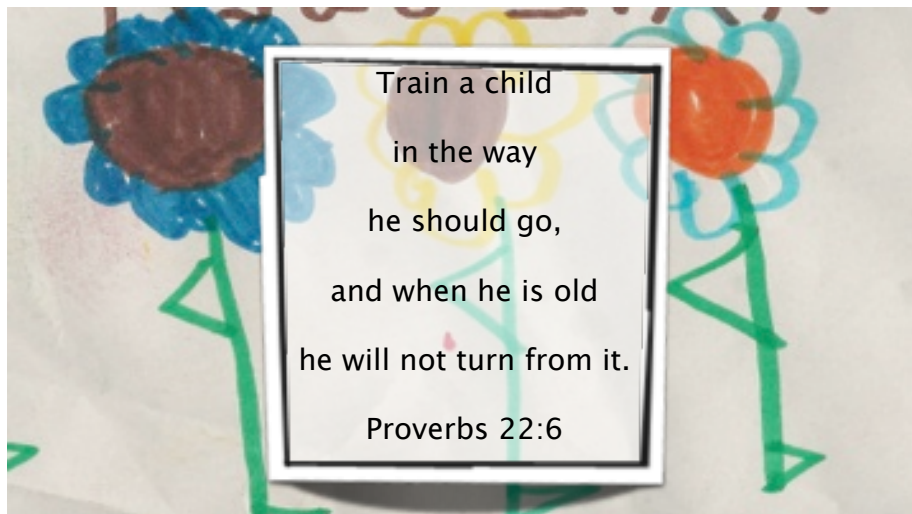
Children should wear comfortable play clothes and shoes. If your child has accidents, please bring a complete change of clothing to be left in your child's cubby at the school. Children should dress appropriately for weather conditions and will spend approximately 20-30 minutes outdoors unless there are extreme winds, precipitation, or other inclement weather conditions including extreme hot or cold temperatures. The decision to play outdoors is made on a daily basis by the staff.

Personal Belongings

Please label all of your child's belongings that come to school --- especially coats, jackets, and snow boots. Each child has a cubby for personal things. Your child may bring a toy or special item to school for show and tell only on his/her "Special Person" day. Your child's day will be noted on the monthly calendar. Toys or special items will be put in your child's cubby before and after showing. The school assumes no responsibility for any items. Please do not allow your child to bring candy or gum to school at any time.

Preschool Supplies

Prior to the start of the school year, teachers will give the parents of each enrolled child a list of needed supplies. Items are shared among the children throughout the year, so there is no need to label them.



Sickness/Communicable Disease

If your child has any of the following signs of illness, please keep them home so they can recover quickly and so we can protect others from the spread of sickness:

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever
- Sore throat with fever or throat spots
- Cough accompanied by fever and chills, and the coughing up of green or yellow mucous, vomiting, or nausea
- Eye drainage of any type (should be checked by a physician to rule out infection)
- Unusual rashes (can be a sign of viral infection)
- Child not feeling well, such as lethargic behavior and/or crying

The child may return to the preschool after illness when:

- Fever has been broken for 24 hours
- Nausea, vomiting, and diarrhea have subsided for 24 hours
- The child has antibiotic coverage for at least a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

A child who is ill upon arrival at the school will be separated from the other children until the parent or guardian can pick up the child. If a child becomes ill during preschool, the parent or guardian will be contacted and expected to pick up the child immediately.

If you suspect your child has a communicable disease, or if the doctor has confirmed one, please inform us immediately. All contagious diseases will be posted.

Medication

The state of Colorado permits the preschool staff to administer medication to children at school in specific cases. Eligibility will be determined by the director. If approved, a physician must write a written order. The school's nurse consultant will train staff members to administer medication. Promise staff is delegated by our nurse consultant to administer medication as directed by child's physician, including the administration of epi-pens. Medication is stored in the classroom office, which is locked at all times children are present.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Colorado state law requires that we have a signed form from your physician stating any food allergies that your child may have along with a signed treatment plan.

Toilet Training

Children must be toilet-trained prior to enrollment at Promise Christian Preschool.

The only exception is a documented medical statement of the special circumstances surrounding a child's physical needs. In the event that a child exhibits consistent accidents for a period of two weeks, the

parent will be notified, and the child will be dismissed for two weeks to complete toilet training. Tuition will not be reimbursed during the training period.

Volunteering

Volunteering in the school is encouraged. Parents should notify the classroom teachers of their desire to volunteer and then determine the appropriate time and activity to help out. When volunteering, siblings may not accompany the parent.

Solicitation Policy

Promise Christian Preschool staff and families may not promote businesses or charities at the school except for school sponsored fundraising events or mission projects which must be pre-approved by the Promise Board.

Communication with Parents

At Promise Christian Preschool we believe that the home is the primary educator in the life of a young child, and that we are an extension of the Christian home. We want to partner with parents to educate our students. The Promise staff is available as a resource to parents who want to help their child further develop their skills at home. Parents are welcome to set up times to talk with staff members about their children as well as about school policies and procedures. Formal parent/teacher conferences are held during the year at which time parents and teachers review the child's experience at preschool.

Parent Resolution Policy

Parent issues are resolved best by direct communication between the parent, teachers and director of the preschool. If an issue arises that cannot be resolved through this communication channel, the parent should be forwarded to the Director/Teacher Liaison of the Promise Christian Preschool Board of Directors.

1st Level of resolution:

- Parent forwarded to Director/Teacher Liaison to reconcile.
- Director and Board Chair are notified of issue/resolution/need for follow-up.
- Issue closed.

2nd Level of resolution:

If no resolution is reached:

- Director/Teacher Liaison speaks to the director to collaborate with resolution/ reconciliation of the situation.
- Suggestions are made and executed with parent.
- Board Chair is notified of issue/resolution/need for follow-up.
- Issue closed.

3rd Level of resolution:

If no resolution is reached:

- Parent Teacher Liaison/Director/Board Chair meet to discuss next steps to reconcile the situation. The team determines whether or not the issue is worthy of escalation to Board of Directors.
- Parent invited to meet with this team of Liaison/Director/Board chair to hear the plan established to reconcile the issue. Suggestions, corrective action and plans for follow up are discussed.
- Suggestions are made and executed. If the issue is not deemed worthy for escalation to Board of Directors, the issue is closed as all channels have been exhausted.
- Issue closed.

4th Level of resolution:

If no resolution is reached and issue has worth for escalation to the Board of Directors:

- Agenda item established at next Board of Directors Meeting or special meeting called if warranted.
- Corrective action plan to be established as determined by the Board of Directors.
- Issue Closed.

Security/Drop-Off and Pick-Up Procedures

Parents/authorized adults are required to sign children in and out of the building. Sign-in/out sheets are located on the sign-in/out table. If someone other than the parent is to pick up the child from school, the person must be on the authorized pick up list. If possible the parent should make a notation of this deviation from the norm on the sign-in sheet on the table.

If a parent must make emergency plans for the pick-up of a child, the parent must call the school and speak with a staff member. No child will be released to another person without prior notification. If a child is not picked up on time, a grace period of 15 minutes will be allowed before the director calls the numbers on the emergency phone card. In the event that no one responsible for the child can be reached within one hour, emergency measures will be taken and officials will be notified.

The school reserves the right to check the ID of any individual picking up a child that the staff does not recognize. In special cases where a certain person is not allowed to pick up a child, we ask that parents notify the school in writing.

The preschool keeps the downstairs doors locked from the outside at all times. The front doors of the building are locked during hours of operation. Visitors or parents picking up children early from school must ring the bell (located by the front door.)

Classroom Discipline

At Promise Christian Preschool, staff members will handle behavior problems in the classroom through redirection, reflective listening, and positive reinforcement. Children are taught to “use their words” to tell others how certain behaviors make them feel. Staff members will be constant role models, providing positive, godly examples to children. Teachers will help children in conflict to resolve the situation. They will be proactive by redirecting children to new activities if they see a situation arising or by giving a child the words or actions to help them resolve situations before they become problems. If a child does not act appropriately and does not respond to a teacher’s correction or redirection, the child may be given a “time-out.” Children are encouraged to repent and make restitution in order to show them that God forgives and so do others when they do wrong. If a child is out of control or acts in a way that is an immediate danger or threat to others, including biting, the parents will be contacted immediately. It will be the goal of our staff to work hard to communicate with parents and be a resource to them in training the child through the use of biblical principles.

Supervision

Children are under the direct supervision of a qualified staff member or substitute at all times. At the start of the day, staff members identify all children present by comparing the sign-in sheets with the class. The staff will conduct head counts throughout the day as the class meets within the classroom. Head counts also will be conducted before and after every transition throughout the morning.



Visitors

Visitors to the school should make an appointment with the director or teachers. Upon arrival, the person is to sign the visitor log with the time of arrival and record the time of leaving.

Non-enrolled Children in Classroom Policy

State teacher/student ratios must be maintained with no exceptions. The State of Colorado does not permit any child outside of the preschool's licensed age-range to be on site during normal school hours of operation with the exception of special events for a limited period of time and under parental supervision.

Services Offered for Special Needs Children

Promise Christian Preschool is a developmentally age appropriate preschool that admits students of any race, sex, color and national or ethnic origin. Because of our staff's credentials and the facility's limitations we may be unable to accommodate all children's special needs. Individual situations shall be discussed on a case-by-case basis.

Accidents

All teachers are certified in infant/child CPR and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If the accident is life threatening, 911 will be contacted first. If other treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an incident report form that requires the signature of the parent.

Health and Safety

The Department of Health and the Fire Marshall inspect Promise Christian Preschool on a regular basis. The most recent inspection information is located in the preschool office.

Building Evacuations

Promise Christian Preschool has three evacuation plans depending on the location of the children and the location of the hazard. The evacuation plans are posted in the building by the two exits downstairs and the main exit upstairs. Fire drills and tornado drills are routinely conducted, usually once a month, alternating plans. In the event that the building and/or school property needs to be evacuated, the students and staff will proceed to the Indian Peaks Golf Course clubhouse, which is owned and operated by the City of Lafayette Parks and Recreation Department. The clubhouse is open 365 days a year and is open from 8:00 AM to 5:00 PM. Students will remain at the clubhouse (supervised by Promise staff) until parents arrive to pick them up.

Reporting Abuse Policy

The Preschool staff is required by Colorado law to report any “child abuse,” “child battering,” “child molesting,” or “child neglect”. If a staff member has a reasonable cause to believe that a child has been subject to abuse or neglect or has observed the child being subjected to circumstances or conditions which could reasonably result in abuse or neglect, the staff member shall report or cause a report to be made to the Department of Social Services or a law enforcement agency.

Parent Handbook Revision

This parent handbook was last revised on August 14, 2014.

