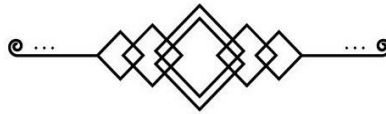




*Small Oaks*  
Christian Preschool

*"Helping shape the small wonders of our lives"*



# Parent Handbook 2022-2023

**SMALL OAKS CHRISTIAN PRESCHOOL**

A Ministry of DaySpring Christian Church

8005 Highland Meadows Parkway

Fort Collins, CO 80528

(970) 294-1732

## Our Curriculum

Small Oaks is a faith-based preschool that establishes a sound Biblical base and provides developmentally appropriate activities to prepare your child for elementary school.

## Mission

Our staff actively seeks God's will in developing each child's unique potential, desiring that he/she would grow in Christ from a little acorn into *an oak of righteousness*.

## Philosophy

We aim to help a child grow spiritually, intellectually, physically, and socially by fostering a loving and caring classroom. Through academics and Biblical training we encourage children to gain confidence, self-respect, and a love for Jesus.

Our highly trained teachers direct children according to their individual capabilities and maturity level. The classrooms are designed to be warm and inviting while creating an intentional learning environment.

## Licensing

Small Oaks is licensed by the Colorado Department of Human Services Division of Child Care. The preschool is annually inspected by the State of Colorado as well as the Larimer County Health Department. All staff are trained in CPR, First Aid, and Standard Precautions and are required by the state to complete 15 hours of early childhood training every year.



## Admission and Enrollment

Small Oaks admits students of any race, color, and national origin. Each student is a child of God and will be treated equally in all rights, privileges, programs, and activities.

We welcome children with disabilities and will make reasonable accommodations in accordance with the Americans Disabilities Act (ADA).

The preschool follows the same cut-off date as Poudre School District, which is August 31<sup>st</sup>.

Class space is limited. Applications are accepted on a first-come, first-serve basis. The maximum number of students is as follows:

3's & 4's class – 16

4's & 5's class – 18

Jr. K – 11

The following must be completed before the first day of school:

- All enrollment forms
- Health form and immunization record

## New App

Please download our new DaySpring Connect App. Parents and guardians can register with KidCheck and pay tuition through this feature. **Tuition**

Tuition is due on your child's first class day of each month September through May. Please make checks payable to Small Oaks Christian Preschool (SOCP). Checks are to be placed in the lockbox by the preschool office. If you have bill pay, please be sure checks are received by the 1<sup>st</sup> of each month. Please write your child's name and class days on each check. Small Oaks offers electronic payment processing. There is a 3% fee for using this service. To sign up for this go to our new app, DaySpring Connect, and go to 'giving' then 'Small Oaks.' There will be a \$10 late charge for tuition paid/received after the 7<sup>th</sup>. A \$30 fee will be charged for returned checks. Tuition is based on a nine-month pay schedule. There are no adjustments due to holiday, illness, or school closings. If your child's account becomes delinquent, your child may be removed from the preschool until payment has been brought to date.

<u>Tuition by:</u>	<u>Check</u>	<u>Auto Pay</u>
T/TH 3's & 4s	\$160	\$165
M/W/F 4's & 5's	\$215	\$221.50
Jr. K	\$300	\$309

No price breaks are given for biannual payments.

## Fees

Additional fees for the school year are as follows:

1. The annual registration fee of \$75 per family (non-refundable)
2. Yearly supply fee of \$30 per student, \$40 for Jr. K (non-refundable)
3. Purchase of a school shirt \$10 (this is optional)
4. The cost of any field trips taken by your child's class
5. Parent help no-show fee of \$15

## Classroom Ratios

T/TH - 3's & 4's: 1 staff to 6 students

M/W/F - 4's & 5's: 1 staff to 6 students

Jr. K: 1 staff to 6 students.

## Arrival & Dismissal

3's & 4's class program hours: 9:00 am to 11:30 am (earliest arrival 8:50 am)

4's & 5's class program hours: 9:00 am to 12:00 pm (earliest arrival 8:50 am)

Jr. K class program hours: 9:10 am to 12:15 pm (earliest arrival 9:05 am)

Child drop-off begins at 8:50 am for the 3's & 4's and 4's & 5's and 9:05 am for the Jr. K.

## Toilet Training

Small Oaks accepts children who are not fully potty trained. However, staff are not permitted to change diapers. If your child has a bowel movement, you will be called to come and change him/her. We have discovered that one of the best ways to train a child is to have them go into the bathroom with other students. If your child is in a pull-up, we will assist them with any difficulties pulling it up and down.

## Custody Agreements

In a legal separation or divorced family, a copy of the temporary or permanent custody agreement must be in your child's file. Any and all changes must be given to the school as soon as the courts have signed them.

## Release of Children

Information on the enrollment form should be kept current with correct phone numbers, emails, and contact information for emergencies.

- Written notification is required if your child is being picked up by someone other than you. Identification will be required.
- In case of emergency, telephone messages will be accepted. Those picking up your child must give the KidCheck code to authorize the release.
- Small Oaks will only release children to parents and those listed on their intake form. If a parent knows they will not be picking up their child, they must provide a written note at drop-off authorizing whoever will be picking up. If the teacher/ aide has not previously met this person, he/she must provide a driver's license to positively identify them.
- If an unauthorized person attempts to pick up your child, the director will immediately notify the parent/guardian.

## Late Pick-Up Fees

It is the parent's responsibility to make all necessary arrangements for pick-up. The policy for late pick-up is as follows:

- Late fees will be assessed when your child is not picked up within 10 minutes of dismissal.
- At each 10-minute interval an additional \$10 charge will be assessed.
- Late fees are due upon the child's first day back to school.

## Sign In/Sign Out

Parents and/or anyone who drops off a child must check the child in and out daily. This is for the safety of all students. If there is an emergency, we will account for all students using our KidCheck app.

## Communications

The Small Oaks staff makes efforts daily to let you know how your child's day went. If a longer conversation is necessary, please make an appointment with the teacher. Our desire is to form a great relationship with our students and their families.

## Parent Helping

On your Parent Helping day please arrive by 8:45 am. You will need to bring your child along with their Show and Tell. Ask teachers where they could use your assistance for the morning. You will sanitize the tables after center time and again after snack time. Staff will show you where sanitizer and paper towels are located. Each table will be sprayed. The sanitizing solution must stay on the table for 2-3 minutes before wiping off. During class time and outdoor time, you will aid the teacher in supervising the children. This is especially important on the playground. You will need to remain with the teacher on the playground until the number of students is 7 or fewer. We hope you enjoy your morning with us as you get to know your child's classmates and teachers. Thank you for being a part of our Small Oaks family. There will be a \$15 fee assessed for not participating on your assigned parent helping day.

## Maintenance Duty

Each family will be required to perform one maintenance duty a year. Some duties can be performed at home. The time commitment varies depending on the duty. Most duties will take less than 3 hours. Examples of maintenance duties: washing play clothes, cutting things for the teacher, classroom cleaning, raking the playground.



## Snacks

Please remember we are a nut-free facility.

Due to Health Department code we ask that all birthday snacks be store-bought.

If you would like to bring cupcakes on your child's birthday, they must be nut free (including processing). If your child has food allergies, we ask that you keep a safe snack container at school. Arrangements can be made in advance with your child's teacher for foods served at parties. Small Oaks has a monthly snack calendar. It will be emailed to parents monthly and posted outside of the classrooms. We reserve the right to change the snack if we are unable to purchase the one planned.

## School Clothing & Personal Belongings

Preschool activities can be messy; we ask that you dress your child accordingly. For your child's safety tennis shoes are the best footwear. It is extremely important that you label all clothing and lunchboxes. With the exception of show and tell, personal items should not be brought to school. Unless paying for a field trip please do not send your child to school with money. Coins are a choking hazard. We ask the 3's & 4's class to bring a change of clothing to keep at school in case of accidents.

## Closures/Weather

Small Oaks follows Poudre School District regarding weather-related closures except for heat-related closures. Small Oaks is air conditioned so while we might still have class, we might not go outside. We do not change tuition or extend our calendar due to weather-related closures. Any weather closures will be posted on the Small Oaks Christian Preschool Facebook page by 7:00 am, and an email will be sent to all families. In the event of severe weather during hours of operation, students will be taken to the church basement until severe weather passes.

## Field Trips

Parents are responsible for transportation on field trips. If a parent is unable to drive their child, he/she must make arrangements with a family member or another family in the class. If a parent is sending a child with another family, please remember that you are responsible for installing your child's car seat into the vehicle your child is being transported in. If a child arrives late and the class is on a field trip, a note stating where we can be located will be left at the preschool office. If we have other classes in session, a child may join in the activities of the other class for the morning.



## Discipline

Discipline is not innate; it must be taught through careful planning and consistency. Discipline is teaching through guidance. Small Oaks will redirect your child first. If redirection does not correct the issue, a 3-5-minute time-out in the thinking chair will occur. We desire to build character; therefore, your child will be asked to apologize to any classmates he/she might have harmed. If a child has continual disciplinary problems, a parent/teacher/director meeting will be called to see how we can best resolve the issue.

## Child Abuse

All staff are mandated reporters. If staff suspect a child has been abused or neglected, they will contact Larimer County Child Protective Services at 970-498-6990. As a parent, if you see abuse you should also contact Child Protective Services. All calls are anonymous.

## Parent-Teacher Conferences

Small Oaks will hold parent-teacher conferences in the spring. A brief progress report will be sent home before Christmas to assure the parents their child is progressing. Children will not attend school on conference days. Daycare for your children is provided while in conference with the teacher. If at any time the teacher feels a student needs additional services, a conference will be called to address how to best help the student.

## Allergies

Small Oaks cannot guarantee that your child will not come in contact with an allergen source. We will however make our best effort to keep children safe from known allergies. Please let the staff know immediately if your child has been diagnosed with an allergy. If EpiPens are prescribed by your physician all appropriate paperwork must be completed. All EpiPens must be in the box with prescription label attached.



## Illness/Medication/Accident/Emergency Policy

If a child has a confirmed case of a contagious illness such as, but not limited to: Measles, Strep Throat, Chicken Pox, Smallpox will notify by email all families attending the school. A note will also be posted at the preschool office. Due to HIPPA privacy laws, the staff cannot identify the ill student.

If a child becomes ill during the day, the school will notify the parents to pick up the child. If a parent cannot be reached, we will call the alternate contacts.

All children must be fever-free and symptom-free without the use of Tylenol, Advil, etc. for at least 24 hours prior to returning to school.

If a student is injured at school, the teacher or aide will complete an accident report. A copy will be made to retain the student's record, and the original will be given to parents at pick-up time. The teacher or aide will also inform the parents of what happened.

911 will be called if a student has an allergic reaction and needs an EpiPen. The parents will also be notified.

If a child needs to be transported to an area hospital, he/she will be transported to Medical Center of the Rockies unless otherwise noted on the emergency form.

## Sunscreen/Outdoor Play

Weather permitting, we will go outside daily. Small Oaks students will go outside if it is 30 degrees or above. If it is extremely windy, snowing, or raining, we will have a large motor activity in the foyer. Colorado requires that ALL children have sunscreen applied before outdoor time. A sunscreen permission slip was signed in the registration packet. It is very helpful if you can apply sunscreen to your children before coming to school. We will also make sunscreen available at our check-in area.

## Grievance Policy

If at any time families have a concern about Small Oaks policy, they may contact the director. If the concern is about a classroom issue, please speak with the teacher first. If a resolution is not reached, a meeting will be set up with the director, teacher, and both parents. The staff can also call a conference if we feel necessary. Our desire is to make Small Oaks a safe and loving environment for all children. Small Oaks has a large envelope at the school office for comments and/or suggestions.



## Withdrawal

When a student withdraws from Small Oaks, parents must give a two-week written notice. No refund will be given unless the student is moving out of state.

*Thank you for choosing Small Oaks Christian Preschool. We look forward to getting to know each student and his or her family. May the*

*Lord bless you as you raise your children under His direction. If you ever have a prayer request, please let the staff know so we can bring your request before the Lord. All prayer requests are confidential. It is our desire to make Small Oaks a nurturing, loving environment for all who attend.*

*In Christ's Love,*

*The Small Oaks Staff*









## Small Oaks Christian Preschool—Hazard Protocol

TORNADO—if a tornado were to occur during school hours:

Upon notice of tornado warning we will immediately take the children down to the basement. The room is adjacent to the north side of the kitchen. NO ONE is to stop and grab anything other than our cell phones and emergency bag.

GAS LEAK

In case of a gas leak Small Oaks students will be transported to the King Soopers store in Windsor. As this will be an emergency, evacuated children will not be in car seats and may or may not be seat belted in. This plan has been approved by the state because it requires swift action in an emergency.

FIRE—if a fire were to occur during school hours:

Upon hearing the fire alarm we will calmly walk the children outside: 1) if possible we will exit through the front door 2) we will exit toward the playground 3) if the fire is outside our classroom door we will open the windows and push out the screen. The teacher will be the first out the window, the director will hand the students out the window one by one until the room is empty, then the director will exit. NO ONE will stop to grab anything. We will gather on the sidewalk behind the dumpster. If this seems too close we will continue to the mailboxes.

ACTIVE SHOOTER

In the case of an active shooter the students will evacuate to the Vet Clinic and call 911. The director will be the last out the door.

