Child Discovery Time Parent Manual

2026-2027

SSPRD CDT

Tax ID # 84-6014400

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IMPORTANT NAMES, NUMBERS, & LOCATIONS

Registration Office
303.347.5999

Family Services Manager
(All Programs)
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Family Services Preschool Coordinator
(Lone Tree Recreation Center & Goodson Recreation Center)
Lauren Sheeks
303.708.3518
720.602.8504
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Preschool Assistant Director
(Lone Tree Recreation Center)
Victoria Cummins
303.708.3521
vcummins@ssprd.org

Preschool Assistant Director
(Goodson Recreation Center)
Sara Dyer
303.483.7801
SDyer@ssprd.org

Goodson Recreation Center
6315 S. University Blvd. Centennial, CO 80121
303.798.2476

Lone Tree Recreation Center
10249 Ridge Gate Circle, Lone Tree, CO 80124
303.708.3500

Colorado Department of Human Services Division of Child Care
303.866.5958

WELCOME TO CHILD DISCOVERY TIME PRESCHOOL!

South Suburban Parks and Recreation District is a state-licensed childcare program through the Colorado Department of Human Services for early childhood children. Our programs are also inspected by Tri-County Health and local fire departments. We take pride in offering a safe, fun, challenging, high-quality, memorable Preschool & Pre-Kindergarten experience for your children.

Our Mission

The mission of the South Suburban Parks and Recreation District (SSPRD) is to foster healthy living through stewardship of the environment, parks, trails, and open space and by providing recreational services and programs.

Philosophy of the SSPRD Preschool & Pre-Kindergarten Program

The SSPRD Child Discovery Time (CDT) program focuses on the whole child's as we offer hands-on experiences that enrich and build each child learning skills according to their age and ability.

Program Goals & Objectives

1. To create a safe and fun learning environment for all participants.
2. To provide an organized program that offers a variety of activities for all participants.
3. To introduce positive asset-building to all the participants.
4. To introduce activities that will exercise the mind and body.
5. To promote a life-long habit of exercise and recreation.
6. To create opportunities for new friendships.
7. To teach acceptance of all members of society.
8. To create opportunities for personal challenges.
9. To promote healthy eating and a healthy lifestyle.
10. To provide an environment where participants can be themselves and have fun!

Staff

Child Discovery Time Preschool staff consist of qualified, highly trained, caring individuals who enjoy children and are dedicated early childhood professionals. Staff meet regularly to plan, problem solve and communicate ideas regarding the program. Confidentiality is practiced and respected.

Staff professional development and training is ongoing, which totals 15+ hours annually. Training and qualifications for staff, as outlined by the Colorado Department of Early Childhood, can include, but are not limited to:

- Degree in Early Childhood Education or related child-development field
- Early Childhood Professional Credential
- Criminal background check, including Colorado Bureau of Investigations, FBI and TRAILS
- Current CPR, first aid, and standard precautions
- Child Abuse Prevention
- Best practices in Early Childhood teaching
- Social-emotional health and development, including trauma-informed practices
- Family and Community partnerships

ASSESSMENTS

Objectives for Development & Learning

Child Discovery Time Preschool utilizes Teaching Strategies GOLD for decisions about curriculum, classroom environments, and interaction styles. Child development and learning goals will be assessed in the following areas, which can include the following:

- ***Social-Emotional***
  - Regulates own emotions and behaviors
    - Manages feelings, follows limits and expectations, takes care of own needs
  - Establishes and sustains positive relationships
    - Forms relationships with adults, responds to emotional cues, interacts with peers, makes friends
  - Participates cooperatively and constructively in group situations
    - Balances needs and rights of self and others, solves social problems
- ***Physical***
  - Demonstrates traveling, balance, and gross-motor manipulative skills
  - Demonstrates fine-motor strength and coordination
    - Uses thumbs and hands, uses writing and drawing tools
- ***Language***
  - Listens to and understands increasingly complex language
    - Comprehends language, follows directions
  - Uses language to express thoughts and needs
    - Uses an expanding expressive vocabulary, tells about another time or place
  - Uses appropriate conversational and other communication skills
    - Engages in conversations
- ***Cognitive***
  - Demonstrates positive approaches to learning
    - Attends and engages, persists, solves problems, shows curiosity and motivation, shows flexibility and inventiveness in thinking
  - Remembers and connects experiences
    - Recognizes and recalls, makes connections
  - Uses classification skills
  - Uses symbols and images to represent something not present
    - Thinks symbolically, engages in sociodramatic play
- ***Literacy***
  - Demonstrates phonological awareness, phonics skills, and word recognition
    - Notices and discriminates rhyme, alliteration, and discrete units of sound
  - Demonstrates knowledge of the alphabet
    - Identifies and names letters, identifies letter-sound correspondences
  - Demonstrates knowledge of print and its uses
    - Uses and appreciates books and other texts
  - Comprehends and responds to books and other texts
    - Interacts during reading experiences, book conversations, and text reflections
  - Demonstrates emergent writing skills
    - Writes name
- ***Mathematics***
  - Uses number concepts and operations
    - Counts, quantifies, and connects numerals with their quantities
  - Explores and describes spatial relationships and shapes

- Compares and measures
- Demonstrates knowledge of patterns

- ***Science and Technology***
  - Uses scientific inquiry skills
  - Demonstrates knowledge of the characteristics of living things
  - Demonstrates knowledge of the physical properties of objects and materials
  - Demonstrates knowledge of the Earth's environment
  - Uses tools and other technology to perform tasks
- ***Social Studies***
  - Demonstrates knowledge about self
  - Shows basic understanding of people and how they live
  - Explores change related to familiar people or places
  - Demonstrates simple geographic knowledge
- ***The Arts***
  - Explores visual arts
  - Explores musical concepts and expression
  - Explores dance and movement concepts
  - Explores drama through actions and language
- ***English Language Acquisition***
  - Demonstrates progress in listening to and understanding English
  - Demonstrates progress in speaking English

PROGRAM ELIGIBILITY

All children must be a minimum of 3 years of age as of the Preschool & Pre-Kindergarten start date (9/8/26). The maximum age is 7 years of age as of the Preschool & Pre-Kindergarten end date. The child must be fully toilet-trained before entering the CDT program. The CDT school year program will run from September 8th, 2026 – May 20th, 2027 (depending on site location). CDT summer program will run from June - August (depending on site location).

Toilet-Trained Requirement

The child must be able to tell the teacher they need to go to the bathroom. A child must be able to go to the bathroom (both urinating and bowel movements) on their own. This includes being able to remove clothing, sitting on the toilet, wiping themselves, putting clothing back on, flushing the toilet, and washing and drying their hands. A child must be aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day). The child must not be in diapers or pull-ups at all. They must be in regular underwear. Our staff is aware that accidents happen.

Non-Discrimination Policy

The South Suburban Parks and Recreation District does not discriminate based on age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, or any other status protected by law.

Americans with Disabilities Act

The Parks & Recreation Department is committed to supporting individuals with disabilities and we are happy to discuss any special accommodation or adaptions necessary for participation. Please

contact the Family Services Preschool Coordinator *14 days before the first day of attendance* for assistance requests or inquiries. All programs comply with the Americans with Disability Act.

REGISTRATION INFORMATION

Child Discovery Time 2026 -2027 School Year registration opens Tuesday, March 3rd, 2026 at 9:00am. Preschool and Pre-Kindergarten registration may be completed over the phone or in-person with the Family Services Preschool Coordinator or Family Services Manager. At this time, email registrations will not be accepted. Please note that the Annual Registration fee and September payment must be processed for you to be successfully enrolled. Mid-semester registration is permitted on a space-available basis.

We will be offering summer preschool in 2027. Registration is open to families currently enrolled two weeks prior to new/returning families. Exact dates will be posted on our website closer to Spring 2027. Please note that the Annual Registration fee and first session your child is enrolled in, payment must be processed for you to be successfully enrolled.

PROGRAM DATES, HOURS & FEES

Dates

CDT Goodson follows the Littleton Public School District calendar
CDT Lone Tree follows the Douglas Country Public School District calendar

CDT Goodson	CDT Lone Tree
1st Semester	**1st Semester**
9/8/2026 - 12/17/2026	9/8/2026 - 12/17/2026
***Holidays/Closures**	***Holidays/Closures**
9/7/26, 10/15-10/16/26, 11/23-11/27/26, 12/18/26-1/4/27	9/7/26, 10/12-10/16/26, 11/23-11/27/26, 12/18/26-1/4/27

2nd Semester	2nd Semester
1/5/2027 - 5/20/2027	1/5/2027 - 5/20/2027
***Holidays/Closures**	***Holidays/Closures**
1/18/27, 2/15/27, and 3/22-3/26/27, 4/16/2027	1/18/27, 2/15/27, and 3/15-3/19/27, 4/23/2027

Hours

Child Discovery Time Preschool operates Monday-Friday from 9am-3pm. Families can register their children in the following program sessions, depending upon availability:

Monday / Wednesday / Friday	Tuesday/ Thursday	Monday - Friday
Mornings, 9am-12pm	Mornings, 9am-12pm	Mornings, 9am-12pm
Mornings, 9am-12pm + Afternoons, 12pm-3pm	Mornings, 9am-12pm + Afternoons, 12pm-3pm	Mornings, 9am-12pm + Afternoons, 12pm-3pm

Fees

Please see information below regarding the various fees associated with our Preschool Program.

Standard Pricing	1st Semester (Sept-Dec) Per Month		2nd Semester (Jan-May) Per Month	
	Resident	**Non-Resident**	**Resident**	**Non-Resident**
Annual Registration	$135	$160	$135	$160
Half Day (9am-12pm) Tu/Th	$210	$230	$210	$230
Full Day (9am-3pm) Tu/Th	$155	$175	$155	$175
Half Day (9am-12pm) M/W/F	$280	$300	$280	$300
Full Day (9am-3pm) M/W/F	$195	$215	$195	$215

Universal Pre-K	1st Semester (Sept-Dec) Per Month		2nd Semester (Jan-May) Per Month	
	Resident	**Non-Resident**	**Resident**	**Non-Resident**
Annual Registration	$135	$160	$135	$160
Part Time (9am-3pm) Tu/Th	$61	$81	$61	$81
Full Day (9am-3pm) M/W/F	$100	$120	$100	$120
Full Time (9am-3pm) M-F	$0	$80	$0	$80

Summer 2027	June		July		August	
	Resident	**Non-Resident**	**Resident**	**Non-Resident**	**Resident**	**Non-Resident**
Annual Registration	$135	$160	$135	$160	$135	$160
Goodson M-TH, 9am-2pm	$620	$665	$620	$665	$465	$515
Lone Tree M-TH, 9am-2pm	$620	$665	$620	$665	Not Offered	Not Offered

Fees are not prorated based on holidays or number of weeks each session is offered

The 2026-2027 Annual Preschool Registration fee is $135R/$160NR. This fee must be paid as part of your registration and is non-refundable

ENROLLMENT & PAYMENT

At the time of initial enrollment, you will be required to pay the Annual Registration Fee and the September monthly session fee to hold your spot for the entire semester. You will then be automatically enrolled in a payment plan which will be billed to the card on file on the 1st of each month for the upcoming session. For example, on October 1st your card on file will be automatically charged for the October session. If you would prefer, you can pay for the entire semester up front, or you can make monthly payments with alternative payments as long as it is completed before the first of the month.

Universal Pre-K

Universal Pre-K, also known as UPK, is a state-run program managed by the Colorado Department of Early Childhood that provides up to 15 hours per week of tuition-free preschool for children in the year before they enter kindergarten. All children who turn 4 years old on/or before October 1 of the enrollment year qualify for 15 hours of free weekly preschool. However, some families may qualify for additional hours or extra funding (up to 30 hours) depending on qualifying conditions. If families do not meet the UPK qualifying conditions, the cost of childcare is the responsibility of the family. Families are encouraged to apply for UPK services through the official UPK Website. Families can then choose either the Goodson Child Discovery Time or Lone Tree Child Discovery Time Programs to enroll.

Please reference the fee chart above as there will be a monthly cost for the hours UPK does not cover. ***UPK covers up to 10,15 or 30 hours with our program***; the cost of any remaining hours not covered is the responsibility of the family.

Resident & Non-Resident Rates

To see if you qualify for resident or non-resident rates, please use the SSPRD Residency Checker.

To receive resident rates for Child Discovery Time Preschool, a parent/guardian must live or own property within the South Suburban Parks and Recreation District. If a family does not have a valid or updated address at the time of registration, non-resident rates will be assessed. If you are a resident and need to update your information, please contact the registration office to verify your address at 303-347-5999.

If one parent/guardian lives within the district and one parent lives outside of the district, the child must be registered under the parent/guardian living in the district. If this is not agreeable to the out-of-district parent/guardian, then the child will be registered in the non-resident account and be charged nonresident rates.

Refunds & Cancellations

For all Child Discovery Time programs, there are no credits, refunds, or prorates for missed days, illnesses (COVID included), vacations, or unplanned emergencies.

All cancellations must be in writing by the 15th of the previous month to the Family Services Preschool Coordinator. For example, to be eligible for a refund in the November session and future payments, you must notify us in writing no later than October 15th. A $5 cancellation fee will be charged for any cancellations. No refunds will be issued for the Annual Preschool Registration Fee.

SCHOOL POLICIES & PROCEDURES

Attendance

CDT staff members will utilize registration forms to determine which children will attend the program each day. At the beginning of each day, every child must be signed in by their parent/guardian. If your child is not attending their scheduled day, please contact your child's CDT site with this information. If your child's name is not on the sign-in/sign-out sheet, please speak to one of our CDT staff members. The CDT staff members will be in touch with the Family Services Preschool Coordinator or Registration Office to check if your child is indeed registered.

A head count will be made to ensure that the number of children in attendance matches the number of children registered for any given day. We maintain a 1:8 child to staff ratio in our programs. Head counts will be made frequently throughout the day to determine the location of all children. They will also be done every time the staff and children transition to any new location both before and after arriving. At the end of the day, every child must be signed out by their parent/guardian to ensure that all children have been picked up. Parents/guardians must bring a photo ID for your child to be released.

Absences

For your child's protection and your peace of mind, your child will be expected to attend every day for which the child is registered. If your child is late or absent for any reason, please notify the site-specific Assistant Director by phone.

Lone Tree Assistant Director: 303-708-3521
Goodson Assistant Director: 303-483-7801

If your child is absent from any of our programs and notification has not been received, you or your designated emergency person will be contacted. If there are any activities in which you do not want your child to participate for physical, religious, or social reasons, please make a note of that on the registration paperwork.

Pick-Up

****A valid Driver's License, or photo ID are required to be shown at the time of pick-up****

Children may leave the program only with the people specified on the emergency form who are 18 years or older. If a parent desires their child to leave with someone who is not specified on the emergency form, they can add them on the FUNJoin portal. If an unknown person arrives to retrieve the child, the CDT staff will contact the parent to receive verbal permission to authorize the child's departure. The unknown person will then be asked for a form of photo identification to verify their identity. Please update emergency form information regularly so that the CDT staff can immediately reach the appropriate person(s) in the case of an emergency.
Any CDT staff retrieving children on behalf of parents must be authorized on the emergency form. This service, provided to families by staff members, is not a continuation of SSPRD's childcare.

Late Pick-Up

In the event you will be late for pick-up, please call the CDT site cellphone and let staff know about the situation as soon as possible. Considerations may be made for bad weather, road conditions, or other extenuating circumstances. We strongly recommend an alternative plan for picking up children from any of the Preschool Programs when you will be late or unavailable.

If you do not arrive to retrieve your children by closing time, the CDT staff will attempt to contact you. Staff will contact your cellphone/home numbers, followed by your office phone number, and finally your designated emergency contact. Parents or guardians who pick up their children 5 minutes after pick-up will be charged $5 for the initial period and an additional $1 per minute per child. Times will be taken from the staff person's watch or the room site's clock. Your account will be billed for the fee.

If contact cannot be made to the parents/guardians or your designated emergency persons within half an hour of closing the CDT site, the Family Services Preschool Coordinator will notify the Department of Human Services and the local Police Department to pick up your child*

REQUIRED PAPERWORK

SSPRD partners with Civic Rec to offer a convenient and secure way to submit your child's required CDT forms. After registering, participants will receive a "Welcome E-mail" with information on how to complete all the required paperwork. Please make sure that we have a valid phone number, email, and other contact details on file for your account. The steps below outline the process for submitting documentation.

- ***Registration:*** Complete the Jotform with information about your child, parents/guardians, authorized pick-ups, emergency contacts and more.
- ***Health Appraisal:*** In the Document section of your Civic Rec account, upload the completed General Health form for your child.
- ***Immunization Record:*** In the Document section of your Civic Rec account, upload the Colorado State Immunizations for your child. Non-exemption forms can be uploaded here as well.
    - If you choose not to vaccinate your child, the Colorado Immunization Exemption Form must be completed. This form is required by the state and must be submitted on the form found here. NO OTHER IMMUNIZATION EXEMPTION FORMS WILL BE ACCEPTED.
- ***Medication (optional):*** In the Document section of your Civic Rec account, upload any forms for medication being brought to school. If your child does not have medication, you will leave this section empty.

All forms must be completed and correctly submitted 30 days prior to your child's first day of preschool. Failure to do so will result in your child being unable to attend with no refund*

MEDICAL INFORMATION

Immunizations

Colorado State Law requires all students attending Colorado schools and licensed childcare programs to be vaccinated against certain diseases, unless they have a certificate of medical or non-medical exemption on file. You must file a certificate of exemption at each school or childcare facility the student attends. To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or childcare during a disease outbreak. CDT will follow the Colorado Department of Public Health & Environments' recommendations for exclusions.

- Parents of students in grades K-12 claiming a non-medical exemption must file one annually. ***Non-medical exemptions expire on June 30 each year.*** If you submit a nonmedical exemption

on or before June 30, it will not be valid for the upcoming school year unless you signed the exemption during early registration.

Medications

ALL MEDICATION, prescription and over-the-counter, must be prescribed by a Colorado licensed health care provider with prescriptive authority, using a standardized medication authorization form, the Colorado Asthma Care Plan, or the Colorado School Allergy Plan. These forms are found in the FUNJoin system. You must also reach out to the Family Services Manager or Family Service Coordinator to let them know your child has medication.

- Healthcare provider-signed documents must be dated less than 11 months prior and must be co-signed by the parent/guardian and the nurse consultant.
- Contact the site-specific program supervisor at least 30 days before program attendance to notify them of medication needs.
- Medications must be unexpired and provided in the original pharmacy-labeled container to the program.
- Children are not permitted to self-carry medication, including eye, ear drops, or cough drops. In addition, any skin lotion/creams or ointments and/or hand sanitizer must be checked in with a staff member.
- Medications not retrieved by parents at the end of the program will be disposed of in alignment with CDPHE guidelines two weeks after parent reminder.
- We are unable to accept any medications, including emergency medications, that do not meet these state-license requirements.

Preschool or pre-kindergarten students requiring special medical procedures or non-routine medication (e.g., insulin, midazolam, etc.) must alert site-specific program supervisors at least ***30 days before the first day of anticipated attendance.*** The nurse consultant will work with parents and healthcare providers to develop a care plan and provide appropriate training.

All health care services are provided in alignment with Section 12-38-1342, C.R.S., of the "Nurses Practice Act" and child care licensing rules 7.702 - Rules Regulating Child Care Centers (Less than 24-Hour Care), eff. 12/01/2021 and 7.712 - Rules Regulating School-Aged Child Care Centers

Illness, Injury & Communicable Diseases

CDT follows the ***How Sick is Too Sick*** guidance provided by the Colorado Department of Public Health and Environment. If your child exhibits any signs or symptoms of illness before arriving at our program, please help protect the health of others by keeping your child at home. Consult your child's physician to determine whether the symptoms may be contagious and when it is appropriate for your child to return.

- ***School Protocol for Illness and Injury***:
    - If a child becomes ill or injured while attending our program, the following procedures will be followed:
        - Parent/Guardian notification: if a child becomes ill or experiences an injury beyond a minor scrape or bump, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the child's emergency contact will be notified.

        - Care for ill children: children who become ill will be separated from the other children and provided with a blanket, mat or cot, and pillow for comfort while awaiting early pick-up.
        - First aid and emergencies: first aid will be administered for injuries, and 911 will be called if necessary. Minor scrapes and bumps will be reported to the parent/guardian at pick-up.
- ***Return-to-School Guidelines:***
    - Children may not attend Preschool until at least 24 hours have passed since their last exhibited symptom or since starting antibiotics, as applicable.
- ***Communicable Diseases:***
    - Communicable diseases include, but are not limited to: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella.
    - Parents/guardians must immediately report any exposure to communicable illnesses outside the CDT program to the Family Services Preschool Coordinator.
    - CDT will notify the Health Department of all communicable diseases as required. The Health Department will provide the program with further instructions regarding notifications to other families. The confidentiality of the affected child and family will always be maintained.

Nurse Consultant

The CDT program has a nurse consultant meeting every month. This nurse observes each age group and answers any questions the staff may have. The nurse brings new updated information about any illnesses going around. The nurse must delegate one or more of the childcare staff to the task of medication administration, including routine medication. For medications not covered in the medication training, the health consultant must provide additional training, delegated on a one-to-one (1:1) basis, and provide ongoing supervision. From time-to-time families may be referred to the nurse for additional support.

Screenings

To support your child's healthy development, our program offers information on voluntary developmental screening services. Please speak to or email the Preschool Coordinator for information on obtaining any of the following:

- Developmental or Health Screenings
- Vision, Hearing, or Dental Screenings
- Social-emotional, Cognitive, or Language Screenings
- Mental Health or Special Education Referrals
- Translation Services

PARENT RESOURCES

Parent Code of Conduct

Parents/guardians and visitors must understand young children are present in our building. Some adult language is not appropriate for young children and some adults. SSPRD prohibits offensive language on our premises, which includes but is not limited to swearing and cursing. Please also be mindful of music that may be heard from your vehicle when in our parking lot.

Parents/guardians must be mindful of appropriate dress attire when on our premises. Young children and families have different values regarding what is appropriate or offensive. We want all families and visitors to feel comfortable when on our premises. Adults wearing offensive or inappropriate clothing, or lack or clothing, will be asked to leave the property until appropriately dressed.

From time to time, parents may have questions about their child's care they are receiving. We expect parents to handle disagreements in a calm and respectful manner. Threatening staff, children, or other parents will not be tolerated. SSPRD has the right to terminate care in the event of disruptive behavior from any parent/guardian or visitor. To maintain safety, all threats will be taken seriously. In addition, all threats will be reported to the appropriate authorities and will be fully prosecuted by the law.

SSPRD has policies and procedures in place to maintain a safe environment for all children, staff and parents/guardians. Safety practices must be followed by all individuals on our premises. Violation of our safety policies will lead to immediate dismissal from our program. We ask that parents/guardians always be mindful of safety practices. This includes, but is not limited to: allowing children to enter or exit the building unsupervised, allowing children to run in the hallways, opening secured doors for others, and being mindful of personal belongings brought into preschool.

SSPRD takes the responsibility of maintaining the confidentiality of all people associated with our Preschool very seriously. Parents/guardians need to be aware of the confidentiality of all children, families and employees. Any parent/guardian who shares any information considered to be confidential or pressures employees/other parents for information that is not necessary for them to know, will be considered a violation of the Confidentiality Policy and will be dismissed from the program.

Meet the Teacher

We strongly encourage you to attend the Meet the Teacher Open House Events!

- CDT Goodson's Meet the Teacher will be at the Goodson Recreation Center on August 19th, 2026 at 5:00-6:00pm in Room 4 & 5.
- CDT Lone Tree's Meet the Teacher will be at Lone Tree Recreation Center on August 18th, 2026 at 5:00-6:00pm in the Preschool and Willow Room.

For those unable to attend, you can schedule a time with the Family Services Preschool Coordinator to meet the teachers and check out the classroom. This is a great opportunity to meet the Family Services Preschool Coordinator, Assistant Director, and Teachers and learn a little more about our program.

Transition into Preschool

For some children, the transition to Preschool can be difficult and they will show signs of stress in the classroom such as excessive crying, hard transitions, and refusal to participate in any activity. We want every child to be successful and will work together as parents and teachers to achieve this. Some techniques that may work for your child that you can try implementing to help ease a child into our program. The suggested method for the program is as follows:

- Bring your child to class. Please arrive on time. This helps give them more free play before any transitions. Hug and tell them you will return and say goodbye.
    - Let your child stay in class for 35 minutes. Pick up your child and take them home
    - The next day do the same thing, but have your child stay for 45 minutes.

- Each time you bring your child to class let them stay a bit longer. This will help establish that parents always return while giving your child some time to "learn" to be at school.
    - The teachers will be in contact with you. We can text or call you and let you know if your child is doing well and can stay longer than the planned pick-up time, or if your child may need to leave earlier.
- Please DO NOT come and stay in class. We do have an "open door policy" and a short visit is always accepted. However, we do not want your child to get accustomed to having their parents in the classroom all the time.
    - Preschool is a time when the child is learning to have some independence and get ready for school; they cannot do this if the parent continues to stay with them.
- Please DO NOT look inside the windows. It is very likely your child will see you and it could disrupt their mood and progress for the day.
- We would like to hope that in 2-3 weeks your child will be able to stay in the classroom for the full session. If we have tried for longer than 4 weeks, we may need to re-evaluate and decide if the program is a good fit for your child.

Visitation Policy

You are welcome to visit our CDT program at any time. Visitors must show a valid photo ID (Driver's License) and sign our Visitor's Log. Per state licensing guidelines, you will be required to sign-in as a visitor if you stay for longer than 5 minutes. Be sure to communicate your visit with the Preschool staff.

Family Events

Child Discovery Time Preschool offers exciting events for your family to participate in throughout the year! The purpose of these events is to create community and partnership within our preschool programs. Monthly family events are offered for both M/W/F and Tu/Th participants, and can take place during pick-up, holiday parties, or evenings. Examples of our family events include ice cream socials, literacy events, end of school-year picnic, and more!

Parent Participation Studies show that parent engagement in their child's educational program highly increases long-term school success. Parents are always welcome at Child Discovery Time Preschool and we encourage you to participate in our program. CDT values the partnership between the child, the family, and the early childhood care team. We are committed to providing activities that enhance this relationship.

We believe you are your child's first and most important teacher. Our program is committed to partnering with you in the following ways:

- ***Language Support:*** We provide opportunities to utilize interpreters or other language resources as needed to ensure clear communication.
- ***Cultural Sharing:*** We invite and encourage you to share your home's cultural and social practices within our classroom community.
- ***Goal Setting:*** We will partner with you to set individual learning and development goals for your child.
- ***Program Decision-Making:*** We offer opportunities for families and community partners to engage in our program's operational decision-making processes.
- ***Transitions:*** We will actively involve you in your child's transitions between classrooms or when moving to a new school.
- ***Feedback:*** We value your perspective and provide opportunities for you to give feedback on the quality of program-family and program-staff interactions.

School Communication

Child Discovery Time Preschool values clear, open, and consistent communication with our families. Some of the ways in which regular communication takes place include:

- Individualized weekly reports: these copies are given to families at the end of each week to highlight important information, reminders, and skills that your child is growing in
- Monthly newsletters: this will be sent out from the Preschool Coordinator and include information about enrollment, activities, family events, monthly calendars, breaks, and more!
- Emails and/or phone calls as needed

Conferences

Parent-teacher conferences are held once per year in April. We observe and document progress on each child as an ongoing process throughout the school year, including from assessments that occur in October and April. This information will be shared with you at your child's conferences. For our students who are moving up to kindergarten, conferences are the perfect time to talk with teachers to ensure preparedness and a successful transition for your child.

The Preschool Team values the importance of communication with our families. In addition to scheduled conferences, the Preschool Coordinator will be in contact with families about any questions or concerns that come up throughout the year. We are always available to connect with our families! Due to time constraints before and after school, it is best to contact us by phone or email. We are also willing to set up appointments as needed.

Annual CDEC Family Survey

Each spring, the Colorado Department of Early Childhood conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy developmental supports provided to your child.

PROGRAM OUTLINES

Activities & Clothing

Due to the variety of program activities, we urge your children to dress in sturdy, washable clothing. All items must be labeled with the child's name in permanent ink or with sewn-on labels, including towels and swimsuits. Children should wear appropriate footwear. Sneakers/running shoes (closed toe/heel) are required! If your child is wearing inappropriate footwear, you will be required to bring a change of footwear for your child before they can attend. On days of inclement and/or windy weather, please provide your children with proper outdoor attire. If we have children not dressed properly for outside activities, it will mean everyone will be unable to go outside. Remember that proper clothing will ensure the most positive experience.

Please provide an extra set of clothing in your child's backpack including underwear, socks, pants, and a shirt in a sealed plastic bag labeled with your child's name. It's Preschool - accidents happen! If your child has an accident and we cannot change them, you will be called to pick them up early*

Personal Belongings

Children should be sent to school with a backpack, water bottle, change of clothes, and lunch (if attending the full day). Children are also welcome to bring a personal comfort item, such as a stuffed

animal. When bringing items from home such as jackets, helmets, gloves, swimsuits, etc., please label each item clearly with your child's name. Each child will be provided with a personal cubby to store their belongings throughout the day.

Items that should ***NOT*** be brought to Preschool include toys, dangerous items, small objects that present a choking hazard, and electronics. CDT is not responsible for personal items brought from home that become lost, damaged, or misplaced. Staff may ask children to put items away from home. Any item that poses a safety risk will be removed from the child's access.

Rest Time

According to Colorado licensing requirements, a 30-minute rest period must be provided for Preschool & Pre-Kindergarten students that are at a facility for more than 5 hours. Our facility will provide an individual cot for each child that participates in full-day programming. Parents should bring a blanket and sheet to cover their child's cot or sign the CDT Cot Agreement to use one provided by Child Discovery Time. Please make sure all materials are labeled. Sleep materials will be sent home weekly to be laundered by the child's family. A comfort toy, doll, or stuffed animal are always welcome for rest time.

Parents who do not bring in a sheet or blanket or continuously forget to bring back their child's sheet and blanket to school will be charged a $10 equipment fee. This fee will continue each session until the problem is resolved.

Children do not have to sleep. However, it is a quiet time. They may look at books or play quietly with toys on their mat during the full rest period.

Sunscreen

SSPRD CDT programs will provide sunscreen by Rocky Mountain Sunscreen. With consent, teachers will help apply sunscreen to students while at school. If need be, you may provide personal sunscreen. Please make sure that your child's name is clearly labeled on the sunscreen container and directly handed to a staff member. SSPRD CDT staff are not responsible for lost or stolen sunscreen. If you would like more information about the sunscreen provided by CDT, please contact the Family Services Preschool Coordinator.

Media, Music & Movies

At any point media is to be used in the preschool room, staff will communicate the importance of safe online practices by referring to The 5C's of Media Use. On occasion staff may use music for games or activities (i.e. musical chairs, transition songs, dance parties, etc.) The music will be age appropriate and will be radio edits of songs. Children will not be able to handle any classroom phone at any point, including while playing music. Children may suggest songs to teachers.
Children participating in our programs might view movies or videos on occasion. This will be no more than once per week, unless educational. All movies will be rated "G" or "PG". The same rule applies for viewing videos or tutorials. Staff will select the movie and notify parents by Friday morning which movie the class will be watching.

SSPRD Licensed Preschools view social networking sites (Instagram, Facebook, Snapchat) as positive ways for children and parents to express themselves and keep in touch with friends and family. As a participant of our program, everyone has the right to exchange usernames and such to become

"friends" in any way you and the guardian see fit. However, students and families may not post pictures of other participants and families on public websites. Please remember this includes blogs, personal web pages, photo sharing sites, and social media.

Snack & Lunch

Participants of Child Discovery Time Preschool are provided with a morning & afternoon snack and are required to bring lunch each day (unless they are not participating in the full day program). PLEASE NOTE THAT OUR PROGRAMS ARE ***NUT FREE***. Therefore, please do NOT send nuts or anything containing nuts of any kind. Staff will not be able to heat or refrigerate children's lunches, so please plan accordingly.

All children and staff members must wash their hands with warm water and soap before consuming food. Please set a good example for the children by practicing appropriate hand washing before consuming food and after using the restroom. All children and staff members will eat lunch and snacks together. Children and staff will remain seated during food consumption and are responsible for disposing of the trash and uneaten food properly.
The CDT staff must prepare and/or serve snacks in a sanitary way. This includes washing, with soap and warm water, hands, tables, and utensils and any other surfaces that might be used in food preparations. After washing, tables and other preparation surfaces must be sanitized using childcare program approved multi-surface cleaner and disinfectant in spray bottles. All food, drinks, and utensils must be stored above floor level.

If your child has dietary restrictions, please know that we provide limited alternatives. Be sure to contact the Assistant Preschool Director to discuss dietary needs at least 3 days before attending the program. Siblings will not be able to share lunches, so please be sure that each child has a lunch that is clearly labeled. Please also include a water bottle with the child's name on it. The staff has a right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If this is not met, the staff will contact the parent/guardian to bring the child a proper lunch or lunch will be provided by CDT, and whoever picks up the child in the afternoon will be charged $5. If your child is not sent with lunch, you will be notified. If you are unable to bring lunch for your child, a meal will be provided, and you will be billed accordingly. Participants may NOT use vending machines during CDT program hours.

Birthdays

Families may celebrate a child's birthday at school by providing a special birthday treat and/or birthday favors, as long as there is enough for every child in the class. Birthday party invitations may also be distributed in class, given that every child in the class is invited.

If your child has a birthday and would like to bring a treat to share, ***we require all food items to be prepackaged, have a nutrition label with the ingredients clearly listed, and contain no nuts.*** Please notify staff what the treat will be and provide the ingredients list 2 days before you plan to bring the treat. Staff will notify families the day before to ensure families can opt out or provide an alternative snack option if their child has an allergy. Examples of acceptable treat options are cupcakes from the supermarket, popsicles, suckers, etc.

Excursions & Activities

From time to time, CDT programs may take children on excursions to the nearby park. Families will be notified at least 1 week before the excursion. A permission slip might need to be signed by parents on the day of during morning check-in. If a family arrives after the group has departed to the park, they

can contact the program phone to meet up for drop-off. No staff will be on-site to help with the transfer; it is the family's responsibility to bring the child to the class.

If you are planning to register your child for any of the exciting classes held at the Goodson Recreation Center or Lone Tree Recreation Center, (such as swimming, arts and enrichment, and gymnastics), please discuss this with the program supervisors before registering for classes. In most cases, due to our state licensure, staffing constraints, and available resources, CDT staff **will not** be able to escort children to/from their additional activities.

WEATHER-RELATED POLICIES

The State of Colorado experiences severe weather in all seasons. Conditions vary from extreme heat to cold, severe thunderstorms, tornadoes, or blizzards. The SSPRD staff must be relied upon to use their best judgment concerning the safety of the children when participating in outdoor activities. Radio and weather reports will be used to determine whether outdoor activities are appropriate on any given day. When engaging in outdoor activities, during any season, children must be dressed appropriately and will be closely monitored for their comfort.

Emergency & Inclement Weather

The Emergency Action Plan (EAP) will be followed during all emergency and weather-related situations on-site. Staff are trained in these established safety procedures. When off-site, the staff will follow the established emergency action plan of the facility for all emergency and weather-related situations.

During warm-weather months, staff will monitor children for signs of heat exhaustion. If a child exhibits these signs, staff will have the child drink cool water and rest in the shade. In the event of dark threatening skies, or thunder and lightning, all children must remain indoors.

During cold-weather months, wind chill factors must be considered in addition to low temperatures. If the temperature is above freezing, but the wind chill factor lowers the temperature, all children and staff must remain inside. Children without proper coats, footwear, gloves, and a hat will remain inside or borrow items as available.

In the event of an emergency where evacuation is necessary due to weather, parents will be notified as soon as possible. If parents cannot be located, the child's emergency contact will be notified. If the home base for drop-off or pick-up is moved for any other reason, the parent/guardian or emergency contacts will be notified of the new location.

Air Quality & Heat Index

Adverse Weather means weather that poses a significant health risk that includes wind chill factors at/below -15°F and heat index at/or above 94°F, as identified by the National Weather Service. When temperatures are above 90°F, school-age childcare centers will monitor children for signs of overheating and ensure children always have access to shade and water.

Air Quality Index Advisory means an Air Quality Index value of 101 to 150. Children are part of the group "most at-risk" as defined by the Environmental Protection Agency. Staff will monitor the Air Quality Index (AQI) using the ranges below to ensure the outdoor environment is safe for outdoor play. Should the environment not be safe, the staff will adapt and make changes to the schedule. Parents will be notified if any outdoor pool or field trips will be cancelled.

- Green = Good (0-50)
- Yellow = Moderate (51-100)
- Orange = Unhealthy for Sensitive Groups (101-150)
- Red = Unhealthy (151-200)

Weather Delays & Closures

CDT Goodson will follow Littleton Public School's weather closure/delay schedule. Closures can include full-day closures and delays can include 1- or 2- hour delays to the start of CDT Preschool.

CDT Lone Tree will follow Douglas County School District's weather closure/delay schedule. Closures can include full-day closures and delays can include a 90-minute delay to the start of CDT preschool.

CDT staff will contact parents via email as soon as possible to confirm the closure/delay*

EMERGENCY PROCEDURES

Lost Child

The safety and care of your children is our number one priority, and we go through extensive measures to ensure all participants are always accounted for. This is ensured by:

- Children are always supervised throughout the day.
- Children are assigned to groups with designated staff who are responsible for their whereabouts at all times.
- Before leaving any location, staff take attendance and a head count of the group.
- Staff are routinely asked to identify the number of children in the class.

In the unlikely event that a child goes missing, the entire group shall remain where they are until the child has been found. If the missing child is not located within two minutes, staff will complete the steps below:

- Staff notify the Assistant Director of the missing child with all pertinent information.
- The child's picture card is retrieved while staff and children are asked where the child was last seen.
- The Assistant Director initiates the Emergency Action Plan for a Missing Person which notifies all rec-center staff of the situation and begins the search for the child
- If the child is not found after five minutes of searching, 911 is called. The parent/guardian and emergency contacts, if necessary, are also contacted at this time.

Fire & Tornado Drills

As required by the Department of Human Services, both fire and tornado drills will be conducted and recorded regularly. Drills will ensure that our participants and staff are aware of and confident in the emergency procedures at our facilities. All staff are familiar with the location of the fire extinguishers, smoke detectors, pull stations, and emergency exits in the facility in which they are conducting the program.

In the event of a fire emergency, the priority of the staff members is to ensure a safe exit for all program participants. A program roster, along with the emergency forms binder, will accompany the group when exiting the facility so that firefighters and staff members know if any participants remain inside the building. Upon exiting the building, children and staff must move at least seventy-five feet away from the structure. If emergency vehicles do not arrive promptly, a staff member will use a phone to call 911. In the event of a fire on a field trip, the staff members will maintain control of

their group and follow the instructions of the staff at that organization. Attendance will be taken and every child will be accounted for.

In the event of a tornado, staff will follow the procedures for that specific site. Once in the designated area, attendance will be taken and every child will be accounted for. Within the facility, all staff members and children must sit on the floor against an interior wall away from any windows. Caution will be taken concerning overhead hazards that might fall from the ceiling if a tornado does occur. Staff members will keep the participants safe and calm until they receive an "all-clear" from the facility manager or emergency response team (police or fire department). In the event of a tornado while on a field trip, staff will maintain control of their group and follow instructions from the staff at that organization. Attendance will be taken and every child will be accounted for.

Shelter in Place & Active Shooter

Children will follow the directions of the staff, which includes being directed to the nearest and safest location either inside or outside the building. If a threat requires a lockdown or shelter-in-place, staff and participants will move to the nearest securable interior room (i.e. office, closet, or storage room) to shelter-in-place. They will then close and lock/barricade all doors and windows, turn off lights, remain quiet, and keep out of sight until emergency personnel or other authorized person opens the door.

Reunification

In the event Lone Tree Recreation Center must evacuate, the preschool group will relocate to Lone Tree Library. In the event Goodson Recreation Center must evacuate, the preschool group will relocate to The South Suburban Ice Arena. This procedure will typically involve law enforcement, and we will follow their procedures and listen to them regarding when it is appropriate to have parents pick up. Updates will also be provided on the SSPRD website. In the event of an emergency at any location within SSPRD, please do not come to the location as it will prevent a timely evacuation and prevent emergency personnel from handling the situation. It may also put you or other people's lives at risk.

Persons with Special Needs

Preschoolers requiring special assistance will be assigned to a specific staff member at the beginning of each school day that will assist the preschooler with special needs during emergencies.

POSITIVE GUIDANCE

Guiding Children's Behavior

One of our top priorities is to cultivate positive child, staff, and family relationships to create and maintain a socially and emotionally rich early learning and care environment. Creative Curriculum is used to teach children social and emotional skills which includes feelings identification, problem solving and self-regulation skills.

We use teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence. Classroom expectations are discussed with children regularly. Child Discovery Time's first choice for discipline is re-direction and positive attention for desired behaviors. Children are ***NEVER*** subjected to physical or emotional humiliation or punishment. Additionally, discipline is never associated with food, rest, or toileting.

Staff receive ongoing training through Colorado Shine's PDIS related to behavior support, social-emotional learning, and other positive guidance strategies.

Disciplinary Interventions

To ensure that all children have a safe, positive, and enjoyable experience at CDT, classroom boundaries & guidelines are established to promote positive behavior, respect, and a supportive learning environment.

- *Behavior Support:* CDT staff use positive guidance techniques to encourage independence and self-regulation. If a child has difficulty following classroom expectations, staff will work with the child to understand the behavior and address the situation. A plan of action for intervention may include:

1. Separate the child from the group and discuss their behavior with the child before they return to the group.
2. Have the child understand their actions, recognize how their behavior impacts others, and talk about better ways to act instead.
3. Parents will be notified of any behavioral concerns and work collaboratively to identify strategies that support the child.
4. Facilitate group discussions that encourage children to share ideas, solve problems, and learn how everyone's actions play a role in the classroom environment.
5. Preschool staff members will document all behavior issues, which will help identify patterns and determine next steps.
6. Recommend an outside option for counseling or other support as needed.

Re-direction is a positive guidance technique used by Child Discovery Time staff to help shift a child's attention from challenging or unsafe behavior to a more desirable alternative. Staff will also support children in resolving conflicts with peers by encouraging communication, offering choices, and guiding them through age-appropriate problem-solving strategies.

For children who need additional guidance, staff will provide individualized social and emotional support. This can include identifying factors or repeating issues that lead to challenging behaviors and developing a positive behavior support plan. The goal is to help each child develop the skills they need to participate successfully in the program while reducing challenging behaviors and preventing suspension or dismissal whenever possible.

- *Family Partnership:* Families are responsible for informing the Preschool Coordinator and Assistant Director of any behavioral, mental, or physical needs or challenges that may impact their child's participation, including hyperactivity-related concerns. Sharing this information helps staff better understand each child and determine appropriate support. CDT values collaboration between families and staff. When behavioral concerns persist, staff will communicate with the family to discuss steps moving forward.

- *Behavior Plans & Disciplinary Actions:* If a child's behavior continues to present challenges despite intervention, or if the safety of the child or others is at risk, a team consisting of the Assistant Director, Preschool Coordinator, and Family Services Manager may review the situation and determine if a formal behavior support plan is needed. The plan will outline expectations, strategies, and supports intended to help the child participate successfully in the program. If the child is unable to meet the expectations as outlined in the plan, further disciplinary actions may be required. This can include suspension for one or more days, or

dismissal from the program entirely. If this occurs, the family will forfeit the fee for the affected month.

CDT will make reasonable efforts to support each child's success and provide a positive preschool experience. However, if a child's behavior continues to prevent safe participation in the program despite interventions and support, dismissal may be necessary. Parents/guardians will be notified in writing of any changes to program policies, procedures, or expectations that affect their child's participation.

Removal from the Program

In rare cases, it may be necessary to ask a parent/guardian to seek another program elsewhere for their child(ren). This will typically happen after the preschool staff members have discussed the problems and alternatives with the parents/guardians and no mutual agreement can be reached. However, in some cases, immediate expulsion is required. SSPRD reserves the right to terminate the child's enrollment with or without a refund if the staff deems it is in the best interest and/or safety of the child, other children, parents, or staff or program payments are not being made. If termination of a child's enrollment is deemed necessary, parents will be informed of reasons for termination of services.

Parents will be required to immediately remove a child from the program who becomes uncontrollable and/or causes willful harm to others or the program's equipment

REPORTING GRIEVANCES

Availability of Inspections

As part of meeting the requirements of the Department of Human Services, inspection data from the Department of Human Services, the Fire Department, and the Health Department are kept onsite. These inspection sheets will be made available for families upon request.

Filing a Complaint

If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Department of Human Services Division of Child Care at 1575 Sherman Street, Denver, CO or call 303-866-5958.

If you have a question, comment, or feedback about childcare at any of our facilities, please do not hesitate to notify the Family Services Manager or Preschool Coordinator.

CHILD ABUSE REPORTING

As a childcare facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law. Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) Code, all childcare workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a childcare worker has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.

"Abuse" or "child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation or prostitution; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse and/or neglect, it is the responsibility of that staff member to report or cause a report to be made of this suspicion to the local county department of social or human services or the police department. It is not the staff's role to investigate suspected abuse – only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A childcare worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 19-1-103(1)(A), C.R.S. The staff person could also be liable for damages "approximately caused thereby".

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the preschool and pre-kindergarten facility is located.