

McKinley Preschool Family Handbook

2023-2024



1240 McKinley Street
Cañon City, CO 81212
(719) 276-6010
Extension 7324

Your classroom, teachers and phone number:

Vision and Mission Statement

McKinley Elementary School is dedicated to academic, social, and personal growth by empowering self-motivated, kind, respectful, and confident students in a safe environment rich in family traditions.

We believe...

- Through collaboration we can effectively identify needs, create and implement differentiated instruction for optimal growth
- In building relationships between students, staff and families
- In continuing and implementing with consistency the Positive Behavior Intervention Support (PBIS) model and for preschool, staff will use the Teaching Pyramid Model
- In student involvement, in individual goal setting, and tracking their own progress
- In using 21st century skills
- In utilizing best teaching practices

The mission of our school district is to develop compassionate, responsible, independent, and productive citizens through a quality education in a safe learning environment. This mission cannot and will not be accomplished without cooperation and support between parents and school staff. We want the very best possible educational experience for your child. We invite you to work with us as a team toward this very important end.

We are excited to welcome you to our preschool at McKinley Elementary School!

McKinley Preschool serves children ages 2 ½ years up to those who are eligible for kindergarten (5 years old on or before August 1).

The best way to apply for the McKinley Preschool is to make an appointment with ECHO Screening and Access Program to complete a development, vision and hearing screening for your child. This screening will determine if your child needs further evaluation and/or your family qualifies for any scholarships. At this appointment, ECHO uses the child's screening, intake form and IEP status to determine if a child qualifies. Then fill out a UPK application on this website: <https://upk.colorado.gov/>

To make an appointment call the ECHO Screening and Access Program Located
at the ECHO Office, 490 N. Diamond, Canon City, CO 81212 Phone:

719-276-6174

Once your child has been accepted into a program at McKinley Preschool by ECHO or the

director has called you, parents must enroll their child by filling out an enrollment packet for the program. These packets are available at the ECHO Office as well as from the McKinley School Secretary.

All children must have a complete and up to date enrollment packet before they are allowed to attend. This includes:

- *Funding plan (IEP, UPK, private tuition or ccccap)
- *Completed and signed Free and Reduced Lunch Application
- *Signed family handbook agreement (part of IC enrollment)
- *Emergency Contact/Pick up authorization
- *Immunization record
- *Health Examination form
- *Photography, topical creams and media permission form
- *Copy of birth certificate
- *Registration in Infinite Campus

Calendar and Hours

McKinley Preschool follows the Canon City Schools Calendar for hybrid and teacher work day Fridays, holidays and weather closures. We also conduct two parent-teacher conferences throughout the school year. On these days, preschool will be closed for two days per semester. Dates will be posted asap.

Our preschool hours are:

Room 22 and Room 23 Young AM/UPK PM: 8:30-11:00 and 12:00-3:30 Monday through Friday

Room 24 Young Full Day: 8:30-2:30 Monday through Friday

Room 25, Room 26 and Room 27: PreK Full Day: 8:30-3:30 Monday through Friday

Family Resources

We can help families find doctors, dentists, language interpreters, health insurance, family resources and parenting classes and more! Call Echo at 276-6174 to if you need resources that will help your child and family.

Rest Time

Children who attend the full day classrooms will be given a rest time after lunch. Rest mats will be provided. Parents must provide sheets (crib sheet) and a blanket (if needed) and wash them once a week. Children will be allowed to do quiet activities after they rest for 30 minutes.

Meals

Breakfast cost is paid for by ECHO and served around 8:30 AM. Lunch cost is paid for by ECHO and served between 12:00 and 12:30 PM. Remember to tell your child's teacher about any food allergies. You are also welcome to pack a lunch for your child. Water is served throughout the day (please bring a clean water bottle every day) and cow's milk is served at breakfast and lunch. Menus can be found on your parent board or online.

Wellness Policy

Key Areas of our Wellness Policy

Balance is essential for any Wellness Policy. Key areas include:

- Nutrition Education
- Physical activity
- Other school-based activities that are designed to promote student wellness.

The Board promotes healthy schools by supporting student wellness and social-emotional learning, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and educational success, as children who eat well-balanced meals and are physically active are more likely to be engaged and learn in the classroom and less likely to be absent. Cañon City Schools supports maintaining healthy bodies and nurturing healthy minds of both our staff and students.

It is the responsibility of the Cañon City Schools Superintendent to ensure this policy and its accompanying Regulations and/or Exhibits are monitored annually and that the policy is reviewed and evaluated at least every three years. Updates to the policy should be in accordance with the federal reauthorization of the nutrition act (2010) now called **Healthy, Hunger-Free Kids Act** (Public Law 111-296); House Bills 11-1069 (Physical Activity law) and 07-1292 (Healthy Youth Act).

Withdrawal from McKinley Preschool, CPP and/or Special Education

Families who wish to withdraw their child should call the Canon City Schools Early Childhood Manager at 719-276-6174. This office is located at the ECHO Offices.

What to Bring

Every child needs to bring an extra set of clothes, everyday, updated throughout the seasons. Every child also needs a water bottle, which will be sent home daily for cleaning. Backpacks or tote bags are the easiest way to transport extra clothes. Backpacks will be hung in individual child cubbies.

Teachers will help children and families with potty training. Diapers and pull ups are allowed, but not provided. Please bring a pack of wipes along with any diapers and pull ups.

Full day students will need to bring a fitted crib sheet and blanket. These will be sent home once a week for laundering.

Please don't send any money, valuables, perishable snacks or toys to school with your child unless directed by the teacher.

Children who are working on potty training need to bring at least 3 pairs of extra underwear and pants and a pair of extra shoes.

Children's diapers are checked and changed every two hours or as needed. Wipes are not provided. If cloth diapers are used, parents must provide a wet bag and staff are not permitted to rinse or wash cloth diapers.

Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.

Drop off and Pick up

McKinley Preschool families have their own entrances into their classrooms. They are located on the South side of the building, doors # 22, # 23, #24, #25, #26 and #27. Families can park on Colorado Ave.

Parents must walk their children to their classroom doors and sign them in and out each day. Families may not leave other children in the car while dropping off or picking up their preschool child.

If a parent is dropping off or picking up outside of preschool session times, they must sign in at the front office as well as in the classroom and have proper identification readily available for both.

Families must provide written permission for emergency contact individuals who are allowed to pick up their children in emergencies or on a regular basis. Until the staff is familiar with these people, these individuals must show a valid ID card. Only people listed on the authorized list are allowed to pick up a family's child. If an unknown person tries to pick up or a person is unwilling to provide an ID, staff will notify parents and local law enforcement.

Children must be picked up on time at the end of each session. If no one has called or picked up their child, then teachers will start calling authorized contacts. If the authorized contacts cannot be reached and still no one has called, teachers will call Fremont County Department of Human Services.

A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. We will need to have a copy of any court orders regarding your children.

If you or any other person arrives to pick up a child and appears to be under the influence of drugs or alcohol we will insist you call a responsible person to come get you and the child. If you refuse and leave with your child we will call 911 and report you.

It is normal for children to be sad and anxious their first few days of preschool. Share with the teacher some ideas to help ease their transition, such as the child's favorite area to play in or the parents themselves engaging with preschool toys. If your child cries and is inconsolable for more than 20 minutes, you will be notified. Usually the first day jitters pass quickly once a routine is established.

An example routine would be: hang up backpack, sign in, wash hands, hug goodbye and tell them you'll be back in a few hours.

We are here to help with transitions! Please make sure to attend a parent-teacher orientation before your child starts school and we are always available via email and telephone.

Inclement Weather

If school is canceled or a delayed start of school is required, the decision will be announced by 6:00 a.m. on the local radio stations and local television. If a delayed start is implemented, all school starting times will be two (2) hours later. In this situation ***there will be no AM preschool***

sessions and the full day sessions will begin at 10:30. The following radio and television stations will give information regarding school closures, delayed start and early dismissals:

*Cañon City Schools website: www.Cañoncitieschools.org

*Radio: KRLN (1400) AM or KSTY(103.9) FM

*TV: KOAA (Channel 5), KKTU (Channel 11), KRDO (Channel 13)

If no report is given, it can be assumed that school will be held on regular sessions. Patrons are asked not to call the school district office. Telephone Lines must be kept open for emergencies.

Children will be kept inside if any air quality alerts are in effect according to the National Weather Service.

Children go outside daily unless the temperature is below 20 degrees or in excess of 100 degrees.

Suspected Child Abuse

Should the staff at McKinley Preschool suspect possible child abuse or neglect, observations and dates must be documented and communicated with the preschool director, school principal or school social worker. The staff member must inform the director, who in turn must

notify the County Department of Social Services or the local law enforcement agency. All preschool and elementary school staff are mandated reporters. Child Abuse Hotline 1-844-CO-4-Kids

To File a preschool complaint: 1-800-799-5876. License number: 1746485

Illness and Medication

Keep your child home if they have the following symptoms:

- Vomiting or diarrhea in the last 24 hours.
- A fever of 100.4 degrees or more in the last 24 hours.
- Excessive coughing or nasal discharge.
- Draining sore or rash.
- Strep throat that has not been treated for 24 hours with antibiotics.
- Untreated head lice or scabies.

- Red itchy matter in eyes that has not been treated with antibiotics for 24 hours.
- Symptoms of a possible communicable disease (these usually include sniffles, reddened eyes, sore throat, headache, and abdominal pain with fever).

If your child is sent to school with the above conditions, preschool staff will call you to come pick him or her up. For the well-being of your child and the other children in care, we encourage you to respond as quickly as possible. Until your child is picked up, he or she will rest comfortably in a designated area.

Notify McKinley Preschool immediately if your child has been diagnosed with a communicable disease. Whenever the director has reason to suspect a child participating in the program may have a condition potentially communicable to others, or finds the child's general condition indicates the need for examination, the director must require a statement from the child's health care provider approving the child to return to preschool. Some common communicable diseases are: chicken pox, strep, pink eye, hand foot mouth disease, RSV, fifth disease, ringworm, head lice, scabies, impetigo.

State licensing requires that all medication must have a doctor's order, an up-to-date prescription label with the child's name, and must be in the original marked container. Parents must also sign a medication permission form. Medication-designated teachers are only allowed to give over-the-counter medicines (e.g., acetaminophen and cough syrups) to children if prescribed by a doctor. A doctor's signature must be on all forms. If not, parents may come in during the day to give their child the medication. Medications will be locked and recorded.

Incidents and Injuries

In the event a child is injured while attending McKinley Preschool, first aid is immediately administered. The staff and director will take appropriate steps to ensure the health and safety of the injured child. If it is necessary to call 911, your child will be transported to the closest appropriate facility.

Every injury will be recorded on an accident report. If the injury is on the head or face, parents will be notified prior to pick up. All other minor injuries will be communicated at pick up.

Behavior incidents, such as biting, will also be recorded and a parent-teacher conference will be scheduled as needed.

Immunizations must be updated and current. Families will be given an immunization chart and information how to get their children up to date.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, the physician, an ambulance, or paramedics, the Director or Principal will be in charge and make all decisions about the care of the child. The school will maintain a parent's signed consent form agreeing to this provision.

It is to your child's benefit that you keep the school up-to-date on phone numbers,

emergency numbers, and other pertinent information.

Guidance

McKinley Preschool's goal is to teach each child self-control and responsibility for their own behavior. Teachers set safety limits to give children the guidelines needed for appropriate self-control. Teachers also explain the reasons for those limits. McKinley Preschool never uses physical punishment. When a child shows inappropriate behavior he/she is given a choice, "You can do this...or this..." with both choices being acceptable to the teacher. Offering choices allows the child to control his/her behavior. If the child refuses to make the choice or seems out of control, the teacher will help the child gain control by suggesting he or she calm down with an activity or in the classroom's cozy corner. This allows the child time and space to regain control of his or her behavior.

Parents will be notified if a child exhibits a violent or excessively interruptive form of behavior. An early childhood mental health specialist can be accessed if needed. A meeting will be set up and a behavior plan will be written if needed.

Guidance at our school is positive and re-directive. Children are treated with dignity and respect at all times. If children display persistent challenging behavior, families will be asked for advice and assistance in developing an individualized plan to support the child's needs. There may be times when the social and emotional needs of some children are of great concern. They may be hurting themselves or other children. If this occurs the family, teacher and early childhood mental health specialist work together to develop a formal, kind and very positive plan to help teach the child new positive interactions. To extend this learning, this service is also available to parents who may need help at home. The McKinley Preschool Director can put you in touch with a specialist and/or offer a number of other helpful options.

Periodically parenting classes are available in the community. Your child's teacher will send home information regarding how to access them. Sometimes families would like a home visitor to bring learning activities and ideas to their home. Parents As Teachers offers this service. Some families say "It is like a personal trainer for parenting." This free service is available through the Fremont County Family Center by calling 719-275-0550.

Classroom Staff

Teacher:Child ratio is 1:10 and classroom capacity is 15 students

Students are counted and accounted for at least every 15 minutes

All staff must meet all the Colorado State requirements for Early Childhood Education and have an Early Childhood Teaching Certificate through the Colorado State Department of Early Childhood Department. All staff are fingerprinted and registered with the Colorado Central Registry and Colorado Bureau of Investigations and FBI. Every staff member is trained in CPR and first aid.

Paras report directly to the lead teacher or director. They provide supervision for groups of children, but are not solely responsible for any group by themselves.

The same two teachers are usually always present in the same classroom, everyday, unless a substitute teacher is filling in for an absent staff member. Our substitutes are certified teachers or certified district substitute teachers.

Parent and Volunteer and Participation

We love having families and volunteers at McKinley Preschool! The school-home connection is very important and will help children feel more comfortable in their school environment. Volunteering will also help families understand their children's development and learning goals. If you want to volunteer, you will need to complete the volunteer form from the Cañon City Schools website and meet with the Human Resource Director. Regular volunteers in the classroom must sign-in on the volunteer list in the front office. Please be mindful of confidentiality when asked to complete work that involves student assessment. All visitors must sign in and out at both McKinley's front office and the preschool classroom. Parents, contact your child's teacher to ask about volunteer opportunities!

Curriculum

McKinley Preschool uses the Creative Curriculum, a whole-child approach to learning. The whole-child approach is the most developmentally appropriate way to educate children because it fosters all areas of children's development and learning – from social-emotional and cognitive skills to literacy, math, and science understanding – and is a powerful approach as preschool children transition to kindergarten.

With The Creative Curriculum, children are immersed in learning through purposeful play-based experiences on topics they're familiar with from their everyday lives. Children find opportunities for rigorous skill development like counting, measurement, and language comprehension while also developing positive relationships, gross-motor skills, and problem solving abilities.

Colorado Early Childhood Assessment, Teaching Strategies Gold

The Colorado Department of Education provides a wonderful early childhood assessment for all children in the CPP and Preschool Special Education at McKinley Preschool. Teachers observe the children throughout their preschool time as they play and work. They record authentic child accomplishments and upload them into the Teaching Strategies Gold assessment. Your child's growth and achievement is shared with you at the three parent-teacher conferences during the

school year. You also have an opportunity to participate by uploading the TS Gold App on your phone. Using the App you can upload pictures or notes about your child's learning and see what the teacher is recording. Ask your teacher about this fun home and school communication for your child. This assessment information is completely confidential and nothing is ever shared about your child.

Transportation and Field Trips

McKinley Preschool students will not be transported by any school personnel or other parent. Some walking field trips may be planned (with parent permission) and we may meet at a location where parents each transport their own child. If your child is late to a walking field trip, parents must transport to the designated meeting spot.

Safety and Emergency Drills

The Cañon City Schools have adopted a safety protocol associated with the "I Love U Guys" organization (information available at www.iluvyouguys.org). In keeping with good safety habits, students are instructed in the quickest and safest way to leave the building in case of fire or other emergency. This instruction includes actual practice in filing out, moving to a safe distance, and remaining until the "all clear" signal is given. In addition to removal from the building, students will practice situations requiring secure status within the building. Our school has a plan in place to address "critical incidents". We will regularly review and practice these procedures with our students.

McKinley is excited to again offer the presence of a Fremont County Sheriff Deputy at the school. The School Resource Officer (SRO) will be shared with other neighboring schools, but we are excited to be in partnership with the Fremont County Sheriff's Department to provide another layer of safety for our students.

Media and Photography

McKinley Preschool does not promote or encourage extravagant use of screen time. The teachers will sometimes show a quick video clip of a learning experience. For example: a cooking video, a specific dance video, animal and nature videos, etc. These clips will always be pre-screened and will never exceed 15 minutes in one day nor more than 30 minutes per week.

McKinley Preschool might eventually have a facebook page, McKinley Preschool in Canon City, and will use it for communication. If you do not want photos or videos of your child on the facebook page, please write "NO" on the signature page. If posting

photos and videos of your child on the McKinley Preschool facebook page is acceptable, please initial. Facebook postings are not the same as TS Gold Assessment. This assessment information is completely confidential and nothing is ever shared about your child.

Documentation is very important at McKinley Preschool because it makes learning visible, it enhances children's learning, it encourages parent participation, it respects the child's work as valuable, and it helps teacher planning and assessment. Therefore the classroom will be covered in children's artwork, children's quotes and photos and videos of the children exploring.

To enhance school-home communication, teachers will be emailing parents frequently about what their children are exploring, guest speakers, donations needed, etc. This will include pictures, quotes and videos. If you do not want your child featured in these emails, please indicate "NO" on the signature page. Only those parents who submit all of the required enrollment paperwork will be receiving these emails.

Birthdays and Celebrations

Student birthday, holiday and classroom celebrations are an important part of student recognitions. Birthday treats and celebrations should be limited to 10-15 minutes near meal or dismissal time, at teacher's discretion. All treats should be pre-arranged to account for possible food allergies. Contact your child's teacher to discuss birthday celebrations. Holiday and other classroom parties will be communicated via newsletters. Also, we discourage private party invites to be handed out at school.

Quality Improvement Plans

Every year we create quality improvement plans to make our school and program a better place. This year's plans are social emotional and child health and fitness. The goal details are on your classroom's parent boards.