

Corpus Christi Preschool Handbook
2410 N. Cascade Ave
Colorado Springs, CO 80907
719-632-5092

Mission

Dedicated to excellence, we seek to educate each child, emphasizing spiritual, moral, physical, and social development, as well as acknowledging God's presence in all people. We work together to encourage children to become strong Catholic Christian leaders who will carry the message of Jesus Christ into the future

Philosophy

To provide a program that recognizes children as individuals and supports each child in his or her unique development needs. Our program will encourage children to learn through exploration with our daily activities. We feel learning through play is a stepping stone for a child as they are challenged to explore and create their own findings. In addition, we will provide an environment for the children and parents to feel secure and have an at home feel.

The development and training of staff is a continuous process, which includes attending workshops and monthly trainings. We have a licensed director on site. Our teachers and aides are state qualified.

Purposes and Goals

- to provide quality childhood education to all young children in our community
- to create an atmosphere of Christian community in which the child learns to love and respect God, themselves, their parents, teachers, and friends. The child also learns that his love will be returned
- to enrich and expand the role of parents as the first and foremost teachers of their children

Age Group

Corpus Christi Preschool serves children 3 years and 0 months to 6 years and 0 months. We pledge to accept all children. No child will be turned away based on color, race, sex, national origin, religion. Any decision related to a child with a disability will be in compliance with Americans with Disabilities Act. Our program will meet the needs of each individual child to the best of our ability.

Children need to be potty trained before they are enrolled. Accommodations will be made for children who have been diagnosed with special needs. A changing mat is provided, along with changing items. Staff will assist a child if needed.

Hours of Operation

Corpus Christi Preschool programs run 7:25-2:45. Half Day program run 7:25-11:00. The Jr. Kindergarten and Preschool program will follow the school schedule. The school calendar is located in Teacher Ease.

Registration

Families must fill out a contract annually. This must be done every time a change occurs throughout the year. If there are new terms in the agreement, there must be a new contract. In addition, all students' state licensing forms need to be completed annually. Each child needs their most recent immunization on an approved form, supplied by the Colorado Department of Public Health and Environment. All children must have a current yearly physical before the start of the school year. See attached for itemized fee schedule.

Sign in Policy/Children Attendance

We will provide a daily parental sign in and out sheet. It must be signed by an authorized person on a daily basis when the child is in our care. We count the children continuously, hourly and at every transition. Our daily tracking sheets and sign in/out sheets will be verified at the end of each day.

Missing children

The policy/procedure for a missing child is as follows:

1. Notify school administration
2. Immediately search the school grounds
3. Call 911
4. Notify parents/guardians
5. Contact Department of Human Services

Late Arrival

Children who arrive after 8:00 will need to report to the front office to sign in. If we are outside of the classroom, you will be notified with a sign on the classroom door as to where our class is located.

Authorization Pick-up

Each child will only be released to the individual(s) that is indicated on the authorization/release form. If the individual is not on the list, we will need a written or verbal confirmation from the parents/guardian. Individuals picking up children will need a form of ID upon arrival. The authorized individual, who signs a child out, then becomes their responsibility. Individuals must be 18 years of age to be authorized for pick up, unless it is the parent of the child. A specific individual waiver/appeal request would have to be submitted and approved by Denver before anyone under 18 would be able to pick up a child. No Blanket authorizations would be granted.

Late Pick-up

Please contact Corpus Christi School should you be delayed, due to an emergency situation. There will be no lenience for late pick up. Late fees will apply to your account. If we have not received a phone call from you explaining such a situation, or unable to reach an emergency contact, we will release your child to Child Protective Services after an hour's time has lapsed. Child Protective Services can be reached at 444-5700 or 475-9593

Visitors

Visitors are welcome, however, must sign in at the main office and receive a visitor's pass. If you would like to volunteer with our school you must attend "a Keep Kids Safe Environment" training. You may receive more information at our main office.

Personal Belongings

It is requested that children **do not** bring personal belongings from home except on designated days. Each child will be provided with a designated space to place personal belongings (backpacks, lunch boxes, jackets). All items should be labeled. If your child misplaces any item, please inquire immediately and check Lost and Found located in the hall way.

Clothing

Please dress your child in comfortable and appropriate attire that coincides with our ever changing weather. Our program will use the outdoors as a learning tool to support our curriculum. We suggest having coats, hats and seasonal gear. We will always try to endure the outdoors, but will consider the temperature. Please wear appropriate shoes for our outdoor play (no open toe shoes). The children are provided with shade. We provide smocks, however some art product used may still come in contact with clothing and may cause damage. Please provide an extra set of clothes with all items labeled.

Uniform Attire

All pants, shorts, jumpers and skirts need to be navy blue. Pants can be leggings and sweatpants. Please no belts. Uniform polo shirts, long or short sleeve, we recommend one Corpus Christi polo and/or any dark color polo such as navy blue, red or forest green. Tennis shoes may be of any color. Please no open toe shoes. You do not need to purchase a mass uniform, it is optional.

Lost and Found

If your child misplaces an item, please inquire immediately. Label all clothing items, backpacks, and lunch boxes for a quick return.

Snack/Lunch

Each class will have an established snack routine. Please inquire with your child's teacher. Lunch may be sent to school daily for your child or may be purchased through the school lunch program. All families may fill out a free and reduce lunch application for qualification. Forms are available at the front office or in digital locker. If your child has a food allergy, affirmation is required by a health practitioner. A guidance plan will be required and implemented for severe allergies. Our school is a peanut protected school. Please no peanut products.

Birthdays

Invitations may not be distributed at school unless every child in the class is invited.

Birthdays can be celebrated in the classroom with a small birthday treat provided by family.

Rest Time

Children 5 and under are required to have a rest time for approximately 30 minutes. Quiet activities and books will be provided following the 30 minute rest period. Please provide a crib sheet and small blanket. All items must fit in the container/bag that will be provided.

Video Viewing

Videos that support curriculum may be used periodically.

Field Trips

Field trips will coincide with curriculum. Permission will be required. Supervision and staff-child ratio will be maintained at all time.

Transportation

Our program does not provide transportation. If ever needed, we will follow all safety regulations and procedures required by The Colorado Department of Human Services and Diocese of Colorado Springs. Information is available upon request.

Emergency Procedures

Monthly drills will be practiced, to include fire, tornado, bomb and lock down procedure. In the event of an actual evacuation, the children will be located in the Parish Hall. Parents will be notified promptly. Emergency phone numbers and medical supplies will be accessible.

Personal Emergencies and Accidents

In the event of an emergency, every effort will be made to locate the parents of the child or emergency contacts. Minor injuries and accidents will be reported to parents or guardians at the end of the day. A minor injury is considered to be one that the staff can easily treat with basic first aid skills. Any other injuries will be immediately reported to parents or guardians. In case of a head injury parents will be notified immediately.

Inclement Weather

In the event of bad weather there may be a two hour delay/ school closure. On a two hour delay, Preschool and Jr. K will begin at 9:25 a.m. There will be No morning classes.

Information regarding school closures or delayed starts will be broadcast on local television/radio networks. Parents are able to register with our internet based system called **Flash Alert** to receive emergency information. Please contact us for more information.

If the weather would continue to decline during the day, parents will be notified of an early closure. Children will be required to be picked up immediately.

Teachers will make a judgment call regarding outside activities during extreme temperatures. See **Clothing** category for more information.

Sunscreen/Chapstick/Lotions

We provide **Rocky Mountain Sunscreen SPF 30**. If this product is not acceptable, please provide an alternative. Complete attached form regarding permission to administer sunscreen, chapstick and lotions. **These products may only be used as a preventive.**

Medication

All medications must come with a doctor's order and parent's authorization. Forms are available upon request. All prescription and over the counter medications must be in its original container (cough drops, aspirin, eye or ear drops, etc.). Your child is **not** allowed to carry any form of medication on them or in their backpack. Medications are stored in a lock box in our main office. A trained staff member will administer medicine.

Illness

A child that has symptoms of illness will be carefully monitored. Parents will be notified if the symptoms deteriorate. A child will be sent home for any of the following conditions:

- 1) The illness prevents the child from participating comfortably in activities.

- 2) The illness results in a greater need of care than the staff can provide without compromising the health/safety of the other children
- 3) The child has any of the following conditions:
 - fever of **100.4** degrees with signs of illness
 - lethargy, irritability, persistent crying, difficult breathing, wheezing, other signs of serious discomfort
 - diarrhea and/or vomiting
 - contagious disease (strep, head lice, RSV)
 - possible conjunctivitis (yellow, green, or white drainage from eyes)
 - Yellow/green nasal drainage.

Due to the current COVID Pandemic we will follow CDC Guidelines.

Child needs to be picked up within 1 hour of notification. You will need to sign an illness report upon pick up.

Your child must be symptom/medication free for 24 hours in order to return.

Sick or Absent

Please notify the school regarding any illness or absence at (719)632-5092.
State requires posting of communicable illness, privacy remains in effect.

Discipline

Discipline is essential in the classroom, on the playground and in the school as a whole if effective teaching and learning are to result. Our goal is to not punish a child for misbehavior, but to develop in each child a sense of self-discipline which grows out of respect for oneself and others.

Preschool Expectations

- Respect teachers
- Respect other's personal space, feelings and all property
- Be responsible and make good choices

Unacceptable Behavior

- Disrespect towards teachers/others
- Biting/spitting
- Fighting/hitting/shoving/pushing
- Dishonesty
- Inappropriate language/gestures
- Destruction of property
- Stealing
- Leaving the premises
- Sexual or peer harassment*

- Verbal threats

Each incident will be reviewed on a case to case basis to include age and development. A child may be sent home due to severity of behavior. Incident/Behavior will be documented with a review over documentation and signature of authorized family member for the first two incidents. A meeting will be set up with the teacher and family to be in communication about the Incident/Behavior. A behavioral log will then be implemented and communicated on Teacher Ease.

Persistent Inappropriate Behavior

If a child's inappropriate behavior causes harm to the health and safety of other children/staff (fighting, damage to property, or consistent failure to comply with Corpus Christi rules), parents will be called to pick up their child immediately. They may be required to keep their child home the following day. If the behavior continues after the child returns, a progressive guidance plan will be implemented.

The progressive guidance plan will include:

- documentation of the observed behavior
- interventions that will be used
- documentation of the child's progress
- suggestions for outside resources
- steps necessary for the student to succeed

If after the implementation of the progressive guidance plan, the child continues to exhibit inappropriate behavior, Corpus Christi reserves the right to release the child from our program.

Sexual Harassment Policy

Corpus Christi does not tolerate any peer/sexual harassment of students, teachers, or other adult employees.

Sexual harassment includes:

- unwanted sexual advances
- improper physical contact
- improper sexual comments
- creating a hostile/offensive environment

Peer harassment includes:

- unwelcome taunting, teasing, or bullying
- verbal/physical abuse based on religion, race, or physical appearance

- unkind behavior which interferes with a student's education/self-esteem

Harassment is serious and non-negotiable in how it must be legally governed. Corpus Christi will investigate any incident of harassment, including false accusations, and act according to the legal advice received.

Refer to School Handbook for more detailed information regarding sexual harassment policy.

Communication

Communication is the key to a successful partnership of parents and staff at Corpus Christi Catholic School. We encourage parents and teachers to be in regular communication with one another in the best interest of the children. Please address any questions or concerns that you have to your child's teacher. Please respect communicating to the teacher during classroom hours. Teachers will be able to set up a meeting time if needed. Please contact the director if further support is needed.

Curriculum: Our program implements OWL curriculum. OWL is a comprehensive curriculum which explores the standards of learning. The curriculum engages all learners through building on language and literacy skills throughout all areas.

Family Conferences

Family conferences will be conducted twice a year. Parents are welcome to observe the classroom or arrange a time to visit with the teacher/director at anytime.

Child Abuse and/or Neglect

A Colorado Statute (19-10-102 to 115) requires the reporting of child abuse and or neglect cases to the appropriate county department of local enforcement agency. Childcare workers are required to report suspected abuse or neglect. It is the intent that as the result of such reports, protective social services shall be made available in an effort to prevent further abuse and to safeguard and enhance the welfare of such children.

Report Suspected Child Abuse

El Paso County Department of Human Services
105 North Spruce
Colorado Springs, Co 80905
(719)444-5700

Report a Licensing Complaint

Department of Human Services
Child Care Licensing
1575 Sherman St.
Denver, Co 80203
(303) 866-5948

To Obtain Childcare Rules and Regulations

http://www.cdhs.state.co.us/childcare/licensing_home.htm

Important Contact Information

School Office: 632-5092

Diocesan Web site: www.ucsp.org/corpuschristi

Individual Teachers Email Address: First initial, last name @corpuschristicos.org Our program will meet the needs of each individual child to the best of our ability.

Amy Madden- Director

Jennifer Gutschick- Assistant Director

Judy Bieber-Jr. Kindergarten

Lauralyn Busekrus-Preschool

Please sign and date this page. Keep handbook for a quick reference

Child's Name _____

I, _____ (please print) have read and understood the policies and procedures of Corpus Christi Preschool Handbook.

Signature and Date

