

Preschool Parent Handbook



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Academy District 20 Mission Statement

We educate and inspire students to thrive.

Preschool Mission Statement

The mission of Academy District 20 Preschool is to partner with families and the community to educate children of all abilities in a safe and nurturing environment by providing developmentally appropriate instruction that creates a foundation for future academic success, social-emotional well-being, and exemplary citizenship.

Our Preschool Programs

Academy District 20 preschools provide:

- Highly qualified, licensed early childhood/special educators
- 1-to-5 teacher/student ratio
- Integrated classes meeting all children's needs
- Provide opportunities to explore, extend and experiment
- Teacher guided experiences
- Activities representing language, motor, cognitive and social emotional development
- Age appropriate skills which facilitate individual learning styles
- Big books, read alouds, circle time, art, block and science centers, dramatic play
- Two Para Professionals in each classroom

Preschool Locations and Hours of Operation

Academy Endeavour Preschool (Monday-Thursday)

- AM Class – 8:05 to 10:35
- PM Class – 11:35 to 3:20

Academy International Preschool (Monday-Thursday)

- AM Class – 8:10 to 10:40
- PM Class – 11:40 to 3:25

Antelope Trails Preschool (Monday-Thursday)

- AM Class – 8:35 to 11:05
- PM Class – 12:05 to 3:50

Discovery Canyon Preschool (Monday-Thursday)

- AM Class – 8:05 to 10:35
- PM Class – 11:35 to 3:20

Edith Wolford Preschool (Monday-Thursday)

- AM Class – 8:35 to 11:05
- PM Class – 12:05 to 3:50

Encompass Heights Preschool (Monday-Thursday)

- AM Class – 8:20 to 10:50
- PM Class – 11:50 to 3:35

Explorer Preschool (Monday-Thursday)

- AM Class – 8:05 to 10:35
- PM Class – 11:35 to 3:20

Frontier Preschool (Monday-Thursday)

- AM Class – 8:05 to 10:35
- PM Class – 11:35 to 3:20

High Plains Preschool (Monday-Thursday)

- AM Class – 8:00 to 10:30
- PM Class – 11:30 to 3:15

Headstart (CPCD) @ High Plains (Monday-Thursday)

- All-day Class 7:45 to 3:45

Legacy Peak Preschool(Monday-Thursday)

- AM Class- 8:15 to 10:45
- PM Class – 11:45 to 3:30

Ranch Creek Preschool(Monday-Thursday)

- AM Class – 8:10 to 10:40
- PM Class – 11:35 to 3:20

The DaVinci Academy Preschool(Monday-Thursday)

- AM Class – 8:25 to 10:55
- PM Class – 11:55 to 3:40

Woodmen-Roberts Preschool(Monday-Thursday)

- AM Class – 8:05 to 10:35
- PM Class – 11:35 to 3:20

Eligibility for Preschool

Only children who live within Academy District 20 school boundaries and are between the ages of 3 and 5 are eligible to attend an ASD20 preschool. Only children who meet those ages will be admitted to the preschool. If your child is attending preschool in Academy District 20 and you move outside of the district 20 boundary, your student will need to transition to their new home district within 5 days. At no time shall the number of children in attendance exceed the number for which the preschool is licensed.

- Children who turn 5 years of age by October 1 of the current school year are eligible for kindergarten and cannot attend preschool.
- District 20 preschools comply with IDEA providing integrated classrooms meeting children's needs.

Eligibility for Universal Preschool for 3 year olds

Children who turn 3 years of age by October 1st of the current school year are eligible to apply for Universal Preschool, with the qualifying factor of having an Individualized Education Plan but must turn 3 years before starting preschool per licensing requirements at no cost to you.

3-year-old Tuition Application Procedure

Enrollment application forms are available online and at the Preschool Office at 1110 Chapel Hills Drive.

Important:

- Forms can be mailed to 1110 Chapel Hills Drive, Colorado Springs, CO 80920 or delivered in person
- Applications must include the \$55 non-refundable application fee

Children will be placed based on availability. If more children apply than there are slots available, children will be placed on a wait list. Parents will be notified as soon as possible when a spot becomes available.

4-year-old Application Procedure

The application process for preschool is managed by the State of Colorado. Applications are available at UPK.colorado.gov. Once you've received notification from the state of Colorado that your application has been accepted into the Universal Preschool Colorado program, go into the UPK portal and accept your match, then you'll need to register your child with ASD20 within two weeks.

Children will be placed based on availability. Parents will be notified as soon as possible when a spot becomes available through the Universal Preschool Colorado program through July. After July the UPK algorithm will stop and available spots and waitlists will be going through the preschool office using an ASD20 online application.

If a child is eligible under special education guidelines, they will be placed in a preschool based on their Individual Education Plan (IEP). Parents will have to do the application through the Universal Preschool Colorado program. There is not a waiting list for children on an IEP.

Admission Procedure

Admission procedures must be completed prior to the child's attendance at the preschool and include the following:

4 year olds and qualifying 3 year olds:

- Apply with the Universal Preschool Colorado (UPK) at UPK.colorado.gov
- Accept the match that UPK Colorado provides
- Register with Academy District 20 within 2 weeks of acceptance of placement

3 year olds (tuition):

- Completed application with registration fee.
- The acceptance letter is required for admittance.
- Completion of the district registration process through Central Registry. The registration must be completed within 2 weeks of acceptance of placement.

All Preschoolers:

- **Student information form** with all required information for Department of Human Services.
- **Health form** for the preschool child that includes all known drug allergies, medication being taken, special diets and health conditions. This must be signed and dated by the approved health care provider that has seen the child within the last 12 months.
- The **Health form** must be completed and returned to the district/teacher by the first day of attendance. The form must be on file within 30 days of starting school or the child will not be able to attend until the form is on file.
- **Immunization** requirements: see the [letter from the Colorado Department of Health & Environment \(CDPHE\)](#) on the ASD20.org website.

Preschool Fees

Preschool tuition for 3-year-olds is \$260.00 per month. This is for four mornings per week payable in 9 monthly installments. Tuition payments begin in September and are paid through May. The tuition is an average monthly payment based on the total number of days available for preschool classes.

- Supply Fee: Please verify the supply fee with your school.
- Consumable Fee: Please verify the amount with your school.

The supply and consumable fees are handled by the registrar/bookkeeper at each preschool building. Those fees are paid to the schools.

Tuition for 3-year-old preschoolers is paid to the District. There are several ways to pay your tuition.

- Tuition for 3-year-olds can be paid in person in the Preschool Office at the Education and Administration Center (EAC) (1110 Chapel Hills Drive CS CO 80920) with a check, cash or credit card.
- You can write a check to ASD20 and mail it to the Preschool Office at the EAC noting the student's name and preschool that they attend.
- You can also submit online payments using Campus Payments. Your username and password for Campus Payments will be the same credentials you created to log in for the Academy School District 20 Infinite Campus Parent Portal. There is a service cost associated with Campus Payments.
- Preschool Tuition for 3-year-olds can be paid for by calling the Preschool Office at 719-234-1750 with your credit card (there is a service fee) or creating direct deposit with your bank through the bill pay system or writing a check and submit to the Preschool office at the Education and Administration Center.

Tuition for 3 year olds must be paid on time. It is due on or before the first of each month. You will not be billed at the end of the preceding month. If you do not pay tuition on time, you will be notified by email that you have 5 days from the date of the letter to render payment. After 2 late payments, or on the second returned check, you will be asked to withdraw your child from preschool. Individual cases may be up for review by the Preschool administrator.

Transportation

Academy District 20 transportation is not available for preschool students.

Vehicles

Please follow each school's guidelines for parking. Department of Human Services (DHS) standards require that the parent/guardian escort students to and from the classroom door according to preschool hours.

IEP Transfers

Special Education students may be added at any time following an IEP meeting or if they move into the district with an active IEP from another school district. UPK applications must be submitted to the state as well as registration with ASD20.

School Hours/Days of Operation

Typically preschool classes start within a few days after the District start date for elementary students and will end approximately one week prior to the last day of school for the elementary students, as approved by the Academy District 20 Board of Education. The preschool will follow the ASD20 Elementary calendar. Beginning and ending dates will be determined on a yearly basis.

The school year bell times may vary depending on the preschool location.

Pick up and Drop Off Procedures

Academy District 20 does not provide before or after school care for preschool children. Children are to be accompanied by an adult and signed in every preschool day. When the children are picked up at the end of the day, an adult must come into the classroom to pick up the child and check them out every day.

Any person who enters a school building must have an Academy District 20 ID or is considered a visitor and must follow the school sites security guidelines and check-in and check-out procedures when on the premises. Visitors must provide their name, state issued ID and purpose for the visit.

When a child is signed in/out, time is also noted on the sign in sheet. After 2 late drop offs or pick-ups, the family will be notified that the next time they are late picking up or dropping off, there will be a meeting called with the school's administrator to discuss the situation. Children arriving late miss the opportunity to transition into the classroom with peers. Children worry when they are not picked up at the same times as their peers. The preschool staff would like all children to arrive on time. Parents will still check in their child, and the staff will document in their monthly attendance book that the child was tardy.

Children who are not picked up within a reasonable amount of time and after all attempts to call contacts for the child, the school will have to turn the situation over to the Department of Social Services. If there is an emergency, parents should contact their child's teacher at the preschool to let them know of the emergency.

The preschool staff must release the student only to the adults with written authorization. This information is maintained in Infinite Campus and on the Student Information Form. In an emergency, if the child's parent or guardian has verbally authorized classroom staff or the transportation department to release the child to an individual not on the written authorization list, they may do so providing the individual shows the staff proper identification. Only adults may pick up a child from preschool, per board policy JLIB. If the staff is not familiar with the adult picking up the child, they will ask for identification to assure that this person is authorized to pick up the child. Academy School District 20's policy is that whenever a school door is locked anyone entering will need to provide identification to the office staff.

Lost Child Procedure

If a child enrolled in a District 20 preschool class is separated from the classroom group or lost the following procedure:

- Staff members will remain calm.
- A staff member will be designated to search the area in which the child was last seen.
- All school staff will be notified to watch for the child.
- The school office, school administrator, central office, Special Education Administrator, and a Special Education Director will be contacted for further information.
- Authorities (district security, police or sheriff) will be contacted if the child is not located within ten minutes of first being reported missing.
- The Staff will follow the instructions of the authorities and the building administrator regarding notification of parents or guardians.
- The teacher will document the situation in a Special Incident Report.

Parent Involvement in Preschool

Academy District 20 wants to involve parents in the educational activities of the program to enhance their role as the principal influence in the child's education and development, and to assist them in increasing their knowledge, understanding, skills and experience in child growth and development.

Teachers will provide parents with information about the program and with opportunities to ask questions and interactions through:

- Emails and phone calls
- Parent/teachers conferences (formal and informal)
- Information on individual school's webpage
- 20Alerts

Parents will be provided with training in activities that can be used in the home environment through:

- Classroom volunteering
- Parent information meetings
- Educational ideas from preschool teachers
- IEP meetings
- ASD20 parent academy offerings

Parents are encouraged to participate in preschool. When parents volunteer in the classroom, teachers will involve them in classroom activities. Parents will be offered an opportunity to share information from their specialized fields of work and travel. Please refer to your specific school's policy for volunteering in the classroom due to safety procedures.

Visitors to the Preschool

Any person who is not employed by Academy District 20 is considered a visitor and must follow the school sites security guidelines and check-in and check-out procedures when on the premises. Visitors must provide their name, state issued ID and purpose for the visit.

Volunteering in the Classroom

Parents are welcome to volunteer in the classroom. The District requires a Colorado Bureau of Investigation (CBI) background check prior to volunteering in any classroom or on any trips. Please see each specific school for volunteering requirements. Volunteers will be supervised and given instruction as to the preschool's policies and procedures. Volunteers must follow the school's site security procedure for signing in and out. Volunteers will not be left unattended with children. A District 20 staff member must be present at all times. Confidentiality does not permit staff, parents, volunteers or community members to talk about other children or families.

Attendance and Absences

If your child will be absent for any reason, please let the school know as soon as you can. Please call or email the teacher with your child's name and reason for the absence.

Guidelines for Protecting Students with Life Threatening Allergies and Food Intolerances

Severe allergies can be life threatening. Severe food intolerances (i.e. celiac, disease) can be damaging and can produce chronic long-term health effects. The risk of accidental exposure to food allergens can be reduced in the school setting if schools partner with students, parents and physicians to minimize risks and provide a safe educational environment for severely allergic and food-intolerant students. Please see the addendum for the ASD20 guidelines.

How Sick is Too Sick?

Academy District 20 follows the latest guidance from the Colorado Department of Public Health and Environment (CDPHE) regarding the evaluation of a sick child and whether or not the child should attend school.

[View the latest guidance from CDPHE.](#)

Medication at School

The following situations are recognized as reason for administration of medication in the classroom at ASD20:

- when medication dosage cannot be adjusted to exclude hours the child is in the classroom
- when a child has a chronic medical problem that may require urgent administration of a medication.

Procedure for medication at school

Medications are typically administered at home. However, medications may be given during school hours with appropriate authorization. [Permission to Administer Medication](#) form must be completed for each prescription or over-the-counter medication to be administered at school. The completed form is submitted annually and must be signed by a parent or guardian. Health care providers must sign all prescriptive medication orders. Medications must be in their original packaging for over-the-counter medications or in the original prescription-labelled packaging. The prescription label must include the student's name, medication name, dosing and frequency instructions, date of prescription, and expiration date of medication.

Only staff who are medication trained and delegated by their school nurse may administer medications per the [Permission to Administer Medication](#) instructions. Administration documentation will be completed on the administration log set up by the school nurse for each medication.

Medications are kept securely in each Preschool classroom, allowing for immediate access if needed, and are taken by a medication trained and delegated staff member whenever the class is out of the classroom.

At the end of each school year (or when a student disenrolls from the program), unused medications are returned to the parent or guardian. Any unclaimed medications are disposed of by the school nurse per Colorado disposal guidelines.

- A medication log will be maintained for each child for all medications and will be filed in the child's cumulative health folder upon completion.
- The school nurse, upon request, will forward to the classroom medication information sheet on all medications being administered in the classroom.
- Leftover medications, including empty containers, will be returned to the parent or guardian or disposed of, if not picked up at the end of the school year
- If any questions arise about the medications, a school nurse shall be consulted prior to administration.

Accident, Injury, or Illness Reporting

Students with medical or dental emergencies or injuries will receive First Aid from trained staff members. Standard Precautions will be utilized. Reference to the **Colorado Emergency Guidelines** will be available. An online **Accident Report** is completed for any injury occurring during school hours that results in outside medical evaluation.

A head Injury that results in first aid and/or outside medical evaluation, an **Accident Report** will be completed, which will include the associated **Head Injury Report**, and a copy will be sent to the parent. Parents will be informed of all head bumps.

For injuries or emergencies that result in accessing EMS911, the following persons will be notified: parent or guardian, school nurse, school administrator, Special Education Administrator and a Special Education Director. The decision to have the student go home would be determined by these same persons.

911 Procedure

911 will be called for any major injuries. Immediate first aid will be administered by individuals currently certified in First Aid, but the first aid will never surpass the individual's current level of training. Response to injuries, including use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for first aid, poison control, 911).

Staff will have complete emergency information available on children at all times, including parent or guardian consent for emergency care.

- After rendering immediate first aid, the parent or guardian is to be notified, and in case of a major accident, the school nurse.
- The school office is to be immediately notified of any injury or illness requiring assistance from 911.
- The school administrator, Special Education Administrator and a Special Education Director will be immediately notified of any injury or illness requiring 911 assistance.
- The decision to have the child sent home will be made upon review of the individual injury or illness circumstances and input from the first-aid responder, parent or guardian, and/or medical personnel including the school nurse.
- Injuries that require first aid or medical attention, or an injury to the head will be documented with a completed District 20 Accident Report Form.

Sun Protection

Parents or guardians are strongly encouraged to apply sunscreen to their student prior to classroom entrance. Staff are not permitted to re-apply sunscreen during school hours. Parents or guardians must sign the Sunscreen Agreement from the registration packet to ensure understanding of this policy.

Inclement Weather

Preschool classrooms will follow the district and school building procedures for inclement weather to ensure children's health and safety. During excessively hot weather or excessively cold weather, children will not play outside. Due to the ever-changing weather in Colorado, it may be necessary for parents to send to school with their children a varied style of clothing. Staff will ensure that children are dressed appropriately for weather conditions while outside.

Teaching staff will be alert to changing weather conditions while outside.

Parent Teacher Conferences

Teachers will schedule parent teacher conferences to be held in the classroom on district parent/teacher days. Information will be distributed to the family and may include:

- Information on student progress
- Information on developmentally appropriate activities to promote readiness skills
- Ideas for Summer activities
- Information on kindergarten registration
- Results on Teaching Strategies GOLD
- Development and review of IEP (if applicable)

Student Conduct

It is the intention of the district administration that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The district, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly and consistently for all students.

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Aggressive behavior by children will not be tolerated. District 20 believes it has a responsibility to provide a safe environment for children, staff and volunteers.

Aggressive behavior is defined as violent behavior that may include kicking, biting, hitting, throwing objects that may injure District 20 staff, volunteer or a child. If the education staff determines there is abusive or violent behavior, the teacher will adhere to the following procedures:

- The teacher will notify the school's site administrator, the Interventionist and the parents of the incident. If incidents do not resolve within a reasonable time, or intensify, a meeting will be called with the Multi-tiered System of Support (MTSS) team.
- The meeting will include as much data as possible collected by the team, possibly a functional behavior assessment (FBA) including information from all staff working with the child. The data will be recorded in detail and placed in the child's classroom file.

- The team will discuss the incidents and circumstances that may have contributed to the situation.
- Alternative options shall be explored. A written Behavior Intervention Plan(BIP) may be developed and tasks assigned. The approval of the parent will be indicated by their signature on the plan.

The BIP and data showing progress will be reviewed at intervals indicated in the plan.

If no change in behavior is made after the behavior intervention plan is implemented, a second meeting will be held with the parents and staff to determine further interventions.

Discipline Procedures

No punitive measures will be associated with toileting or with rest time.

No punitive measures will be associated with food (either denial or forced feeding)

Separation-type discipline (ex: calm down corner or cozy cube) if used at all, will be brief and appropriate for the child's age. No more than 3 to 5 minutes will be imposed, depending upon the child's age and developmental level. Negative methods, such as isolating or shaming a child will not be used. A child in time out will be within the sight of an adult, in a lighted, well-ventilated area.

No verbal abuse or derogatory comments of any kind are allowed.

Positive guidance techniques will be used and will be consistent, clear, and appropriate and will enhance self-discipline.

Guidance practices are related to the knowledge of each child's personality and level of development and will include an awareness of each child's limitations and abilities. Rules will be explained to the child at the child's level of understanding.

Classroom staff will establish realistic expectations about children's attention spans, interests, social abilities and physical needs, and will include children with special needs.

Behavior training, including reducing aggressive behavior, will be handled in a positive, redirecting manner.

Behavior incident during Class

Staff will work in accordance with the Procedures outlined in the RULER Model guidelines in responding to challenging behavior in the classroom.

Fire Drill, Tornado Drills, Shelter in Place, Secure and Lockdown Drills in the Preschool Classroom

For the safety and protection of staff, students, and families in District 20 programs, general guidelines have been established. These will be practiced with the students throughout the year. To review these policies and procedures, you may contact the school to see the emergency handbooks and procedures.

Field Trips

In accordance with Academy District 20 Policy IJOA, the following will be adhered to:

- The teacher will review the educational value of a walking field trip with the principal, Special Education Administrator and a Special Education Director and receive their approval on the appropriate district field trip form, prior to making arrangements for the field trip.
- The teacher will obtain written permission and provide parents with information concerning the purpose and estimated time of return. The school must notify children's parents or guardians at least 2 days in advance of any field trip. A general statement in your monthly newsletter regarding the possibility of walking field trips will be considered adequate notification. In addition, a note on the classroom door identifying the location and anticipated time of return will be necessary.
- Children will not be permitted to leave the field trip group during the trip unless they are released to their parent or guardian. Children may be accompanied by their own parent or guardian to the field trip. Parents must sign their student in on the attendance roster when they have arrived at the field trip site, unless the parent signed in before leaving school. If the child is to leave the field trip with their parent or guardian, they must be signed out before they leave the field trip site.

Only those students enrolled in District 20 preschool classes are eligible to participate in the field trip. For safety and liability purposes, siblings will not be allowed to participate in such field trips.

Private transportation will not be utilized to transport students on field trips.

At no time do children ride in the cars of teaching staff.

Screen Time and Media Use

Educational materials are selected to support the instructional process of children. The use of videos as supplementary materials will be shown in accordance with Board Policy IIAC-E1.

The following are guidelines for viewing videos:

- Videos must be clearly related to and supportive of the goals of the course curriculum.
- They must be of equal educational value as other alternatives.
- All movies and videos must be previewed by the teacher.
- At the preschool level, only G-rated videos will be shown.
- Non-rated movies or videos (including those taped from television) will not be shown.

Student Belongings

To assure the health and safekeeping of a child's personal belongings and to instill the responsibility of caring for one's possessions in the classroom the following procedures will be followed:

- Coat hooks or cubbies will be provided for each child.
- The container or area will be clearly labeled with the child's name.
- Each child will keep a change of clothing from home in a labeled bag in the classroom.

- Children should not bring toys from home. The District is not responsible for lost or broken toys.
- Inappropriate items brought to the classroom by the child will be labeled with the child's name and placed in safekeeping until the child is dismissed from preschool. At that time, the item will be returned to the child's parent/guardian or the bus driver.

Snack Guidelines

Snack time encourages social skills, fine motor development, language and self-help skills. Staff members will sit with the children, engage them in conversation and encourage them to eat their snack. The children will clean up when finished.

Each Academy District 20 preschool may differ in their snack policy.

Academy District 20 may have classes that are designated as a **"Nut Protected Zone"**.

General Snack Procedure:

- Nutritious low sugar snacks are preferred.
- The size of the servings must be suitable for the child's age and appetite, and sufficient time will be allowed so that snacks are unhurried.
- If snacks are provided by parents for ONLY their child, and the class is not a designated "NUT PROTECTED ZONE", you may choose a snack of your preference.
- A child may have food allergies that may affect your child's snack options. Teachers will notify parents if a food allergy exists.
- Parents are encouraged to not provide sugar sweetened beverage to children. These are liquids that have been sweetened with various forms of sugars that add calories and include, but not limited to: soda, fruitades, fruit drinks, flavored milk, and sports and energy drinks.

Teachers may provide a list of approved snacks.

Animal Visitation

No animal visits will be permitted. Field trips to the Zoo and visits to the Humane Society or other organizations that have liability coverage are permitted.

Toilet Training and Diapering

Children without special needs must be toilet trained to attend Academy District 20 preschools. Preschool staff will work on toilet training as appropriate for children with special needs. Staff will offer ample opportunity for children to use the bathroom. If a child wets or soils his/her clothing, the preschool staff will assist the child with clean up and changing of their clothes. The child's soiled clothing will be placed in a plastic bag and sent home.

Diapering stations, located near the bathroom, will be maintained for children with special needs who require diapering.

School Closings and Cancellations

In Accordance with the Academy District 20 Policy EBCE, the Superintendent or designee is empowered to close the schools, delay their start, or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the safety, health or welfare of students or staff members. It is understood that such action will be taken only after consultation with appropriate authorities. Parents are asked to help with the decision as far as their own children are concerned. If a parent's judgement is that the weather conditions make it too hazardous to send his/her child to school, that child should be kept at home. The child will not be penalized for the absence.

Parents, students, and staff will be informed early in each school year how they will be notified in the event of emergency closings or early dismissals. The local news stations post school closings on the TV, radio and social media by 5:30 am. The District will send an email, text, phone call and social media, if you subscribe to the sites. Please check your settings on Infinite Campus under the Parent portal of how you would like to be notified.

If adverse weather conditions appear to be developing, a decision to delay school will be determined by 5:30 am. This information will be shared in the same way a cancellation is shared with the District.

If the decision for a 2-hour delay start is made, all morning preschool classes are cancelled for that day. Teachers will remind parents of this procedure.

If at any time during the day, a parent desires to pick up the child due to hazardous weather, the school principal will release the student. The school will maintain a log of children who are released early and to who they were released.

If school is in session and a storm develops during the day, a decision may be made to release the students early. On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but the weather reports and other indications that a storm may develop during school hours, bus drivers will be notified that it's a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run. Between 10-10:30am, if the decision is made to release school early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence. Local radio, television stations, social media, emails, texts and phone calls will be asked to announce between 7 and 9 a.m. that Academy School District 20 is on "Storm Alert". If there is an early release, they will be asked to announce that the District is releasing early. Parents should make previous arrangements so that their child will have a place to go if there is no one at home on early release days. If the decision is made to have an early release before afternoon preschool sessions begin, all afternoon preschool classes will be cancelled for the day.

Complaint Procedure

It is the intent of the District to foster open communications between the Board of Education and its employees and members of the community. The District is committed to maintaining and/or improving the quality of the operation of the District given the limitations of available resources. Any parent or patron has the right to submit a suggestion, concern or complaint in reference to the operation of the District. This policy shall apply to all public concerns and complaints except those included in Academy District 20 Policy KE, Public Concerns/Complaints about Instructional Resources.

It is the belief of the District that comprehensive and speedy analysis and response to suggestions or complaints is paramount. It is also the belief of the Board of Education that Executive suggestions or complaints are best responded at the lowest possible level and that each patron be assured an opportunity for orderly presentation and review of a suggestion or complaint without fear of reprisal.

Complaints should be discussed with personnel in the following order:

- Teacher
- School principal, Assistant principal
- Special Education Administrator
- Executive Director of Special Education
- Executive Director of Learning Services

A copy of the administrative procedure(KE-R) that accompanies this policy is on the Academy School District 20 website (www.asd20.org).

To file a complaint about any **preschool contact**:

The Colorado Department of Early Childhood
710 S. Ash Street
Denver, CO 80246

Or call:

303-866-5958 or 800-799-5876

Our most recent report of inspection, fire inspection, and health inspection is available upon request.

Department of Human Services Complaint Department

If you have concerns about suspected licensing violations in any Academy District 20 preschool, you should contact:

The Division of Child Care
Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714

(303) 866-5700

Division of Human Services Suspected Child Abuse Reporting Procedures

If suspected child abuse occurred at one of the Academy District 20 Preschool facilities, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides, or to the local law enforcement agency in which the incident is believed to have occurred.

Complaints should be made to:

Director's Office

El Paso County Department of Human Services

1675 West Garden of the Gods Road, Third Floor

Colorado Springs, CO 80907

(719) 636-0000

Academy School District 20 meets or exceeds Colorado's Department of Human Services Child Care licensing requirements. Rules and Regulations for Licensing is available on the Department of Human Services Child Care webpage.

District 20's staff must by law report any suspected cases of child abuse, sexual abuse or neglect to the El Paso County Department of Human Services.

Addendum

Book

Administrative Policies

Section

Section E: Support Services

Title

Children with Life-Threatening Allergies Procedure

Code

EF R 1

Status

Active

Adopted

August 18, 2003

Last Revised

August 17, 2007

Last Reviewed

July 1, 2021

Severe allergies are serious and can be fatal. Anaphylaxis, a potentially life-threatening allergic reaction, can be triggered by exposure to one or more allergens, including foods, insect stings, drugs, and latex products. Anaphylaxis can affect multiple areas of the body (such as skin, respiratory tract, gastrointestinal tract and the cardiovascular system). Symptoms can include severe headache, nausea and vomiting, sneezing and coughing, hives, swelling of the lips, tongue and throat, itching all over the body, and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock -- all of which can be fatal.

The risk of accidental exposure to allergens can be reduced in the school setting if schools partner with students, parents and physicians to minimize risks and provide a safe educational environment for severely allergic and food-intolerant students. Academy District 20 cannot guarantee that a student will never experience an allergy-related event while at school. Nevertheless, the District has created these procedures to reduce the risk that children with life-threatening allergies will experience an allergy-related event at school.

The most common life-threatening allergy is to peanuts and tree nuts. For this reason, these procedures outline steps for schools regarding nut allergies. Certainly, these steps can be followed for any other life-threatening allergy, as appropriate. For those children who are highly allergic to nuts, contact with nut products can cause a life-threatening anaphylaxis reaction. The only way to protect children who are highly allergic to nuts or nut products is to minimize the nut product exposure in their environment.

Therefore, the following procedures should be followed in all schools that have children with life-threatening allergies to nuts:

1. Principal and Food Service Director will coordinate to remove all nut products from the school lunch menu, upon parent request. Principal will inform the school community of any changes in the lunch menu.
2. Designate nut-free tables in the cafeteria. Children who bring lunch from home may bring in nut products, but they may not sit at the nut-free tables.
3. Elementary and middle school students whose lunches contain nut products should be encouraged to wash their hands after eating. Either soap and water or disposable wet-wipes may be used for hand-washing as both will remove the allergen.
4. Wash tables after each lunch rotation. To prevent cross-contamination, nut-free tables should be sanitized with materials (sponges, cloths) used to clean only nut-free tables. This process will minimize the potential for nut exposure.
5. Reasonable efforts will be made to keep the classroom nut-free. That is, nuts will not be used as part of any classroom projects or lessons. Children who bring snacks to school containing nuts may not eat them in the classroom. In order to raise awareness, signs designating nut-free zones (such as a severely allergic child's classroom) are encouraged.

Adopted/Approved: August 18, 2003

Reviewed: June 9, 2021

Revised: August 23, 2006

January 31, 2007

June 7, 2007

August 17, 2007