



Early Childhood Department  
Preschool Program  
Policies and Procedures 2020-21



Pueblo School District 60  
Early Childhood Department  
Preschool Program Policies and Procedures  
2020-21

**Purpose and Philosophy**

***Mission Statement***

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

***Vision Statement***

The Vision of the Early Childhood Department is dedicated to support and lead a collaborative community culture that is responsive to young children's academic, emotional, and life-long achievement needs by working with schools, students and their families.

***Early Childhood Preschool Program Philosophy***

We believe that children learn best through “active learning,” encouraging exploration and experimentation with a rich variety of materials that are developmentally and individually appropriate.

***Purpose***

The purpose of the Pueblo School District 60 Preschool Program is to provide:

- ❖ A quality preschool experience for children 3-5 years old, who face educational challenges due to family, economic, or developmental concerns.
- ❖ A parent involvement program that prepares the parent to provide an environment that is ultimately conducive to the development of the whole child.

**Article I**

**Eligibility**

The program is designed for children who are at risk or who have special educational needs. Children must meet a minimum of risk indicators as determined by the Colorado Preschool Program Act, or have an Individual Education Plan (IEP). Children must be three years of age by October 1 to enter the three-year-old program, or four years of age by October 1 to enter the four-year-old program. With exception to children on an IEP who may start preschool on their third birthday.

**Required Documents for Application**

The child’s family or caregiver must provide proof that the child’s caregivers live in Pueblo city boundaries. Acceptable documents to verify home address are a mortgage statement, rent receipt, or a major utility bill (gas, water or electric). The family is also required to provide the state birth certificate, and current immunization when applying to the Preschool program. A signed physical form and required immunizations must be completed prior to entering the program.

*Social security cards will **not** be requested for application to the district program.*

## Article II

### Admission and Application to Preschool

In accordance with the Colorado Preschool Program (CPP) Act, eligibility is determined by qualifying risk indicators and demonstrated need for early intervention. Each year parents will be informed of their child's acceptance into the program for the following school year via letter issued by the Early Childhood office. Letters of confirmation will be mailed no later than July 30th, for the following school year. **Addendum: Due to the challenges that COVID has brought about, staff will contact families to inform them of their acceptance to the program and inform them of their school assignment. This will be completed during the first two weeks staff are working.** Staff will be familiar with the eligibility criteria for a child's acceptance into the preschool program and will participate in the interview and application process to determine eligibility as requested. Children with active Individual Education Plans will **not** be required to submit an application. ***Under no circumstances will staff members make promises regarding acceptance into the preschool program for any child (regardless of IEP status), nor guarantee that a requested school will be granted if accepted to the program. Failure to comply with this policy may result in formal disciplinary action.*** CPP eligible children who participate in the Three-year old program **must** submit a new application to be considered for the Four-Year old program. In accordance with the district policy for Kindergarten eligibility, children must be four-years of age *on or before* October 1 to apply to the Four-Year Old program. Likewise, children must be three-years of age *on or before* October 1 to apply to the Three-Year Old program.

### Funding

In addition to the Colorado Preschool Program funding, the Pueblo School District 60' preschool program **may** be funded through any combination of the following funding sources:

- Title I
- District General Fund
- Special Education Preschool Funding



## Article III

### Services

In compliance with the Americans with Disabilities Act and the Individuals with Disabilities Education Act, Pueblo School District 60 preschool program practices inclusion of students with special needs or as identified under Section 504. Accommodations and modifications are provided. Services include, but are not limited to: speech therapy, occupational therapy, physical therapy, sensory integration, and educational supports. All preschool staff members are responsible for implementing a child's Individual Education Plan, and making classroom accommodations as appropriate.

## Article IV

### Staff Minimum Requirements (CO Department of Human Services /CDHS 7.702.41-44.

The Colorado Department of Human Services licenses the preschool classrooms in Pueblo School District 60. All Certified Preschool teachers and Early Childhood Educators are required to meet licensure regulations as outlined in the State Rules and Regulations for Preschools and Child Care Centers and the Colorado Department of Education. All preschool staff is responsible for

ensuring that the following required documentation is CURRENT (i.e., large director qualifications, certified teacher license, CPR, First Aid, Standard Precautions, and Medication Administration, etc.), and maintained within their individual staff file located in the Early Childhood Office. Failure to comply with this policy will have a negative impact upon the employee's evaluation, and may result in formal disciplinary action.

The school district provides at least one opportunity per year to complete training in CPR, First Aid, Standard Precautions, and Medication Administration. If the Certified Preschool Teacher, Early Childhood Educator or Preschool Autism Coach is unable to attend any of the district opportunities, it is the responsibility of the preschool staff member to complete the required training outside of the district, on their own time and at their own personal expense.

Staff will comply with the Department of Human Services: Colorado Rules and Regulations for Preschools and Child Care Centers, Pueblo School District 60' policies, their school building's procedures, and the policies and procedures as outlined in this document. Staff will implement the Colorado Early Learning & Development Guidelines which include the Quality Standards for Early Childhood Care and Education Services and the Colorado Academic Standards for Preschool.

#### **Article IV: A Curriculum Implementation**

The Pueblo School District 60 Preschool Program believes children learn best through "active learning" including exploration with a rich variety of materials which are developmentally age appropriate. Children are engaged in hands-on learning opportunities designed to develop abstract thinking and problem solving. Each day includes child-choice activities that make learning fun, meaningful and relevant. We believe PLAY allows children to translate experience into understanding. Worksheets and "Dittos" are not used in the preschool program.

Within every classroom, teachers focus on oral language development through the explicit teaching of Tier II vocabulary. Children take part in Handwriting activities as they learn to form letters and numbers and they develop social skills through daily interactions with their peers using the preschool programs' social emotional curriculums of the Incredible Years and Conscious Discipline Feeling Buddies.

As stated above the preschool teaching staff will implement the Colorado Early Learning & Development Guidelines which include the Quality Standards for Early Childhood Care and Education Services and the Colorado Academic Standards for Preschool. The Certified Preschool teachers and Early Childhood Educators are required to follow *unit themes* which promote concept "connections" for young children. Using the structured teaching approach of: *I Do, We Do, You Do*, teachers provide daily activities focused on literacy and mathematics as outlined in our Scope and Sequence for Instruction. Within the classroom four year old students also use computers, iPads, and tablets to learn about their world.

#### **Lesson Plans**

The Certified Preschool teachers and Early Childhood Educators lesson plan weekly together to promote inclusion of student interests and changes in growth and development. Lesson planning

represents all children within the classroom including those who receive special education services.

Planning must include the following

- Scope and Sequence for Instruction
- Handwriting without Tears Menu and Teachers Manual
- Letter sequence for letter recognition as set by EC department (4 year old classrooms only)
- Splash or Creative Curriculum, Concept Connections guide (resources to planning)
- IY/Feeling Buddies guides
- PLC SMART goals and Class Profile Action Plans

Lesson plans and preparation of materials must be completed by the end of day every Thursday. Each teacher within the classroom must receive a copy of the lesson plan for the following before the end of the day every Thursday. The classroom teachers must utilize an organization system such as daily tubs with materials for small group, large group, etc.

### **Professional Staff Development**

The Early Childhood Department views Professional Development as a critical element of quality early learning and as such provides multiple opportunities for PD. The Certified Preschool teachers and Early Childhood Educators work with Preschool Coaching staff to implement PD learning.

Everyone is expected to attend all Preschool Professional Developments. Staff will attend and actively participate in all scheduled professional development days, including district-wide in-service days. While it is understood that emergencies will arise from time to time, it is the district expectation that all personal appointments be scheduled outside of the regularly scheduled preschool professional development meetings. In the event that a staff member is not able to attend a professional development session, the employee must contact the Early Childhood Office no later than 7:00 am, or as soon as the employee is aware of the inability to attend the meeting. Failure to comply with these policies will be handled by administration in accordance with the procedures outlined in the Classified and Certified Work Rules. In the event a preschool employee misses a PD session, he/she will be required to attend a make-up session as scheduled by the Early Childhood Department.

### **Professional Learning Communities**

In Professional Learning Communities (PLC's) teachers work together to improve student achievement. Teachers come together to analyze TS Gold results and use the data to plan developmentally appropriate intervention and instructional strategies. Students benefit when teachers work collaboratively toward a common goal. The teams in a PLC engage in collective inquiry targeted on best teaching practices and best learning practices. The goals and instructional strategies created in a PLC drive the development of quality lesson planning. PLC's should consider the following questions:

- What do we want students to learn?
- How will we know when each student has learned?
- How will we respond when a student experiences difficulty in learning?
- What strategies can we use to promote student learning?

- ◆ Documentation and preliminary levels must be entered in TS Gold every two weeks to ensure the most current data is used for PLC's.
- ◆ Coaches must be invited to attend all PLC's (agendas provided with invite).
- ◆ Paperwork completed during PLC must be provided to the Coach

**Substitute Teacher Information**

A file with the following information must be provided for the substitute teacher.

General lesson plan	School Map	Important phone numbers
Daily Schedule	Emergency Response Plans (Lock down, secure perimeter, and fire drill)	Information about children (allergies, special services schedule)
Foster Grandparent information	Where to find important items such as keys	

***Substitute Teacher Expectations***

- Substitute Teacher does NOT administer medication of any kind to students
- Use of cell phone during instructional time is not permitted
- Substitute Teacher must be available as needed to assist others
- Substitute Teacher is expected to abide by professional and ethical standards of dress and behavior
- The classroom should be left as it was found at the beginning of the school day. The room should be ready for the next school day
- Substitute Teacher must leave a summary of the day



**Teaching Strategies Gold**

The Colorado Preschool Program (CPP) requires participation in an ongoing, authentic assessment of all children enrolled. Our district utilizes TS Gold as its formative and summative assessment. The Certified Preschool teachers and Early Childhood Educators are responsible for the following:

- Enter new students into the online system
- Enter ongoing documentation with preliminary rating levels every two weeks
- Complete checkpoint three times each school year
- Complete Interrater Reliability Certificate every three years

For each Parent/Teacher Conference the Certified Preschool teachers and Early Childhood Educators must share information from TS Gold with parent/guardian. For this purpose the TS Gold Child Report Card is required. To monitor documentation in all dimensions the documentation status report may be used. While entry of documentation may be done

individually, it is required that both teachers in the classroom work together to finalize ratings at each checkpoint.

## **Field Trip Expectations**

### **Addendum: No field trips until further notice per Pueblo District 60 Guidelines.**

Field trips are not only lots of fun but they also provide valuable learning experiences for preschoolers. Field trips help to build background knowledge and expand vocabulary. Both are important to the development of the concepts involved with the field trip.

- Field trip forms must be submitted to the principal and EC office 20 school days prior to the date of the field trip.
  - Submit to principal for initial approval
  - Submit to the EC office for approval
  - Teachers must follow-up with principal to ensure approval from both parties
- Field trip forms must be completed for all field trips, including FPE's that are field trips (i.e. Pumpkin Patch) Field Trip forms are not necessary for the Zoo or Nature Seekers
- Plan to report to school before the field trip and return after the field trip unless the trip is scheduled as an all-day (preschool day) field trip
- Provide parent/guardian advance notice of field trip via newsletters, Remind app, notes, parent boards, etc.
- Part day programs will have separate field trips (one for morning, one for afternoon.\* exception will be when planning for a trip to the City Park Rides)
- 6 hour programs will plan field trips for the afternoon

### **Kindergarten Transition (4 year old classrooms only)**

Every year the Early Childhood department supports the transition of students from preschool to kindergarten. This work involves collaborating with kindergarten teachers, elementary principals, district administration and parents/guardians.

1. Early Childhood Educators and Certified Preschool teachers will guide parents/guardians to follow the district School Choice window process
2. Begin planning for kindergarten transition in March. Set up meeting with building principal
  - a. Discuss eating in the cafeteria, visiting specials, visiting kindergarten classroom, and the presentation of the Kindergarten Slideshow
    - i. Contact all staff involved to schedule (Teachers/Specials, Kdg teachers, cafeteria staff, etc.)
  - b. These activities should be scheduled during April or May based on other activities occurring in the building
    - i. Ideally these events will take place in May
3. Complete the Transition Planning form and email to the designated person in the EC office by the end of March (form attached)
  - a. Include dates, times, and complete details for all activities

- b. Request the slideshow for the presenter
- 4. Purple/Green Cards
  - a. Classroom teachers will complete cards using TS Gold data
  - b. Professionalism at all times. Remember the building principal and kindergarten teacher will view these cards
  - c. Do not include information that has NOT been shared with the parent/guardian
  - d. If the child has a severe behavior
    - i. The Coach must be aware of the situation prior to the cards being submitted
    - ii. Specific successful strategies for the behavior must be listed for the Kdg teacher
  - e. Cards are due to the EC office as determined by the administrator.

### **Early Childhood Department End of Year Celebration Guidelines**

Completing a year of preschool is a fun and exciting event for children, parents/guardians and teachers. Because children rely on consistent routines and familiar environments, it is important that teachers keep classrooms intact until the final day of school. Teachers must maintain the classroom environment until the children are no longer attending school.

- Celebrations should be limited to the end of the day (not to exceed 2 hours)
- The daily schedule must remain the same without any changes to the start and end times for class.
- The celebration should happen on the last day of school. (*celebrations signify an “end;” parents will have no motivation to have students attend school if the celebration is before the last day*)
- The program must provide for all aspects of the celebration (please do not ask parents to bring items)
- Separate celebrations must be held for morning and afternoon classes

### **Article IV: B Workday Hours**

Staff will work four days a week (Monday through Thursday), with one Friday per month, totaling 165 days per school year. Preschool staff will follow Pueblo City Schools EC Calendar and will observe the same scheduled in-service days, and holidays as all other district employees.

Staff will provide the Early Childhood Department and the building administrator with a copy of the classroom Daily Schedule, which will include class start and end time. A copy of the Daily schedule will be provided no later than September 30<sup>th</sup>.

- ◆ Staff may not arrive late or leave early on a regular basis unless arranged in writing with the building principal. A copy of the written change in schedule must be hand delivered to the Early Childhood Office by the employee. The Executive Director of Human resources reserves the right to approve/disapprove any permanent deviation in schedule from the regular workday.

































In the event a student has a food allergy, the Certified Preschool Teacher or Early Childhood Educator must contact the school nurse and district dietitian to provide the student's name and allergy and to request the Meal Modification form. The Meal Modification form must be completed by the child's doctor or a licensed medical authority (MD, DO, NP, PA.)

The Certified Preschool Teacher or Early Childhood Educator should request the parent to return the completed Meal Modification form back to the classroom. The completed form is then submitted to the district dietitian (currently Hannah Phillips).

The dietitian will set up a special diet meeting via phone or in person to review the special diet menu and will set a start date for the menu. The dietitian will train the cafeteria staff on the special diet menu.

Once the Meal Modification form is implemented it cannot be discontinued unless the licensed medical authority signs a Meal Modification *discontinuation* form. If changes to the menu are necessary a *new* Meal Modification form must be completed.

## **Article XII: E**

### **Diapering and Toilet Training CDHS 7.702.53 B**

Many children enrolled in our program are independent in their bathroom needs. Children must be encouraged to use the bathroom throughout the day as needed and during scheduled bathroom breaks. Staff will monitor healthy bathroom habits such as flushing and hand washing.

Children may be in various stages of toilet training including diaper use. Staff will not exclude any child from the preschool program for not being toilet trained. Children with medical or special needs may need specific help with their toileting. Staff is responsible for contacting either the Special Education Teacher or Nurse assigned to the building for instructions for children with specific toileting needs.

Families are encouraged to provide a change of clothes to be kept at school for occasions when a child may have a toileting accident. Families are responsible to provide diapers, wipes and a change of clothes if their child is in this stage of toilet training. Staff will work with families to outline a system to supply a change of clothes, diapers, and wipes to the classroom as needed.

The classroom must have a designated diaper change area for all children in need of diaper changing. The changing area must have:

- ◆ A smooth, durable, nonabsorbent, and easily cleanable surface.
- ◆ Be a minimum of 36 by 18 inches in size and large enough to accommodate the size of the child.
- ◆ Be adjacent to or within reach of a hand-washing sink.
- ◆ Be separate from the food preparation area.
- ◆ Have a place inaccessible to children for storing all diaper change supplies, disinfecting solutions and products.



- ◆ Parents will be notified that they are responsible for providing diapers for their child, properly labeled with the child’s name on the package or wrapping.

The following procedures must be followed each time a diaper is changed:

- The child must be changed in a bathroom or designated changing area.
- The child must be changed standing up or by being placed on a clean, sanitized, mat or dry changing table.
- The child must be cleaned whenever necessary. No child will remain in a wet or soiled diaper.
- Soiled or wet clothes must be replaced with a clean diaper; clothing whenever necessary.
- Parents must bring a change of clothes for those children who may need diapering or are in the process of being toilet trained.
- Soiled or wet clothes must be placed in a plastic bag for parents/guardians to take home.
- Soiled or wet diapers must be placed in a covered, impervious, plastic lined receptacle (such as a diaper genie.) These containers must be checked daily; emptied, cleaned, and disinfected as necessary.
- Children’s hands must be cleaned after diapering.
- Staff will clean and sanitize the diaper change area after diapering in accordance with Health Department standards.
- Staff must thoroughly wash their hands with antibacterial soap and warm running water. Dry, sanitary disposable towels will be used to dry the hands.

Early Childhood Educators (ECE) and Certified Preschool Teachers (CPT) will refrain from lifting children. This will include lifting children to change diapers.

In situations where a child is being changed on a changing table, a stair step must be utilized, enabling the child to walk up to the changing table. The ECE or CPT must stand next to stairs as the child climbs and will support the child as he/she climbs onto the table. In situations where a changing table is not utilized, a changing mat on the floor must be utilized or the child may be changed standing up.

The Safe and Healthy Diapering Practice as established by the US Department of Health and Human Services and the Centers for Disease Control and Prevention must be followed by all who change diapers in our preschool program.

### Safe and Healthy Diapering

● PREPARE:
<ul style="list-style-type: none"> <li>● Gather supplies (clean pull-up, gloves, and wipes, bag for soiled clothes, extra clothes, disinfectant, and paper towels).</li> <li>● Children are to be changed on a clean mat placed near the sink if a changing table is not being used</li> <li>● Put on gloves</li> </ul>
● CLEAN CHILD:
<ul style="list-style-type: none"> <li>● Place child on mat and remove clothes (as needed) and pull-up</li> <li>● Clean child with disposable wipes. Always wipe front to back</li> </ul>
● TRASH:
<ul style="list-style-type: none"> <li>● Place used wipes in the soiled pull-up</li> </ul>

<ul style="list-style-type: none"> <li>• Discard in diaper pail</li> <li>• Bag any soiled clothes for parents to take home</li> <li>• Remove and discard gloves in diaper pail</li> </ul>
<ul style="list-style-type: none"> <li>• REPLACE PULL-UP:</li> </ul>
<ul style="list-style-type: none"> <li>• Have child step into clean pull-up</li> <li>• Assist child to put on clothing previously removed (if soiled, put on clean clothes)</li> </ul>
<ul style="list-style-type: none"> <li>• WASH CHILD'S HANDS:</li> </ul>
<ul style="list-style-type: none"> <li>• Have child wash their hands with soap and water</li> <li>• Child may return to classroom</li> </ul>
<ul style="list-style-type: none"> <li>• CLEAN UP:</li> </ul>
<ul style="list-style-type: none"> <li>• Clean mat with disinfectant and paper towel</li> <li>• Wash your hands thoroughly with soap and water</li> </ul>



Changing mat, disinfectant and plastic bags for soiled clothes must be stored out of the reach of children.

**Article XII: F  
Storage of Dangerous and/or Cleaning Materials**

All cleaning supplies will be kept in a locked cabinet and the key is to be with the Early Childhood Educator or Certified Preschool teacher at all times. Bleach is considered an approved disinfectant and will be maintained in a locked cabinet. Following the correct mixture, the bleach bottle for the classroom must be prepared daily and checked using a chlorine test strip.

**Article XII: G  
Adult-Teacher Conflict**

In the event an adult enters the classroom and becomes verbally assaultive, or threatens physical harm to anyone in the classroom, remain calm. Notify the office immediately and follow the building's procedures regarding this type of incident.

**Article XII: H  
Reporting Child Abuse**

Any staff member who has reasonable cause to suspect that a child has been subjected to abuse or neglect is required by law and by Board of Education Policy, to report it to the police or the Pueblo Department of Social Services. The person who has cause to suspect will also notify the principal verbally, and will follow-up with written notification prior to the end of the school day. Once notification has been made, staff will follow the procedures as given by their building administrator. **Whenever possible, the building administrator should be notified and apprised of the situation prior to making the call to the Department of Social Services.**

**Article XIII  
Withdrawing Children from the Program**

When a parent/guardian notifies the staff that their child is being withdrawn from the program the Certified Preschool teacher or Early Childhood Educator will notify the school office and the Early Childhood Office. The student's last day of attendance must be given to both offices. If the child has an active Individual Education Plan (IEP), the Early Childhood Educator or Certified Preschool teacher must notify the preschool special education support staff assigned to the building immediately, as well as the Early Childhood Office.

The Certified Preschool teacher or Early Childhood Educator will submit the white copy of the drop form along with the child's file to the Early Childhood office within 2 working days of the child's last day in attendance. The pink copy of the drop form must be submitted to the school secretary within the same timeframe. The drop form must indicate the reason for the drop.

If a child does not attend school within the first week of school or the teacher is informed by the parent or guardian of their decision to decline enrollment, a *Never Started* form along with the child's file is submitted back to the EC office within 2 working days.

Preschool staff will facilitate the other children in saying goodbye in an appropriate manner, e.g., draw a card and have the children sign with their symbols and names.

When a staff person leaves the program or is transferred out of a classroom, children will be afforded an opportunity to say goodbye and process the changes in the classroom through developmentally appropriate activities.



*Pueblo City Schools Preschool*

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I have received a copy of the Preschool Program 2020-21 Policies and Procedures under Pueblo School District 60 Early Childhood Department.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

EARLY CHILDHOOD DEPARTMENT COPY