



EARLY CHILDHOOD
HANDBOOK
Preschool / Pre-K
2023-24

AUGUSTINE CLASSICAL PRESCHOOL
480 South Kipling Street | Lakewood, CO 80226
(720) 446-6286
www.augustineclassical.org

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Purpose & Philosophy

The purpose of Augustine Classical Preschool (ACP) is to provide a high-quality early childhood experience for your child in a safe, enjoyable, and exciting environment where children develop and grow through a stimulating and developmentally appropriate curriculum. We partner with parents to prepare children for the formal learning classroom they will encounter in kindergarten. Our preschool program follows the classical model of education, emphasizing memorization in an enjoyable way and engaging with rich literature and stories, emphasizing God's story. Teachers support and encourage children's pre-academic progress by teaching with the grain of each child and his unique development.

Augustine Classical Preschool believes the parent to be the primary educator in a child's life, both practically and by God's design and command. For this reason, parental involvement is integral to the success of every child's educational experience. Many opportunities are available for parents to be involved in their child's preschool experience.

Statement of Faith

The Godhead eternally exists in three Persons: Father, Son, and Holy Spirit; and these three Persons are one God, having the same nature, attributes, and perfections.

God the Father is the Creator and Preserver of all things; is omnipotent, omniscient, omnipresent, and necessarily exists; takes the initiative in revelation and salvation; is the One worthy of worship; and exercises providence, ownership, and Kingship over all creation.

The Lord Jesus Christ was incarnate and born of a virgin; exercised infallible teaching authority and miracle-working power; died on the cross as the substitutionary atonement for sin; was literally and bodily resurrected from the dead; and presently intercedes in heaven on behalf of believers.

The Holy Spirit convicts people of sin and regenerates, baptizes, indwells, seals, and sets apart believers unto a holy life; keeps and empowers believers day by day; is the Teacher of the Word of God and the Guide for daily living; and is the Comforter, the One who manifests God's presence in the life of believers.

The Scripture is the verbally inspired Word of God, wholly true; and both the Old and New Testaments as originally given are infallible in their teachings and are the supreme, sufficient, and final authority for faith and life.

Humankind was created innocent and pure, in Adam fell through the sin of disobedience, and being confirmed in sin is justly under condemnation and in need of redemption.

Salvation is by grace alone, not based upon good works; and is through faith alone in the person and work of Christ alone.

The Future includes the personal, visible, bodily return of Jesus Christ to earth as the Judge of all humankind; the bodily resurrection of the just to eternal happiness in the presence of God; and the bodily resurrection of the unjust to everlasting punishment, banished from the presence of God.

Augustine Classical Academy also uses the Gospel Coalition statement of faith for further guidance in curriculum and hiring decisions. A copy of this is available in the office or on the Gospel Coalition website.

Location

Augustine Classical Preschool is located in Lakewood at the intersection of Kipling and Alameda near Addenbrooke Park. The address is 480 S. Kipling St., Lakewood, CO 80226.

Enrollment Policy

Registration Procedure

ACP admission begins the first week in December. Returning families are given priority for re-enrollment. Please contact ACP or visit the website for the application for admission. The annual enrollment fee must be paid to secure a spot for your child in a class for the following year. If classes are full, students will be placed on a waitlist. Families on the list will be offered enrollment on a first come, first served basis, with preference given for families who have older siblings enrolled and for those electing Afternoon Enrichment.

If a spot opens for your child, you will have two business days to pay the annual enrollment fee before the spot will be offered to the next person on the waitlist. Registration fees are not refundable. In situations of unexpected special circumstance, a written appeal may be made and will be considered.

Registration Forms

ACP registration forms and the following information must be kept on file with the office in accordance with state requirements. Registration must be complete and all forms turned in before your child's first day of school. These records are confidential and are available only to the ACP office staff, faculty, and licensing agency representatives. If you aren't sure whether your child's registration is complete, contact preschool@augustineclassical.org for clarification.

Registration for ACP requires the following to be completed in the PCR Parent Portal:

- Student and Family Information
- Child Information Form
- Emergency Contacts (at least one in addition to parents)
- Authorized Pickup: people authorized to pick up your child in an emergency (at least one local person in addition to parents; two or more are recommended.)
- Doctor, dentist and hospital name & contact information
- Authorization for Medical Care and other authorizations
- Policies and Procedures Statement

- Signed Philosophy statement
- Photo/Video Release form

Additionally the following documents must be submitted prior to the start of school:

- Copy of Birth Certificate or Passport
- [General Health Appraisal Form](#) signed and dated by your child's physician within the last year
- Immunization Record* (dated within the last year)
- Copy of Health Insurance Card
- Emergency Care Plan signed by a doctor (if applicable for severe allergies, asthma or other medical condition) [Emergency Care Plan](#)

*Children must be up to date on all required immunizations before they can start preschool unless you provide a medical or nonmedical exemption form signed by their physician, according to Colorado state law. Confidentiality will be maintained regarding children's identity and immunization status.

If your child's Health information Form or Immunization records expire during the school year, you will be contacted to provide updated copies for her record, in accordance with state laws.

Age Requirements

ACP has classes for children ages 3 through 5 five years old. Children must be 3 years old prior to October 1st of the incoming school year to enroll in the preschool program. Children must be 4 years old prior to October 1st of the incoming school year to enroll in the pre-kindergarten program.

Children with Disabilities

ACP will make every effort to accommodate children with disabilities or children who need additional assistance in the daily routines of the classroom. ACP will comply with Titles I through V of the American Disabilities Act, as amended, and its implementing regulation, Title 29, C.F.R., Part 1630.

Parents of children with special needs will have a tour with the Preschool Director to discuss the child's needs and determine whether ACP has the resources available to support these needs. For example, ACP staff are not trained to provide medical care to children who are medically fragile. Likewise, children who will need extra classroom support (i.e. 1:1) may not be able to be accommodated in the classroom, unless the family provides a paraprofessional for that child. Parents need to provide specific relevant information regarding their child's physical, mental, and medical conditions at the time of registration.

Hours of Operation

ACP operates on the Augustine Classical Academy school calendar from August-May. ACP is open Monday through Thursday. We are closed on Labor Day, Thanksgiving week, two weeks at

Christmas, Martin Luther King Jr. Day, Presidents' Day, one week in March for spring break, and on the Monday following Easter. The preschool is open from 7:45 AM to 3:30 PM.

Fees

Annual Enrollment Fees (non-refundable, separate from tuition): \$200 per student

Tuition Schedule

Preschool students may attend school either two (2) or four (4) days. Pre-K students may attend 2, 3 or 4 days. Two day schedule options are either Mon/Wed or Tues/Thurs. The afternoon schedule is not required to match the morning schedule except that afternoons can only be added to days when a student attends school in the morning. Schedule preference is indicated in the application process.

PRESCHOOL & PRE-KINDERGARTEN TUITION				
Schedule:	1-day	2-day	3-day	4-day
Morning	not offered	\$3,590	\$4,786	\$5,812
Afternoon	\$950	\$1826	\$2,670	\$3436

*Daily Fee for Drop-In Morning Attendance	\$40
*Daily Fee for Drop-In Afternoon Enrichment	\$25

* Drop in attendance is dependent on available space and must be scheduled ahead of time. Please contact the Preschool Director to request if there is room on a given day.

Discounts for tuition are given for the 3rd, 4th and 5th children enrolled at ACA and ACP in the following manner:

- 3rd child – 10% discount
- 4th child – 15% discount
- 5th child – 20% discount

The first child is always the oldest enrolled child in the family, and so on in order of age. Additional information regarding discounts can be found on our school's website under the Admission > Tuition & Fees tab.

Augustine Classical Academy plans its budget and expenditures annually based upon enrollment of students. The majority of expenses incurred by the school are annual commitments and cannot be adjusted or reduced after the start of the school year or upon departure of a student. Furthermore, the school may deny enrollment to other families based upon the commitment of parents/guardians to enroll their children. As a result, the school requires that:

- all families sign an enrollment/tuition plan agreement;
- all tuition and fees for the entire school year be paid and are not refundable after the deadlines specified in the enrollment agreement, regardless of the reason for removal.

If payment due has not been received 20 days after the due date, all children of the non-paying family will not be allowed to attend school until accounts are current.

For the sake of the child's education, the family's peace of mind, and the financial stability of the school, we encourage parents to contact the administration as soon as possible when they are experiencing economic difficulties to work out a suitable arrangement in an attempt to avoid a record of delinquency.

Tuition payment options:

Annual Payment (one total payment): One payment of the entire tuition collected in July 2023 by EFT. Includes 2.5% discount.

Semi-Annual Payments (two total payments): Two equal payments will be collected in July 2023 and in January 2024 by EFT.

Monthly Payments #1: 10 equal monthly payments beginning July 2023 through May 2024 (excluding February 2024) totaling the tuition due by electronic fund transfer (EFT).

Monthly Payments #2: 12 equal monthly payments beginning July 2023 through June 2024 totaling the tuition due by electronic fund transfer (EFT).

Prorated Payments – For families enrolling after the beginning of the academic year tuition deductions will be prorated on a weekly basis, regardless of when single-day holidays occur. Please contact the school office to set up a payment plan for your student's tuition.

Tuition Payment

All payments must be made through our online tuition payment service, FACTS, for which you must sign up online. Access to FACTS is available through our website under the Tuition tab. Payment plans that require more than one payment will be charged a one-time \$10 fee for semi-annual payments or a one-time \$43 fee for quarterly or monthly plans.

Prorated Payments—if a student enrolls after the beginning of the academic year, tuition deductions will be prorated on a weekly basis, regardless of when single-day holidays occur.

Tuition Assistance

Tuition assistance is available for all students, including ACP. Need is evaluated by FACTS, a third-party tuition assistance firm. The general process for applying for financial aid is outlined below:

1. Log on to the school's website at www.augustineclassical.org.

2. Click on the Admissions tab on the top menu bar of the homepage.
3. From the Admissions tab, click on Tuition Assistance in the drop down menu.
4. At the bottom of the Tuition Assistance section, click on the Apply For Aid button.
5. A one-time \$43 fee (see above) per family is collected at the time the application is completed and can be paid by credit card.
6. You will be required to submit a federal tax return and W-2s to FACTS.

Daily Operations

Arrival & Dismissal Policy

Children are to be dropped off in their classroom. Sign your child in at the classroom before you drop off your child in the morning. At half day pickup (12:30), children are picked up from their classrooms. At full-day pickup (3:30), children are picked up at the lower hallway door and the teacher is there to sign out children. Sign your child out before you leave with your child. Sign-in/out sheets are legal records that help ensure the safety of your children. We use these records to account for the children in our care in the event of an emergency. It is imperative that we have accurate records.

If you enter the building through the front office (late arrival or half day pickup), you will need to sign in and out at the office - this is a record of all visitors to the building. You will also sign your child in and out at the preschool room.

Please ensure anyone who drops off your child is aware of the requirement to accompany your child into the preschool classroom and sign them in before leaving. And for individuals authorized to pick up your child, ensure that they know to sign your child out before leaving. If the teacher does not know them personally, they will be required to show a photo ID in order to pick up your child.

Once your children are signed out, they must not be unaccompanied in the building or on school grounds, to ensure their safety.

Please refrain from texting or making phone calls during arrival and dismissal. Your child's teacher values communication with parents, and this is an important time to see your child's teacher.

Drop off is from 7:45 - 8:00 AM. Half-day students are dismissed at 12:30 PM. Full day students are dismissed at 3:30 PM.

Absence

If your child will be absent, please notify your child's teacher and the Preschool Director via email before the beginning of the school day or call the school office (720) 446-6286. If your child will be absent for a planned vacation, please complete the vacation form on the school website. If your child is absent due to illness, please notify the school of symptoms or diagnosis.

Tardiness

We believe that students at ACP are forming character traits today that will carry them through the rest of their lives and affect their future in powerful ways. Tardiness has an impact on a student's progress and on developing a disciplined life. Therefore, parents are expected to model responsibility by making sure their child arrives at school on time and prepared for the day.

We understand that situations occasionally arise that will cause a student to be late, i.e. a flat tire, bad weather, etc. During severe inclement weather, families with a long distance to drive or who lack appropriate transport for the weather may arrive late without incurring a tardy if there is a good faith effort to be on time.

Repeated tardiness is not acceptable. School begins at 8:00 AM. Students arriving late will be considered tardy. Excessive tardiness is reasonable cause for parent/teacher or parent/administrator conference.

Late Pick-Up

Please pick up your child promptly at the end of school. In emergency situations, please call the school office at (303) 446-6286. If you are excessively late (20 minutes or more), your child will be brought to the office, and you will be charged an overtime charge.

If the child is not picked up the following procedure will be followed:

1. The Preschool Director will attempt to contact the parent/guardian immediately. If the parent cannot get to the school within a reasonable length of time, the Preschool Director and parent/guardian will discuss who will come to pick up the student.
2. If no contact is made with the parent/guardian, the Preschool Director will call the emergency contacts immediately to have them come pick up the child.
3. If all the above steps have been exhausted and one (1) hour has passed, the school staff will then call the local law enforcement for assistance in locating the parents.

Lunch

Parents are asked to provide a wholesome and nutritious lunch for their children each day. A wholesome and nutritious lunch includes fruit, vegetables, whole grains and a meat or meat alternative. Please bring a lunch that does not need to be heated. Also, consider the amount of food your child eats, and send what you would like your child to finish. We are an allergy-sensitive environment which means that if there are life-threatening allergies in our ACP classes, we do not allow foods containing the allergens to be brought to school. The Preschool Director will notify all families regarding food restrictions due to allergies. If you have questions, check with your child's teacher or the Preschool Director.

Missing Lunch Requirements

Parents play an important role in supporting the wellness, health, and development of their children, through the provision of nutritious foods. ACP is required by the rules regulating Colorado

child care centers to have food available to supplement your child's lunch if a meal from home does not appear to meet current USDA child food program meal pattern requirements. Please pack a wholesome and nutritious lunch which includes fruit, vegetables, whole grains and a meat or meat alternative. If ACP is required to supplement your child's lunch, then you will be notified and charged for the supplemental food items.

Snack

Parents are asked to provide a healthy snack each day for their child. If your child stays for afternoon enrichment, please send a morning and afternoon snack. There may also be times of special snacks for birthdays or other celebrations. Please contact your child's teacher for menu suggestions and more information. Food allergies and dietary restrictions are considered when serving snacks to the entire class; therefore, please make sure all allergy information is up to date in your child's file. Please notify the Preschool Director and your child's teacher *in writing* if there are changes in your child's dietary restrictions.

Personal Belongings & Money

Please do not send toys or money with your child to school. All personal belongings should be labeled with your child's name. ACP is not responsible for lost or broken items.

Sunscreen

Please apply sunscreen before your child arrives at school or provide another form of sun protection for your child. If your child stays for afternoon enrichment, please send sunscreen labeled with your child's first and last name, to be reapplied prior to going outside in the afternoon.

Uniform Policy

ACP Uniform Guidelines	
BOYS	
Item	Description
TOPS	Navy ACA embroidered polo purchased from an approved vendor (Lands' End or French Toast).
BOTTOMS	Khaki-colored pants or shorts (corduroy and cargos are acceptable). Purchase from a vendor of choice.
SOCKS	Neutral socks. Required on Recitation days.
SHOES	Closed toe shoes, suitable for playing outdoors. Purchase from a vendor of choice. Please bring indoor shoes when wearing snow boots.
GIRLS	
TOPS	Navy ACA embroidered polo purchased from an approved vendor (Lands' End or French Toast).
BOTTOMS	Khaki colored pants, shorts, skirt or uniform style jumper without embellishment. Purchase from a vendor of choice.

SOCKS	Solid, neutral tights/socks only. Required on Recitation days.
SHOES	Closed toe shoes, suitable for playing outdoors. Purchase from a vendor of choice. Please bring indoor shoes when wearing snow boots.

All uniform items can be purchased through French Toast Uniforms and Lands' End Uniforms. You may view uniforms, pricing, and the online catalog at www.frenchtoast.com under school code QS5BVNJ or at www.landsend.com by searching for Augustine Classical Academy in Lakewood, CO.

Violation of the Uniform Policy

For any missing or incorrect uniform item, students will receive an orange Uniform Violation Slip which will be sent home. Students may receive two orange violation slips without consequence. Upon receiving the third orange Uniform Violation Slip (whenever that occurs during the academic year), students will be sent to the office to wait until a parent or guardian corrects the uniform item. Parents are encouraged to come as quickly as possible, as students will not be allowed to return to class until they are dressed properly.

Inclement Weather & School Closings

If there is severe inclement weather, power failure, or a similar major problem, the decision to close school will be made by 6:00 AM on the day in question. ACA will put a distinctly recognizable banner on the website, send a school-wide email, and/or message on the school phone if school is closed.

We live in Colorado where snowy and icy conditions are a regular part of each winter. However, the safety of our students, parents, and teachers is paramount, so in the event of severe weather, school may be closed. In the event of a delayed start, it would be communicated in the same way to the community.

Make-Up School Days

Preschool and pre-kindergarten students do not attend makeup days resulting from cancellations.

During severe inclement weather when school remains open, families with a long distance to drive or who lack appropriate transport for the weather may arrive late without incurring a tardy if there is a good faith effort to be on time. It is always acceptable in inclement weather for a parent to decide that the family does not have a safe means of transporting their child to and from school, even if school is not canceled.

Outdoor Time

ACP classes will go outside every day in both the morning and afternoon for outdoor learning and physical development. If there is severe/inclement weather that may be hazardous, outdoor play will be canceled by the Preschool Director and teachers will provide alternative gross motor activities inside the school. Children receive the best benefit from outdoor play if they are comfortable. Please make sure your child is dressed appropriately for the weather each day, with

appropriate gear to spend at least 30 minutes outside. In the winter, this typically includes mittens, a hat, warm jacket, and boots if there is snow on the ground. In the spring and fall, please send your child with a light jacket or sweater regardless of the forecast, as weather can change quickly in Colorado.

Procedure for Closing the Center

At the end of every school day, the teacher for each classroom will check the sign-in/sign-out log to ensure all the children have been signed out. If not, the teacher will immediately call the parents of the child(ren) not signed out to ensure they were picked up. The teacher or Preschool Director will check all classrooms, bathrooms, hallways, and outdoor play areas to ensure no children are present prior to closing the center at the end of the day.

Diapering & Toilet Training

Typically developing children are expected to be trained to use the restroom independently before they start preschool. This includes wiping. However, we understand that accidents will sometimes occur. In the event of a toileting accident:

1. Staff members teach and encourage the child to independently assist themselves in the bathroom. Changes of clothing are handed to the child and the child can remove soiled clothing and put on the new clothes. Soiled clothing is placed in a labeled plastic bag and returned home.
2. If a child needs assistance, then the staff member assists while encouraging and teaching the child how to help with or complete the change of clothing.
3. Assistance provided during toileting should be something that's happening with the child, not to the child.
4. The staff member will explain how, where, and why she is going to touch the child.
5. Male staff members in the preschool will refrain from assisting preschool students in the bathroom..
6. Volunteers in the preschool will not assist students in the bathroom.

To effectively partner with families, staff members will communicate when they assist a child with a clothing change or toileting. If parents have questions, the family should contact the teacher who provided assistance or the Preschool Director.

Extra Clothing

Parents must provide a complete change of weather-appropriate clothing in case of accidents or messes. Place extra clothing in the top of your child's locker in a gallon ziplock bag labeled with your child's name. Extra clothing provided by the parent is not required to be a school uniform. If no extra clothing is provided, the school has limited clothing for emergencies. Please wash and return borrowed clothing promptly.

Visitor Policy

Visitors who do not have children enrolled in the preschool program are requested to make an appointment with the Preschool Director. All visitors and volunteers must sign in at the office with their name, address, and phone number. If the visitor is unknown to the office staff, they will be asked to provide a legal form of photo ID. All visitors and volunteers will be given a badge and monitored by the staff while on the premises. The office staff will escort the visitor to their classroom destination. They must sign out before they leave. If a visitor demonstrates untrustworthy or questionable behavior, ACP reserves the right to ask them to leave and call the police if appropriate.

Parent & Teacher Communication

Ongoing communication is encouraged between parents and teachers. There are several avenues available which include a quick word before or after school, e-mail, and phone calls. If you wish for a staff member to return your call, please leave a message with the front office. Each teacher sends a weekly newsletter with reminders, announcements, important dates, and an overview of what the children are learning.

Parent-teacher conferences will be held once per semester. Parents may request to schedule a meeting with their child's teacher at any time.

Parent Involvement/Classroom Volunteers

We value parent-teacher relationships and seek opportunities to involve parents in the education of their child. Some opportunities for involvement are:

- *Reading Volunteer:* Parents can volunteer to read to the class.
- *Class Volunteer:* Teachers may request parents to assist with a special project, craft, or party.
- *Community Helpers:* When we study Community Helpers, parents can volunteer to share with the class about their job.
- *World Travelers:* When we study "Around the World," we welcome parents with cultural experiences to share about their family culture or travel experiences.
- *Wish List:* Each teacher maintains a wish list of items to support education in the classroom; some items can be purchased and others items can be collected from your home.
- *Fund Raising:* There are several fund-raising projects you can help with throughout the year. Contact the Preschool Director for additional information.
- *Parent Council:* If you would like to get involved, please contact the Parent Council president about joining the Parent Council.
- *ACA Board:* If you would like more information, please contact board@augustineclassical.org. Monthly meeting dates are published in the calendar on the school website and are open for the ACA community to attend.

Volunteers must sign in and out at the front office. At no time will a classroom volunteer be left alone with any students, with the exception of their own child.

Rest Time

Children that are at the school for longer than 5 hours will have a quiet rest time. Sleeping mats are provided, the lights are dimmed, and quiet music is played. The children are not required to sleep but are asked to rest quietly for at least 30 minutes. Quiet activities will be provided for children who do not sleep during quiet time. Parents will need to provide a small sheet or blanket to cover the sleeping mat and, if desired, a comfort item and a small blanket to cover the child. Rest time items should be placed in a cloth bag that is large enough for the child to pack and unpack independently. Please do not send large pillows or stuffed animals, or items that make noise/play music.

Birthday Celebrations

If you would like to celebrate your child's birthday in the classroom, then please discuss this with your child's teacher ahead of time. We encourage and promote non-food or low sugar celebrations. Teachers will provide information regarding celebrating birthdays in class. Please do not send any food containing nuts or allergens in the ingredients for birthday celebrations.

If all students in the class are invited to a birthday party held outside of class, you may distribute invitations at school (or place in folders). If only a select few classmates are invited, please do not distribute invitations at school.

Primary Caregiving

The lead teacher in your child's class serves as your child's primary caregiver. The primary caregiver works with other program staff to ensure a positive experience for children and their parents. The primary caregiver system ensures that every child has a main teacher, and that each parent has a primary contact. When classes have two lead teachers, the teachers divide the children into primary care groups. This may be based on a teacher's previous work with other siblings in the family to continue those relationships, or matching a teacher's specific area of expertise with a child's needs. Primary caregivers are responsible for communicating with the family, advocating for the child and family, establishing trust with the child, teaching, and observing the child.

Transitions

Transitions like beginning a new school or class can be overwhelming for children. Keeping this in mind, we offer several opportunities to help support children through the transitions of ACP.

Back-to School Night

While this event is focused mainly on our K-12 students, new and returning Pre-K and Preschool families are invited to join the ACA community in celebrating Back-to-School Night the week before school starts. ACP classrooms will not be open, but the Preschool Director and Preschool Teachers will be present and this is a great opportunity to meet them informally and get to know other families at the school. We hope that seeing the school firsthand and meeting the teacher will reduce any anxiety about school and help introduce the teacher to your child as a "safe" person.

For parents, Back-to-School Night is a good opportunity to ask any remaining questions about policies and routines and to discuss any concerns about your child's transition to school.

Preschool Student Orientation

Preschool Orientation for students will be held on the first day of school, August 22nd. Orientation is a shorter day and classes are divided into smaller groups. Each student will be assigned a time to attend orientation, either a morning session from 8:30 - 11:30 or an afternoon session from 12:30 - 3:30. Orientation is designed to introduce children to the teacher, the classroom, routines and expectations.

Parent Orientation

Parent Orientation is a required parents-only event held in the evening, August 28th. Teachers will meet with parents and provide information on school policies and answer questions.

Kindergarten Night

Kindergarten Information Night is offered in November and January. It provides an in-depth look at ACA kindergarten, including expectations for rising kindergarten students. It is an opportunity for parents to review the curriculum, learn about the typical daily and weekly schedules, see student work samples, and connect with kindergarten teachers.

Dash to Kindergarten

Each spring, we host a "Dash to Kindergarten," presented by the Preschool Director and Kindergarten Teachers. Parents of children who will be transitioning to ACA Kindergarten are invited to spend the morning with their child in the Kindergarten classrooms where they will learn what to expect in Kindergarten and ways to support their child in the new class with a new teacher.

You will receive notification of these events in your ACP teacher's newsletters and in the ACA newsletters. If you think your child may need additional support as they become acquainted with school, please contact the Preschool Director or your child's teacher for individualization. We desire to help decrease anxiety and increase confidence during your child's transitions.

Interpreters

ACP will take reasonable steps to ensure that individuals who need an interpreter have meaningful access to participate in activities and programs involving their child's care and education. Language assistance will be provided through use of competent bilingual staff and staff interpreters, or technology services.

When there is a dominant second language in a classroom, then ACP will honor the children's home language by having at least one bilingual staff member in the classroom. The bilingual staff member in the classroom must be fluent in the dominant language represented. The school maintains a copy of our procedures related to this policy. It is available for review from the Preschool Director.

Referrals for Services

If your family would like information about referring your child to a specialist, please discuss this with the Preschool Director. Families of children who will benefit from further assessment in language, motor, social, or cognitive domains will be provided contact information for their local Child Find contact and the Children's Hospital. We also maintain an updated list of health and educational resources on our school's website.

Health

Illness

Children showing signs of contagious illness may not come to school. This is for the protection of your child, other children, and the staff. If you administer medication related to the presenting condition/illness, please keep your child home until they are symptom-free. If a child demonstrates symptoms of illness at school, parents will be contacted to immediately pick up their child. If a parent cannot be contacted, an emergency contact will be called to pick up the child. The ill child will be isolated from other students and be supervised in the school office by a school staff member until the parent or emergency contact arrives. The child may return to school based on the timelines communicated on our website in the return to school protocols. ACP reserves the right to request a statement from the child's health care provider. If your child has been ill and taken to see a physician, please provide a note from the doctor that indicates when the child is safe to return to school. It is your responsibility to provide a doctor's note if your child has a communicable disease such as: COVID-19, measles, mumps, meningitis, TB, hepatitis, ringworm, chicken pox, salmonella, hand foot and mouth disease, etc. A child may be readmitted without a statement from a health practitioner only if the child has been absent for a period of time equal to the longest incubation period of the disease.

Please refer to our school's website for the most up-to-date list of symptoms, illnesses, and the helpful document, "How Sick Is Too Sick".

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities.
2. The child requires more care than program staff can provide, without affecting health and safety of the other children.
3. The illness is on the list of symptoms or illness or symptoms for which temporary exclusion is recommended.

Remember, the best way to prevent the spread of infection is through good hand washing.

Medication Policy

Most medications cannot be stored at the school or be administered by anyone other than a parent/guardian. Exceptions may be made for a child that requires medical attention that is documented in a doctor-approved plan. ACP staff is also authorized to administer medication required for asthma or life-threatening allergies.

Medications may be kept at school when presented with a doctor's note and full instructions for use (forms are available at the office). All medication must be in the original container and marked with the child's first and last name. Medication will be stored in a locked cupboard inaccessible to children.

Emergency medications (epi pens, inhalers, etc.) are stored in the classroom with a copy of the Emergency Care Plan. They must be accessible to teachers, but inaccessible to children and they always "follow the student." They are carried by the teacher any time the student leaves the classroom. Teachers who administer medications are trained and delegated by the Child Care Health Consultant.

Child Care Health Consultant (CCHC)

ACP has a registered nurse on call for consultation to promote health, wellness, and safety in child care settings. The CCHC trains, supports, and educates the preschool staff to ensure healthy and safe practices are followed in the preschool. Teachers who administer medications are trained and delegated by the Child Care Health Consultant.

Family Resources

A variety of resources are available throughout the school. A Family Resource Center is located in the preschool hallway just past the lockers. It contains current information gathered from a multitude of services with information about resources such as child development and learning, resources for special needs, food banks, child nutrition, health, mental health, family services, child care, respite care, expectant parents, day programs, home health care, medical, dental, hearing, vision, skills training, financial, low income housing, recreational, and vocational and transportation services.

The Family Resource Center also includes fun activity kits and books available for checkout. There are books with activities to do with your children like cooking, exploring nature, crafts and screen-free activities. There are also books on parenting, child development and Classical Christian Education. Activity kits include a variety of learning games, puzzles and books with special parent-child activity suggestions. They are designed with learning in mind and many of them have notes to show what your children are learning through the activity.

Service Coordination

If your child receives therapy outside of ACP, please notify the Preschool Director or Lead Teacher. ACP welcomes collaboration with therapists so that teachers can develop learning activities with appropriate adaptation and modifications to support the outcomes of each goal on the IEP/IFSP. ACP supports teachers of students who are receiving multiple therapies outside of ACP. The Preschool Director will review current IEPs and IFSPs to identify the classroom and parent goals and the goals of all therapists who are working with the child. If it is necessary, ACP will modify the

classroom curriculum for the individual child, including those with current IEPs and IFSPs. The Preschool Director will identify and communicate the classroom and parent goals and the goals of all therapists who are working with the child. Adaptations and modifications are included on the plan, along with a space for goal data collection. Learning activities are given to the teacher or paraprofessional to support the outcomes of each goal on the IEP/IFSP.

Safety & Security

Injury or Accident

All staff are trained in basic first aid and CPR. If a child is injured or becomes seriously ill, staff will provide care as indicated. If a child receives a major injury while at school, the parents/guardians will be contacted immediately. The decision will then be made whether the child needs to be picked up immediately. If a child receives a minor injury, such as minor cuts and scrapes, the affected area will be washed with soap and water, and a bandage may be placed on it. ACP is not allowed to place medication of any kind on the wound. The supervising staff will fill out an accident form to notify parents of the details, including how the accident happened, and what action was taken.

If an injury is serious and requires emergency care, 911 will be called immediately and the parent will be contacted. If the custody of the child is shared, both parents will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Preschool Director will make the decision concerning emergency care for the child.

Release of Children

Children will only be released to a parent/guardian or an adult designated on the child's authorized release form that is completed and signed by the parent or guardian. Each child must have at least one local person authorized (other than the parents), but two or more are recommended. If the authorized release individual is not able to pick up the child, the parents or guardians can call the Preschool Director and give verbal authorization to release their child to a person who is not listed on the release form. Anyone picking up a child who is unknown to the office staff or lead teacher will be required to provide a valid picture ID to verify their identity as someone authorized in writing to pick up the child. If someone who is not authorized attempts to pick up a child without the parent or guardian's consent, they will be referred to the Preschool Director. The director will call the parents/guardians to get their consent to release the child. If parental consent is not given, the Preschool Director will escort the person out of the building. The authorities will be contacted if they refuse to leave. Parents, indicate on your registration forms if there is someone to whom you do not want your child to be released. In the case of a custody issue, to keep a parent from picking up their own child, all legal documentation and custody papers must be provided to the school. This information will be communicated to your child's classroom teachers, but kept confidential in the child's file.

Prevention of Child Abuse

Augustine Classical Academy seeks to effectively partner with parents/guardians in educating children and to establish policies that promote the health and safety of all students in our care. Augustine Classical Academy abhors child abuse involving any child in any form in any setting. Because ACA believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31), the following strategies and policies have been put in place at our school to prevent child abuse, including physical, emotional, sexual abuse and neglect, to the greatest extent possible. These policies outline specific roles for the school and teachers as well as addressing appropriate touch, toileting guidelines and how the school will respond to allegations of neglect or abuse.

Definition of Child Abuse or Neglect

Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.

Role of Augustine Classical Academy in the Prevention of Child Abuse

1. Augustine Classical Academy (ACA) employs an adequate number of qualified staff to work with children and to provide adequate supervision of program staff and volunteers.
Rationale: Limiting the number of children for which each adult is responsible, and the overall group size helps staff to better meet the individual needs of each child. Teachers are better able to supervise all children and to recognize signs or changes in behavior that may indicate the possibility of abuse. Colorado Child Care Licensing recommends a maximum group size of 20 children for a mixed age group of 3 to 5 years old; ACA limits the class to 16 students with 2 teachers. Our Kindergarten and Grammar School classes currently have a maximum class size of 16 students without a teacher's aide.
2. Indoor and outdoor areas at ACA are designed to reduce the possibility of private, hidden locations in which abuse may occur. There are windows on doors, so you can easily see what's happening in the classroom. Any meeting between parent/guardian, staff and/or student must occur in a room with a window in the door or with an open door.
Rationale: Both indoor and outdoor areas can be set up and designed in such a way that provide opportunities for solitude while also allowing for unobtrusive adult supervision. Likewise, the school environment should be designed to reduce the likelihood that staff members, volunteers, or others have opportunities for hidden interactions with children.
3. All staff and substitutes receive preservice orientation and refresher training at regular intervals that includes but is not limited to (a) understanding what constitutes child abuse; (b) the discipline policy of ACA and appropriate guidance of children; (c) means of preventing potential abuse situations in group settings; (d) identification of signs of potential

abuse; and (e) individual obligations and procedures for reporting suspected cases of abuse.

Rationale: Individuals who work with children and their families are obligated to report any suspicion of child abuse to the appropriate authorities. Ensuring that staff members understand (a) strategies to reduce abuse, (b) potential signs of abuse, and (c) appropriate actions for reporting abuse helps reduce risks and meets legal obligations while minimizing the potential for false reports.

4. Since home and school must cooperate if the child is to progress satisfactorily, parents may visit school so they may see their child in an every-day school situation. Out of respect for the teacher and for planning purposes, we ask that visits are scheduled at least one day in advance. Please remember classroom visits are not the time for a conference with the teacher as the teacher is responsible for all students in the class. However, a child's classroom is not off-limits to the parents. *pur-of-the-moment* visits are acceptable, though parents must remain respectful of the teacher's agenda for the day, not be disruptive to the progress of the students, and understand that such visits may not be as profitable as scheduled visits. All visitors are to sign in at the office before going to the classroom.

Rationale: Access to the facility should be controlled, by requiring all visitors to sign in and sign out of the program area or to check in and out with the administrative office. Parents are welcome at the school.

5. Teachers are supervised by the Head of School, Preschool Director and/or Curriculum Director on an ongoing basis.

Rationale: In instances when a teacher or caregiver works primarily alone, periodic, drop-in visits by supervising personnel, parents, or others should be encouraged; such visits can reduce the isolation sometimes experienced by individual staff members.

6. ACA utilizes careful screening and recruitment practices to increase the likelihood of selecting appropriate candidates as staff, substitutes, or volunteers to work with children. These include personal interviews; verification of personal and professional references and education qualifications; criminal records checks; and affidavits attesting to history of conviction for abuse or other violent crimes. Preschool employees are screened through the Colorado Bureau of Investigation, Federal Bureau of Investigation and TRAILS. All other staff, administration and volunteers are screened through Verified Volunteers.

7. ACA monitors content accessed through our internet connection to ensure that inappropriate websites are not accessed.

8. ACA encourages and provides opportunities for family participation in school related events and activities.

Rationale: Ongoing program policies that strengthen partnerships with families can also help to minimize the likelihood of abuse in the program.

9. ACA provides families with resources, materials and educational programs on abuse and neglect. Examples include recommended books and calendar of upcoming child abuse prevention workshops.

Role of Teachers and Staff in the Prevention of Child Abuse

1. Teachers and staff actively supervise by sight and sound all students in their care.
2. Teachers and staff design classroom space (including outdoor space) to limit the possibility of private hidden locations.
3. Teachers and staff participate in preservice and refresher training to identify and prevent child abuse and to understand their role as a mandatory reporter.
4. Teachers and staff partner with families in the education of the student.
5. Teachers only release students to parents or legal guardians or those persons authorized by their parents or guardians in writing. Staff checks identification when authorized individuals are unfamiliar.
6. Teachers support and follow the ACA student discipline and guidance policy.
7. Teachers prepare accident reports in the event that a student is injured while at school.
8. Teachers recognize when it is appropriate and respectful to touch a student and teachers also respect students when they prefer not to be touched.
9. In accordance with Colorado Revised Statutes (C.R.S. § 19-3-304) teachers will report suspected child abuse or neglect by calling 1-844-CO-4-KIDS (1-844-264-5437).
10. Documentation of the report will be documented on the ACA Child Abuse or Neglect Reporting Form and maintained in the child's file.

Touch Policy

Healthy touch can edify and encourage a child; yet, inappropriate touch can cause distress and may be abusive. The goal of our touch policy is to create a culture where children are safe and staff and volunteers remain above reproach regarding interactions with students. Staff and volunteers shall observe the following guidelines:

- Touch should always be open and public rather than secretive or private. A hug given in a group is different from a hug given behind closed doors.
- Touch should be in response to the need of the child, and not the need of the adult.
- Touch should be age-appropriate and generally initiated by the child rather than the adult.

- Touch should be with the child's permission. If the child resists, the staff member shall respect the child's response and stop touching him/her.
- Touch should always communicate respect for the child. Adults should avoid doing things of a personal nature for a child that he/she is able to do for himself, including dressing, bathing, etc.
- Touch should not include violent behavior. Adults and other youth or children should not hit, slap, pinch, push, hold a child against his/her will, or in any way assault a child.

The following signs of affection are generally appropriate within specific contexts:

- verbal praise; side hugs; shoulder to shoulder hugs; pats on the shoulder, back, or head (when culturally appropriate).
- for smaller children, touching hands, faces, shoulders, and arms; placing your arm around the child's shoulders; hugging or holding the child when others are present.

The following behaviors are inappropriate or may be perceived as inappropriate; therefore, staff and volunteers shall refrain from:

- touching a child's buttocks, chest, genital area, or thighs;
- showing affection in isolated areas or when alone with a child;
- making comments that relate to physique or body development;
- making flirtatious or seductive looks (even in a joking way);
- showing any form of affection that is unwanted by the child;
- showing sexually-suggestive videos or playing sexually-suggestive games with a child;
- engaging in any behavior that could be interpreted as sexual in nature;
- making or participating in jokes that are sexual, degrade other people groups, or cut down fellow students.

In general, as a rule grammar school and upper school male staff and volunteers shall refrain from touching female students with the exception of a medical emergency. Likewise, grammar and upper school female staff and volunteers shall refrain from touching male students with the exception of a medical emergency.

Adult staff, volunteers and administration shall observe each other interacting with students and hold each other accountable by pointing out any action or comments that may be misinterpreted. It is appropriate to gently confront someone whom you believe is behaving in a way that could be interpreted as inappropriate.

Child Abuse Reporting

If child abuse is suspected, it must be reported immediately via the hotline:
(844) CO-4-KIDS

You may also contact the Jefferson County Department of Human Services:
900 Jefferson County Pkwy.
Golden, CO 80401
(303) 271-1388

Emergency Procedures

Parents must keep the school informed of current phone numbers where they or the child's emergency contact can be reached. When your child is in class, someone must always be available to receive a call from the school in case of an emergency.

In the event of an emergency, all staff and students will follow relevant internal procedures and guidelines for responding to a variety of situations that may occur at Augustine Classical Academy, such as fire, tornado, or severe weather. These include lockout, lockdown, evacuation, shelter, and hold procedures. Staff and administrators are trained to respond to these situations. The school practices emergency responses at designated times throughout the year, and school leadership will regularly review and update the response plans.

Should it become necessary to evacuate either campus facility, the following protocols may be in effect:

If the building is not safe, parents will be called to pick up their children at Belmar Church. The address is: 460 S. Kipling St., Lakewood, CO 80226. If you are not able to contact the school at (720) 446-6286, you may call the Belmar Church office at (303) 986-5500.

Lost Child

Children are actively supervised at all times during school. However, in the unlikely event that a child is missing, the following emergency plan is put into effect: The staff will thoroughly search the school and grounds for the child. After ten minutes, the parents/guardians and the police will be contacted. All available staff will search the area surrounding the school and follow the directions of emergency personnel.

Supervision & Protection of Children

Discipline

Augustine Classical Preschool uses a respect-based policy for behavior expectations. The children are expected to:

- Respect God
- Respect authority
- Respect others
- Respect property

ACP uses positive behavior support and developmentally appropriate guidelines. In challenging situations, teachers will use positive guidance, redirection, and logical/natural consequences. For example, a student may be asked to take a break from the group until he/she is ready to demonstrate appropriate behavior. If a child displays a pattern of negative behavior or has a serious behavior issue, an appointment will be made with the parents to discuss and develop a plan for the child in the classroom.

Recalls

The Preschool Director regularly receives emails updating the school on current recalls for toys. The staff regularly checks the equipment for safety.

Supervision of Children

The classroom teacher is responsible for and actively supervises the children at all times. If for any reason the teacher must leave the room, responsibility will be delegated to another staff member until the teacher can return to the class. Children are supervised at all times, in and out of the building. They are monitored as they go in and out of the restroom. A teacher may stand at the door of the restroom to be sure that all children are safe and following the appropriate behavioral expectations.

Field Trips & Transportation

Optional field trips may be scheduled on Fridays throughout the year, and parents are asked to drive their own child and meet the group at the field trip location. (Teachers/staff are not authorized to transport children.) For these field trips, parents assume all responsibility for their child both to and from the field trip location as well as the time spent at the location. If a student has routine or emergency medical needs that need to be addressed while on the field trip, it will be the parent's responsibility to provide this care. For example, parents are responsible for bringing epi pens, inhalers, or other medications that their child might need. If the parent is unable to accompany their child on a field trip, they may designate another adult (e.g. family member or friend) to assume the responsibility for their child during the field trip.

Media Policy

ACP classes do not watch television or movies. Given the short amount of time in class and the extensive resources available in books, pictures, art, and the outdoors, school administration does not feel that television or movies are necessary for any reason during the school day. Music will regularly be played, including classical, Christian, jazz, hymns, and other age-appropriate genres.

Complaint Procedures

ACP is licensed as a large child care center by the Division of Child Care, Colorado Department of Human Services and the Colorado State Department of Licensing. Parents have the right to file a complaint with the State Licensing Department. If a concern is not resolved at school, contact Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., First Floor, Denver, CO. 80203-1714. Telephone (303) 866-5700. For reference, ACP's license number is 1670733.

Withdrawal or Dismissal

If you plan to withdraw your child from preschool, please give a written notice of two weeks to the Preschool Director. Tuition paid to date is not refundable. All fees through the dates communicated in the tuition agreement are required to close the student's account.

Our wish is that the preschool experience is a happy time for your family and your child. In the unlikely event that it becomes necessary to dismiss your child from the program, a conference with the teacher, Preschool Director, Head of School, and parent/guardian will take place before any final decisions are made.

Refusal of Continuing Enrollment

ACP reserves the right to refuse re-enrollment for the following reasons:

- Student conduct that is detrimental to the ACP student body; and over the course of 3 months or more, the student refuses to come under the authority of the school.
- Lack of parental support for the philosophy, policies, and/or staff of ACP.
- Non-payment of tuition.
- We cannot meet the needs of a child with our current staff and staffing patterns.