



# **Parent Handbook 2023-2024**



Dear Parents,

Welcome to Har Shalom Preschool (HSPK) and thank you for choosing our program for your child's early education. We look forward to an inspiring 2023-2024 school year with your family. Our teachers are passionate and devoted to their meaningful work as guides during your child's learning journey.

We are providing this handbook to introduce you to the key components, policies, and procedures of HSPK. We hope this helps familiarize you with our offerings. There is a great deal of information in this handbook. Please know that we are always available to answer your questions and to communicate with you about your child's school experience. Education of "*shalomies*" is at the heart of our community.

We appreciate the daily work you do as parents and value our partnership in supporting your child's path in their early growth and development.

B'Shalom,

Jamie Carta, Director

## Table of Contents

<b>HSPK Mission Statement</b>	<b>5</b>
<b>Admissions Policies</b>	<b>6</b>
<b>Tuition and Fees</b>	<b>6</b>
Universal Preschool Colorado	7
Withdrawals	7
Late Pick-Up Fees	7
<b>General Schedule &amp; Program Information</b>	<b>7</b>
Jewish Holidays	8
Specials	8
<b>Getting Started</b>	<b>8</b>
Parent Orientation & Family Picnic	8
Your Child's File	8
<b>Daily Transitions</b>	<b>9</b>
Drop Off Procedures	9
Pick Up Procedures	9
<b>During the School Day</b>	<b>10</b>
Visitor Policy	10
Daily Schedule	10
Television and Video Viewing	11
Snacks and Lunches	11
Rest Time for Full Day Children	11
Toileting Assistance	12
Clothing	12
Show and Tell	13
Birthdays	13
Outdoor play	13
Family Conferences	14
<b>Parent Involvement</b>	<b>14</b>
<b>Health and Safety Procedure and Policy</b>	<b>14</b>
Criteria for Illness	14
Procedure for Illness	15
Procedure for Covid	15
Procedure for Accident/injury	15
Medication Administration	15
Immunizations	15
Allergies	16
Health Care Plan	16

<b>Cleanliness and Safety Precautions</b>	<b>16</b>
Choking Hazards and Sharps (scissors)	16
Outside Safety	17
<b>Classroom Culture</b>	<b>17</b>
Guidance in the Classroom	18
Teacher support	18
Biting/Hitting/Spitting	18
Repeat Disruptive Behaviors	19
Policy and Procedure for Possible Professional Evaluation of a Child	19
<b>Reporting Child Abuse or Neglect</b>	<b>19</b>
<b>Closings &amp; Emergency Procedures</b>	<b>20</b>
School Closures	20
Emergency Procedures	20
<b>Important Har Shalom Preschool</b>	<b>22</b>
<b>Contact Information</b>	<b>22</b>

## **HSPK Mission Statement**

Har Shalom is a Jewish, Montessori-Inspired school that celebrates diversity and welcomes families of all cultures and backgrounds. Children are empowered to discover, inquire, and investigate in an environment that nurtures the joy of childhood and guides the development of well-rounded skills. A solid early years' foundation of social-emotional awareness and academic preparedness is cultivated to provide a strong beginning for children as they move into the elementary years.

## **HSPK Philosophy Statement**

The Montessori individualized approach honors and supports each child's learning journey. We complement the Montessori method with a combination of research-proven philosophies that include Play-Based and Reggio Emilia. This broadens experiences for our multitude of learners and their individual learning styles. The multi-age environment provides a variety of avenues for both independent and interactive engagement. Learning from others aids skill development for effective problem-solving, role modeling, communication, collaboration, and mentoring.

## **Values**

- We follow the child. Teachers support your child's learning by understanding where they are developmentally and provide appropriate lessons for engagement.
- We value nature, the outdoors, and model stewardship.
- We respect family in all of its forms and provide community gatherings to support and celebrate one another.
- We value music, yoga, and the arts as pathways to learning.
- We practice Montessori Methodology as well as integrate additional research-proven philosophies, such as Play-Based and Reggio Emilia, respecting each child's learning style and path.
- We celebrate diversity and cultures across the globe.
- Judaism is celebrated in a developmentally appropriate manner. We welcome Shabbat every Friday, celebrate Jewish holidays, and practice mitzvot (good deeds) in everyday living.
- Children are expected to value their own and one another's humanity.

## **Admissions Policies**

HSPK values diversity in our student population. We do not discriminate based on family structure, race, religion, color, sex, creed, disability, political persuasion, national origin, or ancestry. We find that our community is enhanced when it includes children and families with diverse ethnic and cultural identities as well as a variety of family structures.

Our classrooms are a mixed age group ages 2 ½ to 6 years old. Children must be 2.9 years old by August 15th of 2023. No exceptions will be made on this policy.

Members of Har Shalom Center for Jewish Living, alumni HSPK families, and currently enrolled children are given priority for admission. Enrollment begins in January for the upcoming school year.

When significant concerns are indicated by the parent or guardian for an individual child's early development or educational progress, we will meet with family to discuss strategies for making reasonable accommodations in compliance with the Americans with Disabilities Act. When deemed appropriate, we will refer families to Child Find, to seek further evaluation and support through the local school district. We collaborate with families to provide reasonable accommodations to meet the child's needs and to integrate the child with peers who do not have disabilities or developmental delays. We admit children into our program on a case-by-case basis, hoping to support children to find the best early child care venue for their individual needs, growth, and development.

<https://www.psdschools.org/programs-services/integrated-services/child-find>

## **Tuition and Fees**

Tuition is based on registration for the academic year. Tuition is payable in advance on a ten-month schedule and is due the first of each month, beginning August through May. Tuition payments are scheduled monthly for ease of payment and must be paid in full regardless of attendance, school holidays, illness, and family vacations.

If tuition is not current, the director will contact you to make arrangements for payment. There will be a two-week period allowed to catch up on the arrears. After that period your child may be removed from the program. This is to ensure a fiscally sound program.

Morning: 8:30-11:30am

5 days/week: \$530/month

Full Day: 8:30am-2:30pm

2 days/wk T-Th : \$495/month

3 days/wk MWF: \$703/month

5 days/week: \$882/month

Full Day with Aleph-Bet\*

2 days/wk T-Th: \$675/month

3 days/wk MWF: \$968/month

5 days/week: \$1307/month

**Other fees**

- Registration fee \$50 year (due with pre-registration)
- Jumpstart \$75 due in August (2 day program for new children)
- Materials fee \$150/year (due in September)
- Late Pick-up fee \$5 for every 5 minutes late (applied to next months bill)

## Universal Preschool Colorado

Our program participates in Universal PreK (UPK). UPK ensures that every child in the year before they are eligible for kindergarten is eligible for 10 or 15 hours of state-funded, voluntary preschool beginning in the 2023-24 school year. <https://cdec.colorado.gov/universal-preschool-colorado> Please contact Har Shalom's Preschool Director for more information.

## Withdrawals

If it becomes necessary to withdraw a child, notice must be given two weeks in advance. Tuition will be charged for two weeks after the date of notification or withdrawal. No withdrawal credits are given for the month of May. Initial enrollment is for the entire school year. Registration and other fees are non-refundable.

## Late Pick-Up Fees

Morning pick-up time is 11:30 am and afternoon pick up time is 2:30 pm. Please be prompt for pick up as staff has duties to attend to in the classroom. *If you will be late, please notify the Director at 478-256-5314 or the Main Office 970-223-5191 so we can reassure your child.* A fee of \$5 for every five minutes will be applied to your bill if you are late. Thank you for respecting our teacher's time.

## General Schedule & Program Information

HSPK closes for most Jewish holidays on the reform calendar and closely follows the Poudre School District calendar. School begins the third week in August and ends the fourth week in May. We try to align with the Poudre School District as much as possible.

### **We will be closed for these holidays in 2023/24:**

September 7	Labor Day – all programs closed
September 25	Yom Kippur – all programs closed
October 6	Sukkot - all programs closed
November 20 - 24	Fall Break - all programs closed
December 8	Chanukah Party - 11:30 early dismissal; Aleph Bet Club special hrs 11:30-5:30
December 25- January 8	Winter Break (teacher work day on January 8th)
January 15	Martin Luther King Day – all programs closed
February 19	President's Day – all programs closed
March 11-14	Spring Break – all programs closed
March 22	Purim Party - 11:30 early dismissal; Aleph Bet Club special hours 11:30-5:30
April 19	Passover Seder - 11:30 early dismissal; Aleph Bet Club special hrs 11:30-5:30
April 22	Passover first day – all programs closed
April 30	Passover last day - all programs closed
May 23	Last full day of school



## **Jewish Holidays**

Jewish holidays are celebrated in developmentally appropriate ways and include traditional blessings.

Shabbat is celebrated every Friday with a short child centered sing-along and the traditional three blessings over candle lighting, wine (grape juice), and child braided fresh Challah bread (the dough is purchased at Great Harvest Bakery). Families take turns bringing in fruit on Friday mornings to serve with the challah.

Rabbi Sally Finestone oversees the Jewish aspect of our curriculum. To learn more about Jewish Holidays, please visit My Jewish Learning: <https://www.myjewishlearning.com/category/celebrate/>

We do not celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, or Easter at our school.

## **Specials**

Yoga & Music Specials begin in September. Each classroom has a 30 minute yoga class and music class each week.

## **Getting Started**

Please note: Our doors are always open to all enrolled families. Parent(s) or guardian(s) have access to their children and all licensed areas of the preschool at all times during our business hours for any duration of time.

## **Parent Orientation & Family Picnic**

The parent orientation is scheduled in August on the Monday evening prior to school beginning. This orientation is required for families. The purpose is to introduce our policies and procedures and to answer questions. It is an opportunity to meet other families as well. All family members are welcome to attend our pre-school family picnic. The classroom and outdoor environment are available for exploration.

## **Admissions Forms**

All admission forms must be complete, signed, and dated prior to the first day of school. Health forms and current immunization forms must also be on file before school begins. Children may not attend school without the required paperwork on file. Admission forms and a link to the required health assessment form can be found via this link: <https://harshalompreschool.org/admissions-forms/>

Make a note on the release form in your child's enrollment packet of adults who have permission to pick up your child. If a new person will be picking up your child who is not yet on the release form please write, sign and date a note with the new adult's name and permission. We check identification when a pick up person is unfamiliar to teachers.

## **Absences**

Please email your child's lead teacher and the director if your child will be arriving after 9:00 am or if they will be absent (please note the reason for the absence in the email: personal, vacation, illness, appointment, etc.) this helps teachers in planning for the day and staffing.

## **Daily Transitions**

### **Drop Off Procedures**

To facilitate your child's daily transition into the school environment, please make conversations brief and positive. Each child should feel that going to school is a normal part of their growth and that school is an extension of their home life.

The State of Colorado mandates parents/designated adults to sign their children in & out of school each day. Please sign your child in each morning. Make a note if someone else will be picking up your child, if you are picking up early, and/or if you have any other information to share with the teachers.

Most mornings, after placing your child's belongings in their designated cubby, you and your child will go outside to the playground where you will greet your child's teacher and sign your child in for the day.

During inclement weather you will enter the building and sign your child in for the day using the form on top of the cubbies. A teacher will greet your child at the classroom door and assist with the transition.

If you have a question for your child's teacher that you know will require more time than drop off allows, please know we are available by phone, email, or to meet after school hours to discuss any concerns you might have. *If there is important information your teachers need to know, please note this on the sign in sheet or send your teacher an email (please cc the director if the information is urgent).*

### **Pick Up Procedures**

Children will be lined up along the black fence adjacent to the parking lot for pick up. Once you sign-out your child, a teacher will call your child by name for dismissal. Staff will open the gate and release your child to your care. We require parents to hold their child's hand in the parking lot until you reach the car for safety measures.

If your child is not picked up at the designated time, staff will call parents or the designated adult. If parent(s)/designated adult are unable to be reached, staff will call an adult who has permission to pick up your child from the child's release form on file.

**Security at Pick Ups.** It is your responsibility to inform the Director if there is an individual who may NOT pick up your child. That information will be kept in your child's folder. Please include a photograph of said individual.

**Non Custodial Parents.** We require written legal documentation of the non custodial parent's visitation rights, including days and hours of the visitation. This documentation must be on file for staff to release the child to their non-custodial parent.

**Substance Use.** If an adult who is authorized to pick up a child presents as under the influence of a mind altering substance (e.g. staff can smell alcohol or marijuana), the staff at Har Shalom may consider the child in a situation of "potential threat." A "potential threat" in this case means the possible exposure to harm or injury. In such a case, other arrangements may be made by the Director for the child to be picked up in this circumstance.

**Emotional Distress.** If an adult who is authorized to pick up a child presents in a distressed emotional state, the staff at Har Shalom may consider the child in a situation of "potential threat". A "potential threat" in this case means the possible exposure to harm or injury. In such a case, other arrangements may be made by the Director for the child to be picked up in this circumstance.

## **During the School Day**

### **Visitor Policy**

All visitors must sign in and check in with the Director before entering the classroom(s).

### **Daily Schedule**

#### **Typical Morning Routine**

8:30 Arrival and Greeting (outdoors unless inclement weather)  
9:00 -10:30 Work Cycle (children engage with materials, small group, & individual lessons)  
Snack area is open  
10:30 Potty Time  
10:45 Story Time  
11:00 Outside Play  
11:30 Parent Pick Up for Morning Children

#### **Morning Routine with Music or Yoga**

8:30 Arrival and Greeting (outdoors unless inclement weather)  
9:00 -10:30 Work Cycle (children engage with materials, small group, & individual lessons)  
Snack area is open  
10:00/10:30 Music or Yoga (one classroom will have specials at 10am, the other at 10:30)  
11:00 Outside Play  
11:30 Parent Pick up for morning children

#### **Typical Afternoon Routine**

11:30 Return inside, hang up jackets, potty/hand washing, set lunch table  
11:40 Lunch. Children recite a blessing over lunch & then eat lunch.  
12:15 Lunch Clean Up. Children repack lunch boxes, return lunch box to cubby, clean eating area, sweep floor under eating area  
12:20 Rest, quiet time or nap on rest mats.  
1:00 Work Time. Completing AM work or begin new activities or on-going projects  
2:00 Outside Play  
2:30 Parent Pick Up

### Typical Aleph-Bet Club Routine

2:30	Bathroom/hand washing, snack & story
3:15 - 4:15	Outdoor curriculum and games.
4:30	Story, project of the day, manipulatives & games, fruit or vegetable snack available
5:30	Last parent pick up

### **Television and Video Viewing**

At HSPK, we do not watch television during the school day. We do believe that when used wisely, technology can support learning and relationships (in line with a STEAM curriculum mindset). We provide children with a wide range of opportunities to be creative producers, and not passive consumers, of technology. For this reason, you will see technology used in ways that promote interactive experiences with people and the environment, and to gain information about interests that might be the spark for a project (such as using the iPad to look up photos of an insect we are curious about, or to find information that answers a child's question about a subject they are interested in) .

### **Snacks and Lunches**

**Vegetarian, nut free lunches** are brought from home. A list of ideas for packing a vegetarian lunch will be distributed to all HSPK families. A staff member sits with the children during lunch. Children may not share lunch foods.

Nutritious snacks are offered in the morning and afternoon. Fresh fruits, vegetables, and whole grain products are provided during snack time. We follow the "clean fifteen and dirty dozen" list for fruits and vegetables. When economical, we prefer to purchase organic food. Water is served with snacks.

If your child has food allergies, we will ask you to provide snack alternatives. We cannot meet the needs of gluten-free foods and ask parents to provide gluten free options for daily purposes and special events.

Please limit sweets and include healthy choices. Candy may not be brought to school. Ice packs and hot/cold containers should be used to keep food cool or warm. We ask that children do not bring foods that need to be microwaved.

Children are expected to bring a reusable water bottle to school each day. The water bottle will be sent home at the end of each day to be washed and returned the following school day.

### **Rest Time for Full Day Children**

Per licensing regulations, if a child is at school longer than four hours, children must rest on their mats. Children will not be forced to sleep. Please send the following in a standard size pillowcase: a thin lightweight blanket, fitted crib sheet, and one small lovie (optional). The room is darkened, teachers read stories and/or quiet music/stories are played. Families will bring their child's bedding home at the end of each week (Thursday/Friday) to be laundered and return the bedding to school the following Monday/Tuesday.

## **Toileting Assistance**

Children do not have to be fully potty trained to attend HSPK. We do ask families to bring flushable wipes and pull ups if their children are in the process of being potty trained. We have observed that many children learn to use the toilet quickly after beginning preschool because our classes are mixed ages and they tend to want to be like the big kids and go in the potty instead of a pull up.

If your child will need help using the toilet, pulling clothing up and down, or wiping at school, please inform the lead teacher of their needs. We ask you to let your child know that the teachers will be here to help at potty time, just as you help them at home. If you have a specific "flushable wipe" that you use, feel free to send it to school. We will store the wipes in your child's bathroom cubby. We want the children to be comfortable physically so that they may enjoy their school day.

Please let teachers know if your child wears a pull up during nap time and we will assist with this.

## **Clothing**

Please have your child come to school in comfortable, washable play clothing as we often use art materials that may get a little messy at times, and the children enjoy playing freely in the digging area while we are outdoors. Children should wear closed toe shoes that are easy for them to take on and off. Please provide simple clothing that is free of complicated fastenings. Avoid belts or overalls unless your child can manage these independently.

Colorado Weather is unpredictable, so please have your child dress in layers with easily managed shoes, boots, jackets, and winter outerwear. Ideally, label your child's name in clothing, especially outerwear.

As a Montessori inspired preschool, children are encouraged to wear "indoor shoes" in the classroom. Indoor shoes that work well are: slippers, cros, flexible soled slip-on shoes, or any shoes that are comfortable and easily changed into/out of during transitions.

**Please provide a seasonally appropriate change of clothes for school:** shirt, pants/shorts, socks, and at least two pairs of underwear. Please label this change of clothing.

## **Super Hero, Princess, Marketing Intensive Clothing and Lunch Boxes.**

Do not send children to school in superhero or princess themed clothing. This can create a distraction or acting out (characters) behaviors. Avoid such marketing when purchasing lunch boxes as well. If a child arrives in media influenced clothing, we will use their extra outfit to change them. We appreciate the effort parents make to keep our school free from the marketing influences. Thank you, it makes a difference in the classroom culture and social interactions.

## **Toys**

Please keep toys at home. Lost or broken items create difficulty for the child that is best avoided.

## **Show and Share**

We do not have specific "show and share" days at school. We encourage sharing in an ongoing manner, and we do not schedule a specific time for it. We find the process is much more organic when it is emergent. We welcome treasures, stories, and photos from nature, geographic regions, cultural items, pictures, and learning items (no commercial tv characters/toys).

## **Birthdays**

We celebrate birthdays at HSPK. If your child has a summer birthday and you would like him/her to do a ½ birthday or celebrate the birthday at the end of the school year, please let us know.

Our standard celebration is a wonderful experience for your child. The children sit in a circle on the line. The birthday child is asked if they want to wear our birthday crown or cape. In the center of the circle, we put a candle, (representing the sun) and light it. The birthday child holds a soft stuffed globe and walks around the sun for each year of their life. While they are walking their peers are singing: "The earth goes around the sun, the earth goes around the sun. It takes one year, that's twelve months here. The earth goes around the sun."

After the appropriate number of walks around the sun, the children sing "Happy Birthday" in both English and Hebrew. Next the children give their birthday wishes to the birthday child. Finally, we celebrate with a special snack. We ask parents not to bring any snacks or treats from home. Families are welcome to donate a book in their child's honor to our school library as a way to commemorate their birthday. Parents are welcome to join us for their child's birthday circle.

## **Outdoor play**

HSPK provides many natural play spaces within our outdoor area including:

- Digging area, mud kitchen, building, imaginative play.
- Boulder climbing: scramble, jump on and play in the boulder area.
- The hills are used for rolling bodies or balls or trucks and for sledding in the winter months.
- Strollers, dolls, balls, trucks, wheel barrels are available for play.
- Trikes for riding on the pathways.
- We encourage children to explore leaves, pinecones, insects, dirt, rocks and any natural element they are curious about.
- Swing set play.
- Large grassy area perfect for playing soccer, running, big body movement and games.

We will keep children and staff inside if any air quality alerts are in effect according to the National Weather Service.

**Children go outside daily unless the temperature is below 20 degrees or in excess of 100 degrees. During winter months, please make sure your child has clothing appropriate for the weather including a hat, mittens/gloves, warm coat, and boots.**

## **Family Conferences**

**Fall.** A casual meeting to learn about your child, your goals and to answer questions or concerns.

**Spring.** This meeting reviews the observations that staff have made over the course of the school year as it relates to your individual child. Parent(s)/Guardians receive a written report reflecting their child's growth and development.

Any time a parent would like to conference with a teacher, we are happy to schedule a time to do so.

## **Parent Involvement**

Parent involvement is actively encouraged at Har Shalom Preschool. One way parents can become involved is through participation in the HSPK Parent Committee. This is a forum for parents to communicate ideas, discuss issues, and provide support to the director and teachers. The parent committee coordinates several "parent's night out" events as well as casual get-togethers with HSPK families during school breaks.

Families are presented with the opportunity to sign up to bring flowers into the classroom once or twice a year. Children love to participate in the Montessori inspired flower arranging lesson when it is their turn to bring flowers, and the arrangements are then put on tables/shelves throughout the classroom during the week which brings color and beauty to our learning spaces.

Additional ways you can become involved might include sharing your culture, participating in a circle time activity, bringing in a musical instrument to play, or reading to the children at morning meetings. Please reach out to your child's lead teacher if you are interested in participating in this or any way.

## **Health and Safety Procedure and Policy**

HSPK's Nurse Consultant assists us with any questions or concerns, consults with us regarding health issues, nutrition, safety, growth and development of young children, and rules and regulations in the State of Colorado pertaining to health and safety issues. We utilize the guidelines outlined by the State of Colorado Department of Health and Environment in regards to illness protocols in a child care setting. [DEHS\\_ChildCare\\_How\\_Sick\\_Is\\_Too\\_Sick\\_vs2022.pdf - Google Drive](#)

### **Criteria for Illness**

- Elevated temperature of 100.4 degrees or higher.
- Intestinal discomfort with diarrhea or vomiting.
- Any undiagnosed rash or sores.
- Sore or discharging eyes, conjunctivitis, or pink eye.
- Profuse thick yellow or green nasal discharge.
- Sore throat with fever or severe cough/wheezing.
- Head lice.
- Other communicable conditions determined by staff on an individual basis.

**Procedure for Illness**

If your child becomes ill at school, they will be isolated and parents will be notified to pick up within one hour. The ill child will be with an adult for comfort and caretaking. Please notify the school if your child develops a contagious disease. We will inform parents via email there has been said illness at school. Names and personal information are confidential.

Please note, if your child is too sick to go outside, your child is too sick to be at school. Also, if your child is sick enough that he or she needs a parent's care, please provide him or her with that care.

**Notify us immediately by emailing the director ([hspk@nocoharshalom.org](mailto:hspk@nocoharshalom.org)) if your child has been diagnosed with a communicable disease and will be absent.**

**Procedure for Covid**

HSPK is committed to regulatory compliance and the safety of our school community. If there will be special health guidelines and procedures to follow due to Covid-19, we will keep parents informed.

**Procedure for Accident/injury**

Staff are authorized to clean wounds with soap and water and apply a bandage. Bumps will be treated with ice, TLC, and observed closely. If there is a serious injury, parents will be notified immediately. In the event of a medical emergency, staff contacts 911. CPR, First Aid, and Standard Precautions courses have been completed by all staff members.

**Medication Administration**

State law requires medication to be in the original container that shows the child's name, prescription number, name of medication, date filled, physician's name and directions for dosage. An authorization form is required from your physician if your child will need either a prescription or over the counter medication administered during school hours. Medications are stored out of children's reach.

Topical preparations used for prevention on unbroken skin, including but not limited to petroleum jelly, diaper rash ointments, sunscreen, and lotion shall be administered to children with written parental authorization and according to manufacturer's label instructions.

**Immunizations**

A current medical statement and immunization report is required to be on file. Children may not attend school without this paperwork. HSPK requires students to be in compliance with Colorado's Required Immunization Schedule.

If a child has an allergy or illness to a particular vaccine that would endanger their life and/or health or is otherwise medically contraindicated that prevents required vaccinations, a medical exemption signed by a licensed physician must be on file. Parent(s)/Guardian of children on a delayed Immunization schedule must provide a written plan for required vaccines (created by a licensed physician). This delayed or in process plan will be carefully reviewed by our nurse consultant and must follow recommended "ACIP" catch up guidelines. In the event of an outbreak of disease against which immunization is required, no exemption or exception from immunization shall be recognized and exempted persons will be subject to exclusion from school and quarantine at the discretion and recommendation of our nurse consultant.



## **Allergies**

Parents at the start of each year must submit all known allergies. In the case of food allergies, please provide a substitute snack as needed. We are a nut free campus and ask that all families respect this when packing lunches to keep children with allergies safe.

**Life threatening allergies: ( e.g. food allergies, insect bites)** Together we develop and review a written prevention plan with assistance and guidance from our nurse consultant. The plan will identify the measures necessary to provide a safe environment for the child. Make sure the child understands the prevention plan and educate them in self management of the allergy to the extent the child is able to understand.

If your child has an allergy, please present the Director with a “Health Care Plan with Emergency Treatment and Directions” signed by the child's physician. Provide the school with written medical documentation and medications for the child (must have the original prescription label with the child's name or be in the original box with dosing instructions appropriate for the child's age). Parents are responsible for updating medications as they expire.

## **Health Care Plan**

A health care plan is a document authorized by the child's health care provider and parent defining the interventions needed to care for a child who has an identified health condition or developmental concern including but not limited to: seizures, asthma, diabetes, severe allergies, heart or respiratory conditions and physical or emotional disabilities.

## **Cleanliness and Safety Precautions**

Children wash hands with soap and warm running water at drop off, when returning to the classroom from outside, before/after meals and snacks and after toileting. Staff must wash hands upon arrival in the classroom, before and after handling food, after assisting with toileting or after wiping bodily secretions from a child with a disposable tissue. Wet/soiled clothing shall be changed promptly from an available supply of clean clothing. Rest mats, sheets, cloth napkins, cloth polishing rags etc. are washed when soiled. The teaching staff wash and sanitize tables several times daily.

Commercial cleaning including vacuuming, bathroom cleaning, and trash removal is done daily. Single use disposable gloves are worn if there is contact with blood-containing body fluids or tissue discharges. Hands are washed with soap and water after the removal of gloves. Gloves are discarded in plastic bags. Our dishwasher has been inspected and approved by the Larimer County Health Department for use.

## **Choking Hazards and Sharps (scissors)**

The Montessori philosophy uses materials which are small and considered a chokable size as well as child size scissors that are considered a sharp object for children under age 3. We submit a waiver request from the state to use these materials, if you have concerns please contact the director.

## **Outside Safety**

The staff of Har Shalom Preschool does not transport children in personal cars for school purposes. HSPK does not go on fieldtrips.

## **General Safety Rules**

- Hold your child's hand in the parking lot.
- Do not park by the pick up area.
- Running inside is not allowed.
- Parent supervised playground use only.
- Gates must be kept closed.
- No climbing on fences.
- Sand, rocks and sticks are not for throwing
- Provide your child with stranger safety messages.
- Be aware and alert to cars in the parking lot, always walking with your child. When driving continuously check for children near your vehicle.
- Swing Set: children may not enter the safety zone surrounding the swing set when swings are in use.

Thank you for keeping all of our Shalomies safe.

## **Classroom Culture**

The Montessori concept of discipline is an "inner discipline"; self control which the child develops through purposeful activity, communicative tools and guidance/mentoring for teachers and friends. The HSPK classroom environment provides each child with the opportunity to develop inner discipline as they grow and develop social skills. Our goal is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff.

In the classrooms your child is given freedom to choose work, form friendships and set their own pace. The expectation for teachers and children is that we treat each other, materials, and the environment with respect by using:

- Kind words
- Calm voices
- Safe bodies
- Listening ears
- Open Hearts

Examples set forth by the teacher(s) are positive, consistent, and developmentally appropriate from the beginning of the school year. The teacher is responsible for clearly outlining classroom agreements and gently reminding children of expected behavior throughout the day. The teacher always leads with empathy, using a soft tone of voice in the classroom and outdoors, in an effort to help children develop and maintain a love of school, strong self-esteem, and inner discipline. Often a child is given a choice, "You can do this...or this..." with both choices being acceptable to the teacher.

## **Guidance in the Classroom**

We never use physical punishment at Har Shalom Preschool. Discipline should come from within the child. Teachers guide children to develop the skills to settle their own disputes using Montessori peace curriculum where a silk, yellow rose is used in the classroom much like a talking stick for the students to take turns sharing their feelings and resolving their differences.

Teacher support and immediate action are required when the child shows difficulty self-regulating (child's energy level is not matching the task at hand, despite redirection and support) and they are harming themselves, others, or classroom materials.

Failure to adhere to behavioral expectations has direct and consistent consequences. When teacher intervention and action are required, they are handled in the following ways:

### **Teacher support**

1. Teacher observes behavior.
2. Teacher discusses behavior of concern with the child, in an age-appropriate manner, toward the goal of having the child recognize acceptable choices and self regulate.
3. If undesirable behavior persists, the teacher states the problem and asks that it cease. This ensures that the child understands which behavior is unacceptable.
4. Teachers consistently model conflict resolution tools for the children.

Families are expected to support the culture of the preschool at home and in the school setting by modeling appropriate interactions when resolving conflict.

If a child, with teacher support, is unable to establish self-control and regulate, they may be removed from participating in the activity or situation. Harming another child, a teacher, or classroom/outdoor materials is always unacceptable. When a child harms a peer or teacher, attention is given first and foremost to the "victim". When appropriate, we ask the "hurter" to see if they can help the person they harmed in any way. Sometimes the harmed person wants an ice pack, a drink of water, space to be alone, or an apology. If materials or equipment are mistreated, we ask the child to put them away then engage the support goal to "try again tomorrow." If a child would benefit from support from an adult to stay within behavioral boundaries, they may be asked to stay 1:1 with the director for a period of time until they are regulated again.

If a child repeatedly exhibits behavioral disruption or violations of classroom rules, a meeting with parents will be scheduled. An action plan will be formulated with staff and parents to support the child's behavioral growth and development. Our first priority is safety for everyone at our preschool. If a child hits or physically harms a teacher, the parents will be contacted and the child will be sent home for the day.

### **Biting/Hitting/Spitting**

If a child bites a peer or teacher, hits a teacher, or intentionally spits on peers or teachers at school, our response will be as outlined above in the classroom setting. It is our policy to also call a parent/guardian to come to school to pick up a child that has bitten, hit or spit, more than once during

the school day. The child that has intentionally bitten, hit, or spit, and is showing struggling in regulating their behavior will wait with the director or a staff member for their parent/guardian's arrival. We ask parents to understand that our immediate response of sending the child home is to create a clear and strong boundary around biting, hitting, or spitting behaviors. Children have the right to feel safe at school, therefore we quickly respond to assure the children and the biter/hitter/spitter that this behavior is not acceptable at school. We will reach out to actively dialog with parents in this situation and work together to provide support strategies to support the children involved. If a child is bitten or has been hit, an accident/incident report will be filed, and if the skin is broken, the child's parents will be called immediately. Staff will administer first aid and comfort.

### **Repeat Challenging Behaviors**

Parents should be assured that we always prioritize retention of a child in our program. We are committed to working with parents and outside professional support to facilitate a child's success in our program. It is critical for parents to work closely with us, trusting that the staff has their child's welfare and safety, and the wellbeing and safety of the enrolled children in our community, and teaching staff as a priority.

If a teacher observes behaviors that significantly and frequently disrupt classroom functioning and peer interaction, and that create concern about the child's ability to successfully participate in our preschool program, the teacher will meet with the director to discuss their observations. The director/teacher will then contact the parents so they can meet together to set goals and strategies for supporting the child's school experience. A referral to an appropriate professional may be requested during this conference with the parents. An acceptable timetable will be set for review of the child's progress toward the outlined goals and of the implementation of agreed upon strategies at school and at home. Early Childhood Mental Health Consultants with the local Early Childhood Council here in Larimer County are a resource we frequently seek support from to improve social and emotional environments and relationships, and support children who are exhibiting challenging behavior.

### **Policy and Procedure for Possible Professional Evaluation of a Child**

If a child frequently exhibits behaviors that interfere with their ability to benefit from and participate in classroom activities, and/or require consistent/daily 1:1 care and support for the child, the director may suggest referral for a professional evaluation through Child Find. This may include but is not limited to evaluation for hearing, vision, speech, behavior, learning styles, developmental delays, sensory issues, and social interaction. <https://www.psdschools.org/programs-services/integrated-services/child-find>

It is crucial for teachers to be informed about a child's participation in treatment with an outside professional. We encourage parents giving our teachers permission to exchange information with said professional when appropriate, in support of the child and family.

### **Withdrawal from Program**

*We reserve the right to require a child's withdrawal from Har Shalom Preschool if a child's behavior or high needs adversely affect their classmates or teachers, require consistent/daily 1:1 care and support from a teacher/director, and/or if parent(s) do not consistently work in cooperation and collaboration with HSPK staff regarding recommendations, evaluation, consultation and supports from outside professionals, and in creating appropriate and attainable goals for the child.*

## **Reporting Child Abuse or Neglect**

If a staff member suspects abuse or neglect, per Colorado State Guidelines Section 19-3-303, then staff will follow this procedure:

1. Make a full report immediately to the Director.
2. Make sure, in consultation with the Director, a formal report is filed immediately with the appropriate county department of social services or local law enforcement agency.
3. It is the legal responsibility of staff who suspects abuse or neglect to be certain a report is filed. If simply reporting suspicion to the Director does not satisfy staff, they must file a report of their own if the Director fails to do so.

19-3-303 Definitions. "Abuse" or "Child Abuse or Neglect" means an act or omission in one of the following categories, which threatens the health or welfare of a child:

Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death, and such condition or death is not justifiably explained or where the history given concerning such condition or death is at variance with the degree or type of such conditions or death, or circumstances indicate that such conditions or death may not be the product of an accidental occurrence. Any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution. Any case in which the child's parent, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, or supervision that a prudent parent would take.

## **Closings & Emergency Procedures**

### **School Closures**

If Poudre School District has a weather closure, we will be closed as well. HSPK will not be listed or announced separately on the local news; If PSD announces a weather closure, then HSPK is closed. If PSD declares a late start, only the afternoon program & Aleph-Bet Club will be in session (beginning at 11:30 am, with lunch time).

### **Emergency Procedures**

HSPK has developed plans for a variety of emergency situations. In the event we leave the HSPK building, teachers take emergency phone numbers for each child to our destination. Attendance is taken and parents are notified of the situation. Keeping the children, with and without special needs, safe and calm is our priority. The Director and Teachers are trained in the use of CPR and First Aid.

### **Procedure in Case of a Tornado**

In the event of a tornado warning, staff will escort the children to the basement of the main building where emergency supplies are stored. The walls are thick concrete. Teachers will read books, play games, and sing songs to keep the children occupied until the warning is lifted. Parents will be called and must wait until the tornado warning has been lifted to pick up their children.

### **Procedure in Case of a Fire**

Fire drills will take place throughout the school year. Staff keeps a log of the fire drills. The Poudre Valley Fire Department has approved our fire alarm system used to detect the presence of fire. Evacuation maps are posted in the hallway and in the classroom.

HSPK is committed to safety best practices. Our building has both a fire alarm system and a security system. We work to provide safety measures in a child-friendly way. All the children will be involved in practicing the drills pertaining to fire. We appreciate parental support of such practice and keep our focus on the word "practice or drill" explaining that we don't have an emergency, but we always practice to know what to do. It is helpful when parents have a Fire Safety Plan at home since the children have experience with such measures.

### **Other Emergencies**

Har Shalom Center for Jewish Living, has received multiple security grants over the last three years through FEMA. These grants allow us to enhance physical security systems, pay for security staff, and to access on-going security educational opportunities. Working with local, regional, and national police and safety departments, we take the safety and security of your children and our community seriously.

Evacuation: In the event of an evacuation, teachers are trained to walk children safely either to Allnutt Funeral Service at 650 West Drake Road or Meadowlark Church at 2810 Meadowlark Avenue. Parents will be contacted and reunited with their children.

Shelter-in-Place: Classroom doors will be locked. Shades are closed and window coverings for patio/classroom doors are placed. HSPK Director and /or Teachers carry a contact list of parental phone numbers in the event of an emergency.

Lockdown: In the event of a lockdown, one teacher will accompany the children to the classroom bathroom, lock the classroom doors and the bathroom door. Parental phone numbers are kept in each bathroom.

Lost Child Policy: Should teachers discover that a child is missing from the group, we alert our security guard, do a thorough inspection of the buildings and outdoor areas. We will call the Fort Collins Police Department and the child's parents if the child is not located within a few minutes.



## **Important Har Shalom Preschool**

### **Contact Information**

#### **Har Shalom Preschool**

725 West Drake Road  
Fort Collins, CO 80526

Director, Jamie Carta [HSPK@nocoхарshalom.org](mailto:HSPK@nocoхарshalom.org)

Lead Teacher Bet Room, Rebecca Hyman [hspkleadb@nocoхарshalom.org](mailto:hspkleadb@nocoхарshalom.org)

Lead Teacher Aleph Room, Erin Burson [hspkleada@nocoхарshalom.org](mailto:hspkleada@nocoхарshalom.org)

Preschool Office Phone: 970-232-9668

Main Har Shalom Office/Financial Questions Phone: 970-223-5191

The Colorado Department of Human Services Division of Child Care  
1575 Sherman Street, Denver, CO 8023-1714  
Phone: 303-866-5958

### **Emergency Contact Information**

Larimer County Health Department: 970-498-6700

Suspected Child Abuse Reporting: 1-844-CO-4-KIDS (1-844-264-5437)

Larimer - Department of Human Services: 970-498-6300  
1501 Blue Spruce Dr., Fort Collins, CO 80524  
24/7 Hotline: 970-498-6990

### **A complaint to Child Welfare may be mailed to:**

Complaint Coordinator  
Colorado Department of Human Services  
Division of Child Welfare  
1575 Sherman St. 2nd Floor  
Denver, CO 80203-1714

Phone Number: 303-866-4511