



Colorado Military Academy

Pre-School Family Guide

2026-2027

Policies and procedures follow guidelines set by the Colorado Department of Early Childhood for licensed preschool programs.

Purpose and Philosophy

Colorado Military Academy Preschool is an inclusive program that provides a high quality, comprehensive and accessible preschool program to all children of various ability levels and needs. Our program provides early educational opportunities during a child's most critical developmental and early learning years. We strive to develop student's positive attitudes towards learning as we promote social emotional and academic growth in preparation for elementary school while establishing positive relationships with families.

Eligibility Criteria

To enroll in our preschool program, families must first complete the initial enrollment application through UPK to be matched with the CMA Preschool Program.

Once a UPK match is confirmed and acceptance is granted, families must complete the CMA online enrollment process and submit the following required documents, which will be kept in each child's file:

- Current Immunization Records Or Exemption Form as Required by Dept. of Public Health
- Birth Certificate
- Health Physical
- Ages and Stages Developmental and Social/Emotional Questionnaire

Students must be 4 years old by October 1 to be eligible for UPK Supplemental Hours. Children who turn 5 years old on or before October 1 of the current school year are not eligible for UPK Supplemental Hours.

Families of children who do not qualify for supplemental hours must complete the CMA Registration Request Form, available on the Colorado Military Academy website. enrollment@cmacs.org

Children must also be eligible for kindergarten the following school year (turning 5 by the eligibility deadline of October 1).

After enrollment is complete, each student will be assigned to a specific teacher and classroom for the school year. Students will remain with that teacher and class for the duration of the year.

MAKING PAYMENT FOR PRE-K

You may make your payment through the electronic system on the CMA Web Store using a debit or credit card.

Payment is due by the first of every month.

- Pre-K - paid per month, August-May, due by the end of the preceding month.

<https://cmacs.revtrak.net/>

Students with Special Needs

CMA Preschool complies with the American with Disabilities Act and all federal, state, and local laws in providing preschool for children with disabilities.

Families must complete the application process as required by UPK, be matched with CMA Preschool, and complete the schools enrollment process. If the results of the child development screening shows concerns, and/or the parent expresses concerns regarding the child's development, the child will be referred to the CMA Preschool MTSS committee for further observation and support, and possible referral to Special Education/ Child Find Team (D-11).

Families, classroom teachers, and D11 staff work together to

support a child that has qualified for an IEP. The CMA team will provide services to the child during school hours as outlined in the child's IEP. Families, teachers, and CMA staff will attend yearly IEP meetings to discuss the child growth and their goals. All of CMA Preschool classrooms are inclusive to include students with IEPs, Multilingual learners, or students that fall under the general education category

Family/Parent Supports

- Preschool staff will keep open communication with preschool families.
- Preschool staff will use resources from the elementary to support families, such as CMA counselors.
- Families can receive support from CMA for educational needs and IEPs.

Storing and Administration of Medication

"Medications will be administered to students if proper medication administration documents are filled out and signed by a doctor. This includes emergency, prescription, and over the counter medications. Medications must be provided by parents/guardians in a new and sealed bottle and/or prescription bottle labeled with students name and correct dose/medication/route/time. Medications will be stored in a locked box.

If a Health Care Plan is needed, the school nurse will collaborate with appropriate staff members and parents to ensure the appropriate health care plan is in place per medical diagnosis. The school nurse will delegate the Health Care Plan and administration of medications to designated preschool staff on a case-by- case basis, following the rules and Regulations for Child Care Centers and Nurse Practice Act.

All Health Care Plans/ supplies/medications are required to be on site prior to the child's first day of school for an existing health condition, and 30 days for a new health care plan."

Physical and Immunization Records

The state requires each child to have:

- An annual physical form (less than one year old) must be turned into the teacher within 30 days of admission to preschool or 30 days after the current physical expires,
- This form must be signed by a health care provider, dated, and noted when the next physical is due.
- Immunization records or exemptions (as required by the Colo. Dept. of Health) must be on file before the child attends classes. Non compliant immunization records must be corrected within the 14 days of non compliance notification.
- Students without a current physical as required by licensing, or with a non compliant immunization record after 14 days of notice, cannot be in attendance at preschool until records are current and compliant.

Screenings

- Students will participate in a **vision and hearing** screening at the beginning of the school year. New students throughout the school year will be screened after they are enrolled and attending the preschool program.

Hours

Preschool class schedule are five days a week, Monday through Friday.

- **Morning Session:** 8:00 AM – 12:00 PM (Monday–Thursday)
- **Full Day Session:** 8:00 AM – 3:15 PM (Monday–Thursday)
- **Friday Schedule:** 8:00 AM – 1:30 PM for all preschool students

Please note that CMA Preschool will cancel classes during Parent-Teacher Conferences.

Colorado Military Academy Preschool Daily Closing Procedures

To ensure the safety and accountability of all children in the CMA Preschool programs, staff will follow proper procedures at the close of each classroom or playgroup session.

1. All teaching staff are responsible for ensuring children's safety at the end of each classroom session.
2. The classroom teaching staff will take the following precautions to ensure child safety:
 - a. Staff will use the Sign-In/Sign-Out Sheet to verify and monitor each child's departure at the end of the session.
 - b. Staff will conduct a thorough check of all restrooms, hallways, and classroom areas, including closets and any enclosed spaces, to ensure no children remain.
3. If a child is left at school after operating hours and all attempts to contact parents/guardians and emergency contacts are unsuccessful, Child Protection Services will be notified.

4. Before closing, teaching staff will ensure the following tasks are completed:
 - a. Check all electric appliances to ensure they are turned off.
 - b. Organize all toys and equipment on shelves; ensure tables, chairs, and cubbies are in proper order.
 - c. Ensure all dishes and cooking materials are clean.
 - d. Disinfect toys using a bleach-water solution or an approved disinfectant spray.
 - e. Closing staff will confirm that all entry doors are securely closed and locked.

Attendance

If your child is absent for two straight weeks with no contact between teacher and parent, your child may be dropped and will have to be re-enrolled. If your child has 10 unexcused absences in a two month period your child's eligibility will be reviewed by the enrollment team.

Withdrawal and Transfer

Parents are asked to come to the office and formally check out students if they will no longer be attending CMA Preschool.

If a student is transferring to another Colorado UPK program, the parent or guardian is responsible for notifying both the CMA Enrollment Team and UPK to coordinate and finalize the transfer to the new school. This ensures a smooth transition and proper placement within the UPK system.

The withdrawal form is at the front office and online.

Records are requested through Scribbles.

<https://militaryacademyco.scribborder.com/>

Drop off and Pickup

Children may be dropped off and picked up in the preschool area after obtaining a visitor's pass. Classes begin at **8:00 AM** for the morning session and end at **12:00 PM**. Please remember to **wait outside your child's classroom** until a teacher is present during drop-off.

Children may be picked up in the waiting area at **12:00 PM** for the AM session and **3:15 PM** for the PM session.

All children must be **signed in and out** each day by a parent or an authorized individual **18 years or older**. During registration, parents/guardians must provide a list of approved individuals allowed to pick up the child.

If someone other than an approved individual needs to pick up a child, the following procedures will apply:

1. Staff will attempt to contact the parent/guardian first. If they cannot be reached, emergency contacts will be called.
2. The individual picking up the child must show a valid photo ID before the child is released into their care.
3. If there are court-ordered restrictions for either parent, the school must be provided with legal documentation.
4. Late pickups will be documented. If late pickups become a recurring issue, staff or the Preschool Director will communicate concerns to the family. A pickup is considered late 10 minutes after dismissal.
5. After 10 minutes, parents will be called. If they cannot be reached, emergency contacts will be notified. (A child will stay with the classroom teacher for up to 15 minutes after dismissal and then be taken to the Preschool office.)
6. If there is no response after 30 minutes, another attempt will be made to contact parents or emergency numbers. If there is still no response after 60 minutes, the Child Protective Services (CPS) will be contacted.

7. Ongoing late pickup issues will be addressed by school administration, and the child's preschool slot may be revoked if the problem persists.

Authorization for Child Pick-Up

Children will not be released to anyone unless authorized by the parent/guardian(Must be listed in Powerschool), and they must be over the age of 18. In the event that someone who is not authorized to pick up a child arrives at a center to pick them up, the following procedure shall be followed:

1. The school must release the child only to the adult(s) for whom written authorization has been given on an Emergency Contact and Student Pick-up/Drop-off form. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization to the classroom staff. The parent/guardian's identity shall be verified by teaching staff which will be re-verified with a follow-up phone call by teaching staff. If the staff member who releases the child does not know the adult, photo identification is required.
2. The parent, guardian or foster parent of the child will be contacted and informed of any situation in which an unauthorized person tries to pick up a child.
3. When possible, the unauthorized person will be prevented from seeing the child. Should they see one another, necessary precautions will be taken to prevent the child and unauthorized person from coming in close physical contact (i.e. person taking child by the hand or lifting and holding the child). As a precaution, the child can be taken by teaching staff to the school office. A staff person will remain with the child.
4. Staff will inform the unauthorized person that they are to leave the premises immediately or the authorities (police or sheriff's department) will be called.
5. Reasonable effort will be made to prevent an unauthorized person from taking custody of a child. Unnecessary risks to prevent abduction, however, will

not be taken.

6. If necessary, 911 will be called.
7. Should the child be taken, an effort should be made to obtain a description of the vehicle and the license number.

Early Dismissal or Late Starts

- Late Start: In the event of a late start, AM classes will be canceled.

No School Days

- District Parent/Teacher Conferences
- Preschool Parent/Teacher Conferences

For a full list of important dates and school events, please see the school calendar at

<https://coloradomilitaryacademy.org/calendars/>

Orientation

- Before classes are scheduled to begin, teachers will conduct an orientation for all parents
- During orientation, teachers will go over the preschool handbook, obtain any required paperwork, introduce the students to the classroom, discuss information compiled from parent surveys.
- If parents are unable to make it to an orientation, please contact the teacher to make an arrangement for an orientation.
- CMA preschool uses this time to help families and students transition into the preschool setting.

Conferences

Conferences will be held in October and March, or at the request of a parent or staff member. In addition, a portfolio of observations and work samples will be compiled for each child. A formal

observation checklist will be completed 3 times during the school year that will help assess progress of language, literacy, mathematics, cognitive, motor, and social developments. Report cards will be compiled through Teaching Strategies Gold and shared with Parents during conferences. These reports will also include student assessment goals for the next checkpoint period.

Remember there will be no school on these days.

Two attempts will be made to complete a conference before the paperwork is sent home for signature.

Family and Parent Events

The preschool team will coordinate Family nights. These nights have included: Literacy/Math night, Holiday craft night, Second Step Safety curriculum night, and Safety, Health, and Nutrition night.

Kindergarten Registration and Kinder Round-Up

Registration for CMA Kindergarten opens in February. Parents who register will be invited to attend Kinder Round-Up, our Kindergarten early registration event held on the first Thursday in May. This event provides an opportunity for students transitioning into our kindergarten program to meet the kindergarten teachers, complete required elementary paperwork, and tour the school.

Snow Days & Inclement Weather

CMA Preschool follows the CMA decision on closing due to bad weather. If CMA is closed CMA Preschool will be closed. **If there is a delay there will be no AM session.**

CMA will send delay information through direct messaging via email and text message to student contacts on file. Delay information will also be sent to local news sources and posted on our Facebook page.

If snow days are exceeded additional school days may be required."Play Weather/Outdoor

Please make sure your address, phone and email information are current so that the school can easily keep you informed and contact you in case of an emergency. If there are any changes that need to be made to a guardian's contact information to include address, phone, emergency contacts, please log into the PowerSchool parent portal to submit changes electronically. Updates are submitted to the PowerSchool admin for approval. If a parent or guardian needs assistance accessing this portal, please contact powrschool@cmasc.org

Please dress your child for the current weather conditions. Outdoor activities will be a part of the daily routine for outdoor time. In case of extreme weather (**hot or cold, 32 degrees or below**) all children will remain inside with alternate activities provided. Sunscreen will be applied before going outside for an extended amount of time. (See supply list and permission slip). Staff will ensure students are dressed appropriately for the weather conditions.

Children will remain indoors if the temperature or wind chill factor is below 32 degrees.

Staff will carefully monitor outdoor time when it is extremely warm. Staff will ensure that there is adequate shade and water available.

Staff will be alert to changing weather conditions while outside. If there is thunder or lightning, staff will immediately direct the children and families to the safety of the classroom or other shelter.

Sun Protection (Year Round)

CMA Preschool must have on file authorization and instructions from parents for the application of SPF30 or greater sunscreen, or another form of approved sun protection prior to children going outside. Sunscreen must be applied at least 30 minutes before going outdoors. Parents must be notified in advance of the type of

sunscreen being used by the center, if they do not provide sunscreen for their child.

Illnesses and Emergencies

The health of all our students is important to us. **In order to maintain a healthy environment please keep your child home for 24 hours after last symptoms of the following:** (per illness policy from Colorado Department of Public Health & Environment, CDPHE)

This document outlines guidance for routine decisions about when children. There may be situations where public health determines more stringent return-to-school requirements.

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

When to seek emergency medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion

- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*A temperature above 100.4 degrees Fahrenheit and have additional symptoms such as: **rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, or difficulty breathing**

*Stomach ache/Abdominal pain, if pain appears after an injury or child has Intestinal disturbance accompanied by diarrhea or vomiting

*Any undiagnosed rash or sores on the face and/or body

*Sore or discharging eyes or ears

*Profuse nasal discharge

*Coughing and other severe respiratory symptoms that include: **uncontrolled coughing or wheezing, difficulty breathing, becoming red or blue in the face, high pitched whooping sounds after coughing or vomiting after coughing**

*Flu like symptoms

*Jaundice or unusual color of the skin, eyes, stool or urine

*Swollen glands (lymph nodes) with other symptoms such as: **difficulty breathing or swallowing, fever, etc.**

These are not all possible indications of a medical emergency. Call 911 or your health care provider for any other symptoms that are severe or concerning to you. The contents of this document are not to be altered without the express permission of the Department.

If your child is sick and not attending school call **1-877-653-2987**, or text **67587**, the classroom teacher so we can plan accordingly. In case of an emergency during school hours, call **1-877-653-2987**. If your child develops any of the above symptoms, we will isolate them and ask that you pick them up and take them home. If your child is exposed to any communicable illness an information sheet will be sent home. Please, contact the preschool immediately if your child has a communicable disease such as chicken pox.

Students may return to the preschool with a doctor’s note stating when they can return.

Due to the nature and symptoms of an illness, the school district nurse and/or health department may be contacted for consultation. The preschool will follow guidelines, isolation times, or quarantines as recommended.

Immediate first aid will be administered by individuals currently certified in American Red Cross First Aid.

Child Abuse/Neglect Reporting

Situations in which children are suspected of being victims of child abuse will be reported to CPS as required by state law. Preschool staff is required to follow district accident reporting procedures and CDHS licensing procedures.

Recognition and response to suspected and/or actual child abuse/neglect serves to protect the child, provide rehabilitative services, initiate prompt investigations, keep the family intact and prevent further possible abuse or neglect. CMA employees are mandatory reporters, therefore required by Colorado State law to report suspected and/or actual cases of child abuse or neglect. The law provides for immunity from civil and criminal liability for good faith reporting. Current Colorado Children's Code shall govern activities related to abuse or neglect including current definitions of abuse or neglect.

Reporting Communicable Diseases

Disease outbreaks will be immediately reported by the director to the Colorado Department of Health in the time frame stipulated by 6CCR 1009-1, *Rules and Regulations Pertaining to Epidemic and Communicable Disease Control*. The district nurse will also be contacted about the report.

Dress Code

Children should wear appropriate School Uniform. Please send a light coat since the temperature can change so quickly. Please send your child with a coat, gloves, and hat in the winter.

- Label all your child's belongings.
- In addition, a complete set of extra clothes should stay at school with your child's name on them.
- CMA is not responsible for any lost items including jewelry.
- Male students are not authorized earrings.

Guidance & Consequences

Colorado Military Academy believes that children learn best in a loving, supportive environment in which boundaries for behavior are clearly understood. As much as possible, the school's administration desires for children to experience the logical consequences of their behavior, helping them to become responsible for their own actions. Physical activity and outdoor time will not be withheld as a disciplinary measure.

The mission of the Positive Behavior Support (PBS) is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado.

However, it is unacceptable for a child's behavior to endanger the well-being of other children and staff members. Such unacceptable behavior includes, but is not limited to hitting, pinching, and biting. Physical redirection may be used to keep a child from imminent danger, and the child must be released once removed from the danger. In case of such behavior, the procedures below will be followed:

1. The inappropriate behavior will be discussed with the child, and then the child will be directed toward another activity.

2. Behavior or other concerns will be documented by the classroom teachers while interventions are put in place to support the student.
3. The child will be provided individualized social and emotional intervention support, if needed.
4. The child will be redirected from the group, with the support of staff members if needed, to a designated “thinking time” area.
5. The teacher or director will notify the child’s parents of the behavior.
6. If a child continues with inappropriate behavior, the teacher or director may contact the principal/assistant principal and request support for the child. A discipline referral may be filled out. If concerns continue after classroom interventions are put into place, the student may be referred for MTSS support.
7. The teacher, director, principal/assistant principal, and parents will conference and design a plan for altering the child’s behavior. This plan can include a behavior plan, suspension, expulsion, or withdrawal from the preschool program. If a student meets the criteria for out of school suspension, the suspension shall not exceed 3 school days unless it is determined that a longer period of suspension is necessary to resolve the safety threat, or the student is recommended for expulsion. C.R.S. 22-33-106.1

Positive behavior

1. Children will be given Raptor Bucks for positive, appropriate behavior.
2. Children will have the opportunity to use the tickets they have earned to receive (buy) a prize from the Raptor store.
3. Preschool classrooms support social/emotional behavior by teaching the *Teaching Strategies* in the

classrooms daily

4. Students will meet with classroom staff at the end of the day to reflect on their behaviors.

Parent Volunteers/Visitors

At Colorado Military Academy (CMA), we believe parents and community members are vital partners in a child's education. Volunteers/visitors enhance learning experiences, support school activities, and contribute to a positive educational environment while maintaining student safety and integrity.

Eligibility & Requirements

To ensure a safe and productive experience, all volunteers/visitors must:

- Be at least 18 years of age (unless part of a supervised student volunteer program).
- Complete the CMA Volunteer Application and Background Check through the CMA website.
- Complete required Volunteer Training and sign the Volunteer Agreement prior to participation.
- Check in at the front office with a valid photo ID and wear a school-issued visitor or volunteer badge at all times while on campus.

For more information, contact volunteer@cmacs.org.

Participation Guidelines

Volunteers/visitors may assist with:

- Classroom activities
- School events and celebrations
- Field trips and outdoor activities
- Other approved programs coordinated with staff

All volunteers/visitors must remain under the supervision of CMA staff and **may not be left alone with students at any time.**

Teacher & Staff Responsibilities

Classroom teachers are responsible for supervising volunteers/visitors in their rooms and ensuring they understand their roles. Staff are encouraged to acknowledge volunteer contributions in a manner appropriate to the classroom or event.

Confidentiality & Conduct

Volunteers/visitors must maintain student confidentiality, follow all school policies and staff directions, and model positive, professional behavior. Disciplinary actions or dismissal from the volunteer program may occur for violations of CMA policy or confidentiality standards.

Birthdays and Holiday Treats **Please be mindful of student food allergies when sending in treats. Contact Teachers to see what allergies are present.*

Celebrations

These may include:

October- Pumpkin Party

Valentine Party

December- Holiday Party

End of the year celebration

Meals

Meals will be provided by the nutrition staff and will be served in the classrooms.. **Please inform your classroom teacher if you plan on your child eating at school or if they will be eating at home.**

Menus will be posted on the bulletin board in the preschool waiting area and in the classrooms. Copies of the menu are provided to parents upon request. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with a nutritional item from home.

If your child has allergies, and requires a modified diet, we must be

notified of this in writing, by a physician. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we will require the parents to provide his/her meals, or have the child eat before they come to school.

Students that have a dairy allergy will receive juice twice a week for a milk substitute.

Student names and their allergy are posted inside the meal cabinet for confidentiality. Meals will be checked daily by staff and documented

We never force a child to finish what is on his/her plate, but we do encourage each child to try everything. Sometimes they are surprised by what they like. **It is not required that students eat breakfast or lunch at school.**

Supplies

A supply list is available online, or provided in the home visit packet. Students are responsible for bringing these supplies to school with them on orientation day or as soon as possible thereafter.

<https://coloradomilitaryacademy.org/supply-lists/>

Toys and Other Objects from Home

CMA preschool staff encourages parents to leave toys, money, etc. at home. We may designate days for “show and tell.” The CMA Preschool cannot assume responsibility for lost or damaged personal possessions. We understand there may be a need for a child to take a special object to school and provisions will be made on a case-by-case basis.

Screen Time and Media Use

Screen time includes television, recorded media, computer, tablet, cell phones, video games, and other media devices will be prohibited during meal times, and limited to no more than 30 minutes a day. There is no restriction for children using personal adaptive equipment or assistive technology.

Toilet Training

Students are required to be potty trained upon the start of school

1. Children will have access to the bathroom at least three times during the classroom session.
2. Preschool staff will encourage the children to use the restroom throughout the day.
3. When toileting accidents occur, preschool staff will allow student to go to nurse to change cloths.

Field Trips

Field trips are an important part of our curriculum. For field trips a permission form must be completed and signed by parent or guardian. If your child should come to school on the day of the field trip and not have the parent permission form signed, attempts to contact parents will be made. However, if the parent has not been reached or verbal permission was not given, the parent or emergency contact person will be required to pick up the child from school. **On days there are field trips scheduled there will be no staff here at the school to care for children that arrive late.**

1. The Pre School Teacher must notify children's parents or guardians in advance of any field trip. Every field

trip must have a field trip permission form completed and signed by parent or guardian.

2. In the event a field trip is canceled, it may be rescheduled.
3. Staff will ensure that adequate adult/child ratio is maintained on all trips - one adult per four children is required. In the event that appropriate adult supervision is not possible, the field trip will need to be rescheduled. Parents are welcome and encouraged to attend. Teaching staff will actively supervise all children in their care. Children will be frequently counted (at loading and unloading of the vehicle and throughout the field trip).

Emergencies (Fire, Tornado, Shelter in Place, Lock Down, Intruders on Premises and Reunification of Families)

In case of a fire we will follow the fire exit route; it is outlined and posted by main entrance doors and in all classrooms. In case of a tornado we will follow the plan posted by the exit door (tornado shelter). In all safety incidents, preschool staff will follow protocols outlined in the Preschool Emergency Plan.

Safety drills are required to be conducted at regular intervals, following the CMA scheduled safety drills. Preschool will follow CMA policies and procedures for such drills, or actual events.

Lost Child

Specific procedures will be followed in the event that a child enrolled in any CMA Preschool program becomes separated from the classroom group.

1. Staff members are to remain calm.
2. Designate a staff member to search the area and the bus in which the child was last seen.
3. Notify the CMA Elementary Principal or Dean of Students
4. Responsible personnel at the field trip site.
5. If a child has not been located within 10 minutes of first

being reported missing, contact authorities (police or sheriff's department).

6. Follow instructions of authorities and Program Administration regarding notification of the parents.
7. Teacher will document the situation on ID notes and complete a Special Incident Report (H-117).
8. Report to CDHS within 24 hours.

Safety

Every attempt will be made to ensure that two staff members will be present with children at all times.

Teaching staff will be aware of the location of children at all times by completing written attendance throughout the day, to include transitions. This will also include attendance tracking from transportation.

1. When moving from classroom to the buses
2. Before and after outside
3. Before during and after field trips

Confidentiality

All records pertaining to the child including conference reports, health and medical records, social and psychological reports will remain confidential and available only to the child's parents and authorized staff.

Preschool Schedule

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability; although there will be times when we have to make adjustments to the schedule. Each classroom has a Teacher and Classroom Para with a max class size of 24 for a ratio of 1:12.

AM/ Full Day Schedule

Monday-Thursday

7:45 Arrival/bathroom/breakfast/table toys

8:30 Circle time

9:00 Creative Curriculum

9:30 Centers

10:00 Reading

10:15 Outside/teacher directed gross motor

10:45 Bathroom/handwashing

10:55 Lunch

11:30 Recess

12:00 **Half Day students are picked up**

12:20 Nap

1:30 Friday Release time

2:30 Snack

2:45 Choice Time

3:15 Release

Friday Specials Schedule

ClassRoom A

9:00-9:30 Art

9:45-10:15 PE

12:00-12:30 Music

12:45-13:15 Stem

Classroom B

9:00-9:30 PE

9:45-10:15 Ary

12:00-12:30 Stem

12:45-13:15 Music

- *Each classroom will have a designated time for a Teacher led gross motor activity daily.*
- *Appropriate supplies of material will be readily accessible to children in an orderly manner.*
- *Students will remain with the same teacher and classroom para daily for each school year.*
- *Classroom staff will provide individual/differentiated instruction to support academics and social emotional growth.*

Licensing Information

State law requires that we make available to each parent a variety of information relevant to state licensing. In order to comply with this requirement, we have made available a folder in the preschool information board containing the following: a copy of our Permanent Child Care License from the State of Colorado, copies of our most recent fire and health reports, information on how parents can contact State Licensing to file a complaint and information on how to report suspected child abuse. Please feel free to review any of this information at any time.