Welcome to the Hebrew Educational Alliance Preschool!

IDENTITY STATEMENT

We are excited that you have chosen HEA Preschool. Our goal is to be partners with you and your family on this preschool journey. We offer high quality half and full-day early childhood education programs within an enriched Jewish environment. We pride ourselves in providing a secure and loving atmosphere so that young children can develop a positive self-image and grow intellectually, physically, emotionally, and socially. Our educational approach values learning experiences through play, with activities and materials that encourage creativity, self-expression and inquiry. Through on-going professional development our teachers and staff are trained to discover the uniqueness within each child and to help each child develop a sense of mastery and self-confidence in their abilities.

Thank you for sharing your child/ren with us. We look forward to an amazing year together.
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**CONTACT INFORMATION**

**PRESCHOOL WEBSITE**  [http://www.headenver.org/preschool.htm](http://www.headenver.org/preschool.htm)

<table>
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<th>Role</th>
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<tbody>
<tr>
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<td>Rabbi Gruenwald Assistant Rabbi</td>
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PROGRAM SCHEDULE

Full day Program  7:45 a.m. - 5:30 p.m. (Monday-Friday)
Half day Program  9:00 a.m. - 12:30 p.m.
Early Care        7:45 a.m. - 9:00 a.m. (offered Monday - Friday)
After Care        3:00 p.m. - 4:00 or 5:30 p.m. (offered Monday - Friday)

The following classes are offered for toddlers, two’s, three’s and Pre-k
Two day classes   Tuesday and Thursday
Three day classes Monday, Wednesday, and Friday
Five day classes  Monday through Friday

*Please refer to the school calendar for dates and holiday closings. The preschool is closed for ALL MAJOR JEWISH HOLIDAYS.

SAMPLE SCHEDULE

**NOTE** Each teacher adapts to the class schedule according to the age group and special schedules.

Arrival & Free Experiential Play
Snack & Bathroom
Morning Meeting Time
Outside Time
Bathroom & Lunch
Transition to afternoon including Rest time
Afternoon Enrichment (music, yoga, sports, cooking, dance)
Bathroom & Afternoon Snack
Dismissal of Afternoon
Transition to After Care
Outside Time
Bathroom and Snack
Free Play
Dismissal of After Care
CURRICULM

Our approach to learning is a result of careful and detailed planning in accordance with the best available knowledge of child growth and development. We have intentionally designed the program to meet the individual child’s needs while promoting continuous growth in social, emotional, intellectual, physical and creative development.

Children learn by doing, touching, tasting, hearing, smelling, experimenting and wondering. “Play” is the major activity of all young children and the basic ingredient for their learning. It is the medium for self-expression as each individual child organizes and makes sense of the world.

When children play they learn to:
• explore
• invent
• hypothesize
• test, and discover

Play provides the most permanent and meaningful learning of cognitive concepts. Play also promotes social values. Social sensitivity is not something that is suddenly achieved; it is a slow process that involves learning how to share, cooperate, and empathize with others. Through play experiences the child learns to initiate and sustain relationships with others, while building interpersonal trust and gaining emotional maturity. We provide a large variety of constructive, dramatic, and creative materials and experiences to facilitate this growth.

Additionally, the HEA Preschool’s program emphasizes the development of a positive Jewish identity through experiences involving Shabbat, Jewish holidays, blessings, culture and Jewish values.

Other program highlights include:
• Weekly Tot Shabbat Sing with Rabbi and staff
• Afternoon programming for yoga, dance, cooking, science and Hebrew enrichment
• Experienced teaching staff and an active parent committee
• Synagogue wide family programming

*The HEA Preschool is licensed and inspected by the State of Colorado.*
COMMUNICATION

Effective communication between teachers and family units is essential to your child’s education. We offer a variety of ways to communicate about you and your family’s needs.

Please remember that transition time (drop off and pick up) is NOT the time to discuss important information with your child’s teacher. Please make the time to set up a meeting (via email, phone call, or in person) so that it will be uninterrupted. When our teachers take time to have a meeting during class they are taking time away from your child/ren’s learning time.

Here are ways that we communicate at HEA:

- **Weekly Newsletters** - Here we will provide important Preschool information as well as HEA family events. It is important to “opt -in” for these weekly updates.
- **Individual Class Newsletters** - Each classroom will have a closed Remini classroom page (meaning that only families whose children are in that class) that is designed and dedicated to their room’s learning environment. These can vary in how many times per week they are sent.
- **Backpack folder/notebooks** - For those children receiving outside therapies, a folder/spiral notebook may be used to communicate between the families and therapist.
- **Facebook** - Are you connected on social media? Look for HEA PRESCHOOL on Facebook. We will not post any photos of children (unless we have consent from the families). Here we will post about upcoming preschool events, HEA family connections programs as well as community events. Another way for you and your families to stay connected.
- **Website** - We do not have a dedicated HEA preschool website. We do have a page on the main page. Here you can find our registration forms, calendars and our staff list. [http://www.headenver.org/preschool.htm](http://www.headenver.org/preschool.htm)
- **Conferences** - We offer conferences both in the Fall and in the Spring. This is a personal one-on-one meeting time with your family and child’s teacher to discuss their preschool journey.
- **Phone calls/Emails/Text** - Often times when we are in need of contacting a family we use these methods (ex: your child is sick, confirming a pick up time etc...).
ENROLLMENT, TUITION, FINANCIAL AID, SCHOLARSHIPS, WITHDRAWL AND VACATION/HOLIDAYS

ENROLLMENT

HEA Preschool is open to anyone in the community regardless of race, sex, national origin, or religion. All enrollments, including re-enrollment, are based on availability and not guaranteed. Applications for admission will be sent out to all interested parties.

Please note: Members of the HEA are given priority status when registration begins in January. Currently enrolled, non-HEA member families are the next registration period. We will then open registration to the general public after these two enrollment periods.

HEA Preschool is open to children with special needs. Admission will be at the discretion of the Preschool Director after meeting with the parents and child to ascertain that the program can meet the needs of the child. Parents must make a full disclosure of the nature and degree of the child’s special needs. It is understood our staff has no specialized training. Parents are asked to continue outside therapeutic support.

To enroll your child in the HEA Preschool program, please return the completed application form along with the non-refundable registration fee to the Preschool office. Enrollments are accepted in the order in which they are received. When your application has been reviewed and your child enrolled, you will be sent a forms packet with the required Information form, Health forms, Release form, and a Developmental form. Every section must be completed on each form and returned prior to your child’s attendance at our school.

- Immunization Policy
  Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases unless they have a medical or non-medical* exemption on file (Colorado Board of Health rule 6 CCR 1009-2). You must file an exemption at each school, or child care the student attends. To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or child care during a disease outbreak.

  *Effective for the 2019-2020 school year, HEA Preschool will no longer accept personal and religious exemptions. Medical exemptions will still be accepted. If your child is on a delayed schedule, you will need a note from your physician stating the medical necessity for the delay.

- Children’s Files
Each child’s file must contain:
1. A current year application
2. Information forms
3. A Developmental form
4. A current Medical form signed by your doctor
5. An Immunization form signed by your doctor
6. A signed current release form
7. A payment authorization form (optional).

*We are required to have these forms on file by the first day of school by the State of Colorado Department of Human Services. If your child’s file is incomplete, your child will not be allowed to attend class until we have received all the required forms.*

**TUITION AND FEES**

An annual registration fee plus one month’s tuition is due with the application. These deposits are not refundable or transferable. Tuition rates for specific programs are quoted on the application form.

*HEA Member* rates for the school year will be given to all HEA members in good standing who are considered “full” members of the Hebrew Educational Alliance Synagogue.

**Tuition Due Dates:** Tuition is payable in advance and due on the 1st of each month. Tuition is considered late on the 10th of the month and will be assessed a $25.00 late fee. An additional $25.00 will be charged each month until your balance is up to date. A $30.00 processing fee will be assessed on any returned checks.

- It is important that your tuition account be kept current as delinquent or past due accounts may be cause for disenrollment of your child. The HEA Preschool will notify you 5 business days prior by email, phone, or mail if this action is taken, to allow you to bring your account current. Reasonable collection costs, research fees and legal fees shall be added to your account balance if legal action is required.

- *Enrichment Programming Fees:* If your child attends our afternoon enrichment programs, those charges will be included in your monthly billing. You may enroll in our enrichment programming for one to five days per week. *Afternoon programming is not available on a drop-in basis unless pre-approved by the Preschool Directors (main office).* Additional fees may be assessed if a crib sheet is not provided for your child’s enrichment programs weekly. If you do not provide a crib sheet, we will assess you a fee of $5.00 per week starting the first day you are missing the sheet through the Friday of the same calendar week.

**FINANCIAL AID AND SCHOLARSHIPS**
All Scholarship or Financial Aid requests should be made through the Preschool office. All applicants will be required to apply online through [www.factstuitionaid.com](http://www.factstuitionaid.com). FACTS is a company that is solely dedicated to working with schools to help recognize the financial assistance needed by families applying for scholarships. Applicants must submit all requested information by the deadline established. Due to limited funds available, an application does not guarantee that you will be awarded a scholarship. Scholarships are awarded based on financial need. Please contact the Preschool Director if you have any questions.

**Colorado Child Care Assistance Program (CCAP)**

HEA Preschool does accept a limited number of families approved for Colorado Child Care Assistance Program (CCAP). CCAP eligibility is approved by your county of residence. Please notify the Director of your participation in this program at the time of application or your eligibility. Parents or legal guardians are required to follow all requirements to ensure that the center is reimbursed for all tuitions due. Regular attendance is important for your child’s routine and success in our program and a requirement for your CCCAP enrollment. Effective August 1, 2018, if your child(ren) have more than 2 absences/incomplete swipes per calendar month, you will be billed per your agreement. Absences, due to illness, exceeding more than 2 days require a doctor’s note. To maintain your CCCAP eligibility your account balance must be paid in full monthly.

**JEWISHcolorado Early Childhood Education Scholarship Fund**

This scholarship fund was initiated through a generous grant from Rose Community Foundation, and continues today thanks to the generosity of donors to JEWISHcolorado’s Annual Campaign. Tuition assistance from this fund may be available to those who qualify. HEA and HEA Sisterhood also contribute significantly to Preschool scholarships.

**WITHDRAWALS AND SCHEDULE CHANGES**

In the event it becomes necessary to withdraw or change your child’s schedule, notice must be given to the Preschool Director one month in advance. Tuition will be charged for one month after the date of notification of withdrawal or change. The rate charged for this month will be the higher rate if decreasing the child’s enrollment. No withdrawal credits are given for the month of May or September. Initial enrollment is for the entire school year. Monies may not be transferred to other departments in the synagogue. If for any reason we can no longer provide services we have promised, we will give a two-week notice to allow families to make other arrangements.

Occasionally schedule changes may need to be made by families. One schedule change per school year may be made with no fee assessed. Additional changes will
incur a processing/bookkeeping fee of $15.00. There is no processing fee charged for drop off scheduling.

If you have any questions regarding fees, schedule changes and/or withdraws from the school please contact the Director immediately.

**HEA Preschool reserves the right to ask that a student not return to our school. This will only happen after extensive observation of the child and consultations with parents have occurred.**

**VACATION AND HOLIDAYS**

Some months of school are shorter than others due to the Jewish holidays and scheduled school closings. Tuition is based on a full school year including all scheduled closings and five additional non-scheduled closings (for emergency use only) and is then divided into nine equal monthly payments for your convenience. Therefore, no tuition credit is given for personal absences or vacations. Classes continue to meet during these times and the HEA Preschool is not responsible for these absences. We do not offer flex-schedules at this time and a student will not be allowed to drop in or make up personal absences.

**WHAT YOUR CHILD SHOULD BRING AND WEAR TO SCHOOL**

- Complete seasonal change of LABELED clothes. As the weather changes please be sure to change out/add to your child’s box. If your child is the process of potty training plan on a 2-4 changes of clothes daily. Please communicate to your child’s teacher when your child is showing interest.
- Backpack/Bag of some sort to carry your child’s belongings (lunch, artwork, special clothing like boots, coats and gloves).
- Crib sheet and blanket for those who are attending the afternoon program. Each child is REQUIRED by the state of Colorado to have these items. They will be sent home EACH FRIDAY to be washed and returned. If a child comes un-prepared, we reserve the right to charge a $5 fee per day to accommodate the needs. Rest/quiet time will last anywhere from 30 min-1 ½ hours, depending if your child sleeps.
- Diapers/wipes for those in the younger programs. Teachers will communicate to the parents when supply is low.
- Water bottle/sippy cup - Help us eliminate the amount of trash! We are moving towards water bottles and sippy cups INSTEAD of disposable dixie cups. These will be sent home daily for cleaning.
- Remember we are a PLAY INSPIRED preschool. Which means fancy and expensive clothing should be left at home. We want and expect your child to get dirty while they are exploring different art mediums. While we use all non-toxic art materials and use smocks, we have noticed that some of the darker color paint can leave some faint stains. On special days like parties and picture days we will not be using messy art materials until they have changed their clothes.
• Shoes—we kindly ask that you send your child in CLOSED-TOE shoes. Flip Flops and sandals are not recommended. Nothing is more upsetting than wasting outside time because they are constantly dumping out sand, rocks and tire bits from their shoes.
• Appropriate and LABELED outdoor clothing. Children need and crave outdoor play. We go outside EVERYDAY unless it is below 25 degrees or above 94 degrees. The children may not spend their entire scheduled classroom time outside, but we do our best to give them the exposure.

SIGN IN AND OUT REQUIREMENTS

IT IS REQUIRED BY OUR EARLY CHILDHOOD LICENSE THAT ALL children must be signed in and out of the classroom daily by an authorized adult. It is very important to fully complete the sign in/out log. This allows the School to confirm attendance, identify the number of children in the classroom in case of emergency, and inform us when and by whom your child will be picked up at dismissal time.

Children will only be released to parents or to persons that parents/guardians have listed on the Release Authorization form in the child’s folder. We must have written authorization for any changes. If there is any change in the person or time listed on the sign in sheet, a parent must call the Director to authorize the change. We will also ask for identification of person picking up a child for whom we do not recognize.

All visitors to the school will be required to check in at the Preschool office before entering the preschool classroom areas.

ARRIVALS AND DEPARTURES

ARRIVAL

Preschool classes start at 9:00 a.m. Once you arrive, YOU MUST SIGN IN. It can be difficult for an individual child to join into a group when other children are already involved in play. (For an additional fee, Early Bird care begins at 7:45am)

DEPARTURE

Pick up times are 12:30pm, 3:00pm, 4:00pm or 5:30pm, depending on which program you select. YOU MUST SIGN OUT! It is important that you pick up no later than these scheduled times. You may pick your child up earlier if needed. **There is a $1.00 fee for each minute you are late.** If you know you are running late please call the office so we can accommodate accordingly. Because we understand that there may be unavoidable delays that parents cannot control, we will record and waive the fee the first time a parent is late. While calling the office is greatly appreciated, it does not excuse the fee assessed. **You will be given one written warning; then we will automatically assess any late pick-up fees and add them to your monthly billing.**
*As per Colorado State Human Service Regulations:
If a child is not picked up from the Preschool after closing at 5:30pm, and reasonable attempts have been made to reach all contacts listed by the parents/guardians on the Information sheet provided to the Preschool, our staff will contact the Colorado Department of Human Services, as required, for further instructions as to the well being and safety of the child.

FIELD TRIPS

Notification of an excursion off (only walking around surrounding grounds at HEA) the HEA property will be posted on the daily sign in sheet by the teachers prior to the excursion. Parental authorization forms will be verified prior to any excursion by the teachers. The HEA Preschool does not offer field trips or events that require school vehicular transportation arrangements.

FOOD POLICIES

- **SNACKS**

  All snacks are planned and provided by HEA Preschool. They are planned with nutrition, kashrut, and allergies in mind. During snack time we offer at least one serving of fruits and/or vegetables.

- **LUNCH**

  Please provide your child with a healthy dairy lunch. **NO MEAT PRODUCTS are allowed in the classrooms.** We do **not** require that individual lunches be Kosher. Speak with your child’s teacher and/or the Director if you need food suggestions.

  If you forget to send your child with a lunch, please let the Director know. HEA will provide a healthy lunch for $5.

  HEA also provides hot lunches available for purchase 2x per week, as well as Challah orders each Friday. Information will be handed out at the beginning of the school year for signup.

*Due to different personal levels of Kashrut and food allergies, children are not permitted to share food brought for lunch times.*

BIRTHDAYS

You are encouraged to bring a special snack to celebrate your child’s birthday. The treat must be in the original sealed packaging with an approved hechsher on the package. Please see the office for a list of approved hechshers (kosher symbols). | We do not accept K or triangle K. If you are unsure or have questions, please speak with the Director.
Home-baked products MAY NOT be brought into the classroom. Please coordinate with your classroom teacher to schedule a time and approve for allergies and kashrut.

Please also be aware of food allergies when purchasing the treat that other children may have in your child’s class. A quick consultation with the teachers or preschool office can help you when making your choices and can offer kid friendly suggestions.

You are welcome to coordinate a time with his/her teacher to visit your child during their birthday celebration time. Grandparents are also welcome!

In addition to a birthday snack your child will be recognized that week at our weekly Friday Tot-Shabbat. We’d love for you to join.

Grandparents are essential in our Preschool. We often seen more and more Grandparents helping families out with childcare needs. A great way for Grandparents to honor their grandchildren for their birthday is by donating to the HEA Preschool Fund. Ask for more details in the preschool office.

Please keep in mind when planning your child’s birthday party, parties that are planned on Shabbat (Friday evening to Saturday evening) many families are excluded. Therefore, we request that all invitations to parties are sent by email or mail. You may not distribute them in your child’s classroom. Please stop by the office for an updated classroom list.

EMERGENCIES

HEALTH AND ILLNESS

- ILLNESS - Any child who is noticeably ill will not be admitted. Should a child become ill s/he will be isolated from the group. The parents will be notified and required to pick up the child as soon as possible.

When a child has had a temperature, vomiting, or severe diarrhea within the last twenty-four hours s/he should not be at school. A child with an undiagnosed rash or irregular yellow/green nasal discharge should also not attend school. Guidelines to keep in mind are:

- Fever of 100 degrees or more within a 24-hour period WITHOUT fever reducing medication. Keep in mind children will tell staff if parents gave them medication at home.
- Vomiting within a 24-hour period.
- Severe cough, wheezing, or breathing difficulty of any kind.
- Severe diarrhea (2 or more times) or water-loss stool within a 24-hour period.
- Unknown rash.

We make every effort to keep our school clean and follow recommended health standards. Therefore, we ask that you err on the side of caution for your child’s health and not send a
potentially sick child to school. When a child comes to school sick they are putting others including staff at risk. Please be considerate.

Please note that if you consider your child too sick to play outside due to cough, cold or illness, they should not be at school as we do not have the facilities or staffing to keep them separated from their classes for extended periods of time or during playground times. If your child has received any medication prior to attending school, please notify the Preschool office staff or your teacher.

Please report any contagious disease your child may develop. The school will post a notice informing parents their child may have been exposed. State law also requires HEA Preschool to report any cases of chicken pox, measles or pertussis to the county health department.

A signed medical release form authorizing the Preschool to obtain any necessary medical treatment must be in each child’s file if parents cannot be contacted.

- **ALLERGIES** - If your child has any known allergies please notify the preschool immediately. We also ask that you provide an Allergy Action Plan for your child and any prescribed medication.

- **INJURY** - Accident and Injury Procedures: If a child has a minor scrape or bump, the staff will wash the injury, apply ice if necessary, and give TLC. Parents will be notified immediately if there is a more serious injury as will emergency personnel if needed.

- **SUN SCREEN** - According to State of Colorado regulations we must have written permission and instructions for applying sunscreen prior to outside play. If you would like us to apply sunscreen please complete the section of the release form provided to you. You will need to supply your child’s sunscreen because of possible allergies. LABEL the bottle with your child’s first and last name.

- **MEDICATIONS** - In accordance with state regulations, all prescription and non-prescription medications to be administered to children in the Preschool will be administered by trained staff only. Parents or guardians must provide the school with a written order from the prescribing doctor that meets all state requirements and written parental/guardian consent. If your child needs to be given intermediate, ongoing, or single dose medicine, please notify the school Director or the Assistant Director so that we may provide you with all the needed requirements. For the safety of all children: **under no circumstances should a child have accessible medication in the building**, this includes in lunch boxes, backpacks, and in personal drink or food items.

*The procedure for storing and administering all children's medicines and delegation of medication administration will be in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".*

**SCHOOL SAFETY PROTOCOLS**
SCHOOL SAFETY

Safety is important not only in the school classrooms and playground but also extends outside to our parking lot. Please spend a few minutes to acquaint yourself with these important safety guidelines.

Parking Lot and Outside the Building

- Please DO NOT leave your child or infant unattended in the parking lot. It is against the law to leave a child in a car unattended. If you have a sleeping or sick child ask another parent or friend to watch your child while you are dropping off or have them bring your child into the school and sign them in.
- Please drive in to the right and drive out to the left.
- Please be sure to park only in designated parking spaces. Do not park in handicapped or reserved spots.
- Please drive very slowly through the lot (5 MPH). Children can easily run between cars.
- Please hold your child’s hand when walking through the parking lot.
- Please talk to your child about parking lot safety.
- Please supervise your children when they are playing on “the hill”. Teachers and staff are not responsible once you have signed your child out.
- The garden areas in the front of the building should not be considered a play area for young children as the bricks, rose bushes; stones can all pose as hazards to a child. Please DO NOT ALLOW your children to play in this area.
- Make sure your child is always visible and quickly accessible when you are inside and outside of our building, as it only takes a moment for them to get hurt and we want them to be safe.
- Please accompany your child if they need to return to the building. Children will not be allowed unsupervised in the building.

Inside the Building

- We have a secure building. Please do not let someone you don’t recognize enter the building with you.
- Please do not drop your child off at the front door. They must be dropped off at the classroom and signed in by a designated adult guardian; older siblings that are under the age of 18 may not pick up or drop off children.
- It can be very busy during drop off and pick up times. Children should at no time be without an adult. Please remember that your child should always remain with you to prevent getting lost or hurt.

WEATHER CLOSURES
The HEA Preschool closes for inclement weather whenever we feel that the majority of our staff and families are unable to safely arrive at school. We use Cherry Creek and Denver Public Schools closures as a guideline but reserve the right to remain open or closed based on the needs of our school population. We will inform families by e-mail, Shutterfly, and local news outlets. On days when public schools have delayed openings we will open at our regular time. Please take safety into consideration when coming to Preschool. Just because we are open does not mean you should take unnecessary risks if your neighborhood has been particularly hard hit by weather.

If we have a non-weather related closing we will contact the local media or your home by phone or email to notify you of the closing and circumstances.

In a situation that requires an early release or closure of the HEA Preschool, you will be contacted by the Preschool. Children will be supervised by Preschool staff until released to designated authorized persons.

Though rarely utilized, we have included five days into our regularly scheduled school year for these circumstances and only days that extend past these five will be made up at the end of the school year.

**EMERGENCY RESPONSE**

The HEA Preschool regularly performs fire/tornado/situational drills and training with staff and the children. During these drills children are always supervised. Preschool staff members receive regular training in CPR, First Aid, Universal Precautions, and Emergency Response.

The supervision and safety of your children always is very important to us. Staff members regularly verify that all children are present throughout the day. If for some reason a child becomes separated from their group, the staff members will quickly re-verify, advise the Director and the Assistant Director who will assist in verification, and will then contact the parents and necessary authorities.

If an emergency situation were to occur within our school that is in regard to the safety of your child you will be contacted by the Preschool office staff.

Policies and procedures for different events are found in our Emergency Response Handbook. In the event of an emergency that requires evacuation, parents will be called by HEA Preschool staff and reunited with their parents at Thomas Jefferson High School: 3950 S. Holly Street Denver, CO 80237.

**CHILD ABUSE AND NEGLECT**
As care givers for your children we are legally responsible to report any and all suspected child abuse or neglect. According to State of Colorado and Denver County Regulations we will report any suspicion of child abuse. We will report to the Colorado Division of Child Care, Human Services. As part of our registration package you will receive some “reporting abuse or neglect” and/or “making a complaint” documentation. The following numbers may be used for reporting.

- Child Abuse Hotline: 720-944-3000
- Colorado Division of Child Care: 303-866-5958

**TO FILE A COMPLAINT ABOUT THIS FACILITY**

- Colorado Department of Human Services
- Division of Childcare
- 1575 Sherman St. Denver, CO 80203
- Or Call: 303-866-5958 or 800-799-5876

**DISCIPLINE AND BEHAVIORAL ISSUES**

We believe in positive, respectful methods of discipline. We establish consistent, age-appropriate limits to help children function in their world as successful individuals. This helps children develop a sense of independence and responsibility through reinforcement of positive behavior.

We state expectations in a positive, respectful manner: “Blocks are for building.” “Use your inside walking feet.” “Sand is for digging.” “Use your words to tell your friends what you want.”

We strive to allow children to settle their own differences as much as possible. We observe and monitor what is taking place to see how they might work things out. If adults continue to intervene in children’s interactions, children are unable to develop skills to solve their own problems. If a child comes to us to tell of a problem, we help the child with the vocabulary that they might use in solving the problem: “Tell him you don’t like it when he hits you.” “Ask her when it will be your turn.”

When a child has been hurt by another child, we talk with both children. We use dialogue such as: “Look at John, how do you think he feels? What could you do to make him feel better?” The teacher will offer suggestions if necessary. We also give attention and support to the child who was hurt.

We encourage positive behavior at all possible times, seeking ways to accentuate the positive in all individuals.

While we love parent visitors, we are unable to accommodate additional siblings and/or friends during class time (classroom parties are an exception). This is due to the state regulations concerning class size and child ratio.
Any special needs and/or problems should be reported to the teachers before the child enters the school. If problems arise during the year, parents should feel free to call the teacher to discuss the matter and/or to arrange a conference.

- If a teacher is noticing behavioral or other issues with a child during class time, the teacher will contact the director for support. The director will then make a time to go and observe the child and make recommendations (example: having a specialist come and observe, parent/teacher/director meeting to discuss options).

During the school year, feel free to notify us of any special events in your child’s life to which we may help him/her adjust by means of stories, discussions, etc. For example: the birth of a new baby, a special vacation, a move, a hospital stay, etc.

**FAMILY PARTNERSHIP**

We recognize that family partnership is a key to the success of our program and want to give all families the opportunity to be informed, collaborate, and involved in our school. We encourage you to participate in the many opportunities that are available throughout the year.

Each classroom will decide when a good time might be to come in for a volunteer opportunity. Keep in mind the first few weeks may not be suitable as the classrooms are working on getting in a rhythm. For the toddler classroom, parent visitations are commonly difficult and sometimes disruptive. We understand that for the toddlers, this is their first time being away from home and when a parent comes to visit the separation may be too much. We encourage you to become involved in the many ways at our school.

- **Parent Ambassador**
  - Be a classroom Parent Ambassador. Parents help collect monies for teacher and staff gifts for Chanukkah and end of year appreciation.
  - Connect with classroom teachers and figure out what might be needed to help with certain classroom projects.
  - Meet once a month with the Director/and or Assistant Director to go over preschool needs.
  - **Purim Bags**
    - A great way to honor and recognize staff is to give them Shaloach Manot Baskets. Consider organizing with the preschool parents a fun and simple basket to give our staff.
  - Teacher Appreciation week. Work with the office staff to plan fun, easy activities for our teachers for a week in May.
  - Consider organizing parent programs and help with recruitment.

- **Special Talents**
  - Have a special talent/hobby you want to share.

- **Story time reader**
  - Consult with your child’s class and organize a time to read a special story.

- **Holiday help**
• During Chanukkah and Purim we have classroom gatherings. Come and help the teachers set up. OR if you would like to provide an activity for the families let us know.

• Book Fair
  o Help staff set up for our amazing book fair.
  o Consider being a cashier during drop off or pick up.

• Odds and Ends
  o Help staff clean and disinfect toys 2-4x a month.
  o Help staff maintain the playground and garden areas.
  o Help staff in running errands during school business hours.
  o Are you good at finding and writing grants? We are always on the hunt for new and creative community grants but it is not our specialty and could use some guidance.
  o Fundraising- help create and implement a fun and out of the box fundraising idea to help support our school.

• HEA Community Events
  o HEA offers many events not just Preschool oriented. Get involved by going to one of the Family Connections programs. It’s a great way to meet other young families.
  o Second Shabbat mornings (Saturday morning), join Rabbi Amanda and Shira Teed for a family friendly tot-service. Afterwards join the rest of the community for a free Kiddush luncheon.

• Donations
  o Consider donating in your child’s honor.
  o Have a special project or initiative idea? Consider turning your idea into a reality. Talk with the Director and discuss the various ways you can make a monetary donation.

If you have questions, thoughts or concerns about any of the above information, please let us know. We are happy to discuss anything not covered in this handbook.

Thank you once again for sharing your children with us. We look forward to watching your child/ren grow during their time at the HEA Preschool. We are all on this journey together!