



off broadway
PRESCHOOL
of fine arts

2019/2020 Parent Handbook

From our Director

Just as children see the possibility and potential in every situation we, at the Off Broadway Preschool of Fine Arts, see the possibility in every child. We recognize that to invest in the future we must invest time and energy in our world's future leaders, our children. Therefore, we offer a program rich in creative outlets, and opportunities for discovery.

We believe not only in the beautiful uniqueness of every individual, but also in the interconnectedness of all life. Because of this, we strive for individualized attention for each child, in the context of our small, yet vibrant class groups. We accomplish this with low child to teacher ratios, a gifted staff, and a creative and compassionate approach to learning.

We understand that preschool is a precious time of human development in emotional, social, spiritual, and intellectual areas, and to neglect any of these areas would provide an incomplete education. Through our partnerships with parents and families we work to ensure that each child is growing and developing in all of these areas. With our focus on the creative arts we equip children with the flexibility, curiosity, and creativity to achieve a robust personal potential within the context of our world family.

Peace, Love, and Laughter,

Emily L'Hommedieu
Director

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Philosophy

At Off Broadway Preschool of Fine Arts in Boulder we value the uniqueness of childhood and each child. Therefore we strive to provide developmentally appropriate programming in a safe, clean, and creatively stimulating environment. Ample time is given for children to explore a diverse, yet balanced curriculum through self-directed play experiences within the context of a structured daily schedule. In addition to this, children and teachers also gather together several times each day for large and small group learning enrichment times. Though our school provides access to all areas of curriculum, our focus is in the creative arts- music, visual art, and movement.

We welcome all children and families. We cultivate community with honest, compassionate, and open communication with each other, children, and families. We strive to wholly embody a non-biased attitude in celebration of our similarities as well as our differences in developmental state, culture, belief, family structure, and gender. This is reflected in our approach to working with each child, family, colleague, and the wider community.

Integral to the well-being and success of every child is family involvement and highly qualified teachers. We honor that the child's first teacher is the family unit and view our relationship with families as a partnership in education. Similarly, our teachers are professionally equipped in their knowledge of child development and education, and in their teaching intuition and practice.

Ages and Abilities

We offer one class for children aged 3 through 5 years old. The child must be at least 3 years old by September 30 of the school year of enrollment.

Children with Special Needs

Off Broadway Preschool of Fine Arts facilitates an inclusive environment and works in accordance with the Americans with Disabilities Act to reasonably accommodate the individual needs of all children. The Preschool Director and teachers work together to create individualized plans for children when necessary, and maintain close communication with parents. At the parent's request, teachers may also coordinate with health care professionals who work on a regular basis with the child to address special needs. Our goal is to maintain an ongoing dialog with parents and create an environment in which each child can experience integrated play, learning, and growth. If a child's needs are greater than what Off Broadway Preschool of Fine Arts teachers can meet, the Preschool Director will help identify a plan of action and provide referrals to appropriate child care services.

Curriculum

Off Broadway Preschool of Fine Arts offers age appropriate, play-based experiences and learning. We use **The Creative Curriculum** as a starting point for our curricular offerings. Teachers use this tool and supplement this by creating their own lesson plans and activities on a weekly basis.

Lesson Planning

Each week teachers prepare a topic for exploration within the subject areas based upon the interests of the children. Teachers prepare the learning environment for group and solo exploration of the theme.

Teachers act as curators to the learning environment, and as guides to lead children down their path of discovery learning. Thematic units of study will be posted in each classroom each week.

Arts Focus and Special Activities

Through all of our curricular offerings we instill Creativity, Curiosity, and Compassion in children through creative arts. This is reflected in our daily schedule, classroom environment, and special activities program. Every day children come together for music and movement group time associated with unit themes. The music and visual arts curricula comes from various artistic areas that evolve and grow under the guidance of our staff, most of whom are trained Arts Educators as well as Early Childhood Educators.

Learning Environments

A preschool classroom should be a space that exudes a sense of comfort, belonging, and stimulation. Teachers prepare the learning environment so children are able to explore interests, while feeling nurtured and supported. The constant assessment and curating of the learning environment is integral to learning because it is the stage on which children develop their ideas about life and the world.

Calendar and Schedule

Hours of Operation

Off Broadway Preschool offers half-day, full-day and extended hours programming Monday through Friday 8:00 a.m. - 5:30 p.m.

Available Schedules

Families may choose half-day preschool (8:30-12:30) or full-day preschool (8:30-3:30) with the option for extended care (8:00-5:30). Families may also select 2, 3, 4, or 5 day schedules.

Enrollment is offered based on availability, with preference going to full-time enrollment. We require one month's notice to change a child's enrollment from full-time to part-time.

Daily Schedule

8:00	Early Arrival
8:30	Drop-Off
9:00	Circle Time
9:30	Morning Snack
9:45	Free Choice- Indoor/Outdoor Play
10:30	Arts Enrichment (Music/Yoga/Art) and Small Groups
11:30	Outdoor Play
12:00	Lunch
12:30	Stories and pick-up for ½ day friends
1:00-2:30	Nap/Rest Time
3:00	Transitions and Snack
3:30	Goodbye to full-day Preschool
3:30-5:30	Extended Care

Closures

During the academic year we follow Boulder Valley School District's schedule for holiday closures. We also utilize several closure days throughout the year for staff planning and development. Parents choosing our program accept they are responsible for providing care for their children during these days. Tuition is still charged during the weeks in which closures occur, and also for any vacation days families may take.

During the summer we offer week-long camps. Please see the "summer camp calendar" for more information about sessions and themes. Enrollment preference is given to families enrolled during the school year. A non-refundable deposit is due 30 days prior to the child's first camp session.

Closure Days	2019/2020 School Year
Labor Day	September 2
Staff Development Day	September 16
Staff Development Day (Columbus Day)	October 14
Veterans Day	November 11
Thanksgiving (Wed., Thurs., Fri.)	November 27-29
Winter Break	December 23-Jan 2
Staff Development Day	January 3
MLK Day	January 20
Staff Development Day	February 14
President's Day	February 17
Spring Break	March 23-27
Staff Development Day	April 20
Graduation (Half-Day)	May 22
Camp Planning Week	May 25-29

Inclement & Excessively Hot Weather

Off Broadway Preschool teachers plan to take children outside every day for curricular enrichment and play. Parents should apply their child's sunscreen before dropping the child off for school each day and bring the appropriate clothing for their child's comfort and safety in all weather conditions (hats, boots, snowsuit, mittens, etc.). For afternoon outdoor activity, the school will provide Rocky Mountain sunscreen (SPF 30) for teachers to apply 30 minutes before exposure to sun (parents must sign a sunscreen waiver and/or bring their preferred brand of sunscreen). Parents must notify the school if special or additional considerations should be made for a child's outdoor capabilities. When temperatures are below 20 or above 90 degrees Fahrenheit, activities will be modified for children to remain indoors. Drinking water is always accessible to children throughout the day.

Snow Days and Cancellations

In the event of serious weather conditions, the school closes in accordance with Boulder Valley School District. Should parents suspect cause for weather related cancellation, please check offbroadwaypreschool.org or call the main school phone number. AM 850 KOA radio issues cancellation announcements for Boulder Valley Public Schools. In the case of a weather related or emergency closure, Off Broadway Preschool will enact a voicemail and/or text to alert parents. If school must close early due

to inclement weather, parents are contacted to pick up their children. If parents cannot be reached, teachers will call the child's Emergency Contact.

Admission and Registration

Parents interested in enrolling their child at Off Broadway Preschool of Fine Arts should contact the Director, schedule an admission interview and tour, complete a registration application and pay the application fee. Enrollment occurs on an ongoing basis depending on openings available throughout the year. Should enrollment not be available, those who have registered will be placed on a waitlist. The Director contacts families on the waitlist in order of application date. Waitlisted families interested in securing an open spot for their child pay an enrollment fee as space becomes available.

Tuition and Fees

Tuition will be due in 12 equal monthly installments, or may be paid early at any time. If siblings are enrolled at the school concurrently, a 5% discount will be applied to the older child's tuition. Tuition refunds will not be issued. If a child misses a day, full tuition is still due. Rates are reviewed each spring, with new tuition rates set to be enacted on September 1st.

Tuition is due on the first of every month. When the first falls on a non-school day, tuition is due on the following school day. A \$25 late fee applies to payments received after the 5th of the month. If a monthly payment is not made by the end of the month, children are subject to suspension effective the 15th of the following month. Delinquent accounts will be sent to collections after 30 days.

Rates for 2017-2018 School Year

	<u>½ Day Preschool</u> <u>8:30-11:45</u>	<u>Full Day Preschool</u> <u>8:30-3:30</u>	<u>Full Day with Ext. Hours</u> <u>8:00-5:30</u>
2 Day	\$400 (T/TH)	\$585	\$735
3 Day	\$560 (M/W/F)	\$850	\$1060
4 Day		\$1105	\$1385
5 Day		\$1305	\$1630

Application Fee

A \$50 non-refundable application fee may be applied towards the child's enrollment fee if there is a space available and you choose to enroll your child. If space is not available at the time of application, the child will be placed on our waitlist.

Enrollment Fee

A \$150 enrollment fee is required to enroll each child. This fee is due on the child's first date of enrollment. **The application fee may be applied towards the child's enrollment fee.** This is not subject to the 5% sibling discount.

Classroom Policies

Discipline

Off Broadway Preschool of Fine Arts teachers believe positive guidance, modeling, and problem solving with children are the best ways to teach appropriate behavior. We believe a developmentally appropriate environment, consistent schedules and expectations, and allowing children independence will help foster a positive classroom atmosphere. When a conflict arises between children, the teacher will communicate with children at their eye level to help them resolve the problem. Children's feelings are valued and respected by all; teachers help children in identifying their emotions. Children showing aggressive behavior will be removed from the space to allow them time to calm down before rejoining the group. Teachers will document aggressive behavior and work with parents in determining an appropriate action plan to keep all children in the school safe.

At Off Broadway Preschool:

- Children will never be subject to physical, emotional or verbal abuse or humiliation.
- Discipline will not be associated with food, rest, or toileting.
- If separation discipline is necessary it will be brief and age appropriate, and the child will remain within sight of the teacher in a safe, non-restrictive space.

Identifying Children's Location

Throughout the day Off Broadway Preschool of Fine Arts staff will closely monitor children by sight and sound supervision. The staff will conduct regular head counts and Sign In/Out sheets will be utilized so teachers are always aware of which children are in their care. Children must be signed in at drop off time and signed out at pick up time by authorized parents or guardians.

Personal Belongings

Each child has a cubby for personal belongings which should be clearly labeled to avoid loss. Parents are asked to bring 1-2 weather appropriate changes of clothing and underwear, sensible shoes for outdoors, a water bottle suitable for the child's use, and a fitted crib sheet and blanket for naptime. If parents feel it is necessary, they may provide pull-ups for naptime. Children should not bring money to school, and no item with the label "keep out of reach of children" should be kept in a child's cubby.

Nap Time/Rest Time

We provide a quiet rest time or nap time for all children during the day. Children will sleep or rest on mats. Teachers will encourage sleep/resting using calming and quieting techniques (soft music, lights off, and back rubs). Many children have a special routine for going to sleep and a favorite blanket or toy sent from home may help them to rest and relax at school.

Children who do not need a nap or are not able to fall asleep will still need a period (45 minutes to an hour) of quiet restfulness. This is an important aspect of learning to self-soothe, calm, and self-regulate. If children do not fall asleep, we will provide them with quiet toys or activities approximately after a one-hour period of quiet time.

Meals and Snacks

Off Broadway Preschool of Fine Arts provides morning snack, lunch, and an afternoon snack every day to children and teachers. Meals are unhurried and served family style. Children are encouraged to participate in setting the table, using utensils to serve their own food, and clearing their plates when they are finished eating. Teachers sit with children while they eat to encourage children to try new foods, and also to model healthy eating, good table manners, and appropriate table conversation.

Varied nutritious meals are planned and prepared in-house. Menus will be posted a week in advance. We make every reasonable effort to use local, organic produce, dairy, and meats. We will work with families to provide appropriate substitutions for children with food allergies or dietary restrictions.

Farm to Preschool Policy

Our school, Off Broadway Preschool of Fine Arts, is proudly committed to the following wellness policy:

1. Meals and snacks will be purchased or harvested using locally produced fruits, vegetables, and other whole food items to the maximum extent feasible.
2. Meals and snacks will be purchased or harvested using locally produced fruits, vegetables, and other whole food items directly from farmers or an onsite garden to the maximum extent feasible.
3. Preschool gardens, including container gardens, are strongly encouraged and every child will be given the opportunity to garden where feasible.
4. We will provide nutrition education that highlights local foods and may include hands on activities such as taste tests of local fruits and vegetables, gardening, cooking, and visits to farms or farmers' markets or visits by local farmers.

Birthdays & Holidays

We understand that our families celebrate birthdays and holidays in a variety of different ways. During a holiday season you may encounter decorations made by our children. We support and encourage the introduction of a variety of culturally diverse learning through developmentally appropriate experiences. If you would like to celebrate your child's birthday or cultural holiday during the school day, please speak directly with your child's teacher. If your child has food allergies or dietary concerns, please speak with your child's teacher about what substitutions can be made to make sure that no child is left out!

Toilet Training

Children enrolled at Off Broadway Preschool of Fine Arts are expected to be toilet trained. In case of accidents, parents provide a change of clothes, labeled with the child's name, to be available at all times. If

a child has repeated accidents the staff will work with parents to resolve the issue, with possible scheduling of opportunities to use the toilet until proficient.

Family Partnerships

Frequent communication between families and preschool staff is very important. Information will be relayed back and forth to families and teachers in the child's information folder, which will be stored in the child's cubby. Also, each classroom has a bulletin board, where teachers may post information, reminders, or sign-ups. In addition, monthly e-newsletters (print by request) will be sent to families. Families are encouraged to spend time getting to know their child's teachers and classroom community. Parents and family are always welcome to visit their child's classroom! When teachers and families plan as a team a more comprehensive approach to your child's learning and development is reached. We welcome any thoughts or suggestions that you may have.

Change of Address or Phone Numbers

If, at any time, parents' addresses or any phone numbers change, they should inform the administration and child's teachers in writing. It is extremely important that teachers and the office have current information to get in contact with parents at all times.

Parent-Teacher Conferences

Parent-teacher conferences will be held in the fall and spring of each year. Teachers assess their students' progress in the classroom and plan instruction accordingly. Teachers will share the child's strengths, accomplishments, and any challenges that have been observed in the classroom. Parents and families are encouraged to bring any questions, insights, or concerns to these meetings. Working together, parents and teachers will use this time to set goals for the child.

Home Language and Interpretation

If a family's home language is not spoken at Off Broadway we will make every effort to communicate effectively with the family. English, French, and Spanish languages are currently spoken and understood by several staff members. We will translate written communications, or will engage the services of a translator should the need arise.

Service Agency Referrals

If a parent/guardian or Off Broadway staff member has concerns regarding a child's physical, mental, or emotional health or development a meeting will be arranged with the director, child's teacher, and parents/guardians. If deemed appropriate Off Broadway staff members may suggest enlisting the professional help of a service agency for additional support or evaluation. Off Broadway will provide the contact information of recommended service agencies to parents/guardians, and may create an introduction between these agencies and parents/guardians. Off Broadway staff may suggest ongoing meetings between staff and parents/guardians during this process.

Health

Children's health is of utmost importance to us. Upon enrollment parents must complete a health form – available in the office – and have it signed by the child's pediatrician. It is a licensing requirement that all children have updated medical forms (including immunization records) on file according to the schedule recommended by the American Academy of Pediatrics (AAP). The AAP suggests once yearly check ups for three to five year olds.

Illness Policy

The Preschool asks that parents not bring children to school when they are ill. If a child has a contagious illness, they cannot return to school until they are no longer contagious. When a child becomes ill but does not require immediate medical help, teachers will contact parents and make a determination about whether the child requires exclusion. Following an illness, a child must be free of the following symptoms for at least 24 hours before returning to school (A doctor's note does not override this policy):

- Temperature of 101° (without fever reducing medicine)
- 3 diarrheas or vomiting
- Undiagnosed rash (need a doctor's note)
- Thick yellow or green discharge from eyes, ears, or nose

Teachers are responsible for using the criteria below to determine the need for exclusion. If any of these criteria are met, the child will be excluded, regardless of the type of illness:

- Illness prevents the child from participating comfortably in activities.
- Illness results in a need for care that is greater than the staff can provide without compromising the health and safety of the other children.
- Illness poses a risk of spreading the disease to others.
- If a child has exhibited symptoms of being sick, she/he must stay home for a minimum of 24 hours, even if the pediatrician has given authorization for the child to return.
- If a child exhibits sick symptoms at school, the teacher contacts the parent(s) immediately. Someone must pick the sick child up within one hour of notification. The child's teacher will inform the parent of the symptoms exhibited and exclusion criteria that must be resolved in order for the child to return. The child is secluded from the other children to help keep all of the children healthy.
- The Preschool reserves the right for final decision whether the child is admitted back to school. Notes from physicians enable the Preschool to make informed decisions regarding the care of the child; however, physician's notes do not override the school's sick policy.

Medicine

Parents provide any necessary medication(s) for children; a responsible adult must bring any such medications to school. Written authorization by a person of prescriptive authority AND written consent of the parent is needed for us to administer any medication (including over-the-counter). Any changes in the original medication authorization will require a new written order by the prescribing practitioner and a change in the prescription label. If a medication is out of date or has not been used, parents are responsible for picking up the medication. If parents do not pick up the medication, the school is responsible for disposal with proper documentation.

Administering Medication

Trained staff members administer medication and maintain a written medication log, and the director

maintains medications in a secure location. Off Broadway Preschool staff meet monthly with a health consultant to review health practices. Long-term medication must be reauthorized on an annual basis. Medication authorization forms are available in the office and children's classrooms. Over-the-counter medications will be given to a child for no more than three days consecutively. Off Broadway Preschool cannot administer medication without parent authorization.

All medications must come in the original container labeled with a pharmacy prescription label. The written order for **any** medication made by the prescribing practitioner must include:

- Child's name
- Licensed prescribing practitioner name, telephone number and signature
- Date authorized
- Pharmacy name and telephone number
- Date the prescription was filled
- Expiration date of the medication
- Name of medication and dosage
- How often to give the medication
- Time of day medication is to be given
- Length of time the medication is to be given
- Reason for medication
- Side effects or reactions to watch for
- Any special instructions

Please note: Parents must notify teachers of any medications their child(ren) received within the last 12 hours. This information is important for Preschool staff to provide the best care possible for the children we serve.

Immunizations

Parents should inform the Director when a child has had immunizations so records stay current. In accordance with Colorado State laws, we may deny enrollment to families whose children are not immunized. However, there may be children who attend The Preschool who do not receive immunizations due to medical, religious, and/or personal reasons. The Preschool of Fine Arts promptly excludes these children from school if a vaccine-preventable disease to which the children are susceptible occurs in the program.

Sanitation

We work closely with the Boulder County Health Department to ensure we are providing a healthy environment for children. Hand washing is our first defense against the spread of illness. Not only do staff ensure they are conscious of good hand washing techniques, but they also teach children the appropriate times and methods of hand washing.

We sanitize toys throughout the day with a sanitizing solution designated by the Health Department, and larger equipment is wiped down at the end of each day. Nap mats are sanitized daily and sheets are laundered on a weekly basis.

Control of Communicable Illnesses

When children or staff have been diagnosed with a communicable illness, the Preschool will immediately

notify the local health department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of children in care. Children's confidentiality will be maintained.

Parents should report exposure of a child to communicable illness outside of Off Broadway Preschool to the Director, who will work with parents, the local health department, and the child's physician to determine the best course of action for the safety of all children and preschool staff.

Incidents and Accidents

When an incident or accident occurs at school, the teacher notifies the parent or guardian of the child and, if necessary, calls the physician or medical facility as instructed in writing by the parent or guardian. The teacher informs the parent(s) of any injuries at school by phone or in person during pick up. The teacher completes an Incident Report when a child's injury at school causes bleeding, bruising, external bumps, or any head related injury. Parents are asked to sign the Incident Report, which will be kept in the child's permanent records.

Responding to Emergencies

In the case of any emergency on or off site, parents give permission through the Enrollment Form for the school to obtain medical care if warranted. These steps include, but may not be limited to:

- Attempt to contact a parent or guardian
- Attempt to contact the child's physician
- Attempt to contact the person listed as emergency contact on the child's application form
- Attempt to contact parents through any of the persons listed on the child's application form

If we cannot contact the child's parents or physician, we will do any of the following:

- Call another physician or the paramedics
- Call an ambulance
- Have the child taken to the emergency room in the company of a staff member

Lost Child

Teachers keep sign in/out records and perform head counts of children periodically throughout the day. If a child is missing, local authorities and the child's parents are notified immediately.

Emergency Evacuation

Emergency drills are held often so that all staff and children are familiar with drill procedures and routines. Drills are held at unexpected times and under varying conditions to simulate the conditions of an actual emergency. Teachers have with them the classroom sign-in sheet, emergency contact cards, and their classroom first aid kit. Sign-in sheets are used for taking attendance during a drill or an actual emergency. Evacuation takes place according to the type of emergency situation present, and a complete evacuation procedure is available for review in the director's office.

Tornado: In case of an impending tornado, children will be taken to the basement of the Preschool building and kept away from windows. Once safe conditions exist, parents will be notified and teachers will remain until all children have been picked up. In case of a tornado watch (a possible but not spotted tornado) teachers will remain informed of weather conditions via an emergency radio and take above-stated actions should an actual tornado be spotted.

Fire: Teachers lead children out of the building through the nearest exit and gather on the front lawn of Pine Street Church. .

Field Trips and Special Activities

Off Broadway Preschool occasionally plans field trips for children outside the classroom to enhance learning. Parents receive advance notice of any field trip, and are asked to sign a Field Trip Permission Form, indicating destination, departure time, and anticipated return time. The exception to a required Field Trip Permission Form is any short, neighborhood outing by foot, like a walk around the block, for which parents must sign the annual Walking Field Trip Form in order for children to participate. All outside activities and locations will be posted at the school or left with the director. Teachers, classroom assistants, and volunteers will actively supervise children on field trips at all times while maintaining appropriate adult to child ratios.

Late Arrival on Field Trips

Children and families arriving late to the school on a field trip day should check-in with the school's director in person or by phone to determine how best to connect the child with his or her class group. If a child or family is expected to attend the field trip and is late the school will make every effort to contact the family before departing the school.

Transportation

Transportation on field trips will be provided by parent and staff vehicles and car seats will be used at all times. All vehicles used for field trips will need to provide proof of liability/collision insurance and parents/staff will provide a copy of a valid driver's license. Children will be assigned to staff or parent groups and appropriate staff to child ratios will be followed at all times. Off Broadway Preschool of Fine Arts does not provide transportation outside of field trips and it is the parent's responsibility to drop off and pick up their children from school each day.

Vehicle Safety

When children are transported in teacher and/or parent volunteer vehicles for scheduled field trips, car seats and seat belts are always utilized. Children are not permitted to ride in the front seat of a vehicle and are loaded and unloaded out of the path of moving vehicles. Children are instructed to keep arms, legs, and heads inside the vehicle at all times. Children are never left unattended in vehicles.

Special Activities

Off Broadway Preschool of Fine Arts offers many special activities to children in our program. These activities may include, but are not limited to: music, yoga, visual arts, dance, and storytelling. Licensing ratios will be maintained during these activities with our staff and qualified volunteers.

Television and Videos

We require written parent permission to show any educational videos or television programs to children. Off Broadway Preschool does not allow the viewing of TV or videos during normal school hours. The exception would be a short (1-2 minute) video used as a support to classroom instruction.

Drop-Off and Pick-Up

Daily Sign-In and Sign-Out

All children are under direct supervision of a responsible adult at all times. In each classroom, teachers use daily sign-in/-out sheets to keep accurate attendance and know exactly which children are present at all times. It is imperative that whoever brings or picks up a child signs in and out each day with all required information. Teachers verify that all children were properly signed in and out each day. If a child is not properly signed in or out, the teacher will note the time of drop-off or pick-up and highlight the child's name on the sign-in sheet. Parent(s) must provide their signature the next time they are at the school. Completed sign-in/-out sheets are submitted to the office at the end of each week.

Daily Attendance

Please call the Preschool to inform us of any absences, late arrivals, and early or late pick-ups.

Release of a Child to Authorized Persons

Parents must list in writing the individuals authorized to pick up their child/ren. A copy of the list is kept in the classroom. Authorized pick-up individuals must be prepared to show proof of identity with a photo ID. School personnel will not release a child to anyone without prior written parent authorization and proper ID. Parents should inform the administration and child's teacher to add new authorization for an individual to pick up a child and/or remove any individuals from the list who are no longer authorized. We cannot release children to minors under the age of 18.

Procedure for Unauthorized Pick-up Attempt

The Center will not release a child to any individual not on the child's Enrollment Form, and who does not have written permission from a parent or guardian. Families who have specific legal custodial arrangements must provide on-file documentation stating custody guidelines. A parent, guardian, or authorized person should be accessible by phone at all times in case of an emergency.

If someone is listed in child's file as "Unauthorized to Pick-Up" and attempts to pick up the child, staff members use the following guidelines (not necessarily in this order):

- Ask person to speak with the school administrator on duty
- Call parent(s)
- Call 911
- Take the child as far away as possible from person attempting to pick up

Please note: If a person threatens harm, we are required to release the child and call 911. If the person attempting pick-up is a legal parent or guardian, we are required to release the child unless we have a copy of a court order stating otherwise.

Drugs and Alcohol

If school personnel suspect that a parent or guardian is under the influence of drugs and/or alcohol when picking up a child, Off Broadway Preschool will contact the child's emergency contact and notify local law enforcement.

Late Pickup

Parents are asked to arrive early enough to pick up their child and exit the school and surrounding grounds by 5:30 p.m. **If a parent arrives after 5:30 p.m., a late fee of \$1 per minute, per child will be charged.** According to state regulations, if a parent fails to pick up a child after closing and the school has not been notified, we are required to contact Social Services. In the event we have not heard from the parent(s) by 6:15 p.m., and we are unable to get in touch with the individuals authorized to pick up, we are required by law to contact child protection services. Before leaving the school, the last staff member in the building will do a walk-through to ensure all persons have vacated the Preschool.

Visitors

We welcome visitors to the school and encourage parents to visit children and bring family or friends if they wish. Parents should check in with teachers when possible to determine the best times to drop in. Visitors must sign in with the director and wear a visitor's badge while in the school.

Complaints

If you suspect Off Broadway Preschool of Fine Arts is not following regulations, licensing violations should be reported to:

The Colorado Department of Human Services, Division of Child Care
1575 Sherman Street, Denver, CO 80203-1714, (303) 866-5958

If a concern is related to an incident of physical or sexual abuse, immediate assistance from staff at Off Broadway Preschool should be solicited. To file a complaint, individuals may contact Boulder County Department of Social Services, 3400 Broadway, Boulder, CO 80304 at 303-441-1000.

Suspected Child Abuse

The State of Colorado Division of Child Care legally requires all staff members at Off Broadway Preschool to report any suspicion of neglect or abuse to the Department of Social Services. Both our preschool and the Department of Social Services keep all reports, concerns and documentation regarding suspected abuse anonymous and confidential. Failure of a mandated reporter to report suspected child abuse or neglect is punishable by a fine and/or prison term as well as the possible revocation of the preschool childcare license.

Withdrawal Procedures and Termination of Services

Thirty days notice is required before withdrawing a child. If a child stops attending before these thirty days have passed, tuition is still required through the end of the thirty day period. If a child is to be withdrawn mid-month tuition shall be prorated, as long as the necessary thirty day notice has been given.

Termination of Services

We believe that with open communication and collaboration, it is possible to work through most issues. However when any of the following circumstances persist, it may be necessary to terminate child care services:

- Repeated aggressive behavior of a child. Safety of all children and staff is our goal, and we will work closely with children and families to try to resolve any issues.
- Failure to follow school policies stated within this parent handbook.
- Failure to make tuition payments or consistently late payments. Tuition must be paid on time.
- Refusal to communicate and resolve issues. Communication should be respectful and timely.
- Evidence of drugs or alcohol. Adults who pick up children must not be under the influence of drugs or alcohol.

Pine Street Church Council of Ministries Governing Board

Off Broadway Preschool of Fine Arts is a community outreach and mission of Pine Street Church. As a non-profit Pine Street Church is governed by a board of Directors called the Council of Ministries (COM). As a mission and program of Pine Street Church Off Broadway Preschool's governing body is the Pine Street Church COM.