

Why Christian Preschool & Kindergarten?

Many parents are awakening to the realization that the ABC's & 123's is not enough; that their children need to be taught moral and spiritual truths, too. Parents want their children to have some firm convictions; to be culturally rich, inwardly at peace; and to have a sense of security in a world of fear and insecurity. To be so blessed, boys and girls must have a spiritual center by which to find direction and meaning for their lives. God alone can give meaning to a person's life; therefore, children must be taught to know and love Him. This is the purpose of Happyland Preschool & Kindergarten. We show the way to God and teach His Word. ABC's, 123's and God's Word are intertwined together to create the perfect learning environment.

Our teachers and staff are sincere, kind, and take a personal interest in each child. They are dedicated, Spirit-filled, and called to teaching little children as a ministry. They pray and seek God's wisdom, knowledge, understanding, and guidance each and every day.

Parents can easily spend their money elsewhere, but their system of values encourage them to invest in their child's present, future, and eternity with God.



Mission Statement

Our purpose at Happyland Preschool & Kindergarten is to help provide a Christian Education for children in our community. We provide a warm, stimulating, and rich living/learning environment. We seek the Lord to obtain guidance in building within each child self-confidence and a positive self-concept. We strive to provide developmentally appropriate activities to develop skills and increase knowledge. We encourage the children to come to know the love of Jesus through Christian role modeling, loving care, prayer, teaching stories from God's Word, and singing songs about Jesus.

Happyland's Philosophy of Education

We believe that children learn best by doing. Learning Centers are provided in each classroom to stimulate the mind and exercise the body of each young child for optimum development. Learning centers include the house, block, art, quiet (books, puzzles, and manipulatives), and science centers, and a numbers/math table, and a water table. We believe careful and intense teacher planning is crucial to meeting the needs and interests of the children. All curriculum areas are included in weekly plans; Bible, Reading Readiness, Language, Literacy, Number Skills, Science, Music and Movement, Art, Physical Development, Social/Emotional, and Social Studies. Children are encouraged to ask questions and pursue finding answers to their questions. We believe in building precept upon precept to maximize the child's learning.

Parents are considered partners with the teacher in meeting the needs of the children. We want children to learn to share and be generous, enjoy giving and receiving affection, learn to share in the joy of other's accomplishments, and develop self-control. We believe every child can benefit presently as well as eternally from learning God's Word and experiencing the love of Jesus. We endeavor to provide a loving environment that exemplifies the love of Jesus and His teachings. We want the children to enjoy, appreciate, and become aware of the beauty of God's world. We value each child as a unique individual and worthy of great respect.



**Happyland Preschool & Kindergarten is a
Christian School and does not discriminate
against race, color, national or ethnic origin**

We Believe

- We believe the Bible is the inspired, infallible, and authoritative written Word of God (2 Timothy 3:16).
- We believe there is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19).
- We believe in the deity of our Lord Jesus Christ. We believe in His virgin birth, sinless life, miracles, vicarious and atoning death, bodily resurrection, and ascension to the right hand of the Father. We believe in His personal future return to this earth in power and glory (John 1:1).
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (John 14:6).
- We believe in the resurrection of the saved and the lost. For the saved, everlasting life with the Father, Son, and Holy Spirit and for the lost to everlasting damnation. (Revelation 20:11-15).

Our Goals



Social-Emotional Development

Help each child

- develop positive self-control, self-confidence, self-direction, self-discipline, and self-expression.
- learn to like himself and feel comfortable in new surroundings in a group situation.
- learn respect for himself, others, and the property of self and others.
- develop security and a feeling of success, acceptance of failures and successes of self and others.
- develop a sense of responsibility and independence appropriate for his/her age.
- learn to be a person other people enjoy being around.
- learn to give, share, and receive affection.

Physical Development

Help each child

- develop coordination and strength.
- improve and develop large and small muscle motor skills.



- build strong bodies by providing nutritional foods, a healthy balance of rest, nourishment, and activity.
- learn healthy habits and proper care of bodies.

Intellectual-Mental Development

Help each child

- learn to think, make good decisions and wise choices, carry out simple tasks, and follow directions.
- have rich experiences in solid learning.
- experience the joy and beauty of literature, art and music.
- develop a meaningful vocabulary.
- pursue interests wholeheartedly, develop new interests, and build on recent ones.
- extend his/her reach into the fascinating world of knowledge.
- experience a variety of hands on math and reading readiness activities.

Spiritual Development

Help each child

- develop spiritual values
- learn respect and love for God
- learn to enjoy, appreciate, and become more aware of the beauty of God's world



Parent Involvement

Help each parent

- feel welcome into the school and the classroom.
- be involved with the school's activities and events.
- better understand their child.

Let Us Share with You Just What We Do at Happyland

Happyland Preschool & Kdg. is a happy place for children ages 3 - 7 years old. Our program is academic and Christian centered. A full curriculum is offered each week.

Bible:

- We learn about the love of Jesus and that God's love is always there for us.
- We learn that doing wrong brings trouble and sadness to many.
- We learn the importance of obedience.
- We begin the year with the story of creation. Then, we go through the Old Testament learning about the primary biblical stories and people. In December, we share about the birth of Jesus then continue with His boyhood, His miracles, parables, disciples, His death on the cross to give us forgiveness,



His resurrection and His plans for us for eternity. We end the year with wonderful discussions of Heaven and our home there!

- Each month the classes join together to have a chapel time to reinforce the lessons and concepts taught in classroom. During this time the children sing, hear Bible stories, and have lots of fun. **ALL CHILDREN WILL BE REQUIRED TO STAY IN CLASS DURING BIBLE TIME AND CHAPEL.**

Reading Readiness:

- We use the “Abeka” and the “Zoo-phonics” reading curriculums.
- We sing as we learn our ABC’s using the “Zoo-phonics” curriculum. Each week a new zoo animal is introduced in the shape of the letter of the week.
- We work with alphabet literacy manipulatives (magnetic letters and objects that begin with the letters of the alphabet).
- We recite fun poems and rhymes and read many books.
- Every week the children bring a show and tell item that begins with the letter of the week.
- Our school has adopted the “Read Aloud Crowd” program. Each month we send home reading sheets for shared reading with family members and decorate our hallway with them.

Number Skills:

- We learn the names of the numbers and how many each number represents.
- We count, measure, sort and classify by colors, shapes, and sizes using hands on manipulatives.
- We sing as we learn colors, shapes, sizes, counting and much more using a flip chart that has fun poems and songs.
- We recite number cheers for numbers 1-10.
- We introduce the days of the week, the months of the year, and the seasons of the year.
- The concept of yesterday, today, and tomorrow is also introduced.
- We have fun graphing and recognizing/making simple patterns.



Music & Movement:

- We sing lots of songs to Jesus.
- We joyfully move to music as we listen to CD’s that tell what motions to do and encourage us to use our imagination.
- We play all kinds of musical instruments.
- We learn many new songs throughout the year that pertain to our weekly themes.



Science:

- We have three or four themes a month that we highlight in our science center. Some of our themes are habitats, color, animals, insects, magnets, light, seasons, texture, our five senses, transportation, our bodies, and plants.
- We put the “themed” items in tubs and call them our Science Tubs!

Art:

- We offer a variety of creative art projects.
- We encourage creativity using paints, crayons, markers, play dough and other art media. Art activities help children develop eye hand coordination, small muscle control, listening and following directions skills, and creativity. Each day there is a special art project opportunity for the children.
- We have a special art project sent home each month for children to do with their families. They bring them back to school to be displayed in our hallways for all to see.



Physical Development:

- Our playground offers opportunities for climbing, jumping, bouncing, teetering, spinning, running, throwing and catching, sand play, tricycle peddling, wagon pulling, etc.
- Inside the children work on balancing, bouncing balls, skipping, galloping, passing, coordination in climbing stairs, gaining strength, exercising, music and movement, etc.



Social and Emotional:

- We discuss how special we are to God and that we are fearfully and wonderfully made.
- We discuss emotions and how to deal with them.
- We learn the value and fun in working together and sharing, and how our actions affect others.
- We learn the importance of valuing and accepting others and the goodness of giving.



- We learn that we can receive help from God and receive faith, courage, and confidence from Him. He is always with us and never leaves us or forgets about us!
- “Tacky” the penguin introduces our social studies themes which include: our home and family, our school, our community, holidays, ways of travel, caring
- for people and animals, farms, our leaders, American heroes, different cultures and places in our world, etc.

Daily Routine

The daily routine includes large and small group activities. Children begin the day with prayer, greetings, and pledges to the American Flag, Christian Flag, and the Bible. Each day there is a calendar time and a center time for interactive play. Centers include the house, block art, quiet (books, puzzles, and manipulatives), and science areas, and a numbers/math table, and a water table. An outdoor play time is scheduled every day. In inclement weather, children are taken to a large play room inside. Snacks are served daily and brought in by the children.

Parents are always welcome to come into our classrooms for a visit and see the many dimensions of our program as we are partners together in providing a solid foundation for each child’s early childhood education.



What Children Learn in Happyland’s Kindergarten

Our Kindergarten program builds a strong foundation for learning in the elementary grades. The children are in a safe, loving environment and have the advantage of a small class size and much individual instruction.

Overview of Academics

Phonics and Reading

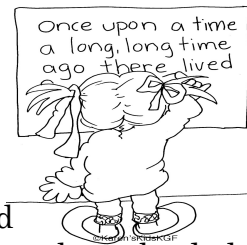
Early independence in reading is achieved. Students read in the classroom collectively during their daily “Letters and Sounds” time. They also read individually on a daily basis.



Comprehension skills are evaluated often. We use the ABeka Reading Program which is a successful program used nationwide. It is an intensive phonics program which is taught systematically throughout the kindergarten year to ensure continued growth in skills. Children learn the short sounds of the vowels and then how to blend these sounds with a consonant. Once they have mastered consonant/vowel/consonant (cvc) words they learn to read words with two vowels and words that contain special sounds such as sh, ch, and ay. From the very beginning phonics skills are applied in meaningful, character-building stories. This program motivates the students in learning with genuine, early achievement in reading.

Language Enrichment

Students learn positional and rhyming words, opposites, drama and poetry. They recognize a sentence by learning that the first word in a sentence is capitalized and the end of the sentence has a period, exclamation mark, or question mark. Children enjoy sharing their experiences during “Show and Tell” and are afforded many opportunities to express their thoughts and ideas during the school day. Listening, thinking, problem solving, and visual perception skills are enhanced. Many poems and Bible verses are memorized throughout the school year.

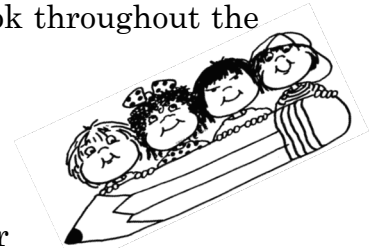


Math

In math, the students learn to count and recognize numbers 1 through 100. Addition concepts are taught up through the sum of 10 and beginning subtraction concepts are introduced. Students learn to work with telling time and counting money. They count and write by one's, two's, five's, and tens to 100. One step story problems in addition are introduced. They use sheets from their math textbook throughout the year.

Writing

Kindergarteners learn to write the letters of the alphabet, blends, words, and sentences. They have daily worksheets to practice their writing. Children are encouraged to do their best and hold their pencils correctly.



Science

In Kindergarten students learn about God's wonderful world, plants, animals, sea creatures, weather and seasons, and our solar system. Children have fun learning all about their bones and bodies. Many hands-on materials are provided and many fun experiments are planned for learning science concepts.



Social Studies

Students learn about our community helpers, children around the world and our great country, America. They study maps, famous Americans and places of interest in our United States of America. The Christian influence in the founding of our country is shared with the children.



Bible

- Bible Time is the most important subject of the school day. Bible lessons from the Word of God spring from the heart of the teacher to the child. Bible time includes praise songs to Jesus, Bible lessons, memory verses, and prayer time. Our goal is for all of the children to experience the love of Jesus and esteem to live for Him. We teach them about the importance of forgiveness and repentance of sin and that God is good and loves them even when they make wrong choices. Jesus is the way, the truth, and the life and by accepting Him into their lives and living for Him, they have the promise of forgiveness and eternal life. e learn about the love of Jesus and that God's love is always there for us.
- We learn that doing wrong brings trouble and sadness to many.
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Physical Education, Art and Music

Children engage in physical activities as part of each day's schedule. Skill development in ball handling, coordination, stamina, body strength and flexibility are goals in games and activities planned. Many art experiences are included

to develop the children's creativity and skills in using a variety of art media. Music is also a part of the daily routine including: singing, playing instruments, moving to different types of music and listening to a variety of musical selections.

Classroom Procedures

Students learn appropriate classroom habits and procedures. The classroom is orderly and conducive to effective learning. Character Development and Health and Safety Visuals are used to promote positive and safe behavior. Children learn the importance of respecting others as the daily routine is followed. They can be active in learning without disturbing others. Each child has an individual cubby for their personal school supplies and belongings.

Evaluation

Students receive a progress report at the end of each semester. Parent conferences are held at least twice a year. The Stanford National Achievement Test is given in April to Kindergarten to track the level of each child's progress made during the year.

Administration

Governing Body

The Pueblo Christian Center Official Church Board has ultimate authority and legal responsibility for the administration and operation of Happyland Preschool & Kindergarten. One of the church pastors and a church board member resides on the Happyland Board and provides a liaison between the church board and director.

Administrator/Director

Kip Amaya is the appointed administrator/director and is delegated the responsibility for the administration of Happyland Preschool & Kindergarten. The Happyland board members and the administrator/director work together to establish policies and procedures. A yearly review of the policies and procedures is conducted to assure that Happyland is in compliance with the licensing standards.



Financial Policies

- Tuition payments are due on the first day of each month and must be made promptly. A late charge of \$10.00 will be added to the unpaid accounts after the 5th of each month.
- The total cost of tuition is divided by nine so that tuition is paid in nine monthly installments.

- If tuition is not paid by the 5th of the month the student will not be able to return to the school until the tuition and late fee are paid in full. If necessary, other arrangements can be considered by the Happyland School Board.
- An additional charge of \$10.00 will be added to the tuition fee for any checks returned for insufficient funds. Thereafter payment must be made with cash, credit card, or debit card.
- A registration fee and the last month's tuition (May's tuition) must be paid to reserve class placement. No discounts are allowed on the registration fee and both monies are nonrefundable.
- If a child has been withdrawn for any reason, re-enrollment will be on a space available basis and the registration fee will again be required. We encourage parents to enroll their child for the entire nine-month program. The teaching is sequential and caring friendships are developed within the class.
- Tuition payments may be made with credit cards, debit cards, checks, cash, money orders or cashier checks.
- Tuition payments can be mailed to our office. Please write your child's name on the check memo line. A receipt will be put in your child's communication folder.

Happyland Tuition Refund Policy

- The payment for any child's registration fee and the month of May's tuition, which is due upon enrollment, is not refundable. The parent is responsible for letting the office know if they are withdrawing their child. Further financial obligations may be necessary if this is not done.
- If a parent gives notice of withdrawing their child from the school two weeks prior to their child's leaving, the monthly rate will be prorated. Otherwise, the parent is responsible for the entire month's tuition.
- If the tuition was paid in full upon enrollment for the entire school year and the child is not officially withdrawn by the parent through the school office two weeks prior to their child's leaving, no refund for the month in which their child left the school will be given and the parent will be liable for the cost until the date the office is informed of withdrawal.
- If tuition was paid in full upon enrollment for the entire school year, the refund will be the amount of tuition of which was paid minus the registration fee and May's tuition.

Financial Aid

The Happyland Board has criteria in place for providing financial aid. It is based on family needs and Happyland funds available. Financial aid forms are available in the school office.

Parent Participation

Parents or guardians of each child enrolled in our school are encouraged and welcome to visit our school. Any major changes in our program are communicated to parents in a newsletter or special letters. Parents are kept up to date about special events and meetings at our school through DOJO or written communications by teachers, notes on “sign in” bulletin boards, and monthly newsletters.

Parent participation is necessary for school/home communication and meeting the needs of your child. One parent or family member needs to attend at least two of our events or a \$25.00 fee will be charged. Working together benefits your child. Some options for fulfilling this obligation are:

1. Attending Open House
2. Attending and/or participating in committee work for three or more hours for one of our fund-raising events:
 - *Little Hearts Benefit Dinner and Silent Auction in February
 - * Trike -A-Thon in Oct.
3. Volunteering in the classroom for three hours. It is uplifting for your child to see you helping at his/her school, it lets them know you value what they are doing. Also, the teacher really appreciates an extra hand. Be sure to sign in at the office before going to your child’s classroom.



Lost and Found

Parents are encouraged to label all their child’s outer garments on the inside and other personal belongings to insure all items can be returned. Cubbies are provided in the classrooms for coats and other belongings. “Lost and found” items will be in the school office.



Classroom

- Children attending Happyland Preschool must be toilet trained upon entering our program. Parents are encouraged to bring an extra set of clothing for children who may still have an occasional “bathroom accident”. These

incidents are handled privately, without shaming the child, and with precaution procedures being followed (body fluid handling procedures).

- Happyland does not plan TV viewing in lesson plans. Child appropriate activities are planned. Watching educational videos pertaining to bible stories, science, language, etc. is part of lessons occasionally. Adult supervision is always present.
- In the case of school delay/closure, KOAA 5/30 TV station will be notified. They will scroll our school name (Happyland Preschool) on the bottom of their screen with any delay/closure information.
- Children will be under the supervision of an adult at all times. If children are going to be in a different location of the building than is part of the regular schedule, the teacher will inform the school office.

Please note that our school has been tested for asbestos and reports show no asbestos was found.



Enrollment

- Happyland accepts children who have turned **3 by October 1st**. Classes are provided for children through 7 years old.
- Children with special needs are welcome to attend our program if we can provide for their needs with reasonable accommodations. Happyland deals with each special need child on an individual basis.
- A sheet listing classes available, times, and prices are provided to each parent upon request.
- A calendar listing all holidays, conferences, and most other special events, etc. is provided to each parent.
- Enrollment for the next school year begins in January for students currently enrolled. Open enrollment to the general public begins in February.
- The school is closed for two in-service training days per year.
- Thanksgiving, Christmas, and Spring Break are occasions when school is dismissed.
- Classes are closed for conference days with parents, two in the fall and two in the spring. The dates are listed on the school calendar provided to each parent.
- Parents wanting to admit their children into Happyland may call the school or come in for a visit.
- This handbook describing the school policies and procedures is given to all parents.

- A registration fee, May's tuition, and a preliminary application must be turned into the office at the time of enrollment. **The registration fee and May's tuition payment is nonrefundable.** Parents enrolling their children in January or February may participate in a payment plan which divides payments for registration fee and May's tuition payment into smaller payments with the final payment due May 1st.
- Other paperwork including a formal application, medical exam, immunization record, and emergency card will be given to parents to complete. **Everything must be turned into the office before your child begins school.**
- Medical exam forms may be submitted no later than 4 weeks after school starts. The school office must be given an appointment date of your child's doctor appointment to be posted in your child's file until the medical exam is submitted.

Guidance

The center's procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, including how the center will:

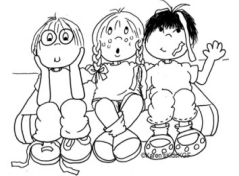
Cultivate positive child, staff and family relationships.

- **Cultivate positive child, staff and family relationships.**
- Each teacher at Happyland Preschool and Kindergarten will use positive teaching practices to ensure that children's behavior is guided in a positive manner. We incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.
- **Create and maintain a socially and emotionally respectful and care environment**
- All of our teachers encourage positive interactions with children through demonstration and teachings that allow children to learn the importance of respecting others socially and emotionally.
- **Implement teaching strategies supporting positive behavior, prosocial peer interaction, and overall social and emotional competence in young children.**
- Each teacher will reinforce children's positive behavior and re-direct any behavior that is inappropriate. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat other
- **Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and**



developing, adopting and implementing a team based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions

- Happyland believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions



- **When behavior issues occur (discipline)**
- Children will be informed if behavior is unacceptable.
- Children will be redirected, distracted, or asked to change activities.
- If a teacher sees that the child needs a time out period to think and calm down, then she will give the child a time out. The length of the time out will depend on the child's age (one minute for each year). The child shall be supervised in a safe area
- If a child repeatedly disobeys their teacher or seriously hurts another child on purpose the teacher may take the child to the director's office for further counsel to the child and to discuss appropriate classroom behavior.
- Parent conferences are scheduled for discussing behavior that is unacceptable in the classroom. Appropriate decisions for helping the child with their behavior will be derived with the parent and teacher working together.
- Loving care is offered when disciplinary actions are taken, but consistency and firmness are also practiced.
- Books and puppet shows are encouraged to help children learn about acceptable behavior and the problems associated with negative behavior.
- A child may be permanently dismissed from Happyland Preschool & Kindergarten if defiant behavior continues

How decisions are made and what steps are taken prior to the suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues.

- These procedures are consistent with the center's policy on guidance, positive instruction, discipline and consequences, and include documentation of the steps taken to understand and respond to challenging behavior.
- Our staff works hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children or themselves, we will notify the parent and begin with a parent teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action.

During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed upon period of time. Once the child returns to our program, if the child is still a danger, they may be permanently dismissed from Happyland Preschool & Kindergarten. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

Access an early childhood mental health consultant or another specialist as needed.

- When a situation occurs that make a child's needs difficult for staff and parents to adequately address the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

Illness



- If a child is ill, he will be taken to the office to have his temperature taken and physical symptoms checked. If there is sign of fever, nausea, or pain his parents will be notified.
- If a child has a fever, he will be separated from the other children. He will wait for a parent or family member in the school office or in the teacher's lounge where a cot is available to lie down on as he waits.
- If a parent cannot be reached, emergency contacts will be called (emergency cards with numbers listed are kept on file in the school office).
- If injury or illness requires immediate attention and no parent or emergency contact can be reached, then the child will be taken to an emergency care facility or hospital and meet his parent there – unless an ambulance is necessary.
- For minor injuries, the wound will be washed thoroughly with disinfectant soap and a band aid will be applied.
- Parents are not to send their children to school if they have a fever, a bad cough, or appear ill. Please see policies in the back of the book
- **PLEASE REVIEW OUR COVID PLAN**

Medication

- The administration of medications is done only on written order from a physician.
- Prescriptions medications must be kept in the original containers.

- Medication is dispensed and recorded by the director and/or assistant director who have specific training in medication administration.
- Teachers also receive medication administration and administer Epi Pen medication and inhalers to children in their classes after being delegated to by a nurse consultant.
- Record sheet includes child's name, the name of the medication, the amount given, the time and date, and the name of the person administering the medication.
- **Storage and access of Inhalers and Epinephrine Pens** - these medications will be in an unlocked area which will be easily accessed by the teacher but out of reach of all children. No child will be allowed to carry this medication themselves. The teacher will have the medication available in the classroom and will take them with them to the playground, indoor large motor area, or any other area outside of the classroom including field trips.

Emergency Procedures

Lost Child

- School personnel will begin an immediate search of the facility and surrounding area outside the building, then the neighborhood.
- Parents will be called within fifteen minutes if a child cannot be found.
- If parents cannot be reached other authorized people will be called.
- The police will be called within a half hour of the child's reported disappearance.

Storm and Tornado Warning

- Teachers do drills in the spring months.
- Children, aides, and teachers will go to room #108. This room is on the ground floor without window exposure. Everyone will bend down on knees and face the wall or crawl under tables and tuck head down by knees with their hands placed over the back of their head.
- In the event of a serious storm the office personnel will follow reports of the storm and make a decision as to whether school will be dismissed or classes sent to the safe inner classroom.
- If exceptionally cold or stormy weather is evident before school begins, TV channels 5/30 will be notified. They will scroll our school's name on the bottom of the screen with delay/closure information.



Fire

- Fire drills are conducted once a month to teach the proper and quick exiting procedures in case of a fire.
- Children will practice exiting the building using different doors in the case of a fire blocking an exit.
- Teachers will take their attendance sheets with them to ensure all children have exited the building and are with their classes. Assistants will check the restrooms before leaving the classroom.
- Classroom lights shall be turned off and doors closed.
- Children will be instructed to be quiet leaving the building and while waiting to return.
- In case of a real fire, the fire glass will be broken in the hall and the fire department will be called.

Crisis/Disaster Plan

- A complete plan covering more details than above and other possible crisis procedures is available in the office for review.
- During a disaster, communication may become challenging, we will notify you as soon as we can on what procedures can be taken for picking up your child.

Transportation & Field Trips

- Parents, or someone else designated and arranged by the parent, transport their children to and from school each day.
- Teachers list any field trips on the school calendar and parents are informed prior to the field trip.
- Authorization to attend field trips will be signed by the parent for each separate field trip.
- Parents will plan for and provide their child's transportation to and from field trips.



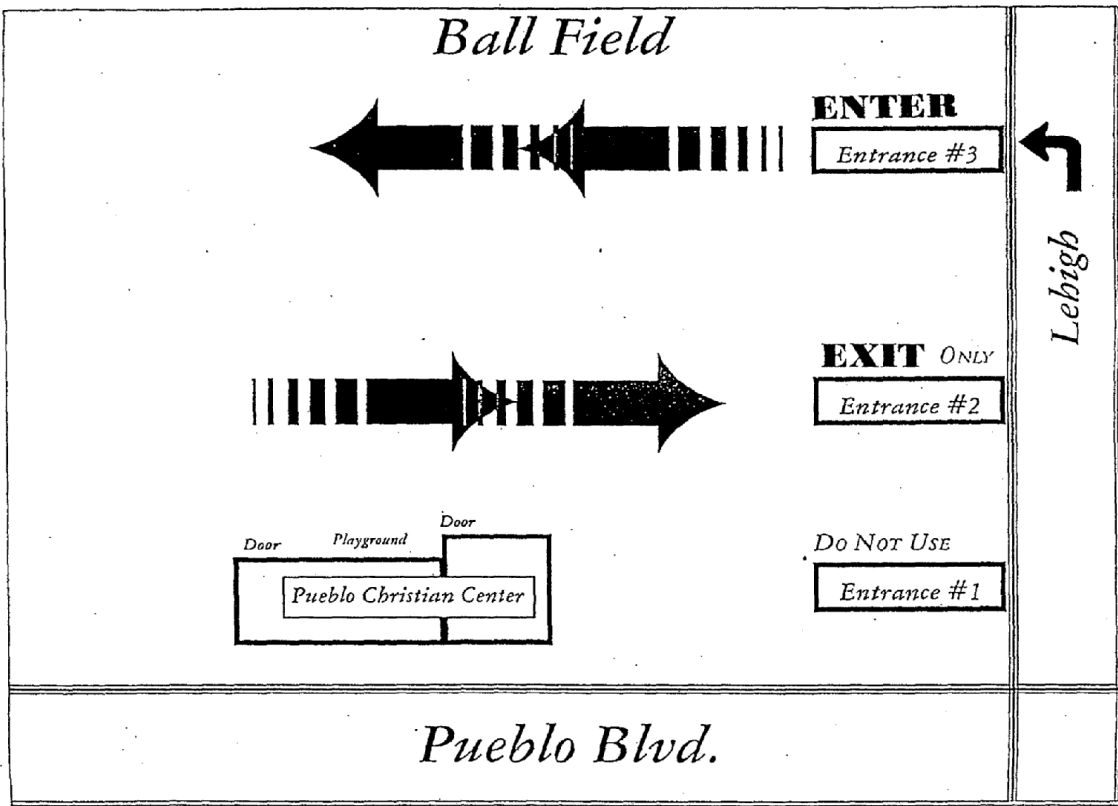
Field Trip Procedures

- A first aid kit is taken in case of injury.
- Class lists are taken which includes parent phone numbers and emergency cards. In case of an emergency, one staff member will go for assistance while another staff member remains with the children.



Drop off/Pick Up of Children

Because small children cannot be seen easily by drivers of cars, it is important for the safety of the children that our drop off/pick up instructions be followed closely. Please enter at the 3rd entrance and exit at the 2nd entrance only (see diagram). When driving in the parking lot please drive 5 or fewer miles per hour.



Pick-Up Procedures

- Children attending the school will only be released to persons that the parent enrolling the child designates on the application filled out at enrollment time. In case of an emergency, a child can be released by parent's verbal (phone) authorization using the **CODE WORD** given on the emergency card information.
- All unknown persons must show identification before picking up a child. A record is kept in the child's file in the school office of designated people to release children to.
- The child can only be released to designated persons 18 years or older
- If a child is not picked up on time, the child will stay with a responsible staff member until the parent or designated person arrives. The sign in/out sheet will be kept with the child for the person picking up the child to sign in the time arriving. Late fees are as follows:
 - \$10.00 if you are 15 MINUTES LATE
 - \$15.00 if you are 20 MINUTES LATE
 - \$25.00 if you are 25 MINUTES LATE.
 - Please call the office if you are being prevented from arriving on time.
- Parents will be called within 10 minutes if no one arrives to pick up the child, if another person is designated to pick up the child, they may be called before the parent.
- Children will not go home with a staff member. A staff member will stay at the school until a plan is worked out and carried through for the child to be picked up.

Snacks

- Preschool parents are asked to bring snacks on a rotation basis during the school year. Kindergarten parents will send their own child's snack daily.
- Cups and napkins are provided by the school.
- Snack suggestions are given to the parents at the beginning of the school year and additional suggestions are given to the parents during the year.
- Nutrition and food safety are emphasized.
- Water is given to the children each day with their snacks.
- If milk is desired, it must be in an individual carton for each child (**directive from Pueblo County Health Department**).
- Vegetables, fruits, crackers, cheese, breads, etc. are some ideas of snacks suggested to bring.

- Plastic gloves are worn by teachers dispensing food by hand.
- No home canned vegetables, fruits, or meats, or homemade baked goods are allowed (**directive from Pueblo County Health Department**).

Please Review Covid Plan

Visitor Policy

- Parents and family members are welcome at any time to visit unless deemed unsafe by the health dept. due to a pandemic or any other reason they feel is unsafe.
- Visitors must sign in at the school office listing their name, address, and purpose of their visit.
- Visitors must show I.D. if they are not recognized.
- A sign is posted on the office window to remind visitors to sign in at the office.

Parent/Teacher Conferences

- Parent/Teacher Conferences are held twice a year (in the fall and spring) to inform parents of their child's progress in all learning domains.
- A parent or teacher may request a special conference any time during the year.
- A record of all conferences will be kept in the student's file and will include the date of conference, teacher' name, and signatures of those who attended the conference.
- Evaluation sheets and a portfolio of the child's work will be kept in the teacher's student
- file.

Complaints



- Any parent with a complaint, if related to the classroom, should go to the teacher in charge of the class to discuss their concerns. If the problem is not resolved satisfactorily, then the complaint is to be taken to the director.
- The pastor of the church and the board can be involved, if warranted. If the complaint involves school policies, the director needs to be contacted or information given to the school secretary.
- Formal serious complaints are put in writing and a file kept until the problem is satisfactorily resolved.
- If any parent has a serious concern regarding Happyland Preschool they can contact the state licensing agent at this address: **Colorado Dept. of Human Services, Division of Childcare, 1575 Sherman Street, First Floor, Denver, CO 80203-1714. 303/866-5958 or 1/800/799-5876.**



Child Abuse Reporting

- All staff members are required to receive training on child abuse and procedures for reporting.
- Any staff member who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department of Human Services or local law enforcement agency.
- The report of suspected child abuse shall be made to the County Department of Human Services, Police Department, or law enforcement agency in the city or county in which the school is located.
- Authorized investigators of child abuse allegations (staff of Pueblo Department of Human Services, Sheriff Department or Pueblo City Police) will be allowed to interview staff and children and obtain names, addresses and telephone numbers of parents whose children are enrolled at Happyland.
- Any staff member that has been accused of child abuse will not continue working with the children in the center until cleared of the allegations.
- Any parent that suspects child abuse can call the **Pueblo County Dept. of Human Services, 212 West 12th Street, Pueblo, CO 81003. 719/583-6160.**

Student Withdrawal

- Parents are asked to inform Happyland's secretary or the director if their child is being withdrawn from the school other than at the end of the school year (see Happyland Tuition Refund Policy p.11).
- If it becomes necessary for the director to relieve a child from the school, the parent will be notified by phone, letter, or in person and just reasons will be given.

Revised 7/2021

January 2016

Dear Parents of Students in Colorado Child Care and Preschools (School Year 2017-2018), Immunizations are an important part of our children's and the community's health. Colorado law requires children attending a licensed child care or preschool to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are required for child care and preschool attendance, along with recommended vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children.

Starting July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for prekindergarten children attending child care or preschool must submit non-medical exemption forms at each age when required vaccines are due: 2 months, 4 months, 6 months, 12 months and 18 months of age. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccine exemption and follow the instructions. Children with an exemption may be kept out of child care or preschool during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

Colorado law requires child cares and preschools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for most child cares and preschools will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. For questions about school immunization requirements, please contact your school.

Sincerely,
Jamie D'Amico, RN, MSN, CNS
CDPHE Immunization Branch -
Schools and Community
Coordinator 303-692-2957 |
jamie.damico@state.co.us
www.coloradoimmunizations.com

February 1, 2016

Mental Health

JFK Partners and CDU are committed to providing the same level of service excellence as we continue to integrate our programs. Please refer to the numbers below for more information.

Pediatric Diagnostic Assessments and therapies call 720-777-6630

Adult Diagnostic Assessments and Therapy call 303-724-7647 °

School Consultations call 303-724-7633 °

General JFK Partners call 303-724-5266 °

General CDU call 720-777-663

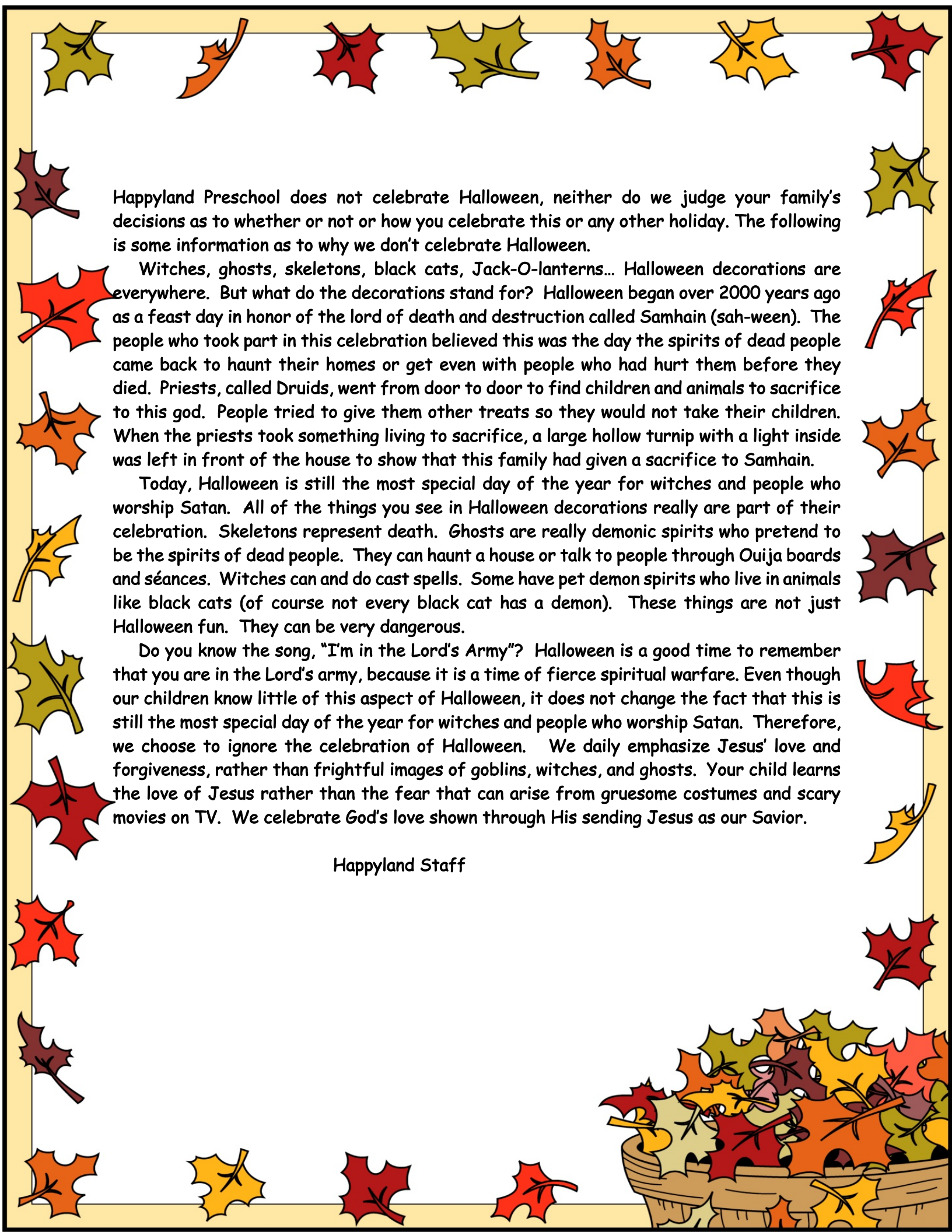
Verification of Policies and Procedures

I have received a copy of Happyland Preschool and Kindergarten Policies and Procedures. I have been given the opportunity to ask questions. By signing the policies and procedures document, I agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures. I am aware that a written copy is available to view at any time in the school office.

Childs name (Please Print)

Parent/Guardian signature

Date



Happyland Preschool does not celebrate Halloween, neither do we judge your family's decisions as to whether or not or how you celebrate this or any other holiday. The following is some information as to why we don't celebrate Halloween.

Witches, ghosts, skeletons, black cats, Jack-O-lanterns... Halloween decorations are everywhere. But what do the decorations stand for? Halloween began over 2000 years ago as a feast day in honor of the lord of death and destruction called Samhain (sah-ween). The people who took part in this celebration believed this was the day the spirits of dead people came back to haunt their homes or get even with people who had hurt them before they died. Priests, called Druids, went from door to door to find children and animals to sacrifice to this god. People tried to give them other treats so they would not take their children. When the priests took something living to sacrifice, a large hollow turnip with a light inside was left in front of the house to show that this family had given a sacrifice to Samhain.

Today, Halloween is still the most special day of the year for witches and people who worship Satan. All of the things you see in Halloween decorations really are part of their celebration. Skeletons represent death. Ghosts are really demonic spirits who pretend to be the spirits of dead people. They can haunt a house or talk to people through Ouija boards and séances. Witches can and do cast spells. Some have pet demon spirits who live in animals like black cats (of course not every black cat has a demon). These things are not just Halloween fun. They can be very dangerous.

Do you know the song, "I'm in the Lord's Army"? Halloween is a good time to remember that you are in the Lord's army, because it is a time of fierce spiritual warfare. Even though our children know little of this aspect of Halloween, it does not change the fact that this is still the most special day of the year for witches and people who worship Satan. Therefore, we choose to ignore the celebration of Halloween. We daily emphasize Jesus' love and forgiveness, rather than frightful images of goblins, witches, and ghosts. Your child learns the love of Jesus rather than the fear that can arise from gruesome costumes and scary movies on TV. We celebrate God's love shown through His sending Jesus as our Savior.

Happyland Staff





HAPPYLAND

preschool & kindergarten

Parent Handbook

&

Policies and
Procedures