

Philosophy for Early Childhood Education

“Let the Children Come to Me” Mark 10: 1316

Scripture tells us “we love, because God first loved us” (1John 4:20 RSV). Although children are born with the capacity to love; they need the experience of being loved if they are to become loving people.

We believe early childhood education is an integral part of our parish mission and ministry and is a significant avenue for outreach in the community. Early childhood education provides a program designed for support, encouragement, and opportunities that enhance the educational and developmental processes already present in the home. Children learn through experimentation and exploration. Therefore, we plan developmentally appropriate activities and value play as an avenue for learning. We believe each child is unique and special and we encourage self-esteem and individuality.

Most Precious Blood Early Learning Center provides a warm and loving Catholic centered environment where children can develop to their fullest potential spiritually, emotionally, socially, creatively, intellectually and physically. Early childhood education is a joint ministry that involves the parish, the community, the staff, the family and the child.

Most Precious Blood Parish began its child care ministry in 1985 to help achieve the purpose of the Parish as stated in its Mission Statement: “We are committed to nourishing an atmosphere that enhances the Catholic educational, spiritual and ministerial growth of all its members to share our gifts with one another and with the greater community in Christ’s spirit of service.” The purpose of our center is to provide a high-quality learning program in an atmosphere of Catholic faith, love and nurturing.

The State of Colorado Department of Human Services-Division of Child Care and the City and County of Denver, license the center for 100 children daily. All staff meets or exceeds state-mandated regulations.

Staff

Most Precious Blood Early Learning Center has strict guidelines for hiring qualified teachers. The name of each applicant is checked through the Colorado Central Registry of Child Protection, and fingerprints are run through the Colorado Bureau of Investigation for any record of child abuse or neglect. Note: because we are a licensed child care facility, we are legally bound by the State of Colorado to report any suspected child abuse to the Department of Human Services.

Curriculum

We follow the Early Childhood Curriculum Guidelines set by the Archdiocese of Denver. The curriculum is planned to provide each child the opportunity to develop spiritually, socially, physically, emotionally and intellectually.

Spiritually: Children are reminded daily of the Catholic faith through prayer, Bible stories, songs, and example, that Jesus loves them, takes care of them, and is always with them.

Socially: Children will be encouraged and given time to develop friendships as they work and play together with peers their own age.

Physically: Each child will have the opportunity to develop balance and coordination through outdoor activities and the use of a wide variety of playground equipment. Small muscles will be strengthened through art experiences, puzzles and small manipulative toys.

Emotionally: A high self-esteem is essential to a child's well being. Teachers will help each child develop confidence through positive reinforcement and activities geared for challenge and success.

Intellectually: The curriculum for preschool includes: religion, language arts, mathematics, personal-social development, social studies, art, music, science, and sensory-motor development. The curriculum for pre-kindergarten includes: religion, communication and language arts, mathematics, self, family and community, science, art, physical education, and music and rhythm. The underlying instructional strategy in preschool and pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

Reporting Abuse/Making a Complaint

Reports of known or suspected child abuse or neglect shall be made immediately to the county department of social services or the local law enforcement agency and shall be followed promptly by a written report prepared by those persons required to report.

Any person, other than the perpetrator, complicitor, co-conspirator or accessory, participating in good faith in the making of a report or in a judicial proceeding held pursuant to a report shall be immune from any liability, civil or criminal or termination of employment that otherwise might result by reason of such reporting.

The above excerpts are but a small portion of the Colorado Children's Code. For more detailed information, located your local library's copy of Colorado Revised Statutes.

As a parent of a child in licensed child care, you may report any suspected abuse by calling: Child Abuse Hotline at 720-944-3000.

If you wish to make a complaint or have a concern regarding your provider you may call:

Colorado Division of Child Care 303-866-5958

Denver Public Health Inspection Division 720-865-5485

Admission Procedures

Enrollment is open to children who are three years old through fifth grade. Children starting the Preschool Program must be fully potty trained (dry on a daily basis, with only occasional accidents). A two-week trial period is given for all new preschool students. If at the end of two weeks, (or any two-week period during the school year) the student has had multiple accidents or multiple accidents on a daily basis, we will ask that the student be removed from the program until they are fully potty trained. In order to hold the child's space in the classroom tuition would be mandatory.

Priority for admittance to MPBELC is given as follows: 1) Children currently enrolled at MPBELC. 2) Siblings of children currently enrolled at the ELC. 3) Children from families whose parents are registered, contributing members of MPB. 4) Children from families who are registered, contributing members of other Catholic parishes. 5) Non-Catholic children who wish to attend MPBELC.

The application/registration period is usually held in January/February for the following summer and school year and continues until all classes are at maximum enrollment.

The center sends out registration forms to the currently enrolled families in February provided that all accounts are current and that there are no outstanding issues. At this time, registration forms are also given to new siblings. The forms and required registration fee must be returned by the set deadline in order to hold a space for the child.

Children are placed in classes so that an equal balance of age and gender groups is maintained to the greatest extent possible. The group size in each classroom is lower than licensing standards which improves the adult to child ratio.

All students must have the necessary paperwork (including a current physical, and immunization card) turned in by their start date. *Please note: We have children enrolled at the center who are not fully immunized. They have a medical, religious or personal exemption checked on their card. **IN THE EVENT OF AN OUTBREAK, EXEMPTED PERSONS MAY BE SUBJECT TO EXCLUSION FROM SCHOOL AND TO QUARANTINE.** If a child is excluded from school because of an outbreak, tuition in full will still be expected.

The center is operated on a nondiscriminatory basis providing equal treatment and access to services without regard to race, color, religion, national or ethnic origin.

Special needs children are accepted on an individual basis. A 30-day acclimation process is observed to determine whether or not the center meets the child's needs.

Denver Preschool Program

The Denver Preschool Program was created by the citizens of Denver in 2006 when they voted to dedicate a small percentage of city sales tax revenue to an investment in Denver's kids and their future. With this investment, the people of Denver made a commitment to ensuring that all children in their last year of preschool before kindergarten would have access to high-quality preschool programming. The Denver Preschool Program offers tuition assistance to all Denver children. Assistance is based on family income, household size, and the quality rating of the program selected. For more information, or to obtain an application, visit DPP.org.

Colorado Shines

To be a part of the Denver Preschool Program, our center will be rated every three years by Colorado Shines. The Colorado Shines rating is a tool that accesses the quality of an early care and education program. Points earned in each quality component (listed below) are combined to determine a total rating score, which ranges from provisional to 5 Stars.

- Workforce Qualifications and Professional Development
- Family Partnerships
- Leadership, Management and Administration
- Learning Environment
- Child Health

MPB School Kindergarten Registration

Being registered at Most Precious Blood Early Learning Center does not guarantee a spot in the Kindergarten Program of Most Precious Blood School. You must register your child separately from the Early Learning Center. If you have any questions concerning kindergarten, the ELC office staff can help you, or you can contact Most Precious Blood School at 303-757-1279.

Hours

The center hours are currently 7:30 a.m. to 5:00 p.m., Monday through Friday. Although we appreciate your call, students picked up after 5:00 p.m. will be charged an additional fee of a dollar per minute per child payable to the teacher in charge. If a child is left at the center for longer than an hour and the parents or an emergency contact cannot be reached, the police and social services will be called.

The hours for the half-day program are 8:00 to 1:00 (5 hours or less with 1:00 being the latest pickup). Please have your student picked up by 1:00 to avoid additional fees. All Students should arrive by 8:30 a.m. to get the most out of the program.

Forms

All forms required by the State of Colorado Department of Human Services and by the center must be completed in full and returned to the office, along with the registration fee and/or material fee before the child will be able to start at the center.

Current Colorado Health law states that an up-to-date immunization card must be completed by the child's physician before acceptance to the center. A physician's report is required annually for each child under 7 years of age. For children 7 years of age and older or who have completed first grade, subsequent statements of health status must be submitted every three years thereafter.

In order to print the student directory, we must have written permission for publication of this information from each family. Names and addresses of students shall not be made available to anyone outside the school.

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student for any promotional purposes, or in any media story, written permission for publication of this information must be secured from the parents.

Fees

A non-refundable registration fee of \$75.00 per child is due each year at the time of enrollment to reserve a spot for the coming school year. A \$75.00 material fee (for all students) and a \$75.00 field trip fee (preschool and pre-k students only) is due each September.

Early Learning Center tuition payments are owed per your tuition contract in accordance with the published rates. Month end statements are produced only as reminders. Tuition is due at the beginning of the month after invoices are emailed out.

Kindergarten and School Age Program tuition is due for the previous month by the 15th of the current month. A late fee of \$15.00 will be charged on the 15th. No vacation time is given.

A two-week notice is required to withdraw a child from the center during which time full charges are due and payable.

Failure to meet one's financial obligations to Most Precious Blood Early Learning Center will result in:

- Dismissal of the child from the center for the delinquency of an account overdue by two weeks.
- In case of a transfer, no records will be forwarded until the financial obligation has been discharged.
- All tuition must be current in order to apply at Most Precious Blood School.

Arrival and Departure

An adult must accompany all children to the classroom after being signed “IN” with the initials of the person signing them in and the time of arrival. Children leaving the center must be signed “OUT” with the initials of the person checking them out and the time of departure. Once your child has been signed “OUT” they are no longer our responsibility.

Only authorized persons listed in the child’s file will be allowed to remove the child from the center and only with the proper identification. Children will automatically be released to either parent unless the center has a copy of a restraining order in the child’s file instructing otherwise.

Please be aware that we have had vehicles broken into in our parking lot during the school day. There have been purses stolen, as well as other valuables. Please do not leave babies or toddlers in the car while attending to your older children. We have been asked to call the police if we see children left unattended in a vehicle.

Illness/Medication/Injury

Illness: Each child is screened upon arrival by the teachers for any potential health problems. If a child becomes ill at the center, they will be isolated from the other children and the parents contacted. Be prepared to pick up your child immediately, or your emergency contact will be called if pickup is not possible within an hour. For your child’s comfort, please have your emergency contact within 30 minutes drive time of our center in case they need to be picked up. Should your child be sent home from the center ill, he/she is not permitted to attend the next day. Your child may not be allowed to come back for more than just one day depending on the situation at hand.

Please safeguard your child and others by keeping your child home if these signs of illness are present:

- Cough that is uncontrollable, difficulty breathing or cough that causes vomiting.
- Fever 100.4 degrees
- Diarrhea (stool that is not contained in the toilet/pants is considered infectious by the health department) within the last 48 hours
- Vomiting within the last 48 hours
- Unexplained rash on the face, arms, legs, or trunk.
- Pink Eye (if yellow or green drainage is present, child cannot attend school even if the child has been on medication for 24 hours).
- Lice (need treatment and no nits before returning to school)

Please be aware that certain illnesses in the community will require children to stay home for 48 hours or longer. The determination to have kids stay home for longer than 48 hours will come from our nurse consultant. Keep in mind, when your child returns to school, they will be required to participate in both indoor and outdoor activities. If unable to participate 100%, please keep your child home.

Notify the center if your child will be absent or has contacted a contagious disease such as COVID-19, chicken pox, strep throat, pink eye, lice, ringworm, etc. The Health Department has specific communicable disease protocols our program must report. We follow the Colorado Department of Public Health and Environments infectious disease guidelines in childcare. Remember these are guidelines so Most Precious Blood Preschool has the right to tighten these guidelines as they see fit for our community. A pink S.O.S. form will be posted on the parent board to alert families of any contagious illness.

COVID-19

Isolation

If you have tested positive for COVID-19, OR if you develop symptoms, follow these instructions. These instructions are for people who have been told to isolate or who are voluntarily isolating due to symptoms.

A person's residence is the preferred setting for isolation.

Isolation or self-isolation includes people who:

- Have a positive COVID-19 test.
- Have symptoms of COVID-19.
- Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19

- Are getting ill and think they might have COVID-19. Symptoms, especially early on, may be mild and feel like a common cold. Early symptoms could include a combination of cough, body aches, fatigue, and chest tightness. Some people may not develop fever or fever may not appear until several days into the illness.

Isolation and self-isolation

- Separates sick people with a contagious disease from people who are not sick.
- Is for people who are already sick.
- Can be voluntary, but public health agencies have legal authority to issue isolation orders to people who are sick.

How long does it last?

- If you have tested positive for COVID-19 **OR** if you develop symptoms of COVID-19, including early or mild symptoms (see above), you should be in isolation (stay away from others) until:
 - You have had no fever for at least 72 hours (that is three full days of no fever without using medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - At least **10 days** have passed since your symptoms first appeared
 - CDC: What to do if you are sick

Quarantine

These instructions are for people who have been told to quarantine, or who are voluntarily quarantining because they **have a household member or close contact that:**

- Has a positive COVID19 test.
- Has symptoms of COVID-19 .
- Is getting ill and think they might have COVID-19. Symptoms, especially early on, may be mild and feel like a common cold. Early symptoms could include a combination of cough, body aches, fatigue, and chest tightness. Some people may not develop fever or fever may not appear until several days into the illness

Quarantine and self-quarantine:

- Separates people and restricts their movement if they were exposed to a contagious disease to see if they become sick. This could include exposure to a person who has tested positive for COVID-19 or a person with the symptoms of COVID-19.

- Is for people who are not sick, but who may have been exposed to someone (in close contact with someone) who is sick. This could include members of your household, co-workers, or others you spend a great deal of time with (and are within six feet of for 10 minutes or more).
- Can be voluntary, but Colorado has legal authority to issue quarantine orders to people who were exposed to a contagious disease.

How long does it last?

Stay at home or stay put in the same location for **14 days** so you don't spread the disease to healthy people. If you get sick, begin following the isolation directions noted above!

Please be aware that COVID-19 Guidelines are changing on a regular basis. These are guidelines as of July 24, 2020

Medication: We have a daily medication log that we must fill out for each child when we administer any medication. We are also required by Human Services to have the permission for medication form filled out and signed by your child's physician, as well as the signature of the parent/legal guardian before we can administer any medication. We require this form for over the counter medication as well as prescription medication. If you do not have a medication form on file, we cannot administer any medication. The form is available in the back of this Parent Handbook. If medication is sent to the school it must be passed from adult to adult. **NO MEDICATION** (including vitamins, cough drops, Pedialyte) **CAN BE SENT IN LUNCH BOXES OR BACKPACKS.** Medication will be stored in a locked cabinet in the child's classroom, and administered by a staff member who has taken the required Medication Administration class, and has been delegated to give medication by our nurse consultant. Thank you for your cooperation.

Health Care Plans: It is state law that any child with diabetes, seizures, severe allergies or asthma must have a health care plan in their file at school.

Injuries: If a child is injured at the center, an "OUCH" Report will be sent home with a copy kept in our files stating the nature of the injury and the action taken. Should the injury require professional medical attention, the parents will be contacted and if necessary, the paramedics will be called. Until a parent arrives, the director and medical personnel will be in charge and will make all necessary decisions regarding the injured child. All staff members have a First Aid Card and Infant/Child CPR training. It is extremely important that the school have correct, up to date telephone numbers and emergency information.

Guidance/Discipline

At our center we strive to cultivate positive child, staff, and family relationships. We try to create and maintain a socially, and emotionally, respectful early learning and care environment. We implement teaching strategies that support positive behavior, pro-social peer interaction, overall social and emotional competence in young children. We 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.

Redirection or a short “time out” is used to curtail unacceptable behavior at the center. Unacceptable behaviors include: hurting another child or staff member, abusive or foul language, destructive actions, and disregard for classroom and/or playground rules. If the action is serious, (hurting another child) time out will be used and a behavior report will be sent home. If the behavior is repeated, the parents will be called and the child will leave the center for the day. Full tuition fees remain due for the day. Should the behavior become consistent, the parent(s) will be contacted to discuss the problem with the child’s teacher and the Director. The child’s parents will be provided with resources for a mental health consultant, or other specialist as needed. If after all of the above steps have been taken the behavior still continues, the child will be dismissed from the center.

Most Precious Blood Early Learning Center reserves the right to insist upon withdrawal of any student whose presence in the center is considered detrimental either to the students or the center’s best interest.

Normally a child is not to be deprived of an education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel (rude or intimidating behavior towards the staff).
- Refusal to adhere to MPBELC policies and regulations.

If a teacher suspects that a parent has been drinking, or using drugs prior to picking up their child the child will not be released to the parent. We will call the other parent or the emergency contact listed on the intake form for pick up. If the suspected parent becomes combative 911 will be called.

Open Door Policy

Most Precious Blood Early Learning Center maintains an “Open Door Policy” with parents. We encourage you to visit at any time. We ask that you please check in at the office before heading to your child’s classroom. Persons (other than custodial parents/legal guardians), agencies or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the director.

If you have questions or concerns about our center please feel free to contact us, the Pastor, the Parish Administrator or the Colorado Division of Child Care at (303) 866-5948. Should there be any serious problem; the Parish follows the Archdiocesan Due Process Policy.

Emergency Procedures

The children practice fire drills with evacuation monthly. Each classroom has a smoke detector, and we are on a central monitoring system with immediate 911 response.

Students and adults may not be on the playground when there is lightning, a thunderstorm or hailstorm in the area. In the case of an emergency evacuation from the Early Learning Center due to a tornado warning the children will follow the evacuation procedures posted in each classroom. The children will be relocated to the basement of the Most Precious Blood Parish Center located adjacent to the church at 2250 S. Harrison Street.

We also practice emergency drills (lockdown, and lockout) throughout the school year. Parents will be notified by email when a drill is scheduled.

In the event that an offsite evacuation is necessary (September-May) the children will be taken to University Park Elementary School, 2300 S. St. Paul St., Denver 80210. The phone number for UPark Elementary is 720-424-3410. The children will be transferred in the parish buses. If the buses are not available the children will walk down Iliff Avenue to UPark. In the event that an offsite evacuation is necessary (June-August) the children will be taken to the Schlessman Family YMCA located at 2625 S. Colorado Blvd., Denver 80222. The phone number for the YMCA is 720-524-2791. The children will be transferred in the parish buses. In the event that the buses are not available the children will walk down Jackson Street to the YMCA. We will send out an email/text notifying parents of the evacuation. When we reach our destination, we will send a second email/text confirming that we have reached our destination safely, and give the all clear for pickups. When you pick your child up you must check in with the Director, Assistant Director, or the child’s teacher.

If your child has a disability, access or functional need please contact the Director and we will write a plan to account for your child during an emergency situation. The plan will include specific requirements indicating how your child will be included in our emergency plan.

In the event a child is missing, the teacher will immediately notify the director. The director will enlist all available adults to search for the child. If the child is not found, the director will contact the parents and the police. Each teacher takes attendance daily and also counts the

children periodically throughout the day. The Attendance book and a cell phone are taken with the teacher when the children leave the premises.

Continuity of Care

When a child is accepted into our program for the school year, they are placed in a classroom with children who are approximately the same age as they are. The student will not be moved up to the next classroom until the following year. The student will also be with the teachers assigned to the classroom for the entire school year. We believe that if children are cared for by the same one or two adults daily it helps to promote the formation of a strong emotional bond.

Communication

Our Parent Message Board is located in the entrance of the center. Newsletters, memos, health alerts, hot lunch menus, etc., are posted for your information. In addition, each classroom has a parent message center, or board located inside the classroom. Please check the boards daily for specifics about the class and their activities. We also have a dry erase message board that relays information to our teachers. Please contact us with any pertinent information regarding your child and we will post it on the teacher board.

A daily email is sent home from each classroom as well as a monthly newsletter to inform you of upcoming activities. Please be sure to check your email and your child's mailbox daily.

The director invites your opinions, suggestions and concerns regarding the early childhood ministry of Most Precious Blood Early Learning Center.

Student Evaluations/Parent Teacher Conferences

Student evaluations: Written evaluations and Parent/Teacher Conferences will be conducted twice yearly with the Preschool and Pre-K classes. The children will be evaluated in October and February. If the teachers feel like there is a mental health, health, developmental, or educational concern the concern will be shared with the parents during the conference. The teacher will then follow a written referral plan to refer the parents to the appropriate community service agency (school counselor, family physician, child find, etc.). The staff may also refer parents to the resource rack located in the front lobby for additional information.

Snacks & Lunch

Each day the children are provided with a morning and afternoon snack. The snack menu is posted in the kitchen. If your child has any allergies, please let the office and teachers know. We have a high number of severe peanut and tree nut allergies in the center. Because of this, we are asking that any food, including lunches, brought into the center, are peanut and all tree nut free. We appreciate your cooperation.

Children that are not signed up for hot lunch will need to have a sack lunch Tuesday through Friday. Milk is provided. On Monday's we offer pizza for \$1.50 per slice. The pizza sign-up

sheet is located near the parent board in the entryway. Children need to be signed up and paid by the previous Friday by 9am for pizza on Monday. If you are providing lunch, we ask you to bring a nutritious lunch. We support your child's healthy food choices by gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do. During celebrations and holiday parties, our program will offer fruits and other healthy foods. Students will be instructed to take uneaten food home, instead of throwing it away. This will help you determine how much your child is eating at lunch. Please do not send candy to school in your child's lunch.

Hot lunch is available September through May. Monthly menus are posted on the parent board. Please do not forget to sign up your child for hot lunch by 9am (clipboard by Sign In/Out Book). Hot lunch is served by Most Precious Blood School Cafeteria so please check the menu for "no hot lunch" days. We cannot guarantee that the hot lunch is "nut free". There is a separate charge for the hot lunch program (\$2.50 per day). You will be billed monthly through EZCare.

Rest/Nap Time/Toys & Money

Children enrolled in the center will have a rest/nap period in the afternoon.

The center provides a mat/cot and sheet for each child. The parent is asked to furnish a small blanket labeled with the child's name. Blankets will need to be taken home weekly to be laundered. Children may bring a small stuffed animal or doll for naptime.

Toys are not to be brought from home (except for share day). It is difficult to keep tabs on personal items and even more difficult to share. The center has been blessed with a good variety of playthings and equipment.

Uniforms/Clothing

The school uniform is designed to create an atmosphere appropriate for learning and to support MPB's sense of community. It is the responsibility of the parents, and staff to implement this code.

PANTS must be solid dark navy blue or khaki. They may have pleats and a fuller cut. Uniform pants are to be dressier pants - not jean style. If the pants have zippers on the leg, loops, leg pockets, vertical or horizontal stitching, they do not fit the uniform code (includes cargo pants). Pants must be worn at the waist - with a belt if they will not stay at the waist. If a BELT is worn, it must be a solid (no adornments) color of brown, black, navy or red. These same rules apply to shorts, skorts, and skirts. Faded or washed out pants are not acceptable. Pants must be hemmed not rolled.

GIRLS may wear the Hamilton plaid uniform jumper (sold at Dennis Uniforms). Navy or khaki skorts and skirts are also permitted. They may not have any adornments, or be of a jean style or material. If skirts, jumpers, or skorts are more than 4 inches above the knee, they may not be worn to school. For students who are shorter, these items should be closer to 3 inches above the knee. It is suggested and encouraged that girls wear shorts under their jumpers.

SWEATER/SWEATER VESTS must be solid red, white, or navy and cardigan or pullover in style. They may have no contrasting threads or trim.

The only SWEATSHIRTS/Hoodies that may be worn in the classroom are the ones sold by the school. (These sweatshirts are blue with the MPB logo.)

TURTLENECKS must be red, white, or navy.

SHOES - Climbing and running are a part of a child's day and sturdy shoes are needed. Rubber soled shoes are best. Children with slick soled shoes will not be allowed on the climbing structures. All children must wear socks and shoes with a back strap. Flip-flops are not permitted. Sandals are not recommended.

TIGHTS must be solid red, white, or navy with no decoration. Leggings must be solid –colored in red, white or navy only.

HAIR must be neat, clean, and well groomed. No excessive hairstyles will be permitted for boys or girls.

About colors: Red shirts and sweaters must be red, not red-orange, bright pink, or burgundy. Uniform pants and shirts must be navy, not royal blue. Faded or washed out colors are not acceptable. Uniforms must be clean and in good repair.

Uniform Sales

Used uniforms will be sold each year near the first day of school. Parents are asked to price each item they wish to sell and attach an envelope to each item with their name and the price on the outside. Those buying uniform items will put the money in the envelopes, which will be returned to the seller. Uniform items that are too faded to fit the uniform code will not be sold. Consignment items left beyond two school years will be donated or discarded.

New Uniforms

New uniforms may be purchased from the following stores (but not limited to):

DENNIS HOUSE OF UNIFORMS

(our "Hamilton Plaid" is available here)

1901 W. Mississippi

303-935-5911

www.dennisuniforms.com

LAND'S END – School Uniform Collection

Our school logo shirt is available from Land's End. To order these shirts, call Land's End at 1-800-469-2222 and give them the following information:

Logo Number: 0282533K

Preferred School Number: 9000-8121-7

Logo Application price: \$5.50

www.landsend.com

Land's End Clothing is also available at
SEARS
DILLARD'S
MACY'S
TARGET
J.C. PENNEYS

A complete change of clothes, clearly marked with the child's name, is needed in case of an occasional spill or accident. Soiled clothing will be sent home to be laundered, and a clean change of clothes will need to be returned the next class session.

Since temperatures can change quickly, layered clothing is recommended. Children should bring a sweater or jacket on all but the warmest days. All removable clothing should be clearly marked with the child's name or initials.

Most Precious Blood Early Learning Center field trip t-shirts are available for purchase in the office for a \$13.00 fee. Children are asked to wear their t-shirts on field trip days.

Volunteer Opportunities

Adopt-a-Family – In December the Early Learning Center “adopts” a family for Christmas.

Christmas Program/Party – In December we have a short presentation by the children.

Parent Luncheon – Usually scheduled once a year during Week of the Young Child. Come and have lunch with your child and meet their friends and families!

Teacher Appreciation - Parents provide a treat for the teachers once a month (bagels, fruit, breakfast burritos, etc.).

Absences/Vacation/Holidays/Closures

Absences: Because enrollment determines the number of staff needed and the amount of supplies required, there will be no allowance made for absences nor may the day be made up another time during the week. Exceptions must be cleared through the office.

Vacations: During the school year, ELC students' vacation time is accounted for within the monthly tuition. ELC students receive one-week vacation during the summer program. Please give us notice as to when you will be taking vacation so that the teachers may plan accordingly. After all vacation days are used, tuition is expected whether the child is in attendance or not. Children enrolled in the School-Age (1st-5th grades) program are not eligible for vacation credit during the school year, but receive two weeks' vacation during the summer.

Holiday: Holidays are taken into consideration at the time fees are established and no allowances will be made. Most Precious Blood Early Learning Center will close in observance of the following holidays:

New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving Day.

In addition to the holidays listed above, the center will close for one week during Christmas. The center will also be closed one day during the year for teacher enrichment, and two days for parent teacher conferences. You will receive advance notice of these dates. We will also be closing at noon the Thursday before summer camp begins, and all-day Friday. To prepare for the fall session, the center will close the week before school begins. Advance notice will be given for any other closings.

Closure of School due to Inclement Weather: Most Precious Blood Early Learning Center will close for snow if the local public-school district is closed (Denver Public Schools) or if local conditions or faculty absences warrant closure. We will also close if the "Big School" is closed. Please tune in to channels 4, or 9 for a list of school closures.

Miscellaneous Information

An end-of-the-year Center and School-Age Program evaluation will be made available to parents at the beginning of March. Any positive or constructive comments/suggestions about our program would be appreciated. This gives us the summer months to make changes and/or improvements for the following school year.

Most Precious Blood Early Learning Center reserves the right to amend these regulations by omitting or adding to them as may be necessary to maintain the standard of the center and the welfare of the children. Notification will be given to you when such changes are made.

Special Occasions

Back to School Night: Back to School Night is scheduled each year for parents to meet the staff and visit the classrooms. After visiting the classroom and meeting the teachers, parents are welcome to stay for a short overview of the coming year.

Birthdays: Birthdays are celebrated during the morning snack time. You may choose to bring a special treat (cupcakes, ice cream cups, cookies, etc.) and the teacher may add a birthday crown, candle and song to complete the occasion. When planning birthday treats, please remember that we are an "allergy-conscious" school.

Screen Time and Media Use: Recorded media, computer, and tablet time may only exceed thirty (30) minutes per week for a special occasion. The children are not required to watch videos, and an alternate quiet activity is always available.

Field Trips: Field trips have temporarily been suspended due to COVID. When we are allowed to start taking field trips again the children will be transported in the parish buses or with parent volunteers. If you would like to help drive, you must first sign the Archdiocese Volunteer Driver's Agreement. Parent volunteers must also leave a copy of their driver's license and proof

of insurance with the office. All children will wear harnesses. The teachers keep a cell phone with them at all times in case of an emergency. If an emergency occurs 911 will be called if needed, or help will be sent from the school, and the children will be transported back to the center. Parents will be notified of all field trips and will be required to sign a permission slip. If your child arrives after his/her class has already left for a field trip, you may take your child and meet his/her class. We will not be able to put your child with another class during the field trip time.

Children are encouraged to wear Most Precious Blood Early Learning Center T-shirts on outings. This will allow the community to identify where the child is from and make them easy to locate at all times.

Parties: Parents may contribute food treats or party favors to their child's class party.

The following holidays are usually celebrated with a class party:

Halloween
Valentine's Day

The "Week of the Young Child" was established in 1971 by NAEYC (National Association for the Education of Young Children) to focus public attention on the rights and needs of young children. "Week of the Young Child" is usually held in the month of April and we will be celebrating with special activities throughout that week.

Before and After School Program (Kinders and School-Age Program)

The Before and After School program has been temporarily suspended due to COVID. When operating it is open to children in Kindergarten through second grade. If your child is scheduled to attend the After-School Program, we will be expecting him/her. Please call the office if your child is ill, or will be going home with another child. We offer a light snack to the Kinders and SAP students. If your child is extremely hungry after school you may want to pack an extra snack for them to eat. An exciting, fun curriculum is planned monthly. The Kindergarten and School-Age students are billed monthly for the previous month's care.

Summer Camp

A Summer Camp Program is offered for the Early Learning Center, Kinders and School-Age children during the summer. Many fun activities and field trips are planned. The children also participate in Vacation Bible School, water play day, and arts and crafts. Special guests are also scheduled.

Parent Participation

While we are not a co-op center, parents can help in many ways. Let us know if you would like to help by being a "fix-it" person, volunteer for field trips, or assist in the classroom.

Custodial parents/legal guardians are recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

The Parent Advisory Committee (PAC) was formed to provide support to the parents and teachers of Most Precious Blood Early Learning Center. Through the PAC, parents have the opportunity to serve on various committees and events. If you are interested in serving on the PAC, please contact the center director for more information.

Parent's Responsibility

You are a vital part of our center and your help is needed for our program's success.

Please:

Read this handbook, all newsletters, emails, notices and communication boards.

Ask questions about items that need clarification.

Bring your child to school by 8:30 a.m.

Be financially responsible to us. We are dependent on your fees.

Ask your child about his/her day.

We ask you to give our center your prayer support, for apart from God we can do NOTHING.

Thank you for choosing Most Precious Blood Early Learning Center. We look forward to a fun-filled, exciting year with you and your child!

Volunteer Driver Agreement

I, _____ do hereby state that the following statements are true.

1. I have a valid Colorado driver's license which has not been suspended or revoked during the past five years.
2. I understand that as a volunteer driver, my insurance is primary. I have in full force and effect automobile liability insurance, and do carry with me at all times proof of such insurance.
3. I have not been convicted of or pleaded guilty to driving under the influence of alcohol, driving while ability impaired, or reckless driving during the past five years.

I voluntarily accept responsibility to provide transportation, and, I accept responsibility for the safety of my passengers and, at all times, I agree to:

1. Use and insist that all passengers use seatbelts.
2. Drive carefully within established speed limits and driving conditions.
3. Keep my vehicle in safe operating condition.
4. Never drink any alcoholic beverages or take any drug which may inhibit my driving ability within eight (8) hours before transporting any passengers; and
5. Obey all traffic laws.

Date

Signature of Driver

I have seen proof of insurance for the driver named above.

I have seen the valid driver's license for the driver named above.

Date

Attested by Director or Head Teacher

Permission for Medication

Name of Child _____ Age _____

Child Care Facility _____ Grade _____

Teacher _____

Primary Health Care Provider _____

Medication _____ Dosage _____ Route _____

Purpose of Medication _____

Time of day medication is to be given _____

Possible Side effects _____

Anticipated number of days it needs to be given at child care facility _____

Date

Signature of Person Prescribing Medication

Parent/Guardian

I hereby give my permission for _____ to take the above prescribed prescription or over-the-counter medication at the child care facility as ordered. I understand that it is my responsibility to furnish this medication.

Date _____ Parent/Guardian Signature _____

Note: The prescription medication is to be brought to the child care facility in its original pharmacy container appropriately labeled by the pharmacy or person with prescriptive authority along with a copy of the medication authorization order.