A decorative border of small red hearts surrounds the entire page.

CASTLE KIDS

Early Learning Center

Family/Student

Handbook

2015-2016

2600 Wadsworth Blvd
Wheat Ridge, CO 80033
303.232.2313

Table of Contents

Note from the Director	3
Our Purpose / Philosophy	4
Enrollment Information / Tuition and Fees	5
Late Pick up / Calendar / Preschool Staff	6
Daily Schedule – 3-year-olds	7
Daily Schedule – 4-year-olds	8
Late Stay Schedule	9
Curriculum – 3-year-olds	10
Curriculum – 4-year-olds	11
Enrollment / Withdrawals	12
General Information	
Drop Off/Pick Up	12
What to Bring	13
Supply List	14
Lunch & Snacks	15
Birthday Parties / Seasonal Parties	15
Parent Involvement / Communication	16
Assessments & Conferences / Field Trips	17
Rules and Regulations	
Security	18
Emergency Procedures	18
Inclement Weather	18
Health and Safety	19
Medical Treatment	20
Dress Code / Personal Items	21
Discipline Policies	22
Investigating & Reporting Child Abuse	22

CASTLE KIDS

Early Learning Center

"Loving Learning!"

Welcome to CASTLEKIDS! In choosing CASTLE KIDS Early Learning Center, you are entrusting our staff to partner with you in the educational, spiritual and developmental growth of your child. All of us accept this responsibility eagerly and consider it a privilege to serve the Lord and your family this way.

We know you want the best for your child and trust that you will prayerfully consider the opportunities here at CASTLE KIDS!

Cheryl Slocum, Director

Non-Discrimination Policy

CASTLE KIDS Early Learning Center is committed to the policy that no otherwise qualified person shall be excluded from participation, be denied benefits, or be subjected to unlawful discrimination on the basis of race, color, national or ethnic origin, or disability. While CASTLE KIDS Early Learning Center does not discriminate on the basis of physical, emotional, or mental abilities, we shall not be equipped to handle all situations due to staffing and/or facilities.

State Licensing

CASTLE KIDS Early Learning Center is licensed by the Colorado State Department of Social Services. Jefferson County Department of Health and the local fire department conducts annual inspections of our facilities. Our staff is cleared through background checks, and all staff members must be fingerprinted and cleared through the Colorado Bureau of Investigation for any felony charges.

CASTLE KIDS

Early Learning Center

"Loving Learning!"

Mission Statement

The mission of CASTLE KIDS Early Learning Center is to work with the family to provide a foundation for learning and for character formation in a caring, Christian atmosphere.

Philosophy of Christian Education

Education is the developing of character, knowledge, and skills for a desired purpose. CASTLE KIDS takes this a step further, providing opportunities to develop godliness of character and action. As the Bible teaches that education is the responsibility of the home and church, we believe that our preschool is an extension of these God-given institutions.

Our desire at CASTLE KIDS Early Learning Center is to prepare your child academically, socially, emotionally, and spiritually for kindergarten and life! Our curriculum is thoroughly Bible-based with an entirely Christian worldview.

Other components of our program:

- Age appropriate: Our research-based curriculum provides material and activities appropriate for the 3- and 4-year-old child.
- Developmentally appropriate: Children develop at different rates, and our program allows the teacher to identify and address your child's individual needs.
- Flexible: The teacher has many choices for activities and presentation of materials based on your child's level of development and learning style.
- Interactive: Every subject is taught using hands-on, experience-based activities.
- Discovery-based: Discovery learning is essential in developing your child's problem-solving and critical-thinking skills.
- Exciting! Your child should look forward to coming to school each day!

CASTLE KIDS Early Learning Center *"Loving Learning!"*

Several class options exist in order to accommodate your preschooler's needs, including both full-day and half-day 3- and 4-year-old programs:

Preschool Ages 3 years old (by September 30th) to 4 years old
Must be independent in the bathroom

Preschool Hours (variable days are an option)

Full Day	8:15 a.m. - 3:15 p.m.
Part Day	8:15 a.m. - 11:45 a.m.
Early Care	7:00 a.m. - 8:05 a.m.
Late Care	3:30 p.m. - 6:00 p.m.

Tuition - K-3 & K-4

Monthly Fee

7 a.m.-6 p.m.	M-F	\$750
Full Day	M-F	\$550
Half Day	M-F	\$385
Full Day	M-W-F	\$440
Half Day	M-W-F	\$310
Full Day	T-Th	\$330
Half Day	T-Th	\$230

Registration Fee \$150 **Materials Fee** **K-3** \$ 75 **K-4** \$100

Early Care - 7:00 - 8:05 a.m.

Monthly	\$100 (charged at beginning of the month)
Weekly	\$25 (charged at beginning of the week)
Daily	\$6

Late Care - 3:30 - 6:00 p.m.

3:30 - 4:00	\$3.00 per day/\$12 per week*	\$ 48 per month**
3:30 - 5:00	\$8.00 per day/\$35 per week	\$140 per month
3:30 - 6:00	\$12.00 per day/\$50 per week	\$200 per month

*charged at beginning of week

**charged at beginning of month

Late Pick Up

The center will be open from 7:00 a.m. to 6:00 p.m. A late fee for each child will be charged each time the parent is late picking up the child (i.e., after 6:00 p.m.)

- If enrolled in the full-day program, you will be charged the daily After School Care rate if picked up after 3:30 p.m.
- For late pick-ups (after 6:00 p.m.) of up to 3 times monthly, a fee of \$5.00 will be charged for the first 10 minutes. After that, \$1.00 per minute will be charged.
- For late pick-ups of 4 times or more monthly, the fees will be doubled.

Calendar

The center will be closed for the following holidays:

- Martin Luther King Day
- Presidents Day
- Good Friday & Easter Monday
- Two-day summer break between preschool & summer day camp
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the day following
- Two weeks consisting of Christmas week and New Years week

Preschool Staff

Director - Cheryl Slocum

K-3/K-4 Teacher - Cheryl Slocum

K-3 Assistant - Heather Locke

Teacher's Aide - Maria Lowe



CASTLE KIDS Daily Schedule

K-3 Daily Schedule:

Half-Day Schedule

8:15 - 8:30	Circle Time: Helpers, Calendar, Weather, Pledges
8:30 - 8:45	Bible
8:45 - 9:30	Craft/Centers
9:30 - 10:00	Snack/Restroom
10:00 - 10:30	In the Big Red Barn teaching time Colors, Shapes, Letters, Numbers Science, Social Studies
10:30 - 10:45	Inside Game
10:45 - 11:00	Story
11:00 - 11:25	Outside Play
11:25 - 11:35	Restroom
11:35 - 11:45	Clean up/Pack up/Review/Dismissal

Full-Day Schedule

11:35 - 11:45	Clean up, Prepare for lunch
11:45 - 12:15	Lunch
12:15 - 12:30	Restroom
12:30 - 12:45	Story
12:45 - 2:30	Naptime
2:30 - 2:45	Quiet Play
2:45 - 3:00	Snack
3:00 - 3:15	Clean up/Pack up/Review/Dismissal

K-4 Daily Schedule:

Half-Day Schedule

8:15 - 8:30	Circle Time: Helpers, Calendar, Weather, Pledges
8:30 - 8:45	Bible
8:45 - 8:50	Restroom
8:50 - 9:10	Phonics
9:10 - 9:20	Writing
9:20 - 9:30	Snack
9:30 - 10:00	Centers
10:00 - 10:30	Music - M/Th Art - T Outside Play - W/F
10:30 - 11:00	Science/Heritage Studies
11:00 - 11:25	Math
11:25 - 11:35	Story/Wrap it up!
11:35 - 11:45	Clean up/Pack up/Review/Dismissal

Full-Day Schedule

11:35 - 11:45	Restroom/Prepare for lunch
11:45 - 12:15	Lunch
12:15 - 12:35	More Footsteps (Poems/Songs, etc.)
12:35 - 1:05	P.E. - W/F Outside Play - M, T, Th
1:10 - 1:20	Story
1:20 - 2:30	Restroom/Rest Time
2:30 - 2:45	Quiet play
2:45 - 3:00	Snack
3:10 - 3:15	Clean up/Pack up/Review/Dismissal

Late Stay Schedule

K-3's & K-4's

3:15 - 3:30	Books
3:30 - 3:40	Restroom
3:40 - 4:15	Outside recess (weather permitting) Indoor play/Video (inclement weather)
4:15 - 4:30	Songs & Story time
4:30 - 4:45	Snack
4:45 - 5:45	Inside free play
5:45 - 6:00	Clean up



CASTLE KIDS Curriculum

K-3: Pathways for Preschool

BJU Press

The lessons are organized in twelve monthly thematic units.

Unit 1	Through the Barnyard Gate
Unit 2	The Street Where I Live
Unit 3	Down Autumn Lanes
Unit 4	Blazing New Trails
Unit 5	Christmas Journey
Unit 6	Along Snowy Paths
Unit 7	Steppingstones to the Mailbox
Unit 8	Wet and Windy Ways
Unit 9	Around the Neighborhood
Unit 10	Up the Waterspout
Unit 11	Paw Prints on My Porch
Unit 12	Highways to Summer Fun

Highlights:

- Correlated Center ideas
- Colorful charts and manipulatives
- Suggested theme days and field trips
- Theme-related activity pages and crafts
- CD featuring traditional and original children's songs
- Circle teaching time stories and activities

By emphasizing a center-based, hands-on approach to learning, these materials provide opportunities for each child to learn at his own developmental level and ability. Motor skills, habits, listening, language, number and letter awareness and recognition, scientific investigation, and cultural knowledge are incorporated into the lessons.

K-4: **Footsteps for Fours**

BJU Press

Unit 1	The Sidewalk to My House
Unit 2	Neighborhood Streets
Unit 3	Going Places in Books
Unit 4	Along Autumn Trails
Unit 5	Paths Long Ago (Thanksgiving)
Unit 6	Step by Step in Science
Unit 7	Sparkling Streets (Christmas)
Unit 8	Footsteps in the Snow
Unit 9	March Across the Country
Unit 10	Cowboy Boots and Clown Shoes
Unit 11	Following Animal Tracks
Unit 12	Between the Garden Rows
Unit 13	Dusty Barefoot Paths

Included in the K4 package:

- Phonics Charts
- Teaching Visuals
- Toolkit CD
- Activity Packet
- Writing Packet
- "Max" hand puppet and backpack
- 2 listening CDs
- Comprehensive Teacher's Edition
- Student Practice Cards
- Easy-to-read story booklets

No more tears when Mom and Dad leave! Our preschool students will be eager for each new lesson & its accompanying stories, songs, and activities. *Footsteps* presents interactive, hands-on learning—with an emphasis on having fun together! Daily math, phonics, & prereading lessons are interspersed with age-appropriate music, science, language arts, heritage studies, and handwriting.

Enrollment/Withdrawals

- Enrollment fees are non-refundable
- Standard fees & tuition are due the 1st of the month and are late after the 10th
- Preschool Early and Late Care charges are due the 1st of the month following services and are late after the 10th
- If payment is not received by the 12th of the month, student may not attend preschool
- A service charge of \$30 will be assessed on returned checks or failed FACTS withdrawals
- No refunds will be issued for early withdrawal or partial use of month
- Withdrawal form must be submitted before the 1st of the month

Drop Off/Pick up

We open the doors for morning arrival at 8:05. There will be a sign-in/sign-out sheet for the parent or guardian to sign each day.

- Unless in Early Care, children may not enter before 8:05 a.m.
- Children must be brought directly into the preschool lobby.
- Class activities begin promptly at 8:15.

We open the doors for dismissal from 11:40-11:50 (half-day) and from 3:15-3:30 (full-day).

- Children must be picked up in the preschool lobby.
- While we encourage and promote good communication with parents, because we will no doubt still be busy with other little

people, we may not be able to have prolonged conversations at this time.

- If you will need to pick your child up early, please inform the school office.
- Children WILL NOT be allowed to leave school with anyone other than those persons listed on the registration form, unless permission is sent in writing (note or email is acceptable). Exceptions to this can be made in an emergency. **Proper identification will be checked.**
- In the event that a child is not picked up, emergency contact numbers will be called. Staff will not leave until child is picked up.

What To Bring

Help your child get the most out of his or her preschool experience, and help your child's teacher by remembering a few things:

- Please send your child with his or her backpack each day.
- Check your child's bag each day for important information, notes, weekly reports, artwork and other material.
- Label everything.
- Please send your child's lunch in a lunch box or bag with an ice pack. We will be a peanut-free school until any allergies are determined.
- All children must have a season-appropriate change of clothes in a labeled extra-large Ziploc bag (underwear, shirt, pants, socks); turn this in to your child's teacher.
- Please DO NOT allow your child to bring in toys or other items from home, with the exception of security items (blankies, etc.) for rest time, or items for announced show and tell days.

Supply List

- Backpack
- 3 jumbo pencils
- 1 pink eraser
- K-3: (2) 8-ct. fat Crayola crayons
K-4: (1) 8-ct. fat Crayola crayons
(1) 24-ct. Crayola crayons (usually the cheapest size on sale)
- 1 set of Crayola fat washable markers
- Child-size scissors
- 1 bottle Elmer's school glue & 3 Elmer's glue sticks
- 1 package 9x12 colored construction paper
- 1 set Crayola or Prang/Dixon water colors
- 2 boxes of Kleenex
- 2 pkgs Baby Wipes
- 2 containers antibacterial wipes
- Extra set of clothes in Ziploc bag to be left at school
- Small blanket for rest time (small pillow optional)

Purchase at school – folder and sleep mat



Lunch & Snacks

Lunchtime for full-day students is from 11:45-12:15 each day. Due to potentially severe allergies, WE ARE A PEANUT-FREE SCHOOL AT THE START OF THE YEAR. We will let you know if and when it is safe to send peanut products to school with your child.

You may buy a nutritious kid-friendly hot lunch from our school lunchroom. Menus will be sent home & orders for each week must be turned into the office by 4:00 on the Tuesday before each given week.

Another option is to send a nutritious lunch and drink in a labeled lunch box. Plan for your child's lunch to be as convenient & neat as possible. And sending food your child likes makes mealtime much more enjoyable for all of us! :-)

Regardless of your lunch choice, your child will need & look forward to your sending a nutritious snack for our morning snack time and another for the afternoon for full-day students.

Birthdays and Parties

While birthday parties may not be held during school hours, we love to have special treats to celebrate preschoolers' birthdays! Here are a few things to keep in mind when planning for your child's special day:

- Parents may send a special snack to share with the class on or near the child's birthday
- Children with summer birthdays may celebrate with a "pretend" date

- Please make arrangements with the teacher before sending snack
- Check with your child's teacher about any food allergies
- Please mail other birthday party invitations, not sending them to school unless every child is invited

Our preschool will have the following parties:

- Fall, Christmas, Valentine's Day, Graduation
- Parents can sign up to help at Open House

Parent Involvement

Communication

We strive to keep you up to date on the events at our school and information regarding your child and his or her class.

Paper communication

- Your child's teacher will send home personal messages about your child as necessary.
- Your child's teacher will also send home a monthly calendar.

Web communication

- Your child's teacher will send periodic emails with announcements and information about events & activities.
- Visit our new website at www.castlekids.com for information and to download forms. **(Coming soon!)**
- "Like" our Facebook page "CASTLE KIDS Early Learning Center" for news and information delivered straight to your newsfeed. **(Coming soon!)**

Assessments & Conferences

We will send home a "report card" twice a year, once in December, and again in May. We are not as concerned about mastery of a given skill as we are about introducing it. The report card will help you to see how your child is progressing academically and socially.

We will schedule a conference in January to discuss your child's progress and class placement for the upcoming year.

Additional conferences are welcomed, and can be scheduled with the teacher or director.

Field Trips

Throughout the year, your child's class may go on outings outside the school property. Parents will be asked to join the children. Your child's teacher will talk with you about joining in when the trips are scheduled and they will be discussed in written communications. Because of strict state laws, children must be in car seats, qualified drivers must provide transportation, and at times trips may be cancelled if there are not enough adults available to accompany the children. If a child comes late on field trip day, the parent will need to bring the child to our location.



Security

For safety reasons, the preschool building remains locked at all times except from 8:05-8:15 a.m., 11:40-11:50 a.m., and 3:15-3:30 p.m.

Parents are welcome to visit the school, but you must SIGN IN at the office and get a VISITOR'S BADGE.

Emergency Procedures

Fire drills and other emergency drills will be conducted regularly per state regulations. Teachers will have an evacuation plan in place for each classroom. In the case of an emergency lock-down, all outside doors will be locked and an email or phone call will be made to alert the parents. Parents will not be allowed to enter the building during the lock-down without permission from the administration.

Inclement Weather or Other Closings

School cancellations, delayed starts or early closings will be on our website and aired on radio station KOA (850 AM), and TV channels 4, 7, and 9.

We do not make up power outage or inclement weather days.

Note: Children will be kept indoors on excessively cold or hot days

Health and Safety

Smoking is not allowed on the school campus.

A physician's Immunization Certificate is required by law and is required from each child by the first day of school. Your child will not be permitted to attend preschool without this form on file.

Sick children must be kept at home!

- Should your child become ill at school, we will notify you to come and pick up your child immediately
- A child with a possible contagious disease may need to be isolated in the school office until picked up
- You will need to pick up your child promptly
- If parents are unable to be contacted within a reasonable amount of time, emergency contacts will be called in the order listed on the student information form

Do not bring your child if he/she has:

- A severe cold
- Flu
- Undetermined rash or spots
- Chronic cough
- Earache
- Lice - child must be treated & nit free to return to school
- Sore throat
- Fever, diarrhea, vomiting, a rash indicative of an infectious disease, impetigo, mouth sores, or any other possible infectious disease in the previous 24 hours

We like to know when your child will not be at preschool due to sickness. Please call the school office to let us know.

We regularly disinfect all toys and surfaces in the classrooms.

Medical Treatment

In case of a serious injury, the Director will notify the local paramedics and proceed to notify the parents. If the parents cannot be reached, the Director will follow the emergency contacts in the order outlined on the Student Information form.

Administration of emergency medications (inhalers, Benadryl & EpiPen, etc.) shall be allowed, provided written parental and physician authorization have been given.

Emergency medications (such as Benadryl, EpiPens, inhalers, etc.) shall be kept in the child's backpack. Medication should be placed inside a labeled Ziploc bag, along with clear instructions. Medication should be in its original container.

Administration of any medication other than emergency medications (as listed above) is prohibited. Injectable medications, excluding emergency medications such as EpiPens, may only be administered by the child's parent.

Exceptions to the above rules may be made upon written request from a physician.

Sunscreen and insect spray must be applied at home or by the parent.

Dress Code/Personal Items

Safety and comfort are priorities when it comes to dressing a preschooler. We'd appreciate their clothing being neat and appropriate to a school day. The following rules apply to our typical preschool day:

- Play clothes and tennis shoes are suggested. (No worldly slogans or pictures, please.)
- No cowboy boots, higher heels or clogs are allowed. (Exceptions might be made for a special day)
- All children will go outside each day that weather permits, so please dress them accordingly.
- We cannot be responsible for items that are not labeled.
- We encourage independence in our children. Shorts or pants with elastic are preferred until your child can handle other types on their own. Belts are not encouraged.
- Security items are permitted for naptime, but will be kept in a bin for that time of day.
- A change of clothes from home in a labeled Ziploc bag will be kept in the classroom. You may adjust these clothes for season changes.
- No toys should be brought from home unless requested



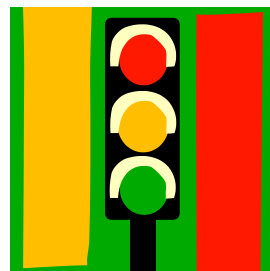
Discipline Policies

Since part of preschool is the introduction to expected classroom behavior, we have a traffic light behavior system in our classroom:

GREEN - Way to go!

YELLOW - Warning

RED - Stop for a "time out"!



We will keep you informed on a daily basis as to how your child is doing with this system. Please help reinforce this by talking with your child about their classroom behavior, e.g., "Nice job!" or "What should you do next time?" CASTLE KIDS Early Learning Center reserves the right to terminate enrollment due to excessive behavior issues in order to ensure the safety and positive learning experiences of its students.

Investigating & Reporting Child Abuse

CASTLE KIDS Early Learning Center is utilizing **MinistrySafe** prevention system, which includes prevention training, detection, and reporting procedures, complying with state requirements, and, above all, assuring a safe environment for our children both at school and at home.

