



Educating Children Since 1961
7762 Quaker Street
Arvada, CO 80007

School Policy & Procedures

Family Handbook

2018-2019 School Year

Proprietary Information of Happy Valley Children's Ranch Preschool

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PHILOSOPHY

At Happy Valley Children’s Ranch Preschool, we believe that children learn best through meaningful play experiences both inside the classroom and the outside environment. We provide an atmosphere that is safe, nurturing, respectful, creative and fun. We teach children about the importance of respecting themselves, others, animals and the environment. We help children develop social, emotional, physical and intellectual skills through developmentally and age appropriate activities. We value family and community involvement as a part of our educational program. We also believe in traditional values. We open our class session by saying the pledge of allegiance and sing a thankful song before eating snack.

PROGRAM

We offer an educational program for children ages 3 to 6 years old. Classes are in session from September through May. Along with offering an educational experience, a unique part of our program is our ranch atmosphere. We have farm animals including: miniature horses, sheep, goats, a pig and a rabbit. The children’s engagement with the animals during their outdoor time (weather permitting) include riding and grooming the ponies and petting the animals in the petting pen area. There is no set schedule for pony rides in the school year. We do our best to plan for pony rides as much as possible but they are not available year-round. There are several factors and considerations that must be taken to ensure the safety of the children. Children must wear equestrian helmets and closed-toe shoes in order to ride the ponies.

Our six week “Summer Fun” program is offered to children ages 3 through 6 and runs from June through July. Children attend two mornings per week for a three-hour session on either Monday and Wednesday or Tuesday and Thursday.

PROGRAM OBJECTIVES

- To help children become confident and independent individuals.
- To help young children become part of a group and socialize at their appropriate level.
- To help young children grow physically strong and healthy, and develop muscle control for effective use of their bodies.
- To help young children discover the pleasure and satisfaction of creating by providing for them time, space, material, techniques, encouragement, acceptance and praise.
- To teach children to respect and appreciate animals and nature.
- Teach children the seven essential life skills by developing executive function skills:
 - Focus and Self Control
 - Perspective Taking
 - Communicating
 - Making Connections
 - Critical Thinking
 - Taking on Challenges
 - Self-directed, Engaged learning

CURRICULUM

Our integrated theme based curriculum is geared toward helping children develop literacy, math and science concepts as well as fostering creativity, social, emotional and physical development. New learning materials and concepts are introduced in each classroom every week based on the theme of the month. A copy of your child's classroom activity calendar including all of the themes and lessons for the month will be sent via email and posted on our Parent Information Board located in the entryway of the school.

The "Second Step" early learning program is also used at Happy Valley and focuses on teaching important skills related to children's social and emotional development. These skills include learning how to regulate emotions, feeling empathy, listening, focusing, friendship skills and problem solving. The Second Step Curriculum is highly regarded in the field of early childhood education and was provided to Happy Valley Preschool from the Jefferson Center for Mental Health Department through a grant several years ago. This curriculum also includes access to the Second Step website that provides Parents with resources and activities that can be used at home to reinforce the lessons being taught in the classroom.

The "Get Set for School" program through Learning Without Tears is also utilized in the classroom to teach children math concepts, literacy, language and writing. Through music, movement, building, coloring and multi-sensory activities, children have fun as they develop important school readiness skills. The Get Set for School "My First School Book" is used by children in the pre-k program through the school year and must be purchased at time of enrollment. This book will be kept at school and sent home at the end of the year. Some of the skills that your children will learn through the Get Set for School curriculum are: social and emotional skills, body-awareness and coordination, vocabulary, word and sentence skills, letter and number recognition, sequencing and memory, counting, sorting and pattern building.

NAEYC MEMBERSHIP

Happy Valley Preschool is a proud member of NAEYC (National Association of Education for Young Children). NAEYC promotes high-quality early learning for all children by connecting practice, policy and through extensive research on how children learn. As a member of NAEYC, Happy Valley Preschool has access to all its resources including: publications, research, teaching strategies and best practices. In addition to implementing the practices as recommended by NAEYC, Happy Valley Preschool strongly believes in and follows NAEYC's Code of Ethics which can be found at:

http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf

STAFF

We provide a teaching staff that incorporates extensive experience in education, with Masters, Bachelor or Associate Degrees in either Early Childhood, Child Development or Elementary Education. Our assistants also have certificates in Early Childhood education. They are caring and nurturing and have a strong dedication to the children and families

they serve. Our staff is not allowed to work for any of our Happy Valley families if they have children who are currently enrolled. We conduct background checks on all Happy Valley Staff including fingerprinting at both the federal and state levels. Happy Valley only employs individuals that have received clearance. All Happy Valley Staff are trained in CPR, First-Aid, Universal Precautions and Child Sexual Abuse Prevention. Staff are also required to meet continuing education requirements every year to stay current in early childhood education.

CLASSES AND SCHEDULE

There are four classrooms: Peanut, Popcorn, Bubblegum and CrackerJack. "Popcorn" and "Peanut" classes are reserved for younger children and "Bubblegum" and "Crackerjack" classes are for children preparing for entrance into kindergarten. Each classroom is licensed for 20 children and has a lead teacher and two assistant teachers (a ratio of 1:7). The required teacher to child ratio as mandated by the state of Colorado Department of Human Services is 1:10 for children ages 3-4 and 1:12 for ages 5-6.

A.M. Sessions: We offer a three-hour morning session two or three days per week at the following times: (8:00a.m. – 11:00a.m. or 8:15a.m. – 11:15a.m.)

P.M. Sessions: We offer a two and one half hour afternoon session two or three days per week for 3 year old and a 2 hour and 45 minute session for 4-5 year old at the following times: (12:00p.m. – 2:30p.m., 12:00p.m.-2:45p.m. or 12:15p.m. – 2:45p.m., 12:15p.m.-3:00p.m.)

Children that attend the two-day program can attend on Mon/Wed or Tues/Thurs, three days is Mon/Wed/Fri or Tues/Thurs/Fri.

We also offer an extended Pre-k program that is held four days a week which is only available in the Crackerjack classroom in the afternoon from 12:15p.m. – 3:00p.m Monday-Thursday.

DAILY SCHEDULE

Our daily schedule includes a welcome time, large and small group times, snack, story time, outside play, music, and learning centers (art, writing, math, science, block building, dramatic play, sensory table, library, painting easel, and music). Children are continuously learning when engaged in all of these thoughtfully planned developmentally appropriate activities:

<u>Activity</u>	<u>What Children Learn</u>
Welcome Time	<ul style="list-style-type: none"> • Encourages positive social interaction • Name recognition • Sequencing of Activities
Circle Time	<ul style="list-style-type: none"> • Focus and Attention • Self-regulation • Self-discovery within a group

Large/Small Group Time	<ul style="list-style-type: none"> • New concepts • Testing Ideas • Exploring and experimenting
Story Time	<ul style="list-style-type: none"> • Focus and Attention • Print has meaning • Sequencing of events • Language and literary
Art Center	<ul style="list-style-type: none"> • Cause and effect • Classifying color, shape, texture, size • Experimenting with balance and form • Expanding creativity
Math & Manipulatives Center	<ul style="list-style-type: none"> • Counting • Comparing • Sorting • Classification • Patterns and shapes • Estimating • Digit development
Blocks Center	<ul style="list-style-type: none"> • Cause and effect • Testing Ideas • Measurement • Recognizing quantity • Experimenting with balance and form • Enhancing social skills
Sensory Table	<ul style="list-style-type: none"> • Experimenting • Discovering • Predicting • Measuring • Weighing • Observing
Music & Movement Center	<ul style="list-style-type: none"> • Expressing creativity • Learning about different music styles • Hearing music from other cultures • Experimenting with rhythms, patterns and flows • Listening skills • Exploration of sound and body movement
Science Center	<ul style="list-style-type: none"> • Predicting • Estimating • Learning cause and effect • Discovering how things work • Planning, observing, comparing and drawing conclusions

Dramatic Play	<ul style="list-style-type: none"> • Cooperating with others • Enhancing language • Verbalizing ideas • Understanding emotions • Acting out realistic situations • Role playing • Helps build empathy
Outside Play	<ul style="list-style-type: none"> • Gross motor skills • Testing ideas • Socialization • Safety rules
Snack Time	<ul style="list-style-type: none"> • Self-regulation • Self-help skills • Language • Math skills
Library Center	<ul style="list-style-type: none"> • Language and literacy • Sequencing of events • Taking care of books • Creating your own story • Gathering information

SPECIAL NEEDS

Specialized training and education is required to provide high quality support and education to children with special needs. As such, we are not equipped to handle all types and levels of disabilities but decide each case on an individual basis.

ENROLLMENT AND ADMISSION

A personal visit by parent and child is strongly encouraged. A child may be enrolled (providing space is available) at any time on or after his/her third birthday by filling out a registration form and paying the required non-refundable registration fee. Required forms can be found on our website or provided by the school and must be returned to Happy Valley prior to your child starting school.

Happy Valley requires that all children attending are up to date with vaccinations as recommended by the Colorado Department of Health. Happy Valley will accept medical exemptions signed by a Doctor. No personal exemptions are accepted.

TUITION AND FEES

The total days the child attends school during the year has been calculated, multiplied by the daily tuition rate and then divided into 9 equal payments (September, October, November, December, January, February, March, April and May). Tuition is due in advance the first of each month. A late notice will be sent on the 5th of the month. A \$20.00 late fee will be assessed for tuition payments that are submitted after the 15th of the

month. Tuition must be paid with a check, cash or money order. A \$25.00 processing fee will be charged for returned checks.

Because of the fixed overhead incurred whether the child enrolled is in attendance or not, and the fact that we do not offer a drop in-service, no adjustment in tuition can be made. Tuition covers time reserved not just time used. Once a spot is reserved for a child, staffing is planned and supplies are purchased. Therefore, the fees the parent pays are not refundable or available for credit to another month. Refunds are not available for illness, occasional absences, snow days, vacations, days closed or early withdrawal from preschool. Tuition rates, school supply and curriculum fees for the school year can be found on our website at www.happyvalleyyps.com

WITHDRAWAL

Parents or guardians may withdraw their child at any time with a 30-day notice. If withdrawal is made during the month, payment for that month is forfeited. Written notification is appreciated as early as possible. Happy Valley reserves the right to discontinue services for the following reasons but not limited to: nonpayment, lack of required documents, inability to adhere to school's policies and procedures, inability of Happy Valley to provide a child with needed resources.

CALENDAR

Happy Valley follows the same general schedule as Jefferson County Public Schools. School begins in September and continues through May. Happy Valley is closed for Labor Day, Thanksgiving week, two weeks during Winter break, Martin Luther King Jr. Day, President's Day, one week during Spring break, Memorial Day, Parent - Teacher conferences and in-service days. Parents will be reminded of exact dates in the weekly newsletter and a copy of the school calendar with these dates will be posted on our website.

SPECIAL EVENTS

Throughout the year we have special events (i.e. holiday parties, school pictures, visits from the firefighters, Santa, etc.). For a list of these events, please see the school calendar.

Happy Valley does not plan any field trips off the premises. On occasion people from our community come to visit and teach us about their professions, i.e. firefighters, dental hygienist, etc.

MAKE UP DAYS

The Colorado Department of Human Services regulates the number of children allowed in each classroom. If your child is absent, Happy Valley cannot accommodate extra children in the class and therefore does not allow for make up days.

FORMS AND RECORDS

State regulations require a file on each child which includes the following:

1. Child's Registration Form

2. General Information & Authorization Form
4. General Health Appraisal Form
5. Immunization Record
6. Snack List Authorization Form
7. Other forms may be required based on medical conditions of the child

As required by the Colorado Department of Human Services, the required forms must be updated every year. Forms can be found on our website or provided by Happy Valley.

TOYS AND MONEY FROM HOME

PLEASE LEAVE ALL TOYS AT HOME with the exception of a toy to share on special occasions such as show and tell when notified. Children are not to bring money unless it is for school fees. Place in an envelope in your child's backpack and clearly mark what it is for. It is highly recommended however, that payments are given directly to office staff by parents.

PETS

Due to safety and allergy reasons, we ask that families not bring in their pets to school. This includes drop off and pick up times.

COMMUNICATIONS AND NEWSLETTERS

Parents are kept informed of activities, holidays, special events and educational information through weekly newsletters, emails, our website and the Parent Information Board located in the entryway. Happy Valley's primary form of communication is through email. Occasionally we may include information inside your child's backpack or you may access them from our website happyvalleyps.com.

USE OF MOVIES / VIDEOS

The use of movies shall correlate with and enhance the educational program. All videos are "G" rated so no prior permission from parents will be required.

PARKING AREA

The parking area at Happy Valley gets very busy during drop-off and pick-up times and parking spaces are limited. We stagger our start times for the different classes in order to help alleviate congestion. The safety of all children is our #1 priority and therefore, the speed limit within the parking area is not to exceed 5 miles per hour. We kindly ask that you not leave large gaps between cars to conserve as many spaces as possible and that you exit the parking area as soon as you are done dropping off your child.

ARRIVAL

Staff is busy preparing for the day's activities so the front door of the building will remain closed until each class's start time. There is not adequate room for students and parents to wait if arrival is too early. The first ten minutes of class is spent welcoming our families and helping children transition into the classroom. For safety reasons everyone must come

in through the front door to drop off or pick up his or her child. Parents or authorized adult must accompany their child to and from the school building, into the classroom and sign their child in for the day. Parents or authorized adult must print their name, sign and date the sign-in sheet next to the child's name. All children must wash their hands upon arrival.

DISMISSAL

Happy Valley will release children **only** to those individuals that are designated as authorized to pick-up on the child's enrollment form. Only a parent or guardian of a child may designate who is authorized to pick up their child and such designation must be provided by the parent or guardian in writing. Any individual designated as an authorized adult to pick-up must be at least 18 years old.

When a child is picked up from Happy Valley, an authorized adult must complete the sign out sheet by printing their name and signing next to the child's name. ID will be checked the first time an authorized adult is picking up and continue until the staff becomes familiar with the authorized adult. Parents will be called after five minutes of class being dismissed, if children have not yet been picked up. After 30 minutes if unable to reach anyone, the Arvada police department will be notified. Before staff leave for the day, an inspection will be made of premises to ensure that all children are picked up. Children are expected to be picked up within 5 minutes after dismissal time. Happy Valley allows for 3 late pickups after which you will be charged \$5.00 for each minute you are late.

MESSAGES

Any message you have regarding your child, their school attendance, or school experience, may be left by calling 303-422-4220. We do appreciate your notifying the school in advance if your child will be absent.

INCLEMENT WEATHER

Any time the school is closed for weather related reasons, announcements will be made on CBS Channel 4 website, newscast and via email. Happy Valley will close for inclement weather when Jefferson County schools close.

During excessively hot, cold or inclement weather, the decision to play outside will be made by the administrative staff. The outside temperature including wind chill must be between 30 degrees Fahrenheit and 100 degrees Fahrenheit for outdoor play. Please make sure your child brings along appropriate clothing (heavy jacket, boots, gloves and hat) as we do try and go outside as much as possible. Please apply sunscreen at home before arriving to school.

VISITORS

All visitors must check in at the front desk, provide a picture ID, sign in and receive a visitor's tag (this includes anyone visiting the barn animals before, after or during school). For the safety of the children no one except parents or guardians of children attending the school will be allowed into the classrooms. Visitors must first be cleared by

the Director and accompanied by the Director, Assistant Director or Office Manager at all times.

DISCIPLINE POLICY

At Happy Valley we provide an atmosphere where children are positively encouraged at all times. Responsible behavior is recognized and self esteem built through positive interactions, consistency and follow through. As part of their Early Childhood Education, our teaching staff have been trained to use positive guidance strategies and treat a child's mistaken behavior as a teachable moment. In Early Childhood Development, mistaken behavior is defined as "errors in judgment and action made in the process of learning life skills and can occur at three levels: experimentation, socially influenced, and strong unmet needs". Our teachers also role model and use the strategies taught in the Second Step Curriculum to help children regulate their feelings, emotions and bodies.

The use of physical punishment, verbal abuse, shaming and derogatory remarks are NEVER permitted. Children hitting, biting or harming other children in the classroom is not tolerated and an incident report will be written up and provided to both parents of the children involved. Happy Valley staff will immediately intervene to prevent and protect a child from being harmed by another child by separating and removing the children from the situation. If a child's behavior is disruptive beyond the typical expected range, the Director will notify parents and a conference arranged to further discuss the child's behavior. In circumstances where children have displayed aggressive and harmful behaviors to themselves or others, the child may be removed from the program at Happy Valley Management's sole discretion.

HEALTH POLICIES

Policy Regarding Illnesses

Children should not be brought into school if communicable disease is suspected, such as, diarrhea, vomiting, fever, drainage from the eyes, etc. If a child shows any of these or other symptoms of illness, the parent will be contacted to pick up the child as soon as possible. A child will be allowed to return to school 24 hours after symptoms have subsided.

When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the school must immediately notify the local health department or the State Department of Public Health and Environment as well as all staff members, and all parents and guardians. Children's confidentiality will be maintained.

Parents are asked to report exposure of their child to communicable illness outside of school and at the discretion of the Director; the child will be excluded from school for the period of time prescribed by the child's physician or by the local health department.

To determine whether or not your child should stay at home due to illness, please follow the Children's Hospital Colorado Guidelines that can be found in Exhibit A.

If your child shows any overt signs of illness while they are at school, we will contact parents or guardians and have them picked up from school. Children must be able to participate in all activities of the day in order to be in attendance, regardless of fever. Children with a fever of 100 Degrees Fahrenheit or more will be sent home. Fever with a second symptom such as diarrhea, fatigue, etc. is grounds for exclusion until all symptoms are resolved for 24 hours without medication.

Medication Administration

Medical forms requiring the signature of a physician must be completed and returned before the child attends school. In addition, any chronic, ongoing conditions such as but not limited to: allergies, asthma, seizures, diabetes, etc. require an action plan from the child's Physician and Happy Valley's Nurse Consultant. The action plan must be updated at each physical or medical appointment.

Medication given a child at Happy Valley must be authorized by a written statement from a physician to the school, with knowledge and written consent of the parent(s) or the guardian. These medications must be brought into school in their original containers, with the child's name, dosages required, and times dosages are to be given. Medications administered in school are stored in a cabinet located in the front office under conditions as directed by the health care provider. A current photo of the child is required for the medication box and log. These are kept out of sight and confidential. Medications that require refrigeration are stored in a leak proof container in a designated area of the refrigerator separated from food. A medication administration trained staff member is required to be onsite at all times of operation per the Department of Human Services Childcare Licensing.

When no longer needed, medications shall be returned to parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication will be disposed of per program medication administration procedure. No nonprescription medicines will be administered by school personnel unless directed to do so by written order of a physician. Children may not transport medications to and from school; this includes medication left in a backpack.

Nebulized medications and emergency injections (Epipen) require an individualized health care plan completed by our RN consultant and / or child's health care provider.

In case of a medical emergency, which requires immediate medical attention, the child will be transported by emergency services to the hospital indicated by the parent in the enrollment packet. Information including the name, address and phone number of the child's hospital along with the name of the child's doctor needs to be given in writing upon enrollment.

A staff person certified with CPR and First Aid training is on site at all times.

Policy Regarding Hand Washing

Hand washing is one of the best tools for controlling the spread of infections. At Happy Valley we teach children the proper technique for hand washing and ensure that children wash their hands at the following times:

- Upon arrival for the day
- Before and after eating
- After picking/wiping their nose
- After the using the bathroom
- After coming inside from outdoor recess/activities
- After messy play
- After petting/handling animals
- When hands are visibly dirty

NURSE CONSULTANT

Happy Valley has a designated Nurse Consultant that visits the school every month and reviews all medications and health plans. The Nurse Consultant also trains our staff on the handling and administration of medications and is available for consultations to the Happy Valley Staff.

SAFETY POLICIES

Parents must give current phone numbers of people who may be contacted in the event staff is not able to reach the parent in case of an emergency. Parents must notify Happy Valley, in writing, of all people allowed to pick up their children. An unauthorized person will not be allowed to leave the school with a child.

When children first arrive in their classroom, attendance is taken and a head count is done. Throughout the day head counts are done to assure all children are accounted for. In the event a child is unaccounted for, a sweep of the premises will be done as soon as possible and emergency personnel will be notified if child is still missing. For safety reasons, we ask that children not be allowed to play on the playground before or after school without Happy Valley supervision.

Happy Valley has mitigated the risk of radon exposure in the building and we are proud to say that we are currently at a level 0.9. Any level below 4 is considered safe by the Colorado Health Department.

ACCIDENT / INJURY REPORTS

If an injury occurs to a child while at school, staff will immediately treat the injury and write a report describing the circumstances of the injury. Staff will notify the parent and answer any questions. The report will then be placed in the child's file. A copy of the report will be made and placed in the child's backpack. In turn we ask parents to notify the staff of any injuries and accidents that occurred at home. Not only does this give information to the staff about possible changes in a child's behavior, but both staff and parents will be aware of any marks, bruises, or scratches a child may have.

Any accident or injury the staff deems emergent shall be turned over to EMS/911 immediately and the parent notified as to the hospital where the child is being taken. Notifying EMS will be at the Director's discretion. These include but are not limited to: seizures, broken bones, unconsciousness, unmanageable bleeding, injuries to the eye or eyes or anything else the Director deems necessary.

SECURITY MEASURES

The only two entry ways of the school (front and back doors) will remain locked and closed while classes are in session, except during drop-off and pick-up times when the front door will be open. Staff are equipped with two-way radios during outdoor play time and frequently check-in with the main office. The school is equipped with the appropriate fire and smoke detection and alarm systems as approved and inspected by the local fire department. Fire drills are conducted as recommended by the Fire Department and in accordance with the state rules and regulations. A copy of the school's Fire and Health Department inspection reports are available for Parents to review upon request.

EMERGENCY PROCEDURES

All Happy Valley Preschool employees have been trained on the following emergency procedures: Fire Evacuation, Tornado Safety, Lockdown Crisis Plan and Lost Child Procedure. Accommodations will be made to ensure that all children including those with special needs are taken care of during an emergency. A copy of these procedures can be found in Exhibit B.

PROCEDURE FOR REPORTING ABUSE AND NEGLECT

All Happy Valley Children's Ranch staff is required by law to report any incident of suspected child abuse or neglect to the Department of Human Services. Each time a staff person suspects child abuse or neglect it will be reported to the Director. At that time the Department of Human Services will be called at 303-271-4131.

CLOTHING

Parents must dress children in clothing that is comfortable, durable, and appropriate for the weather. Children will spend time experiencing "messy" activities indoors, such as finger painting, as well as time outdoors with the farm animals and ponies. Clothing worn by children should be warm and washable. We also suggest children wear footwear such as tennis shoes or hiking boots. **Open-toed shoes or sandals are strongly discouraged and flip flops are not allowed and your child will be sent home. Leggings or shorts should be worn under dresses at all times to ensure the privacy of the child while they play at school.** If your child should have a bathroom accident while at school, we have extra clothing available; however, we strongly suggest that an extra set of clothing is provided and kept in their backpack. If school clothing is used, we kindly ask that it be cleaned and returned to the school on the next session your child attends.

TOILETING

In order to attend Happy Valley, children must be fully trained to use the bathroom independently. We understand that accidents can happen while they are at school. Please

work with your child to encourage them to let their teachers know if they need to go to the bathroom or if they have had a bathroom accident while at school. We will immediately either take your child to the bathroom so they can use the toilet or urinal or change them into the extra clothes you have provided. We highly encourage that you have your child go to the bathroom at home before coming to school. If your child has to go to the bathroom during drop-off or pick-up times, please use the adult bathroom. This is to ensure the privacy all children. We will take your child to the bathroom at least two times during their session: once before snack time and again after outdoor play. Children will always be supervised by a teacher while using the bathroom facilities.

BACKPACKS

It is very important for your child to bring a backpack each day they attend school. It must be at least 12” x 14”. A special laminated name tag will be provided to place on each backpack so that staff can easily identify them. Important papers are placed in the backpacks as well as the artwork your child has made. Please check your child’s backpack each time they come to school and remove items so that there is enough room for more things to be added.

Please do not send toys, food, medication or any other item that may be hazardous in your child’s backpack. To ensure the health and safety of all children and to comply with state regulations, teachers will check the contents of each child’s backpack and remove any hazardous or non-compliant items from the backpack. These items will be returned to you at the end of the day.

NUTRITION

A healthy snack is provided for each half-day session. Snacks include a vegetable or fruit, crackers and water. Birthdays for each child are celebrated at snack time. Parents are welcome to provide treats, but this is not a requirement. As per the Department of Public Health and Environment, all treats must be store-bought in the original un-opened packaging, nut-free and include a label listing the ingredients. Due to state licensing requirements, and the potential exposure to children with allergies, please do not send snacks or drinks of any kind in your child’s backpack. Parents are required to fill out Happy Valley Preschool’s Snack List Authorization Form indicating any food that their child cannot have or is allergic to. A copy of this form can be found in Exhibit B of this Parent Handbook.

ALLERGIES

Policy Regarding Food Allergies

Happy Valley Preschool is a nut-free facility. If your child has an allergy to any of the snacks served at Happy Valley, parents are to bring a snack that their child can have and we will gladly serve that snack to your child on a separate plate. Any special snack brought from home must be nut-free, packaged and labeled with the child’s name and not expired.

Policy Regarding Other Allergies

To ensure the safety of your child, it is imperative that you advise Happy Valley of any other allergies that your child may have by indicating it on the General Information and Medical Forms provided.

PARENT INVOLVEMENT & VOLUNTEERING

Parent involvement and visits to the school by the parents are strongly encouraged at Happy Valley Children's Ranch. There are several opportunities for parents to join us for special events and parties. However, parents are welcome anytime of the year to visit their child's classroom or to volunteer for the session. We believe it is important for parents to see the daily routine of their child's classroom and children are proud to have their parents with them in school.

To sign up to volunteer in your child's classroom, please select a day and fill out the volunteer sign-up sheet that is located in the classroom. With the exception of special events, only two volunteers may volunteer at a time per class session. Due to separation anxiety and to allow the children to adjust to the classroom, Parents should not volunteer in their child's classroom the first month of school or during the first month of their child's attendance. In some cases, you may need to refrain from volunteering in the classroom for a longer period of time. Please consult with your child's teacher for a recommendation on the best strategy to help your child effectively transition, before you volunteer.

Due to state regulations, siblings cannot attend while parents are volunteering and each family member is limited to volunteering up to a total of 14 days in a calendar year without requiring the same background checks conducted on Happy Valley Preschool Staff Members. Before volunteering Parents must read and follow the Volunteer Instructions listed in Exhibit D of this Parent Handbook.

TEACHER CONFERENCES & DEVELOPMENTAL REPORTS

We realize families are extremely interested in their child's developmental progress. Twice a year we send home a developmental report that assesses your child in the areas of: cognitive, physical (gross and fine motor skills), language and social/emotional development. It is important to note that this evaluation is not a graded report card, but simply the observations the Teachers have made of each child in their classroom. In spring, we schedule conferences that offer parents the opportunity to meet individually with the Teacher to discuss the developmental progress of their child.

SEXUAL ABUSE PREVENTION PLAN

As advocates for children, Happy Valley Preschool has a zero tolerance policy for sexual or any type of abuse of children. A copy of the preventive measures that Happy Valley Preschool follows can be found in Exhibit E of this Parent Handbook. This Sexual Abuse Prevention Plan was developed in conjunction with and reviewed by several experts in this field.

EXHIBIT A: ILLNESS POLICY GUIDELINES

When to Keep your Child at Home

There are 3 main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities such as: overly tired, fussy or won't stop crying.
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illnesses should be kept home (excluded) from school:

SYMPTOMS	CHILD MUST BE AT HOME?
DIARRHEA Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	Yes – if child looks or acts sick, if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows diaper/toilet
FEVER with behavior change or other illness. A fever of 100 F or above in babies 4 months or younger needs immediate medical attention	Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing
"FLU-LIKE" SYMPTOMS Fever of 100 F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.	Yes – for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever
COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	Yes – if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS Stuffy nose with clear drainage, sneezing, mild cough	No – may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	Yes – call the doctor. Any rash that spreads quickly, has open weeping wounds and/or is not healing should be evaluated.
VOMITING Throwing up 2 or more times in past 24 hours	Yes -until vomiting stops or a doctor says it is not contagious. If child has a recent head injury watch for other signs of illness and for dehydration
CHICKEN POX	Yes – until blisters have dried and crusted (usually 6 days)

ILLNESS	Child must be at Home?
CONJUNCTIVITIS (PINK EYE) Pink color of eye and thick yellow/green discharge	No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) Note: May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
FIFTH'S DISEASE	No – child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE	No – unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes – from end of the school day until after first treatment
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment; keep area covered for the first 2 days
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor, RSV spreads quickly through classrooms
STREP THROAT	Yes – for 24 hours after starting antibiotics
VACCINE PREVENTABLE DISEASES (Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough))	Yes – until the doctor says the child is no longer contagious
YEAST INFECTIONS Including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

EXHIBIT B: EMERGENCY PROCEDURES

Happy Valley Children's Ranch Preschool

FIRE EMERGENCY EVACUATION PLAN

FIRE DRILLS

Fire drills will be conducted in accordance with the Colorado Rules and Regulations for Child Care Centers.

REPORTING A FIRE OR AN EMERGENCY

If you see fire, smell natural gas or a burning smell, pull any of the 2 fire alarms located by the front office door and back door, call 911 and follow the evacuation procedure below.

SIGNAL TO LEAVE THE BUILDING

The signal to leave the building is when the fire alarm rings continuously.

PROCEDURE FOR EVACUATING OCCUPANTS (TEACHERS)

- As soon as you hear the alarm, drop whatever you are doing
- Lead Teacher and 1 Teacher Assistant:
 - Line the children up quickly and quietly and take a headcount to ensure that all children are accounted for before leaving the building
 - Children follow the teachers to one of the two designated exit doors and out the building
- 2nd Teacher Assistant:
 - pick up attendance sheet, allergy and medical conditions list and give to the Lead Teacher
 - grab the first-aid kit
 - grab walkie-talkie and your cell phone
 - close windows and doors
 - evacuate with the rest of the class
- Bubblegum and Popcorn Classrooms: Take the children out the back door, past the blacktop play area to the grass on the side of the white fence along Quaker Street
- Crackerjack and Peanut/M&M Classrooms: Take the children out the front door to the white solid fence across the parking lot
- Should you be on the playground with the Children, line the Children up and go to the grass on the side of the white fence along Quaker Street.
- Lead Teachers are to take headcount again once the children are outside the building in the designated spot.
- Keep the Children calm and entertained, play a game, sing a song, etc.
- Wait for instructions from Director
- If it is raining or cold, children may be taken to the white barn for shelter
- In the white barn, there is an emergency kit in a blue tub with blankets, first aid kit, water, books, lollipops

PROCEDURE FOR EVACUATING OCCUPANTS (ADMINISTRATIVE STAFF)

- As soon as you hear the alarm, drop whatever you are doing
 - Office Manager is to grab:
 - Fire Log Book
 - Land Line Phone
 - Cell Phone
 - Walkie-Talkie
 - Emergency Contact List
 - Class List with contact information
 - Check outside (Aracelis) office
 - Exit front door and join the other classes at the solid white fence across the parking lot
 - Call parents to pick-up children when necessary
 - Director/Assistant Director will
 - Track time from the start of the alarm until everyone has been evacuated and accounted for.
 - Check all classrooms and building to ensure that everyone has been evacuated
 - Ensure that all windows and doors have been closed and walkie-talkies have been taken
 - Grab cell phone
 - Grab Children's Medications
 - Grab a First-Aid Kit
 - 1 Staff Member exits backdoor
 - 1 Staff Member exits front door
 - Request headcount from each class over the walkie-talkie
 - Wait for Fire Department and follow their instructions until you have an all clear.
 - Call parents to pick-up children

SIGNAL TO RETURN

The Administrative Staff will notify you when it is safe to return to class

RETURNING TO BUILDING

When you are given the signal to return to your class, do so by the same route you exited

PROCEDURE FOR TORNADO WATCHES AND WARNINGS

FACTS ABOUT TORNADOES:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.

- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

TAKE PROTECTIVE MEASURES

Before a Tornado:

- Be alert to changing weather conditions.
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. Happy Valley also receives code red alerts with this information.
- Look for approaching storms.
- Know the Terms. Familiarize yourself with these terms to help identify a tornado hazard:
 - **Tornado Watch**
 - Tornadoes are possible.
 - Remain alert for approaching storms.
 - Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.
 - **Tornado Warning**
 - A tornado has been sighted or indicated by weather radar.
 - Take shelter immediately.
 - Look for the following danger signs: - Dark, often greenish sky - Large hail - A large, dark, low-lying cloud (particularly if rotating) - Loud roar, similar to a freight train.
 - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

INITIATING THE TORNADO PROCEDURE AND DURING A TORNADO OR STORM

- If children are outside, Teachers aides are to bring all children into the building
- Lead Teachers are responsible for ensuring that all children are accounted for and no children are left outside
- Upon entering the building all children are to be taken to the bathrooms and/or middle hallway away from all windows (this is the school's designated the safe room). Stay

away from windows, doors, and outside walls. Put as many walls as possible between you and the outside. Do not open windows.

- *Small interior rooms, bathrooms and windowless, interior hallways that are away from exterior doors offer the best protection. Interior load-bearing walls provide better protection than temporary or non-loading walls and structures.*
- *Happy Valley Preschool has both exterior and interior load-bearing walls. The interior load bearing walls are located in the middle of the building starting from the boys and girls bathrooms continuing through the hallway, office and front door.*
- Have children sit quietly against the wall and have them use their arms to cover and protect their heads and neck
- Teachers and staff are to ensure that all building windows and doors are closed and locked
- Lead Teachers and Office Staff are responsible for having a first aid kit with them during the tornado in the event first aid is needed
- The office manager and/or Director and Assistant Director is responsible for ensuring that children's emergency medications are secured and accessible during the activation of this Tornado procedure

AFTER A TORNADO OR STORM

- Wait for the all clear from the Director before returning to your classroom.
- Lead Teachers are responsible for taking attendance of all children and all teachers including teacher's aides are responsible for checking all children for injuries and reporting those injuries to the Director and/or Assistant Director.
- Teachers and staff are to ensure that all building windows and doors are closed and locked
- Lead Teachers and Office Staff are responsible for having a first aid kit with them during the tornado in the event first aid is needed
- The office manager and/or Director and Assistant Director is responsible for ensuring that children's emergency medications are secured and accessible during the activation of this Tornado procedure

AFTER A TORNADO OR STORM

- Wait for the all clear from the Director before returning to your classroom.

- Lead Teachers are responsible for taking attendance of all children and all teachers including teacher's aides are responsible for checking all children for injuries and reporting those injuries to the Director and/or Assistant Director.

Happy Valley Children's Ranch Preschool

LOST CHILD POLICY AND PROCEDURE

All staff at Happy Valley Preschool have the highest regard for the safety of the children in our care. The staff will always be extremely aware of the potential for children to go missing during sessions and will ensure that the exits and entrances are kept secure.

Even when all precautions are properly observed, emergencies can still arise. Therefore, staff members will undertake periodic head counts. All children are accounted for during the day and their arrival and departure time is marked in the attendance register and staff make regular head counts. Head count is also taken when leaving and entering the building for outdoor recess.

If for any reason a staff member cannot account for a child's whereabouts during the school session, the following procedure will be followed:

- The staff member will alert the Director or Assistant Director that the child is missing.
- A thorough search of the entire premises inside and out will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Director or Assistant Director will nominate as many staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behavior or persons in and around the school grounds.
- If after 10 minutes of thorough searching the child is still missing, the Director or Assistant Director will call the Police and then the child's parents/caregiver.
- While waiting for the Police and Parents/Caregiver to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine if possible for the rest of the children in attendance.
- The Director or Assistant Director will be responsible for meeting the Police and the missing child's parents/caregiver.
- The Director or Assistant Director will coordinate any actions instructed by the Police and do all they can to comfort and reassure the Parents/Caregiver.
- All incidents of children going missing from the school will be recorded on an Incident Reporting Sheet.

EXHIBIT C: SNACK LIST AUTHORIZATION FORM

Happy Valley Ranch Preschool Snack List Authorization and Food Allergy Information

(Tab to enter information in blank cells)

Child's First and Last Name:	
<i>Allergic or sensitivity to (list all foods):</i>	
<i>Specific Reaction:</i>	
<i>Medicine(s) prescribed:</i>	

The following foods may be served for snack. Please check the box next to the items your child **CANNOT** have:

FOOD ITEM		FOOD ITEM		FOOD ITEM	
Apples	<input type="checkbox"/>	Broccoli	<input type="checkbox"/>	Animal Crackers	<input type="checkbox"/>
Bananas	<input type="checkbox"/>	Cauliflower	<input type="checkbox"/>	Goldfish Crackers	<input type="checkbox"/>
Clementines	<input type="checkbox"/>	Carrots	<input type="checkbox"/>	Cheese Crackers	<input type="checkbox"/>
Peaches	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Ritz Crackers	<input type="checkbox"/>
Fruit Cocktail	<input type="checkbox"/>	Grape/Cherry Tomatoes	<input type="checkbox"/>	Saltine Crackers	<input type="checkbox"/>
Pineapple	<input type="checkbox"/>	Ranch Dressing	<input type="checkbox"/>	Graham Crackers	<input type="checkbox"/>
Gummy Fruit Snacks	<input type="checkbox"/>	Cheese Sticks	<input type="checkbox"/>	Nilla Wafers	<input type="checkbox"/>
Milk	<input type="checkbox"/>	Pretzels	<input type="checkbox"/>	Club Crackers	<input type="checkbox"/>

On special occasions such as birthday celebrations and party events, the following store bought special snacks may be served. Please check the box next to the items your child **CANNOT** have:

FOOD ITEM		FOOD ITEM		FOOD ITEM	
Cake or Cupcakes	<input type="checkbox"/>	Donuts	<input type="checkbox"/>	Apple Juice	<input type="checkbox"/>
Muffins	<input type="checkbox"/>	Ice Cream	<input type="checkbox"/>	Fruit Juice	<input type="checkbox"/>
Brownies	<input type="checkbox"/>	Cookies	<input type="checkbox"/>	Chocolate Milk	<input type="checkbox"/>

If your child is sensitive or allergic to any of the foods listed above, you may choose to bring in your own snack to keep at Happy Valley to ensure your child's safety. Please speak with your child's teacher if you choose to do this.

Parent Signature

Parent Printed Name

Date

EXHIBIT D: VOLUNTEERING INSTRUCTIONS

Welcome Classroom Volunteer,

We are so happy to have you helping in our classroom today. In an effort to make things run smoothly, we have some helpful information to share with you. The following are some of the ways you can be most helpful:

1. We ask that before you begin, to please silence your phones and a teacher can show you where to store it along with your other personal belongings. Cell phones may not be used in the classroom or play yard.
2. Please get direction from the Lead Teacher on how you can best assist in the classroom.
3. Interact with the students and help them play during centers. We may ask you to sit with the children during blocks, math and manipulatives or art during center time. At the art table, we encourage the children to be self-expressive and create an original masterpiece.
4. Sit and talk with the children during snack. We encourage the children to use their self-help skills getting by pouring their own water. If a spill happens – that’s okay. Have the child help you wipe up the mess as this teaches the child to clean up after themselves. We also ask the children to push in their chairs when they are done.
5. Help out after snack by washing and bleaching tables and/or sweeping the floors.
6. On rainy, snowy or cold weather days, you can help the children put on their boots, coats and gloves.

During Learning Center Time, children make their own choices where they would like to spend their time and which activities to participate in. We want to encourage and never force an activity. This helps children make decisions, fosters their independence, and help them to be involved. What may look like playing is really teaching valuable life skills such as exploring their environment, problem solving and working in cooperation with both children and adults, just to name a few. While engaging with the children in these centers, ask open-ended questions such as: “What are you doing with those blocks?” or thought provoking questions like: “What do you think would happen if ...?”

There are a few activities that we respectfully ask that only Happy Valley Staff engage in and those are:

- Taking children to the restroom, including your own children during classroom time
- Taking things out of or putting things into the children’s back packs
- Loading and unloading children during pony rides
- Allowing children that are not yours to sit on your lap

Another very important note: we cannot allow volunteers to take pictures of children other than their own. We have some families that have not granted permission for their children to be photographed. We greatly appreciate your understanding.

When going outside, please read the volunteer guidelines for outside duties in the next section. Please remember to refrain from chatting with other adults on the play yard. If you need to talk with one of our staff, they are more than happy to arrange a meeting time that is more convenient for you both. Our first priority is to ensure the safety of the children so we all need to ensure that they are supervised at all times. Guidelines to follow during outside recess:

1. Children slide down the slide one at a time and on their bottoms.
2. Children are to wear helmets when riding ponies and tricycles. Tricycles must stay on the trike track and children are to ride in a clockwise direction.

3. Children are to keep the rocks on the ground and not throw them.
4. Children are encouraged to climb on the climbers and not on the fences or plastic houses.
5. Volunteers may be in the petting pen but only when accompanied by a staff member.
6. Volunteers may hold Mify the bunny to show children during recess time. Children can pet Mify but they are never allowed to hold Mify.
7. If you see a child get hurt or have an accident, please report it to the teacher immediately.

Finally, we would like to ask that you remember CONFIDENTIALITY. Please do not discuss a child with other parents in or out of school. Thank you in advance for this vital piece in maintaining our integrity.

Thank you for volunteering and partnering with us in your child's classroom today. Your child and Happy Valley Preschool greatly appreciate it!

EXHIBIT E: CHILD SEXUAL ABUSE PREVENTION PLAN AND POLICIES

Child Sexual Assault and Abuse Policy and Procedures Happy Valley Children's Ranch Preschool

ZERO TOLERANCE

Happy Valley Children's Ranch Preschool has a zero tolerance policy regarding child sexual assault. We believe we have a moral obligation to strive to provide a safe and healthy environment for young children in accordance with the code of ethics and professional conduct of the National Association of Education for Young Children (NAEYC) and the rules and regulations governing childcare centers of the Colorado Department of Human Services. All employees of Happy Valley Preschool are required to sign an acknowledgement that they have read, understand and will adhere to the policies written in this document. Said acknowledgement will be maintained in employee files.

DEVELOPMENT OF THIS PLAN

Resources used to develop this plan include recommendations from the U.S. Department of Human Services: Centers for Disease Control and Prevention, and the Parenting Safe Children Seminar Materials and Policy Review Consultation from Feather Berkower, LCSW.

DEFINITION OF SEXUAL ASSAULT ON A CHILD

Pursuant to Title 18 of the Colorado Revised Statutes, sexual assault on a child is defined as: "Any actor who knowingly subjects another [...] to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years older than the victim." C.R.S. § 18-3-405(1).

Title 18, article 3 defines "sexual contact" as "the knowing touching of the victim's intimate parts by the actor, or of the actor's intimate parts by the victim, or the knowing touching of the clothing covering the immediate area of the victim's or actor's intimate parts if that sexual contact is for the purposes of sexual arousal, gratification, or abuse." C.R.S. § 18-3-401(4). This definition contains further defined terms also available for review in C.R.S. § 18-3-401.

Because Happy Valley cares for children, it is considered to be in a "position of trust". C.R.S. § 18-3-401(3.5). Those in a position of trust like Happy Valley have an obligation towards children in their care, as is reflected by the separate statutory provision criminalizing sexual assault on a child by one in a position of trust. C.R.S. § 18-3-405.3.

EMPLOYEE SCREENING

Federal and State Background Checks

Happy Valley Preschool conducts federal and state background checks on all employees. These background checks identify any and all criminal or sexual offense incidents. Happy Valley Preschool will not employ any individual that has an identified criminal or sexual offense record of any kind.

Reference Checks

Reference checks for all employees will also be verified and internet searches will be conducted. The following questions will be asked of all references:

1. *How would you describe the personal characteristics of the applicant?*
2. *How does the applicant interact with children?*
3. *Why would this person be a good candidate for working with children? Is there any reason this person should not work with children?*
4. *Have you seen the applicant discipline children (other than her own children)?*
5. *Would you hire this person again? Would you want her in your organization again?*

Interview Questions

The following preventive measures are taken when interviewing candidates by asking some of the following questions:

1. *What type of child sexual abuse prevention education have you received as part of your education or professional development?*
2. *What types of physical boundaries do you think are important with children?*
3. *What types of touch are appropriate and inappropriate with children?*
4. *Has anyone ever had a concern about your relationships with children?*
5. *What types of secrets do you think are appropriate to keep with children?*
6. *What are your thoughts about spending time alone with a child outside of normal working hours?*
7. *When is it appropriate to give children in your program gifts?*
8. *If a child initiates sexual contact with an adult, how should the adult respond?*
9. *If a child initiates sexual contact with an adult, and the adult engages in that contact, who do you believe is responsible?*
10. *How would you intervene in children's age-appropriate sexual exploration at school?*

EMPLOYEE TRAINING

All employees of Happy Valley Preschool are required to take the Parenting Safe Children training course as a condition of employment and are trained in the policies and procedures stated in this Child Sexual Assault and Abuse Prevention plan. Training and review of this

plan with all employees will be conducted and renewed every year. The Director and administrative staff will continuously monitor the adherence to these policies, and training sessions on this policy will be held with staff members two times a year.

PICTURES

To prevent sexual predators from having public access to photos of children that attend Happy Valley Preschool, pictures will not be posted on any social media site. With written parent permission, Happy Valley Preschool will take pictures of children on an individual or group basis. Pictures will be used for development purposes only and will be displayed inside the school. These pictures will be used at the end of the school year and delivered to Parents/Guardians to show development progress of each child in their individual portfolio. Pictures will only be taken by staff members using school provided cameras.

POLICIES REGARDING DAY TO DAY INTERACTIONS

Appropriate and Inappropriate Touch

The following is considered appropriate touch between adults and children:

- Hugs and side hugs when child initiated
- High-fives and fist bumps
- Hand holding when appropriate (i.e. crossing parking lot)
- Holding to comfort a child when the child is hurt
- Physical contact should always occur in public, never in private
- Physical touch is stopped if child appears uncomfortable or resists in any way

It is Happy Valley Preschool's policy to refrain from the following inappropriate touches:

- Requesting or pressuring children to give or receive hugs
- Kissing children
- Tickling, piggy back rides, patting buttocks, massaging shoulder's or backs, rubbing legs
- Repeatedly brushing against a child's body
- Touching genitals

Policy Regarding Toileting and Changing of Clothes

1. Children will be supervised at all times by a teacher, teacher's assistant or administrative staff while going to the bathroom. Children will never be left alone in the bathroom or behind closed doors with one staff member. This is required to ensure the safety of all children. Volunteers, Parents or non-Happy Valley Preschool staff are not permitted to be in bathrooms with children at any time.
2. To provide privacy for the children while using the bathroom, the bathroom door will be closed half-way.
3. We encourage and teach children (using visual aids) to wipe, toss and flush independently.

4. Children will be given a wet-wipe to clean their genital area if the area is soiled with stool. A staff member will only assist a child in cleaning a genital area if the child cannot independently and adequately clean the soiled area.
5. If a child requires a change of clothes including the change of underwear or pull-up due to a bathroom accident or wet or soiled clothes due to messy play, two staff members will be present to supervise the change. One staff member will assist the child in changing their soiled clothes while the other staff member supervises.
6. Parents/Guardians will be notified by phone and will be given an incident report stating that the child was changed due to a bathroom accident or messy play.
7. With the exception of toileting and change of clothing, children will remain clothed at all times.

Policy Regarding Accidents Involving a Genital Area

1. If a child is hurt in a genital area, the parent/guardian will be contacted immediately and asked to provide instructions on how to handle. Happy Valley Preschool staff will not inspect the injury unless permission is given by the parent/guardian.
2. If there is any profuse visible bleeding, parents/guardians will be contacted immediately and an emergency 911 call will be made.

Policy Regarding Age-appropriate Sexual Behavior and Language

Happy Valley will not teach children about any sexually related matter. Only when necessary and appropriate, staff members will use anatomically correct names for genitals. If a child is touching, exposing or exploring his/her genitals at school, a staff member will redirect the child by having them wash their hands. This will be handled in a non-shaming, non-disruptive and delicate manner.

Policy for Ensuring a Safe Environment

The physical layout of classrooms, children's bathrooms, main office and outdoor playground areas allow for visibility of children at all times. Happy Valley Preschool's policy requires that children are supervised by two staff members at all times. The supervision by two staff members is required when children are visiting or engaging with the animals in the barn. Under no circumstance can a child be alone, with another child or with one other adult (unless it is the parent/guardian of the child) behind closed doors without supervision of a minimum of two Happy Valley Preschool staff.

No Secrets Policy

Happy Valley Preschool trains staff and children to have a no secrets policy. Staff members will not request from children that they keep secrets from their families under any circumstance. The concept of surprises is used with the children. A surprise is something you keep to yourself for a little while and eventually tell others. An example of this is telling children they can surprise their parents with a gift for mother's day or father's day.

Policy Regarding Employee Engagement Outside of School

It is Happy Valley Preschool's policy to prohibit any employee from:

- Giving gifts to children or to their families
- Attending children's birthday parties or family events
- Visiting children's residences (exception – home visit with two or more staff present)
- Babysitting children outside of school

Policy about Recognizing & Reporting Concerning Behavior

All employees of Happy Valley Preschool are mandated reporters. This means that if any employee knows or suspects that a child is being assaulted or abused - in any way – they are required to report it immediately to the police or social services. It is not the responsibility of Happy Valley Preschool or its staff to investigate the situation, only to report it. Additionally, all employees are trained to recognize warning signs of sexually assaulted or abused children and handle concerning behaviors of colleagues.

Violations or Breaches in Policy

All Employees are required to report any breaches or violations of this policy to the Director. Violations of this policy by any employee of Happy Valley Preschool may lead to termination of employment.