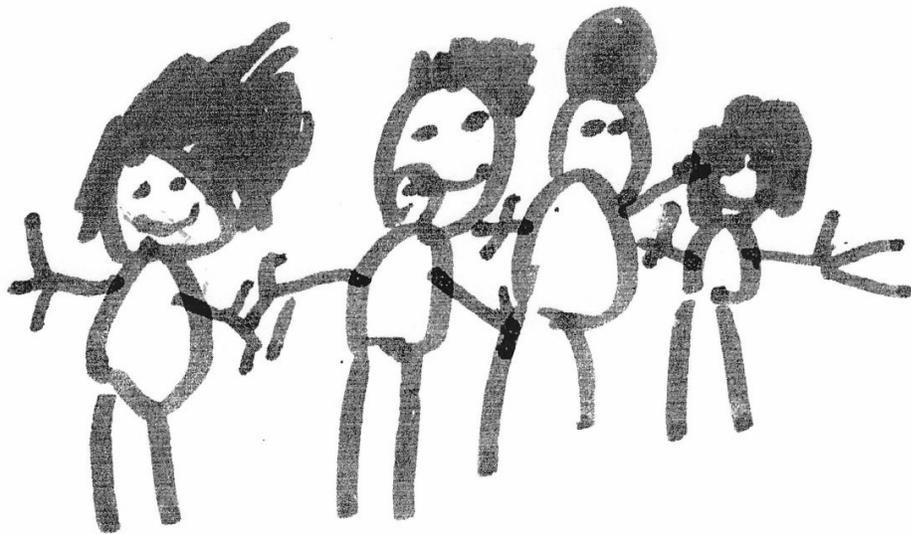


Deer Creek Preschool
Parent Handbook
2018-2019



"My Family on Thanksgiving"

By Natalie Spratta

Age 4

What's it all about?

Deer Creek Preschool serves children with developmental delays, children at risk due to environmental factors, as well as those with typical developmental skills.

The preschool uses Developmentally Appropriate Practice, endorsed by the National Association for the Education of Young Children. This approach involves being aware of each child's developmental level and challenging that child to explore through hands-on experiential learning. We encourage everyone to observe and ask questions. We also encourage everyone to join us! Parents, grandparents, siblings over 3, aunts and uncles are always welcome!



Programs

Tuition

The tuition fee for the 2018-2019 school year is pending and subject to approval by the Board of Education.

Colorado Preschool Program

Children with an identified environmental risk factor may qualify for a tuition waiver through the Colorado Preschool Program. Children must have an environmental risk factor to qualify. Individual Development Plans will be completed for each child. Please see the Director if you are interested.

Special Education

Children who qualify for special education may receive motor therapy, speech and language therapy, and other services depending on needs. Services are in compliance with the Americans with Disabilities Act.

Colorado Child Care Assistance Program

Children may qualify for Colorado Child Care Assistance Program based on family income. Deer Creek Preschool accepts Colorado Child Care Assistance from both Park and Jefferson County. Your county must approve all applications. Please see the Director if you are interested.



Deer Creek Preschool Vision Statement

Deer Creek Preschool will provide each student a safe, individualized, age appropriate, and fun preschool experience.

Deer Creek Preschool Mission Statement

Deer Creek Preschool staff will encourage each child's growth in all areas of development including self-esteem, language and literacy, social and emotional development, science and math, the arts, cognitive, and physical growth.

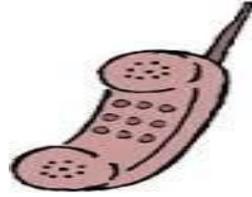
Platte Canyon School District Vision Statement

Platte Canyon Graduates will be prepared as life-long learners and reliable, independent thinkers who are equipped to exercise 21st century skills through consistently high expectations and state of the art educational systems.

Platte Canyon School District Mission Statement

Promote educational excellence in safe schools.

Staff Phone



Platte Canyon School District: 303-838-7666

Early Childhood Coordinator: ext. 1251 or direct line at 303-679-7594

Room 1: ext. 1250 Room 2: ext. 1254 Room 3: ext. 1255 Room 4: 1264
Room 5: 1263



Sessions

We offer the following multi-age, integrated sessions:

AM Session 9:00 - 11:45 PM Session 1:00-3:45 Full Day 9:00-3:45

Before School Care 7:00-9:00 After School Care 3:45-6:00

Children may attend Monday & Wednesday or Tuesday & Thursday or Monday-Thursday. Full Day class has an additional Friday option.

Before and After School Care have an additional fee and is not covered by special education or Colorado Preschool Program.

Doors will be open 5 minutes prior to each session. It is very important that you pick your child up on time to allow staff to prepare for the next group of children. Should your child be left beyond the preschool's operating hours repeatedly, a late pick up fee may be implemented. We encourage parents to get acquainted with one another; however, we would appreciate you talking to each other outside the classroom so the children are not distracted.

Enrollment Process for Beginning of the Year

1. Go to www.plattecanyonschools.org. Go to the highlighted "2018-2019 New Student Enrollment". Fill out your Online Registration and hit submit.
2. You will receive a call from preschool. During this phone call it will be determined what your schedule needs are, what funding slot you need, and answer any questions you may have.
3. Preschool will then send you an email with a link to all additional preschool forms needed for enrollment. Fill these out and submit them.
4. Preschool will send you a link to Sign-Up Genius to schedule an appointment for **August 14**. During your appointment you will meet with your child's teacher, review paperwork, answer questions, and receive your sign in form for the first day of preschool, **August 20**.

Enrollment Process After August 20

1. Go to www.plattecanyonschools.org. Go to the highlighted "2018-2019 New Student Enrollment". Fill out your Online Registration and hit submit.
2. You will receive a call from preschool. During this phone call it will be determined what your schedule needs are, what funding slot you need, your start date, and answer any questions you may have.
3. Preschool will then send you an email with a link to all additional preschool forms needed for enrollment. Fill these out and submit them. Meet with
4. the Director your first day and receive your sign in form.

Getting Started

You will finalize all your paperwork and meet your child's teacher at your scheduled appointment time on **August 14**. You will receive an e-mail from us to go to our sign-up genius link to schedule your appointment time.

The first days of school, **August 15 and August 16**, will be parent/child days. A parent must accompany their child. You may attend for the entire session, or a shorter time depending on you and your child's needs. **August 17, 24, and September 7** will be scheduled with individual appointments for screening and developmental plans.

The regular session will begin on **August 20**. All paperwork must be completed for your child to begin the regular sessions on **August 20**.

Absences

Deer Creek Preschool is required to report child progress to the Colorado Department of Education. Therefore, any child who has been absent for 3 continuous weeks or who has an absence rate of 40% or more will be required to have a conference with the director to resume services.

Admission and Registration Policy

All children must have a School District Enrollment Form, current Immunization Record, Birth Certificate, FERPA, Health and Emergency Form, General Health Appraisal Form, Parent Signature Form, and Emergency Contact and Child Release Form on file to attend preschool. Tuition students will also need a Tuition Agreement. All forms should be turned in to the preschool office. Children attending preschool must also complete a developmental, vision, and hearing screening provided free of charge from the school district. All age appropriate children will be accepted where space is available.

Allergies

Children with identified allergies will have a Health Care Plan.

Ages

Children attending Deer Creek Preschool as a Colorado Preschool Program student, Colorado Child Care Assistance Program student, or a Tuition student must be 3 by the Kindergarten start date of September 30. Children who qualify for special education may begin on their 3rd birthday.



Bilingual Teacher

If your child is bilingual in he/she will be provided bilingual help in their native language if needed. A bilingual interpreter will also be utilized for developmental assessment if needed.

Child Safety

Children are signed out of preschool by parents or designated persons and released directly to them at the close of the AM session. An adult stays with children who are picked up late. Children are released directly to parents or designated persons or taken directly to their school bus at the close of the PM session. Bus riders will then be signed off the bus by a parent or designated person. Children who are not riding the bus are listed on a "stay at school" list and supervised by an adult until they are directly released and signed out by a parent or designated person. Designated persons are those that parents have given written permission on the Emergency Contact and Child Release Form to pick up their child. There is no time that preschool is in session that a whole classroom leaves the center.



Children's Personal Belongings

Children's belongings must be in their backpack, except for extra clothing, which is stored in the preschool. Please label your child's personal belongings with their name. Sometimes students have identical coats and mittens. Names help staff sort out the belongings.

Closing Policy

All children must be signed in and out of the sign-in book. Children go to closing circle and are released directly to parents or designated persons upon their arrival. Staff will inspect classrooms and bathrooms at the end of each session.

Colorado Child Care Assistance Program

Deer Creek Preschool now accepts funding from Colorado Child Care Assistance Program. Parents who are interested in this funding may pick up an application at preschool, at Park County Department of Human Services, or Jefferson County Department of Human Services. The county of your residence will approve applications based solely on income. Qualifying families must approve attendance at the preschool. Please see the director for more information.

Colorado Department of Human Services Division of Child Care Licensing Complaint

To file a complaint concerning suspected child care licensing violations on this facility please contact the Colorado Department of Human Services, Division of Child Care at 1575 Sherman St. First Floor, Denver, CO 80203-1714. Phone number is 970-434-7045. Deer Creek Preschool License # is 86418.

Conferences

Conferences will be held in the fall and spring. For this school year, fall conferences will be **November 1 & 2**. Spring conferences will be **February 28 and March 1**. We also encourage you to meet with your child's teacher anytime you desire. The Preschool Director can also meet with you.



Communication

Communication is the key to your child's success at preschool. Please be assured the staff will gladly answer any questions and discuss any ideas with you. Please let the staff know about important home events and changes in your child's life. Please watch for notes in your Parent Area of the classroom and join us on

Facebook for important preschool information. Good communication will help everyone!

Creative Curriculum

Deer Creek Preschool uses the Creative Curriculum. This is a developmentally appropriate curriculum that aligns with the Colorado Academic Standards. If needed, your child's teacher will expand activities to meet individual child needs.

Diapering and Toilet Training

Children in diapers will be diapered following regulations from Child Care Licensing. Children will be diapered on a sanitized changing table in the bathroom. The adult will wear latex gloves. The child and adult will wash hands with soap and water when finished. Diaper and wipes will be disposed into a covered container. Children in the preschool who are not toilet trained will be on a schedule for toileting. Children will be rewarded for toileting and attempting to toilet. All children will have a plan for toileting that will be developed with parents that will meet their individual developmental needs.

Discipline Policy

Staff at Deer Creek Preschool are trained to use a positive discipline approach, following The Pyramid Plus Model. Children are taught positive behaviors during large and small group instruction. Positive behavior is reinforced throughout the day. If a child is having a difficult time, a teacher will work with them one on one to verbally problem solve. Redirection is then used if a child continues to have difficulty in an area. Sit and think may be used with adult supervision if a child continues to demonstrate negative behavior and to regain control of their body and/or emotions. Guidelines of 1 minute per year age of the child will be followed. Children receive verbal, primary, and secondary reinforcement throughout the day for positive behavior. Any child for whom general positive reinforcement, redirection, and "sit and think" do not change chronic misbehavior will be referred to the special education team. Parents will be informed of any behavior concerns

Parents are taught the system at the start of the school year during the Parent/Child Open House Days. Parents are provided feedback on their child's behavior. Parent Teacher conferences are held twice in a year, more if the parent requests.

Children who are consistently demonstrating below age level social and emotional

development will have a Tier 2 plan developed for them to help them gain age appropriate skills.

Consistently below age level social and emotional skills may be referred for special education evaluation or referred to an early childhood mental health consultant.

In extreme cases, a behavior specialist will be brought in to support the child, the family, and preschool staff.



Emergency Closures and Delayed Start

As part of the Platte Canyon School District, Deer Creek Preschool closes and has delayed starts when closures and delayed starts are called for the School District. Weather conditions are checked by the Director of Transportation and Superintendent between 4:30 and 5:30 a.m. In determining if school will be canceled, several factors are considered: rate of snowfall, amount fallen, temperature, wind, condition of highways, power (electricity), and weather forecasts. Information about conditions from Denver to Fairplay is considered since staff and students travel these distances. Safety is the primary consideration in deciding to hold classes.

Delayed starts are called when conditions are poor or snow removal must occur during the early morning hours before staff and students arrive, but improved conditions are predicted for the mornings. When a delayed start is called, AM Preschool will be cancelled. Full day preschool will begin 10:30. A change from delayed start to a school closure may result when weather/road conditions are worse than predicted and the weather conditions are not changing for the better as forecasted. Notices of the change should be aired by 7:00 a.m.

Closure notices and delayed start notices are provided to all the major Denver area TV and Radio stations and should be aired by 6:00 a.m. Radio stations you can listen for closure notice include: KOA 850 AM; KOOL 105 FM; KBCO 97.3; MIX 100 AM; The FOX 103.5 AM; KNOW 630 AM; KBPI 106.7 AM; The Party 95.7 FM; 760 AM; and 92.5 FM. TV Stations include: FOX 31 NEWS; WB2 TV Channel 2; KCNC TV Channel 4; KMGH TV Channel 7; KUSA TV Channel 9.

ShoutPoint will be used to give notice to all parents and staff. Notice is also given

on the District's website: <http://plattecanyonschools.org>.

Emergency Procedures

As part of the Platte Canyon School District, Deer Creek Preschool is included in the District Emergency Plans including Reunification and Active Shooter. While these plans are not public documents, the director will be happy to discuss emergency procedures with you.

Emergency Transportation

Ambulance service is available through Platte Canyon Fire and Rescue.

Expulsion

Deer Creek Preschool will follow the expulsion policy of the Platte Canyon School District. Specifically, for preschool, any behavior concerns will be discussed with parents and a plan developed which may include evaluation, support services, and referral for outside services.

Facebook

Follow us on Facebook to get scheduling information and updates on special activities. We do not post any child pictures on Facebook.

Family Surveys

Deer Creek Preschool conducts a Family Survey yearly in May of the school year. Results are then given to parents at the End of the Year Preschool Picnic and Graduation. The results of the survey are studied by the preschool team and results are used to determine improvement goals for the following year.



FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and student who are 18 years of age or older certain rights with respect to the student's educational records. Please read the following information on FERPA. There will be a FERPA Form to sign in your enrollment packet.

Field Trips

Deer Creek Preschool does not participate in any field trips due to location and schedule.

Fire Safety and Lock Down Drills

Deer Creek Preschool conducts fire drills and/or lock down drills once each month, following Platte Canyon School District and Child Care Licensing recommendations. A log is kept in the Preschool Office that you may review at any time.

Forest Fire

The Platte Canyon School District and the Platte Canyon Fire Department have devised an evacuation plan for Deer Creek Elementary and Preschool. For more information, please see the Emergency Plan in the Preschool Office.



Graduation & End of Year Picnic

Deer Creek Preschool has a Preschool Graduation and End of Year Picnic. Dates and times for this event will be determined by parent survey. This is a great time for extended family members to join us for a fun event. This is also a great time to exchange phone numbers for those summer play dates!

Immunizations

In Colorado, all children who attend child care or school are required by law to be fully vaccinated. Deer Creek Preschool will only accept immunization exemptions for children with a signed exemption letter by their pediatrician as required by the new law beginning July, 2016. If your child is exempt, he or she will be excluded from school in the case of an outbreak.

Interpreter

The Platte Canyon School District complies with IDEA. An interpreter will be provided to families as needed.

Late Arrival to Preschool When the Class is away from the Room.

Children who arrive at preschool late and their class is away will be signed in and brought to the preschool office. The director will then take the child to their class, either in the library or on their fall or spring hike.



Late Pick-up

Children who are picked up late may be assessed a late charge. Children not picked up for an extended time and for whom reasonable effort has been made to contact parents and emergency contacts, will be turned over to the Park County Sheriff's Department.

Lost Children

Children will be signed into the preschool each time they arrive at the center. Attendance will be taken at the start of the program day. Children will be counted periodically throughout the day before and after transitions including snack time and playground time. Children will be signed out of preschool by authorized persons. The office of Deer Creek Elementary will be contacted if a child is lost as well as parents and the Park County Sheriff's Department.

Lunches for Full Day

Children attending the full day class may bring their lunch or have a hot lunch from the Deer Creek Elementary cafeteria. Hot lunches will be brought down to preschool and eaten in the classroom. Families who choose the hot lunch option must have an account on the Parent Portal. Families may qualify for free and reduced lunch.

Medical Insurance

Please contact the director if you need help accessing medical insurance.

Notifications of Illnesses, Accidents, & Injuries

Parents will be notified of any illness, accident or injury their child incurs while at the preschool. If immediate attention is required, the parent will be phoned. For emergencies, 911 will be called. For minor accidents such as scrapes and bruises parents will be notified by the teacher at the end of the school day and receive a written accident report. All accident reports will be reviewed by the district health consultant.



Online Tuition Payments

Tuition Payments may be made online. You must have a Parent Portal account established to be able to use this feature. Please contact the Administrator of Educational Support Services at scarlstrom@plattecanyonsd1.org or 303-838-7666 ext. 1018 to set up your account.



Paperwork

ALL paperwork must be turned into the Preschool Office before your child is allowed to attend the regularly scheduled sessions. This includes School District Enrollment Form, current Immunizations Record, Birth Certificate, FERPA, Health

and Emergency Form, General Health Appraisal Form, Parent Signature Form, Emergency Contact and Child Release Form, and Tuition Agreement (if applicable). Children enrolling after the start date must have ALL paperwork completed and turned in to the Preschool office prior to starting.



Parent Advisory Council

Deer Creek Preschool operates on revenues from several sources which require the participation of a parent advisory council. Please see the Director if you would like to participate.

Parenting Classes

Parenting classes are offered for parents in the Platte Canyon School District through the Mountain Resource Center. Please see the Director for more information.

Park Alliance for Young Children

The Platte Canyon School District/Deer Creek Preschool currently participates as an active member of the Park Alliance For Young Children, early childhood council for Park County. Parents are encouraged to be members. Please see the Director if you would like to participate.



Parties

An important part of any preschool program is parties! This is a great time for parents to participate in the program and meet other parents. Deer Creek Preschool has 3 major parties during the school year. We schedule 2 days for each party to include all our friends who may be on a 2-day a week schedule. Our Fall

Parties will be **October 29 & 30**. Winter Holiday Parties will be **December 17 & 18**. Friendship Parties will be **February 13 & 14**.

Primary Caregiving Practices

Each child is assigned to a classroom based on several factors. The first factor is parental choice. Returning parents and new parents fill out a Schedule Preference Form to indicate what schedule and teacher they prefer. Classes are then developed keeping a balance of special education, Colorado Preschool Program students, and private pay students. Children will then stay in the same classroom for the entire year. If parents choose, their child stays with the same teachers their second year at Deer Creek Preschool.

Promoting Acceptance of Diversity

Deer Creek Preschool encourages families to share their cultures at preschool. Staff use Parent Child Open House days at the beginning of the year to get to know parents. Parents are encouraged to participate in the program as parent volunteers or to come and share an activity from their culture. Creative Curriculum provides many stories that are used in the curriculum to explore diversity.



Ratios

Deer Creek Preschool follows ratio guidelines from Colorado Preschool program of 1:8. This ratio is often lower when there are support staff in the classroom.

Release of Children

Platte Canyon School District Policy 402, Article 10 states that "No staff member shall permit a student leave school in the custody of a person other than staff member completing assigned responsibilities, a law enforcement officer taking custody, or an individual who has written permission of the student's parent/guardian. The authorization must include the name of the individual,

address, phone number and relationship of the person to the student. "

Each preschool child will have an Emergency Contact and Child Release Form in their file with the above information. Children will only be released to authorized persons you sign on the Emergency Contact and Child Release Form. If you have an emergency and a person not on your form must pick up your child, you will need to send a fax or e-mail authorizing pick up. Please inform people picking up your child that staff will ask for identification.



Reporting Child Abuse

Deer Creek Preschool follows the procedures of the Platte Canyon School District for reporting Child Abuse. Reports are called into Park County Department of Human Services and the written report is then faxed. Copies of reports are kept in the Preschool office. All school district employees, including preschool staff, are mandatory reporters. Park County Department of Human Services phone number is 303-816-5932.

Screening and Assessment

All children enrolled in Deer Creek Preschool will complete a developmental, hearing, and vision screening upon enrollment. Results will be reviewed by the Child Find Team consisting of the Child Find Coordinator, Speech and Language Therapist, Physical Therapist and/or Occupational Therapist, School Psychologist (as needed), and Classroom Teacher. Children will complete mental health screenings upon request or referral. All results will be reviewed with parents. Appropriate referrals will be made for assessment with parent permission. IDEA and Special Education rules and regulations will be followed regarding screening and assessment. Assessment results and development of Individual Education Plans

are completed with parent input.

Screenings are completed several ways. Families may attend the Platte Canyon Community Screen in April of each year. Families may have screenings completed during the first week of school. Preschool also conducts screenings every Friday morning throughout the school year. Summer screenings are completed by appointment.

Medical referrals for concerns found at hearing and vision screenings will be given directly to parents. Children with hearing concerns will be monitored throughout the year. Other medical referrals will be reviewed by the nurse health consultant.

Individual Family Service Plans are completed by The Resource Exchange Part C Coordinator in collaboration with the Platte Canyon Child Find Team and parents for children birth to 3 years of age.

Individual Education Plans are completed by the Platte Canyon Child Find Team, parents, and any other outside agencies as needed including private therapist and counselors for children 3-5 years of age.

Collaborative Management Team is utilized for families with extreme at risk situations. This team is made up of Park County personnel, Platte Canyon School District personnel, and any other agencies that may be able to help a family in a crisis situation.

All children at Deer Creek Preschool will be progressed monitored using Teaching Strategies GOLD. Results of progress monitoring will be shared with parents at conferences.

ShoutPoint

The Platte Canyon School District utilizes ShoutPoint to call homes for school notices and emergencies. Please make sure you keep your phone number up to date with the Director to allow ShoutPoint to work effectively.



Siblings

Deer Creek Preschool is licensed for 3 to 5 year olds. Younger siblings are not allowed to explore the room or participate in centers due to materials that may be harmful to younger children.



www.lucylearns.com

Snacks

The preschool staff will prepare snacks and drinks for the children, following Federal Guidelines. The children will also have the opportunity to cook and prepare their own snacks on occasion. Please be sure to indicate on the enrollment form any allergies your child may have. If you would like to bring a special snack for your child's birthday or any other time, please let your child's teacher know in advance.

Deer Creek Preschool follows a **NO PEANUT POLICY** due to the prevalence and severity of peanut allergies. Please do not bring any snacks or treats with peanuts.

Social-Emotional Development

Staff at Deer Creek Preschool are trained on the Pyramid Plus model for Social-Emotional education. Social-Emotional skills training is incorporated into the daily schedule.

Storing and Administering Children's Medicines

Any medication will be kept in a locked cabinet in the child's classroom and administered by delegated personnel according to the individual child's Health Care Plan. All storage and administration of medication will be in compliance with the Nurse Practice Act.

Supplies

Your child will need the following supplies:

2 boxes of **5 oz.** disposable **kitchen** cups

2 bottles of school glue

4 rolls of paper towels

2 pkg. paper plates

change of clothing in a labeled gallon bag

1 box of tissue

1 backpack with name inside

Full day children will also need the following:

lunch box, water bottle, twin sheet, small blanket, travel size pillow, lovey - please fit all into a reusable grocery bag

Optional Donation Items:

shaving cream tacky glue seashells ribbon & lace

cotton balls buttons pom poms dry erase markers

Supervision of Children During Special Events

Staff will maintain supervision of children on the 1:8 ratio during all activities at Deer Creek Preschool. This ratio and supervision will be maintained during swimming for the full day class program and during nature hikes on the Deer Creek Campus. Deer Creek Preschool does not engage in television viewing and general field trips.

Teaching Strategies GOLD

Deer Creek Preschool uses the Colorado Department of Education approved program of Teaching Strategies GOLD to progress monitor each child's growth and development. Each child has a web based profile with developmental observations made throughout the year. Staff then rate the child's development at a Fall Checkpoint, Winter Checkpoint, and Spring Checkpoint. Staff then analyzes these checkpoints which helps them curriculum plan for individual and group needs. Your child's teacher will review your child's portfolio with you at parent conferences.

Teller Park Early Childhood Council

The Platte Canyon School District/Deer Creek Preschool is currently a supporter

of the Teller Park Early Childhood Council which serves Teller and Park Counties in Colorado.

Transitions

Children receiving Part C special education services through IDEA will have a transition meeting 6 months prior to their third birthday in their home. The Part C service coordinator and a representative from the Platte Canyon School District Child Find Team will attend this meeting.

Children transitioning from Part B special education services in preschool to kindergarten will have a transition meeting in May prior to their kindergarten year. Parents, kindergarten team, and preschool team will attend this meeting.

All preschool children transitioning to kindergarten participate in transition activities in May prior to their kindergarten year. These activities including kindergarten open house with parents, visits to kindergarten classrooms and playground, and visit to the elementary library. Children who need additional transition activities will have a specific plan developed by the team and family.



Transportation

Transportation to preschool on the Platte Canyon school bus may be provided to children in the morning session. Parents will be responsible for picking their child

up from preschool.

Children in the afternoon session will be brought to preschool by parents and may ride the bus home from preschool.

Children who are unable to follow the bus rules and maintain safe bus riding will not be allowed to ride the bus. The bus driver will alert the Preschool Director of any preschool student not following bus rules or having a difficult time adjusting to the bus. The Preschool Director will talk with the student and parents. The Director will work with the family to address the problem, possibly riding the bus with the child. If the child continues to demonstrate concerns on the bus, bus privileges will be suspended.

Before a child may ride the bus: Transportation forms must be completed.

Bus slips must be picked up from the classroom or printed from the [preschool page](#) on the district website.

Bus tag, provided by preschool, must be attached to the child's backpack.

Bus training, provided by preschool and transportation, must be taken.

Bus training will take place on **September 4 & 5**.

Bus riding will begin **September 10**.

Bus Rules

1. The bus driver has the primary responsibility of safety for all students in his/her care on the bus and will work with the Preschool Director if any concerns are noted.
2. Preschool students will be assigned seats behind the bus driver or with a sibling when appropriate.
3. All students will remain seated properly when bus is in motion.
4. All students will respect bus property and will be held responsible for damaging seats on the bus.
5. All students will keep body parts and objects safely in the bus at all times.
6. All students will be respectful of adults and other students, including no

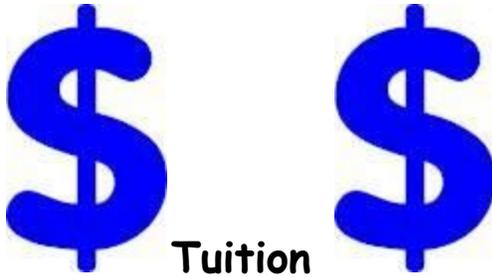
fighting, throwing objects or causing a disruption on the bus.

7. All students will maintain quiet when dome lights are on, including when entering and departing buses. At other times, students may talk quietly using appropriate language.
8. Food and/or liquids may be consumed at the discretion of the bus driver.
9. Service dogs for children with written plans are the only animals allowed on buses.

Parent Responsibilities for Transportation

1. Read over all bus rules with student and make sure there are no questions.
2. Students are assigned one primary pick up and drop off. Children who have a secondary pick up and drop off will need to inform the preschool teacher by phone or email when their child will go to their secondary stop.
3. Only people designated on your pick up list will be allowed to pick up your child from the bus. The pick up person must have a sign out slip to give to the driver.
4. Please be at the bus stop 5 minutes before scheduled pick up and drop off times.
5. If a parent/guardian is not at the bus stop, the student will not be allowed off the bus. The driver will notify the transportation department who will notify the preschool. The student will be brought back to the Preschool Office. Preschool will call all contacts. If your child is brought back to preschool and all attempts to make contact have failed by 5:30 PM, your child will be turned over to the Park County Sheriff's Office.

If there are any questions, please feel free to contact the Transportation Department at (303)838-7666x1270 or the Preschool Office at 303-679-7594. There is also transportation information on the district website on the Transportation Tab.



The tuition fee for Deer Creek Preschool is set by the Platte Canyon Board of Education. Payments are due the first school day of each month or the first day your child is in class from September through May. Tuition not received by the 15th will be charged a \$20 late fee. Please review the Tuition Agreement for further details. Make checks payable to Platte Canyon School District and leave in the Preschool office or pay online. Preschool staff does not collect tuition money. Please take tuition to the Preschool office or contact the Administrator of Educational Support Services at 303-838-7666, ext 1018 to set up online payments.

TV and Video Viewing

Students at Deer Creek Preschool do not participate in TV viewing. On occasion, videos related to the curriculum will be offered throughout the school day. Any viewing over 30 minutes, offered as a special event, will require additional parental permission.

Visitors

All visitors must sign in and out in the Preschool office and wear a visitor badge. This includes parents!



Weather

Preschool staff will monitor temperatures and keep children indoors if the weather becomes too cold or too hot. Please put sunscreen on your child prior to preschool and send appropriate clothing. In the unlikely event of a tornado, children will be moved to an inside corridor and monitored until the

weather has cleared.



Website

The Website for the Platte Canyon School District is
<http://plattecanyonschools.org>.

Preschool has a page on the website that you can visit to find out about special happenings, weekly classroom calendar, and snack.

Withdrawal

Please inform the Director if you need to withdraw from preschool. A space will need to be available for re-enrollment.

