



**SUCCESS  
BEGINS HERE**

# **PRESCHOOL PARENT HANDBOOK**

Early Childhood District Office  
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**ST. VRAIN VALLEY SCHOOLS**  
*academic excellence by design*

**PHONE: 303-702-7815 • FAX: 303-651-3066 • WEB: [SVVSD.ORG/PRESCHOOL](http://SVVSD.ORG/PRESCHOOL)**

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## WELCOME TO PRESCHOOL IN ST. VRain

*Here at St. Vrain Valley Schools, we recognize the importance of a quality early childhood experience for all children with emphasis around partnering with families.*

*Understanding that children learn in the home and school environment, our program is family focused and facilitates child learning in all developmental areas (cognitive, language, physical and social/emotional) and content areas (literacy, math, social studies, science, and the arts).*

*Parent involvement is highly encouraged and appreciated.*



## PURPOSE & PHILOSOPHY

The purpose of the District Preschool Program is to provide a high quality early childhood experience for your child in a safe, supportive and stimulating environment where children develop and progress through a developmentally appropriate curriculum. Our focus is to prepare children for Kindergarten, providing students a curriculum that promotes learning through intentional learning opportunities during the day supporting academic progress.

## STANDARDS & KINDERGARTEN READINESS

The District's preschool standards (what we expect children to learn) are aligned with Colorado's preschool academic standards, the Colorado Early Learning and Developmental Guidelines, and Kindergarten Standards. These standards and objectives set out a series of learning outcomes agreed to be essential for Kindergarten readiness. These standards describe what children should understand and be able to do as a result of their preschool experience.

## CURRICULUM & ASSESSMENT

Preschool teachers use the Creative Curriculum® System for Preschool, a research based preschool curriculum, to create an environment that supports learning through play in a variety of interest centers, i.e. blocks, dramatic play, science/discovery, art, technology, library/quiet area, etc. This curriculum also helps teachers develop appropriate small and large group activities to enhance child growth in the classroom. Progress is observed and documented in the following developmental and academic content areas: Cognitive, Language, Social/Emotional, Physical, Literacy, Math, Science, Social Studies, Art, Music and Dance.

The children are assessed three times each year (fall, winter and spring) utilizing Teaching Strategies GOLD. Data is collected through on-going observations, samples of classroom work and family input. Parent-teacher conferences are conducted at least twice during the school year to discuss each child's current performance and progress while also working with parents to identify goals for next steps in supporting student growth.



# The Creative Curriculum® for Preschool





## ADMISSION & REGISTRATION

Tuition children typically apply in the Spring and are admitted on a first come, first serve basis; however, procedures may vary depending on the needs of the school community. If there are tuition openings, applications are on-going throughout the school year. Please check with your neighborhood school for an application and registration procedures. You may not enroll a child in more than one district preschool.

Children with special needs/disabilities or children eligible for the Colorado Preschool Program (CPP) are placed at local preschools through the District Child Find and CPP offices.

State and District policies require that we have your child's file complete with all the forms and information needed before they may attend preschool.

### This is a list of what is required:

- Preschool Registration Form including: emergency contacts, authorized adults to pick up child, a photo/video release, doctor/dentist information, and proof of residency
- Emergency Information Card (kept by Health Clerk)
- A copy of your child's Birth Certificate
- Immunization Record (must be up to date before they can start preschool)\*
- A "Health Appraisal Form" from a doctor stating that your child is healthy enough to attend preschool (due 30 days after the start of school)

\*Parents will be notified if there is any child in your preschool class who is not immunized due to acceptable exemptions per state law. Confidentiality will be maintained. Identities will not be shared.

### Tuition-paying students only:

The tuition agreement states that you understand the tuition policy and procedure and must be signed. A \$65 non-refundable registration fee (checks made out to the preschool/school) must be paid. For parents that claim preschool as a deduction on income tax forms, **the District Tax I.D. number is 84-6014380**. Tuition receipts are available upon request.

# SVVSD TAX ID NUMBER

## 84-6014380

### Tuition Rates:

\$185/mo	2 days
\$235/mo	3 days
\$290/mo	4 days





## PROGRAMS OFFERED

The St. Vrain Valley School District has 21 preschool programs located in elementary schools, Spark! Discovery Preschool and 5 participating partner programs, serving children three and four years of age. Children must be of age on or before October 1st of the current year to be registered. Children with disabilities must be served by age 3, therefore they may be enrolled throughout the year at their 3rd birthday. Ages, days and times vary at each preschool depending on the school schedule based on community needs.

## SPECIAL NEEDS/DISABILITIES

Preschools in the St. Vrain Valley School District work collaboratively with the District's Special Education Department in the assessment, identification, and programming for children with disabilities. We work with parents, special

education, and the preschool staff to determine the best program for the child based on individual needs. If you have a concern about your child's development, please speak to your preschool teacher or **call the Child Find office at 303-772-6649** to request a screening.

## COLORADO PRESCHOOL PROGRAM

The Colorado Preschool Program (CPP) is funded through the State of Colorado for at-risk preschool children. This program offers a free, four half-day per week program for eligible four year olds at district and community sites. If you are interested in learning more about CPP, you may **contact the CPP Office at 303-702-7815** to schedule a screening appointment for determining eligibility.

## TRANSPORTATION

District transportation is not provided for preschool programs unless it is determined to be a related service for children with disabilities and addressed through the Individualized Education Plan (IEP), or special education administrative placement.

## ATTENDANCE

Consistent daily attendance is expected of your student to achieve optimal educational benefits. Missing school sets students back in their learning, and children learn best with consistency. Parents are expected to make all efforts to have their students at school each day with the exception of illness or a family emergency. Attendance is tracked and monitored for student's continuation in the preschool program.

## DEVELOPMENTAL SCREENING

As part of the preschool enrollment process, every new preschool student will receive a developmental screening. This will help us to begin to know more about your student, providing the teacher with useful information in meeting your child's individual needs. This will include vision and hearing screenings.

## TOILETING

Typically developing children are expected to be potty trained while understanding accidents may occasionally occur. In the event of an accident, we will help the child change and the soiled clothing will be sent home in a plastic bag. Please provide extra clothing daily in case of accidents. If no extra clothing is provided, the Health Clerk has limited clothing for emergencies. Please return the loaned clothing promptly after it has been washed.

In accordance with non-discriminatory laws and policies (Americans with Disabilities Act/ADA and Individuals with Disabilities Education Act/IDEA), children with disabilities will not be excluded from District preschools due to the lack of potty training. Diapering will be conducted according to state health standards.

## SUPPLY LIST

- 1 Box (24 ct.) Crayola Crayons
- 1 Box (10 ct.) washable colored markers
- 4 Glue Sticks
- 1 Tray of washable water colors

**Desired donation: Boxes of tissue**







## DISCIPLINE & BEHAVIOR GUIDANCE

Each preschool utilizes positive behavior supports and developmentally appropriate behavior guidance as supported with our social emotion curriculum, Promoting Attentive Thinking Strategies (PATHS). If you have any questions regarding these guidelines, please ask your child's teacher. In challenging situations, teachers will use positive guidance, redirection and logical/natural consequences.

A child may be asked to take a break from the group until he/she is ready to demonstrate appropriate behavior. If a child displays a pattern of negative behavior or has a serious behavior issue, a meeting will take place with parents to collaborate and discuss next steps and as deemed appropriate, a child behavior plan will be developed. The district employs behavior consultants or other specialists as needed, who may be asked to collaborate with the staff and parents.

## STUDENT SUPERVISION & AUTHORIZED PICK-UP

Classroom teaching staff will ensure that each parent/guardian signs in their child upon arrival and departure from the classroom daily. Teachers will continuously monitor the presence of children throughout the preschool day in the classroom, on the playground, and on field trips. Children will have their name to face head count taken after each transition. Please assist them by following the school's procedures at all times:

1. An authorized adult 18 years or older must sign children in and out of the classroom; children can be left after the teacher knows of his/her presence. The sign-out portion of the log and facility is checked at the end of each day before it is closed and vacated.
2. Authorized persons not known to the staff by sight will be required to provide a photo I.D. before the child will be released to them. Children will not be released to any person who has not been authorized in writing by the parent/guardian. Please notify the teacher of any changes in persons authorized to pick up your child.

**NOTE: Anyone picking up a child from preschool must be 18 years of age or older.**

## LATE PICK-UP PROCEDURES

It is critical for young children to come to school on time and be picked up on time. All parents **must provide three emergency contact persons** on their lists with phone numbers and addresses that are current. Parents may not list themselves or their spouse as an emergency contact, nor should they list a distant relative. Contacts must be people who would be available to pick up a child in the event of an emergency. Persons picking up children must be 18 years of age or older.

1. School staff will attempt to make immediate contact with the parent. If the parent cannot get to school within a reasonable length of time, the staff and parent will discuss child pick-up.
2. If no contact is made with the parent, the school staff will call the emergency contacts immediately and involve the principal's office.
3. If necessary, the school staff will notify the Early Childhood Coordinator.
4. If all of the above steps have been exhausted and approximately 1 hour or more has passed, the school staff will then call the local law enforcement for assistance in locating the parents.

## WEATHER & SUNSCREEN

The preschool class will go outside daily for outdoor learning and physical development. In the case of severe, inclement or excessively hot weather conditions, the Principal will cancel outdoor play and teachers will provide alternate activities inside the school.

Sunscreen must be applied to exposed skin each day prior to the child's arrival at school. Generally children engage in outdoor play for approximately twenty minutes during the two hour and forty minute class.

Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend school will be considered well enough to go outside.

## PERSONAL BELONGINGS & MONEY

Please do not send toys or money with your child. All personal belongings should be labeled with your child's name.





## HEALTH

Children showing signs of contagious illness or presenting the following symptoms are not considered well enough to attend school.

- An elevated temperature of 100 degrees
- More than one episode of vomiting within the last 24 hours
- Acute diarrhea

For the protection of your child as well as other children, your child must be fever free without the aid of medication for 24 hours before returning to school. If you are not sure if your child's illness could be contagious, please contact the teacher and/or the health clerk.

Parents will be contacted to immediately pick up their child if an illness develops during school hours.



If a parent cannot be contacted, an emergency contact will be called to pick up the child. The ill child will be isolated from other children and supervised by a school staff member until the parent or emergency contact arrives. The child may not return to school until he/she is symptom-free for at least 24 hours.

School Health Clerks assist the preschool in giving first aid and determination of illness. Please keep the teacher and Health Clerk up to date on all of your child's health concerns and current medications.

## INJURIES AT SCHOOL

If a child receives an injury, parents will be informed of the incident/accident. The Health Clerk and teacher will call parents if deemed necessary, and a decision will then be made whether to come

and pick up the child immediately or remain at school. If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a Band-Aid may be placed on it. We are not allowed to place medication of any kind on wound(s).

If an injury is serious, 911 will be contacted immediately and the parent will be contacted. If the illness or injury is severe and custody of the child is shared, both parents will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Principal and/or Preschool Teacher will make the decision concerning emergency care for your child.

## MEDICATIONS

According to Colorado State regulations, District policy, and the Nurse Practice Act, medication given to a child at the preschool must be authorized with a written statement from the child's doctor to the school with the knowledge and written consent of the parent/guardian for all prescription and non-prescription medications. This authorization must be renewed with each new prescription and in the case of long-term medication, on an annual basis. All medication will be kept in a locked container in the Health Clerk's office and will be administered by a staff member that has been trained in Medication Administration.

All medication must remain in the original container bearing the original pharmacy label that shows: child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, expiration date, name of medication, dosage, how often to give medication and length of time medication is to be given. When no longer needed, medications shall be returned to parents or guardians.

## CLOSURES & DELAYED STARTS

In the event that the school must be closed due to an emergency before the normal dismissal time necessitating canceling preschool early, every attempt will be made to communicate with parents as early as possible at their home phone, work phone, and through their emergency contact numbers. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parent's phone numbers.

Please be aware that in some emergencies the school phones may be out of order. If this happens, contact might be made from another phone. Our first priority in any emergency situation is the safety of the children.

In the event of a delayed start, morning classes will be canceled. Please refer to school procedures regarding delayed starts or closures.

[stvra.in/closures](http://stvra.in/closures)



**LEARN MORE AT:**  
**SVVSD.ORG/SAFETY**

## EMERGENCY PROCEDURES

### Fire, Tornado and Lockdown

All drill procedures are posted in the preschool classroom by the door. If you would like a more detailed description of the procedures, please talk with your child's teacher or Principal. Preschools will participate in practice drills throughout the year.

### Evacuation

Emergency procedures in the case of an off-site evacuation are posted by the classroom door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to your child's teacher about the designated off-site evacuation location.

### Lost Child Procedure

Children are actively supervised during preschool; however, in the unlikely event a child is missing, the following emergency plan is put into effect:

- A thorough search of the school is conducted
- After ten minutes, parents/guardians and the police will be contacted
- The staff will start to search the area surrounding the school

## SCHOOL VISITS AND P/T CONFERENCES

We have an open-door policy at our preschools. If you would like to schedule a visit, please talk to your child's teacher. Visitors must sign the visitor's log in the school's main office when entering the school with a visitor's identification badge issued to you at this time. This badge must be visibly worn at all times. Parents are encouraged to volunteer

in the classroom or on field trips. Volunteers will be accompanied by staff at all times. A volunteer training will be provided for those volunteering on a consistent basis.

Parent/Teacher Conferences are held twice a year to discuss child's behavior, progress, and social and physical needs to include next step goals for promoting learning in the classroom and at home. Each preschool will have a procedure for assigning times for conferences. Individualized conferences may held at any time during the year at the request of the parent or the teacher.





## FIELD TRIPS

Field trips may be planned throughout the year as a part of the curriculum. The times of the field trip may be different from the regular preschool day. Notices with all information will be sent out before a field trip is taken. The preschool policy on field trips is as follows:

- A permission slip signed by a parent/guardian is required for each field trip
- The staff to child ratio must be maintained at all times and children will be actively supervised for the entire field trip
- All field trips for every class will be on a District School Bus, unless the destination is within a safe walking distance.
- Parents who have other children will need to talk to the teacher about the preschool's policy on bringing siblings on the trip.
- The District preschool will pay for the bus, however, parents may be asked to pay the entrance fee (if applicable).

Staff is required to bring a copy of the Emergency Card for each child on the trip. A list of all the children and staff on the field trip will also be kept at the office.

### **Late Arrival for Field Trips**

The field trip time and place will be posted on the classroom door on the day of the field trip. If a parent arrives with a child after the class has left and would like to meet the preschool class at the field trip location, the parent/guardian should inform the school office. Supervision or transportation will not be provided by any of the other school staff. If the parent/guardian is unable to meet the class at the field trip destination, the child will have to stay with the parent/guardian for the day.

### **Bus Safety for Field Trips**

The bus driver will review bus safety with the children before the bus departs for the field trip. Children are expected to stay in their seats at all times and use quiet voices. At a railroad crossing, the bus will come



to a complete stop and the passengers will remain silent while the bus driver stops, looks and listens. In case of an emergency on the bus, the adult closest to the emergency door, may have to open that door. Please talk with your child at home on how to stay safe on the bus.

## TELEVISION & VIDEO VIEWING

Occasionally, the preschool class may watch a television program or video only as a special learning activity that enhances the curriculum. The viewing material will always carry a "G" rating.

## SNACKS

Our district will provide healthy nutritious snacks daily for preschool students. Please inform your teacher of any specific dietary needs of your student. The district requires the completion of the Free and Reduced Lunch application regardless of income. The application will be provided by your teacher. Parents must also sign in and out to include time of student drop-off/pick-up daily for compliance of the food program.

## TRANSITION TO KINDERGARTEN

Children in preschool programs that live in an elementary school attendance area are guaranteed a place in their elementary school kindergarten program. Preschool children from outside the attendance area are not guaranteed a place in the elementary school's kindergarten. Parents must fill out an open enrollment application if they wish their child to attend kindergarten outside of their attendance area.

## Student Retention

Conversations about concerns regarding a student's progress and achievement should typically begin in January. Any concerns regarding the consideration of retention by either the parent or the teacher require more than one meeting to discuss considerations and need to involve the principal and early childhood coordinator. Using input from parents and teachers and a body of evidence, the final decision regarding retention is up to building principal.

## COMPLAINT PROCEDURES

The following may be contacted if there is a complaint regarding the preschool:

1. The preschool teacher
2. The building Principal
3. The District Early Childhood office
4. The Colorado Department of Human Services, Child Care Division at (303) 866-5958, X1575 Sherman Street, Denver, CO 80203
5. Colorado Department of Education (CDE) for children with disabilities or CPP (Colorado Preschool Program)



## CHILD ABUSE POLICY

If child abuse is suspected, it must be reported to one of the following agencies:

### Boulder County Social Services

(30) 441-1240

### Weld County Social Services

(970) 352-1923

All staff within elementary schools/preschool programs are mandated reporters.

## WITHDRAWAL OR DISMISSAL

If you plan to withdraw your child from preschool, please give a written **two weeks notice** to the preschool staff. Children are often on a waiting list. Our greatest wish is that the preschool experience will be a happy time for your family and your child. In the unlikely event that it becomes necessary to remove your child from the program, a conference with the teacher, principal and parent/guardian will take place before any final decisions are made.

### Reasons for dismissal may include:

- Non-payment of tuition (for tuition paying students)
- Required paperwork not up to date
- If your child is absent from preschool for more than two weeks consecutively and no notice has been given to the school or preschool staff





# 2017-2018 Preschool Student Calendar

**CALENDAR LEGEND**



**Professional Learning Community Day/Late Start - 8 Total**  
All students in schools (except preschoolers) begin the school day 2.5 hours later than normal. All teachers/staff will be engaged in collaborative professional development.



**Non-Student Contact Days**  
9 Total - 5 Work, 4 Compensation  
Plus 3 TS GOLD Work days



Beginning of quarter



End of quarter



**Graduations**  
Students only attend one



Schools Closed



Beginning of trimester



End of trimester



**Summer school, academic enrichment opportunities and community schools programming.** For a complete schedule go to [www.svvsd.org/summerlearning](http://www.svvsd.org/summerlearning).

**IMPORTANT DATES**

- Aug 7-9, 2017: New Teacher Orientation
- Aug 10, 11, 14, 2017: Non-Student Contact Days
- Aug 15 or 16: Orientation Days for Preschool Students - Students attend only one
- August 17 or 18: First Day of School based on student's preschool schedule
- Sep 4, 2017: Labor Day
- Oct 13, 16, 2017: Non-Student Contact Days
- Oct, 20: Non-Student Contact Day - TS GOLD Checkpoint
- Nov 20-24, 2017: Thanksgiving Break
- Dec 18, 2017 - Jan 1, 2018: Winter Break
- Jan 12, 2018: Non-Student Contact Day
- Jan 15, 2018: Martin Luther King Day
- Jan. 26, 2018: Non-Student Contact Day - TS GOLD Checkpoint
- Feb 16, 2018: Non-Student Contact Day
- Feb 19, 2018: Presidents' Day
- Mar 23, 2018: Non-Student Contact Day
- Mar 26-30, 2018: Spring Break
- May 4, 2018: Non-Student Contact Day - TS GOLD Checkpoint
- May 23, 2018: Graduation - Life Skills ACE Completion Ceremony
- May 24, 2018: Last Day of School for Students
- May 24 2018: Graduation - Universal HS
- May 25, 2018: Non-Student Contact Day
- May 25, 2018: Graduation - St. Vrain Online Global Academy, Olde Columbine HS
- May 26, 2018: Graduation - Erie HS; Frederick, HS, Longmont HS, Lyons Middle/Senior, Niwot HS, Silver Creek HS
- May 28, 2018: Memorial Day

If for any reason this calendar must be altered, the Board of Education may schedule makeup dates on Saturdays, during scheduled school breaks, and/or at the end of the present calendar.

**July 2017**

S	M	T	W	T	F	S
						1
						8
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August 2017**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2017**

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2017**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**November 2017**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December 2017**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**January 2018**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2018**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**March 2018**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2018**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**May 2018**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June 2018**

S	M	T	W	T	F	S
			1	2	3	4
			8	9	10	11
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**STUDENT CONTACT DAYS**

Quarters/Semesters  
1st Quarter: 42  
2nd Quarter: 39  
3rd Quarter: 45  
4th Quarter: 48  
174 Total Days

**NON-STUDENT CONTACT DAYS**

Teacher Work Days plus 3 TS GOLD work days  
4 Teacher Compensation Days for evening parent conferences. Conferences are frequently scheduled in the evening to accommodate the schedules of working parents. Please check with your student's school for specific dates and times for their conferences.

**Trimesters**

1st Trimester: 59  
2nd Trimester: 57  
3rd Trimester: 58  
174 Total Days

# Handbook Acknowledgement

By signing below, you acknowledge you have received and accept the conditions and agree to the policies and procedures within this Preschool Parent Handbook. Furthermore, I give authorization and approval for the activities described.

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



### **Sunscreen Parent Acknowledgement**

I, \_\_\_\_\_, parent of \_\_\_\_\_,

agree to apply sun screen to my child each day to exposed skin before arriving at preschool.

The suggested sun screen must have a minimum requirement for reapplication of every two hour's. Furthermore, I understand that my preschool teachers will not be applying sunscreen on my child within the preschool day.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Early Childhood District Office • 830 S. Lincoln Street • Longmont, CO 80501  
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