

# Faith Lutheran Preschool

HANDBOOK



**FAITH**  
LUTHERAN PRESCHOOL

**Discovering Roots and Wings!**  
**Established 1995**

Revised July 2025

## **Faith Lutheran Church, LCMC**

(Lutheran Congregations in Mission for Christ)

303 N. Ridge Road

Castle Rock, CO 80104

Church Office: 303-688-3476

Fax: 303-688-9501

Preschool: 303-688-3532

## **Faith Lutheran Church Staff**

Pastor:

Administrative Assistant:

Daria Martin

Music Director:

Preschool Director:

Jean Whisman

Office Manager:

Lucy Donovan

## **Sunday Worship and Christian Education**

Worship: 10:00

Christian Ed. Hour: 11:15 all ages

**Nursery provided for children 0-5 yrs.**

## **Faith Lutheran Church Mission Statement**

Loving God, Loving Each Other, Serving Our Community

Our mission statement encapsulates our purpose as a Christian congregation. We believe God has called us to reach out. We also believe that God has uniquely given us the corporate and individual gifts of teaching and healing to bring God's love to bear on a hurting world.

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Dear Parents,

Welcome to Faith Lutheran Preschool! We are so excited that you have chosen us as your child's preschool. Early childhood Education is such an important piece in building a solid foundation for higher learning and social interaction. Our goal is to provide children with positive experiences that will help them develop into successful adults.

Our day is balanced between child-directed and teacher-directed activities. Our teachers make it their priority to create an environment where children have many choices and opportunities for creating, communicating and discovering. Providing age and developmentally appropriate activities, our teachers are able to observe each child's individual development.

Children are naturally curious and it is our job to sustain and build on that. Through play and exploration, we strive to develop the whole child—cognitive, social, emotional, physical, creative, language and spiritual aspects. Together, we can build a foundation of curiosity, hope and love that will carry them through their lives.

In order for each child to reach their fullest potential, the teachers partner with the parents to educate and inform them of all the stages of development their child is mastering.

We know how important these early years are, and we are here to provide you and your child with the best early childhood education! Our door is always open!

Blessings,  
Ms. Jean

# FAITH LUTHERAN PRESCHOOL

“There are two lasting gifts we  
can give our children,  
One is Roots, the other Wings.”

H. Carter

## **PHILOSOPHY AND PROGRAM**

### **Mission Statement**

Faith Lutheran Preschool is a place for joyful early childhood education entwined with the love and grace of God.

### **Philosophy and Program**

To help children grow and develop to their fullest potential, Faith Lutheran Preschool's (FLP) learning environment nurtures the whole child:

Physical - fine, gross and perceptual motor development

Language - communication development

Cognitive – knowledge, perception and thinking development

Social-emotional - development of relationship with self and others

Creative - development of imagination expressed in many ways

Spiritual - faith development

A balance of child-directed and teacher-directed learning activities are included each day at Faith Lutheran Preschool. Teachers provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active and meaningful learning. These experiences are used to achieve the following goals:

Kindle Christian faith development

Foster positive self-identity and sense of emotional well-being

Develop social skills and knowledge

Encourage children to think, reason, question, and experiment (as used in mathematics, science and social studies)

Encourage language (speaking, listening) and literacy development (emerging reading, writing awareness and skills)

Enhance physical development and skills

Encourage and demonstrate sound health, safety, and nutritional practices

Encourage creative expression, representation, and appreciation for the arts

Respect cultural diversity

Play is a basis for active learning and developing academic skills and social skills. Children need play in order to become happy and creative problem-solvers. Children are encouraged to use their senses to experiment, explore and discover in the classroom for developmentally appropriate learning. The education of the whole child is a process-- and an exciting adventure!

## **A Christian Community**

Faith Lutheran Preschool is a service ministry of Faith Lutheran Church. Lutherans are the largest Protestant denomination of Christians in the world. Since its beginnings, Lutherans have emphasized the importance of family and education. Lutherans subscribe to the historic teachings of mainline Christian churches.

In Galatians 5:22, Paul writes of the fruit of the spirit, "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."

These Christian and universal principles are modeled and emphasized in the FLP curriculum. FLP integrates into its curriculum some Old and New Testament stories and celebrates Advent, the birth of the Christ Child at Christmas, and the New Life of the Resurrection at Easter.

FLP curriculum incorporates stories, songs, holidays and customs of the range of faiths and cultures in our community, demonstrating respect and celebrating the diversity of people in our community and world! The children attend Chapel once a week where they will learn Bible Stories and sing songs.

Faith Lutheran Church is a place where children and families from diverse backgrounds are welcome to attend preschool, worship, celebrate, share in a community of believers and explore their faith.

## **TERMS OF ADMISSION AND ENROLLMENT**

### **Admission Policy**

Faith Lutheran Preschool will admit students of any race, color, gender, religion and national or ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. FLP does not discriminate on the basis of race, color, gender, and religion or national or ethnic origins in the administration of its educational policies, admission policies or other school programs.

### **Children with Special Needs or Disabilities**

Faith Lutheran Preschool will accept students with special needs on a case-by-case basis, if all parties agree that the school can adequately meet the needs of the student and his/her family.

An Intake Form is part of the required paperwork that indicates any parental concerns regarding development such as, but not limited to: behavior, speech, developmental delays. If a child is on an IEP, IFSP, 504 or receiving any other therapies/services; the parent, teacher, director and therapist (if applicable) will meet at the start of the school year to develop a plan and then again throughout the school year to assess progress.

FLP contracts with a M.Ed., BCBA to assist in developing plans and/or on-site support. There may be an additional fee for this service based on state funding.

## **Registration**

Active members of Faith Lutheran Church, and currently enrolled Faith Lutheran Preschool families are invited to register their children for the next school year two weeks prior to our FLP alumni and non-active members of FLC. Alumni families and non-active members of FLC will be invited to register their children for the next school year prior to public registration, for a period of three weeks. Once registration opens to the public, these families no longer have priority status. Registrations will be taken on a first come, first served basis. All registration must be turned into the preschool office along with the **non-refundable registration fee**; they will be numbered in order of receipt. A child is considered officially enrolled after the student's family has received an *Acceptance Letter* and the **non-refundable last month** tuition payment. When classes are full, Waiting Lists will be established. Children on the waiting list will be placed in classes as space becomes available during the year. Class placement and/or waiting list placement will be confirmed by letter mailed to each registrant.

## **Enrollment Forms and Information**

Children with a confirmed acceptance letter will receive an enrollment packet for parents/guardians to complete and return to FLP before the first day of attendance. The information requested is thorough; laws regulating FLP's license require the volume, types and confidentiality of this information.

## **Calendar**

The school year begins the first full week of August for staff, and the second full week of August for students. The school year ends in May. A calendar with important dates, events and closure dates is provided to all enrolled families with the enrollment packet and on the web site.

## **Orientation Day**

Orientation Day is your child's first day of school. Parents/guardians of all students, new and returning, are required to attend Orientation Day to learn about specifics of the preschool philosophy, policy, practices, classroom routines, and to ask questions as a group or individually.

Your Orientation Day schedule will be emailed or mailed to you.

## **First Day of School**

FLP wishes to provide students with the smoothest possible transition to the preschool classroom. The first day of school is planned to help children gain a sense of ownership and comfort level with the building and staff. FLP requires **one** parent/guardian to attend school **with** their preschooler on the first day (Orientation Day). It is comforting for children to have the safe lap of a parent to snuggle into and retreat to, for the first of everything on the first day! During this special day, parents and their preschoolers will do many activities together, from listening to stories, singing songs and playing games, to checking out the centers, working on a project together, experimenting with art materials and having a snack! Parents will spend part of Orientation Day with their child in class, part of the day with their child's teacher, and part of the time with the Preschool Director. This structure helps families understand

what to expect for your child as they enter the program for the first time, or transitioning into a new classroom.

### **Tuition and Attendance**

Tuition is calculated on a 10 month year, and divided into 10 equal payments. All holidays and school closure dates are accounted for in advance, and therefore there are no tuition adjustments.

The first tuition payment is due with acceptance of class placement and will go towards the last month's tuition (May). This payment is non-refundable. Subsequent tuition payments are due by the 10th each month. **A late payment fee of \$10.00 will be assessed if tuition is not paid by the 15th of each month** unless prior arrangements have been made. Full monthly tuition is payable regardless of the number of days your child actually attends class. FLP's operating costs continue and space is reserved for your child even when s/he is absent. Make checks payable to: ***Faith Lutheran Preschool.***

Tuition is based on the number of school days per school year for each class.

Please place tuition payments in drop box. Receipts will be given for cash payments. FLP does not look in children's backpacks for tuition unless specifically requested to do so.

### **Late Payments**

Failure to pay tuition in a timely manner, or failure to make special payment arrangements during financial hardships, may result in termination of enrollment. Please speak to the FLP Director to make special financial arrangements as needed. If payments are consistently late, a credit/debit card will be required to be on file for automatic recurring payment to be set up. If payment exceeds 2 months delinquent, FLP reserves the right to send the unpaid amount to a collections agency. Temporary scholarships are available (see *Scholarships*).

### **Absences**

If your child will be absent from school for any reason, please notify FLP by calling the office (303-688-3532) before your child's class begins for the day, or by sending an email to the teacher with your child's absence/ vacation dates. Children who miss school due to illness or vacations do not receive a discount or tuition refund.

### **Scholarships**

Scholarships of up to 50% of tuition are available on the basis of financial need. Scholarship applications are accepted any time during the school year. Students enrolled on scholarship must attend at least 75% of class sessions each month, or have a doctor signed medical explanation. Applications are available upon request from the Director and are subject to approval of the FLP Advisory Board.

### **Withdrawal and Termination**

Children may be withdrawn from FLP at any time with a 30-day, **written** notice. Written notice of the intent to withdraw must be submitted to the Director. Parents are responsible for the payment of tuition between the date of the written withdrawal notice and the date of withdrawal (30 days).

Faith Lutheran Preschool reserves the right to terminate a student from the program for the following reasons: 1.) infrequent attendance of scholarship student; 2.) unpaid tuition; 3.) medical statements not provided as required; 4.) disruptive behavior (see *Behavior Expectations and Guidance*); 5) failure to observe FLP policies and practices as outlined in this handbook and in the *Policy and Practice Agreement*.

### **Arrival/Dismissal**

Children are to arrive no earlier than 5 minutes before class begins (8:55 for AM classes and 12:40 for PM classes) and are to be picked up no later than 5 minutes after class ends (12:05 for AM classes and 3:50 for PM classes). Children must be accompanied by an adult into the classroom area, and picked up in the same manner.

Parents are responsible for bringing children to school on time and picking up promptly when school is dismissed. If parents are unable to pick up their child(ren) when school is dismissed, please make arrangements for someone else (see *Authorized Release form*) to pick up your child and call FLP to let staff know your plans. If, in the case of a dire emergency you are unable to pick up your child and unable to call FLP, and staff haven't heard from you within 15 minutes of dismissal, FLP will contact your authorized pick up persons, or your emergency persons, to come pick up your child(ren).

**Families who are habitually late picking up their child(ren)**, will be charged a child care fee of \$10.00, per child, for every 10 minutes, or portion thereof, beginning 5 minutes after dismissal. The late fee is paid directly to the teacher, or other supervising staff person who provided the childcare.

Faith Lutheran Preschool is not a childcare center, but provides an extended enrichment program from 10:45 am to 2:00 pm. The Lunch Bunch program is for children attending FLP and is contracted separately with additional tuition fees.

### **Siblings at Preschool**

Only registered/enrolled children may be in FLP's classrooms during class time (unless the sibling is at least 18 years old), with the exception of special events to which families and guests are invited. FLP expects parents to properly supervise siblings at preschool for safety and behavior. Only registered students and their parents are permitted on field trips. Parents may wish to arrange a "child care exchange" with other preschool parents to help make chaperoning field trips, and visiting or volunteering in the classroom more convenient.

## **Interpreters and resources to communicate with families in their Home Language**

FLP will request the assistance of translators when a child or child's family member is in need of an interpreter due to a language barrier between our facility and the family. The translator will be used for both verbal communication and written communication as needed.

A meeting will be set up with between FLP, the family and the Translator before the start of school to determine the best way to communicate and meet the family needs. If there is a dominant second language in a classroom, FLP will do it's best to provide at least a caregiver or teacher who is bilingual in the dominant language.

## **CLASS DESCRIPTIONS AND REQUIREMENTS**

### **2 1/2 to 3 Year Old Class Monday/Wednesday mornings & Tuesday/Thursday Mornings**

Children enrolling in this class must be 2yrs6mnths old by August 1 of the enrollment year.

**This class will be on Monday / Wednesday mornings & Tuesday / Thursday mornings from 9:00-12:00.**

### **3 Year Olds Monday/Wednesday (M/W) Tuesday/Thursday (T/TH)**

**Friday class is available for M/W & T/TH morning children**

Children enrolling in these classes must be at least three years old by October 1, of the enrollment year. FLP offers 2-Day classes:

Monday and Wednesday mornings (M/W AM) 9:00 -12:00

Tuesday and Thursday mornings (T/Th AM) 9:00 - 12:00

Tuesday and Thursday afternoons (T/Th PM) 12:45-3:45

### **4 & 5 Year Olds Monday/Wednesday/Friday (M/W/F) Tuesday/Thursday (T/TH)**

Children enrolling in these classes must be at least four years old by October 1 of the enrollment year, and may be up to five years old but not yet enrolled in kindergarten, This class is intended for children who will be entering kindergarten the following school year.

FLP offers 3-Day and 2-Day classes:

Monday/Wednesday/Friday mornings (M/W/F AM) 9:00-12:00

Monday/Wednesday/Friday afternoons (M/W/F Pm) 12:45-3:45

Tuesday and Thursday mornings (T/TH AM) 9:00-12:00

### **5-Year Olds Monday through Thursday (M-Th)**

Priority will be given to children who will be five years old by October 1 of the enrollment year, and are not yet enrolled in kindergarten. This class is intended for children who just miss the Douglas County birthday cut-off, late summer birthdays or need more time before going off to kindergarten. This class meets on Monday through Thursday between the hours of 12:45-3:45.

## **STAFF**

Faith Lutheran Preschool staff members are selected for their educational background, early childhood training and experience, knowledge of child development, and for their sensitivity to the needs of young children. The partnership between home and school is invaluable to early childhood education and staff are also selected for their communication and teamwork skills. All staff participates in continuing early childhood education, and health and safety training.

FLP staff includes:

Director: responsible for overall administration of operation, staff, students & families, program and curriculum, and facility.

Assistant Director

Preschool Administrative Assistant

Teachers: responsible for educational leadership, classroom curriculum, environment and management, and student well being and safety.

Assistant Teachers: responsible for assisting teacher

Faith Lutheran Preschool is a member of the *National and Colorado Association for the Education of Young Children*, the *Evangelical Lutheran Education Association*. These organizations provide education, support and resources for early childhood education professionals.

## **BEHAVIOR EXPECTATIONS AND GUIDANCE**

FLP expects everyone, adults and children, to treat each other with dignity and respect. FLP expects that children will behave in a manner appropriate to their developmental level. Young children often react physically to strong feelings, and it is during this stage (3-5 years) in their development that they learn appropriate ways to show self-control, resolve conflict, make good behavior choices, and cooperate. Teachers are alert to “teachable moments” and act as mediators to guide children through conflict resolution. Teachers may also choose to redirect the child’s energy and focus to new activities and/or group of children. No time-outs will be given, instead we will take each situation and turn it into a teaching moment.

Adults and children are not allowed to cause physical harm to any person or FLP equipment, or to be otherwise abusive in any way. A child whose behavior is inappropriate or out of control will be temporarily removed from the group in the company of a teacher, to give the child an opportunity to calm down or burn off energy and regain self control. Once calm, child and teacher can appropriately discuss the situation and make a plan for return to the group. Teachers will always take time to help a child verbalize his/her feelings about a conflict situation and help him/her discover a resolution.

FLP implements Conscious Discipline by Dr. Becky Bailey as our Social/Emotional philosophy. Parent seminars are offered to educate parents in this program so that the children can receive the same words/phrases/strategies at home and in the classroom.

Guidance takes several forms:

Environment – the classrooms and all others spaces used for preschool are designed for young children. The furniture is child-sized, rooms are set-up for success, and learning is planned with lots of hands-on experiences.

One Logical Rule – mutual respect is the basis for our rule - we take care of our own self, each other and our school. God loves us, and asks us “to love your neighbor as yourself”. The teacher’s job is to keep the child safe, and the child’s job is to help keep it that way.

Curriculum - is developmentally appropriate, based on children’s interests and group and individual levels of readiness.

Positive Behavior - staff reinforces positive behavior that the children exhibit. Focus on the behavior that you want to see repeated and instilled. Tell children what TO DO instead of what not to do.

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Logical Consequences - discipline is effective when it follows logical consequences.

The consequences of behavior need to make sense to the child. For example, if a child is throwing sand out of the sand table, it is logical to tell the child that the sand must stay in the sand table, that the thrown sand must be cleaned up, and that if it gets thrown out again, the child must choose a new area in which to work or play.

The exchange may be extended to include humor and problem solving - “What would happen if all the sand were thrown out of the sand table?”

Conflict Resolution - teachers encourage children to talk to their peers when conflict arises. Teachers guide discussion towards definition of the conflict and its resolution. This helps children empathize with each other’s feelings and really see the results of their actions.

Redirection - often interesting a child in another activity can eliminate a potential difficulty. A teacher may ask a child to assist her with a task, or help the child find a new area in which to work or play.

Positive Reminder - adults remind a child of appropriate behavior, rather than using “no” or “don’t”. The teacher might say, “You may use that block for building”, or, “Keep your feet on the floor.”

Renewal Time - separation from group or activity with the teacher or director, to calm down and regain self control, so that child and teacher can discuss appropriate ways to return or choose new activity.

Inappropriate behavior is viewed as exactly that. Children shall NEVER be referred to as naughty or bad. FLP always address the behavior as the problem, not the child. Whenever possible, teachers give children a choice and let them ‘own’ their actions by choosing what to do. Teachers’ questions lead children to an appropriate choice, “What can we do to help you remember how to use the clay cutter properly?” We are often impressed by how a child responds to this. If a child’s suggestions are inappropriate, teachers make the decision!

If inappropriate behavior is repetitive, destructive, abusive or unusual for a child’s developmental level, teachers will request a conference with the child’s parents. Together, teachers and parents will set written goals, strategies and dates for improved

self-control. At specified checkpoint dates, behavior will be re-evaluated. All reasonable efforts will be made to help a child gain self-control regarding classroom behavior. FLP and the child's parents will work together to improve behavior. Referrals to specialists can be made. If after the specified time has passed and behavior continues to be unusually inappropriate, the family may be asked to withdraw their child from FLP. This policy is to protect the safety of **all** children, adults and property.

FLP discourages violent play. FLP discourages the acting out of violent, intimidating, and fear inducing behavior. Please do not allow your child to bring to school weapon toys, or figurine/dolls whose character uses violence, intimidation or fear to resolve conflict.

No punishment of any kind is permitted at FLP. No corporal punishment (negative physical touching - spanking, slapping, pinching, etc.) is permitted. No unusual punishment (humiliation, ridicule, threat, or coercion, etc.) is permitted.

## **CLASSROOM LIFE AND ROUTINES**

### **Clothing and Personal Belongings**

Please allow your children to dress themselves for school, in as much as that is possible for you and your child! Clothing should be practical, comfortable, sturdy and washable! Children should wear clothes that they can put on and take off by themselves - no back buttons or zippers, etc., so that they can handle their own toileting needs. FLP will do its best to protect clothing from messy projects with work aprons, but accidents still happen!

**Outdoor play is an important part of a young child's life and students go outside everyday, weather permitting. Please dress your child for outdoor play everyday. Hats, mittens, snow pants, boots, raincoats, scarves, etc., should all be part of your child's school clothing list. Please make sure that all removable clothing is labeled with your child's name. Shoes need to be comfortable and fit your child's feet. Please make sure that their shoes will allow them the freedom to run, play and climb, without falling or their shoes coming off their feet.**

FLP recommends that your child has a backpack or bag of some kind for school each day for toting things to and from school; make sure it is labeled clearly with your child's name!

"Loveys" are those bears, blankets and other unique items that your child uses for comfort. It may be important for your child to have those loveys for the first days of school to help ease the transition from home to school. Some children may need "loveys" in their arms for several weeks and then gradually relegate them to their backpack or even leave them at home. FLP welcomes "loveys", so send them along!

Each child will have a coat peg and a cubby in which to keep personal belongings and papers at school. FLP provides a Lost and Found box!

## **Show and Share**

Show and Share can be an important part of a preschooler's life! It gives children an opportunity to let others know what is important to them, and get up in front of their peers - a very accepting audience (intro. to public speaking)! Teacher will send home information regarding Show & Share in her classroom. When it is your child's turn to bring Show & Share, we ask that you help your child choose something appropriate. Please do not send valuable items, everyone feels badly when something important is lost or broken.

War toys, weapons and character figures that use fear, violence, and/or intimidation to resolve conflict are NEVER appropriate choices for Show & Share items!

Please do not let your child bring other toys from home to play with at school, we have plenty of materials and activities for children to work and play with here!

## **Sending Money to School**

When it is necessary to send money to school for book orders, field trips, etc., please send it in a sealed envelope marked with your child's name, amount enclosed, and purpose for the money. Please do not allow your child to have money at school for any other reasons than those listed here. Make checks payable to: ***Faith Lutheran Preschool***,

**ADULTS** are responsible for turning in tuition money.

## **Snacks and Food at Preschool**

Each child brings their own *PEANUT / TREE NUT FREE* snack to school. As required by Tri-County Health Department, 2 food groups must be represented. For example, a fruit and cheese stick; carrot sticks and yogurt; cheese and crackers; applesauce and goldfish. FLP promotes Healthy Eating, so fruits and vegetables are always recommended. Please avoid candy, fruit snacks, cake snack (HoHo's, Little Debbie Cakes, etc.) and other high sugar food items. Periodically, there may be a child with a tree nut allergy in a classroom as well. If that is the case, those families will be notified to avoid snacks with tree nuts in them as well. FLP is unable to refrigerate or heat up food, so make sure you provide a cold pack if needed.

Periodically, teachers will make a special snack that goes along with the theme they are doing (Green Eggs & Ham for Dr. Seuss). The teachers will let you know when this occurs in case your child has an allergy to the food, or you know they do not like it and you can send an alternative snack.

Each child must bring a water bottle. Water is so important to keep your body hydrated and your brain alert. Do not send fruit juices or other sugary drinks to school.

FLP must have written information and instruction regarding your child's food allergies or sensitivities. Also, if your family has other kinds of special food or dietary needs, such as vegetarian diet or religious restrictions, please let FLP know in writing of the

needs, restrictions and instructions. FLP will work with you, your child, and your child's class to provide a safe food environment.

### **Birthdays, Half Birthdays and Snacks!**

Parents are encouraged to celebrate their child's birthday at FLP; if your child's birthday falls during the summer months when FLP is not in session, consider celebrating your child's half birthday! You may wish to send a snack for the class on the special day. Please let your child's teacher know if and when you plan to send a snack to school, FLP would like to help you plan an appropriate snack. FLP has a list of snack ideas (kid tested and approved!) created over the years to share with parents! FLP requires sending in store bought, prepared foods that have a list of ingredients.

### **Field Trips**

Field trips are excursions away from the school to visit places and people that enhance classroom learning. Field trips are for learning and experiencing hands-on information about a subject of study - and to have fun!

FLP notifies families of field trips in advance and requires written permission for each trip away from the school. Permission slips for each trip indicate what, where, when, who, and time of departure and return. While on the trip children are actively supervised at all times by staff and parent chaperones. On each field trip, FLP takes along each child's emergency information and a copy of their permission form.

\*A separate Field Trip Policy information sheet will be provided with the permission slip at time of each field trip.

### **Transportation**

FLP does not provide any transportation for students to and from school (though vehicles owned by staff are available for an emergency). Parents/guardians must make their own arrangements for transporting children to and from preschool.

### **Purpose**

The purpose of this policy is to provide guidelines for the safety of students and stay within the rules and regulations set forth by the Colorado Office of Early Childhood Education. Field trips are planned in order to enhance learning opportunities for students while keeping safety as the number one priority.

### **Local Field Trips**

Students age 3 and up are provided with the opportunity to attend local field trips within a 10-12 mile radius of the preschool.

### **Field Trip Fees**

All field trip fees will be the parents' responsibilities. Most sites will give the preschool a group discount, and that savings is passed along to the families. Some sites will charge entrance/participation fee for students only; some sites will charge for adult chaperones as well. FLP will follow the fee guidelines for each specific site. FLP will not profit from field trip fees.

### ***Transportation***

Due to restrictions enforced by the Colorado Office of Early Childhood Education, FLP cannot transport, or arrange transportation to and/or from field trip sites.

### **Parent Responsibilities**

Parents are required to provide transportation to and from the field trip site.

*If a parent is unable to transport own child to field trip site, he/she may arrange transportation with another parent and that parent will be that student's chaperone for the day. Proper car seat arrangements must be arranged as well.*

Parents are required to stay and chaperone their own child on the field trip.

*If a parent is unable to stay for the field trip (but able to drop off and pick up), arrangements must be made prior to the date of field trip with the teacher.*

Siblings may not attend field trips.

If your child is in diapers/pull-ups, parent must attend field trip.

There are certain diaper changing regulations that employees of a childcare center must follow, and these regulations are difficult to uphold when offsite. If your child requires emergency/rescue medications, those medications will be the responsibility of the parent.

Do not talk on the cell phone for an extended conversation while chaperoning.

Do not leave your child unattended at anytime during the field trip.

Stay with the group at all times.

Ensure your child maintains proper behavior consistent with the expectations of the field trip site.

Do not take pictures of other children to post on social media

### **Teacher Responsibilities**

Depending on the time of the field trip, the teacher will decide whether to meet at the school first or at the destination of the field trip site.

Teacher will provide notice of required fees with a due date.

(If your student is sick on the day of the field trip, refund will be given)

Teacher will provide information regarding snacks/sack lunch (if needed)

Address of field trip site and contact information

Details on where to assemble upon arrival

Details on where to assemble before departure

**Field trips are taken for the children! Please do what you can to enhance their learning—physically get down on their eye-level, see things from their perspective, do what they’re doing, ask open-ended questions. Let them see that you’re having a good time playing and learning too!**

### **Video Viewing**

FLP limits use of videos in the classroom to those which enhance the curriculum, are developmentally appropriate and are rated ‘G’. Examples of videos that we may use are: *Five Eric Carle Stories, Corduroy, Blueberries for Sal, The Snowman*, etc. Video viewing is used very sparingly at Faith Lutheran Preschool! FLP must have written permission from parents/guardians in order for children to view videos at school.

### **Parties and Special Events at FLP**

**FLP celebrates two classroom parties each year, Pumpkin Parties at the end of October (Halloween) and Valentines Day Parties in mid-February. Parties are planned, prepared and given by parents for students. FLP has lots of resources available to help parents plan and give parties. FLP requests that plans are made in consultation with classroom teachers who are available to make health, safety and activity suggestions.**

**FLP also plans other events each year for the family including, but not limited to: The Annual Fall Festival, Christmas Program, Father’s Day Celebration in January, Mother’s Day Celebration, and Year End Celebration.**

## **HEALTH**

### **General**

All enrolled children must have a **General Health Appraisal** form and **CO Department of Public Health Certificate of Immunization** (immunization record) on file at school before the first day of attendance. The *General Health Appraisal* must never be more than 12 months old during the school year, please ask for a new form if your child has an annual health exam during the school year. The preschool has the right to refuse admittance to a student who does not provide a *General Health Appraisal* and/or *Certificate of Immunization*.

FLP must have thorough information regarding any known drug reactions, allergies, regular medications being taken, special diets or recurrent conditions.

## **Immunization**

All enrolled children must have on file a record of current immunizations. FLP does accept children who are not fully immunized due to medical or non-medical reasons. If your child is on a delayed schedule, or fully exempt, then a Certificate of Medical or Non-Medical exemption must be on file. In the event of an outbreak of such diseases like Chicken Pox or Measles for example, those students not immunized will have to remain out of school for 2 weeks.

## **Allergies**

Children with life threatening allergies such as food allergies, bee stings, or others, need to have a medical form with the doctors signed orders on site. This form will be supplied by FLP. Along with the doctor's orders we will need your child's epi-pen and antihistamine. These items will be kept here at school at all times in a specially labeled box, which is inaccessible to children. Our nurse consultant will also review these items periodically throughout the year to check for expiration dates.

## **Ill Children**

Children who are ill may not come to school! A child who is ill will not have a good day at school and risks infecting other children and adults! Parents must notify the preschool office if your child will be out ill. No one wants to miss school, but the fewer germs roaming around, the fewer people will miss school days! Children who are new to group situations may 'catch more germs' than children who have spent time in groups of children (such as child care or playgroups).

Please keep your child at home if you observe any of the following symptoms **within 24 hours prior** to attending school:

- fever of 101° + and signs of illness
- vomiting or upset stomach – two or more episodes
- diarrhea (stools which are watery & twice child's usual frequency) with signs of illness
- purulent conjunctivitis (pink eye with white or yellow discharge, eye pain, redness of eyelids) until examined by health care provider.
- lethargy (unusual tiredness, fatigue), irritability, persistent crying, difficult breathing, wheezing, or other signs of possible severe illness
- bad cold, sore throat, coughing, hoarseness, etc.
- contagious or communicable illness or condition, such as chicken pox, impetigo, pertussis (whooping cough) etc.

If your child complains of, or becomes ill with, any of the above (or other) symptoms during the school day, FLP will call you and require that you come immediately to pick up your child. Until you arrive FLP, we will separate the ill child from the group so that s/he can rest comfortably, remaining under supervision of FLP staff.

Please inform FLP as soon as possible of your preschooler's or other family member's diagnosis with an infectious disease, so that we can inform the other families of children in your child's class and the Tri-County health department as required by state law.

(Examples: giardia, head lice, hepatitis, measles, mumps, salmonella, tuberculosis, etc.)

### **Medications**

FLP prefers not to administer medications and requests that medication schedules be worked around school hours as much as possible. Prescription and non-prescription medications can be administered ONLY by FLP staff with written order of a person with prescriptive authority and with written parental consent. All medications must be in their original containers with written instructions for administration in compliance with Section 12-38-132, C.R.S., of the “Nurse Practice Act”. Prescription medications must bear the original pharmacy label. A written record of all medications administered by FLP, date, time, to whom, what, dosage, and by whom, will be kept on file at the school. Medications are kept in a cabinet and container inaccessible to children.

### **Accidents, Injuries and Emergencies**

FLP has the safety of all children in mind when preparing the environment, activities and supervising children. Even so, accidents may happen. In the case of serious injury, appropriate medical attention is sought/given immediately: FLP staff will call 911, then all reasonable efforts will be made to reach parents/guardians, then authorized emergency contact persons as designated by parents/guardians, then the child’s health care provider, in that order, as needed. Accidental minor bumps and scratches will be cared for at school and reported to the parent when the child is picked up. Serious injuries requiring medical care must be reported by FLP to the Tri-County Health Department and the Division of Child Care, Colorado Department of Human Services. Staff are required (by Colorado law regulating our license) to observe Standard Precautions, including wearing gloves, when treating all injuries. FLP director and staff members are certified in first aid and CPR; at least one certified staff person for every 30 or fewer children is always on the premises, and with children on field trips.

### **Sun Protection**

Sun block lotions (sunscreen) are classified as medications and for this reason; FLP is requesting that all sunscreen be applied at home. In order for sunscreen to be effective, it needs to be applied before your child goes outside. When applying sunscreen don’t forget their ears, back of their necks, bare shoulders, arms, legs, feet, and any other part of their body that may be exposed to the sun!

### **Toileting**

Children are expected to ask for help if they need it in the restroom. Please give written instructions on the **Home, Family and Developmental Information** form as to what kind of assistance may be needed by your child. Accidents do happen and children will be helped discreetly, to clean up and change into fresh clothing. Please pack and extra change of clothes that are weather appropriate in case of an accident.

### **Handwashing**

Close attention to handwashing really does help prevent illness from spreading. Children and adults are expected to wash their hands with soap and warm water after

using the toilet, before preparing and eating food, after coughing and wiping noses! Disposable paper towels will be used. Handwashing instruction is part of the FLP curriculum.

### **Sleep**

Preschoolers need 10 - 12 hours of sleep per night. If you have not yet established a bedtime for your child, this is a good time to begin! Children who are well rested and who have had a good breakfast or lunch before coming to school will be prepared for a good day!

## **VOLUNTEERS AND VISITORS**

### **Volunteers in the Classroom**

Volunteers that are on-site for more than 15 hours in a school year, are now required to be fingerprinted and have a criminal background check conducted. Fingerprint cards are available in the office. This is for the safety of the children.

Parents are their child's first and most important teachers, the experts on their children! Early childhood teachers are experts too; they have knowledge and understanding about child development, and have experience working with many young children. When parent and teachers work together they provide an invaluable gift to children!

Parents/guardians and grandparents of children enrolled at FLP are strongly encouraged to volunteer in their child's classroom on a rotating basis. Volunteering in the classroom offers parents the chance to: observe and enjoy the developmental skills their child and peers exhibit, interactions between children and adults, learn what's going on in the classroom, work and play with their own child and his/her peers, use skills and talents to enhance the learning environment, and so much more!

Classroom volunteers may not bring their preschooler's siblings or other children to school while volunteering and working in the classroom. **Only registered/enrolled children may be in the classroom during class time and on field trips (unless the sibling is at least 18 years old)**, Parents may wish to arrange a "child care exchange" with other preschool parents to help make volunteering in the classroom more convenient.

All volunteers (and visitors) must sign in and out, in the Visitor's Log **each time** they volunteer. All volunteers and other adults at preschool are asked to use the restrooms on the main level near the front entrance.

Primary responsibilities of Volunteers may include, but are not limited to:

- supervise the safety and whereabouts of the children as requested by the teacher
- prepare and clean up as requested by teacher: classroom projects, supplies, snacks, etc.

direct/supervise small group activities, as requested by teacher  
supervise outdoor time with the teacher  
follow the instructions of, and assist the teacher during fire or severe weather drills or emergencies.

model appropriate language and behavior while working with children.  
listen when the teacher is speaking and do not carry on side conversations with other volunteers or staff; model behavior we wish children to emulate.

respect the confidentiality of all students and staff when you are volunteering.  
Information you hear at preschool about development, behavior, learning or health issues of students MAY NOT be discussed with friends, neighbors or family, even if it involves their child.

be flexible! Enjoy this time with your child and his/her classmates!

If at any time you are uncomfortable with the behavior, safety, or other situations or procedures, please request a teacher's help. Please schedule parent-teacher conferences for times other than your classroom volunteer time.

You may also volunteer by doing special projects at home. The teachers may need help with cutting, coloring, etc. for a special activity. You may also volunteer by sending in snacks for our food cupboard or by sending in special items requested for a particular event.

### **Visitors and Observers**

All visitors and observers at FLP are required to sign the Visitor's Log in church office. Even parents who come to volunteer in the classroom are required to sign-in and out so that FLP has a daily record of everyone who has contact with the preschoolers. Visitors/Observers will be asked to give name, address, time in and out, and purpose of visit. Any Visitor/Observer who is unknown to FLP staff will be asked for identification.

## **SAFETY AND SECURITY**

### **Sign In/Sign Out and Authorized Release**

An adult must bring all children into the classroom area. Upon arrival adults must sign-in with their signature and time of arrival for each child in his/her care on the Sign In/Sign Out sheet. When picking up children at the end of class, adults must sign-out with a signature and time of pick up for each child in his/her care.

Children will only be released to people for whom FLP has authorization (see *Release Authorization* ). If an adult picking up a child is unknown to FLP staff we will ask to see photo identification. Please make changes to the *Release Authorization* form as quickly and as often as needed.

If a person not listed on the *Authorization to Release* attempts to remove a child from school, FLP staff will call the child's parents or legal guardian to check by phone if you wish to allow this person to take child from the school. If parent/guardian does not give permission, your child will not be released to that person and if needed, FLP will call

911 for assistance from police or county sheriff. If parent/guardian cannot be reached, and the person attempting to take child from FLP is not authorized, FLP will call the other persons listed on the *Authorization to Release*, then if necessary, FLP will call 911 for assistance from police or sheriff. A report of the incident will be kept on file in the FLP office and a copy will be sent to the Colorado Department of Human Services, Office of Child Care.

Children must be released to parents or legal guardians unless a restraining order is on file at FLP.

FLP staff will not release a child to a parent/guardian, or authorized pick up person, who appears to be inebriated or in any other way impaired for driving; FLP will call 911 for assistance as needed.

### **Supervision of Children**

All adults - staff and volunteer - who work with children are expected to take responsibility for knowing where all the children are at all times! Attendance will be taken at the beginning of class and frequently throughout class sessions.

### **Confidentiality**

**In the course of working or volunteering at Faith Lutheran Preschool, parents or visitors may be exposed to information that is considered confidential. Please respect the confidentiality of all students, their families and staff. Information heard at preschool about development, behavior, learning or health issues of students, their families or staff MAY NOT be discussed with friends, neighbors or family, even if it involves their child. It is your responsibility to protect the information to which you have access. Inappropriate discussions, or the release of information may result in action up to and including termination of volunteering privileges and/or termination of your student's enrollment.**

### **Lost Children**

If FLP should discover that a child is missing from the group when s/he is in attendance, FLP will gather all the children to one space with one adult while the other adult/s make a thorough search of the premises, first indoors and then out. FLP staff will request help from any other responsible adults in the building. If after a quick and thorough search, the child has not yet been found, FLP will call the Castle Rock police and/or the Douglas County sheriff, and the child's parents. Anytime the police are called to the preschool, the State Department of Human Services, Office of Child Care must be notified.

### **Smoke-Free Environment**

The premises of Faith Lutheran Church and Preschool are smoke-free. Smoking is not permitted on Church property.

### **Parking**

Ample parking is provided in the church parking lot during preschool hours. The five handicapped parking spaces outside the front door are for those vehicles, which display a handicap parking sticker, tag or license plate.

## **Severe Weather**

Outdoor play is part of FLP's daily routine, but students will not go outside in extreme weather conditions, such as very hot, very cold, very windy or rainy conditions. Plan to dress your child appropriately for outdoor play on all school days. On days that we cannot get outside, FLP provides large muscle and active play indoors.

In the case of a severe storm, tornado or tornado warning, all the children and staff will move to the bathrooms in the basement, or other safe location in the building away from windows, for the duration of the warning or storm.

## **School Closing**

If Douglas County High School area schools are **closed** due to severe weather, **FLP will also be closed.**

If Douglas County High School area schools are on a **delayed** schedule, **FLP will also follow the delayed schedule. The delay time is 60 minutes, so school begins at 10:00. Pick-up time remains the same.** Afternoon classes and lunch bunch are not affected.

You may call the Castle Rock Area school hotline 303-814-4747 for information about weather related school closings or delays. Or you may listen for school closings on KOA radio, 85.5 AM, or any of the three main, local, TV news broadcasts, ABC, KMGH channel 7, NBC, KUSA channel 9 or CBS, KCNC channel 4.

If FLP must close for some other reason, staff will call each family affected by the closing.

## **Fire Drills**

FLP conducts several fire drills so that all staff and children are familiar with the procedure and becomes part of the established routine. The drills will be done after briefly describing the purpose and practicing the procedure with children. Some drills will be unannounced.

## **Lockdown Drills**

Throughout the school year, we will be conducting Lockdown Drills. This drill is for safety and security in case an unidentified person tries to enter the building. We will be conducting the drill in 2 ways. 1. Children remain in their classroom, lights turned off, windows covered and the children will hide in an area of the classroom that is out of sight of windows and doors.

2. If appropriate, children will run out of the building with their teacher to a designated safe place.

## **Severe Weather and Tornado Drills**

In the spring and summer months we will conduct tornado/severe weather drills. Children will be signaled by the teacher to meet at the classroom exit, attendance by name will be taken and children will move to the designated area. Attendance will be taken again. An "all safe" announcement will be the signal to return to the

classrooms. A record of these drills are kept on file in the office.

### **Closing Policy: Dismissal and End of Day**

After the dismissal of each class, staff will verify that all children have been picked up and accounted for by:

Teachers and staff will stay with children in the classroom until they have been picked up

checking the Sign In/Sign Out Log to see that all children have been signed out by a parent/guardian, or other authorized pick up person;

Teachers and staff will stay with children until they are picked up from school.

For any child not picked up promptly, or inadvertently left behind after dismissal, the school will contact the following person/s to make alternate arrangements for pick up, in this order:

parents/guardians

authorized pick up persons in order listed on that form

emergency contact persons.

If FLP is not able to make contact with student's parent/guardian, or any authorized or emergency contact persons and no one has come to pick up the student within 90 minutes after class ends, FLP will contact Douglas County Social Services (303-688-4825) and/or the Douglas County Sheriff (303-660-7500) to take custody of the student. This is in accordance with Colorado law.

Families who are habitually late picking up their child(ren) will be charged a late/child care fee of \$10.00 per child for every 10 minutes, or portion thereof, beginning 5 minutes after dismissal. The late fee is paid directly to the teacher, or other supervising staff person who provided the childcare.

Faith Lutheran Preschool is not a childcare center and **does not** provide childcare before or after the class hours for which your child is registered.

## **COMMUNICATION**

### **Current Records**

**Please notify FLP immediately of any changes in your workplace, home/ mailing address, phone numbers, emergency information, or authorized pick-up persons. FLP must have a working emergency number at all times, FLP must be able to reach you.**

### **Bulletin Boards, Class books, Newsletters, Notes and Calendars**

Each classroom has a bulletin board for parents with current information about classroom activities and a copy of the weekly lesson plans. Preschool newsletters are published at least twice per month, and teachers email once a week what is happening in the class for the upcoming week. Other notes may come home from time to time,

too. Check child's backpack **each day** and *read, read, read*, so that you will remain informed about all the special activities and opportunities provided to you and your child throughout the preschool year!

### **Parent Teacher Conferences**

Parent-Teacher conferences are scheduled twice a year. The October conferences are a time for parents and teachers to meet to discuss goals for their student. Baseline assessments will be shared and then goals will be set as a team. At the April conference, full assessments from the Fall and Spring will be shared to show your child's progress. Teachers and parents will also discuss the next school year, whether the transition will be into kindergarten or the next year's preschool class.

Follow up notes will be sent home throughout the school year as part of our Home to School Connection so you can keep up on your child's progress..

### **Community Service Agencies Referral Policy**

Parents may choose (and are encouraged) to contact outside agencies/organizations for programs or services directly. Program directors maintain lists of resources that can be shared with any parent who would like information about organizations that provide early intervention and connect families to appropriate community service agencies.

#### **Referral Process**

The referral process is outlined below:

The teacher informs the Director of their concern

A meeting is scheduled with the parents, teacher(s) and Director

The parent is given the contact information for the appropriate referral agency

The parent makes contact with the appropriate agency and a screening is arranged

The outcomes are discussed with the teacher/director

The staff and the parent discuss ways the program can assist in meeting the child's needs.

There may be occasions when parents may choose to not accept referrals.

### **Grievances and Conflict Resolution**

It is in everyone's best interest to keep the lines of communication open. Please feel free to make any concerns, questions or ideas known. Please go to the person(s) directly affected first. Second party reports are usually inaccurate. Changes can only be made and problems resolved when all parties concerned are in direct communication with each other. The FLP Director, FLP Advisory Board, and Faith Lutheran Church Council are available, in this order, if a conflict or other problem needs escalation for resolution.

### **Reports available in Office**

If you would like to review any inspection, reports or policies, hardcopies are available in the office.

Annual State Licensing Inspection  
Annual Health Department Inspection  
Fire Inspection  
Quality Improvement Plan  
Parent Handbook

Any other relevant material is available upon request.

Thank you for sharing your child with us!  
We look forward to watching them grow, laugh, learn and be a part of their foundational learning experience!

*The Staff of FLP and FLC*

[OBJ]

## Teacher—Child Ratios

In order to provide the best learning environment for the children, Faith Lutheran Preschool adult:child ratios are aligned with NAEYC (National Association for the Education of Young Children) standards. We strive to continue to maintain low student/staff ratios.

There are 2 factors that determine the number of students in a classroom, the age and the physical size of the classroom. It is FLP’s goal to maintain low adult:student ratios to remain in alignment with NAEYC. The maximum group size will not be exceeded and two staff members (1 teacher / 1 assistant) will be in the classroom at all times. Each Class has the same teacher and assistant each time the class meets in order to maintain consistency and help promote formation of a strong emotional bond. These bonds are necessary for that of a Primary Caregiver. The qualifications of a good primary caregiver are those the we expect from all of our teachers: sensitivity to children and parents, caregiving skills, and understanding of the program’s philosophy and practices.

### **Responsibilities of Primary Caregivers:**

**Communicate**—A chain between parents and program, and children and program.

**Advocate**—Empowers parents and children by translating individual concerns and needs into action through the efforts of all program staff

**Nurture**—Ensures all needs are met and carried out in a way that establishes a sense of security and trust.

**Teach**—Maximize language and learning potential in all interactions and ensures learning environment works for all children.

**Observe, Monitor & Evaluate**-Observation, discussions and analysis of experiences of child and family are regularly made and noted.

AGE	CLASSES	NAEYC MAX GROUP SIZE and RATIO	FLP MAXIMUM ACTUAL GROUP SIZE and RATIO	ACTUAL LICENSED CAPACITY
2 1/2	Emerald	12	10	13
	Magenta	1:10	2:10	
3	Teal	20	11	11
	Purple	1:10	2:11	
3	Green	20	13	15
	Orange	1:10	2:13	
3	Plum	20	12	14
	Scarlet	1:10	2:12	
4	Yellow	20	15	15
	Blue	1:10	2:15	

4	Red White	20 1:10	16 2:16	19
5	Gold	20 1:10	12 2:12	19
5	Silver	20 1:10	11 2:11	11

## **CHILD ABUSE REPORTING AND LICENSE INFORMATION**

If you wish to make a complaint about FLP concerning suspected licensing violations, you may contact the, Colorado Department of Human Services, Office of Child Care, by writing to them at 1575 Sherman Street, Denver, CO 80203-1714, or by calling 303-866-5958. Faith Lutheran Preschool's license number is 04399. FLP's current license is posted outside Classroom 2; copies of licensing visit reports are available in the preschool office and in each Class book.

*“General Rules for Child Care Facilities, issued by The Division of Child Care, Colorado Department of Human Services, rule # 7.701.53 (effective date 9-3-99),*

- B Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or law enforcement agency.*
- C. If the suspected child abuse occurred at the childcare facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the childcare facility is located.*
- D. If the suspected child abuse did not occur at the childcare facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.”*

If you need to report suspected child abuse, you may call:  
 Douglas County Department of Health and Human Services (Social Services) at  
 303-688-4825  
 Douglas County Sheriff's Department 303- 660-7500  
 Castle Rock Police Department 303-660-1000.

**FAITH LUTHERAN PRESCHOOL  
303-688-3532**

**CHURCH OFFICE:  
PHONE: 303-688-3476  
FAX: 303-688-9501  
Website: [www.faithcrco.org](http://www.faithcrco.org)  
303 N. RIDGE ROAD  
CASTLE ROCK, CO 80104**

**COLORADO DEPARTMENT OF HUMAN  
SERVICES  
OFFICE OF CHILD CARE  
LICENSE #4399**

"There are two lasting gifts  
we can give our children,  
one is ROOTS, the other WINGS."  
H. Carter

