



Highlights from July 13th, 2023 Board of Directors' Regular Meeting

New Board Director

Mr. Matt Ross was sworn in commencing his three-year term on the Board of Directors.

Highway 105 and Carline Construction Update

Due to the significant amount of rain, Wildcat Construction is diligently working 10–12-hour days to make continued progress on the re-circulation road during the summer months. The storm drain enhancements including the enhanced underdrain and edge drain systems are soon to be completed. The embankment material placement should be started the week of July 17th followed by the retaining walls. Stay tuned for future updates on how carline traffic will flow at the start of the school year.

Board Committee Assignments

The following committee assignments were voted on and approved:

Highway 105: Ryan Graham

Curriculum: Emily Belisle

SAAC-West: Matt Ross

SAAC-East: Lindsay Clinton

Governance: Karen Hoida and Joe Buczkowski

Finance: Joe Buczkowski and Craig Carle

Buildings & Facilities: Karen Hoida and Ryan Graham

Resource Development: Craig Carle and Lindsay Clinton

HR Subcommittee: Lindsay Clinton and Ryan Graham

Elementary School Parent/Student Handbook

The 23/24 Parent/Student Handbook for Monument Academy West was reviewed and approved. Please look for the updated version to be posted on our website shortly.

Graduation Requirements

Mr. Kennington, MA East High School Principal, presented on High School Graduation Requirements and Senior Academic Honors. After conferring with his High School Parent and Student Advisory Groups, recommendations were provided to the board regarding the preferred academic honors approach for MAHS. Policy IKF Graduation Requirements was approved by the board which also establishes a traditional valedictory honor with the addition of *cum laude*, *magna cum laude*, and *summa cum laude* GPA threshold honors. You can review that policy as an attachment below.

Elementary School Uniform Policy Update

The board approved the addition of a uniform daily wear sweatshirt with a logo crest to be sold through the PTO West spirit wear website. Please review the updated policy here: [Handbooks and Uniform Policies](#)

To watch a replay of previous meetings, and livestream during meetings, please click here: [MA School Board](#)

Monument's Best Before and After School Care

The Board approved a contract with Monument's Best to provide Before and After School Care as well as camps over holiday breaks for MA students. Please keep an eye out for further information provided by the administration with details on registration, fees, and services.

PTO Shade Structure

West PTO received one bid for the construction of the shade structure. This bid will be reviewed by MA legal counsel. Once the bid is approved, MA will engage with the contractor to determine when best to start construction on the shade structure.

Monument Academy Preschool Calendar, Policies & Procedures, and Revised Tuition Contract

The below documents were reviewed and approved by the Board of Directors. For enrollment information please click here: [Preschool – Monument Academy](#)

August Board/Parent Café Chat

Board members Craig Carle and Karen Hoida invite you to join them at Serrano's Coffee on August 2nd from 8:30-9:30am at Serrano's Coffee Company.

Please RSVP here: [August 2nd Cafe Chat](#)

What's coming up?

- MA Board of Directors Regular Meeting: August 10th at 6pm in the East Campus Gym
 - Public Comments are welcome related to agenda or non-agenda items. You must attend in person and sign-up on the public comment sheet prior to 6pm. Meetings are recorded and uploaded to our YouTube Channel: [Monument Academy School Board](#). For livestreams click on "live." For meetings that were recorded and uploaded, click on "videos."

To watch a replay of previous meetings, and livestream during meetings, please click here: [MA School Board](#)



Book	Board Policies
Section	Section I: Instruction
Title	Graduation Requirements
Code	IKF
Status	Active
Adopted	February 20, 1975
Last Revised	May 22, 2023
Prior Revised Dates	April 19, 1984; December 12, 1984; January 1985; September 16, 1993; April 13, 2009; November 17, 2011; May 19, 2016; December 15, 2016; January 25, 2021; February 22, 2022

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

District Academic Standards

Twenty-five credits shall be required for graduation. One credit is earned for a curriculum subject for the entire year. Half credits are given for each semester subject. The accumulation of high school credits towards graduation begins on the first day of a student's ninth grade year.

All students must meet or exceed the district's academic standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individual Education Program (IEP), which may include modified academic standards.

All graduation credit requirements shall be completed in order to receive a diploma.

The completion of a State Board of Education approved high school equivalency exam shall not qualify a student for a diploma.

Listed below are minimum credit requirements for graduation.

Requirements: (minimum of 25 credits for the class of 2025 and beyond)

English	3 credits	Science	2 credits
Social Studies (to include Civic/Govt. and Am. Hist.)	3 credits	Physical Education	1.5 credits
Mathematics	3 credits	Health or First Aid/CPR	.5 credit
Electives	12 credits		

Students must also demonstrate proficiency in Technology and Personal Financial Literacy (PFL) either through a proficiency demonstration or course equivalent.

In addition to the Lewis-Palmer School District graduation requirements, students must also demonstrate academic proficiency in the subjects of English and Math per the State Board of Education approved menu of college and career ready demonstrations.

Correspondence Distance Learning Courses

Once a student enrolls in the district, only three credits of a student's program may be earned from Carnegie credits taken outside of their program. These external units would include, but are not limited to, correspondence courses and online courses. Distance Learning Courses must be taken through an accredited institution and be pre-approved by the counselor and principal (or designee). Excluded from this limitation are courses under the concurrent enrollment options, career and technical courses, and district-supported online courses.

Independent Study

Independent study, work experience, and experienced-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

Transfer Students

Students enrolled in ninth grade or above transferring from other schools must meet the aforementioned graduation requirements and, accordingly, shall undergo a credit transfer evaluation. Factors including, but not limited to, enrollment status, academic accreditation, school year, class time, school attendance, and academic programs shall be included in this evaluation. The high school principal's office shall notify transfer students of final credit evaluations.

The district shall review the records from a home-based educational program as presented on form IKF-E Homeschool Credit for Transfer Students to determine whether the courses and grades earned are consistent with district requirements and academic standards. The district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district reserved the right to reject any transcripts that cannot be verified through a sufficient body of evidence.

In order to receive a diploma from Lewis-Palmer School District 38, students must be enrolled and attend high school in the Lewis-Palmer School District during their last semester prior to graduation at a minimum, regardless of the number of credits previously earned or any amount of time attended previously in Lewis-Palmer School District.

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

Adopted: February 20, 1975
Revised: April 19, 1984
Revised: December 12, 1984
Revised: January 1985
Revised: September 16, 1993
Revised: April 13, 2009
Revised: November 17, 2011
Revised: May 19, 2016
Revised: December 15, 2016
Revised: January 25, 2021
Revised: February 22, 2022
Revised: May 22, 2023

LEGAL REFS.:

C.R.S. 22-1.104 (history, culture and civil government)
C.R.S. 22-32-109 (1)(kk) (board to establish graduation requirements that "meet or exceed" state graduation guidelines)
C.R.S. 22-32-132 (discretion to award diploma to honorably discharged veterans)

C.R.S. 22-33-104.5 (home-based education law)
C.R.S. 22-35-101 et seq. (Concurrent Enrollment Programs Act)

CROSS REFS.:

AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IHBG, Home Schooling
IHBK*, Preparation for Postsecondary and Workforce Success
IHCD, Concurrent Enrollment
IK, Academic Achievement
IKA, Grading/Assessment Systems



Monument Academy

Board of Directors Governance and Policy

Policy Area: Instruction	Policy #: IKF-MA
Title: Graduation Requirements and Senior Honors	Adopted: [date] Revised: Revised:

High School

Graduation Requirements and Senior Academic Honors

Mission, Vision, and Philosophy

In alignment with the mission, vision, and philosophy of Monument Academy, the following graduation requirements are established.

The Board of Education believes that all students who graduate from Monument Academy High School should have a solid foundation in the core subject areas of English, Mathematics, Science, and Social Studies along with a comprehensive background in Fine Arts, Physical Education, and World Language.

Students are encouraged to challenge themselves by exceeding the Monument Academy graduation requirements whenever possible in accordance with their post-secondary goals. Monument Academy High School graduation requirements meet or exceed the Colorado Graduation Guidelines.

Additionally, Monument Academy is a classical school and therefore values Western Civilization's history, traditions, and literature. This includes an exploration of what is good, true, and beautiful in the pursuit of excellence and a life well lived.

Monument Academy Graduation Requirements

Twenty-six credits shall be required for a student to graduate and receive a Monument Academy High School diploma. Credit is awarded on a semester basis, whether the course is a semester or full year course offering. Students earn 0.5 credits for each semester course completed with a passing grade. Courses taken in middle school do not count for high school credit.

In addition to the Monument Academy High School graduation requirements, students must also demonstrate academic proficiency in the subjects of English and Math, as defined by the State Board of Education approved menu of college and career readiness options.

	Monument Academy Required High School Credits	Colorado Department of Education (CDE) State Requirements	CDHE HEAR Recommendations for Post-Secondary Admission (in years)	
English	4.0	Proficiency Requirement	4	
Mathematics	4.0	Algebra 1 & Proficiency Requirement	4	Algebra 1 & Higher
Science	3.0	2 Lab-Based	3	2 Lab-Based
Social Studies	3.0	Am. Government & U.S History	3	1 U.S. or World History
World Language	2.0		1	
Physical Education	1.0			
Performing & Fine Arts	1.0			
Electives	8.0		2	Academic Electives
Total Credits	26			

Senior Capstone Project

To graduate from Monument Academy High School, 12th grade students are required to successfully complete an individual Senior Capstone Project. This challenging, intellectual project allows each student the opportunity to demonstrate a mastery of the Trivium, and specifically the ability to think, write, and speak persuasively. This project will be incorporated into a designated core academic subject, and students will be provided time and guidance within the 12th grade curriculum to assist in the completion of their Capstone.

Senior Academic Honors

Valedictorian. A single valedictorian will be named from the graduating class. The valedictorian will have achieved the highest GPA in their class as recorded on the high school transcript following successful completion of final exams and course requirements. If GPA calculations result in a tie between two or more students, as measured to the thousandth of a degree, then multiple valedictorian honors will be awarded.

Summa Cum Laude (highest honors). Any student who achieves *greater* than a 4.0 GPA will be awarded summa cum laude honors.

Magna Cum Laude (great distinction). Any student who achieves a 3.9 – 4.0 GPA will be awarded magna cum laude honors.

Cum Laude (distinction). Any student who achieves a 3.6 – 3.89 GPA will be awarded cum laude honors.

LEGAL REFERENCES:

C.R.S. 22-1.104 (history, culture and civil government)

C.R.S. 22-32-109 (1)(kk) (board to establish graduation requirements that “meet or exceed” state graduation guidelines)

C.R.S. 22-35-101 et seq. (Concurrent Enrollment Programs Act)

Monument Academy

2023-2024 School Calendar - Pre-K

August 2023						
Su	M	Tu	W	Th	F	Sa
		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	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					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 2023						
Su	M	Tu	W	Th	F	Sa
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	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			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		

December 2023						
Su	M	Tu	W	Th	F	Sa
					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
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	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	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				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		

March 2024						
Su	M	Tu	W	Th	F	Sa
					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
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	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				

May 2024						
Su	M	Tu	W	Th	F	Sa
			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	31	

	Level 2 Half day only
	Parent Teacher Conferences
	Holiday (School Closed)
	Professional Development (No Students)
	Important Day

Regular School Hours:	
Level 1 AM	8:15 AM - 11:15 AM M-Th
Level 1 PM	11:30 AM - 2:30 PM M-Th
Level 2 AM	8:15 AM - 11:15 AM M-F
Level 2 PM	11:30 AM - 2:30 PM M-Th
Level 2 Full Day	8:15 AM - 2:30 PM M-Th 8:15 AM - 11:15 AM F

August

7th - 14th	All Teachers Report
15th	First Day of School - PreK/Kindergarten

September

1st	Staff Professional Development - No Students
4th	Labor Day - No Students, School Closed

October

11th	PK No Classes, Conferences
12th	PK No Classes, Conferences
13th	Fall Break - School Closed
16th	Fall Break - School Closed

November

20th - 24th	Thanksgiving Break - No Students, School Closed
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December

14th	Last day for students before break
15th	PK No Classes, Workday
18th - 29th	Winter Break - No Students, School Closed

January

1st	Winter Break - No Students, School Closed
2nd	Staff Professional Development - No Students
3rd	Students Return - Start of 3rd Quarter/2nd Semester
15th	Martin Luther King, Jr. Day - No Students, School Closed

February

19th	Presidents Day - No Students, School Closed
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March

8th	Afternoon Conferences by request
25th - 29th	Spring Break - No Students

April

19th	PK No Classes, School Closed
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May

15th	PK End of Year Celebrations/Last Day
23rd	Last day for teachers
27th	School Closed



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CLASSROOM POLICIES, PROCEDURES AND PHILOSOPHY

7.702.31.A and 7.702.31.B

Welcome to Monument Academy Preschool, where Core Knowledge learning for children ages 3 to 5 years is incorporated into a fun, loving and caring environment. Monument Academy Preschool is a place where your child can grow physically, mentally, and emotionally! Our classes encourage a healthy balance of self-autonomy, academics, and creative play. In addition to following the Core Knowledge sequence, Monument Academy Preschool also uses beginning elements of Saxon Math, Heggerty Phonics, Handwriting Without Tears, and Capturing Kids Hearts.

According to the Colorado Department of Human Services, 7.702.31, the following preschool policies shall be available for parents to review:

SCHEDULES/HOURS OF OPERATION

7.702.31.B.3

Monument Academy Preschool offers a variety of student schedules with varying class contact hours. Please refer to the preschool section of the Monument Academy (MA) website for specifics regarding available programs and hours of operation. The preschool also follows the MA calendar regarding school holidays. Please refer to the school calendar link at the MA website for specific information.

[Preschool-Tuition-Contract-Revised-2-3-23.pdf \(monumentacademy.net\)](#)

[Yearly Calendars – Monument Academy](#)

ADMISSION/REGISTRATION/FEEES

7.702.31.B.6

Monument Academy Preschool offers a variety of part-day and full-day classes. Fees vary depending upon the specific program. Please visit the preschool section of the MA website and click on “ENROLLMENT” to begin the registration process by filling out a letter of interest form. Intent to enroll and preschool registration packets are also available for download by visiting the “PRESCHOOL” section of the MA website. Classes will be filled on a first-come, first-served basis.



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The first payment plus a \$150 materials fee is due at time of signature. The first payment as well as the \$150 materials fee is non-refundable. This is a deposit that ensures your child's seat in the program. The remaining payments are **due on the first of the month** from August to April. If you withdraw from the program, you will need to give 2 weeks' notice to the director and registrar and pay your monthly tuition fee through the next full month.

If a payment is not received by the 10th of the month, a \$75 late fee will be added to the balance due. If no arrangement for payment has been made and payment is 30 days past due, administration will be notified, and your child may be removed from the Monument Academy Preschool program. Your account is also subject to being sent to collections. We offer a 10% discount for multiple children, military, fire, and police officers (documentation will need to be provided, and only one discount will apply).

INCLEMENT WEATHER

7.702.31.B.4

Monument Academy Preschool may be closed unexpectedly due to severe weather, power failure, heating issues or other unforeseen circumstances. School closings due to weather will follow those of D-38 and Monument Academy grades K-5. Additionally, if a delayed start is called for grades K-5, morning preschool classes will still be held as normal. Report time for a delayed start is 2 hours after the normal schedule and pick up is at regularly scheduled time. In the case of excessively hot or inclement weather, preschool staff will modify outside time in the daily schedule. Student safety is always our priority in all decisions.

CHILD LOCATION/LOST CHILD PROCEDURE

7.702.31.B.7

Monument Academy wants to always ensure the safety and well-being of all preschool students. Teachers will count the preschool children throughout the day. The count is taken during classroom time to make sure everyone is present. A name-to-face count is done before and after each transition. Children are counted going out to the playground and coming in from the playground. In the event a child cannot be located, preschool staff will advise other team members of the situation and re-check the preschool facility. If the child still cannot be located, preschool staff will advise the front office of the situation and follow school and local law enforcement guidelines for locating a child on the Monument Academy campus or in the surrounding off-campus area.



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BEHAVIOR AND DISCIPLINE

7.702.31.B.8(a-d) and 702.31.B.9(a)

Monument Academy preschool follows the discipline guidelines for elementary and middle school as described in the student handbook's discipline section. Preschool staff strives to cultivate self-autonomy and a positive learning environment by implementing Character First, Capturing Kids' Hearts, and Love & Logic principles (<https://www.loveandlogic.com/>) in the classroom, including:

- Recognizing and highlighting positive choices made by students
- Allowing students to learn via natural consequences within safety constraints and guidelines Rules for behavior are kept simple and to a minimum.

Our rules are as follows (and are repeated daily):

1. Keep yourself safe.
2. Keep each other safe.
3. Keep our things safe.

If there is a serious behavioral issue with a child, a conference with the parents will be requested. Together the teacher, director and parents will put together a plan to correct the behavior. If needed, the school principal, vice principal and/or school counselor will also be consulted. If a child's behavior is unable to be corrected, the following steps will take place:

- a. Behavior observation documentation will be kept by teacher and shared with parents
- b. Written behavior action plan
- c. Guidance provided by an Early Childhood Mental Health Specialist or Consultant

If a resolution cannot be made within a reasonable period, Monument Academy Preschool reserves the right to dismiss any child for the inability of the child or parents to adjust to the school program or if the behavior of the child or parent is unsuitable or interferes with the safety and/or welfare of other children and/or staff members.

HEALTH/MEDICAL INFORMATION

7.702.31.B.10 and 702.31.B.19

Monument Academy Preschool follows the health and medical policy as stated in the student handbook regarding accidents, illnesses, and immunization requirements. Please refer to the health and medical information section of the student handbook for further information. If preschool staff determines your



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child is not feeling well enough to participate in normal class activities, you will be notified to pick up your child as soon as possible. Parents will be notified in writing of accidents or injuries that occur at school. The staff member observing the accident will complete a report explaining how the accident or injury occurred and what action was taken, including any first aid that was administered. A copy of the incident report will be given to the parents and placed on file at the school.

Any medicine needed by children will be stored in the nurse's office and handled in compliance with Section 12-38-132, C.R.S. of the Nurse Protection Act.

SUN PROTECTION/SUNSCREEN

7.702.51.C(1-5)

Because CO receives some of the strongest UV sunlight in the nation, licensing regulations stipulate all preschool students must have sun protection before going outside. Parents/guardians may choose:

- To apply the sunscreen of their choice to their child's exposed skin EVERY DAY before he/she comes to class. If the child attends school full days, preschool staff will re-apply center-supplied sunscreen to children at the appropriate time throughout the day.
- To dress their child in a wide-brimmed hat and sun-protection clothing labeled UPF 30 or more EVERY DAY they come to class.
- To have Monument Academy preschool staff apply center-supplied sunscreen to children's exposed skin at the appropriate time before students go outside each day they are in class.

All parents/guardians must sign an authorization form detailing their choice of sun protection for their student. Authorization forms and specific product details of center-supplied sunscreen will be available at the student "Meet and Greet" event before school starts or as part of the student's registration packet.

INCIDENT ACTION PLAN

7.702.31.B.11

Monument Academy preschool will follow the school's incident action plan. Incident plans are accessible in each classroom. Fire Drill Procedures and Tornado Drill Procedures are clearly posted in the classrooms near the door. Fire, tornado, and other incident drills are routinely practiced according to the CDHS (Colorado Department of Human Services) requirements.



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FIELD TRIPS/EXCURSIONS

7.702.31.B.13

There may be occasions when preschool classes will take walking excursions to areas on or immediately surrounding the MA campus. The preschool does not currently take off-campus field trips requiring transportation and/or parent/guardian permission slips. Preschool staff will maintain established child-to-adult ratios during all excursions and follow child location/lost child procedures if a child becomes separated from the group.

TELEVISION, COMPUTER & VIDEO POLICY

7.702.31.B.14

Monument Academy Preschool may on occasion use age-appropriate educational videos and computers during rest times, or to supplement curriculum activities. Preschool staff will maintain established child to adult ratios during video viewing activities.

VEHICLE PROCEDURES

7.702.31.B.15

Monument Academy Preschool does not provide transportation to students, nor can staff buckle children into vehicle safety restraint systems. Parents/guardians are responsible for following Colorado law regarding child safety restraint requirements, properly seating and supervising children in private vehicles, and following proper traffic/emergency procedures on the road.

PERSONS AUTHORIZED TO PICK UP STUDENTS

7.702.31.B.16

Parents/guardians are required to fill out an "Authorization to Transport" form when registering their child. Parents/guardians are asked to confirm and/or amend this information at the beginning of the school year and throughout the school year if there are any changes. Preschool students will only be released to persons who have written authorization to pick up students. Parents are responsible for notifying preschool staff in writing regarding any changes to persons authorized to pick up their student.

LATE ARRIVAL/LATE PICK UP

7.702.31.B(17-18)

Parents who arrive late with their children should try to be as unobtrusive as possible when bringing their child into the classroom. If parents deliver children late to school on a day that the school has gone on an excursion, the parent may elect to take their child with them or leave their child with the front office staff,



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if necessary, until the class arrives back in the classroom. If a child is not picked up by dismissal time, a preschool staff member will remain with the child. The parent and/or guardian will be called 10 minutes after dismissal and may be subject to a late fee of \$10 after 10 minutes and a \$1 per minute fee until the child is picked up. We understand that there may be extenuating circumstances. If you are caught in a storm, traffic accident, or event that may delay you from picking up your child on time, please call the school office at (719)481-1950 and inform us of your circumstances. Parents who arrive late will sign a separate sign-out sheet, which will be turned in to the finance office for billing. If preschool staff cannot contact a parent and/or guardian or the child's emergency contact within a reasonable amount of time (approximately 40 minutes after class dismissal), the preschool director will notify MA administration and appropriate steps, including calling the authorities, will be taken.

CHILDREN'S PERSONAL BELONGINGS/MONEY

7.701.31.B.20

All children enrolled in the preschool program will be assigned a cubby in which to store their personal belongings. Parents/guardians are asked to clearly label their child's belongings and keep their valuables at home, as cubbies are not secure. Monument Academy Preschool will not be responsible for lost or stolen items.

MEALS AND SNACKS

7.702.31.B.21

Parents/guardians are asked to provide a water bottle and snack for their child. We ask that snacks be healthy. Monument Academy will provide water to students throughout their time at school.

Children attending both morning and afternoon sessions and children attending school the full day bring their own lunches, including a beverage. Lunch containers should be as small as possible and be clearly marked with your child's name. We can neither heat nor refrigerate lunches, which are stored in the classroom or your child's cubby. Teachers will assist children with their lunches as needed but self-help containers are encouraged. "Lunchables" are very teacher intensive and for this reason we request that you do not send "Lunchables."



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TOILET TRAINING AND TOILET ACCIDENTS

7.701.31.B.22

Toilet training is required as a condition of enrollment at Monument Academy Preschool. However, we understand that young children occasionally have accidents. Each child should have a change of clothing kept at preschool, including socks, underwear, pants, and a shirt. If a child has more than three toileting accidents within a two-week period, preschool staff will begin discussions with parents/guardians regarding continuing current class enrollment or postponing enrollment until child is properly toilet trained.

VISITOR'S POLICY

7.701.31.B.23

All volunteers and visitors, including family and friends, must sign in and out at the front office and wear a Monument Academy Visitor Badge during their stay. This is a security measure to keep our school, students, parents, and staff safe.

CONFERENCES

7.701.31.B.24

Parents/guardians are notified of classroom happenings via periodic class e-mail updates. Additionally, preschool staff may inform parents/guardians of their child's behavior, progress, social and physical needs via written or oral communication. Level I students will receive a written progress report once a year, and Level II students will receive a written progress report twice a year. Formal conferences are held once a year for all students, but parents/guardians may contact teaching staff for additional conferences at any point during the school year.

WITHDRAWALS

7.701.31.B.30

Parents/guardians who wish to withdraw their child from any portion of the preschool program are requested to notify the preschool director and MA registrar in writing at least two weeks prior to any changes being implemented. Withdrawal notices can be e-mailed to: lgross@monumentacademy.net



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FILING A COMPLAINT

7.701.31.B.25 and 7.701.55

You have the right to file a complaint against any childcare center that your child has attended, either in writing or via telephone. A complaint may be reported to:

**Colorado Department of Early Childhood
710 South Ash Street
Denver, CO 80246-1714
303-866-5958 or 1-800-799-5876**

REPORTING CHILD ABUSE

7.701.31.B.26 and 7.701.53

All Monument Academy Preschool staff members are required by law to report all incidents of child abuse and/or neglect to the El Paso County Department of Human Services or local law enforcement agencies. Parents/guardians wishing to report suspected child abuse or neglect may also make a report to the El Paso County Department of Human Services or local law enforcement agencies. To report child abuse or neglect through the El Paso County Department of Human Services contact:

1-844-CO-4-KIDS or 719-444-5700 (Child Abuse Hotline); childabusereport@elpasoco.com

El Paso County Department of Human Services Citizens Service Center
1675 West Garden of the Gods
Colorado Springs, CO 80907



Monument Academy Preschool
Where excellence begins

POLICIES AND PROCEDURES SIGNATURE STATEMENT

7.702.31

Written copies of Monument Academy Preschool's Policies and Procedures are available in each preschool classroom. Parents/Guardians are also provided a printed copy of current policies and procedures at the preschool "Meet and Greet" event before school starts and/or upon enrollment in class.

I certify that I/we have read the current Monument Academy Preschool Policies and Procedures as outlined in this document. I understand that I may question Monument Academy staff about any part of the document I do not understand. By signing this document, I/we agree to follow, accept the conditions of, and give authorization and approval for the activities described therein.

Printed Name(s): _____

Signed Name(s): _____

Date: _____



Monument Academy Preschool Program
1150 Village Ridge Point
Monument, CO 80132
Phone: (719)481-1950 Fax: 719-481-1948

Preschool Tuition Contract

Preschool Level 1 Options (Choose <u>ONLY</u> one) (Must be 3 years of age prior to the first day of school)		
Option 1 AM <input type="checkbox"/> M/T/W/Th <u>NO Friday</u> (8:15-11:15)	10 payments of	\$500.00
Option 2 PM <input type="checkbox"/> M/T/W/Th <u>NO Friday</u> (11:30-2:30)	10 payments of	\$500.00

Preschool Level 2 Options (Choose <u>ONLY</u> one)		
Option 1 (AM) <input type="checkbox"/> M/T/W/Th/F (8:15-11:15)	10 payments of	\$625.00
Option 2 (PM) <input type="checkbox"/> M/T/W/Th <u>NO Friday</u> (11:30-2:30)	10 payments of	\$500.00
Option 3 (FULL DAY) (2 Classes) <input type="checkbox"/> M/T/W/Th (8:15-2:30, Friday 11:15 dismissal)	10 payments of	\$1,125.00

The first payment plus a \$150 materials fee is due at this time. The first payment as well as the \$150 materials fee is non-refundable. This is a deposit that ensures your child's seat in the program. The remaining payments are **due on the first of the month** from August to April. If you withdraw from the program, you will need to give 2 weeks' notice to the director and registrar, as well as required to pay your monthly tuition fee through the next full month.

If a payment is not received by the 10th of the month, a \$75 late fee will be added to the balance due. If no arrangement for payment has been made and payment is 30 days past due, administration will be notified, and your child may be removed from the Monument Academy Preschool program. Your account is also subject to being sent to collections. We offer a 10% discount for multiple children, military, fire, and police officers (documentation will need to be provided, and only one discount will apply).

By signing this acceptance letter, you agree to make the payment(s) when due and to abide by all policies and procedures of Monument Academy.

Student Name: _____
Parent Signature(s): _____ Date: _____
Address: _____ State: _____ Zip Code: _____
Email: _____

Please note: These are only options. Classes will be created based on interest.